



Meeting of the Board of Directors
Western Gateway Elementary School

Wednesday, May 19, 2021
2:30 pm

P.O. Box 2362 Oklahoma City, OK 73101
1300 SW 15th Street Oklahoma City, OK 73108
www.westerngateway.school

Special Meeting of Western Gateway Elementary School, Inc.
Board of Directors Meeting
A G E N D A

May 19, 2021, 2:30 PM

309 NW 13th St STE 103, Oklahoma City, OK 73103

No board members will be present at the physical site.
Pursuant to SB103, this meeting will be conducted via Zoom videoconferencing.

Join Zoom Meeting

<https://us06web.zoom.us/j/88092166561?pwd=RIZ3ZHVzUDFOUnJDUIh4UTZUeXpEdz09>

Join by phone

(US) +1 401-903-4827 PIN: 379 615 747#

Meeting ID: 880 9216 6561

Passcode: 2B5748

Board members present via Zoom:

Blair Humphreys, Pete White, Ashley Terry

Others present via Zoom:

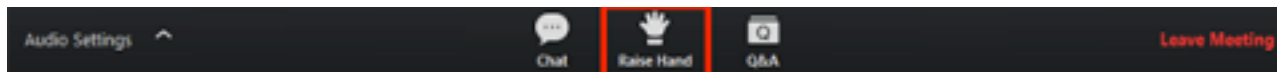
Heather Zacarias; Head of School, Diana Bedwell; Administrative Assistant, Leslie Batchelor; Legal Counsel, Steve Huff; Charter School Consultant, Aylin Murillo; Attendance Clerk

Access to documents and board agenda will be posted on the Western Gateway Website,

<https://www.westerngateway.school> *Click on About Us, then click on Board of Directors, scroll down to 2020-21 meetings for agenda and documents.

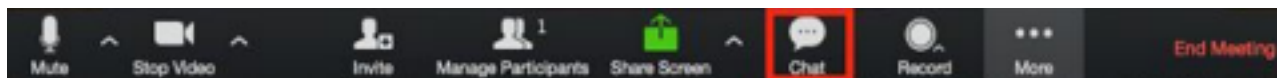
Members of the public may submit requests to address the board. To expedite requests to comment, the public may send those requests to info@westerngateway.school at least 60 minutes prior to the start time of the meeting. The final determination as to whether an item will appear as a public comment will be at the discretion of the board chair. Requests to comment can be heard using the "raise hand" feature or the "chat" feature within the Zoom video conference. Public Comments are limited to three (3) minutes and must be related to an agenda item or topic. Where several people wish to address the same subject, a spokesperson must be selected. The Board Chairman may interrupt and terminate any comments that are not in accordance with any of these criteria. Board members may not respond to speakers' comments.

1. Click Raise Hand in the Webinar Controls.



2. The host will be notified that you've raised your hand. Click Lower Hand to lower if needed.

3. As an attendee, Chat will be in the controls at the bottom of your screen.



4. When you click on chat, the chat window will appear. It will be on the right if you are not on full screen. If you are in full screen, it will appear in a window that you can move around your screen.

5. Type your message and press Enter to send it. If the audio or video connection is disrupted, the meeting will temporarily pause for 10 minutes. After 10 minutes, the meeting will reconvene. If that is not possible, the meeting will end and an announcement about a rescheduled meeting will be posted on the school website.

Official action can be taken only on items which appear on the Agenda. The WGES Board of Directors may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the Board or the Chair may refer the matter to the Head of School or Legal Counsel. The Board may also refer items to staff or committees for additional study. Under certain circumstances, items are deferred to a specific later date or stricken from the agenda entirely.

1. Call to Order & Welcome Blair Humphreys
2. Roll Call Blair Humphreys
3. Consideration and possible action upon the nomination of Edgar Medina as a member of the Board of Directors.
4. Construction Update Ashley Terry
5. Head of School Update Heather Zacarias
 - a. Staffing
 - b. Community Outreach
 - c. Enrollment/ Lottery
 - d. Curriculum

6. Consent Agenda: Blair Humphreys

The following items concern reports and items of a routine nature normally approved at Board meetings. They will be considered and voted on together as a group with one vote; provided that any Board member may ask that one or more items be considered and voted on separately. The Consent Agenda includes discussion, consideration, and possible action upon the following items:

- a. Approval of Minutes from April 21, 2021
 - b. Approval of April 2021 financial reports
 - c. Approval of Purchase Orders # 2021-11-33 through 2021-11-34 and any changes to any prior existing purchase orders
 - d. Approval of Support staff employee agreements for 2021-22
 - i. Sally Quintero- Teacher Assistant
 - e. Approval of Staff Handbook for 2021-22 school year.
 - f. Approval of Arts Council of Oklahoma City contract to provide fine arts program for 2021-22 school year.
 - g. Approval of Evaluation Works, LLC contract to provide school psychology services. This will include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the district for 2021-22 school year.
7. Consideration and possible action to approve the Application for Temporary Appropriations for 2021-22 school year as prepared by Jenkins & Kemper, Certified Public Accountants, P.C.
8. Consideration and possible action to approve certain Administrative Policies, specifically:
 - a. School Calendar Policy
 - b. Transfer and Release of Confidential Information Policy
 - c. Healthy and Fit Policy
 - d. Wellness Policy
 - e. School Safety Policy
 - f. Distribution of Outside Material Policy
 - g. Open Records Policy
 - h. Non-Discrimination Policy

- i. Sanctioning Organizations Policy
- j. Smoke-Free/Tabacco Free Policy

- 9. Consideration and possible action to approve the WGES Head of School in purchasing the following curriculum with the ability to (adjust purchasing if cost changes).
 - a. Benchmark Workshop/Taller \$50,000
 - b. Great Minds Eureka Math \$10,000
 - c. TWIG Science \$25,000
 - d. Velazquez Press Prek Bilingual Materials \$6000.00
 - e. Itchy's Alphabet Early Childhood Spanish/English Language Arts \$1200.00
 - f. Heggerty Phonemic Awareness \$2000.00
 - g. Benchmark Assessment System \$1400.00
 - h. Lakeshore Learning Materials & Manipulatives (Classroom, Fine Arts, STEM, PE) \$75,000
- 10. Comments by board members and/or public comments.
- 11. New business
- 12. Adjourn

Edgar Medina
Vice President, Tinker FCU

Edgar Medina works for Tinker Federal Credit Union who he has been with for sixteen years. He currently serves as the Branch Manager for the Capitol Hill location for the past five years. Mr. Medina holds a Master's degree in Administrative Leadership from the University of Oklahoma, a Bachelor's degree in Sociology from the University of Central Oklahoma, and a Certified Credit Union Executive designation from the CUNA Management School through the University of Wisconsin.

Mr. Medina currently serves in multiple capacities within Oklahoma City with an emphasis in assisting local and professional communities. He is currently the Vice President and incoming President for the Regional Food Bank of Oklahoma's Leadership Council Board. With the United Way of OKC, he serves on the Community Investment Board as a volunteer and on the Emerging Leader Board as a member. Mr. Medina serves as the Executive Treasurer for the Historic Capitol Hill-Calle Dos Cinco Board in the Capitol Hill district as well as their Sponsorship Chair. He serves with the YMCA-Downtown OKC as an Advisory Council member.

Edgar has a passion for promoting community advocacy and assisting other professionals in the OKC area in coming together to enhance the OKC experience for all community and neighborhood members.

WESTERN GATEWAY ELEMENTARY SCHOOL, INC.

Minutes

Board of Directors Meeting

Wednesday, April 21, 2021, 2:30 pm

This meeting of the Board of Directors of Western Gateway Elementary School, Inc. was held on Wednesday, April 21, 2021, at 2:30 pm. The meeting was held by teleconference as authorized by SB 1031

Statement of Compliance with the Oklahoma Open Meeting Act:

The meeting agenda was delivered to the Oklahoma County Clerk on Monday, April 19, 2021, and had been posted on Tuesday, April 20, 2021, before 10:00 am on the school website: <http://www.westerngateway.school>

1. Call to Order

Mr. Blair Humphreys called the meeting to order at 3:00 p.m. on April 21, 2021.

2. Roll Call

Mr. Humphreys called the roll. Board members present were: Mr. Humphreys and Mr. Pete White. Others present were: Leslie Batchelor (Legal Counsel), Ashley Terry, Steve Huff, Diana Bedwell and Aylin Murillo.

3. Consideration and possible action upon the nomination of Ashley Terry to fill the unexpired term of Dr. Raúl Font as a member of the Board of Directors.

Mr. Humphreys made a motion to elect Ashley Terry to fill the unexpired term of Dr. Raúl Font as a member of the Board of Directors for Western Gateway Elementary School, Inc. Mr. White seconded the motion. A roll call vote was made to approve the motion. Both Mr. White and Mr. Humphreys approved the motion.

Ayes: White, Humphrys

Nays: none

4. Consideration and possible action upon a Resolution of Appreciation for the Service of Dr. Raúl Font as a Member of the Board of Directors.

Ms. Leslie Batchelor read the Resolution of Appreciation for the Service of Dr. Raúl Font. The Resolution recognized Dr. Font for cultivating academic excellence in South Oklahoma City, his impact within the Latino community, and for generously giving of his time. Mr. White made a

motion for approval of Resolution. The motion was seconded by Mr. Humphreys. A roll call vote was made to approve the motion.

Ayes: White, Humphrys, Terry

Nays: none

5. Construction Update from Ashley Terry; Wheeler Community Foundation, Inc.

Ms. Terry shared an update that included the classrooms being painted and the skylight being installed. She noted that the Western Gateway Staff had been given a tour. She informed the Board that the construction project is still on track for completion on time and within budget.

6. Update from Heather Zacarias; Head of School

Diana Bedwell shared an update in place of Heather Zacarias, who is absent due to a family emergency. Ms. Bedwell reported on staffing, community outreach, enrollment, lottery and the new WGES website. In the update, she shared a spreadsheet listing the community events, postcard distribution, and social media posts. An update was also provided on the addition of new staff members and current openings. She concluded her update with a preview of the new Western Gateway Elementary School website.

7. Consideration and authorization of WGES Consent Agenda

A motion was made by Ashley Terry to approve the Western Gateway consent agenda. The motion was seconded by Mr. White, and approved on the following vote:

Ayes: Terry, White, Humphreys

Nays: none

8. Consideration and possible action to approve the WGES school calendar for 2021-2022 and to authorize the Head of School to make adjustments as necessary based on the completion of construction.

Mr. White made a motion to approve the WGES school calendar for 2021-2022. The motion was seconded by Ashley Terry.

Ayes: Terry, White, Humphrys

Nays: none

9. Board Comments

Mr. White shared his concern of having a three person Board and the urgency to add more members. Mr. Humphreys shared that he would compile a list of candidates for the Board of Directors. Mr. White requested a tour of the Western Gateway construction site and that was set for Friday, April 23, 2021 at 2:00 pm.

10. New Business

None

11. Adjournment

A motion was made by Mr. White to adjourn the meeting. The motion was seconded by Ashley Terry and approved on the following vote:

Ayes: White, Terry, Humphreys

Nays: none

The meeting was adjourned at 3:30 pm.

Diana Bedwell, Acting Secretary

**WESTERN GATEWAY CHARTER SCHOOL
OKLAHOMA CITY, OKLAHOMA**

MONTHLY FINANCIAL REPORT

April 30, 2021 and Year to Date

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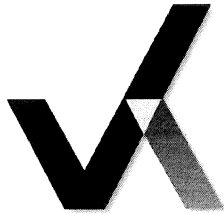
Supplemental Information

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Gifts Fund Revenue/Expenditure Summary



JENKINS & KEMPER
CERTIFIED PUBLIC ACCOUNTANTS, P.C.

JACK JENKINS, CPA
MICHAEL KEMPER, CPA

May 3, 2021

Honorable Board of Trustees
Western Gateway Charter School
Oklahoma City, Oklahoma

I have compiled the accompanying statement of assets, liabilities, and net assets – cash basis for Western Gateway Charter School as of April 30, 2021 and the related statements of revenues and expenses – cash basis for the ten (10) months then ended for the General and Gifts Funds. My compilation was performed in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The financial statements have been prepared on the cash basis of accounting and the budget laws of the State of Oklahoma, which is a basis of accounting other than generally accepted accounting principles.

A compilation is limited to presenting, in the form of financial statements and supplemental information that is the representation of the management. I have not audited or reviewed the accompanying financial statements and supplemental information and, accordingly, do not express an opinion or any other form of assurance on them. However, I did become aware of a departure from the cash and budgetary basis of accounting that is described in the following paragraph.

The regulatory basis of accounting requires a specific format of presentation of governmental funds and the accompanying presentation does not comply with that format. Additionally, fixed assets and any related debt are not included in the statement of assets, liabilities and net assets presented on a cash basis. Any such accounts are reflected in the statement of revenues and expenses as a corresponding receipt and/or expenditure of funds. The effects of these departures on the financial statements have not been determined.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared on the cash basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the School's assets, liabilities, net assets, revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Western Gateway Charter School.

Sincerely,

Jenkins & Kemper, CPAs P.C.

Jack H. Jenkins
Certified Public Accountant

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
STATEMENT OF ASSETS, LIABILITIES AND NET ASSETS - CASH BASIS
AT APRIL 30, 2021

	General Fund	Gifts Fund	Totals
Assets			
Cash	\$ 208,110.70	190,000.00	398,110.70
Liabilities			
Outstanding Payments	2,597.64	-	2,597.64
Net Assets	\$ 205,513.06	190,000.00	395,513.06

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
STATEMENT OF REVENUE AND EXPENSES- GENERAL FUND - CASH BASIS

	<u>Source Codes</u>	<u>2020-21 Budgeted</u>	<u>2020-21 As of 4/30/21</u>	<u>% of YTD to Budgeted</u>
<u>Revenue</u>				
Donations - Miscellaneous	1610	\$ -	0.01	N/A
Donations - Inasmuch (Proj. 001)	1610	60,000.00	60,000.00	100.0%
Donations - Wheeler (Proj. 002)	1610	67,000.00	67,000.00	100.0%
Donations - Walton (Proj. 003)	1610	325,000.00	325,000.00	100.0%
CSP Grant (Proj. 771)	4462	450,000.00	130,327.24	29.0%
Transfer/Correcting Entries	5000	3.00	3.00	100.0%
Total revenue		<u>902,003.00</u>	<u>582,330.25</u>	64.6%
<u>Expenditures</u>				
Payroll		173,000.00	123,007.69	71.1%
Accounts Payable		<u>474,723.00</u>	<u>253,809.50</u>	53.5%
Total expenditures		<u>647,723.00</u>	<u>376,817.19</u>	58.2%
Revenue over (under) expenses		254,280.00	205,513.06	
Net Assets (beginning)	6110	-	-	N/A
Other Financing Sources (Uses):				
Transfers available from Gift Fund		<u>190,000.00</u>	<u>-</u>	
Ending Net Assets		<u>\$ 444,280.00</u>	<u>205,513.06</u>	

SUPPLEMENTAL INFORMATION

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
GENERAL FUND -SUPPLEMENTAL REPORT OF REVENUE BY MONTH - CASH BASIS

	<u>Totals</u>	<u>July</u>	<u>August</u>	<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>April</u>
Donations - Miscellaneous	0.01	0.01	-	-	-	-	-	-	-	-	-
Donations - Inasmuch (prj 001)	60,000.00	-	-	-	-	60,000.00	-	-	-	-	-
Donations - Wheeler Community (prj 002)	67,000.00	-	17,000.00	50,000.00	-	-	-	-	-	-	-
Donations - Walton Family (prj 003)	325,000.00	-	-	-	-	-	-	-	-	325,000.00	-
CSP Grant	130,327.24	-	-	-	11,188.08	29,243.03	35,813.59	13,179.03	-	21,297.12	19,606.39
Non-revenue sources	3.00	-	3.00	-	-	-	-	-	-	-	-
	<u>582,330.25</u>	<u>0.01</u>	<u>17,003.00</u>	<u>50,000.00</u>	<u>11,188.08</u>	<u>89,243.03</u>	<u>35,813.59</u>	<u>13,179.03</u>	<u>-</u>	<u>346,297.12</u>	<u>19,606.39</u>

WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
STATEMENT OF EXPENSES BY PROJECT/OBJECT
- GENERAL FUND - CASH BASIS

Classification (Project-Object)	Object	2020-21 Original Budget	2020-21 As of 4/30/21	% of YTD to Budg.
General Fund & Local Codes (Proj. 000)				
Dues and Fees	800	370.00	244.00	65.95%
Reimbursement/Correcting Entries	900	3.00	3.00	100.00%
Subtotal		<u>373.00</u>	<u>247.00</u>	66.22%
Donations - Inasmuch (Proj. 001)				
Legal Expenses	354	10,000.00	-	0.00%
Professional Development	359	7,000.00	4,200.00	60.00%
Insurance	520	10,000.00	4,361.90	43.62%
Communications	530	15,000.00	8,219.00	54.79%
Advertising	540	11,450.00	4,848.00	42.34%
Printing	550	10,400.00	2,489.45	23.94%
Office Supplies and Tech	600	6,400.00	640.22	10.00%
Dues and Fees	800	100.00	100.00	100.00%
Subtotal		<u>70,350.00</u>	<u>24,858.57</u>	35.34%
Donations - Wheeler (Proj. 002)				
Communications	530	950.00	870.00	91.58%
Building Rent	443	61,000.00	-	0.00%
Office/Tech Supplies	600	5,050.00	349.50	6.92%
Subtotal		<u>67,000.00</u>	<u>1,219.50</u>	1.82%
Donations - Walton (Proj. 003)				
Salaries/Employee Benefits	100-299		1,217.20	N/A
Legal Services	354	10,000.00	-	0.00%
Communications	530	-	9,487.50	N/A
Advertising	540	-	-	N/A
Office Supplies and Tech	600	50,000.00	1,675.00	3.35%
Subtotal		<u>60,000.00</u>	<u>12,379.70</u>	20.63%
CSP Grant - OPSRC (Proj. 771)				
Salaries/Employee Benefits	100-299	173,000.00	121,790.49	70.40%
Workers Compensation	290	-	554.00	N/A
Administrative Services (EAS)	311	-	2,175.00	N/A
E-Rate Services	312	3,000.00	3,630.00	121.00%
Accounting Services (OCAS)	331	25,000.00	2,650.00	10.60%
Legal Services	354	16,000.00	14,355.00	89.72%
Professional Development (in house)	359	500.00	-	0.00%
Online Software/Communications	530	-	4,510.00	N/A
Advertising	540	13,500.00	13,500.00	100.00%
Office/Instructional Supplies	619	-	283.00	N/A
Books/Periodicals	640	18,000.00	-	0.00%
Furniture and Fixtures	651	200,000.00	173,947.40	86.97%
Technology Equipment	653	1,000.00	350.00	35.00%
Fees/Registrations	800	-	367.53	N/A
Subtotal		<u>450,000.00</u>	<u>338,112.42</u>	75.14%
Grand Total				
		<u>647,723.00</u>	<u>376,817.19</u>	58.18%
Payroll Expenses	100-200	173,000.00	123,007.69	71.10%
Non-Payroll Expenses	300-900	474,723.00	253,809.50	53.46%
Totals		<u>647,723.00</u>	<u>376,817.19</u>	58.18%

**WESTERN GATEWAY CHARTER SCHOOL - 2020-21 FISCAL YEAR
SUPPLEMENTAL COMPARISON OF EXPENSES - CASH BASIS**

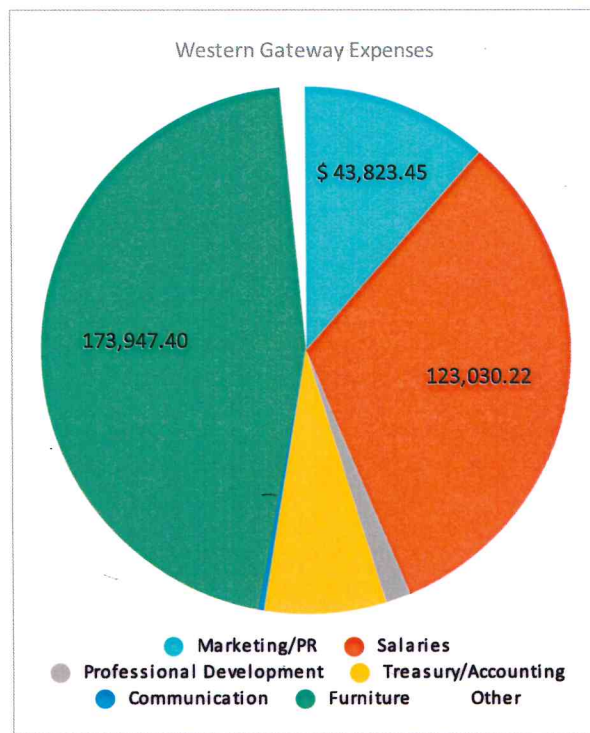
	2020-21 Expenditures	
	<u>Salary</u>	<u>Non-salary</u>
July	-	3.00
August	11,188.08	3.00
September	11,929.03	10,004.50
October	11,929.03	6,022.53
November	11,929.03	13,275.50
December	11,929.03	1,290.00
January	14,492.12	8,022.00
February	16,131.39	9,958.87
March	16,131.39	18,244.90
April	17,348.59	186,985.20
May	-	-
June	-	-
	<u>123,007.69</u>	<u>253,809.50</u>
		<u>376,817.19</u>

Western Gateway Elementary School Inc.**Revenue/Expenditure Summary****Options:** Fund: 81, Date Range: 7/1/2020 - 4/30/2021

	Begin Balance	Receipts	Adjusting Entries	Payments	Cash End Balance	Unpaid POs	End Balance
001 INASMUCH FOUNDATION	\$0.00	\$190,000.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$190,000.00
Total	\$0.00	\$190,000.00	\$0.00	\$0.00	\$190,000.00	\$0.00	\$190,000.00

Expense Category

1 Marketing/PR	\$ 43,823.45	11.5%
2 Salaries	123,030.22	32.2%
3 Professional Development	5,875.00	1.5%
4 Treasury/Accounting	28,317.34	7.4%
5 Communication	1,434.00	0.4%
6 Furniture	173,947.40	45.5%
7 Other	5,763.28	1.5%
	<u>\$ 382,190.69</u>	



Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
11	1	09/21/2020	6	MUNICIPAL ACCOUNTING SYSTEMS, INC.	ACCOUNTING SOFTWARE	4,793.00
11	2	09/21/2020	5	CENTER FOR ECONOMIC DEVELOPMENT LAW	LEGAL FEES	36,000.00
11	3	09/25/2020	7	NUEVO STUDIO	LOGOS FOR ADS AND PRINTING	5,500.00
11	4	09/25/2020	8	OSAG	WORKERS COMP	554.00
11	5	09/25/2020	9	EAS CONSULTING, INC.	ADMIN MGMT SERVICES	9,200.00
11	6	09/25/2020	10	USPS	POSTAGE	400.00
11	7	10/01/2020	4	OKLAHOMA TEACHER'S RETIREMENT	TR	22.53
11	8	10/07/2020	11	LA COSECHA	PROFESSIONAL DEVELOPMENT	345.00
11	9	07/01/2020	12	MIDFIRST BANK	BANK FEES	205.00
11	10	11/11/2020	13	BRAID CREATIVE	BRANDING	12,800.00
11	11	11/20/2020	14	JENKINS & KEMPER CPA, P.C.	TAX RETURN PREPARATION	350.00
11	12	11/10/2020	12	MIDFIRST BANK	BANK FEES	84.00
11	13	12/07/2020	15	OKLAHOMA CONSULTING AND ACCOUNTING	ACCOUNTING SERVICES	3,000.00
11	14	01/11/2021	16	WHEELER COMMUNITY FOUNDATION	GOOGLE SUITE USAGE	120.00
11	15	01/15/2021	17	KELLOGG & SOVEREIGN CONSULTING, LLC	E-RATE MANAGEMENT SERVICES OUSF COMPLIANCE	3,630.00
11	16	01/18/2021	18	TANGO PUBLIC RELATIONS LLC	PUBLIC RELATIONS	5,500.00
11	17	01/22/2021	20	ELITE TECHNOLOGY SOLUTIONS, LLC	ADMIN LAPTOP	350.00
11	18	02/03/2021	19	BRITTNEY NICOLE BIERSCHEK	PROFESSIONAL DEVELOPMENT	7,000.00
11	19	02/03/2021	21	CANDOR	MARKETING, PR, WEBSITE SUPPORT	30,000.00
11	20	02/18/2021	22	OPSRC	WEBSITE HOSTING	650.00
11	21	02/18/2021	23	ROCKET COLOR	10 PADS OF 50 PRINTING	4,000.00
11	22	02/18/2021	24	CAPITOL HILL GRAFFIX	MUGS PRINTING	400.00
11	23	02/18/2021	80000	HEATHER ZACARIAS	REIMB FOR SUPPLIES/SERVICES	789.38
11	24	02/26/2021	25	SAM'S CLUB	OFFICE SUPPLIES	2,000.00
11	25	02/26/2021	26	STAPLES	OFFICE SUPPLIES	1,500.00
11	26	02/26/2021	27	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	7,140.62
11	27	02/26/2021	28	LAKESHORE LEARNING	CURRICULUM DEVELOPMENT AND SUPPLIES	125,000.00
11	28	03/23/2021	30	QUINTELLA PRINTING	PRINTING	5,000.00
11	29	03/23/2021	29	OKLAHOMA SHIRT COMPANY	SHIRT PRINTING	1,000.00
11	30	03/30/2021	31	NWEA	TESTING	1,675.00
11	31	03/30/2021	32	METRO FAMILY MAGAZINE	ADVERTISING	1,000.00
11	32	03/30/2021	33	BECKMAN COMPANY	ELL INSURANCE	10,000.00
11	33	04/01/2021	34	SCOTT RICE	CLASSROOM FURNITURE	173,947.40
11	34	05/05/2021	35	LAND'S END	SHIRT PRINTING	600.00
11	35	05/05/2021	36	VELAZQUEZ PRESS	CURRICULUM	18,000.00

Encumbrance Register

Options: Year: 2020-2021, Date Range: 7/1/2020 - 6/30/2021, Fund Codes: 11

Fund	PO No	Date	Vendor No	Vendor	Description	Amount
Non-Payroll Total:						\$472,555.93
Payroll Total:						\$123,007.69
Balance Forward:						\$0.00
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Draft



WESTERN GATEWAY ELEMENTARY

Staff Handbook 2021-2022

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**School Mascot:**

Our school mascot is El Oso who travels the world, exploring and learning. El Oso always comes back excited to share knowledge with others.

School Mission:

We create a learning experience that values children, language, culture, and community. We challenge our students to learn, grow, give back to our world – and be confident explorers in life. We invite your family to be part of our school family.

School Vision:

Western Gateway Elementary School educates students to understand, contribute to, and thrive in an interdependent world. We foster a spirit of inquiry, service, and social responsibility to the environment, the local community, and the global society.

The WGES Philosophy:

1. **Excellent academic performance through language learning** – Western Gateway Elementary School will maintain rigorous academic standards. Research shows that students educated in an immersion environment perform better on standardized tests and have higher scores on college entrance exams than students who learn in a non-immersion environment. Furthermore, students educated through immersion display better problem solving, critical thinking and listening skills, in addition to overall language proficiency. Western Gateway Elementary School intends to educate students to the highest academic standards through language education. We challenge and support each student, enabling them to reach their full potential.
2. **Global competence and cultural awareness** – Students' ability to engage in a global society and eventual global workforce is important for future success. Given this, the students at Western Gateway Elementary School will be taught to respect and explore their family heritage and culture, and the backgrounds of their classroom peers, school, and community. They will be exposed to other perspectives, encouraging them to approach ideas with an open mind to understand the differences and similarities between themselves and those around them.
3. **Community mindedness** – Students at Western Gateway Elementary School will be encouraged to develop a sense of local community, both within the School and surrounding Oklahoma City community, leading to an increase in student well-being and greater overall satisfaction with the school experience.

ABSENCES/SUBSTITUTES

Please text Heather Zacarias and Diana Bedwell when you are absent. Once you secure a sub, please text the name of the sub covering you. Substitutes are listed on a document located in the Staff Resource Drive. This is constantly updated so be sure to use this instead of a printed copy. Substitutes may be called or texted. Notification should be made as early as possible to ensure class coverage.

A **sick leave form** must be filled out once you return to school and given to Diana Bedwell (or left in the clear plastic bin in the office). For **professional development leave**, fill out the leave request form with an attached copy of the workshop pamphlet or brochure. Admin will sign for approval. A **personal leave form** must be filled out and approved by the admin.

Substitute Folder with complete instructions to substitutes, class list, emergency protocols, up to date procedures, including additional work, should be located on or near the teacher's desk. Please provide "generic" lesson plans and additional activities for students to complete if you were to be gone in an emergency. Emergency plans, class list, procedures should all be included.

ARRIVAL

Students attending the YMCA before school care may arrive as early as 7:00 a.m. All other students may come to school as early as 7:30 AM **if** they wish to eat breakfast. They must go directly to the cafeteria. Those not eating breakfast should arrive no earlier than 7:40AM and shall report directly to the gym. Teachers and TAs will be assigned before/after school duties for supervision on a rotating basis.

ATTENDANCE

Teachers are responsible for completing attendance. Attendance should be recorded using Wengage, *except when the teacher has a substitute teacher. Substitutes should write attendance on a slip of paper and send it to the office.* Attendance should be recorded before 8:15 AM and lunch count to the office by 8:20 AM. Students arriving late must have a pass from the office to enter class. Without a pass, the student's attendance for that day may not be changed from "absent" to "tardy." **It is imperative that attendance information is accurate and timely.**

BIRTHDAYS AND PARTIES

Recognition of birthdays is up to the teacher's discretion (e.g. star of the week). Grade levels are strongly encouraged to recognize birthdays (and half-birthdays for those with summer birthdays) each week during their morning meeting time. Further, birthday parties are not to be held in any classrooms— this includes no cupcakes, cakes, or party favors. If a parent requests to bring a birthday treat, it is suggested that they sign up on your snack calendar on their child's birthday and provide a special treat on that day. This avoids having two snacks in one day.

Floral or balloon bouquets that are delivered to school will not be delivered to classrooms, but kept in the office.

If parents are planning a private birthday party, please have them work with you to distribute invitations in an unobtrusive manner. If they are not inviting the entire class, distributing invitations is not permitted. Passing out invitations in school can cause hurt feelings. They may wish to obtain a student directory for published personal information.

Teachers may plan special events (not additional parties) that are an extension of the regular curriculum. Parents may assist with special activities anytime during the school year under the direct supervision of the classroom teacher. It is critical that a certified teacher is always present and responsible for students.

LA FAMILIA DE LOS OSOS

A school-wide celebration and assembly is held monthly or bi-monthly. A schedule of “La Familia de los Osos” will be given to staff at the beginning of the year. One grade level will be responsible for each assembly which will include the flag salutes, word of the week, special welcomes, the school creed & moment of silence. The grade level will then arrange a short program that will showcase celebrations for parents and students. Teachers are asked to sit or stand near their students participating in activities and supervise their children.

A daily morning meeting time is held for each grade level in their own commons area for flag salutes, moment of silence, word of the week, and school creed. Once a week, morning meeting time should include grade level specific agenda items: e.g. birthdays recognized, grade level themes and plans for the week, incentives, etc. Teachers should be cognizant of students that are tardy during this time.

BUDGETS

There are two funds for the school—**General & Activity**. The state allocates funding each year on a per pupil basis for our General Fund. Commissions, donations, etc. fund the Activity Account. The general fund is the one in which a request for a purchase must be made (with a purchase order) that the BOD approves. An allocation budget is set aside for supplemental instructional materials. Requests by teachers and/or grade levels can be made for materials that are relevant to specific classroom needs. Examples are: supplies needed for activities supporting units of inquiry, additional materials for projects, and materials to support personalized learning. The activity account will fund field trips, special events and activities, and other additional needs as they arise.

How to make a request: Please see the encumbrance clerk to make a request for specific items. Approval for items requested must be given by the HOS. A purchase order will be required. The encumbrance clerk will assist in the purchasing of materials.

Grants/Donations: You may receive grants or donations for items for your class. Please make sure to notify the office of orders.

As materials are received, be sure all items are shipped and in good shape. Let the encumbrance clerk know immediately if items are missing, back-ordered, or damaged. All materials purchased by or for the school **MUST** be stamped with “Property of Western Gateway Elementary School.” Date and funding source must also be labeled on each item (*i.e. Property of Western Gateway Elementary School, May, 2022, Private Funds – Donors Choose.*)

If a teacher moves, transfers, or resigns, remember that non-consumable materials purchased with school funds or donated funds (including Donors Choose type donations) are for the classroom and must stay in the classroom for the next teacher—these materials are the property of the school and must remain here. Consumable materials that are used up are the exceptions.

Remember that you must sign all packing slips or invoices that come in shipments received. This also includes receipts for purchases (always tax exempt) made through the Activity Account at local merchants. Turn in to the encumbrance clerk when complete.

BULLYING

Bullying at WGES is taken very seriously and will not be tolerated. Students should always feel safe to notify their teacher or administrator if they feel they are being bullied or witness a bullying event. In 2014, the Centers for Disease Control and the Department of Education released the first federal definition of bullying. The definition includes three core elements:

- unwanted aggressive behavior
- observed or perceived power imbalance
- repetition or high likelihood of repetition of bullying behaviors

The Centers for Disease Control and Prevention (CDC) defines bullying as any unwanted aggressive behavior(s) by another youth or group of youths, who are not siblings or current dating partners, that involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. Bullying may inflict harm or distress on the targeted youth including physical, psychological, social, or educational harm. This definition helps determine whether an incident is bullying or other types of aggressive behavior, such as one-time physical fights, online arguments, or incidents between adults.

Reporting vs. Tattling

- “Reporting” is telling an adult if a person is doing something harmful or on purpose. It indicates a need for help or that the student is scared.
- “Tattling” is trying to get another person in trouble or trying to get attention.
- Students should be encouraged to report “bullying” behavior. Once reported, they should be acknowledged for doing the right thing and told that the adult will investigate the matter and take care of it.

Teaching Students How to Respond to a Bully

Students are taught to look the bully in the eye, respond immediately, and assertively say:

1. “Stop. I don’t like what you said (did).”
2. If the bully does not stop what he/she is doing, say... “If you do not stop, it is my responsibility to report you (tell an adult).”

3. If the bully does not stop immediately, report the incident to an adult immediately.

Stopping bullying is the responsibility of all school personnel. Faculty and staff will investigate all notifications of bullying. If a child has been bullied or witnessed a bullying event, a Student Witness/Testimony Form is to be completed and submitted. This form can be found on our school website in the “forms” tab. Results will be reported back to the parties involved, within the boundaries of FERPA laws.

Parents may request a full copy of the Board Discipline Policy by contacting WGES.

CLASSROOM OBSERVERS

Parents (or an individual designated by the parent) may observe in classroom(s) where their child is currently enrolled. The observation must be scheduled with an administrator at least 24 hours in advance and coordinated with the teacher. The purpose of this is to observe their student, but not to observe other students. Parents wishing to visit the school for a tour may make an appointment with the office.

CLASS PLACEMENT CHANGE POLICY

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 if this should take place. This most likely would occur in the first few weeks of school.

Parent requests for class placement changes are not done arbitrarily. Several intervention strategies must take place before class change can be made at parent request. First, a parent needs to have had multiple contacts with the teacher so that they can work together as a team over a period of time to resolve any difficulty. The parent may then conference with an administrator. A joint meeting of the parent, teacher, administrator, and if needed the student, will take place. An action plan will be written and put in place. A 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 HOS.

COLLECTION OF MONEY

The collecting and handling of money has very specific guidelines that must carefully be followed.

Collecting money should be for the following reasons only:

- Scholastic book clubs – **checks only** made out to the Scholastic – NEVER CASH
- Picture money – usually, this is done online by the parent. However, if a parent writes a check, it must be made out to the studio OR cash should be in a sealed envelope and given to the photographer at the time pictures are taken. Specific instructions are on the picture day envelope.
- Field trips –Cash or check. The office provides you with an envelope and cash reconciliation form to appropriately record the collection.

- School Sponsored activities – T-shirts, directories, etc. Place money in the appropriate envelope provided and send it to the office first thing each morning.
- Lunch checks – Usually, this is done online, but if a child brings money for their meal account, put cash or checks in a sealed envelope and send it to the office each morning.

Please **ask every morning** if anyone has money or checks for ANYTHING. Collect and send to the office as soon as possible so deposits can be made daily. **Any money collected from students must be turned into the office daily-- before 1:00PM— the sooner the better!** Classroom book orders are the exception to this rule. Parents usually order online, but again, if cash or a check is sent to school, they must send personal checks to the teacher who will combine them in the order.)

Guidelines for collecting money:

We have a required form regarding the receipt of money. The “*Sponsor/Teacher Cash Reconciliation*” form is required to be turned in **each day** with the money that is collected and the list. The top portion of the *Sponsor/Teacher Cash Reconciliation* form needs to be completely filled out by you. If not, it will be returned to you to complete. If the money collected from a single person is **> \$15.00**, an **individual receipt** is needed per person. The office will issue you a receipt book. If the money collected is **< \$15.00**, you **MUST** turn in **a list of students** with the money you are turning in. Always get permission to collect any money from students prior to accepting it.

For field trips, agendas, etc. the office will supply you with a class list.

1. Teachers write the name of activity and date at the top of the homeroom roster.
2. Write the dates of collection in the area above each column.
3. When a child turns in money, write the amount due in column. If more than the amount required is turned in, **only write what is required** and give the student change.
4. Total the column and sign and date **daily**.
5. Turn in the homeroom roster envelope, money, and *Sponsor/Teacher Cash Reconciliation* to the office **daily** by 1:00 PM.
6. The office will return the list with a receipt each day.

COMMON AREA PROCEDURES FOR STUDENTS

Teachers are expected to accompany and supervise their students during transport through the hallways when going to specials, lunch or other class events. Students should walk quietly and in an orderly manner to maintain a climate conducive to learning.

Bathroom Procedures

1. Enter quietly, voice level 0.
2. Use the toilet.
3. Flush the toilet.
4. Wash and dry your hands thoroughly.
5. Throw away all trash.

Assembly Procedures

1. Enter quietly, sitting in lines. Face forward, hands in lap.
2. Voice level 0 during presentation
3. Participate when asked.
4. Applaud when appropriate.
5. Enter the hallway quietly when exiting, voice level 0.

Cafeteria Procedures

1. Follow the adult to your lunch line.
2. Voice level 0 in line.
3. Speak clearly and politely to cafeteria staff.
4. Walk carefully with tray and utensils to assigned tables.
5. Use good manners with voice level 1. Raise your hand if you need help.
6. Wait for the teacher pick up. Clean up your area.
7. Exit with voice level 0.

Hallway Procedures

1. Voice level 0
2. Walk on the correct side of the hall.
3. Arms crossed or to your side. Keep eyes forward.
4. Stop at the Bear Paw Stop signs.

Specials Procedures

1. Walk in and sit in the assigned row or chair voice level 1.
2. Face forward, hands in lap.
3. Treat all equipment and supplies respectfully.
4. Participate in activity appropriately.

Playground Procedures:

1. Walk to the play area with the teacher.
 2. Play with equipment correctly and safely (see below).
 3. Safe words, hands and feet.
 4. Line up when the teacher signals.
- Stay within the designated zones. Do not leave the playground without permission.
 - Limit throwing and kicking of objects to balls being used in games. Rocks, dirt, sticks, twigs, plants and gravel will remain on the ground.
 - Respect the rights of others to use their own space. Avoid fighting, wrestling, shoving, spitting and games that may cause injury to others.
 - Refrain from name calling, teasing and cursing. Treat other people with respect.
 - Keep games open to all students wishing to play.
 - Bring a written note from home to stay inside due to illness, asthma, broken bones, etc.
 - Leave toys, nuisance items, games, skateboards, skates, scooters, baseballs,

footballs, electronic devices, etc. at home.

- Refrain from riding on the backs of other students.
- Get permission from their teacher/monitor before using the restroom or getting a drink. Facilities next to the cafeteria will be used. **The restrooms in the gym are NOT to be used.**
- Listen for teacher whistles, announcements and warnings. They will observe reminders regarding safety hazards that may temporarily exist on the playground.

Slides and Hill

1. Walk up and down soft surface and incline on the hill.
2. Limit one person at a time sliding down. No toys are allowed on slides.
3. Watch that the slides are clear past the green part of the soft surface before the next person slides down.
4. Slide feet first, on bottoms ONLY, down the slide.
5. Remember that the tops of the slides are off limits.
6. Refrain from swinging from vertical poles on the slides.
7. Refrain from rolling down the hill.

Soft Surfaces

1. Remove any foreign objects on the soft surface.
2. Report any student that is tearing up the soft surface.

Swings

- Limit number of students on swing to 3.
- Push and **release** from the gym side (north) of the swing.
- Limit number of swing pushers to 2. If there is a line of students waiting to swing, 10 pushes will be the limit then next students will get on the swing.
- Refrain from standing between the vertical swing poles and the chains.
- Wait turn for the swing by sitting on the concrete edging of the soft surface.

Rope Climbing Toys

1. Climb on the ROPES inside of the metal frame. No standing, climbing, or swinging on any part of the metal frame.
2. Slide DOWN the poles on the outside of the Sphere. Poles are not to be used for flipping or hand walking.

Field

1. Play organized games, jump ropes, sidewalk chalk.
2. Students not playing team games on the field need to stay out of the game area to prevent injury.

Teacher Responsibility on Playground

- Teach students playground rules/procedures. Review frequently.
- **MAE: Model** safe and purposeful play. **Actively monitor** students on the playground. **Engage** with students.
- Cell phone usage is for school emergencies only. If you are on your cell phone during supervision of students, it is because you are calling the front office or 911.

CONFERENCES

The school sets aside two days (fall & spring) for Parent-Teacher Conferences. Teachers are encouraged to host family conferences or student led conferences in which students take part with goal setting and plan of action. Of course, additional conferences throughout the year are scheduled as needed. You are invited to work with the Leadership Team to obtain resources, ideas, and support during a parent conference. It is wise and highly suggested to document both parties' concerns and then draft a plan of action with timelines to follow up on its progress. Conference sign in sheets must be completed and turned into the HOS. 100% participation is the goal. Phone conferences may be conducted if necessary. Be sure to have translation arranged for families who speak another language other than English.

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

Confidential information concerning a student may not be discussed with an individual employed by the parent without a signed consent form. Examples include communication with a doctor, counselor, tutor or attorney. See administration prior to issuing Consent to Release Information Form. Forms are available through the administrators. **If an attorney contacts you regarding a student or parent, please refer them to an administrator immediately before talking with them.** (See further guidance regarding protection of confidential information under FERPA, below at pages 18-19.)

CONTRACT DAY

Teachers are expected to be at school no later than 7:30 AM and leave no sooner than 4:00 PM. Teachers are not required to sign-in, but are expected to be in the building and available during work hours. Teacher Assistants are expected to be at school no later than 7:30 AM and leave no sooner than 4:00 PM. Teachers will report for duty in the morning in sufficient time to prepare for the day's work and will remain after dismissal as long as necessary for purposes of planning and consultation.

An administrator must approve situations requiring a late arrival or early departure within the school day. Teachers needing to leave before 4:15 PM should notify the office staff and administration.

Teachers will be required to attend school activities outside the school day (e.g. programs, event nights, etc.—see calendar) and may be assigned lunch/recess and before/after school duties.

CUMULATIVE FILES

Every enrolled student has a cumulative file with essential enrollment documents and educational records. The encumbrance clerk is responsible for them. You may review files at any time; however, you must sign the register before reviewing a file. No files should be taken out of the office/file room. Teachers will file assessment data and final report cards in student cumulative files at the end of the year.

DESIGN TEAMS

Committees (Design Teams) will be established at Western Gateway to provide additional leadership roles for the school and for all faculty members. Each faculty member is expected to effectively participate in design team meetings. It is our goal that no one person serves on more than two committees each year. Continuity among teams is critical to long-range plans; therefore, we recognize that building leadership capacity among all staff is essential and that some team members may not change frequently. Bearing this in mind, however, teams may be rotated periodically to provide leadership opportunities for everyone.

The Design Teams are as follows:

1. Gifted & Talented: Sustaining practices in enrichment, Technology Integration, PBL, and Standards Based Curriculum & Design
2. Title I: Grade level Team leaders, Instructional Planning, report cards, assessment, differentiation and Professional Development
3. Healthy & Fit/Hospitality: Maintaining a healthy climate & culture for staff, students and families
4. Safe Schools: Maintaining school procedures, Responsive Classroom Strategies, and school wide safety for all students, staff, and families
5. RSA: Remain in compliance with state requirements of the Reading Sufficiency Act for Western Gateway Elementary School.

DEVICES & TECHNOLOGY USE

If a student brings a cell phone or other device to school, they must keep it in their backpack & cubby during the school day. The phone must be turned off or on silent. The school is not responsible for any device that is stolen or broken at school.

All students will receive instruction on digital citizenship for using ChromeBooks, iMacs, and iPads using www.commonsense.org. Students and parents will be required to sign a technology agreement at the beginning of the school year and must adhere to all portions of this contract.

DIPLOMAS

Teachers are encouraged to proudly display their college diplomas and other professional certificates.

DISCIPLINE

Student Discipline/In School

The Western Gateway School Board of Education believes that the school's primary goal is to educate. However, education includes establishing norms of social behavior and assisting students in understanding and attaining those norms. Occasionally, corrective actions are necessary for the benefit of the individual and the school. It is the policy of the School that students may be disciplined for any misconduct related to the programs or activities of the School.

Each student shall be treated in a fair and equitable manner. Disciplinary action will be based on a careful assessment of the circumstances surrounding each infraction. The following are some examples of these circumstances:

1. The seriousness of the offense;
2. The effect of the offense on other students and/or staff;
3. Whether the offense is physically or mentally injurious to other people;
4. Whether the incident is isolated or habitual behavior;
5. The manifestation of a disability;
6. Any other circumstances which may be appropriately considered

Standards of behavior for all members of society are generally a matter of common sense. Some behaviors are not acceptable in society generally, and particularly in a school environment. When, in the judgment of a teacher or administrator, a student misbehaves, is involved or has been involved in unacceptable behavior, appropriate remedial or corrective action will be taken.

Minor Infraction/Classroom Managed	Major Infraction/Admin Managed
<ul style="list-style-type: none">● Disruption● Disrespect● Non-compliance● Property misuse● Misuse of technology device● Physical contact● Inappropriate language● Lying● Cheating● Left supervised area● Trash/littering● Theft/possession of stolen property● Name calling	<ul style="list-style-type: none">● Habitual misbehaviors● Physical aggression or fighting● Major defiance or tantrum● Class disruption (repeated/sustained)● Stealing/theft● Threats/harassment/bullying● Property damage/vandalism● Reoccurring inappropriate language● Exposure, touching● Major or repeated lying/cheating● Dangerous weapon (threat/harm)● Alcohol, tobacco, drugs, e-cigarettes

Student Discipline/Out of School

The Western Gateway School Board of Education recognizes that out-of-school conduct of students is not normally a concern of the Board. However, the Board believes that disciplinary action for conduct occurring off school property or outside of school hours and not involving a school activity is proper if the conduct has an adverse effect upon the School. Therefore, it is the policy of this Board that any student will be subject to disciplinary action including, but not limited to, suspension from School for any conduct, which, in the review from the school administrators, has an adverse impact upon the School, even if such misconduct occurs off school property and during non-school time. Such activity includes, but is not limited to, the following:

1. Damaging school property;
2. Engaging in activity that causes physical or emotional harm to other students, teachers, or other school personnel, including social media;
3. Engaging in activity that directly impedes discipline at School or the general welfare of School activities.

Teachers may request a full copy of the Board Out of School Discipline Policy by contacting WGES.

Five-Tier Discipline Plan

The following is the WGES five-step discipline plan that will be used to maintain fair and consistent consequences for all students. Administrators will work with teachers, parents, and students for the implementation of the plan.

The classroom teacher will document minor infractions as necessary. The child's action will determine the level at which he/she is placed and the consequence received. If further/repeated infractions occur, the child will advance to the next level. Please reinforce that proper behavior is expected at school so that we can have a safe and orderly environment where everyone can learn. Should you have any questions, please contact a WGES school administrator.

Level	Procedures & Consequences
Level 1	<ul style="list-style-type: none">● Conference with student● Parent may be contacted via phone, written notice or electronic notice● Time Out● Loss of privileges● Apology or restitution
Level 2	<ul style="list-style-type: none">● Parent conference via phone, in-person, or virtual● Student behavior plan/contract● Time Out● Loss of privileges● Apology or restitution
Level 3	<ul style="list-style-type: none">● Parent conference via phone, in-person, or virtual

	<ul style="list-style-type: none"> ● Alternative in-school placement (ISS-in school suspension) ● Apology or restitution
Level 4	<ul style="list-style-type: none"> ● Parent conference via phone, in-person, or virtual ● Out-of-school suspension (OSS- out of school suspension) ● Apology or restitution
Level 5	<ul style="list-style-type: none"> ● Revoke transfer to WGES ● Alert appropriate authorities ● Long Term Suspension or expulsion

Teachers may request a full copy of the Board Discipline Policy by contacting WGES.

Student Suspension and Revocation of Transfer

It is the policy of the Western Gateway School Board of Education that the Head of School or designee may suspend a student or revoke a student's transfer to the School for any of the following reasons:

1. Acts of immorality;
2. Violations of School policy or regulations;
3. Possession of an intoxicating beverage, illegal drug, or other illegal substances;
4. Possession of missing or stolen property if the property is reasonably suspected to have been taken from a student, a school employee, or the school during or after school activities;
5. Possession of a dangerous weapon or a controlled dangerous substance (Uniform Controlled Dangerous Substances Act);
6. Possession of a firearm;
7. Any act which disrupts the academic atmosphere of the school, or endangers or threatens fellow students, teachers, or officials or damages property; and
8. Adjudication as a delinquent for a violent or non-violent offense.

A student who has been suspended from any school within the state of Oklahoma, or another state, for a violent act or an act showing deliberate or reckless disregard for the health or safety of employees or other students shall not be entitled to enroll in the School until the term of the suspension has been met or the time of suspension has expired, and may be a consideration by the School as to whether to approve a transfer.

Teachers may request a full copy of the Board Suspension Policy by contacting WGES.

Generally, it is best to solve problems and give natural consequences at the most appropriate and *lowest* possible level. The sequence to follow in dealing with classroom behavior concerns is a logical step-by-step progression involving more parties as it progresses.

- The use of "Take a Break" may be effective in many cases. The purpose of taking a break is to allow a student to regain composure and self-control so that they may be successfully returned to their regular classroom *as soon as appropriate*. A student may take a break in a calm down spot, deliver a "note" to a teacher in the building, or in a buddy classroom. A child should not "take a break" for an extended period of time. As a rule of thumb, a student should be able to regain self-control within 15 minutes. Only

Administrators shall assign students to Alternative In-School Placement in the Office area.

- “Oops! Sheets or Think Sheets” are an effective tool for students to utilize as a means to work through the logical processing of problems and solutions. They may be used in a variety of fashions (both in the classroom for minor misbehaviors as well as in the office for due process documentation.) However, they *alone* are not sufficient for an office referral. Teachers may wish to copy an “Oops!” sheet from time to time for the HOS to review if, perchance, parents might call the office for information. Teachers are strongly urged to share pertinent information with administration so you can be supported and we have accurate information.

DISMISSAL

Students should be dismissed at 3:30 pm on Monday, Tuesday, Thursday, Friday and 2:00 pm on Wednesdays. Teachers are to attend to scheduled duties until all students are dismissed from the school. Teachers should work with their teammates to supervise getting students to designated dismissal areas.

DRESS CODE

All employees are expected to dress professionally. The image WGES employees portray has a direct bearing on how our school community and stakeholders judge the quality and effectiveness of our school. It is important that a positive image be portrayed. Cleanliness and personal grooming are important and expected. It is not permissible at Western Gateway to wear jeans unless on designated days. WGES t-shirts may be worn on School Spirit Days with professional bottoms.

DUTIES AND RESPONSIBILITIES OF TEACHER

- Teachers shall be assigned to positions by the Head of School and shall be directly responsible to those under whom they serve.
- Teachers shall be responsible for the care, instruction, and discipline of students in their charge.
- Teachers shall be responsible for carrying out and abiding by the regulations and policies of the Board of Education.
- Teachers shall report promptly to the Head of School or leadership team any serious accident or illness affecting any students in their charge.
- Teachers shall administer the grading system or other measures of evaluating student progress and achievement, which may be developed by the school. They shall report to parents as directed by the Head of School or designee.
- Teachers shall work in close cooperation with other services, such as special education, health, school lunch program, etc.
- Teachers shall participate in curricular and in-service education programs.

- Teachers shall furnish to no one, other than school officials, any list of names or addresses or phone numbers of students or of teachers. *(Information appearing in the school directory may be released to PARENT GROUP committee members or to the parent(s) of a student in a given class.)*
- Teachers shall keep all records required, including lesson plans, and shall report grades and attendance to the leadership team in the manner prescribed.
- Teachers shall participate in close supervision of halls, classrooms, cafeteria, loading area, and playgrounds as directed.
- Teachers & staff should supervise students with attentiveness. Cell phone usage during supervision (unless communicating an emergency) will not be tolerated.
- Teachers shall assist in the planning, development, implementation, and evaluation of the school program.
- Teachers shall not be absent from school or from the classroom without the approval of the Head of School or designee.
- Teachers and other certified or licensed staff members shall not accept pay for tutoring or counseling students who are enrolled in their classes or are in their charge during the school year. Any tutoring or counseling shall not interfere with the school day or school activities. (See “Tutoring”)
- The Head of School will prescribe the core hours for teachers. Teachers will report for duty in the morning in sufficient time to prepare for the day’s work and will remain after dismissal as long as necessary for purposes of planning and consultation.
- Teachers shall attend all professional meetings authorized by the Head of School or leadership team unless properly excused.
- Teachers shall not grant permission for children to leave school at request of, or in the company of, any person, unless specific permission from the Head of School or leadership team is obtained.
- Teachers shall obtain the approval of the leadership team before scheduling guest speakers or utilizing supplemental materials.

Please refer to the job description of your assigned role at WGES for additional information.

END-OF-YEAR CHECKOUT & PROCEDURES

Teachers will be given a checkout list that must be completed prior to leaving for the summer. All components of the checkout list must be initialed by required personnel and a final checkout will be required from the leadership team before leaving for the summer. *If a teacher moves, transfers, or resigns, remember that non-consumable materials purchased with school funds, donated/gifted funds, or Donors Choose are for the classroom and must remain in the school for the next teacher—these materials are the property of the school and must remain here. Consumable materials that are used up are the exceptions.*

FACULTY/PROFESSIONAL DEVELOPMENT MEETINGS

Faculty meetings and/or professional development will typically be held on Wednesdays after dismissal. Please do not schedule any other meetings, staffing, appointments, or conferences on Wednesday afternoons. Other meetings (committees, grade level meetings, etc.) will be scheduled and announced in advance as needed. Be sure to read your weekly memo for reminders and make note on your calendar to attend meetings. If you must miss a meeting, please notify the HOS and Instructional Facilitator.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

FERPA is a federal legal requirement that establishes guidelines concerning confidentiality. A “Need to know - Right to know” rule of thumb should be used when sharing information concerning a student. Practices that are **not** acceptable include but are not limited to the following:

- Discussing a student with a WGES employee who does not provide direct services to the student
- Discussing a student with another parent
- Reading grades aloud
- Posting grades publicly
- Discussing a student’s educational record to a third party employed by the parent (i.e. doctor, counselor, tutor) without written parent consent (A *“Consent for Release of Confidential Information” form may be obtained from the school counselor, administrators, or special education teachers.*)

According to state law, upon request, copies of the following items **may** be given to a non-custodial parent provided no legal documentation to withhold such information is on file in the student’s cumulative folder: report cards, standardized test results, attendance records. Parent rights do not change as a result of divorce. Parents, custodial and non-custodial, are to be treated equally as it relates to FERPA.

The United States Supreme Court’s unanimous decision (2002) overturned the Falvo Decision (10th Circuit Court, 2001) and ruled that peer grading of school papers does not violate FERPA. The court stated, “Correcting a classmate’s work can be as much a part of the assignment as taking the test itself. It is a way to teach material again in a new context, and it helps show students how to assist and respect fellow pupils. By explaining the answers to the class as the students correct the papers, the teacher not only reinforces the lesson but also discovers whether the students have understood the material and are ready to move on.”

In addition to a child’s parents, confidential information may be shared with the following individuals if they are acting in place of a parent:

- Foster parents
- A person such as a grandparent with whom the child lives and who has the responsibility of caring for the child
- A person who is legally responsible for the child’s welfare

- A stepparent with whom the child lives
 - A stepparent that **does not live** with the child is not considered as having the responsibility for caring for/being responsible for the child. Information cannot be disclosed to this individual.

(See the Family Handbook for a summary of FERPA)

FIELD TRIPS

All field trips must be approved by administration prior to scheduling the trip and contacting families. After approval, information must be sent to families about the field trips. Walking field trips require parent permission, parents must have an opportunity to opt their child out of the trip if they choose to. Permission slips are required if taking students off campus using buses or cars. Buses can be rented through OKCPS. Contact the office or administration on how to secure a bus. See section on “Collection of Money” if necessary. Walking field trips must have at least 2 parent chaperones. More chaperones are required if a field trip requires the use of buses or cars.

FIRE CODE

Universal Practices

- The Fire Marshall will ticket any vehicle parked unattended in a fire lane.
- No outside door may be propped open with a wedge, weight, chair, rock, brick, box or other devices.
- Classrooms, offices, storerooms, mechanical and boiler rooms must be kept clean and clear of excessive clutter.
- At no time may anything be hung from fire sprinkler heads.
- Wax candles may not be burned. No open flames allowed on school property.

Classrooms and Hallways

- “The 20% Rule” must be followed. No wall may be covered with more than 20% flammable materials (i.e. paper, cardboard, sheets, wood products, etc.).
- Curtains and any other fabric materials may not be placed in classrooms unless the material has been “Class C” fire rated and has an attached manufacturers’ tag.
- No flammable materials may be placed immediately above, beside or on doorways. The 20% rule applies to the area of the door.
- Corridors and doorways must be kept clear and accessible at all times.
- Posted work must be high quality and without any grading or remarks. Ensuring pride in student work should be evident by what is posted.

GRADING SYSTEM

Teams will coordinate guidelines for grading with the leadership team. The expectations must be consistent and progressive through the grade levels. Teams are strongly encouraged to consider two factors: *individual rates of learning and motivation*. Teachers should implement a standards-based (mastery-based) grading system instead of issuing zeroes or averaging

homework. Remember, “**Learning is the constant—time and support are the variables!**” We will discuss other grading guidelines in team meetings. Documentation of a grading system is a requirement of all teachers at Western Gateway Elementary School.

GUESTS & SPEAKERS

Please notify the office and leadership team in advance of any special guests or speakers visiting the school. They must all check in on the School SafeID system at the office before entering the school.

HEALTHY SNACKS & FOOD ITEMS

At any school function (parties, celebrations, receptions, festivals, sporting events, etc.) healthy food choice options should be available to students. Teachers need to share this information with their homeroom parents and monitor party plans.

Foods to avoid or consume only occasionally

- Carbonate, caffeinated, and high sugar beverages (soft drinks, sports drinks, coffee)
- Sugary Treats (cookies, candy, etc.)
- 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 fundraising activities should include healthy food choices in their offerings.

HOLIDAY DECORATIONS / ACTIVITIES

An effort should be made to be sensitive to topics that may offend others, including holidays. Care should be used when planning instructional activities and/or decorations during the holidays in order to avoid objectionable subjects. For example, students should not dress as Native Americans for a Thanksgiving feast, and witches, demons, goblins, spells/potions, etc. should not be utilized for Halloween. Pumpkins, spiders, skeletons/bones may be integrated as appropriate with academic skills. December holidays should all be considered (Kwanzaa, Hanukkah, Christmas, etc) If in doubt when planning seasonal or holiday activities, ASK an administrator for guidance.

HOLIDAY OBSERVANCES (RELIGIOUS)

Schools may neither promote nor denigrate any religion. Natural opportunities arise for discussion of religious holidays while studying different cultures and communities. Teachers must be alert to the distinction between teachings about religious holidays, which is permissible and celebrating religious holidays, which is not. Recognition of, and information about, holidays

may focus on how and when they are celebrated, their origins, histories and generally agreed-upon meanings. The following guidelines are recommended in an effort to respect religious liberty and advance educational goals:

- Studies about religious holidays should be based on curriculum and state standards.
- Discussions should be objective and sensitive, neither promoting or inhibiting any religion.
- Teachers may want to avoid asking students to explain their beliefs and customs. An offer to do so, by either a student or a parent, should be treated with courtesy and accepted or rejected depending on the educational relevance.
- Teachers may not use the study of religious holidays as an opportunity to proselytize or to inject personal religious beliefs into the discussion.
- Religious symbols may be displayed only on a temporary basis as part of the academic program.
- Students may choose to create artwork with religious symbols, but teachers should not encourage or discourage such creations.
- Requests by a parent or student to be excused from discussions or activities of certain holidays even when treated from an academic perspective, should, when possible, be granted in an effort to strike a balance between the student's religious freedom and the school's interest to provide a well-rounded education. Alternative activities or "choices" should be provided.
- Discussions of religious holidays should not focus on only one religion. For example, teachers who talk about Christmas in December should discuss other religions near the times of their major holidays.
- Holiday programs may include music related to religions but should not be dominated by religious music selections. The emphasis of such programs should be on the cultural aspects of the holidays. Nativity pageants or plays portraying the Hanukkah miracle may not be appropriate in the public school setting.
- Students are allowed a reasonable number of excused absences, without penalties, to observe religious holidays within their traditions.

HOMEWORK

There are three types of homework: practice, preparation, and extension. Practice assignments reinforce newly acquired skills and knowledge. Preparation assignments require the gathering or organizing of information before class activities. Extension assignments encourage individualized and creative learning by emphasizing student initiative and research. Extension assignments require students to *apply previous learning* making it the most effective form of homework.

All students are expected to participate in "at home" recreational reading for a minimum of 20 minutes per day. At the lower grades, students may be read to and with until reading skills have progressed to allow the students to read independently.

- **For children in grades PK-2**, homework in addition to “at home” reading will be occasionally assigned and should approximate 5-10 minutes.
- **For children in grades 3-4** homework, in addition to “at home” reading, will be regularly assigned and should approximate 10-30 minutes.
- Unfinished classwork may comprise a portion of the homework assignment. Completing unfinished classwork or assignments due to absence(s) may result in a longer time commitment than the approximated times listed above.
- All work is to be completed and turned in on time unless a student has been absent.
- All completed homework will be given recognition, praise, or corrective feedback.
- Do not assign “busy work” as homework, it should be purposeful and something you will provide feedback upon.
- Make-up assignments are due within a reasonable time as determined by the teacher.

Make-up assignments resulting from an absence are due within a reasonable time as determined by the teacher. The formula for completing work is: one day for each day absent, plus one additional day. Teachers may become aware of special circumstances that may warrant flexibility and special accommodations on a case-by-case basis. Parents may call or email the teacher or the office to request homework.

HOME & SCHOOL COMMUNICATION

_____(select online app) will be our major source of communication to parents. Teachers are required to set up a _____ and ensure all parents are connected. Teachers are expected to send out a weekly newsletter on _____. Administration and parent or school sponsored groups will also communicate to parents through _____.

Thursday Folders are to be sent home with each child each week with completed student work, various communications from the teacher, the school, and the PTA. Daily folders may also be used by a teacher.

Parent Communication Log— each teacher must document all contacts on a log sheet.

Positive contacts (phone calls, postcards, notes in Thursday Folders, emails) should be made to each child/family *at least* once per month, if not more often. Teachers will document these contacts on the log as well.

Any class notes or grade level notes that are sent home must be proofread for errors and corrected PRIOR to distribution. Any correspondence on school letterhead must have administration prior approval before copying and distributing.

INTERCOM

Every effort will be made to safe-guard instructional time. Intercom messages will only be used as necessary. Also, please use the intercom or call the front office in order to relay a message or get help with a student. Messages to teachers will be placed in individual mailboxes or

forwarded to voicemail. Dismissal messages to individual students will be made beginning at 3:15 p.m.

INVENTORIES

Inventories of classroom items **MUST** be kept and updated each year. Textbooks and resource materials **MUST** be inventoried by your grade level team. These will be provided along with your checkout list at the end of the school year. Be sure to add all donated/grant received items from the school year.

KEYS

All school building keys must be cataloged. If for any reason it becomes necessary for a teacher (or any authorized personnel) to have an additional key, requests must be made through the encumbrance clerk. All keys must be issued in order that numbers may be recorded and keys checked out in the proper manner. No one should have a duplicate key or fob made.

LEAVING CAMPUS

Teachers are asked to check with the building administrator and notify the front office when leaving campus during the school day at times other than regularly scheduled lunchtimes. In the event of an emergency, teachers must notify the office anytime the entire grade level is leaving for lunch.

LESSON PLANS

The outcome of lesson planning and delivery of those lessons is to provide evidence of students meeting mastery of grade-level state standards for each content area you teach.

<http://sde.ok.gov/sde/oklahoma-academic-standards>

Keep in mind when lesson planning the 4 questions for Professional Learning Communities:

1. What do we want students to learn? (essential standards)
2. How will we know if they have learned? (common assessments and pre-tests)
3. What will we do if they don't learn? (systematic interventions)
4. What will we do if they already know it? (extended learning)

Lesson plans should show evidence that the educational program is based on a planned curriculum that provides a variety of learning activities addressing different learning styles and abilities. Modifications for remediation and enrichment opportunities should be included. Teachers may create their own computerized templates instead of the commercial lesson plan books. Lesson plans will not be required to be turned in to administration (unless individually asked to) but should show evidence of these plans during walkthroughs. Lesson plans will be required to turn in for teacher evaluation purposes.

Plans shall include the following:

1. Clearly stated objectives
2. Instruction (including guided and independent practice)

3. Assessment / Evaluations

- Observations (anecdotes, rating forms, narrative descriptions, checklists, logs, portfolios, interviews, etc.)
- Performance samples (work products, artifacts)
- Tests (inventories, tests, quizzes) Each teacher at Western Gateway will personalize instruction to fit the needs of each individual student. Students should not be held back in their learning or pushed beyond current potential.

At Western Gateway, teachers can modify and adjust curriculum as they deem necessary. It is the teacher's responsibility to let parents know the plan and to document modified or adjusted curriculum.

Modifying is making a modification to an assignment that is on the current grade level- e.g. reducing the number of problems on a page of math problems to justify mastery, not repetition.

Adjusting is making an adjustment to an assignment that is no longer on the child's grade level- e.g. a third-grader reading in a second-grade level book OR a first-grade student reading on a second-grade level.

Curriculum Compacting is addressing the needs of students who are in need of an acceleration of curriculum or content, curriculum compacting could be a possible solution. Curriculum compacting can look different for each individual student. Please make an appointment with an administrator to receive guidance on curriculum compacting.

LOUNGE/TEACHER WORKROOM

The teacher's lounge should be a "haven" for teachers to relax, socialize, and take a break. Be sure that you clean up after yourself and be responsible for your personal items each day.

Please keep the refrigerators in good order... throw away uneaten or expired food.

Patrons and their children should not be in the staff lounge during the school day. Children of employees may be allowed in the lounge after school hours. **Most of all, speak kind words and encourage POSITIVE discussions in the lounge. Remember FERPA!**

MASTER CALENDAR OF EVENTS

Leadership and the Office will keep a Master Calendar of publicly posted school activities on the Western Gateway webpage (Google Calendar). Please be certain to check it **prior** to scheduling any event or program. Please email both the leadership team and office staff of any upcoming events in your classroom or grade level so that they can be added to the master calendar.

MEDICATION

In general, medications may **not** be kept in the classroom. All medicine must be stored in the office and dispensed by authorized personnel. The only exceptions are medications for those students who have a completed [Self-carry/Self-administration Form] on file with the School, in which case the students may administer medications identified on the form (such as insulin or

epinephrine). Teachers are expected to be familiar with the basic needs of those students with a medical condition requiring them to self-administer medication and to respect the confidentiality of student health information.

School personnel will administer only medication that has been prescribed for a student by a physician. Medication brought to school to be administered by school personnel will be in a prescription container with the pharmacy label on it. The directions for the administration of the medication must be clearly stated.

Non-prescription medicine must be in the original container and accompanied by the physician's written request and instructions for administration at school. If in doubt, please ask.

MOMENT OF SILENCE

Section 11-101.2 of Title 70 of the Oklahoma Statutes requires all schools to observe approximately one minute of silence each day for the purpose of allowing each student, in the exercise of his or her individual choice, to reflect, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede other students in the exercise of their individual choices.

Example Statement: *"As we begin another day, let us pause for a moment of silence to reflect, meditate, pray or engage in other silent activities."*

PARENT/ TEACHER ORGANIZATIONS

Parent and community involvement are critical to the success of any school. Parents look to teachers for assistance in identifying needs and priorities that will benefit the school. To support the WGES PARENT/TEACHER Organizations, teachers are strongly encouraged to join and attend meetings and support Parent/Teacher Organization sponsored events. The intent of the organization is to be partners in the support of our school community.

PARTIES

Three school parties are planned during the school year: a Fall Party, a Winter Party, and a Spring Party (Valentine's). Children may not have birthday parties at school. A homeroom parent will contact the teacher to plan the party. See section on healthy foods/snacks in regards to food for parties. All parents and visitors must be signed in to attend parties. Parents must sign students out at the front office if taking their student(s) with them after the party.

PUBLIC RELATIONS

Please notify the Head of School and leadership team of classroom activities and events that would be good PR for our school. If you or a parent want to submit photos to the local newspapers or tag on Facebook, be sure that we have permission to photograph any students

that are in the pictures! **Any media requests for interviews, pictures, videotaping, etc. MUST be granted by the HOS in advance!**

RECESS

Recess periods are scheduled daily for students at each grade level. Recess is scheduled before the lunch period. Teachers are encouraged to utilize brain breaks, energizers, and extra recess time (no more than 15 minutes at a time) throughout the day to increase blood flow and oxygen intake.

Recess should never be a consequence and taken away from a student. Students should never miss this important time to engage in physical activity.

Indoor Recess

As a general rule, "inside recess" will be used on days of inclement weather including, but not limited to, days, where: (1) precipitation is falling, (2) the temperature or wind chill is below 32°, (3) the temperature or heat index, is 100° or above, (4) lightning is present, and/or (5) playground surfaces are covered with ice or snow. Inside playground rules established by each grade level should be followed. Teachers must supervise all students during this time.

REPORTING ABUSE

In accordance with state law, any school employee who has reasonable cause to know or to suspect that a student under the age of eighteen (18) has been subject to abuse or neglect or who has observed the child being subjected to, be reported to the Department of Human Services, Child Abuse Hotline at 1-800-522-3511. Such report shall be documented on the Oklahoma State Department of Education "Child Abuse Reporting Form," and a copy shall be immediately provided to the HOS. Employees shall not contact the student's family or others to investigate any suspected abuse or neglect.

Teachers may call the hotline on their own and must keep documentation of such calls. Forms will be provided for such documentation. Documentation needs to be submitted to an administrator. Teachers may also request to call the hotline with an administrator present.

RETENTION/PROMOTION

Retention of students is not recommended as a general rule based on the research concerning its effectiveness. If a teacher feels that retention may be warranted, contact with an administrator needs to be made at least nine weeks prior to the end of the school year. A Retention Committee will be formed to examine test data, work products, observations, and other forms of evidence provided by the classroom teacher concerning the student's academic, social, emotional, and physical development. Members of the Retention Committee will include, but are not limited to, the student's classroom teacher, a teacher from the following grade level, and an administrator. A meeting will be held to review findings and determine a recommendation to be made to the parent at a subsequent meeting.

RIGHT TO LEARN

A student's right to learn must be protected. A student should never be allowed to continually disrupt the learning environment or constantly infringe on the rights of another student.

Teachers should handle student problems whenever appropriate and possible. In order to minimize problems, it is recommended that a teacher:

1. Be firm, fair, friendly, and flexible
2. Show professionalism in working with students by
 - Providing structure
 - Providing realistic challenges
 - Having and facilitating high expectations
3. Contact parents frequently and early to enlist their support
4. Seek help from others when needed.

SECURITY

It is imperative that the following security procedures be followed:

- All school personnel are to wear identification badges during the school day.
- Visitors should check in at the School Safe ID Kiosk at the front office and get a visitor badge. Individuals not wearing identification should be stopped, asked if they need assistance and redirected to the office.
- Under no circumstances should keys, fobs, or security codes be loaned to someone else.
- The front lobby doors should be used when entering or exiting the building at night, over the weekends and on holidays.
- Objects may **not** be placed in exterior doorways to keep doors ajar.
- Doors should be checked upon entering and exiting after hours to ensure that they are secured.
- Draw blinds/shades prior to leaving classrooms for the evening.

SOCIAL DUES/COMMITTEE

The following guidelines are designed to ensure that celebrations, illnesses and deaths of members of the school family are recognized in a sensitive and equitable manner. Faculty will be asked to make a voluntary contribution to the social fund each year to cover the costs of the following:

- A plant or floral arrangement will be sent to members of the faculty or their immediate family (husband, wife, child, parents) who have experienced a serious illness, birth, or death.
- An extensive illness or death of an extended family member will be handled through the appropriate grade level.

- Sympathy cards will be sent to a faculty member in the event of the death of a close relative. Get-well cards will be sent in the event of an illness.
- Wedding and baby showers will be handled through the appropriate grade level, but general items funded by the social fund.

SPECIAL EDUCATION REFERRALS

When you feel it may become necessary to have a student tested for special services, prior to contacting a parent, please see the Special Education teacher for a referral form. Appropriate forms and procedures will then be implemented after discussion with the team. You will be required to show data for the student over time. If a parent requests special education teaching, please contact the Head of School and Special Education Teacher. The school has 10 days to act on such requests, so please do not delay. If you as a teacher or a parent has a concern with speech or language, please contact the Speech-Language Pathologist for a referral. If you as a teacher or parent has a concern with fine motor, please contact the occupational therapist.

SPIRIT DAY

Scheduled days will be designated as Spirit Day at WGES. Students and teachers may wear Western Gateway t-shirts along with uniform (student) or professional (teacher) bottoms. Jeans days will also be scheduled. Please do not wear jeans unless scheduled by the HOS as a “jeans day.”

STUDENT WITHDRAWAL

The office staff will furnish you with a withdrawal form when a parent notifies us that his/her child will be leaving Western Gateway. Please record grades on the form and place attendance in the appropriate area. Please be sure that the student has returned all items belonging to the school and takes all personal items. Return the form to the office as soon as possible so the parent may pick it up on the student’s last day.

TELEPHONES

- Messages will be sent to your voicemail during class.
- Personal phone calls should be made during planning time, before, and after school only.
- Let students use school phones only when it is truly warranted.
- Always return parent calls, voice mail and emails (check it daily) within 24 hours.
- Should a child misbehave, it would be inappropriate to place a call or have the child call his/her parent(s) while any other children are present in the classroom. Children may call during planning time or recess when there is **privacy** and you can **ensure confidentiality**. This would also extend to discussing academic concerns.
 - Always remember our FERPA regulations.
 - Keep in mind a rule of thumb, “Praise in public—correct in private!”

NOTE: Classroom teachers should not call a parent/guardian to pick up or check out a student for behavior or health reasons. If you feel they should be removed from your classroom, consult an administrator & fill out a discipline referral form. Admin will then take it from there.

THEME

An annual theme will be developed each year to build excitement and cohesiveness within the school community. Teachers are encouraged to support the school theme as they decorate their rooms, bulletin boards, and create various documents.

THREATS

Verbal threats, even when not considered serious, should be reported to the administration immediately (examples: "I'm going to kill you." "I'm going to blow up the building.").

Artwork containing violent images not related to current curriculum studies (i.e. Civil War) should be discouraged (examples: guns, people killing each other) and immediately reported to the administration.

TUTORING

It is the responsibility of the parent and tutor to mutually agree upon a fee and place for tutoring. Only employees may use school facilities for tutoring. No charge will be made for the use of the facility, but the tutor may not disrupt regular school activities. Facilities may not be used during the summer. Only students may use school facilities to receive tutoring services. Teachers may not tutor an individual student for pay if that student is enrolled in the teacher's class. Teachers may not tutor for pay during any part of their regular employment hours.

VIDEO CLIPS/DVDS

Instructional materials, including videos, should be applicable to the course of study. They are to be used to support curriculum objectives. They may not be shown for entertainment purposes. Videos should be accompanied with pre-and post-viewing activities. All clips and videos **must be previewed** prior to use.

WATER

Students should be encouraged to drink water throughout the school day to keep the body hydrated and maximize brain efficiency. Capped water bottles may be brought to school. The following guidelines should be followed:

- Students may not share water bottles.
- All bottles should be labeled with students' names.
- Bottles should be taken home on a regular basis to be discarded or washed.

WEEKLY BULLETIN

A weekly staff bulletin will be sent to you via email every Friday afternoon. It will have various events and announcements looking ahead into the next week. Please be sure you read it and use it as you plan your lessons and calendars.

WORKROOMS/BREAKROOMS

It is the responsibility of each staff member to responsibly use our workrooms. Teachers are expected to keep them neat, tidy, organized (textbooks & resources inventoried, labeled, numbered, etc.). CLEAN OUT REFRIGERATORS OF ANY PERSONAL ITEMS EVERY FRIDAY.

WORKER'S COMPENSATION

All employee accidents are to be reported to the office within 24 to 48 hours of the accident. "Employee Report of Incident" forms are available in the office. Accidents requiring immediate medical attention must be reported to the Head of School. Please avoid hazardous situations such as standing on chairs to post items on the wall. Ask for assistance in any potentially dangerous activity.

Teacher Handbook

As a Western Gateway Elementary School faculty member, I understand it is my responsibility to read the Teacher Handbook and agree to follow the guidelines as set forth. I also understand this handbook is subject to change as new information becomes available or applicable to school operations.

Teacher/Staff Signature

Date



ALL ACCESS ARTS
ARTS COUNCIL OKLAHOMA CITY

HOST SITE AGREEMENT

This Agreement, dated 5.4.2021 (the “Effective Date”), and terminating on 6.30.2022 (the Termination Date) is made by and between Arts Council Oklahoma City (ACOKC) and Western Gateway Elementary School (HOST SITE). HOST SITE and ACOKC enter into this Agreement to provide Arts Education, according to the attached Scope of Services.

HOST SITE agrees to pay ACOKC in accordance with the following provisions: ACOKC shall provide a teaching artist to serve as artist-in-residence at HOST SITE. HOST SITE and ACOKC shall each contribute 50% of the cost of direct teaching time. ACOKC shall provide and pay for all art supplies. HOST SITE shall pay for all meeting and planning time, except time that is solely related to ACOKC. Total amount of HOST SITE payments shall not exceed \$7,000. ACOKC shall invoice HOST SITE monthly for HOST SITE share of funding, and shall manage ARTIST payment.

HOST SITE shall defend, indemnify, and hold ACOKC, its officers, employees, and agents harmless from and against any and all liability, loss, expense, including reasonable attorney’s fees, or claims for injury or damages arising out of the performance of this Agreement and caused by or resulting from the negligent or intentional acts or omissions of the HOST SITE, its officers, employees or agents.

This Agreement is for a fixed period of time commencing the Effective Date and ending on the last day of the scheduled session as provided in the attached Scope of Services (the “Termination Date”). Either party may terminate this Agreement at any time without penalty by giving the other party at least two weeks advance written notice prior to the beginning of the Termination Date.

The parties hereto agree and stipulate that this Agreement shall be construed under and in accordance with the laws of the State of Oklahoma. Any dispute arising out of this Agreement will be subject to the exclusive jurisdiction and venue of the state and federal courts located in Oklahoma County.

Each of the clauses and provisions contained herein shall be deemed separate, severable and independent. If any clause or provision of this Agreement is declared by a court of competent jurisdiction to be illegal, invalid or unenforceable, then and in that event, it is the intention of the parties hereto that the remainder of this Agreement shall not be affected thereby.

This Agreement is intended by the parties as a final expression of their agreement and is a complete and exclusive statement and understanding of the parties. This Agreement supersedes and replaces all prior documents, correspondence, conversations and other written or oral understandings related to this Agreement which are not consistent with or are not contained herein. I hereby acknowledge and agree to the terms of this agreement and warrant and represent that I am authorized to execute this Agreement on behalf of the party listed below.



ALL ACCESS ARTS
ARTS COUNCIL OKLAHOMA CITY

Western Gateway Elementary School	Arts Council Oklahoma City
Signature: _____	Signature: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____



ALL ACCESS ARTS
ARTS COUNCIL OKLAHOMA CITY

ATTACHMENT A. SCOPE OF SERVICES

1. ACOKC shall provide a Teaching Artist (ARTIST), who is an Independent Contractor. ACOKC shall ensure that ARTIST is approved by HOST SITE prior to contracting with ARTIST.
2. ARTIST shall teach approximately 9 art classes each week at HOST SITE in the following grades: Kindergarten and 1st grade.
3. ARTIST shall be paid at the rate of \$37 per hour for direct teaching time, and at the rate of \$15 per hour for planning and meeting time.
4. ACOKC agrees to submit ARTIST time sheets to HOST SITE on a monthly basis.
5. ARTIST shall create course content in accordance with HOST SITE requirements, and submit written curriculum to HOST SITE personnel as required.
6. ARTIST to be subject to all HOST SITE rules, policies, and procedures; HOST SITE to manage instructional supervision and provide classroom management support. ARTIST to participate in HOST SITE activities as required, including (but not limited to) required trainings, professional development and staff meetings.
7. All ARTISTS placed at HOST SITE shall have passed background check/s per HOST SITE requirements.
8. HOST SITE agrees to accurately track student attendance throughout the residency and ensure that ARTISTS and ACOKC have accurate attendance records.
9. HOST SITE agrees to communicate with ACOKC within 24 hours about any issue or concerns related to the residency.
10. HOST SITE shall be responsible for all emergency procedures, policies, and site safety and ensure that ARTISTS are informed of such.
11. HOST SITE agrees to provide physical space (a dedicated room or area) and any other required items for the needs of the residency program, except that ACOKC will provide all required art supplies.
12. HOST SITE agrees to collaborate with ACOKC to effectively market the program. ACOKC logo shall be present on HOST SITE website per established brand standards. HOST SITE consents to placement of informational signage by ACOKC at the HOST SITE facility.
13. When posting on social media regarding the program, ACOKC shall be tagged:
Twitter: @artscouncilokc
Instagram: @artscouncilokc
Facebook: ArtsCouncilOKC
14. Both parties shall submit paperwork and documentation as deemed necessary by the other for program quality.
15. Both parties shall cooperate and collaborate as necessary to ensure the success of the partnership.

Evaluation Works, LLC
3225 Farmers Market Way Edmond,
OK 73034
405.887.4620
Jose.L.Hernandez@Okstate.edu

Services to Western Gateway Elementary School during the 2021-2022 school year shall be paid according to the following rates:

Full evaluation
(includes testing time only) \$70/hr

Additional Services: IEP meetings, RED, additional meetings,
rescheduled meetings, report writing, consultations, monitoring compliance, data entry,
observation, and any other additional services not described above \$70.00/hour

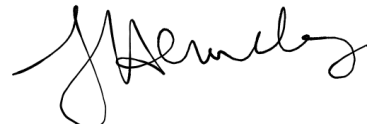
Prices listed are for the testing time, mileage, and assessment forms only.

Payments for testing are due within 30 days of testing.

Make all checks payable to Jose Hernandez

Western Gateway Elementary School

Evaluation Works, LLC



5/7/21

Western Gateway Elementary School
Contracted Services Agreement

THIS AGREEMENT dated the 7th day of May between Western Gateway Elementary School and Evaluation Works, LLC includes the following mutual agreeable terms between the parties:

1. DESCRIPTION OF SERVICES: Jose Hernandez will provide school psychology services for the Western Gateway School district. This will include evaluations for the purpose of special education, eligibility report writing, and other related services as requested by the district.
2. LOCATION OF SERVICES: The Western Gateway Elementary School and CONTRACTOR's home (report writing/consultation as necessary).
3. TERM: The term of this agreement shall begin on July 1st, 2021 and shall terminate on June 30th, 2022. However, the Superintendent of Schools may terminate this agreement with or without cause after providing written notice to the CONTRACTOR of the intended termination at least thirty (30) calendar days prior to the date of the intended termination. The CONTRACTOR shall notify the BOARD, in writing, at least sixty (60) calendar days prior to voluntarily severing or terminating this agreement.
4. DUTIES: The CONTRACTOR shall report to and coordinate activities with an administrator designated by the Superintendent of Schools. The administrator assigned to act in all manners pertaining to this agreement and to authorize services, accept and approve all reports, draft, products or invoices is the Special Education Director/Coordinator.

5. COMPENSATION AND PAYMENT: Based on the completion of services described above, the CONTRACTOR shall receive compensation according to the rate agreement attached for the term of this agreement.
6. INDEPENDENT CONTRACTOR: It is agreed and understood that the CONTRACTOR is an independent contractor and that the BOARD shall exercise no supervisory authority or control over the CONTRACTOR or CONTRACTOR'S employees in the performance of this agreement. Neither the CONTRACTOR nor the CONTRACTOR'S employees shall be deemed to be agents or employees of the BOARD and any representation to the contrary by the CONTRACTOR or its employees shall constitute a violation of this agreement and shall be grounds for immediate termination.
7. ENTIRE AGREEMENT: This agreement represents the entire agreement between the parties may only be amended by a written agreement signed by both parties and supersedes all prior or contemporaneous oral or written agreements and understandings of the respect to the matters covered by this agreement.

IN WITNESS WHEREOF, the parties hereto, by the undersigned authorized to bind said parties do herein agree to the terms and conditions herein and attached hereto:

Western Gateway Elementary School

Contractor



5/7/21

Signature

Date

Signature

Date

APPLICATION FOR TEMPORARY APPROPRIATIONS

WHEREAS: The needs of the Board of Education of Western Gateway, No. TBD of Oklahoma County, require the immediate approval of temporary appropriations for the fiscal year 2021-22:

NOW, THEREFORE, BE IT RESOLVED, that the County Excise Board of Oklahoma County be requested to approve temporary appropriations to the extent of and not to exceed one hundred percent (100%) of the total estimated funds available to said Board as follows:

REQUESTED APPROPRIATIONS

General Fund	
Current Expense	<u>\$ 1,000,000.00</u>
Building Fund	
Current Expense	<u>\$.00</u>
Child Nutrition Fund	
Current Expense	<u>\$.00</u>

APPROVED AND ADOPTED this _____ day of _____, 2021.

THE BOARD OF EDUCATION
Western Gateway TBD
(Name of School District) (District No.)

ATTEST: OKLAHOMA COUNTY, OKLAHOMA

Clerk President

APPROVED by the Oklahoma County Excise Board this _____ day of _____, 2021.

THE COUNTY EXCISE BOARD
OKLAHOMA COUNTY, OKLAHOMA

ATTEST:

County Clerk Chairman

Member Member

POLICY A-001
SCHOOL CALENDAR, DAY, AND CAMPUS

Introduction

The Board of Education of Western Gateway Elementary School has opted to use an “hours” schedule instead of days.

School Calendar

The school year shall consist of not less than one thousand eighty (1,080) hours of classroom instruction. In addition, parent-teacher conferences may be held during the school day and counted as classroom instruction for no more than six (6) hours per semester, for a total of twelve (12) hours per school year. Annually, the Head of School or designee shall prepare and present for Board approval a school calendar which indicates the dates of the opening and the closing of school and any applicable instructional and professional days. Extending the length of the school day to make up for instructional hours lost due to school cancellations is an option to be given consideration.

School Day

The Head of School, or designee, shall establish the school hours within the school day and class schedules, and may provide for flexible scheduling and a longer school day to accommodate flexible scheduling. The Head of School shall be responsible for implementing an instructional schedule for each student which provides for the best use of the student’s time in relationship to the student’s goals within the framework of practicable school operation, course offerings, and staffing.

School Ceremonies and Observances

The School may conduct a daily pledge of allegiance to the flag of the United States of America and a moment of silence. The United States and Oklahoma flags may be flown on the school grounds on all school days when weather permits. The flags should be lowered as declared by state or federal government officials. During gatherings and assemblies where a stage or a podium is involved, the United States and Oklahoma flags may be appropriately placed on the stage or beside the podium.

The School may observe the holidays of various religions and present assembly programs with songs and decorations in accordance with the traditional and historical significance of the religious holiday. The School may conduct programs commemorating events in Oklahoma’s history and U.S. history.

Closed Campus

All students are to remain on the school campus between the time of arrival and the close of the school day unless leaving for school-sponsored events or checked out by a parent or guardian. Parents and/or guardians must check out students through the school office before taking the student from campus. Students who leave campus without permission shall be subject to disciplinary action.

Adopted: _____

LEGAL REFERENCE: 70 O.S § 1-109-111.

POLICY A-002
TRANSFER AND RELEASE OF CONFIDENTIAL INFORMATION

Introduction

It is the policy of Western Gateway Elementary School to adhere strictly to Oklahoma and Federal law concerning the transfer and release of confidential information, including student records.

For the purposes of this policy, "confidential information" means any information which is required by state or federal law or regulation to be maintained in a confidential manner.

Unless otherwise provided by state or federal law or regulation, confidential information regarding a student will be released only to:

- the student,
- a parent, or
- a legal guardian, or
- to the following, subject to the conditions provided below:
 1. The Department of Human Services,
 2. The Department of Mental Health and Substance Abuse Services,
 3. The State Department of Health,
 4. The State Department of Education,
 5. The State Department of Career and Technology Education,
 6. The Oklahoma Commission on Children and Youth,
 7. The J.D. McCarty Center for Handicapped Children,
 8. The Department of Corrections,
 9. The Office of Juvenile Affairs,
 10. Private agencies receiving public funds pursuant to a grant or contract with one of the agencies listed in (1) through (9) and providing institutional, community residential or community-based services as defined by Title 10A, Section 1-1-105 of the Oklahoma Statutes, to children and family,
 11. Persons and agencies subject to the rules promulgated by the agencies listed in (1) through (9),
 12. Statutorily-constituted juvenile bureaus, and
 13. Other school districts upon their request and in compliance with state law.

Conditions: Confidential information will be release to one of the entities listed in (1) through (13) above only pursuant to (1) a court order or (2) an informed consent that has been executed by (a) the parent or guardian of the child or other person authorized by state or federal law to execute such consent, if the subject of the confidential information is a child or (b) the individual who was the subject of the confidential information or other person authorized by law to execute such consent on his or her behalf, if the subject of the confidential information is an adult.

Note: Pursuant to 70 O.S. §24-101.4, the School will forward records in response to a proper request from another school district within three business days of receipt of the request, including disciplinary records.

The School will follow the rules promulgated by the State Department of Education for authorizing access to and the transfer or release of confidential information for the purpose of gathering statistical information or conducting studies or research otherwise authorized by law.

The School may charge \$.10 per page for all copies made pursuant to this policy plus the actual cost of mailing the copies.

Adopted: _____

LEGAL REFERENCE: 10 O.S. §620.1, et seq.; 10 O.S. §7001-1.3; 70 O.S. §24-101.4; Family Educational Rights and Privacy Act of 1974 (FERPA).

POLICY A-003
HEALTHY AND FIT SCHOOL ADVISORY COMMITTEES

Introduction

Oklahoma Senate Bill 1627, the Healthy and Fit Kids Act of 2004, requires each public school site in Oklahoma to establish a Healthy & Fit School Advisory Committee which is an advisory group of at least six individuals who represent segments of the school (i.e. teacher, coach, student, administrator, parent, school nurse, health care professional, community member, food service personnel, custodian, school bus driver, school secretary, school counselor). The group acts collectively to study, make recommendations, and to provide advice to the Head of School and school regarding school health issues. The Healthy & Fit School Advisory Committee is committed to creating healthy school environments enabling students to reach their learning potential.

Health and Wellness Education

The School recognizes that student health and success in school are interrelated. The school cannot achieve its primary mission of education if students (and staff) are not healthy and fit physically, mentally, and socially. The Board of Education will present students with a wide spectrum of health information, delivered in different aspects through the instructional program. In order to play a proactive role in preventing disabling chronic health conditions such as unnecessary injury and disease; helping students learn to take responsibility for their own health and adopting health-enhancing attitudes and behaviors, the school shall adopt a comprehensive health education program consistent with the requirements of state and federal law. The school will provide resources and materials to classroom teachers that will complement physical education and the subjects taught integrating health and wellness in the classroom.

The school's program will be monitored in cooperation with the school's Wellness Committee and Healthy and Fit School Advisory Committees. The input of students, staff, parents and members of the community are encouraged.

Physical Education and Physical Activity Opportunities

The Head of School, or designee, shall promote a comprehensive health and fitness curriculum aligned with the Oklahoma standards. Evaluation procedures will utilize classroom-based assessments or other strategies.

Physical Education: **To the extent required by law**, all students in grades kindergarten through five should complete an average of sixty (60) instructional minutes per week of physical education and an additional 60 minutes to include health/wellness education and a variety of means to increase student physical activity for a total of 120 minutes. In addition, students must be physically active during the majority of time in physical education class. This includes instruction and practice in basic movement and fine motor skills, progressive physical fitness and wellness activities through age-appropriate activities.

Suitable adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities. Only medical waivers/exemptions from participation in physical education shall be allowed.

Integrate Physical Activity in the Classroom: The school will provide professional training to classroom teachers on effective ways to integrate physical activity into their curriculum. Schools should discourage

extended periods (i.e., periods of two or more hours) of inactivity. Therefore, teachers will be encouraged to provide short physical activity breaks between lessons or classes as appropriate. When activities such as mandatory school-wide testing make it necessary for students to remain indoors for long periods of time, the school should give students periodic breaks during which they are encouraged to stand and be moderately active.

Daily Recess: All students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity verbally and through the provision of space and equipment.

Physical Activity and Punishment: Teachers and other school and community personnel will not use physical activity (e.g., running laps, pushups) or withhold opportunities for physical activity as punishment.

Child Nutrition Program

On December 13, 2010, President Obama signed the Healthy Hunger Free Kids Act of 2010, also known as the Child Nutrition Reauthorization 2010, into law. Subsequently, the USDA released their proposed guidelines, in accordance with this Act, on January 13, 2011. The committee has proactively included these proposed changes into our updated policy to be at the forefront of making these positive changes.

Nutrition Standards: The School will operate a school nutrition program that will include lunch, and breakfast, through participation in the Child Nutrition Programs. The Head of School in conjunction with the food service supervisor and with the approval of the Board of Education will establish and post meal prices.

As required for participation in the Child Nutrition Programs, the Board prescribes that:

School lunch is to be made available to all students.

Free and reduced price lunches are to be made available for students who meet the federal income guidelines.

In the operation of the Child Nutrition Programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability. Discrimination complaints under these programs should be filed with the State Department of Education Child Nutrition Programs, 2500 North Lincoln Blvd., Oklahoma City, Oklahoma 73105-4599.

The school shall inform parents of the eligibility standards for free or reduced price meals. Reasonable efforts shall be made to protect the identity of students receiving such meals. A parent has the right to appeal to the Head of School any decision with respect to his/her application for free or reduced price food services. The Head of School may set a maximum balance limit that students can charge on a meal account so as to limit the number and size of any negative meal accounts at the School. The Head of School may set a maximum balance limit students can charge on a meal account.

The School intends takes a proactive effort to encourage students to make nutritious food choices. Meals served in school before the end of the last lunch period shall conform to the U.S. Dietary Guidelines for Americans. Training and support to food service and other relevant staff will be provided to meet nutrition standards for preparing healthy meals. Food and beverages sold or served on school grounds or at school-sponsored events shall meet the federal requirements for nutritional standards and/or other

guidelines as may be recommended by the school, Western Gateway Wellness Committee and/or any Healthy and Fit School Advisory

Committee. Food, beverages, and candy will not be used to reward or punish academic performance or student behavior. The Head of School shall ensure that nutritious foods are available as an affordable option whenever food is sold or served on school property or at school sponsored events.

The Head of School is directed to prepare rules and regulations to implement and support this policy, including such provisions as may be necessary to address all food and beverages sold and/or served to students at school (i.e., competitive foods, snacks, and beverages sold from vending machines, school stores and fundraising activities and refreshments that are made available at school parties, celebrations and meetings), including staff development, family and community involvement and program evaluation.

The school shall encourage healthy fundraisers as alternatives to fundraising that involve selling food items of limited nutritional value, such as candy, cupcakes or sugary beverages. Example: sales of candy items (candy bars, sugar coated chocolate snacks, cookie dough) as a school or grade-level fundraising project should be replaced with non-food items such as candles, flower plant seeds, etc.

Nutrition Education: The School's child nutrition program shall reflect the Board's commitment to providing adequate time for instruction to promote healthy eating through nutrition education, serving healthy and appealing foods, developing food-use guidelines for staff and establishing liaisons with nutrition service providers as appropriate. Nutrition education topics shall be integrated within the sequential, comprehensive health education program taught at every grade level and coordinated with the school's nutrition and food services operations. The School will use multiple channels to promote healthy eating behaviors, including the classroom, cafeteria, and communications with parents.

Employee Wellness

The School seeks to promote and support a healthy work environment, health awareness, individual responsibility for a healthy lifestyle, decreased risk of disease and enhanced quality of life for all personnel. The school will provide opportunities along with tools and resources that empower personnel to make healthy lifestyle choices to improve health and well being. The School Wellness Committee will provide a Coordinated School Health framework from which the Wellness Committee shall make recommendations, provide guidance, and oversee timely opportunities for access to health and wellness information, fitness challenges and other opportunities for the promotion and preservation of healthy lifestyles.

Monitoring and Policy Review

The Head of School or designee (e.g. the School Wellness Committee) will ensure compliance with established health and wellness policies.

1. The Head of School or designee (Healthy and Fit School Advisory Committee) will ensure compliance with those policies in his/her school.
2. School food service staff will ensure compliance with nutrition policies within school food service areas.
3. The School will, as necessary, revise the wellness policies and develop work plans to facilitate their implementation.

Adopted: _____

LEGAL REFERENCE: P.L. 108-235, Sec. 204; 70 O.S. § 11-103.9; 70 O.S. § 24-100a; 70 O.S. § 11-103.9.

REFERENCE: USDA Regulations.

POLICY A-004
WELLNESS POLICY

Introduction

Western Gateway Elementary School is committed to the optimal development of every student. The School believes that for students to have the opportunity to achieve personal, academic, developmental, and social success, we need to create positive, safe, and health- promoting learning environments at every level, in every setting, throughout the school year.

This policy outlines the School's approach to ensuring environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day while minimizing commercial distractions. Specifically, this policy establishes goals and procedures to ensure that:

Students in the School have access to healthy foods throughout the school day—both through reimbursable school meals and other foods available throughout the school campus—in accordance with Federal and state nutrition standards;

Students receive quality nutrition education that helps them develop lifelong healthy eating behaviors;

Students have opportunities to be physically active before, during, and after school;

Schools engage in nutrition and physical activity promotion and other activities that promote student wellness;

School staff are encouraged and supported to practice healthy nutrition and physical activity behaviors in and out of school;

The community is engaged in supporting the work of the SCHOOL in creating continuity between school and other settings for students and staff to practice lifelong healthy habits; and

The School establishes and maintains an infrastructure for management, oversight, implementation, communication about, and monitoring of the policy and its established goals and objectives.

This policy applies to all students, staff, and schools in the School.

I. School Wellness Committee

The School will convene a representative School wellness committee that meets at least two times per year to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of the School wellness policy, which will be forwarded to the Board for consideration and possible approval.

The Committee membership will represent: parents; representatives of the school nutrition program (e.g., the school nutrition director); teachers; school administrators, school board members; health professionals; and the general public. The Head of School or designee(s) will convene the Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

II. Wellness Policy Assessment Implementation, Monitoring, Accountability, Community Engagement, and Public Release

Annual Progress Reports and Assessment Implementation

The School will compile and publish an annual assessment report to share basic information about the wellness policy and report on the School's progress under the policy.

Community and Stakeholder Awareness, Outreach, and Communications

The School is committed to being responsive to community input, which begins with awareness of the wellness policy. The School will actively communicate ways in which representatives of Committee and other Stakeholders can participate in the development, implementation, and periodic review and update of the wellness policy through a variety of appropriate means. The School will also inform parents of the improvements that have been made to school meals and compliance with school meal standards, availability of child nutrition programs and how to apply, and a description of and compliance with Smart Snacks in School nutrition standards. The School will use electronic mechanisms, such as email or displaying notices on the School's website, as well as non-electronic mechanisms, such as newsletters, presentations to parents, or sending information home to parents, to ensure that all families are actively notified of the content of, implementation of, and updates to the wellness policy, as well as how to get involved and support the policy. The School will ensure that communications are culturally and linguistically appropriate to the community, and accomplished through means similar to other ways that the School is communicating other important school information with parents.

Public Release

The School will actively notify the public about the content of or any updates to the wellness policy annually, at a minimum.

III. Nutrition

School Meals

The School is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate in sodium, low in saturated fat, and zero grams *trans* fat per serving (nutrition label or manufacturer's specification); and to meet the nutrition needs of school children within their calorie requirements. The school meal programs aim to improve the diet and health of school children, help mitigate childhood obesity, model healthy eating to support the development of lifelong healthy eating patterns, and support healthy choices while accommodating cultural food preferences and special dietary needs.

The School participates in USDA child nutrition programs, including the National School Lunch Program (NSLP), the School Breakfast Program (SBP). The LEA is committed to offering school meals through the NSLP and SBP programs, and other applicable Federal child nutrition programs, that:

- Are accessible to all students;
- Are appealing and attractive to children;
- Are served in clean and pleasant settings;
- Meet or exceed current nutrition requirements established by local, state, and Federal statutes and regulations. (The School offers meals that meet USDA nutrition standards.)

Water

To promote hydration, free, safe, unflavored drinking water will be available to all students throughout the school day and throughout the campus. The School will make drinking water available where school meals are served during mealtimes. In addition, students may be allowed to bring and carry (approved) water bottles filled with only water with them throughout the day.

Competitive Foods and Beverages

The School is committed to ensuring that all foods and beverages available to students on the school campus during the school day support healthy eating. Competitive Foods and Beverages will not be allowed.

Fundraising

Foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. The School will make available to parents and teachers a list of healthy fundraising ideas.

Nutrition Promotion

Students and staff will receive consistent nutrition messages throughout schools, classrooms, gymnasiums, and cafeterias.

Nutrition Education

The School aims to teach, model, encourage, and support healthy eating by students. Schools will provide nutrition education and engage in nutrition promotion that:

- Is designed to provide students with the knowledge and skills necessary to promote and protect their health;
- Is part of not only health education classes, but also integrated into other classroom instruction through subjects such as math, science, language arts, social sciences, and elective subjects;
- Include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities;
- Promote fruits, vegetables, whole-grain products, low-fat and fat-free dairy products, and healthy food preparation methods;
- Emphasize caloric balance between food intake and energy expenditure (promotes physical activity/exercise); and
- Include nutrition education training for teachers and other staff.

IV. Physical Activity

Children and adolescents should participate in 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive, school-based physical activity program that includes these components: physical education, recess, classroom-based physical activity, and out-of-school time activities and the School is committed to providing these opportunities. Schools will ensure that these varied opportunities are in addition to, and not as a substitute for, physical education.

Physical activity during the school day (including but not limited to recess, physical activity breaks, or physical education) **will not be withheld** as punishment for any reason. The School will provide teachers and other school staff with a [list of ideas](#) for alternative ways to discipline students.

The School will take all reasonable measures to ensure that its grounds and facilities are safe and that equipment is available to students to be active. The School will conduct necessary inspections and repairs.

Physical Education

The School will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts.

All students will be provided equal opportunity to participate in physical education classes. The School will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

All students will receive physical education for at least **120 minutes per week** throughout the school year.

Recess

The School may offer **recess** on all or most days during the school year. If recess is offered before lunch, Schools will have appropriate hand-washing facilities and/or hand-sanitizing mechanisms located just inside/outside the cafeteria to ensure proper hygiene prior to eating. Students are required to wash or sanitize their hands before eating. Hand-washing time, as well as time to put away coats/hats/gloves, will be built into the recess transition period/timeframe before students enter the cafeteria.

Outdoor recess will be offered when weather is feasible for outdoor play.

In the event that the School must conduct **indoor recess**, teachers and staff will follow the indoor recess guidelines that promote physical activity for students, to the extent practicable.

Recess will complement, not replace, physical education class. Recess monitors or teachers will encourage students to be active and will serve as role models by being physically active alongside the students whenever feasible.

Physical Activity Breaks

The School recognizes that students are more attentive and ready to learn if provided with periodic breaks when they can be physically active or stretch. Thus, students may be offered **periodic opportunities** to be active or to stretch throughout the day on all or most days during a typical school week. The School recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. These physical activity breaks will complement, not be a substitute for, physical education class, recess, and class transition periods.

Before and After School Activities

The School offers opportunities for students to participate in physical activity either before and/or after the school day (or both) through a variety of methods.

Adopted: _____

Reference: Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296); Richard B. Russell National School Lunch Act (42 USC 1758b), Local School Wellness Policy Implementation; Women, Infants and Children (WIC) Reauthorization Act of 2004 (Public Law 108-265).

POLICY A-005
SAFETY PROGRAMS

Introduction

The regulations, practices, and procedures of the School shall promote safety and shall establish and maintain conditions, which are reasonably safe and healthful for employees, students, and visitors. The Head of School or designee shall have overall responsibility for the safety programs. General areas of emphasis shall include, but not be limited to, in-service training, accident record-keeping, facility inspection, driver and vehicle safety programs, fire prevention, emergency procedures, traffic safety, and the safety of all persons present on School property or attending School-sponsored events.

Safety Education

The practice of safety shall also be considered a facet of the instructional plan of the School by virtue of educational programs such as traffic and pedestrian safety, driver education, fire prevention, and emergency procedures which are appropriately suited for students of different grade levels. In addition, safety education shall be provided as is necessary and appropriate to students participating in laboratory science courses, shop courses, and physical education courses. The Head of School, or designee shall be responsible for the supervision of a safety program for the school.

Safe Schools Committee

The School and the families of the School's students should work together to address concerns of safety and the threat of violence in schools. Therefore, the School hereby authorizes the establishment of a Safe School Committee. The Head of School, or designee shall appoint two (2) teachers, two (2) students, and two (2) parents or guardians of students to the school's Safe School Committee.

The Head of School, or designee, shall appoint the members of the Committee at the beginning of each school year, but no later than October 1. The Committee shall study and make recommendations to the Head of School, or designee at least once each year regarding unsafe conditions, possible strategies for students to avoid harm at school, student victimization, crime prevention, school violence, and any other issues which relate to the providing and the maintaining of a safe school environment for all students.

Accidents

Accidents involving employees, students, or visitors shall be reported immediately to Head of School or designee.

Hazard Communication Standard

The Head of School or designee shall maintain and make available to School employees such accident and safety reports and chemical hazard information as required by law, including, but not limited to Material Safety Data (MSD) and Chemical Information Listing (CIL). The School shall report any health and safety information as required to the appropriate governing agency. Any accident resulting in the hospitalization of five (5) or more employees or the death of one (1) or more employees shall be reported to the Oklahoma Department of Labor within forty-eight (48) hours of the accident.

The Head of School, or designee, in conjunction with other appropriate officials, shall identify hazardous substances on School property, shall maintain proper labeling, notice, and storage of containers of hazardous substances, and shall provide appropriate safety training and equipment as required.

Emergency Plans

Written plans and procedures shall be in place for protecting students, faculty, administrators, and visitors from natural and man-made disasters and emergencies. Such plans will be kept on file in the School and at the appropriate local emergency management organization(s). Annual reports will be presented to the Board detailing the status of emergency preparedness and identifying safety needs for School.

Emergency Closings

The Head of School may close the school, dismiss school early, delay the beginning of school, or take other appropriate measures in the event of hazardous weather or other emergencies which necessitate such action.

Bomb Threats

Bomb threats shall be handled according to the Emergency Plan.

First Aid

First aid may be administered by any qualified personnel of the School, including teachers, the Head of School, an administrator, secretary, counselor, or the School nurse when available.

In the event of a serious injury to a student, School personnel shall contact emergency services (911) if deemed appropriate and shall attempt to notify the student's family or guardian as soon as possible. If a family member or guardian can be reached, that person shall determine whether the student is to be transported to a designated hospital or picked up by the family member or guardian. If a family member or guardian cannot be reached and school personnel deem the injury serious enough to warrant emergency treatment, an ambulance shall be requested. The School is not responsible for any transportation and/or medical costs associated with emergency care.

Adopted: _____

LEGAL REFERENCE: 70 O.S. § 24-100.5; 40 O.S. § 401-424.

POLICY A-006
WEAPONS-FREE SCHOOLS

Western Gateway Elementary School recognizes its responsibility for the safety of the students and staff. Therefore, the Board prohibits the possession and/or the carrying of dangerous weapons by students, employees, or others either in a vehicle or about the person, whether concealed or open, while on School property, at a school-sponsored activity, or on a school bus. The policy includes all weapons listed in this policy, as well as any object that is considered dangerous or capable of inflicting serious bodily harm. Dangerous weapons also include all instruments that used in a way that is dangerous or capable of inflicting serious bodily harm, even if not be considered dangerous weapons when used in the manner intended by the manufacturer.

It is the policy of this School to comply fully with the Gun-Free Schools Act.

Any student in this School who uses or possesses a firearm at school, at any school-sponsored event, or in or upon any school property including school transportation or school-sponsored transportation may be removed from School for not less than one full calendar year, and if attending the School on a transfer, may have their transfer immediately revoked. The Head of School or designee has the authority to modify the term of a suspension on a case-by-case basis. However, any substantial modification must be reported to the Board.

Firearms are defined in Title 18 of the United States Code, Section 921, as (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device including any explosive, incendiary or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine or any device similar to the above. Such firearm or weapon will be confiscated and released only to proper legal authorities.

Oklahoma Statutes, Title 21, Section 1280.1 prohibits any person to have in such person's possession on any public or private school property or while in any school bus or vehicle used by any school for transportation of students or teachers any firearm or weapon as defined in Title 21, Section 1272, below:

"...any pistol, revolver, shotgun or rifle whether loaded or unloaded, or any dagger, bowie knife, dirk knife, switchblade knife, spring-type knife, sword cane, knife having a blade which opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife, blackjack, loaded cane, billy, hand chain, metal knuckles, or any other offensive weapon, whether such weapon is concealed or unconcealed."

Other dangerous weapons include: manually operated pocket knives, box knives, knife replicas, utility or scouting type knives, ammunition clips for automatic weapons, pipes, gun replicas, or any objects considered dangerous or capable of inflicting serious bodily injury; or any object, which through ordinary use is not considered a dangerous weapon, but which is used in a way that is dangerous or capable of inflicting serious bodily harm.

Police will be allowed to carry weapons in the performance of their duties.

Students

If a teacher or other school employee should find a student in possession of a dangerous weapon, the teacher or employee shall immediately secure the safety of the other students and notify the Head of School or the appropriate supervisor. If safety permits, the weapon should be confiscated. The Head of School or designee shall notify the police.

Employees

Employees who use, possess, or bring a weapon onto school property (including school transportation) in violation of this policy shall be subject to disciplinary action, including termination. All disciplinary action will be in accordance with Board policy. Disciplinary action will be independent of any resultant criminal proceeding. If any employee finds another employee in violation of this policy, he/she shall immediately notify the police and the Head of the School. This policy does not prohibit the reasonable and appropriate use of a box knife, kitchen knife or other reasonable and appropriate tool in the course of his/her employment.

Disposition of Confiscated Weapons

All confiscated weapons will be turned over to police authorities.

Use of Firearms by City Police Officers

The Board recognizes that the use of firearms by law enforcement officers is specifically authorized and limited by Oklahoma state law. Personnel in the city police department shall not deviate from the state law in the use of firearms and in all circumstances, bearing in mind the value of human life, exercise the utmost discretion in the use of a weapon.

The Head of School or designee shall forward reports of any incident involving the use of firearms to the Board and any recommendations as to action to be taken by the Board. Personnel in the city police department will adhere to state laws and the Oklahoma City police department's firearm policy.

Adopted: _____

LEGAL REFERENCE: 18 U.S.C. § 921; 21 O.S. § 1271.1, 21 O.S. § 1280.1.

NOTE 1: The School is required to include, in each application to the State Department of Education for assistance under the Elementary and Secondary Education Act of 1965, a description of the circumstances surrounding any expulsions imposed under this policy, including the name of the school; the number of students expelled from the school, and the type of weapons concerned.

NOTE 2: Firearms and weapons are allowed on school property and deemed not in violation as follows: A gun or knife designed for hunting or fishing purposes kept in a privately owned vehicle and properly displayed or stored as required by law, or a handgun carried in a vehicle pursuant to a valid handgun license authorized by the Oklahoma Self- Defense Act provided such vehicle containing said gun or knife is driven onto school property only to transport a student to and from school and such vehicle does not remain unattended on school property; a gun or knife used for the purposes of participating in the Oklahoma Department of Wildlife Conservation certified hunter training education course or any other hunting, fishing, safety, or firearms training courses, or a recognized firearms sports event, team shooting program or competition, or living history reenactment, provided the course or event is approved by the Head of School or chief administrator of the school where the course or event is offered, and provided the weapon is properly displayed or stored as required by law pending participation in the course, event, program, or competition; and weapons in the possession of any peace officer or other person authorized by law to possess a weapon in the performance of his/her duties and responsibilities. Although state law allows weapons on school premises, federal law dictates that students in possession of a firearm on school premises are to be suspended for one calendar year.

POLICY A-012
SANCTIONING ORGANIZATIONS

The Head of School shall establish procedures to provide for sanctioning of organizations and associations that raise money and collect revenues for the benefit of students, so that the organizations may be exempt or apply to be exempted from statutory controls and requirements pertaining to school activity funds. Organizations are not required to be incorporated to qualify for sanctioning by the Board. Organizations are not required to have been granted tax-exempt status by the Internal Revenue Service (501(c)(3)) to qualify for sanctioning by the Board.

A. Procedures for Sanctioning

1. Responsibilities of each Booster Club/PTA:

- a. Complete the appropriate form and include the following: (a) a statement of the organization's purpose, goals, organizational structure, and membership requirements; (b) a detailed statement of how the School and its students will benefit if the organization is sanctioned; (c) a statement of nondiscrimination consistent with all Oklahoma and federal laws, as well as School policy; and (d) a financial report.
- b. Assist in obtaining all annual reports required by the Board.

2. Board Procedures

- a. An application for sanctioning must be completed by the organization prior to September 15 each year.
- b. The completed form must be filed with the Head of School.
- c. The Head of School will make a recommendation to the Board concerning the organization seeking to be sanctioned.
- d. The Board will approve those organizations to be sanctioned.
- e. Once an organization has been sanctioned and filed the required reports, the sanction will be automatically extended for another year when a copy of the new bond has been filed.
- f. The sanction shall be approved by the Board on a one-year basis only (November 1 - October 31). The Board will consider the application at the October Board meeting.
- g. The treasurer of an organization whose total revenues exceed six thousand dollars (\$6,000) must be bonded in the amount of \$10,000. A copy of this bond must be on file with the Head of School, or designee. If the bond has been requested but not confirmed, a copy of the request form must accompany the application for sanctioning. Once the bond has been received, a copy of the bond must be filed with the appropriate School official. The treasurer of an organization whose total revenues are less than six thousand dollars (\$6,000) is not required to be bonded.
- h. At the end of each year the organization will provide a financial report to the Head of School, or designee, which must include the beginning balance, funds raised, funds expended and the ending balance. A report on how the funds were raised and expended is also required.

B. Safeguards

1. After a conference with the officer(s) of a sanctioned organization, the Head of School may recommend to the Board that sanctioning be withdrawn. Any decision of the Board to withdraw sanctioning is final and cannot be appealed.
2. No organization or association sanctioned under this policy shall publish or otherwise publicly indicate in any manner that it has been sanctioned by the School under this policy.

C. Non-Sanctioned Organizations

Organizations that are not sanctioned by the Board may continue as a supporting organization, but all monies must be processed through the Student Activity Fund. These organizations shall be subject to all such rules and regulations pertaining to the School Activity Fund.

Adopted: _____

LEGAL REFERENCE: 70 O.S. 1996 § 5-129.1

POLICY A-013
DISTRIBUTION OF OUTSIDE MATERIAL

No print materials from outside organizations may be distributed at the School without approval by the Head of School or designee. Individuals and organizations wishing to distribute materials are required to fill out the Request for Distribution/Posting of Printed Materials form which can be accessed via the School's website. The Head of School or designee will provide a signed approval form for those materials that are approved for distribution. The School will distribute only approved materials.

The following materials will **NOT** be approved for distribution:

- material primarily of a religious or political nature,
- advertising for commercial purposes,
- material that may disrupt the educational process,
- material that may violate the rights of others,
- material that is libelous or defamatory,
- material that appears to display or promote unlawful products or services,
- anything obscene, vulgar, or indecent, or
- anything that, in the discretion of the Head of School, is contrary to the mission, purpose or values of the School.

By approving the distribution of written materials by outside organizations, the School and the Board of Education are NOT endorsing, supporting, or advocating the content of the material.

Distribution to Students

The intent of this policy is to ensure students are not exploited by the promotion of non-school related activities or commercial enterprise. Therefore, the Head of School or designee will not approve any attempts by outside agencies, profit or non-profit, to exploit students of the School through the use of commercial advertising or fundraising campaigns. Some advertising and sales, when in connection with school-related activities, can be beneficial to the School and its students. Therefore, advertising and book sales may be permitted in the School if they are directly related to approved school clubs or related activities that benefit the School's students. Such activities may include (but are not be limited to) school newspapers, yearbooks, athletic clubs, cheerleading clubs, YMCA, and scouting activities.

All school-sponsored fundraising projects that have been approved by the Board or the Head of School will be considered permissible. Fundraisers must be approved by the Head of School or designee.

Non-profit organizations requesting to distribute information to students will generally be approved, so long as the content of the printed materials is appropriate, potentially useful or of benefit to the students, and does not violate the criteria listed above. For-profit organizations will generally not be allowed to distribute materials to students unless they serve a School purpose (such as school pictures or other services).

Distribution to Staff

Non-profit organizations requesting to distribute information to staff will generally be approved, so long as the content of the printed materials is appropriate and follows the guidelines previously listed in this policy. For-profit organizations will be generally be approved to distribute materials to staff members if

the content is of direct benefit or cost savings to employees. Such benefits may include, but not be limited to, educator discounts, special sales, and professional development opportunities.

Adopted: _____

POLICY A-014
OPEN RECORDS POLICY

The Board recognizes the purpose of the Oklahoma Open Records Act to ensure and facilitate the public's right of access to and review of government records. The Board designates the Head of School as the person to be available at all times during regular business hours to receive requests for public records. The Board authorizes the Head of School to designate a person to process open records requests submitted to the School. The Board authorizes the Head of School to ask information of the person requesting the records to determine if a search fee should be charged because the request is for a commercial purpose. The Board directs the Head of School not to charge more than \$0.25 per page for copies. The Board directs the Head of School not to charge a fee when the release of records is in the public interest, including, but not limited to, release to the news media, scholars, authors, and tax payers seeking to determine whether those entrusted with the affairs of the government are honestly, faithfully, and competently performing their duties as public servants.

Attached is a Sample Open Records Request. The Board directs the Head of School or designee to require a written request to be submitted prior to any public records being released so that a log of such information is maintained by the School.

Adopted: _____

POLICY A-017
24/7 SMOKE FREE/TOBACCO FREE ENVIRONMENT

Smoking, distribution, and the use or possession of tobacco or tobacco products or paraphernalia used with tobacco and tobacco products is prohibited on Western Gateway School property, in school vehicles, or at or going to or from any school-sponsored or authorized function.

This ban on the use of tobacco products will be in effect 24 hours a day, seven days a week, and will apply to all students, employees, visitors, and anyone providing service to the School.

Additionally, students are prohibited from possessing or distributing tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Employees are prohibited from use or distribution of tobacco products or simulated tobacco products in school buildings, on school grounds, in school-owned vehicles, and at all school affiliated functions on or off school campus.

Definitions:

1. "School Property" is defined as all property owned, leased, rented or otherwise used by the School, including but not limited to the following:
 - All interior portions of any building or other structure used for instruction, administration, support services, maintenance or storage.
 - All school grounds over which the school exercises control including areas surrounding any building, playgrounds, athletic fields, recreation areas and parking areas.
 - All vehicles used by the School for transporting students, staff, visitors, or other persons.
2. "Tobacco" is defined as cigarettes, cigars, pipe tobacco, snuff, chewing tobacco and all other kinds and forms of tobacco prepared in such manner to be suitable for chewing, smoking, or both.
3. "Simulated Tobacco Products" are defined as products that imitate or mimic tobacco products, including, but not limited to cloves, bidis, kreteks, and vapor smoking with/without nicotine.
4. "Use" is defined as lighting, chewing, dipping, inhaling, or smoking any tobacco as defined herein.

Advertising of tobacco products on School property, School publications, and video-TV productions is prohibited. This prohibition also includes gear, paraphernalia, clothing, etc. that display and/or promote tobacco products.

Signs will be posted in prominent places on school property to notify the public that smoking or other use of tobacco products is prohibited. The success of this policy will depend on the cooperation and consideration of smokers/tobacco users and nonsmokers/tobacco users. All individuals on school property share in the responsibility for adhering to and enforcing this policy. Those found in violation

will be informed that they are in violation of Board of Education policy, and in the case of tobacco and/ or tobacco products, state law. Any individual who observes a violation on school property may report it in accordance with the procedures listed below:

Students - Any violation of this policy by students will be referred to the Head of School or designee. Site administrators shall inform both students and parents that failure to comply with the policy may result in confiscation of paraphernalia and/or suspension from classes and school activities.

Employees - Any violation of this policy by any employee or contractor of the school will be referred to the Head of School or designee. Continued violations will constitute willful neglect of duty and will be dealt with accordingly based on established policies and procedures for suspension, demotion, dismissal, and non-renewal of employee, and/or termination of contract rights.

Visitors and General Public - Visitors who are observed smoking or using tobacco products on school property will be asked to refrain from smoking or using tobacco on school property. If the individual fails to comply with the request, such violation of policy may be referred to the Head of School or designee. The Head of School or designee shall make a decision on further action that may include a directive to leave school property. Repeated violations may result in a recommendation to the Head of School or the Board of Education to prohibit the individual from entering school property for a specified period of time. If deemed necessary by the Head of School, local law enforcement officials may be called upon to assist with enforcement of this policy with regard to removal of violators of this policy.

Adopted: _____

POLICY A-019
NON-DISCRIMINATION POLICY

In furtherance of the Mission of Western Gateway Elementary School (the “School”), it shall be the policy of the School’s Board of Education (the “Board”) to prohibit discrimination based on race, color, religion, national or ethnic origin, age, sex, sexual orientation, gender identity or expression, genetic information, socio-economic status, mental or physical disability, veteran status, citizenship, family and marital status, or any other status protected by federal, state, or local law. In addition to the classes identified above, the School shall also not discriminate against a student for enrollment purposes based on proficiency in the English language or measures of achievement, aptitude, or athletic ability.

This non-discrimination policy shall apply to members of the Board, teachers, staff and students of the School. A copy of this policy shall be distributed to Board members, teachers, staff, parents, and students.

The Board’s intent with this policy is to foster an environment that is inclusive and welcoming for all students, parents, staff, volunteers and members of the community.

Adopted: _____



OPEN RECORDS REQUEST FORM

Name of Requestor*

Email*

Phone*

Company (if any)

Address

City, State, Zip

Purpose of Request: ☐ Commercial ☐ News Media ☐ Scholar/researcher ☐ Author ☐ Local Resident ☐ Other

***Required**

Description of Request:

Be as specific as possible, including names, dates, types of documents, etc., if known. Supply additional sheets, if necessary.

Records requested as:

☐ Electronic records by email

☐ Paper copies (\$0.25/page)

Possible fees: 1) \$0.25 per page will be charged for each document copied or faxed. 2) Copies provided on a flash drive are \$5.00 per drive. 3) Additional fees (\$0.30 per minute) may apply if the request is solely for a commercial purpose or causes an excessive disruption, as determined by the Head of School. 4) Payment may be required in advance of release of records. 5) If resources allow, a fee of \$7.25 per quarter hour will be charged to create a record when the data does not exist in the format requested. 6) A handling charge of \$4.00 for mailing or shipping (plus postage) may apply. Fees may be waived when release of records is in the public interest.

Records requiring legal review may require approximately 30 business days to be completed. All other requests for records will be completed within approximately 7 business days.

By executing this form, Requestor agrees to the provisions described.

Requestor Signature:

Date:
