Student & Parent Handbook 2026 - 2027

East Intermediate
701 E. Proctor
Weatherford, Oklahoma 73096
Phone: 580-772-5888

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LETTER TO STUDENT/PARENT/GUARDIAN

This school has provided the information contained in this handbook for your convenience. We hope you have taken the time to read and study it carefully. Any questions you may have should be brought to the attention of your teacher or the principal. He/She is willing to discuss it with you.

We are pleased to have you as part of the East Intermediate student body. We sincerely hope your years at East Intermediate will not only be successful, but will be enjoyable as well.

Meagan Merkey, Principal

East Intermediate School

701 E. Proctor

Weatherford, Oklahoma 73096

Phone: 580-772-5888

Website: weatherfordpsok.sites.thrillshare.com/o/eis

Email: meagan.merkey@wpsok.org

MISSION STATEMENT

East Intermediate empowers all students to learn at their highest potential while fostering and inspiring an acceptance of diversity and a lifelong love of learning.

EAST INTERMEDIATE OBJECTIVES

1. To provide opportunities for social and academic growth based on realistic expectations
2. To provide an environment conducive to emotional well-being and to nurture self-esteem
3. To model and encourage good citizenship
4. To recognize and reward responsible student behavior and maintain positive home/school relations
5. To use our knowledge of child development to recognize students' social and conceptual growth and encourage appropriate interactions
6. To provide appropriate long-range planning and emphasize interrelationships among reading, language arts, and other areas of curriculum
7. To provide opportunities for students to develop necessary skills in critical thinking and creative problem solving
8. To help students accept responsibilities for their decisions
9. To provide appropriate means for diagnosing students' area of need. Students' progress will be supported through the process of monitoring, maintaining, adjusting, and evaluating
10. To encourage a desire for learning and to stress education is a continuous process.

NONDISCRIMINATION STATEMENT

The Weatherford Public Schools does not discriminate on the basis of disability, race, color, religion, national origin, sex, age, or veteran status.

Inquiries concerning the application of this policy may be referred to:

Federal Programs/Title IX Coordinator	**EIS Title IX Deputy Coordinator**
Steven Callen	Meagan Merkey
1409 Cypress	701 E. Proctor
Weatherford, Oklahoma 73096	Weatherford, Oklahoma 73096

ADMINISTRATIVE FACULTY

District Administration
Mr. Mark Harmon, *Superintendent*
Mr. Steven Callen, *Assistant Superintendent*

1409 Cypress, Weatherford, OK 73096
580-772-3327

Site Administration
Mrs. Meagan Merkey, *Principal*
meagan.merkey@wpsok.org

Mrs. Lindsey Mickley, *Assistant Principal*
lindsey.mickley@wpsok.org

Board of Education
Mr. Chris Gregston, *President*
Mr. Bryan Bayless, *Vice President*
Mr. Matt Fast
Mr. Kyle King
Mrs. Carrie Schmidt

EAST INTERMEDIATE FACULTY AND STAFF

5th Grade

Zoe Bell, *ELA*
Lauren Crick, *Math*
Briannon DeVon, *Science*
Taryn Galt, *Social Studies & Science*
Hunter Hines, *Math*
Jessica LeVick, *Math*
Jada Lewis, *ELA, Social Studies*
Aisley Odgen, *ELA*

6th Grade

Samantha Allen, *ELA, Social Studies*
Julie Bonner, *ELA*
Brandy David, *Math, Science*
Wendi Lewis, *Social Studies*
Amber Morlan, *Math*
Lacie Pribble, *Science*
Alyssa Shepherd, *ELA*
Carl Steigman, *Math*

Specialists

Cade Balenti, *Health*
Connor DeWitt, *Band (Percussion)*
Dixie Gunselman, *Speech Therapist*
Chrisalyne Hagood, *Band Director*
Amanda Hughes, *Music*
BreeAnna Jackson, *Keyboarding, TA*
Jennifer Lindamood, *Literacy Specialist*
Cassidy Lynn, *O.T. Assistant*
Amanda Orange, *Band*
Sara Panek, *Math Special Education*
Kylee Sawatzky, *School Nurse*
Aaron Skinner, *P.T. Assistant*
Deborah Smith, *Librarian*
Jeff Splawn, *ELA Special Education*
Shalin Royal, *Counselor*
Nathon Wesley, *Band*
Grant Williams, *Physical Education*

Support Staff

Tonya Adams, *Secretary*
Tim Easter, *Custodian*
Katy Gilliland, *Teacher Assistant, STEM*
Jack Johnson, *Custodian*
Maria Johnson, *Custodian*
Tadyn Miller, *Paraprofessional*
Ragina Segress, *Paraprofessional*
Sage Skinner, *Library Assistant*
Nicole Thompson, *Paraprofessional*
Randi West, *Secretary*

EAST INTERMEDIATE DAILY TIME SCHEDULE

7:30 - 8:10 am	Breakfast served in cafeteria
8:05 am	Students enter building/Report to class
8:15 am	Tardy bell/Class work begins
3:21 pm	Dismissal

***There is NO supervision before 7:30 am and after 3:30 pm. Please do not leave your children unattended during these times.**

PUBLIC POLICY

FAMILY RIGHTS AND PRIVACY ACT (PL 93-380)

Parents and eligible students have the following rights under the Family Educational Rights and Privacy Act and local school policy:

1. The right to inspect and review the student's educational records.
2. The right to exercise a limited control over the other people's access to the student's file.
3. The right to seek to correct the student's education record: in a hearing, if necessary.
4. The right to report violations of the Act to the Department of Education, Washington, D.C.
5. The right to be informed about **FERPA** rights, **NOTE**- Translation of the **FERPA** will be provided for non-English speaking families upon request.
6. All rights and protections given parents under the **FERPA** and school policy shall transfer to the student when he/she reaches 18 or enrolls in a post secondary school. The student then becomes an "eligible student".

NOTE: No records shall be released to any individual, agency or organization, unless exempt by law, without the WRITTEN consent of either the parent or eligible student.

STUDENT DIRECTORY INFORMATION

The school district will maintain and release "Directory Information" without the parent's prior written consent unless the parent informs the school that any of all of the following information should not be released without prior consent.

The following information is designated as "directory information": student's name, address, telephone listing, date and place of birth; parent or lawful custodian's name, address and telephone listing; grade level classification; student's participation in officially recognized activities and sports.

BULLYING POLICY

Weatherford Public Schools is committed to creating and maintaining a learning environment, which is free from bullying behavior. Schools are meant to be safe places where students can learn, and where educators can work in an atmosphere of care, security and hope.

Policy FNCD | BULLYING

It is the policy of this school district that bullying of students by other students, personnel, or the public will not be tolerated. Students are expected to be civil, polite, and fully engaged in the learning process. Students who act inappropriately are not fully engaged in the learning process. This policy is in effect while the students are on school grounds, in school vehicles, at designated bus stops, at school-sponsored activities, or at school-sanctioned events, and while away from school grounds if the misconduct directly affects the good order, efficient management, and welfare of the school district. Bullying of students by electronic communication is prohibited whether or not such communication originated at school or with school equipment, if the communication is specifically directed at students or school personnel and concerns harassment, intimidation, or bullying at school. The school district is not required to provide educational services in the regular school setting to any student who has been removed from a public school or private school in Oklahoma or another state by administrative or judicial process for an act of using electronic communication with the intent to terrify, intimidate or harass, or threaten to inflict injury or physical harm to faculty or students.

As used in the School Safety and Bullying Prevention Act, "bullying" means any pattern of harassment, intimidation, threatening behavior, physical acts, verbal or electronic communication directed toward a student or group of students that results in or is reasonably perceived as being done with the intent to cause negative educational or physical results for the targeted individual or group and is communicated in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Such behavior is specifically prohibited.

In administering discipline, consideration will be given to alternative methods of punishment to insure that the most effective discipline is administered in each case. In all disciplinary action, teachers and administrators will be mindful of the fact that they are dealing with individual personalities. The faculty may consider consultation with parents to determine the most effective disciplinary measure.

In considering alternatives of corrective actions, the faculty/administration of the school district will consider those listed below. However, the school is not limited to these alternative methods, nor does this list reflect an order or sequence of events to follow in disciplinary actions. The board of education will rely upon the judgment and discretion of the administrator to determine the appropriate remedial or corrective action in each instance.

1. Conference with student
2. Conference with parents
3. In-school suspension
4. Detention
5. Referral to counselor
6. Behavioral contract
7. Changing student's seat assignment or class assignment
8. Requiring a student to make financial restitution for damaged property
9. Requiring a student to clean or straighten items or facilities damaged by the student's behavior
10. Restriction of privileges
11. Involvement of local authorities
12. Referring student to appropriate social agency or to a delinquency prevention and diversion program administrated by the office of Juvenile Affairs
13. Suspension
14. Performing Campus-site services for the school district
15. Other appropriate disciplinary action as required and as indicated by the circumstances which may include, but is not limited to, removal from eligibility to participate or attend extracurricular activities as well as removal from the privilege of attending or participating in the graduation ceremony, school dances, prom, prom activities, and/or class trips

Harassment set forth above may include, but is not limited to, the following:

1. Verbal, physical, or written harassment or abuse;
2. Repeated remarks of a demeaning nature;
3. Implied or explicit threats concerning one's grades, achievements, etc.;
4. Demeaning jokes, stories, or activities directed at the student;
5. Unwelcome physical contact.

The superintendent shall develop procedures providing for:

1. Prompt investigation of allegations of harassment;
2. The expeditious correction of the conditions causing such harassment;
3. Establishment of adequate measures to provide confidentiality in the complaint process;
4. Initiation of appropriate corrective actions;
5. Identification and enactment of methods to prevent reoccurrence of the harassment; and
6. A process where the provisions of this policy are disseminated in writing annually to all staff and students.

A copy of this policy will be furnished to each student and teacher in this school district.

East Intermediate will emphasize and instruct our students about "Bullying."

1. Use the word "bullying" with students to provide an understanding of what is and is not acceptable behavior.

2. Observe and be alert to possible “bullying” behavior and victims.
3. Listen to students, making them feel comfortable to report incidents
4. Instruct students to report “bullying” incidents to any adult – whether they are on a bus, in the cafeteria, on the playground, in the restrooms, in other classes, or in the hallway.
5. Educate students to distinguish between tattling and reporting a “bullying” incident.
6. Continue to educate students about character qualities such as kindness, courtesy, and respect.
7. Continue to acknowledge good manners and character qualities.

BULLYING ACTION PLAN

Teachers will address any acts described in the school Bullying Prevention Act in the following manner:

1. **First incident –** intervene, state expectations and issuance of a verbal warning.
2. **Second incident –** intervene, state expectations, verbal warning, parent/guardian are contacted by phone, mail or e-mail; Removal of privileges.
3. **Third incident –** intervene, state expectations, verbal warning and referral to administrative staff and counselor; Administrative contact to parent/guardian and disciplinary action.
4. **Fourth incident –** intervene, state expectations, verbal warning, and referral to Administrative staff for parent/guardian contact and disciplinary action.

Each teacher will fill out a Bullying Report Log for any validated major “bullying” incident and refer to the Principal’s office on the third incident. Administrative staff and counselors may be used on one or all times for reinforcement and guidance in each incident. Disciplinary actions will follow guidelines listed in the East Intermediate Handbook. Aggressive behavior may and will be reported to the administrative staff and may require immediate attention in other areas of disciplinary action.

PARENT PARTICIPATION

This policy concerns the involvement and relationship between teachers, students, and parents. It has been adopted by East Intermediate School.

East Intermediate parental involvement activities include, but are not limited to:

- Through Open House Night, every parent will be provided with information concerning Oklahoma Academic Standards, state and local assessments, and our schoolwide Title I participation. Parents unable to attend Open House Night will be presented this information through parent-teacher conferences and/or information on Schoology.
- Parent-teacher conferences with classroom teachers will be scheduled according to the district’s calendar for all students. Other conferences may be scheduled as needed. Conference times will provide guidance for parents in interpreting assessment results and monitoring their child’s progress.

- The School-Parent-Student Compact will be presented before or during the first conference. Compact detail how teachers, parents, and students work together to maximize academic achievement and can guide discussion during conference time. The compact will be reviewed and updated at the annual site Title I meeting.
- Parents will be kept informed of school activities through newsletters, the school's website, classroom communication applications, the whole school communication application and Schoology.
- Schoolwide parent activities will be planned at various times throughout the year to involve parents in their child's education.
- Parents will be encouraged to volunteer in activities deemed appropriate at the site level.
- East Intermediate will seek to provide reasonable support for parental involvement at a parent's request.
- East Intermediate will distribute the Parent Participation Policy to parents of our students.
- The Parent Participation Policy will be reviewed and revised annually by the site's Title I Team with parent representation.

MEDICINE

It is the policy of the Weatherford Board of Education that if a student is required to take medication during schoo hours and the parent or guardian cannot be at school to administer the medication or if circumstances exist that indi- cate it is in the best interest of the student that a nonprescribed medication be dispensed to that student, the principal, or the principal's designee, may administer the medication only as follows:

POLICY FFACA | MEDICATION: ADMINISTERING TO STUDENTS

1. Prescription medication must be in a container that indicates the following:
    a. student's name,
    b. name and strength of medication,
    c. dosage and directions for administration,
    d. name of physician or dentist,
    e. date and name of pharmacy, and
    f. whether the child has asthma or other disability which may require immediate dispensation of medication.

    The medication must be delivered to the principal's office in person by the parent or guardian of the student unless the medication must be retained by the student for immediate self-administration. The medication will be accompanied by written authorization from the parent, guardian, or person having legal custody that indicates the following:

    A. purpose of the medication,

B. time to be administered,
C. whether the medication must be retained by student for self-administration,
D. termination date for administering the medication, and
E. other appropriate information requested by the principal or the principal's designee.

2. Self-administration of inhaled asthma medication by a student for treatment of asthma, or an anaphylaxis medication used to treat anaphylaxis, and the self-administration of replacement pancreatic enzymes by a student for treatment of cystic fibrosis is permitted with written parental authorization. The parent or guardian of the student must also provide a written statement from the physician treating the student that the student has asthma or anaphylaxis and is capable of, and has been instructed in the proper method of, self-administration of medication. Additionally:
    a. The parent or guardian must provide the school with an emergency supply of the student's medication to be administered as authorized by state law.
    b. The school district will inform the parent or guardian of the student, in writing, and the parent or guardian shall sign a statement acknowledging, that the school district and its employees and agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student.
    c. Permission for the self-administration of asthma, or anaphylaxis medication, or replacement cystic fibrosis enzymes is effective for the school year for which it is granted and shall be renewed each subsequent school year upon fulfillment of the above requirements.
    d. A student who is permitted to self-administer asthma medication or anaphylaxis medication shall be permitted to possess and use a prescribed inhaler, or anaphylaxis medication, or replacement pancreatic enzyme medication at all times.
    e. Definitions:
        i. Medication means a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms, prescribed by a physician and having an individual label, or an anaphylaxis medication used to treat anaphylaxis, including but not limited to Epinephrine injectors, prescribed by a physician and having an individual label, or replacement pancreatic enzymes prescribed by a physician and having an individual label.
        ii. Self-administration means a student's use of medication pursuant to prescription or written direction from a physician.

3. Students shall be permitted to possess and self-apply sunscreen that is regulated by the Food and Drug Administration without the written authorization of a parent, legal guardian, or physician. Students applying sunscreen are prohibited from applying sunscreen during instructional time. Aerosol spray must be applied outside of school buildings and away from other students. Students shall not be allowed to

apply sunscreen to other students. Students who do not conform to these rules will be disciplined by the administration in accordance with school discipline policies.

4. Nonprescription medication may be administered only with the written request and permission of a parent, guardian, or person having legal custody when other alternatives, such as resting or changing activities, are inappropriate or ineffective. The medication will be administered in accordance with label directions or written instructions from the student's physician.

5. School District Prescribed Epinephrine Injectors. The school district will inform the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional or trained in correlation with the State Department of Health's Diabetes Management Annual School Training Program may administer, with parent or guardian permission but without a health care provider order, an Epinephrine injection to a student whom the school nurse or trained school employee in good faith believes is having an anaphylactic reaction. Only those students who have a waiver of liability executed by a parent or guardian on file with the school district may be administered an Epinephrine injection. A school employee will contact 911 as soon as possible if it is believed that a student is having an anaphylactic reaction.

6. School District Prescribed Inhalers. The school district will informed the parent or guardian of each student, in writing, that a school nurse or school employee trained by a health care professional may administer an inhaler to a student whom the school nurse or trained employee in good faith believes is having respiratory distress. A school employee designated by the superintendent will notify the parent or guardian of a student after the administration of an inhaler.

The administrator, or administrator's designee, will:

A. Inform appropriate school personnel of the medication being administered
B. Keep an accurate record of the administration of the medication
C. Keep all medication in a locked cabinet except medication retained by a student per physician's order
D. Return unused prescription medication to the parent or guardian only

The parent, guardian, or person having legal custody of the student is responsible for informing the designated official of any change in the student's health or change in medication.

This policy statement will be provided to a parent or guardian upon receipt of a request for long-term administration of medication.

REFERENCE:
10 O.S. §170.1
59 O.S. §353.1
70 O.S. §1-116, et seq.

POLICY FFACA-R | MEDICATIONS GIVEN AT SCHOOL (REGULATION)
Giving medications to students at school requires the utmost care and caution on the part of school staff. The danger of a student receiving an incorrect medication puts the student's health at risk and places the school and employees in legal jeopardy. The board of education has established policies and procedures for the safe administration of medications at school, including the following:

1. The principal designates in writing which school employees may administer medications to students.

2. The school nurse:
    a. Is responsible for the design, implementation and monitoring of procedures for administering and storing of all medications;
    b. Communicates between the physician, parent, student, and school personnel concerning medications;
    c. Is responsible for acquainting school personnel with the purposes of medications, possible side effects, and observable reactions expected;
    d. Provides an annual in-service for principals, teachers, and those designated to administer medications, describing proper techniques and discussing safety issues. The nurse then provides ongoing monitoring for safe practices during the school year.

3. Designated school employees:
    a. Are responsible for knowing and following the policy and correct procedures outlined for administeringmedications at school. The superintendent shall designate the employee(s) responsible for obtaining the Epinephrine injectors at each school site. Prior to the administration of an Epinephrine injector by a school employee, verification shall be made by the school employee that an executed waiver of liability by a parent or guardian is on file with the school district. Whenever a student is believed to be having an anaphylactic reaction, a school employee shall call 911 as soon as possible; and
    b. Report to the principal and the school nurse any noted discrepancies in the medication orders for the student.

An appeal procedure review committee composed of two district administrators, a local physician, and a school nurse, will be established to address unusual circumstances which may arise but are not covered by the stated guidelines of the district's policy on administering medication at school. The committee will be chaired and convened by the director of health services as specific situations arise.

Information describing the rationale of the district's policy is available for parents to help them understand the need for the policy and these regulations.

ATTENDANCE, ENROLLMENT, & TRANSFERS

ADMISSION OF PUPILS

Health immunization records are required for students entering Oklahoma schools for the first time. Students who attended Oklahoma schools need a health immunization record to enter Weatherford Schools. When completing your child's enrollment card, please be sure to list your telephone number and an emergency number. If you have an unlisted number or change your number, please notify the school at once, so we can keep enrollment information current.

WEATHERFORD PUBLIC SCHOOL ATTENDANCE POLICY (FOE-R)

Board Approved July 13, 2020

In accordance with the policy of the board of education, the following regulation shall govern truancy and attendance in Weatherford School District.

ATTENDANCE POLICY

One of the most important factors contributing to success in the school is attendance. Prompt and regular attendance is a must if a student expects to succeed in the work assigned. However, it is important for those students who are ill to stay home when sick. Students who have a fever or a measured temperature greater than or equal to 100.3 degrees Fahrenheit should not be at school or school activities.

A student will not be considered absent from school if:

1. They are not physically present at school but are completing work in a distance learning program or virtual online program approved by the school district and are meeting the following attendance requirements:
    a. The student has completed instructional activities for no less than ninety (90%) of the time that services were provided in a virtual or distance learning format. Instructional activities may include online logins to curriculum or programs, offline activities, completed assignments, testing, face-to-face communications or meetings with school personnel via teleconference, videoconference, email, text, or phone.
    b. The student is on pace for on-time completion of the course as required by the school district,
    c. The student has completed instructional activities within the time that services were provided in a virtual or distance learning format during the academic year; or

2. They have a medical condition that incapacitates the student and precludes them from participating in instruction in a traditional school setting and the student is able to progress in instruction via alternative education delivery methods approved by the local board of education.

TARDY

Elementary: Students will be considered tardy if they are not inside the classroom when the tardy bell finishes ringing. If students come to school after 9:30 a.m. or leave before 1:30 p.m., they will be counted absent for one-half (½) school day. Excessive tardiness or early checkouts may result in penalties similar to those for truancy.

CHRONIC ABSENTEEISM

Excessive absence is defined as a student with 10 or more absences per semester in a class for any reason except school activity absences or weather days. All students who acquire 10 absences or more in a semester may or may not be given credit for classes and/or promotion to the next grade level. The student will only be punished for unexcused absences. The Attendance Review Committee will review all cases and review documentation on file in the school office. The principal will appoint the members of the committee. It will consist of an administrator, counselor, and 3 classroom teachers. The school will pursue the legal obligation of the parent/guardian to compel the student to attend school as required by law if necessary.

EXCESSIVE ABSENCE APPEAL PROCESS

When a student accumulates 10 or more absences exclusive of a significant medical condition, Attendance Review Committee determines further explanation is needed to determine if special circumstances exist which should be considered to allow for credit for classes and/or promotion to the next grade, the student and parent/guardian may request a hearing for consideration of the granting of credit/promotion. Such a request must be in writing and presented to the building principal.

The student's Attendance Review Committee (consisting of an administrator, counselor, and 3 classroom teachers) will schedule a hearing when classes are not in session on a regular school day. The hearing will be scheduled to allow the student and/or parent or guardian a minimum of five (5) school days in order to gather evidence, (such as hospital records, doctor reports, etc.) contact witnesses, and prepare his/her case and that supporting documentation must be submitted to the school office two (2) school days prior to the hearing.

The student and/or parent or guardian will be allowed to present his/her case at the hearing before the Attendance Review Committee. Following the presentation of evidence, the committee will make a decision on the granting of credit and/or promotion by majority vote of the committee. The results of the committee votes will be kept on file for one year.

The decision of the hearing panel will be final and no other agency within the structure of Weatherford Public Schools will have the authority to overturn that decision.

TYPES OF ABSENCES

Excused Absence

An excused absence occurs when the student is absent with the knowledge and approval of the guardian and school. The guardian must notify the school of the student's absence. Guardians are asked to call the school early the day the student is absent. Failure to do this could result in an unexcused absence and/or admittance problem to class for the student when they return to school. Students will be responsible for making up all work missed for full credit. If a student goes to a doctor, court appearance, or funeral in the immediate family, documentation must be brought to the office when returning to school. Four (4) absences per semester with knowledge and approval of the guardian and school will be excused absences. Any absence beyond four (4) excused absences per semester will be marked unexcused unless the parent or guardian provides proper medical documentation.

Truant/Unexcused Absence

A truant/unexcused absence occurs when the student is absent from school without the knowledge and approval of the guardian and school. The student will be allowed to make up all work missed for full credit. However, students will be subject to disciplinary action.

Absence due to out-of-school Suspension

A suspended student will be given all assignments for the period of suspension. All work is due in the office on the day the student returns to school.

HOMEWORK ASSIGNMENTS WHEN ABSENT

Students are expected to make up all work missed. A student will have one make-up day for each day absent. Example: A student gone on Tuesday, back on Wednesday, has all work due Thursday. **It is the student's responsibility to make arrangements with the teacher to make up the work**. Homework assignments will be on the student's SCHOOLOGY page. Students need to access their SCHOOLOGY account in order to see what they missed.

ADMISSION AFTER ABSENCE

Students should report to the office before reporting to class after an absence. Time given to make-up work will correspond to time of the absence. A student will have one make-up day for each day absent. Example: A student gone on Tuesday, back on Wednesday, has all work due Thursday. It is the student's responsibility to make arrangements with the teacher to make up the work for full credit.

OKLAHOMA LAWS ON SCHOOL ATTENDANCE

If a child is absent without valid excuse four (4) or more days or parts of days within a four-week period or is absent without valid excuse for ten (10) or more days or parts of days within a semester, the attendance officer shall notify the parent, guardian or custodian of the child and immediately report such absences to the district attorney in

the county wherein the school is located for juvenile proceedings pursuant to Title 10 of the Oklahoma Statutes." (70-10-106)

Section 229. Neglect or Refusal to Compel Child to Attend School

a. *It shall be unlawful for a parent, guardian, or other person having custody of a child who is over the age of five (5) years, and under the age of eighteen (18) years, to neglect or refuse to cause or compel such child to attend and comply with the rules of some public, private or other school unless other means of education are provided for the full term the schools of the district are in session or the child is excused as provided in this section.*

b. *It shall be unlawful for any child who is over the age of twelve (12) years and under the ages of eighteen (18) years, and who has not finished four (4) years of high school work, to neglect or refuse to attend and comply with the rules of some public, private or other school, or receive an education by other means for the full term the schools of the district are in session.*

c. *Any parent, guardian, custodian, child or other person violating any of the provisions of the section, upon conviction, shall be guilty of a misdemeanor. Each day the child remains out of school after the oral and documented or written warning has been given to the parent, guardian, custodian, child or other person or the child has been ordered to school by the juvenile court shall constitute a separate offense.*

REPORTING REQUIREMENTS OF SCHOOL

Custer County has established a truancy court. If a child is absent without a valid excuse four (4) or more days or parts of days within a four (4) week period or is absent without valid excuse ten (10) or more days or parts of days within a semester, the school is required by law to notify the District Attorney. (A valid excused absence occurs when the student is absent with the knowledge and approval of the guardian and school.) Upon receiving notice, the District Attorney will generally place the case on the Truancy Docket although the law gives the District Attorney other options.

ACTIVITY ABSENCE

An activity absence is given when the student misses instructional time and is engaged in a school sponsored activity sponsored by a school official or other activity sponsored by an outside agency/organization when approved by school administration, providing the student meets eligibility requirements. Students with an absence coded as school activity are responsible for obtaining assignments and turning in missed work for full credit. Assignments or tests will be due or taken upon return to class. The instructor may grant additional time to complete work.

15-DAY ACTIVITY ABSENCE RULE

The student's first obligation should be academic and to maintain a strict attendance in that program. Students should attempt a program of study that will afford them maximum education opportunities and experiences for a successful year.

In accordance with the guidelines set by the State Board of Education, the Weatherford Public School Board of Education has approved the maximum number of absences for activities, whether sponsored by the school or outside agency/organization, which removes the student from the classroom, will be fifteen (15) days for any one (1) class period of each school year. District, Regional, Area, State, and National contests (requiring earned participation) do not count against the fifteen (15) days. By limitation of the State Board of Education, there are no exceptions to this to this rule.

A significant medical condition means a severe, chorionic, or life-threatening physical or mental illness, infection injury, disease, or emotional trauma. Any COVID-19 related absences due to a child's medical needs will be considered a significant medical condition.

CROSS-REFERENCE: Policy FDCA, Attendance Officer Policy FL, Student Records

CHANGE OF PLACEMENT POLICY

When a parent requests a change of placement, the following procedure will be followed:

1. The parent(s) will meet with the principal to discuss the problem.
2. A conference between the parent, teacher, principal and counselor will be held to identify and discuss the problem(s) and develop strategies to address each problem.
3. The strategies to correct the problem will be implemented immediately. A period of time will be set by the principal to allow the strategies to work.
4. If necessary modifications and adjustments will be made in an attempt to correct any additional problems. **Every attempt will be made to correct the problem without a change of placement.**
5. The principal will make the final decision concerning placement. This decision may be appealed to the superintendent.

WITHDRAWAL FROM SCHOOL

When a student withdraws from school during the school term, parents should report to the office to pick up withdrawal forms. All textbooks, library books, etc. should be checked in. Refunds on lunch tickets will be given.

ACADEMICS, TESTING, ELIGIBILITY & GRADING

GRADING SCALE

A	90% - 100%
B	80% - 89%
C	70% - 79%
D	60% - 69%
F	0% - 59%

HONORS CLASSES

Honors classes are designed for students who are ready for a more rigorous and fast-paced learning experience. These classes require a higher level of independence, responsibility, and critical thinking.

Students in honors classes can expect a larger workload and fewer opportunities to redo assignments. Successful honors students are willing to take on challenges, stay organized, and advocate for themselves by asking questions and seeking help when needed.

Honors placement is a great opportunity for students who are motivated, engaged, and prepared to take ownership of their learning.

Please note that honors classes have limited capacity. Placement is based on multiple factors, and not all students who request honors may be placed in these courses. Students requesting honors classes must qualify based on specific criteria.

HONORS CLASS DESCRIPTIONS

HONORS MATH: This class will be working in a 7th-grade textbook. It will briefly cover the four basic operations, geometry, ratio, proportion, percent, statistics, probability, and measurement. The course will be more in-depth in areas of algebraic equations, formulas, integers, graphing, and problem-solving.

HONORS ELA: This class will accomplish the same objectives as a required English class at an accelerated rate. Honors ELA may have a required summer assignment. Students will be notified if this is the case before school is dismissed.

HONORS ENTRANCE REQUIREMENTS

A student **must** meet **both** of the following:

- Teacher Recommendation
    - Obtaining 24pts or higher on the recommendation rubric
- "Proficient" or "Advanced" on their 5th-grade OSTP for the requested subject

Additionally, a student **must** meet **one** of the following

- 80% or higher on 5th grade Benchmark for the requested subject
- 5th grade Semester 1 & 2 grades 95% or higher for the requested subject

Students who are not demonstrating mastery in an Honors class may be enrolled in a non-Honors course. Determination should be made by the first quarter of school; however, it can occur at any time of the school year. Honors classes require a student to maintain at least an 80% average per semester to remain enrolled in the class. Students who do not maintain an 80% per semester will require a team meeting to determine continuance in the class.

REPORT CARDS

Grades will be recorded and a report card will be accessible on PowerSchool at the end of each semester term. A printed report card may be sent home at the request of the parent. As always, parents are encouraged to communicate with teachers about student progress if there are any concerns during the reporting periods.

ACADEMIC RESPONSIBILITY

We strive to help our students to become responsible, respectful, and ready each and every day. In order to help our students be more responsible we ask that parents check Schoology and backpacks daily to ensure that your child has completed their homework. Students will have clear guidelines from their teachers with regards to when assignments are due and the procedures to follow when work is not completed on time. With your help, we can help our students become more responsible in school and in the future.

ACADEMIC INTEGRITY & USE OF ARTIFICIAL INTELLIGENCE (AI)

Students are expected to display academic integrity in all courses and on assignments. If a student is caught cheating for themselves or another (with or without the help of AI) they may be subject to one or a combination of the following actions:

- Redoing the assignment
- Reduction of points
- No longer having the option to redo and given a zero in the gradebook
- Disciplinary action

Artificial Intelligence (AI) has emerged as a key tool in the realm of education, supporting students in various ways, such as homework assistance, problem-solving, language learning, and so forth. However, with its growing role in education, we must address how AI interacts with our school's policies on academic integrity.

ROLE OF AI IN LEARNING

AI can be a potent tool in your learning journey. It can offer personalized learning materials, help you understand complex topics, and give you access to a wealth of knowledge. It can facilitate studying and make learning more interactive and engaging. However, while using AI, it's essential to ensure that your actions remain within the framework of academic integrity.

GUIDELINES FOR AI USE AND ACADEMIC INTEGRITY

1. Understand the difference between assistance and cheating
    a. AI can assist in finding information and explaining concepts, which is very much like a tutor assisting you. However, you should never use AI to complete your assignments, tests, or any form of graded work entirely on your behalf. This would be equivalent to cheating.
2. Cite AI-sourced information
    a. When using AI for research or gathering information, ensure that you properly cite the sources provided. Not doing so could result in plagiarism. AI is a tool to find information, but that does not exempt you from acknowledging the original creators of that information.
3. Do not use AI to circumvent learning
    a. AI is here to complement your learning, not replace it. Using AI to bypass understanding concepts or doing the work yourself defeats the purpose of education, which is to develop your knowledge, skills, and competencies.
4. Understand the limitations of AI
    a. While AI can be very helpful, it's not infallible and shouldn't be wholly relied upon for accuracy. Always cross-verify information from multiple sources and don't hesitate to ask your teachers if you're unsure about something.

CONSEQUENCES FOR MISUSE OF AI

The misuse of AI, such as using it to cheat on tests, plagiarize work, or misrepresent one's understanding, will be treated as a serious violation of our school's academic integrity policy. Consequences can range from grade penalties, failing the course, or even

suspension or expulsion. We encourage you to use AI as a learning tool, but to do so responsibly and ethically. Remember, the goal of your education is not just about earning grades; more importantly, it's about learning, growing, and preparing yourself for the future. The responsible use of AI aligns with these goals and helps you become a better learner and future leader.

PARENT/TEACHER CONFERENCES

Parent/Teacher Conferences are scheduled at the end of the first and third nine weeks. Parents are notified of the conference schedule in advance and are encouraged to attend. Parents are urged to become acquainted with the teachers and to confer when necessary.

PARENTS' RIGHT TO KNOW

In accordance with Parents Right-to-Know requirement under Every Student Succeeds Act – ESSA, Section1112 (e)(1)(A) this is a notification from Weatherford Public Schools to every parent/guardian of a student in a Title I school that you have the right to request and receive in a timely manner:

a) information regarding the professional qualifications of your student's classroom teachers. The information regarding the professional qualifications of your student's classroom teachers shall include the following:

- If the teacher has met state qualification and licensing criteria for the grade level and subject areas taught;
- If the teacher is teaching under emergency or temporary status in which the state qualifications and licensing criteria are waived;
- The teachers baccalaureate degree major, graduate certification, and field of discipline; and
- Whether the student is provided services by paraprofessionals, and if so, their qualifications [ESSA, Section 1112(e)(1)(A)(i)-(ii)]

b) information regarding any State or local educational agency policy regarding student participation in any assessments mandated by section 111(b) (2) and by the State or educational agency, which shall include a policy, procedure, or parental right to opt the child out of such assessment, where applicable. [ESSA, Section 1112(e)(2)(A)]

c) upon request, parents of an English learner may:

- have the child immediately removed from an English Learner (EL) program; [ESSA 1112(e)(3)(A)(viii)(i)]
- decline the child's enrollment in an EL program, or choose4 another program or method of instruction, if available; [ESSA, Section 1112(e)(3)(A)(viii)(iii)]
- receive assistance in selecting among various programs and methods of instruction, if more than 1 program or method is offered by the eligible entity. [ESSA 1112(e)(3)(A)(viii)(iii)]

d) In addition to the above information you will be notified if your student has been taught for four or more consecutive weeks by a teacher who does not meet the applicable state certification for licensure requirements at the grade level and subject area in which the teacher has been assigned. [ESSA, Section 1112(e)(1)(B)(ii)]

SCHOOL/DISTRICT REPORT CARDS

In accordance with the No Child Left Behind Act (NCLB), Section 1111 (h) (6) PARENTS' RIGHT-TO-KNOW, this is a notification from East Intermediate School to every parent/guardian of a student in our school that you may view the No Child Left Behind School report card as well as the No Child Left Behind District report card during regular school hours. These reports are available for your viewing at the Principal's office located at 701 E. Proctor, Weatherford, Oklahoma.

If you require any additional assistance, please contact the school office at 580-772-5888.

CAMPUS DISCIPLINE PLAN

RULES OF CONDUCT/RESPECT

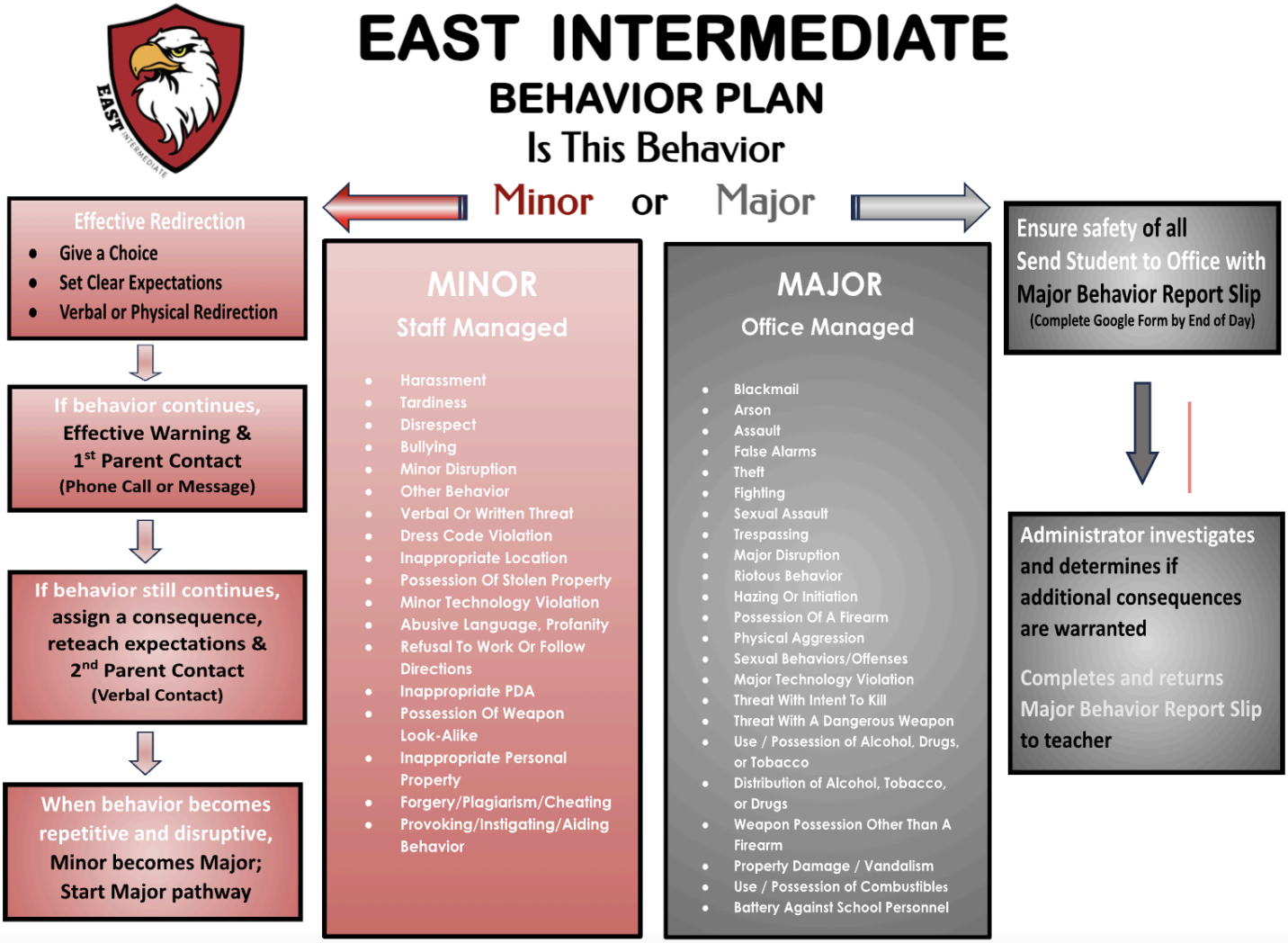
The following are the general rules of conduct for all students at East Intermediate:

1. Students are responsible for their actions. Self-control is expected.
2. Students must observe the safety rules of the school for their own security and that of others.
3. Students shall respect the person (students and adults) and property of others.
4. Students must always tell the truth.
5. Students must learn the difference between "tattling" and "reporting".
6. Students shall follow classroom rules established by the teacher.
7. Inappropriate behavior will not be tolerated. For example, no fighting, profanity, name calling, etc.
8. Students will be sensitive to the feelings and needs of others.

BEHAVIOR (MINOR & MAJOR)

It is expected that all students will act in the appropriate manner while in school. Student conduct is not so much a set of rules and regulations as a consideration of the rights of other persons. If a student's conduct interferes with the rights of others, it is not appropriate. Rules and regulations are made for the purpose of helping everyone in school to do their work to the best of their ability. The appropriate disciplinary action will be taken due to the severity of the inappropriate behavior. Discipline will be handled and addressed through site personnel, however, certain situations may result in a referral to an outside agency or legal authority.

The following flow chart is part of East Intermediate's discipline plan. Definitions of major and minor behaviors can be provided upon request.



Note: The final decision regarding disciplinary action is at the principal's discretion.

DISCIPLINARY ACTION

The following is a partial list of possible disciplinary actions, which may be used in no specific order. The appropriate disciplinary action will be taken due to the severity of the inappropriate behavior. Discipline will be handled and addressed through site personnel, however, certain situations may result in a referral to an outside agency or legal authority.

- Conference (teacher/parent/administrator)
- Intervention (teacher team & parent)
- Lunch/recess detention
- Before/after school detention
- In-school suspension
- Short-term suspension (1-9 days)
- Long-term suspension (10+ days)
- Referral to additional services
    - Oklahoma Juvenile Affairs
    - Graduated Sanctions
    - Counseling (in-district LPC or out-of-district agency)
    - Behavioral Health Aide

OFF-CAMPUS CONDUCT

Students are subject to school discipline, up to and including suspension, even if the misconduct occurs off school property during non-school time.

SCHOOL DISCIPLINE MAY RESULT:

1. If the incident was initiated on campus.
2. If, after an off-campus incident, there is a concern that the student(s) will cause a disruption or be a threat to the safety or welfare of staff, other students, or school property.

SUSPENSIONS

Students may be suspended from school for disciplinary reasons. During the suspension, they are not allowed on any Weatherford school campus or school grounds, and may not participate in or attend any school-sponsored event. This includes all athletic and other activity type events. Students may be assigned community service work during their suspension. When a student is suspended out of school, those days will be counted as absences.

INAPPROPRIATE CONDUCT - "PANTSING"

"Pantsing," defined as pulling down or attempting to pull down another student's pants, shorts, or clothing without permission, is considered a serious violation of student conduct expectations. This behavior may cause embarrassment, emotional distress, disruption to the school environment, and may be classified as harassment or bullying.

Any student involved in this behavior will be subject to disciplinary action.

Students are expected to respect the personal boundaries, dignity, and safety of others at all times. Repeated or severe incidents may result in escalated disciplinary consequences in accordance with district policy. Depending on the severity of the incident, law enforcement may become involved.

TOBACCO/VAPING REGULATION

The use of any form of tobacco is prohibited on school property. Possession of tobacco products on school property carries the same penalty as using them. This includes vapes or similar products. A violation of this regulation will result in disciplinary action including, but not limited to, conference with student, parent notification, detention, ISS or suspension. The student will receive a written notice of tobacco violation that will be sent to the ABLE Commission.

1st offense: 3 days suspension
2nd offense: 5 days suspension
3rd offense: 10 days suspension
4th offense: 15 days suspension
5th(+) offenses: 9 week out of school suspension

DRUGS & ALCOHOL

Any student found to be in possession of alcohol, drugs, synthetic drugs, or drug paraphernalia on school property, or while participating in or attending any school-sponsored activity, shall be subject to disciplinary action as follows:

- **1st Offense**: Student will be issued a 45-day suspension with the possibility of reducing the length to 30 days if the following conditions are met:
    - Parents/guardian provides evidence that the student has met with a counselor for drug/alcohol
    - Student stays current with their school work
    - Student maintains a passing grade of 60% or higher'
- **2nd+ Offense**: If a student is in possession of drugs or alcohol after completion of the first consequence, the parent/guardian, administrator, counselor, and student will conference to determine the best course of action in regards to getting the student assistance with drugs/alcohol abuse and possible change of placement.

Any student found to be selling or distributing alcohol, drugs, synthetic drugs, inhalants, or drug paraphernalia may be suspended for the remainder of the semester.

The school official issuing the suspension shall notify the parents/guardians, the school resource officer. All confiscated drugs, synthetic drugs, inhalants, alcohol, or drug paraphernalia will be turned over the police department.

CAMPUS LIFE & GENERAL INFORMATION

COMMUNICATION

Information and updates regarding events and activities at EIS will be delivered in the following forms:

- Website (www.eis.wpsok.org)
- ROOMS app (information on how to access will be sent home. Call the office for assistance)
- WPS app
- Email
- All-Calls
- Text Messages
- Monthly Calendar
- Facebook & Instagram (celebrations will mainly be delivered through these methods)

TEACHER, STUDENT, PARENT COMMUNICATION

All electronic or digital communication between school personnel (teachers, coaches, administrators, bus drivers, etc.) and students must include the student's parent or guardian, except in emergencies, with subsequent notification to the parent or guardian. The only district-approved platforms of electronic communication will be school email, Rooms, Schoology, and PowerSchool.

TRANSPORTATION CHANGES

Students at EIS are expected to know how they're getting home from school prior to the day beginning. If there is a last-minute change, parents are to call the front office and make arrangements with the secretary. Changes must be made before 3:00 pm.

BUS RIDER RULES/CONTRACT

Bus Stops

- A legal bus stop, according to the State Department of Education is 1.5 Miles from any school.
- It is a PRIVILEGE to ride the bus. It is not mandated that the school provide transportation for anyone with the exception of special needs students.
- All students must stand clear of the bus while the bus is approaching and await the driver's instructions.

General Safety Rules

- All guidelines written in the Student Handbook will apply on the School Bus Conduct on the Bus
- Remain in your seat at all times, facing forward with feet on the floor. Keep body & backpack out of aisle. Keep all items in backpack.
- There are NO food or drinks allowed on the bus, only exception is water.
- Remain in seating zone for each school
    - Seating zones on ALL school buses will be youngest students at front of bus to oldest students sitting at the back of the bus.
    - If siblings MUST sit together the oldest sibling must sit in the zone for the younger sibling.

INFRACTIONS

- LEVEL 1- Screaming, Failure to stay seated, Littering, Tampering with other passengers belongings
- LEVEL 2- Repeated occurrences of Level 1 Infractions, Profanity, Damage to bus interior/exterior, Threatening comments, Inappropriate use of electronic devices, Extending body parts out of the window while bus is moving
- LEVEL 3- Repeated occurrences of Level 1 or Level 2 Infractions, Bullying, Refusal to stay seated, Throwing objects, Refusal to follow staff directions for safety
- LEVEL 4- Assault or violence toward bus driver or students, Sexual misconduct, Possession of dangerous objects or weapons, Possession or use of tobacco/vape/alcohol/drugs, Opening emergency exits while the bus is moving

CONSEQUENCES

- LEVEL 1- Verbal warning and referral issued, Parent contact, Assigned seat at the discretion of the driver
- LEVEL 2- Referral issued, Parent contact, Assigned seat, Loss of bus privileges for up to 10 days and cost of repairs
- LEVEL 3- Referral issued, Parent contact, Loss of bus privileges for up to 30 days
- LEVEL 4- Referral issued, Parent contact, Loss of bus privileges for up to 60 days, Illegal activity will be referred to Weatherford Police Department

CONSEQUENCES FOR REPEAT INFRACTIONS CAN INCLUDE THE SUSPENSION OF BUS RIDER PRIVILEGES FOR EXTENDED PERIODS OF TIME OR THE REMAINDER OF THE SCHOOL YEAR!

The code above classifies unacceptable behavior into four levels. The examples are not exhaustive but illustrative. Additionally, all consequences are dependent upon the severity and frequency of the behavior. Weatherford Public Schools Transportation Department reserves the right to consider extenuating circumstances in determining disciplinary action.

By reading the previous policy and rules for school bus transportation, you understand the portion of the policy regarding behavior and discipline. You acknowledge that you have read the policy and procedures outlined in this document. If you have questions or concerns please feel free to contact the Transportation Department of Weatherford Public Schools at (580) 816-0504.

PARKING AND STUDENT VEHICLE USE

Students are permitted to park and drive on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles when on the school property. The interiors of school vehicles may be searched whenever a school official has reason to believe that illegal or unauthorized materials may be contained inside. Such patrols and inspections may be conducted without notice, without consent, and without a search warrant.

The following rules and regulations shall govern student parking and driving areas:

1. Students who wish to park a motor vehicle in any school parking area must possess an appropriate and valid Oklahoma operator permit or license.
2. Students may not sit in, or upon, or congregate around vehicles at any time during school. Once the vehicle is parked, the parking lot zone is off limits until school is dismissed for the day.
3. Students driving a motor vehicle to school must park the vehicle in one of the parking spaces designated for student parking. Students shall not park vehicles in areas designated for faculty parking, driveaways, fire lanes, or on private property.
4. All traffic laws including state laws, city laws, and ordinacnces, and school rules shall be strictly enforced. Students must park appropriately or disciplinary action shall be taken. Any student in violation shall be subject to East Intermediate discipline policy including loss of driving privileges on school grounds.
5. Vehicles improperly parked may be towed at owner expense.

LEAVING SCHOOL GROUNDS

Your child is to go directly home after school unless other arrangements have been made. During the school day, no student is permitted to leave the school grounds for any reason unless a teacher has given permission. Students leaving school must always be signed out at the office. Students who leave school grounds without permission may be subject to disciplinary action.

REQUIRED RECESS MINUTES (SB No. 1481)

According to Senate Bill N. 1481 subsection D:

- The board shall require, as a condition of accreditation, the public elementary schools provide to students in full-day kindergarten and grades one through five, in addition to the requirements of subsections B and C of this section, forty (40) minutes of recess per school day, which may be divided into two recess periods of twenty (20) minutes each. Recess shall consist of supervised, unstructured time for play. No student shall be prohibited from participating in recess as a form of discipline.

All 5th grade students will be able to participate in a recess for unstructured play to the equivalent of 40 minutes a day, including those who are given consequences for disciplinary infractions. Please note that this may not be during their normally assigned recess time.

PLAYGROUND RULES

Students who violate the following rules may be subject to time-out during recess or disciplinary action as outlined in the discipline plan/code of conduct for students.

1. Rocks, dirt, gravel, and sand are to be kept on the ground.
2. Stay within the boundaries of the playground.
3. Stay away from doors and windows.
4. Line up immediately and orderly when the whistle blows.
5. Use playground equipment properly.
6. Stay outside during recess.
7. Tackle or wrestling-type sports are prohibited.

DRESS CODE/PERSONAL APPEARANCE

East Intermediate has reason for great pride in the appearance of its student body. It is in the best interest of all concerned that such pride should be maintained. **Dress or grooming that is a safety concern or is in any way disruptive to the operation of the school and/or the learning process will not be permitted.**

The following are specifically prohibited:

1. Shorts and skirts that are too tight or too brief.
2. Tank tops, spaghetti straps, halter tops and tube tops. Shirt straps must be two finger widths wide. Shirts must cover midriffs.
3. Visible undergarments.
4. Sleepwear.

5. Sagging pants.
6. Holes in pants above mid-thigh.
7. Wearing of hats, caps, or any other head covering indoors unless required for medical purposes or religious beliefs. There may be opportunities as prescribed on special activity days.
8. Any clothing or accessories that display symbols, pictures, lettering, or numbering that is profane, vulgar, repulsive, or obscene or that advertises or promotes dangerous weapons, tobacco, alcoholic beverages, illegal chemical substances, drug-related items, or activities that are illegal for the general population or for minors.
9. Students are not to bring blankets without approval from school officials

*** The principal's decision regarding the appropriateness of dress is final.**

PERSONAL ITEMS

Please label each article of clothing with your child's name. All books, purses, jackets, miscellaneous supplies, etc. should be marked with tape or ink. Each year a considerable quantity of unclaimed clothing and other articles accumulate in our lost and found. If personal items are marked with students' names, it makes getting them back to the proper owner easier and faster. If your student has lost an item, please stop by to check in the lost and found. Best efforts will be made to return the items left in lost and found, however, items will be donated or thrown away at the end of the year.

NON-INSTRUCTIONAL PERSONAL ITEMS/TOYS

Students should not bring toys or other non-instructional personal items to school unless approved by a teacher or administrator. Items brought to school may be confiscated if they cause a distraction or disruption to the learning environment.

The school is not responsible for any personal items that are lost, stolen, damaged, or misplaced.

SELLING ITEMS ON SCHOOL GROUNDS

Students may not sell, advertise, trade, or solicit the purchase of any items at school or during school-sponsored activities unless the activity has been approved by school administration as an official school fundraiser or school-sponsored event.

If a student is selling for an out-of-school fundraiser, the student must get prior approval from administration.

Unauthorized sales may result in confiscation of items and disciplinary action.

WIRELESS COMMUNICATION DEVICES

East Intermediate recommends students do not bring cell phones or other communication devices to school. Lost, stolen, or damaged cell phones or devices are not the responsibility of WPS or EIS and may not be investigated by school administration.

Cell phones and other electronic devices, including but not limited to Bluetooth earbuds and headphones, gaming devices, personal communication devices, or smart watches must be TURNED OFF and placed in a backpack or locker from the 1st bell at 8:10am to the last bell at 3:21pm including passing periods, lunch, and in restrooms. If a student's device is sent to an administrator's office for violation of this policy, the following procedure will be followed:

- **1st Offense:** A verbal warning will be given and the student will be able to retreive the device at the end of the school day.
- **2nd Offense**: Parents will be contacted. Student may get their phone back at the end of the day and will turn in their cell phone daily to the office (if they bring it to school) for one week.
- **3rd+ Offense:** Parent contact and detention. The student will be assigned detention (lunch, recess, or after school) AND parent/guardian will be required to pick up student's device. Device will NOT be given to student at the end of the school day.

REFUSAL: Refusal to give device to the teacher, administrator or person of authority on-campus can result in student being assigned in-school suspension.

EXCEPTIONS: Exceptions may be granted due to:

1. Emergency use where immediate communication is needed for safety or urgent personal matters such as a health crisis, natural disasters or lockdowns.
2. Monitoring health issues
3. Students with special needs if their IEP, Medical Plan, or 504 Plan explicitly requires it as an assistive technology for medically or edcuationally necessary purposes. To qualify for this exemption, the use must be listed as a documented accommondation necessary for instruction or communication within the student's IEP, Medical Plan or 504 Plan.

NON-COMMUNICATION ELECTRONIC DEVICES/TOYS

Electronic devices such as iPads, radios, tape and CD players, MP3 players, video games, lasers, etc., are not allowed on campus. Any disruption caused by such devices will result in temporary confiscation of them. East Intermediate will not be responsible for the loss of such electronic items including cell phones. Neither will East Intermediate put forth much, if any, effort to recover lost/stolen electronic items.

BICYCLE RIDERS

Bicycle riders must obey all traffic regulations required by motorists. Students are encouraged to wear helmets. Bikes are to be parked and locked in the bicycle rack. No bike riding on the school grounds from 8:15 am - 3:21 pm. Skateboards and rollerblades are prohibited on the school grounds.

SCHOOL SPONSORED TRIPS

1. All bus rules and regulations should apply to all trips under school sponsorship.
2. Sponsors should be appointed by the school officials.
3. Students cannot be released from a school-sponsored trip to anyone other than a parent or legal guardian without written or verbal permission

BUILDING SECURITY

Because of our concern for student safety and security for all staff and students at East Intermediate School, we have a locked door policy. All doors will be locked at all times during the school day. During the course of the regular school day, students will only leave the building while under the supervision of designated school staff or parent/guardian.

GUIDANCE PROGRAM

All students will attend group counseling classes to aid in personal and emotional growth. During the year, various topics will be covered along with current and relevant topics as appropriate. If you have any questions, please contact the principal or guidance counselor.

CAFETERIA EXPECTATIONS

1. Students are to maintain an appropriate noise level.
2. Keep hands to yourself, legs under the table, and feet on the floor.
3. Do not share food.

4. Practice good manners. Don't play with food or things on your tray.
5. Show respect to cafeteria workers, students, and duty teachers.
6. Raise your hand if you need something.
7. Do not leave the cafeteria with any drinks, food, utensils or straws.
8. Place all items on the tray to be thrown away while leaving the cafeteria.
9. Students are to pick up messes that are left around their table area.
10. Quietly follow dismissal procedures from the cafeteria.

Visitors in the Cafeteria

Families are welcome and encouraged to join their children for lunch. We kindly request that any outside food that parents bring into the school premises is only for their own child and for others. To maintain a structured and organized lunchtime environment, large groups eating together with parents bringing outside food for multiple students will not be allowed. This ensures the safety and well-being of all students during lunchtime.

Students in Booths

Students may sit in the cafeteria booths by purchasing a pass through our Gotcha store or earning it as a reward from teachers/staff. Students may sit in booths when their families visit without a pass. However, if students have their friends sit in the booths with them and their families, they must have a pass for their classmates to sit with them at this time.

Discipline for Cafeteria Misbehavior

Students who misbehave in the cafeteria may be subject to disciplinary action as outlined in our site discipline plan.

Free Seating in Cafeteria

Free seating is a privilege for students. At any point a student may be given an assigned seat for any length of time as the administrator sees fit. An assigned seat may be given to an individual student, a group of students, or the entire lunch block.

BIRTHDAY CELEBRATIONS

Celebrating birthdays is very important to children and sharing a birthday treat with classmates can be fun. Arrangements for individual birthday treats need to be coordinated with the classroom teacher. To avoid disappointments or hurt feelings, no personal party invitations will be distributed at school unless all students in the class are invited to attend. Staff members are not allowed to pass out invitations for parties. The school is not allowed to give out students' addresses or telephone numbers. Gifts delivered to students at school will be picked up in the office at the end of the school day.

VALENTINES DAY DELIVERIES TO WPS

Weatherford Public Schools will NOT be accepting any Valentine related deliveries of items to the school sites for all students and staff. This will include flowers, balloons, gifts, and food items. Issues of concern are safety of students loading and unloading vehicles, safety of students on buses, loss of classroom time for staff and students, disruption of office efficiency, theft of items, damaged/hurt feelings of students, and competition among students. We appreciate your support with this matter.

ANNOUNCEMENTS

Students are expected to listen carefully to daily announcements. Oftentimes, announcements will include optional items for students to pick up in the office. It is up to students to be responsible for things they need to get from the office. The Pledge of Allegience and the Moment of Silence will be occurring daily.

TEXTBOOKS/WORKBOOKS

All textbooks and workbooks are loaned to students free of charge. However, students are responsible for lost or damaged books and will be expected to pay for them.

VISITORS

Visitors and parents are welcome and encouraged to visit the school. For safety reasons, all visitors and parents must sign in at the office and obtain a visitor's pass. Because of possible interference, distractions, and insurance regulations, students from other schools are not allowed on East Intermediate's campus during the school day.

VOLUNTEERS

Our school could not function without the endless hours donated by our VIPS (Volunteers in Public Schools). VIPS performs such tasks as reading to students, copying materials, filing, and typing. If you would like to be a VIP, please contact the school at 580-772-5888.

GUEST TEACHER

Guest teachers are to be accorded the same respect as regular classroom teachers. They have the same authority as a regular teacher. Any student failing to maintain a proper relationship with a guest teacher is subject to disciplinary action. The responsibility is with

the student to treat a guest instructor with respect and courtesy that is due all people.

SCHOOL TELEPHONE

It is impossible to permit unlimited use of the school telephone. Many children place unnecessary calls. The most frequent is, “Mom, can I go home with _____?” Please communicate with your child before they leave for school so you both will know what they are to do when school is out for the day. When a child feels it is necessary to use the phone, their teacher will decide if it is necessary and will give them permission. Persons calling students or teachers while class is being conducted will be asked to leave a message or a number to call back. As a general rule, students will not be disturbed during class unless an emergency exists. Calls can be returned at the next break from class. Parents are to call the office if they need anything from their students, please do not contact them via their cell phone. Students who communicate with their cell phones during school hours may be subject to disciplinary action.

LOCKERS

Lockers are provided to students upon request and are subject to the following:

- Lockers are school property and as such students have no expectation of privacy with regard to items kept in school lockers.
- Students are allowed to use locks for their lockers. The combination and/or extra key must be kept in the main office. The school holds the right to cut off locks if deemed necessary.
- Students are to use lockers exclusively to store school related materials and authorized personal items such as outer garments, footwear, grooming aids or lunches.
- Students shall not use lockers to store contraband - meaning illegal or unauthorized items in violation of Board Policy or any other items reasonably determined by the principal to be a potential threat to the safety, well-being, or security of others.
- Students are solely responsible for the contents of their lockers and should not share their lockers with other students nor divulge locker combinations to other students unless authorized by the school principal.
- Random or blanket searches of school lockers and their contents help deter violations of school rules and regulations, ensure proper maintenance, and provide security for students and personnel. Accordingly, the Board authorizes the school principal/designee to search lockers and contents at any time, on random basis without notice, without parental or guardianship approval, without student approval, and without reasonable suspicion of the presence of contraband.
- The principal/designee may request the assistance of security personnel in conducting locker searches.

- In addition to conducting random searches, the principal/designee may conduct a search of any locker at any time. As per Oklahoma law, students have no legitimate expectation of privacy in lockers or other school property. School owned property may be searched at any time.
- When conducting locker searches, the principal may seize any contraband. Any items seized by a school official may be removed from the locker and held by the school official for evidence in disciplinary proceedings and/or turned over to law enforcement officials. The parent/guardian of the minor child shall be notified by the school official of items removed from the locker.
- Vandalism to the locker including writing or damage of any kind will result in disciplinary action.
- Money or valuables should not be kept in lockers.
- Disappearance of materials, including textbooks from a locker, is the sole responsibility of the student.
- The locker is to be clean of any writing and/or posters/stickers before the student is cleared at the end of the school year or upon withdrawal.

HEALTHY AND FIT INFORMATION SCHOOLS

We will make an effort to educate our students about healthy eating habits and physical fitness. We will promote our student's positive body image. We encourage students to wear tennis shoes for safety as they participate in physical education and play on playground equipment. We will encourage healthy lunches and drinks from home and offer healthy lunches at school. We will communicate healthy and fit student information to parents. We encourage healthy snacks for students and will offer healthy choices at our school parties.

PRIVACY RIGHTS

Students have no reasonable expectation of privacy rights towards school officials in school lockers, desks, or other school property. (OK 70-2102). School officials may search your locker or other property at any time as deemed necessary.

FOOD ALLERGY

If a student has a food allergy the Child Nutrition Department requires a statement and signature on letterhead of a recognized medical authority on file. The statement must list food items the student cannot have. This statement must be renewed yearly. If more information is needed please contact the child nutrition director at 580-772-5389.

HEAD LICE

Educating your child(ren) about how lice are spread from one child to another may prevent infestation. Home head lice checks should be a part of routine personal hygiene and are recommended to identify early, easily treatable infestation.

To help parents be aware of the presence of head lice in your child's school, letters of notice will be sent home to all parents when random head checks find lice in their school. To help parents check for and control head lice, fact sheets and control tip sheets will be given out during enrollment.

Weatherford Public Schools do not tolerate head lice. Regular head lice checks will be performed by our school nurse and/or school personnel throughout the school year. If a student has live lice and/or excessive nits, parents will be contacted to take the child home and treat the head lice. After the appropriate treatment is given, the parent must bring the child to the office. The child will be checked in the office before he/she may be allowed to return to class. Parents must bring the signed Head Lice Treatment Verification form and the empty container.

STUDENT COMPLAINTS AND GRIEVANCES

Any student of Weatherford schools may file a complaint against any school employee or any school rule or regulation. The complaint must be in writing. A complaint against an employee must be filed within 20 days following the act or event about which the complaint arose. The complaint must be specific and in reasonable detail as to who, what, where, and when. Complaints or grievances not filed within 20 days shall be deemed to have been waived. Complaints or grievances concerning a board rule or regulation may be filed at any time and shall be filed on the board complaint form. Complaints or grievances concerning a principal's rule or regulation shall be filed with the principal. Complaint forms are located at the District Administration building located at 1409 Cypress, Weatherford, OK 73096.

Grievances and Complaints can be filed with:

Mr. Mark Harmon, EEO Officer
1409 Cypress
Weatherford, OK 73096
580-772-3327

FUNDRAISERS

Students are not allowed to sell items for a fundraiser unless the fundraiser is directly related to a Weatherford school-sponsored activity and has been approved by the Weatherford School Board.

INTERNET & SCHOOL ISSUED DEVICES

INTERNET

Internet and Electronic Mail Permission Form

We are pleased to offer students of the Weatherford Public School's access to the district computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students under the age of 18 must obtain parental permission and must sign and return the Internet and Electronic Permission Form to the LIBRARY MEDIA SPECIALIST.

Access to telecommunication will enable students to explore libraries, databases, and other resources throughout the world. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to student's access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Weatherford Schools support and respect each family's right to decide whether or not to apply for access.

Code of Conduct for Internet and Other Computer Network Access
Policy 10-11 (EFBCE-R1)

The purpose of providing Internet and other computer network access in this district is to promote the exchange of information and ideas with the global community. The following represents a guide to the acceptable use of the technology provided by this district. All network use must be consistent with the policies and goals of this school district. Inappropriate use of district technology will result in the loss of technology use, disciplinary action, and/or referral to legal authorities. The district may monitor use of district technology at any time. All Internet and computer network users are hereby informed that there shall be no expectations of privacy in that school officials may monitor users at any time.

All Internet and other computer network users will be expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

1. Be polite. Messages should not be abusive to others.
2. Take pride in communications. Check spelling and grammar.
3. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language, symbols, or pictures.
4. Protect password confidentiality. Passwords are not to be shared with others. Using another user's account or password or allowing such access by another may be permitted only with the approval of the supervising teacher or system administrator.
5. Do not reveal your personal address or telephone number or those of other persons. No student information protected by FERPA should be electronically transmitted or otherwise disseminated through the network.
6. Do not disguise the point of origin or transmission of electronic mail.
7. Do not send messages that contain false, malicious, or misleading information that may be injurious to a person or a person's property.
8. Illegal activities are strictly prohibited: transferring offensive or harassing messages; offering for sale or use any substance the possession or use of which is prohibited by the school district's staff and student policies; viewing, transmitting, or downloading pornographic materials or materials that encourage others to violate the law; intruding into the networks or computers of others; and downloading or transmitting confidential, trade secret information, or copyrighted materials.
9. The district technology is not to be used for playing multi-user or other network intensive games, commercial ventures, Internet relay chat lines, or downloading excessively large files.
10. No charges for services, products, or information are to be incurred without appropriate permission.
11. Do not use the network in such a way that you would disrupt the use of the network by other users.
12. Users shall respect the privacy of others and not read the mail or files of others without their permission. Copyright and licensing laws will not be intentionally violated.
13. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy hardware, data of another user, Internet, or any other agencies or other networks that may be accessed. This includes, but is not limited to, the uploading or creation of computer viruses.
14. Report security problems to the supervising teacher or system administrator.
15. Violators of this policy shall hold the district, including its employees and agents, harmless against any and all causes of action, damages, or other liability resulting from the willful or negligent violation of this policy.

*****Violations may result in a loss of access as well as other disciplinary or legal actions.**

STUDENT CHROMEBOOKS

EIS reserves the right to remove any student from accessing Chromebooks due to students violating the Chromebook agreement or if the student is unable to manage their Chromebook appropriately without it disrupting their classroom expectations. Students may be subject to leaving the Chromebook at the office and not being allowed to take it home without permission from the administration. Students may also be required to check out Chromebooks by classroom need and not allowed to keep them with them all day.

STUDENT CHROMEBOOK AGREEMENT

Weatherford Public School
Chromebook User Agreement

Goals for Student Users

- To prepare students for a 21st Century environment.
- To increase productivity and engagement of all learners.
- To make student-centered learning a priority.
- To increase collaboration, creativity, critical thinking and communication in our students.

Guidelines

Student use of the Chromebook falls under the district Student Internet/Computer Policy. Internet and Chromebook use will be monitored through district level management software as well as unannounced Chromebook checks randomly throughout the school year. Anyone found to be violating acceptable use will be disciplined. All software, applications, and documents stored on the Chromebook are the property of the school district and subject to review and monitoring.

Students should NOT:

- Modify the Chromebook in any way other than instructed by the administrator or other school personnel.
- Apply marks, stickers, or other decoration to the supplied Chromebook cover. (Students will be responsible for the replacement cost of the cover should this not be followed.)
- Exchange Chromebooks with any other student.
- Remove the supplied cover/case from the Chromebook.
- Clear or disable browsing history on the device.
- Disable the Chromebook or its applications on the Chromebook assigned to them OR anyone else's Chromebook.
- Have inappropriate content on the Chromebook. This includes but is not limited to pornographic material, inappropriate language, plagiarized material, illegally downloaded material, alcohol, drug and/or gang related symbols or pictures will result in disciplinary action.

*** Failure to comply with these guidelines will be treated as a violation of the district acceptable use policy and will be handled according to the school's discipline code.***

Software on Chromebooks

- Student Chromebooks will be given to students with applications already installed. These

applications should not be uninstalled by the student.
- Students should not install additional software on their Chromebook other than what has been approved by Weatherford Public School.
- Virus protection is unnecessary on the Chromebook due to the unique nature of its design.

Saving Documents

Students may save documents to their Google Drive, or they may save to an external memory device such as a miniSD card or USB flash drive. Saving to Google Drive will make the file accessible from any computer with internet access. Students using Google Drive to work on their document will not need to save their work, as Drive will save each keystroke as the work is being completed. It will be the responsibility of the student to maintain the integrity of their files and keep proper backups.

Reporting Technical Issues

Any errors or problems with the Chromebook should be reported as soon as practical. The following procedure should be exercised when reporting issues:

1. Let your classroom teacher know of your issue.
2. If your teacher is not able to resolve the issue, then they will direct you to the appropriate person.
3. Report an issue to the school office if a teacher is unavailable.

Lost, Stolen or Intentionally Damaged Device and Accessories:

A Chromebook or any of its accessories that are lost (whereabouts unknown) or damaged is the responsibility of the student and parent involved in the loss of property. The replacement costs are listed below. The user will not be given another device or accessory to use until the replacement cost of the lost/damaged device or accessory is paid to the school.

- Replacement of the Chromebook - $250
- AC Adapter & power cord - $25.00
- Case - $35.00
- 1st offense Broken Screen/ Laptop Damage - $50.00
- 2nd offense Broken Screen/ Laptop Damage - up to $100.00 at principal's discretion
- 3rd offense Broken Screen / Laptop Damage - up to cost of unit at principal's discretion

Failure of the parent, legal guardian or student over the age of 18 to pay any fees from an intentionally damaged, lost or stolen Chromebook will be turned over to a collection agency.

Site principals have final say on chromebook damage costs. Damage due to a determined accidental cause will be addressed by the school through normal procedures. Damage due to negligence may result in the student assuming the financial responsibility of replacement of the Chromebook.

PLEASE REMEMBER!

- Devices may be monitored by school district level administrators at any time for misuse.
- Administration reserves the right to take a Chromebook at any time if misuse or inappropriate use/content is suspected.
- Teachers reserve the right to restrict Chromebook use during class at any time.