



Heritage Elementary
Student Handbook 2021-2022

Heritage Elementary is a Great Expectations Model School

“Learning to Be Heroes”

HERO FACTS

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Edmond, OK 73034

Phone: 405-340-2921 Fax: 405-330-8061 Attendance: 405-726-4969

Principal: Kimberly Frank

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Assistant Principal: Susan Fulks

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Counselor: Deborah Crawford

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Certified School Psychologist: Rouye Choquette

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Certified School Psychologist: Joyce Horne

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Financial/Principal’s Secretary: Tamara Johnson

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Visit us online at <http://heritage.edmondschools.net>

Find us on Facebook at Heritage Elementary School-Edmond, OK

Welcome to Heritage Elementary

Home of the Heroes!

We are excited to welcome you to Edmond's beautiful Heritage Elementary! Truly a living museum, Heritage recognizes Oklahoma trailblazers who contributed to our Edmond, Oklahoma and U.S. heritage. These heroes such as Will Rogers, Shannon Miller, Clara Luper, and Woody Guthrie are role models for all of us as are "Learning to Be Heroes" - Heritage Heroes!

This year's theme "Be A Light" emphasizes our pursuit of excellence reflected in the current country song "Be A Light" sung by Thomas Rhett and Oklahoma hero, Reba McEntire. We invite you to learn with us and celebrate our accomplishments in authentic learning, STEM design, video production, and coding. We are happy to continue the implementation of Bridges Math curriculum, FOSS Science, and implement a new English Language Arts curriculum called Into Reading. We are proud to announce that we are once again a Great Expectations Model School for the sixth year in a row. Only 106 schools in the U.S. have received this designation, and only two schools in the nation (EPS Heritage and EPS Frontier) have earned Model School status in their first year of existence.

It is our hope that our school community discovers a positive, caring, learning environment. Heritage faculty and staff are dedicated to providing a safe, positive and successful learning environment for all children. Our goal is to motivate, inspire, and challenge individuals to achieve excellence in learning and living. Mutual respect, independence, and responsibility will be encouraged. Maximizing each student's academic potential and meeting the academic needs of all students will be a primary focus. The school family must work together to instill pride, respect, and enthusiasm. Together we can build a bond that will enable Heritage's students and families to have positive input and involvement in our future. We are "Learning to Be Heroes".

We embrace each child individually and establish high expectations for ourselves as well as our students. We use a variety of philosophies to help each child reach their highest potential. Our goal is to effectively implement Great Expectations as a model school (www.greatexpectationsok.org) and Conscious Discipline in order to create a positive culture within our building. We also implement a tiered system of academic and behavior supports for all students through Response to Intervention (RtI) as well as Positive Behavior Intervention & Supports. We are excited to announce that we have received the recognition of Healthy Schools OK for procedures and practices. Please be sure to carefully read our policy on healthy snacks in our handbook and be sure your child brings water to drink throughout the day.

Our website provides access to important information and answers to frequently asked questions. Please visit www.heritage.edmondschools.net as well as our Facebook page to stay informed of Heritage news and upcoming events. We also encourage you to download the EPS Custom app as EPS blasts information out frequently..

Thank you for sharing your child with us! - Kimberly Frank, Principal

PLEASE TAKE THE TIME TO REVIEW THIS HANDBOOK AND BECOME FAMILIAR WITH THE BASIC GUIDELINES OF OUR SCHOOL AND OUR DISTRICT.

HERITAGE MISSION

"LEARNING TO BE HEROES!"

WATCH US SOAR

S - SHOW RESPECT

O - OBSERVE SAFETY

A - ACCEPT RESPONSIBILITY

R- READY TO DO MY BEST!



SCHOOL COLORS

RED, WHITE, AND OKLAHOMA BLUE

SCHOOL MASCOT

HERO, THE EAGLE

VISION OF OUR SCHOOL

Imagine a school where...

Everyone has a purpose and a voice.

Everyone practices the Magic Triad.

All children feel gifted.

Collaboration is the norm, and ideas are always shared with each other.

Everyone has the opportunity to become a world changer.

Teachers are equipped in every possible way.

Everyone has a friend.

All faculty and staff are positive.

Everyone is a life-long learner.

All content areas are valued equally.

Kids feel safe: physically, emotionally, and mentally.

Children come first.

The halls are full of laughter.

Children are self-motivated, engaged, active learners, who are excited about learning.

HERITAGE ELEMENTARY STUDENT SCHOOL CREED

We are Heritage Heroes!
We believe everyone has a purpose and a voice.
We do what we can and never give up.
As problem solvers, we use what we learn today
to become better people tomorrow.
We are world changers:
We inspire, encourage, and serve.
Watch us SOAR!

OUR VALUES

“Alone we can do so little, together we can do so much”. Helen Keller
We believe that every child can be a hero, and we will foster the inner hero in each.
We will promote harmony at Heritage.
We convey love and support through all words and actions.
We will practice the GE 8 Expectations for Living and the GE 6 Tenets.

We:
Honor individuality
Establish a community of service
Reach for our highest potential, and
Own our behavior.
We are heroes!

GENERAL INFORMATION

SCHOOL HOURS:

Students may begin arriving on campus no earlier than 8:50 am. School begins promptly at 9:25, which is the tardy bell. Any student not in his/her homeroom class by 9:25 is considered tardy.

School is dismissed at 3:55 pm. All students should be picked up by 4:10 PM unless attending our site day care, Eagle's Nest. Pre-K students will be dismissed at 3:25 pm.

ABSENT STUDENTS:

Parents and guardians should contact the office before 9:30 am on days which students must be absent. Call our attendance line at 405-726-4969 and leave a message. An automated system will contact parents of unaccounted students.

Parents must also contact daycare providers if their child will not be in school as the daycares will not leave the premises until all students are accounted for.

ACCESSING OUR BUILDING: For the safety of our students and staff, all guests, visitors will be limited per EPS procedures. PARENTS, VISITORS, AND VOLUNTEERS MUST ENTER THROUGH THE FRONT OFFICE AND CHECK IN THROUGH our SAFE SCHOOL ID to receive a guest sticker prior to entering the main building. Our Safe School ID sign-in system requires each guest to sign in using their driver's license. Please be sure to have your driver's license ready when you enter the building.

All doors to our building will be locked, except the front entry door, when the tardy bell rings at 9:20 A.M.

PARKING AT SCHOOL: DO NOT PARK in handicap spaces unless you have a tag and do not park in fire lanes,

PHONE SYSTEM: Our office is open from 8:50 A.M. – 4:15 P.M. each school day. School voicemail will pick up after office hours and messages checked each morning. Each classroom has a phone for safety and convenience. Your teacher will give you his/her classroom number. Our main office number is 405-340-2921. Our attendance line is 405-726-4969. Please use this number to report any absences.

A telephone in the office is available to students for emergency use only. Arrangements for lunch plans or after-school social events, should be pre-arranged.

ATTENDANCE AND TARDIES: Attendance and being on time is a very important factor in learning. Punctuality is one of life's most valued habits, and it is one we require here at Heritage and all throughout EPS. Late arrivals disrupt the learning of the tardy individual and all those around him/her. The very best plan is to arrive on the school's doorstep absolutely no later than 9:15 AM. Tardies and early checkouts count towards minutes absent. Parents may not check their children out early just to avoid the car line traffic. Students should only be checked out early in case of appointments or unplanned family emergencies. In addition to being on time, be sure your child is at school every day unless emergency or illness is an issue. Keep doctor slips for verification. District policy requires you to receive notification from the Principal at 7, 14, and 20 days of absences.

We have to report absences to the State Department and they consider a student to be chronically absent at 18 days. That is missing significant and valuable instruction. Please see the District section for more information.

EMERGENCY INFORMATION: It is important for parents to notify the office any time there is a change of address or a new phone numbers for home or office. This is necessary in keeping enrollment data updated in the event of an illness or injury. It is very important that emergency numbers be provided. Phone numbers and contacts may be updated in Parent Portal, but address changes must be updated in person at the school office.

PARENTS VISITING CLASSROOMS: Parents cannot visit the classroom this year. If a child has forgotten an item which the parent brings to school, we will either deliver the item to the student or call the student to the office to retrieve the item. Our goal is to have the least amount of disruptions and distractions in the classroom so as not to disrupt the educational process.

COMMUNICATION: It is very important for the school and parents to have an excellent means of communication. Teachers are encouraged to contact the parents when they feel there is a need, whether it is academic, discipline, or other important information. The school will publish weekly newsletter that will be sent via email to student's contact #1. All students will bring home classroom and office information on MONDAYS in our school-wide Monday folders. Please watch for these important messages. Teacher email addresses can be accessed through the Parent Portal.

Parent/teacher conferences will be scheduled by the homeroom teacher in October, in the evening. See the school calendar for exact dates. In grades 3-5, where letter grades are given, parents may access the Infinite Campus parent portal for weekly grades. All grades may access parent portal to view grades or update information. You signed up for the parent portal during the enrollment process, if you cannot remember your login information, please contact the office.

ADDRESS VERIFICATION: Parents whose children will be attending Edmond Public Schools will be asked to annually update existing enrollment information and to provide a current utility bill as part of our continuing effort to verify student addresses. This process will assist your school district in many ways. First, it will assist in projecting our future enrollment and will also help us insure that your tax dollars are being used for the education of children whose parents are legal residents of our district. For new patrons, two proofs of residence will be required. For more information, please refer to the District Elementary Handbook. Verification of residence will be shown on Utility Bill Verification Week.

BEFORE/AFTER CARE: The goal of the Heritage Before and After Care Program, also known as Eagle's Nest, is to provide a safe, healthy, and fun environment while striving to meet the needs of your child while in our care. We offer activities that keep your child active and interested and provide assistance with homework. It is staffed by Edmond Public Schools (EPS) faculty and staff. Only students currently enrolled at Heritage Elementary School are eligible for enrollment. EPS reserves the right to limit the number of children admitted. Our director is Dianna Sikes. You can reach her through email at dianna.sikes@edmondschools.net. For prices and more information, please refer to Heritage's website.

CLASS PLACEMENT: An administrative change in classroom placement may occur at any time there is a change in enrollment causing our numbers to increase or decrease. Parents will be notified in writing if this should take place. This would most likely occur during the first few weeks of school.

Class changes are not made arbitrarily. Several intervention strategies must take place before a class change can be made at parent request. First, a parent needs to have had several contacts with the teacher so that they can work together as a team over a period of time to resolve any difficulties. The parent may then conference with an administrator or counselor. Any concern must be in writing. A joint meeting of the parent, teacher, counselor and administrator, and if needed the student, will take place. Another follow-up meeting will be held after a sufficient time to determine the outcome of the action plan. A final decision to change placement will be made by the administrator.

PARENT-TEACHER ORGANIZATION: Heritage PTO is an organized group of parents who work together with teachers and administrators to support educational activities at the school. The collaborative partnership between family and school provides a valuable resource of volunteers who augment the work of educators by assuming responsibilities that range from clerical work to tasks involving direct assistance with student learning. Underlying this program is the basic assumption that student performance, attitudes, and behaviors, are influenced positively by family involvement.

DISTRICT GRADING SYSTEM: Classroom specific policies, guidelines, and curriculum expectations are provided to parents in August at our “Back to School Night.”

GRADES K-2

- 4 = Exceeds Expectations
- 3 = Consistently Successful
- 2 = Progressing
- 1 = Needs Support

GRADES 3-5

- A = Very Good (90 to 100%)
- B = Good (80-89%)
- C = Average (70-79%)
- D = Poor (60-69%)
- F = Failing (below 60%)

CITIZENSHIP GRADES

- O= Outstanding
- S = Satisfactory
- N = Needs Improvement

FIELD TRIPS + SPECIAL EVENTS: Each grade level plans various special events/activities as well as a field trip during the school year. Prior to an event, students are expected to maintain good behavior and work habits. Parents will be notified, if they are needed to supervise their child at a special event or on a field trip. Parents will often pay for admission or transportation fees for these field trips. *Individuals with disabilities needing any assistance to participate in school sponsored functions should contact the school office at least 48 hours prior to the event. Please indicate the specific accommodation(s) or service(s) needed to participate effectively in the school activity. Our district is committed to providing accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs.*

MONEY: Students should not bring money to school unless it is for lunches or a specific school sponsored activity.

IDENTIFY AND LABEL: Please mark lunch containers, backpacks and clothing with the name of your child. Items collected in “lost and found” which go unclaimed will be given to a local charity at the end of each semester.

CHANGE OF CLOTHES: We ask that all Pre-K, Kindergarten, & 1st grade keep an extra set of clothes (shirt, pants, underwear, and socks) in a Ziploc or plastic bag in their backpack for the duration of the school year.

SHOES: Children are expected to wear appropriate shoes for physical education classes. For safety concerns, children should not wear lightweight flip-flops. Students may not bring or wear to school any skateboards, shoe skates, rollerblades, or roller-skates. Shoes with “wheels” are not permitted. Students may ride a scooter if it can be locked up on the bike rack.

PETS: Pets are not allowed to be brought to school.

INSURANCE: The Edmond School District makes accident insurance available to students. The school system is not financially responsible for the cost of accidental injury occurring from a school activity. This insurance is offered as a convenience. Forms are sent home at the beginning of each school year and are available in the office.

TOYS/NUISANCE ITEMS: Students shall not bring toys, trading cards, gadgets, electronic games, or anything other item to school that would cause a disruption of the instructional process. Teachers will confiscate items and parents may reclaim them in the Principal’s Office. No toy/water or play guns or play knives are EVER allowed at school! (See also Dangerous Weapons policy.)

BIRTHDAYS: Floral or balloon bouquets should not be delivered to school for students. EPS Handbook states that we cannot distribute party invitations at school via classroom communication folders. If you are planning a private birthday party, please distribute invitations in another way besides the classroom. You may wish to purchase a directory for published personal information. Limousines are not allowed at school unless part of a school-sponsored event.

CELEBRATIONS: Our district policy allows a maximum of three parties per year. Heritage will host the following parties: 1) Fall Celebration (students will not wear costumes on Halloween to school), 2) Winter Celebration and 3) Valentine Celebration. Please refer to the calendar for dates of parties. Parents are encouraged to attend and assist the teacher with games, activities, and snack treats (see Healthy Food Choices). Homeroom parents will coordinate the party efforts. All treats will be donated by parent volunteers. Our parents must include a healthy snack choice as a party option (refer to the District section about healthy snacks). Please do not send gum, suckers/lollipops, or balloons as treats. We also ask that party favors be limited to edible items and not items such as water pistols, whistles, yo-yo’s, etc. **AT HERITAGE WE DO NOT COLLECT MONEY AT SCHOOL FOR OUR PARTIES OR FOR ANY GIFT ITEMS.**

HEALTHY FOOD CHOICES: It is EPS policy that at any school function (parties, celebrations, receptions, festivals, sporting events, etc.) healthy food choice options should be available to students.

*Raw vegetable sticks/slices with low-fat dressing or yogurt dip

*Canned fruit

*Dried fruits (raisins, banana chips, etc.)

*Dry roasted peanuts, tree nuts and soy nuts (not coconut, palm nuts or sunflower seeds)

*Low-fat meats and cheese sandwiches (use low-fat mayonnaise in chicken/tuna salads)

*Party Mix (variety of cereals, nuts, pretzels, etc.)

*Baked corn chips and fat-free potato chips with salsa and low-fat dips (Ranch, bean, etc.)

*Low-fat baked goods (muffins, granola bars, cereal bars, multigrain bars, cookies, etc.)

*Low-fat crackers (animal, graham, baked fish-shaped, etc.)

*Flavored yogurt and fruit parfaits

*Low-fat and skim milk products (flavored and unflavored)

* Fresh fruit and 100% fruit juices

*Frozen fruit juice pops

*Trail Mix (dried fruits and nuts)

*Cheese, String cheese

*Low-sodium crackers

*Pretzels

*Popcorn

*Bagels

*Angel food and sponge cakes

*Gelatin and low-fat pudding

*Water, Tea (unsweetened or diet)

Foods to avoid or consume only occasionally: Carbonate, caffeinated, and high sugar beverages (soft drinks, sports drinks, coffee) High fat foods (fatty meats, buttery popcorn) High sodium foods (luncheon meats, chips, salty popcorn, pickles)

In selecting food items consideration should be given to students and adults with food allergies or who are on special diets that restrict the consumption of sugar, fat, sodium, etc.

The use of foods of minimal nutritional value as learning incentives should be kept to a minimum, and healthy food choices or non-food items should be considered.

Organizations operating concessions at school functions, and fund raising activities should include at least some healthy food choices in their offerings. It is recommended that groups market these healthy options at a lower profit margin to encourage selection by students.

IMPORTANT ITEMS TO KNOW - AT A GLANCE

1. Parents are welcome to volunteer at EPS elementaries in a PTO capacity. All visitors must report to the office and sign-in through Safe School ID Kiosk. You must have your driver's license with you to use Safe School ID . We cannot interrupt the learning environment so visits to the classroom/cafeteria/playground will be prohibited. Volunteers are to work in specific areas in the building.
2. Parents, once again, will not be able to eat lunch in the cafeteria with their child.
3. Flowers, balloons, cookie baskets, stuffed animals, etc. delivered to students will not be accepted and will remain in the office for the day for parent pick up. Students may not transport such items on the school bus.
4. Students must have notes from parents to remain inside during recess for medical reasons, those students shall stay in the office.
5. The Edmond School Board Policy Book may be reviewed at any time in the office or on the district website.

6. The school reserves the right to release to the press any student recognition of honors and awards.
7. State Law (Section 24-102 of Title 70) provides that “Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other property. School personnel shall have access to school property in order to properly supervise the welfare of the pupil. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time and no reason shall be necessary for such search.”
8. Pets – Many pets are not comfortable around large numbers of children and therefore have unpredictable actions. Heritage also has many students with severe allergies. In an effort to help keep these difficulties to a minimum and for student safety, pets will not be allowed for show and tell. A classroom pet will not be obtained unless all parents in that class are surveyed.
9. DISABILITY: Individuals with disabilities needing any assistance to participate in school sponsored functions (i.e., open house, parent/teacher conferences, plays, etc.) should contact the school office at least 48 hours prior to the event. Please indicate the specific accommodation(s) or service(s) needed to participate effectively in the school activity(s). Our district is committed to providing accommodations and/or services to parents and community members with disabilities in order to participate in school sponsored programs as effectively as non-disabled individuals.
10. Student cell phones must be turned off and kept in the student’s backpack during the day. Students are not allowed to call, check or send text messages at any time during the day. Phones will be collected and brought to the office if they are an interruption. They will not be returned to a student; they must be picked up by a parent. Bringing other electronic equipment to school is not allowed unless you have received an approval note from the classroom teacher and administration.
11. Oklahoma’s inclement weather makes it necessary at times to close school. Area television and radio stations will alert the public when this decision has been made. Early dismissal is not a common practice in the Edmond school system due to the inconvenience it would cause to working parents. Occasionally when driving conditions are bad, the buses run late.
12. Medication is not allowed on a student’s person. This includes cough drops, aspirin, and other over the counter items that may seem harmless enough. All medication that needs to be dispensed on a regular basis is kept in the office. You need to obtain a form from the office for your doctor to complete and sign. Please refer to the District handbook for more information about medication.
13. In the morning before school, please make sure your child knows how he/she is getting home.

MORNING AND AFTERNOON CAR RIDER PROCEDURES

K-5 DISMISSAL: Dismissal for K-5 is at 3:55 P.M. All K-5 students should be picked up by 4:10 P.M.

Like last year, the Car Rider Plus dismissal release system will be in effect. Students will remain in their classroom until their car/bus/daycare arrives.

1. The car loop procedure experience for parents won't change much. We will use a system called Car Rider Plus and it will go fast- you can view an example of it here: <https://www.youtube.com/watch?v=N5r9sLB1zTY&t=3s>
2. There will not be Parent Walkup to pick up children.
3. Students who live in the Twin Bridges neighborhood will still be able to walk home or ride bikes through the back gate. The Car Rider Plus system will also account for those students as they leave school.

BUS RIDERS: Elementary students may be eligible for transportation services. Students may ride only their regularly assigned bus and get off at their regularly assigned stop unless emergency arrangements have been made through the Director of Transportation. Food, gum, and soft drinks are prohibited on the bus. Damage to seats and other equipment must be paid for by the offender. Students are permitted to ride the bus as long as they abide by the bus rules they receive at the beginning of the year. The bus rules are listed in the District section of this handbook. Students should always get off at their bus stop and report home before going to a friend's house to play. **The Transportation Department can be reached at 340-2962.**

ALL PARENTS WHO PICK UP THEIR CHILD(REN) (WALKERS AND CAR RIDERS) MUST HAVE A PICK-UP TAG FOR IDENTIFICATION

CAR RIDERS: (ALL car riders are to use the front loop) A plan has been designed to ensure greater student safety and facilitate smoother traffic flow. Families who wish to drop-off or pick-up their children by car should only use the drive-through area at the front of the building. Also, parents in cars are asked to not cut in front of other cars waiting in line. Please follow the detailed drop-off and pick-up procedures below:

Parents who wish to pick up their children must enter campus using the main entrance. Cars should enter the loop and pull completely forward around the curb to the loop allowing other cars to line up behind them. Please do not block traffic or double-park your car. Students are expected to unload/load 6 at a time at the front entrance plaza, under the supervision of a duty teacher and safety patrol. Stay in line even if you have your child, follow the loop around the curb until you exit out of the loop.

Please yield to school and daycare buses as they have a tight schedule they must follow.

Parents and guests must follow the requests and directions of the duty teachers. All other traffic lanes, entrances, and exits are expressly reserved for district transportation, mini-buses, and commercial daycare vans. Your cooperation with these procedures is appreciated and is for the safety of your child.

DISMISSAL PROCEDURES: For the safety of our students, please be aware of the after-school pick-up procedures:

*Each student will carry a dismissal tag on the loop of their backpack with personal information- this is particularly important for younger students who have not yet memorized this information.

*Please do not remove this backpack tag. If it falls off, notify your child's teacher immediately for a replacement. This tag is color-coded depending on your child's dismissal location.

*This year there will be an additional layer of safety added with another backpack tag with the CAR RIDER PLUS number. Do not remove this tag either.

*At 3:55 PM, students will prepare to be dismissed from their classroom, younger grades will be escorted to their dismissal location inside the building. A teacher will be present to monitor students while they are waiting and also dismissing.

*Parents are to use the appropriate driveway loop and must clearly display a CAR RIDER PLUS tag on their car's rearview mirror. This helps the duty teachers call for students and to quickly load them into vehicles. This greatly reduces the wait time for parents in line.

*Parents are the primary role models for their children. Cooperating with and respecting the staff members on duty sets a good example of respect for authority. Thank you!

*Additional duty teachers and safety patrol will manage loading vehicles by calling out students' names to line up at the designated spots so that the car line can move quickly.

*Students remain seated until their name is called, then go directly to assigned spot and wait until their parent pulls forward completely and stops.

*Additional parent pickup tags are available for purchase in the front office to parents with a valid driver's license.

*Parents may not park in the parking lot, walk between cars, and call for students to come to them-- this creates major safety concerns and confusion while the duty teachers attempt to perform their responsibilities.

*For the safety of your child, all adults must have a CAR RIDER PLUS tag to identify to the duty teacher you are the designated adult to pick up that student. Parents or family members who do not have a visor card will be asked to go to the office and show proper identification. For the safety of your child, students will not be released to those without proper ID and who are not listed on the contact sheet in the office.

WALKERS: Students walking to school in the morning may enter through the front door. Students should not arrive before 8:50 A.M. Supervision of students will begin at 8:50 A.M.

Students walking home after school are expected to leave the school at dismissal time and go directly to their after-school location. Students should not stop at a friend's house to play without prior parental arrangements.

The playground gate is for walkers or bike riders from the adjoining Twin Bridges neighborhood. If a parent is meeting their child at the gate, parents should line up along the fence line spaced 6 feet apart and show their pick-up tag. If a student is walking home without a parent, the student should walk with the duty teacher and not run ahead. All safety and road laws MUST be followed.

BIKE RIDERS Students: Students may ride bicycles to school. Bikes should be walked on sidewalks and across crosswalks and parked in the bike racks located on the west side of the building. Students should not be around the bike area except to put away or pick up their bikes. The school will make every effort to safeguard bicycles, but cannot assume responsibility for them. It is strongly recommended that locks be used to secure bikes. Locks are not provided by the school.

CHANGING TRANSPORTATION: It is not advised to change your child's manner of dismissal, however, circumstances may arise that warrant that occasionally. Students who are to go home using an alternate method from their normal procedure (bus, daycare, etc.) **must have a parent contact the office prior to 2:45 PM notifying us of the change.** Parents should work with their child and accurately rehearse any transportation changes with them the night before and call the office to notify us of the change in transportation plans. Children who tell us that they are going home differently than their regular method and do NOT have a note will be sent home the regular way. This greatly alleviates confusion for everyone! Students are responsible for getting in the correct bus or daycare lines and shall not switch lines unless we have information about pre-arranged changes in transportation

PLAYGROUND RULES

ALWAYS REMEMBER TO USE THE MAGIC TRIAD ON THE PLAYGROUND: KIND WORDS, A GENTLE TOUCH, AND A SMILE!

Outdoor play provides students with opportunities to develop large muscle skills, to learn to interact in socially appropriate ways with other children, and to express themselves freely. Our playground has rules to ensure the safety of all children. Each child must obey the rules in order to participate in playground activities. In addition, students are encouraged to use good judgment in playing on all playground equipment. The equipment is safe when used properly.

- Stay within designated play areas. Never leave the designated area of the duty teacher.
- Limit the throwing and kicking of objects to balls only within games. Rocks, dirt, sticks, twigs, and gravel should remain on the ground.
- Respect the rights of others to use their own space. Avoid hitting, wrestling, shoving, & games which may cause injury to others. Only use a gentle touch.
- Remember that words can also hurt. Name calling and cursing are inappropriate behaviors at school and on the playground. Use only kind words.
- The school is not responsible for loss or stolen personal property.
- Games are open to all students desiring to play.
- No toys or balls are to be brought from home
- Leave toys, games, skateboards, skates, baseballs and all electronics, including phones, at home for use outside of school. -Refrain from riding piggy-back on the backs of other students.
- Eat all food items before leaving the cafeteria. Gum chewing is not allowed at school.
- Use the restroom before going outside. Only return to the building in an emergency with the permission of the duty teacher. When returning to the building for the restroom or for a drink, use only those facilities adjacent to the cafeteria.

Please stress to your child that any form of violence (fighting, hurting, bullying, harassing, etc.) will not be tolerated at Heritage. Please help encourage your child to find other means to deal with conflict or anger. At Heritage, we practice, "Stop, Walk, and Talk," to enable students to resolve conflict. First, a student problem solves by asking another student or students to STOP the bothersome behavior, in a calm manner. If they do not stop, the student should choose to WALK away from the bad situation and play elsewhere. If the students continue with the bothersome behavior the student should go to an adult to TALK about the issue. Revenge or getting even is not an acceptable means to solve problems. Practicing the Eight Expectations of Living will be our behavior standards in the classroom, on the bus, on the playground, and in our cafeteria. Our goal is to have a positive, safe, nurturing school environment.

EQUIPMENT AND SPORTS

Bars - The bars are for hand to hand crossing. Standing on top of the bars is not permitted.

Slide - Be courteous, wait until the people in front of you have moved out of the way before starting down. The only entry to the slide is from the top. The tunnel and tubes are not for climbing.

Swings - One person at a time is permitted in a swing. Push safely. No jumping from the swings. Swings should stay at the level of the chain when in motion.

Balls - Equipment is to be checked out from the playground teachers.

Basketball - will be played only on the court. Students who do not observe the rules and continue to be rough in their play will be prohibited from playing the sport for a considerable amount of time, as determined by the monitors, teacher, and or principal.

-Students may not play tag or any games of chase.

BULLYING, TATTLING, + REPORTING

WHAT IS BULLYING? Bullying happens whenever someone uses his or her power unfairly and repeatedly to hurt someone.

DIFFERENT KINDS OF BULLYING INCLUDE:

Repeatedly hurting someone's body or things (hitting, tripping, flicking, thumping)

Repeatedly hurting someone's feelings (name calling, ignoring, sarcasm, leaving someone out)

Repeatedly hurting someone's friendship (telling lies, ruining a reputation)

HOW TO RESPOND TO A BULLY:

Look the bully in the eye, respond immediately and assertively say:

1. " I don't like what you said (what you did)."
2. "If you do not stop, it is my responsibility to report you."
3. Report it to the closest adult.

IF YOU OR SOMEONE YOU KNOW IS BEING BULLIED, GET HELP!

-Tell your teacher, the counselor, and the principal of your school.

-Tell your family

-Call Safe-Call: 1-887-723-3225 extension 561.

FREE, 24 hours a day, 7-days/week

TELLING VS. TATTLING-- THERE IS A DIFFERENCE BETWEEN TELLING AND TATTLING!

- Telling is reporting if someone is doing something harmful or on purpose.
- Telling is when you or someone else needs help, or when you are scared.
- Tattling is trying to get someone else in trouble, or trying to get attention for yourself.
- It's okay to TELL an adult!

FIVE THINGS BYSTANDERS CAN DO TO STOP BULLYING:

If you are a bystander, child or adult, you too can help stop bullying! If you stand by and watch bullying, you are creating an audience for the bully. Do not watch, cheer, or laugh at what a bully does to another person!

1. Don't laugh.
2. Turn.
3. Walk away.
4. Go to get help from an adult.
5. Speak up when you can safely do so.

WHAT HAPPENS TO A BULLY?

Oklahoma school law mandates that the school climate shall be conducive to learning and to have procedures to address disruptive student behavior. The school has developed a school wide Code of Conduct with an outline of sequential consequences for disruptive behavior. The school will impose consequences for bullying consistent with our plan. If the bullying persists, parents will be asked to become involved and the consequences will become increasingly severe.

REPORTING A BULLYING SITUATION:

1. Define the problem with your student.
2. Gather ALL information (frequency, context, timeframe). Determine if "District Bullying form" should be filled out.
3. Call the teacher between 8:30 A.M. and 4:00 P.M.
4. If you need to leave a message, give office staff your name, your student's name, and a brief idea of what the call pertains to.
5. When talking with the teacher, clearly state your primary concern(s) and listen for the teacher's response or explanation. Remember, there are two sides to a story.
6. With the teacher, agree on a plan of action to correct or alleviate the problem. Discuss with your student what solution has been planned.
7. Tried all the ideas? Success? Celebrate! If not, call the teacher back, generate additional solutions, and redefine the problem.
8. If at this point the problem is still unresolved, seek the counselor's help.
9. If the problem is still unresolved, seek the principal's help.

LIBRARY MEDIA CENTER

The Heritage Media Center strives to bring children and books together. Our Media Center is where children have the opportunity to work independently and together. It proves a place for discovery and an environment where students can be information seekers through both independent and group activities. Every effort is made to provide quality literature for both research and reading for pleasure. Our fully automated media center houses a collection of books, audiovisual materials, periodical and equipment designed to support the curriculum as well as provide for research and recreational reading. We offer many services from teaching students to become independent users of the Media Center to aiding in book selection. Students have the opportunity to visit the Media Center with their class and additional times on their own throughout the week.

ONLINE CATALOG: The database listing all the books available in our media center can be accessed online. The online catalog is a great resource for students and parents searching for specific books, books on a particular topic, or books by a certain author. Online access to the Heritage Media catalog is available by clicking the "Destiny" icon on the left of the page. Next, select the "catalog" tab and begin your search!

BOOK CHECK OUT: Books are checked out to students for ten school days. Kindergarten and first grade students may check out one book, while second through fifth graders may have two books checked out. We start discussing responsibility in relation to borrowing and returning media center materials at a very young age and do not allow students to check out materials if they have overdue items. Students are also responsible for replacing lost or damaged items.

OVERDUE BOOKS: Fines are not collected for overdue books. Students, who have not returned their books, may not check out another book until their overdue material has been returned.

LOST/DAMAGED BOOKS: It is important for students to learn to be responsible Media Center users. In the case that a book has been lost or damaged, it is the responsibility of the student/parent to replace or pay for the material. Students will not be allowed to check out additional material until the matter is resolved.

PARENT VOLUNTEERS: Parent volunteers are a vital part of the Media Center. Their help with re-shelving materials, checking books in and out, and assisting in other areas enables the Media Specialist to spend more time teaching important skills to the students. If you are interested in serving in this capacity, please contact the Media Center.

Students are encouraged to read books on a variety of levels and from various genres to enhance their vocabulary and comprehension skills as well.

CAFETERIA

Edmond Public Schools participate in the National School Lunch Program. Nourishing and balanced meals are served daily.

BREAKFAST: Breakfast is served daily from 8:50-9:20, Students may eat breakfast in the cafeteria. Students should plan ahead to eat quickly and be able to start class on time at 9:20,

LUNCH: Students in grades Pre-K through grade 5 will eat lunch in the cafeteria. Students may also bring a nutritious lunch from home. Food deliveries from companies will not be permitted.

PROCEDURES:

- 1) Classes should enter the cafeteria in single file lines and proceed to their designated lunch lines. Students bringing lunch from home should proceed directly to designated tables and begin eating.
- 2) Stand quietly in line, keeping hands and feet to selves.
- 3) Respond politely to cafeteria personnel, answering questions and using good manners (please and thank you).
- 4) There should be no talking among students in the serving line.
- 5) Students should proceed to the designated table and sit in the order requested by the lunch duty teacher.
- 6) Seats may not be saved.
- 7) Students may visit quietly while eating, using "inside voices".

- 8) When requested, students should become silent and listen to announcements from the duty teacher.
- 9) Stay seated at all times. Request permission from the duty teacher if you need something.
- 10) While seated, students should face the table and not turn around in their seats.
- 11) Lunch items should never be thrown, flipped, etc. Dropped paper or plastic items should be picked up by the student who dropped them.
- 12) When finished eating, students should collect their trash and wait to be dismissed. The duty teacher will walk by with the trash can and students will throw away their trash and remain seated.
- 13) When dismissed, the students should remain in a respectful line and walk quietly to the designated next area.

INCLEMENT WEATHER PROCEDURES:

-When coming to check a student out early due to inclement weather, please have proper identification in hand.

-Depending on the situation, there could be tables set up in the lobby according to last name. You will show your I.D. first, and then your student will be called from class and sent to a room for you to unite with them.

-Please make sure that anyone picking your student up is on his/her office pick-up list. We will not be able to release your student to anyone who is not on that list.

-If we are in our shelter areas, there will possibly be a point at which we will stop checking children out. At that time we will ask parents to head to one of our designated areas to wait for the "all clear." Following procedure and exercising patience during this time will help facilitate the flow of the plan.

-Should a major disaster, such as a tornado, fire or criminal event, occur during school hours, plans have been formulated to care for your child at the school site. As would be expected during a time of crisis, additional precautions will be in place to help ensure your child's safety and security.

Your support and assistance with the following will be vital to success:

-Do not telephone the school. Telephone lines may be needed for emergency communication. Turn your radio to KOMA -1520 AM, KTOK - 1000 AM and/or KMGL- 104.1 FM for emergency announcements. If electrical service is not affected, information will be relayed via Cox Channel 18 for Edmond residents, on the EPS website and Facebook page, local television channels and the district's mobile application. To install the EPS mobile app, visit the Apple or Android app store and search for the EPS Custom App. Download the app and then select Edmond. From there, you can easily activate PUSH notifications from both the district and individual schools which will convey valuable safety information and instructions.

-Impress upon your children the need to follow the directions of school personnel in times of an emergency. Please instruct your student to remain at school until you or your designee arrives.

- In the event of a serious emergency, students will be released only to parents and persons identified on the student's enrollment card. Each campus will have a designated reunion site where parents or a designee will be required to show proper I.D. to pick up their child.

- In the event students must be evacuated, our district website (www.edmondschools.net), our district Facebook page and Cox Channel 18 will display pertinent announcements. In addition, radio and television stations will be contacted informing parents where the evacuation site is located. At the evacuation site, parents will be directed to a secure area where school officials can process the release of students.

-Please discuss these matters with your immediate family and those people you place on your child's pickup list. Planning ahead will help alleviate concern during emergencies.

SAFETY, SECURITY, AND OUR LEARNING

SAFE SCHOOL POLICY: All school doors are to remain locked during the school day with the exception of the main entrance. Foyer security doors will be locked during school hours. Therefore, visitors are required to check in with a secretary in the main office and wear a visitor badge. You may read a more detailed policy located in this handbook for further information.

LEARNING CLIMATE: In order to maintain a climate conducive to learning, all messages and deliveries for students shall be handled through the office. In emergency situations in which you must speak to your child, the secretaries will call for your child via the intercom so they may meet you in the office/foyer area and then return to class. Parents should not go to classrooms unless a pre-arranged appointment has been made with the teacher. This procedure will assist us as we protect our instructional day.

Teachers and staff will stop any visitor on campus that is not wearing a visitor's badge. This protects your child, other children, and our staff from intruders. If you are stopped and questioned, please do not take this personally; it is for everyone's safety!

-State Laws- In accordance with Oklahoma State Law, Chapter 12, Article III, Section 1039: The chief administrative officer (the principal or anyone designated by him to maintain order) has the authority and power to direct any person to leave an institution of learning who is not a student, officer, or employee thereof and who: 1. Interferes with the peaceful conduct of activities at an institution of learning; or 2. Commits an act which interferes with the peaceful conduct of activities at an institution of learning; or 3. Enters the institution of learning for the purpose of committing an act, which may interfere with the peaceful conduct of activities at an institution of learning. In addition, any person to whom this applies who fails to leave the school as directed or returns without first obtaining written permission from the administrator, shall be guilty of a misdemeanor.

TESTING INFORMATION

OKLAHOMA SCHOOL TESTING PROGRAM (OSTP): The state-mandated tests assess students' mastery of the Oklahoma Academic Standards (OAS) for all students in grades 3, 4, and 5. Assessments will occur during the spring semester. The criterion-referenced OSTPs are directly tied to the Oklahoma Academic Standards (OAS), Oklahoma's legislatively mandated core curriculum. The tests measure student performance relative to the specific content and skills of the OAS. The results of the OSTP reflect the degree to which students have mastered the OAS standards. For further information check www.edmondschools.net or www.sde.state.ok.us.

NAEP: The National Assessment of Educational Progress is authorized by Congress and funded by the federal government; it is the nationally representative and continuing assessment of what America's students know and can do. NAEP has been charged with collecting and reporting information on student achievement in mathematics, reading, science, U.S. history, writing, and other subjects. Since it is a sampling process conducted nationally, not all 4th or 8th grade students will be tested.

QUALIFYING TESTS FOR ELEMENTARY GIFTED/TALENTED PROGRAM:

- a) A cognitive abilities test is administered in the spring to all second grade students. A total score on this test that is at or above the 97th percentile qualifies a student for the gifted/talented program.
- b) A cognitive abilities test is administered in the fall to all 4th and 6th grade students. A total score on the test that is at or above the 97th percentile qualifies a student for the gifted/talented program.
- c) Parents may request the GATE teacher test their child for qualification in this program.

TEST TAKING TIPS:

REST - Go to bed early on testing nights. Testing is stressful and getting a good night's sleep will help students to think more clearly. Make sure your child gets the appropriate amount of sleep the night before the test. Some children require more rest than others, so it's best to try to maintain a regular schedule for your child.

EAT - Provide a wholesome breakfast or get to school early enough to have breakfast at school. Take some time to talk with your child about your confidence in him or her before they go to school.

MORNINGS - The morning of the test-taking day(s) should be calm for your child. Get up early enough to avoid rushing and arguing. Make sure your child arrives at school on time the day of the test. Try and avoid stressful situations if possible that week. Send them to school HAPPY!

SNACKS - Please send a healthy snack for your child to munch on during testing breaks. Teachers will have volunteers bring in veggie and fruit plates, but it is nice for the kids to have something on their desk for themselves.

RELAX - In the evenings, relax. Don't study for the OSTP on the night before the test.

LISTEN - Spend some time listening to your child. Talking about their day helps to lower stress. The less stressed a child is, the better they perform.

PRAISE - Acknowledge that the OSTPs are important but can also give them a chance to 'show off' how smart they are! Encourage your child to take the test seriously, but don't cause your child to be anxious about the test. Let your child know that you believe in him or her and emphasize the importance of simply doing their best.

Great Expectations

What is Great Expectations?

Great Expectations (GE) is a teaching methodology with an eclectic approach to teaching that encompasses the very best of what is known about teaching today. GE is grounded in the belief that all students can learn, no matter what labels have been placed on them. Teachers understand it is their responsibility to reach every student. Building self-esteem and motivation is the key to helping students believe they are capable of learning. Teachers set high expectations for students and they inspire students to reach upward to attain them. A climate of mutual respect is established that empowers students to take necessary risks to grow academically and to be willing to make a few mistakes in order to do so. Mistakes are regarded as opportunities to learn and students' ideas and efforts are valued and appreciated. GE teachers are facilitators of learning who encourage and believe in their students. They are caring, but require excellence in every detail. They provide an atmosphere of constant praise and affirmation. They teach to mastery level and beyond by encouraging students to use their imaginative and creative abilities.

Eight Expectations for Living in our School Community:

1. We will value one another as unique and special individuals.
2. We will not laugh at or make fun of a person's mistakes nor use sarcasm or putdowns.
3. We will use good manners, saying "please," "thank you," and "excuse me" and allow others to go first.
4. We will cheer each other to success.
5. We will help one another whenever possible.
6. We will recognize every effort and applaud it.
7. We will encourage each other to do our best.
8. We will practice virtuous living, using the Life Principles.

Classroom Tenets and Practices: What Are They?

The Great Expectations teaching model is guided by six basic tenets and seventeen classroom practices. The tenets and practices provide guidelines for program training and implementation and serve as standards for evaluating GE schools/districts. The tenets are as follows:

High Expectations • Teacher Attitude & Responsibility • Building Self-Esteem
All Children Can Learn • Climate of Mutual Respect • Teacher Knowledge & Skill

The tenets are further defined by seventeen classroom practices that occur in GE classrooms. The daily use of these practices within the classroom setting assists students in becoming self-directed learners, productive citizens, effective communicators, critical thinkers, and cooperative contributors to the classroom as well as society.

1. The teacher models desired behaviors and attitudes such as those set forth in the Life Principles and the Eight Expectations for Living.
2. Students and teachers speak in complete sentences and address one another by name, demonstrating mutual respect and common courtesy.
3. Students are taught as a whole group, thoroughly and to mastery, with intensive and specific modifications insuring success for all.
4. Lessons are integrated, related to the real world, reviewed consistently, and connected to subsequent curricula.
5. Critical thinking skills are taught.
6. A non-threatening environment, conducive to risk-taking, is evident. Mistakes are okay. Students are taught to learn from their mistakes and to correct them.
7. Memory work, recitations, and/or writing occur daily. These enhance character development and effective communication skills while extending curricula. Recitations are exuberant and full of expression.
8. Enriched vocabulary is evident and is drawn directly from challenging writings and/or wisdom literature. Sources should include classic literature, myths, fables, poetry, proverbs, quotes, and other genres.
9. The Magic Triad, a positive and caring environment, and discipline with dignity and logic are evident.
10. Every student's work is displayed in some form. Teachers provide positive commentary through oral and/or written feedback. Word identification skills are used as a foundation for expanding the use of the English language.
11. Students assume responsibility for their own behavior. Their choices determine consequences.
12. A school, class, or personal creed is recited or reflected upon daily to reaffirm commitment to excellence.
13. All students experience success. The teacher guarantees it by comparing students to their own past performance, not the performance of others. Students are showcased, and past failures are disregarded.
14. The teacher teaches on his/her feet, engages students personally, holds high expectations of students, and does not limit them to grade level or perceived ability.
15. Each classroom has a student who greets visitors and makes them feel welcome and comfortable.
16. Teachers and students celebrate the successes of others.

Please visit www.greatexpectationsok.org to learn more about GE!