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Clyde Howell Early Childhood Center

45 E. 12th Street
Edmond, OK 73034
(405) 340-2960

Dear Clyde Howell Students and Parents,

Welcome to Clyde Howell Early Learning Center! Clyde Howell is an outstanding school not only because of our dedicated staff, but also because of the support and cooperation of our students and parents. Our school is a place where people care for, respect and trust one another and our goal is that each student receives the kind of education best suited for him or her based on their individual needs.

Clyde Howell offers students a school home that is specifically designed for early childhood education. We have a staff that fosters a nurturing and loving environment and we will strive to give your child a balanced and strong foundation of emotional, cognitive and physical skills in a safe atmosphere.

This handbook has been prepared for you and your family so that you will know more about Clyde Howell and become more familiar with the basic guidelines of the Edmond Public School district. Please read the information included so that you and your family will be aware of the district and school policies and our school procedures.

Your visits, suggestions and questions are welcome. The entire staff of Clyde Howell looks forward to working closely with you and your children!

Sincerely,

Teri Cowden-Draper

Principal

(405) 726-3400



Clyde Howell Faculty & Staff

Teri Cowden-Draper

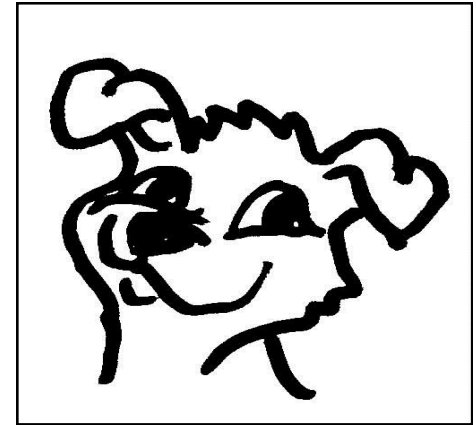
Principal

Allison Morris

Counselor

Joan Rogers

Secretary



1/2 Day Pre-K Teachers

Alicia Behrens—Teacher

Allison Harris—Teacher Assistant

Susan Foster—Teacher

Christa Cowan—Teacher Assistant

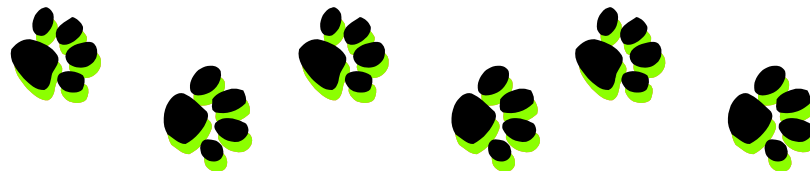
Extended Day Pre-K Teachers

Tracee Potter—Teacher

Carla Perry—Teacher Assistant

Julie White—Teacher

Margie Hall—Teacher Assistant



General Information

1. All visitors must report to the office and sign in with the Lobbyguard to receive a visitor's badge.
2. The door to the school remains locked during the school day. Please push the bell for admittance.
3. It is important for parent to notify the office any time there is a change of address or a new phone number for home or work. Keeping enrollment cards updated is a necessity.
4. The Edmond Schools District makes accident insurance available to students. The school system is not financially responsible for the cost of any accidental injury occurring from a school activity. The insurance is offered as a convenience. Enrollment forms for insurance are made available at the beginning of the school year and in the office.
5. When moving, please contact the office ahead of time so withdrawals can be properly processed.
6. Oklahoma Law (Section 24-102 of Title 70) states "Pupils shall not have any reasonable expectation of privacy towards school administrators or teachers in the contents of a school locker, desk, or other property. School personnel shall have access to school property in order to properly supervise the welfare of pupils."

School Hours

Half Day Program

AM 8:25-11:05 PM 12:15-2:45

Extended Day Program

8:25-2:45

AM Class Arrival

Children should come inside the school building and sit in the Pup room with their class. For everyone's safety we will provide a visual cue that a staff member is on duty and ready to supervise your child. A decorative flag will be placed outside the building at 7:55. No one should be allowed to leave their car until the flag is in place, since that would mean no one is on duty to supervise. If you arrive after 8:20, there is no teacher on duty. You will need to park your car and walk your child into the building. Students that arrive after 8:25 are counted tardy. Parents will need to walk them in and sign them in at the office. (We really recommend arrival no earlier than 8:15 since it is a long time for a 4yr old to sit and wait.) **A map will be provided.**

AM Class Dismissal

*Dismissal of classes will be at 11:05. Children will receive a colored tag that designates their plan to get home each day. The tag should be attached to their backpack and kept there the entire year. We hope this will help all teachers quickly identify your child's plan for getting home. Please be on time each day. Children tend to get concerned when they don't see their car waiting for them. If your child's plan for getting home changes please write a note or call the office to inform us of the change by 10:55 or else we will assume the usual plan is to be followed. We will escort the children out to the front of the school to meet their car at 11:05. We will have colored poles designating a place to load each child. The children will be directed to a pole, if you will pull up a teacher will help your child into their car. Please remain inside your car to keep the line moving. You will receive a name card that should be placed in your front passenger windshield so that teachers can identify you and release your child. The name card should be used everyday for identification. Please be patient! Dismissal will get faster as we learn to recognize faces and cars. A map will be provided. For the safety of all, children will **only** be released through the car line procedure. In an extreme emergency, parents have the option to

come inside the building and check their student out as long as it is before 10:55.

PM Class Arrival

Children should come inside the school building and sit in the Pup room with their class. For everyone's safety we will provide a visual cue that a staff member is on duty and ready to supervise your child. A decorative flag will be placed outside the building at 11:50. No one should be allowed to leave their car until the flag is in place, since that would mean no one is on duty to supervise. If you arrive after 12:00, there is no teacher on duty. You will need to park your car and walk your child into the building. Students that arrive after 12:05 are counted tardy. Parents will need to walk them in and sign them in at the office. A map will be provided.

PM Class Dismissal

*Dismissal of all classes will be at 2:45. Children will receive a colored tag that designates their plan to get home each day. The tag should be attached to their backpack and kept there the entire year. We hope this will help all teachers quickly identify your child's plan for getting home. Please be on time each day. Children tend to get concerned when they don't see their car waiting for them.

Birthday Celebrations

If your child's plan for getting home changes please write a note or call the office to inform us of the change by 2:35 or else we will assume the usual plan is to be followed. We will escort the children out to the front of the school to meet their car at 2:45. We will have colored poles designating a place to load each child. The children will be directed to a pole, if you will pull up a teacher will help your child into their car. Please remain inside your car to keep the line moving. You will receive a name card that should be placed in your front passenger windshield so that teachers can identify you and release your child. The name card should be used everyday for identification. Please be patient! Dismissal will get faster as we learn to recognize faces and cars. A map will be provided. For the safety of all, children will only be released through the car line procedure. In an extreme emergency, parents have the option to come inside the building and check their student out as long as it is before 2:40.

One of the biggest days of the year for any four year-old child is their birthday. With that in mind each class at Clyde Howell celebrates and recognizes each child's birthday in a special way. If you would like to send a snack for that special day you are welcome to do so. We ask that the snack be something that the children can serve themselves at the snack center. This will keep our routine and schedule intact. Also, please talk with your child's teacher to schedule a day to send the treats. We try to keep our snacks within the guidelines of [Edmond Public Schools Healthy Food Policy](#). **NO CUPCAKES PLEASE!!**

Out of respect for cultural differences represented at our school, **no student shared treat/trinket bags** will be used as a part of our celebrations.

It is school policy that birthday invitations are **not** to be distributed at school. A class directory will be sent home in September. Invitations can be mailed from that list.

We try to encourage the children not to talk about birthday parties at school. This helps us guard against hurt feelings among children who were not invited or who could not come. Thanks for your help in adhering to these procedures. It will help us all have happy school birthday memories.

Child Restraint Law:



Regardless of a child's seating position in a vehicle, children under six (6) years of age shall be protected in a properly installed child passenger restraint system, and children six (6) through twelve (12) years of age must be protected by use of either a properly installed child passenger restraint system or a safety belt.



Home Literacy Program

Each family will be expected to participate in home literacy activities. Studies show reading to a child is the single most important activity for building knowledge for their future success in reading.

The district's policy states that each child will spend 20 minutes per day in a literacy activity at home. Please keep in mind that a young child has a very short attention span and that you might need to break up their time spent in literacy activities into 10 minute blocks throughout the day. Spending time reading with your child is very important, but don't feel that reading is the only activity that contributes to literacy development. Use time spent in the car by singing rhyming songs, hunting for letters on signs etc. Have fun together enjoying literacy.

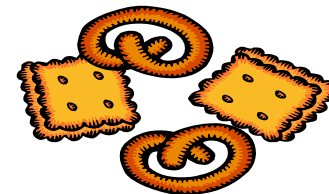


Snacks

Research has found that to facilitate optimum learning young children need to have a healthy snack between meals to fuel their bodies and brain. With this research in mind each child will be encouraged to daily prepare a snack during work time at the snack center. As this center the child will read and follow the directions in order to prepare their own snack. This activity will not only be fun and tasty but also utilize skills in math, science, language, and socialization. As you can see it will be an important part of our curriculum.

In order to have the ingredients for these snacks we will send a note home with each child monthly with the items requested and the date it is needed. You may prefer to go ahead and send the item at that time or wait until the week it is needed. If at anytime sending an item is a problem, please let your teacher know so other arrangements can be made.

As you can imagine, this would be an expensive activity if just a few parents participate. We have found if everyone participates and sends one item a month it will be relatively inexpensive and beneficial activity for your child.



Festival Volunteer Procedures

We will have four special events throughout the year, Fall Festival, Winter Party, Friendship Festival, and Beach Day, that require the use of parent volunteers to provide supervision and assistance to our students. Once assigned a station, it is important that parents remain at that station to be able to interact with the children that come to do the activities.

We know that many have babies, toddlers, and other children that you might like to have with you. However, our experience with these events has shown us that it is a difficult day for us to have extra children in the building. We respectfully request that you **do not bring any other children to Clyde Howell for these scheduled events.** The amount of movement by our students during these events makes for a crowded and busy environment. So, it is best for safety of all that we not have extra children at school during these activities.

Thank you for your assistance with this matter and your understanding of our needs for a safe school day.



Extended Day Lunch Information:

- Lunch will be served around 11:15 in each extended day program classroom.
- School lunch may be purchased for your child.
 - *The price of a hot lunch with milk is \$2.85. Milk can also be purchased separately for 50 cents.
 - *Free and reduced lunch option is also available upon approval when form is completed and returned.
 - *Parents have the option to pay on line at our school website.
 - *Money can be added to your child's lunch account by sending check or cash to Joan in the office on Mondays only.
 - *Lunch menus will be sent home monthly in Friday Folders and will be posted on our website.
- Students may bring a lunch from home.
 - *Keep in mind there will be no refrigerator space available for student's lunches from home.
 - *Using child friendly packaging will be helpful.
 - *Please include any eating utensils your child will need to enjoy their lunch.
 - *Please keep in mind healthy eating as you pack your child's lunch.