

2025-26 Elementary Handbook

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GENERAL INFORMATION

Principal: Ashley Fulmer

Secretary: Ashley Hall

Elementary Office Phone Number

(479) 839-2236

Elementary Office FAX

(479) 839-2291

School Website

westforkschools.org

School Instructional Hours

7:50-3:10

Breakfast Times

7:20-7:45

ARRIVAL AND DISMISSAL

It is very important for the classroom teacher to know what your child's afternoon routine will be. If the departure routine is going to be changed: send a note to the classroom teacher or call the office before 2:00 pm. If there is no communication from a parent or guardian, the student will be expected to leave the school in the regular way. This is for his/her protection, and your cooperation will be appreciated. All student transportation changes should be made before 2:00 pm.

CAMPUS VISITORS

Parents/Guardians are always welcome at our school and every effort will be made to satisfy their needs. However, it is essential that visitations do not disrupt the educational process at West Fork Elementary School. A parent or an adult visitor must check in at the principal's office and request permission before they are allowed to visit the elementary school. A valid ID will be required to enter the building. (See District Policy 4.16) The visitor will receive a visitor sticker to proceed into the building.

DRESS

Students need to wear appropriate clothing to school. West Fork elementary staff members can ask the student to change clothing items that are inappropriate. Inappropriate clothing includes but is not limited to:

- Students are prohibited from wearing while on the school ground, during the school day and at school-sponsored events, clothing that exposes underwear, buttocks, or the breast of a female (State Law 835 of 2011).
- No hats should be worn in the building. Winter caps can be worn outside during recess.
- Clothing with holes should not reveal inappropriate skin or expose undergarments
- Clothing should cover midriffs at all times.
- Clothing which by color, design or symbol is deemed suggestive, racist, violent, or vulgar or is interpreted as promoting tobacco, drug, or alcohol use, is not to be worn to school. This includes clothing that displays insignias such as Confederate Rebel flags, swastikas, or gang symbols.
- No bare feet in the interest of safety and hygiene (Health Code)
- No shoes with rollers (Heelys)
- Students are prohibited from wearing blankets or flags. Students should reach out to the counselor if they need warm clothing.
- Articles of clothes that cover parts of students' eyes or face are prohibited, except for those worn for religious reasons, which will be accommodated upon appropriate request.

PARENTAL CONCERNS

If a parent/guardian has a concern over any matter, the parent is encouraged to first, by appointment, address his or her concern with the teacher or staff member involved if applicable. If the concern is not resolved after the initial consultation with the teacher or staff member involved, the parent should then contact the principal for further discussion and resolution. If the concern is with the principal, the parent/guardian is encouraged to address the matter first with the principal before contacting the superintendent of schools. If the concern is a more general concern, the parent is encouraged to contact the principal, assistant principal, or counselor.

MESSAGES/TELEPHONE USE

Messages from parents involving medical problems or emergencies will be relayed to students after the message is given to the office. Other messages will be given to students near the end of the school day. Students will not be called out of class to come to the telephone. If you wish to speak to a teacher, leave your name and number and he/she will return your call.

EARLY CHECK OUTS

When picking a child up early for a dental or doctor's appointment, please plan on allowing enough time for the student to be excused from classroom activities, to pack necessary belongings, and to gather the day's assignments and homework. We ask that early dismissals be kept to a minimum so that there is as little disruption to the school day as possible. For the child's safety, the teacher will not release a child who has not been properly checked out through the office. Frequent late arrivals and/or early dismissals are disruptive to a child's education and are discouraged. Changes in transportation home or early pick-up from school may not occur within 10 minutes of building dismissal time, unless it is an unavoidable emergency.

ABSENCES

If your child is absent, please notify the office on the day of the absence, and send a note stating such absence the day they return. The school will use the Blackboard Connect system to call all student's parents that are marked absent each morning. District Policy 4.7WF - ABSENCES can be found in its entirety in Section II of this handbook.

If your child gets sick during the school day the nurse will call a parent to pick up. Please make every effort to pick your child up as quickly as possible. Leaving a child in the nurse office for an extended amount of time exposes more staff and students to the illness.

BEFORE SCHOOL DROP OFF AND AFTER SCHOOL DISMISSAL OF CHILDREN THAT DO NOT RIDE A SCHOOL BUS

Morning drop offs and afternoon pickups of children at the cafetorium can be done by entering the campus from the south and moving in a northerly direction. Please, in both the morning and afternoon drop offs and pickups, pay attention to the adults performing duty and follow their directions. Children should not be dropped off before 7:00 in the morning and picked up before 3:30 each afternoon.

SCHOOL CANCELLATIONS

If it should become necessary to close school because of snow and ice, the following stations will be notified by 6:00 a.m. Please do not call school administrators.

Social Media, Television KFSM - Channel 5, KNWA - Channel 9, KHOG - Channel 7

Additionally, the school will notify parents of closings using the District's automated Blackboard Messaging system.

SECURITY

Maintaining a safe and secure environment is of paramount importance at West Fork Elementary School. All doors are locked during the day and the only access point is at the office door on the east side of the building. A parent or an adult visitor must check in at the principal's office and request permission before they are allowed to visit the elementary school. A valid ID will be required to enter the building. (See District Policy 4.16) The visitor will receive a visitor sticker to proceed into the building.

ELEMENTARY SCHOOL PARENT TEACHER ORGANIZATION

The West Fork Elementary PTO actively supports the elementary school through fundraising, as volunteers, and by sponsoring special events. All parents are invited to join the Elementary PTO.

LIVE ANIMALS AND INSECTS

Approval from the teacher or principal must be obtained before bringing live animals or insects to school. If approval is gained, all containers must be plastic. Glass containers are strictly forbidden.

FOOD IN THE CLASSROOM

Predetermined school-wide sugar days are the only times that outside snacks/food can be brought and shared with other students in the classroom. These dates will be shared by your child's teacher. All food items that are shared with other students on the sugar days must be store bought and clearly labeled to ensure students' safety (food allergies). Do not send donuts, cupcakes, cookies, or sugary snacks, for the class on any day that isn't a sugar day; these items will not be distributed and will be sent back home.

If you choose to provide your student with a snack, it needs to be nutritious and contribute to the health and well-being of your child. Examples of healthy snacks include fruits, vegetables, whole grain crackers, cheese, yogurt, nuts, and seeds. Consumption of snacks will take place at the discretion of the teacher and should not interfere with the learning environment.

Students are permitted to bring only water as their beverage option in the classroom. Water bottles that seal/don't leak are highly preferred. Water fountains are accessible throughout the school for refilling reusable bottles. Alternative beverage options may be provided in a lunch box and are permitted for consumption exclusively during the designated breakfast and/or lunch period. Exceptions for medical needs must be supported by documentation from a healthcare professional. Glass containers are strictly forbidden.

LOST AND FOUND

Lost and found clothing is maintained on a coat rack by the library. Smaller items such as jewelry, glasses, etc. are kept in the office. Students finding articles not belonging to them are asked to take them immediately to the coat rack or to the office. Students are not to take items that do not belong to them. Any items remaining at the conclusion of the school year will be donated and/or disposed of.

VENDING MACHINES

Elementary students will have no access to any of the vending machines that are located in the staff workroom.

WEST FORK ELEMENTARY ELECTRONIC DEVICE POLICY

Electronic devices (including smart watches) must be silenced and phones must be stored in a student's backpack during school hours. Electronic devices may not be used to talk, take pictures, play games, record or text during school hours, including recesses and after school dismissal. If a student violates the electronic device policy, they will have the following consequences:

First Infraction - Students will have their device taken away and returned at the end of the day.

Second Infraction - Students will have their device taken and locked up in the office until the end of the day.

Third Infraction - Students will have their device taken and locked up in the office until a parent can come and retrieve it.

CARE OF BUILDING, GROUNDS, AND SCHOOL PROPERTY

Defacing or destruction of school property or facilities is strictly prohibited. Payment or item replacement will be required for any damage done. In addition, punishment may be assigned. Each student is encouraged to keep the school campus and classrooms as neat and orderly as possible in order that we may have a clean and presentable school. Trash cans are provided in each classroom and in the hall.

SCHOOL OR PERSONAL PROPERTY

The student, not the school, is responsible for damaged, lost, or stolen personal property. All personal property should be marked, especially items of clothing, such as jackets, coats, and other items of apparel that could be misplaced. All valuables, including, but not limited to purses, money, jewelry, and electronic equipment should be kept in a safe place when not in the student's possession. Students should bring only small amounts of money for items needed that school day and should keep this in their possession at all times. It would be in the student's best interest to leave all valuables at home as much as possible.

Students should not bring personal items to school that are not part of the academic learning for the day. Any personal item that becomes a distraction in the classroom can be confiscated by the teacher and only returned to the parents or guardian. No toys (this includes balls, trading cards, makeup, and stuffed animals) should be brought to school. Any items remaining at the conclusion of the school year will be donated and/or disposed of.

A student caught stealing or attempting to steal private or school property will be subject to disciplinary measures as well as making restitution for the stolen property. In addition, the school reserves the right to press criminal charges against the violator.

TITLE I SCHOOL

West Fork Elementary School has a school-wide Title I program. As a Title I school, we receive federal funds to help disadvantaged children meet challenging academic content and student performance standards.

WFES EXPECTATIONS FOR STUDENT BEHAVIOR

All West Fork Elementary School students are expected to:

1. Show respect and consideration for yourself and others,
2. Listen and follow the directions of all adults,
3. Respect all school and personal property,
4. Focus on learning and strive to do their best work, and
5. Work together to make WFES an exciting, fun place for learning.

Each teacher is able to establish the rules and procedures for his or her classroom. Students are expected to observe those rules and to respond promptly to the direction of your teacher.

The building administrator reserves the right to provide consequences for any inappropriate behavior not covered in preceding paragraphs. Expectations for student behavior will be clearly defined by the teachers in both the classrooms and in all common areas. Behavior that disrupts the learning process and/or does not support and benefit the overall school program and goals will not be tolerated.

PAWS	Hallway	Restroom	Cafetorium	Bus	Playground	Assemblies
P Prepare for Success	Go directly to your destination Chromebooks need to be closed and held with two hands.	Use the restroom and return to class	Stay in line; Hands to self; Line order	Get on and off the bus one at a time Be ready to get on and off the bus	Rocks and sticks stay on the ground Stop the swing before you get off Use equipment as intended	Raise your hand for questions at the appropriate time
A Act Respectfully	Keep voice at a zero noise level. Keep hands to yourself Quiet feet in the hallway. (Squeaking shoes, banging feet, etc.)	Respect privacy Speak softly One person in each stall Be fully dressed when you leave the stall	Stay seated/Ask permission to get up Speak softly Use manners (please, thank you, opinions about food, etc.)	Use kind words and actions Keep your hands to yourself and your feet out of the aisle	Stay off the fence Line up quickly when the whistle blows Use kind words and actions	Be quiet, active listeners and keep your eyes on the speaker Keep hands and feet to yourself
W Work Together	Hold the door open for the student behind you.	Tell an adult about a mess or issue Put paper towels in the trash can	Clean up messes/ask for help	Follow directions of the adult Help keep the bus clean	Take turns and share Adults will get equipment that is lost or goes over the fence Tell an adult when someone is hurt or might get hurt	Show good sportsmanship Stay with your class
S Stay Safe	Walk on the right side of the hallway. Classes walk in a single file line order.	Wash hands with soap for 20 seconds Put toilet paper in the toilet. Use only what is needed. Turn off the water	Food is to eat, not to throw Eat your own food Use napkins/ utensils properly Walk at all times	Stay in your seat & on your bottom Walk safely to the bus Walk in front of the bus when entering/exiting Keep all hands, feet, and objects inside the bus	Safe hands and feet Go down the slide feet first one at a time and exit quickly Keep a safe distance from the swings Get permission from an adult before you leave the playground	Sit on your bottom Stay seated until your teacher gives you directions

DISCIPLINARY INFRACTIONS AND CONSEQUENCES

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following.

1. Disrespect or insult or abuse of school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
2. Disruptive behavior that interferes with orderly school operations;
3. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
4. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
5. Possession or use of tobacco in any form on any property owned or leased by any public school;
6. Willfully or intentionally damaging, destroying, or stealing school property;
7. Use of electronic devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons;
8. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug,
9. Unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or
10. Other intoxicants, or anything represented to be a drug, and no “vaping” or found to be in possession of products that are related to “vaping”;
11. Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way;
12. Misusing medication or any medical supplies in their possession;
13. Inappropriate public displays of affection or engaging in indecent or immoral acts;
14. Cheating, copying, or claiming another person's work to be his/her own;
15. Gambling;
16. Inappropriate student dress;
17. Use of vulgar, profane, or obscene language or gestures;
18. Truancy;
19. Excessive tardiness;
20. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability (displaying inciting insignias such as “Confederate Rebel flags, swastikas, or gang symbols, etc. on clothing, hats, personal vehicle while on school property, etc.);

21. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
22. Hazing, or aiding in the hazing of another student;
23. Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, "throwing signs" or other gestures associated with gangs are prohibited;
24. Sexual harassment;
25. Bullying;
26. Possession of firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks;
27. Lying to school personnel; and
28. Operating a vehicle on school grounds while using a cell phone
29. Theft of another individual's personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Category I

1. Disrespect or failing to comply with their reasonable directions or otherwise demonstrating insubordination
2. Inappropriate public displays of affection
3. Use of vulgar, profane, or obscene language or gestures
4. Lying to school personnel
5. Horseplay
6. Copying work from another student.
7. Taking an object from another student without permission.

Category II

1. Willfully or intentionally damaging, destroying, or stealing school property
2. Truancy--Leaving the school or being in an area in which students are not assigned or instructed to be during the school day.
3. Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability (displaying inciting insignias such as "Confederate Rebel flags, swastikas, or gang symbols, etc. on clothing, hats, personal vehicle while on school property, etc.)
4. Sexual harassment
5. Scuffling- any actions leading up or that incite or provoke a fight
6. Bullying \- SEE BULLYING (4.43) in district handbook
7. Stealing another student's work and claiming it as own.

Category III

1. Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee
2. Fighting
3. Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual
4. Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, tobacco, inhalants, prescription or over the counter drugs, intoxicants, vapes, and e-cigarettes.
5. Misusing medication or any medical supplies in their possession;
6. Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form
7. Possession of firecrackers, smoke bombs, cherry bombs, or any other kind of fireworks
8. Theft of another individual's personal property

DISCIPLINARY POLICY

Behaviors that are disrespectful, disruptive, or unsafe must be addressed immediately. At West Fork Elementary, we work to address the problem, teach the misbehaving child how to appropriately handle the situation, and will provide an appropriate consequence. It is important to remember there is no one way to handle a situation as many different other factors are taken into consideration, including the surrounding circumstances, frequency of the infraction, the complexity of the behavior, and the needs of the child. The following will serve as the guidelines to address the behavior and promote positive social interactions.

The school setting is a great place for students to learn to Prepare for success, Act respectfully, Work together, and Stay safe. We begin discipline interventions at the least restrictive level and work up to more punitive levels if the misbehavior continues or poor choices are repeated.

Consequences for misbehavior may include, but are not limited to, the following:

- Reteaching of the expected behavior
- Time out and reflection sheet
- Loss of classroom privilege
- Redirection to another activity
- Restorative conversations
- Parent contact
- Check-in and check-out system
- Logical consequence (you break it, you fix it- you make a mess, you clean it up)
- Verbal or written apology
- Parent conference
- Referral to behavioral committee
- Development of a behavior intervention plan

Consequences for Category II & III & repeated Category I behaviors may also include, but are not limited to:

- Lunch Detention
- OSS (Out of School Suspension)
- Parent and student conference
- Referral to behavioral committee
- Counseling service referral
- Development of a behavior intervention plan
- Expulsion

The principal is authorized to modify the penalties set forth in the District's student discipline policies on a case-by-case basis.

DISCIPLINE GUIDELINE MATRIX

Matrix for Major Behaviors

This is a guide to note which consequences can be used for a specific behavior. Not all consequences must be used.

	Conferen ce with Student	Parent Contact	Loss of Privilege	Time Out in Designat ed Area	Lunch Detentio n	Restituti on	Referral for Counseli ng Services	Out of School Suspensi on
Alcohol, Drug, & Tobacco	●	●					●	●
Cheating / Plagiarism	●	●			●			
Chronic Disruptive Behavior	●	●	●	●	●			
Computer / Internet Abuse	●	●	●		●	●		
Fighting	●	●	●	●	●		●	●
Harassme nt Intimidatio n / sexual / racial / bullying	●	●	●		●		●	
Inappropri ate touching / display of affection	●	●	●		●			
Frequent Insubordin ation	●	●	●	●	●			
Language	●	●	●	●	●			

	Conferen ce with Student	Parent Contact	Loss of Privilege	Time Out in Designat ed Area	Lunch Detentio n	Restituti on	Referral for Counseli ng Services	Out of School Suspensi on
Physical Aggressio n	●	●	●		●			●
Theft	●	●			●	●		
Threat to individuals or school	●	●					●	●
Truancy / Skipping / Leaving	●	●	●		●			
Vandalism	●	●	●		●	●		
Weapons	●	●					●	●
Other	●	●						