

# General Information

- 1. Visitors:** Parents are welcome to visit the school. All visitors should report to the office, sign in with Lobby Guard, and receive a visitor badge. If visiting a classroom, we ask that you make prior arrangements (24hrs) with the classroom teacher.
- 2. Money:** Students should not bring money to school unless it is for lunches, book fair, or for a school request.
- 3. Emergency:** It is important for parents to notify the office any time there is a change of address or a new phone number for home or office. It is necessary to keep enrollment information updated in the event of an illness or injury. It is very important that emergency numbers be provided.
- 4. Insurance:** The school system is not financially responsible for the cost of any accidental injury occurring from a school activity. This insurance is offered as a convenience.
- 5. Identify:** Please mark all lunch containers, backpacks and clothing with the name of the owner. Unclaimed items collected in Lost and Found will be given to a local charitable organization at the end of each semester.
- 6. Birthdays:** Personal party invitations should not be distributed at school. Special meals/luncheons/parties should occur on weekends or after school hours, not on school grounds. Children who are not included have their feelings hurt. Ida Freeman cannot accept deliveries of gifts, flowers, candy, etc. for students. Those should be delivered to students' homes.
- 7. Telephone:** A telephone in the office is available to students for emergency use only. Students must have a phone pass from their teacher before using the phone. Students are asked to make after school plans prior to coming to school.
- 8. Inside Recess:** Students must have notes from parents due to illness or injury to remain inside during recess. The child will be allowed to read/work quietly in the cafeteria or media center during the recess.
- 9. Edmond District Information:** The Edmond School Board Policy Book may be reviewed at any time on the district website at [www.edmondschools.net](http://www.edmondschools.net).
- 10. Dangerous Weapons:** Guns (including pellet or B.B., facsimiles of guns including cap, toy, or water, knives and other dangerous weapons are prohibited in Edmond Public Schools. (See Dangerous Weapons Policy).
- 11. Misc. Items:** Students may not bring toys, trading cards, electronics, balls, etc. to school at any time. If brought, these items will be held in the office for parents to pick up.
- 12. Student Property Search:** (Section 24-102 of Title 70) gives school administrators and teachers the right to examine the contents of student lockers, desks, or other property in order to properly supervise the welfare of pupils.
- 13. Textbooks:** Textbooks are available for student use. If a new textbook is lost or damaged during the first year of use, the full price of the book will be assessed. If it is not a new book, 75% of the full price will be assessed.
- 14. Pets:** No animals or pets should be brought to school without prior permission from the principal. Pet visits should occur outside in consideration of children with allergies.
- 15. Meetings:** The building is available for Brownie and Cub Scout meetings after school. You must check with the school office to schedule a meeting time and day and to complete a facility usage agreement.
- 16. Field Trips:** Field trips are considered a privilege. Students must meet classroom behavior expectations to attend. Refunds will not be given for any reason when students do not attend.
- 17. Fundraisers:** Students are not allowed to sell anything at school for personal gain. Permission from the administration must be received before participating in fundraising projects that are not for the school.