

# Parent-Student Informational Guidebook



## Washington Elementary School 2023-2024

## Washington School - Staff Directory

PRINCIPAL	Ashleigh Benson
ASST PRINCIPAL	Sarah Geiger
SECRETARIES	Jennifer Ninness, Lisa Tallman
OFFICE ASST	Nick Ucci
AMERICORP	
KINDERGARTEN	Cari Beck, Amanda Deatherage, Michelle Kissing, Sonya Thompson
FIRST GRADE	Christy Johnson, Lauren Luce, Lori Mausey, Melissa Tanner
SECOND GRADE	Melissa McMurtry, Elizabeth Graff, Elizabeth Potocki, Paige Thornton
THIRD GRADE	Bailey Anderson, Emily Culbreth, Dawn Jackson, Michelle Kadela
FOURTH GRADE	Amber Fike, Amanda Osborne, Sally Pearce, Andy Randolph
FIFTH GRADE	Casey Holderfield, Travis Vickery, Robyn Reynolds, Madison Shoukletovich
SPECIAL EDUCATION	Vanessa Gerchkovich, Rachel Hatton, Melinda Leposky, Sandy Lipper, Katrina Pritchett, Daphne Thomas
TEACHING ASST	Amber Gower, Brenda Hess, Meredith Hutson, Stephanie Maz, Laura Jones, Ashley Yost
INTERVENTIONISTS	Elizabeth Mitacek, Heather Stepter, Holly Neal, Megan Thompson
SPEECH/LANGUAGE	Kelli Hunter, Lindsay Williams
GUIDANCE	Madison Presswood
PHYSICAL EDUCATION	B.J. Betz
TECHNOLOGY	Kerri Young
SCHOOL NURSE	Shelly Dunaway
MEDIA ASST	Amanda Tessone
KITCHEN STAFF	Beverly Baltzell, Kayla Bruce, Betty Byers, Briana Holland, Amanda Rodgers
SUPERVISORS	Gerald Baltzell, Gary Crosson, Helen Deaton, Deb Kaminski, Darlene Larocco, Chelsea Napier, Sherese Newton, Bethany Pickens, Steve Venable
CUSTODIANS	Jerrid Gwaltney, Jimmy Russell
ELEMENTARY MUSIC	Leah Browning
BAND DIRECTOR	Joel Kirby, Shay Henshaw
CROSSING GUARDS	Steve Venable, Gerald Baltzell, Gary Crosson
AFTERCATS	Chelsea Napier, Deb Kaminski, Helen Deaton

## MISSION STATEMENT

**Washington Elementary School's Mission is to prepare its students to be productive, caring, responsible adults who possess a desire for life-long learning. The dedicated teachers and staff are committed to meeting the learning needs of each and every child. By maintaining a collegial atmosphere, our teachers encourage one another to share ideas and be creative. In preparing students for the future, our teachers use a progressive curriculum that challenges students to meet high standards. Learning takes place in a safe, caring, and positive atmosphere. Students are taught all the fundamental learning areas to prepare them to function successfully in the Information Age through the use of research-based instructional methods. They learn to communicate, problem solve, use technology, work in teams, and make connections of important information and ideas within and among those learning areas. Parent involvement both in and out of school is encouraged and supported.**

## BASIC INFORMATION

### **FEES 2023-2024**

Student Breakfast:	\$2.25
Student Lunch:	\$3.25
Adult Breakfast:	\$3.00
Adult Lunch:	\$4.00

### **BEFORE SCHOOL PROCEDURES**

The Washington School Staff provides staff supervision beginning at 7:30 a.m. Parents are responsible for their child's care prior to this time. Students should not be dropped off at school until 7:30 am. PARENTS MAY DROP OFF THEIR CHILDREN AT THE STUDENT DROP-OFF AREA IN THE CUNNINGHAM STREET PARKING LOT. A crossing guard will be present to assist students and to direct traffic flow. Parents who wish to escort their children into the building should park in the Cunningham Street parking lot and walk their children to the building. Parents/Caregivers should not walk their child to the classroom. For the safety of all children, we have supervisory staff in the halls to direct and assist students.

### **STUDENT DROP OFF IS NOT ALLOWED ON MAIN STREET IN FRONT OF THE SCHOOL, STAFF PARKING LOT OR ON THE WEST BUS RAMP**

Students may eat breakfast between 7:30 - 8:05 AM. These students should walk directly to the cafeteria. Students not eating breakfast & entering the building between 7:30-8:05 must walk directly to Washington Gym. Washington Gym students will sit quietly on bleachers by grade level. At 8:09 students are dismissed from Washington Gym. Students eating breakfast in the cafeteria will be dismissed to their designated gym as soon as they finish eating. Students that arrive inside his/her classroom after 8:10 are considered tardy. See tardy policy.

### **AFTER SCHOOL PROCEDURES**

Please advise your child about after school arrangements **BEFORE** coming to school. Students experience uneasiness when they are unsure about these arrangements. If your child is to leave from school in a different way than usual, please inform the teacher **BY NOTE** that morning. Also, if your child is not riding the bus, please inform the teacher **BY NOTE**. If your child does not bring a note, and you are not at school when the bus is to leave, we will assume that your child is to ride the bus, and the student will be placed upon his/her designated bus. Parents may wait for their child outside, near the school entrance doors, but they should not enter the building for safety concerns. As in the morning, if you are coming into the building to pick up your child you should park in the lot on Cunningham Street and walk to the main building entrance along Main Street.

Parents may park and walk up to the school at dismissal. Parking lots are located along Cunningham Street. There is no parking on the north side of the building. This spot is designated for a staff parking lot and it is also part of the parent pick-up lane traffic pattern. Parents not parking must use the pick-up lane off Cunningham Street to pick

up their children. Our school has created this one-way pick-up lane to improve the safety of our children. Parents enter the pick-up lane through the north or south entrance of the Cunningham Street parking lot; following the traffic barriers through the parking lot into the one-way lane on the northeast playground. A crossing guard will be present to assist children and help direct traffic flow.

Cunningham Street should not be blocked by cars waiting to enter the pick-up lane. **This pick-up lane is a loading zone; the driver should remain in the car at all times.** If possible, have children enter your vehicle on the left side so they will not be exposed to the traffic on the right side. PARENTS ARE URGED TO DRIVE SLOWLY AND CAREFULLY AT ALL TIMES WHILE IN THE PICK-UP LANE. LOOK OUT FOR CHILDREN WALKING, RUNNING, OR RIDING BICYCLES!

Students are dismissed in an orderly manner by using three dismissal bells. At 2:55 PM all early bus riders and bike riders are dismissed. At 2:57 PM all walkers and students being picked up by private vehicles are dismissed. At 3:00 PM all late bus riders are escorted to Logan Gym. Bus students are to sit quietly while waiting for their bus to arrive. *All bus students are to listen for their bus number being called. Any student missing the bus will be sent to the office to phone his/her parents.*

**STUDENT PICKUP IS NOT ALLOWED ON MAIN STREET IN FRONT OF THE SCHOOL, STAFF PARKING LOT OR ON THE WEST BUS RAMP**

#### **STUDENT PICK-UP AT TIMES OTHER THAN REGULAR DISMISSAL**

For a student to be released from school other than at regular dismissal time, a note should be sent to his/her teacher who will send the student to the office when the parent or guardian arrives. The student must stay in the classroom until the pick-up person arrives. The student must be signed out by the parent or guardian. A valid reason must be listed on the sign out sheet. In case of an emergency please call ahead.

**No student will be released from school to any adult other than the custodial parent or guardian without the written or verbal permission of the parent or guardian. This policy is for your child's safety and protection. Photo ID may be required.**

#### **STUDENT RESIDENCY**

Students are required by law to attend a school in the district of residence. Students must reside with their legal parent/guardian within the boundaries of the Marion Community Unit #2 School District to attend public school tuition free. The District Parent-Student Handbook further clarifies this requirement. Inquiries can be made by contacting the Unit Office at 618-993-2321.

#### **ATTENDANCE POLICY**

The Illinois State Board of Education regulates the number of minutes each student must be in attendance each day. The district's attendance guidelines for half and whole day absences is based on the state's criteria. **The Williamson County State's Attorney has established the ACT NOW Program (Abolish Chronic Truancy Now). Parents have been prosecuted for failing to meet the Illinois laws regarding compulsory attendance.**

#### **ABSENCES - TARDIES**

**In accordance with state law, and as listed in the District Parent/Student Handbook the PARENT OR GUARDIAN IS REQUIRED TO CALL THE SCHOOL BY 10:00 AM EACH DAY YOUR CHILD IS ABSENT.** Please provide the following information: Your Name, Student's Name, Student's Teacher, and Reason

for Absence. If the call is not received, the school will attempt to contact the parent/guardian. By doing so, we know that your child is accounted for and something has not happened to him/her on the way to school. **IF CONTACT IS NOT MADE, A WRITTEN EXCUSE MUST BE PRESENTED WHEN THE STUDENT RETURNS TO SCHOOL. A physician's verification for frequent or extended absences (more than three days) may be requested. Any student absence for which the school does not receive a written valid excuse or no contact is made between the student's parents and the school indicating the reason for the absence, will be 'Unexcused Absence'.** Tardies are tracked by the Assistant Principal.

- a. 2 tardies during a month will result in a warning. Notification will be sent to the student's home.
- b. 3+ tardies during a month will result in a lunch recess detention. Notification will be sent to the student's home.
- c. An accumulation of 7 or more tardies during the **year** will result in contact made to State's Attorney Office for violation of ACT NOW.

Students are given an appropriate time to eat breakfast in the morning with multiple verbal and bell warnings to prepare for the beginning of the school day. Students who disregard these prompts will be considered tardy if they are not in his/her classroom at 8:10 AM.

### **PICKING UP HOMEWORK FOR ABSENT STUDENTS**

When your child is absent from school and you want to pick up homework, please indicate this to the attendance secretary when you call in your child's absence. The request will be given to the classroom teacher at that time. This gives the teacher time to gather homework. The homework will be in the office for pick up **after 3:15**. If your child is going to be absent for an extended time it is very important to contact the teacher in advance to prepare the necessary assignments.

### **BREAKFAST**

Breakfast begins at 7:30 a.m. and is served until 8:05 a.m. Students eating a school breakfast must be in their classroom by 8:10 to avoid being tardy. Students must report to Washington Gym for morning dismissal when finished eating. Please arrange family morning schedules to allow your child sufficient time to eat breakfast. Please do not drop off fast food breakfasts. Our cafeteria has its own food service.

### **LUNCH**

Our school lunches are served on the basis of a daily schedule, which is distributed to each child every month and listed on the school webpage. Lunch prices may also be found on the webpage. Students may pay by the week or month unless qualifying for reduced/free lunch program. Qualifying forms are available in the school office. Students may bring a sack lunch if desired. Students may purchase milk and fresh fruit in the cafeteria. Students are not to bring glass bottles or sharp objects in their lunch. **Please do not drop off fast food lunches – our cafeteria has its own food service.** Also, **DO NOT SEND SODA or CARBONATED BEVERAGES FOR SCHOOL LUNCH.** Problems arise with the handling of such drinks and a healthier drink during the school day is more appropriate for your child.

For your child's assistance and safety, supervisors are on duty to help students. We ask that all students respect the lunchtime rules/expectations and adults. Safety is our number one concern during lunch and on the playground. Playground and Cafeteria rules and expectations are displayed in the cafeteria and will be discussed frequently with students as part of PBIS. If you have any questions or concerns, just ask.

### **PLAYGROUND ACTIVITIES**

Students in K-2 are assigned to use the grassy playground on the West side of the building. Intermediate grades 3-5 use the rocky playground on the Northeast side of the building during playground time. Students know which playground to use or whether to go out or not through the use of a flag system. Flags are placed in the middle of A-Hall and at the corner of B and C Halls. A red flag indicates the students are not to go outside. A yellow flag indicates the west playground is muddy or wet and unsuitable for use (Off Limits). K-2 students may be assigned to the rocky playground or they may be assigned to their classroom. No flag indicates students are to report to regularly assigned playground. We have a high regard for physical activity and socialization with peers; we rarely stay inside with the exception of extreme cold (below 32 degrees) or inclement weather. Even in cooler weather, students should dress appropriately and bring a coat to school.

Students unable to play outside for a physical or medical reason must bring a note from home explaining the condition. The student's name will be placed on a list of students who are to be supervised inside during the lunch play period. Due to safety concerns and supervision needs, students must bring a doctor's note for inside placement beyond two school days.

### **FOOD SERVED AT SCHOOL ACTIVITIES**

No homemade food items will be distributed to students during regular school hours. Cookies, cupcakes, fresh fruit, and other prepackaged and/or items made in a certified commercial kitchen are suggested.

### **SCHOOL VISITORS**

Washington School encourages parents to visit the school and participate in school activities. We also encourage parents to volunteer time in one or more of our many parent volunteer programs mentioned in this information booklet. However, we also recognize the importance of maintaining a safe environment for our students and staff. **All visitors are required to obtain a visitor's pass in the office. You will be required to state your name and reason for visiting. Photo ID may be required.** By having the visitor's pass, staff members will know you have been authorized to be in the building. Staff is informed not to meet with anyone unless they are shown a visitor's pass. Parents that want to discuss complex issues or have a concern should make an appointment for a conference with their child's teacher. It is not appropriate for a teacher and a parent to discuss private affairs in the doorway of a classroom while students are present or need to be supervised. Student visitors are not permitted. Communication between students and visitors from the street/car is strictly prohibited. Keep in mind that supervisors have NO IDEA if you have good intentions with children on the playground. They strictly enforce the visitor policy on the playground and with passing and/or stopped cars near the playground.

### **LOCKERS**

Students in B and C Halls will be assigned lockers to be shared with another student. No locks are permitted. The locker is to be kept clean inside and outside. Please limit the amount of large, bulky items that students might store in their locker. Lockers are not to have any stickers, decals, or other permanent decorations attached to them. Students are not to keep money or valuables in their lockers. Students must stay out of all lockers not assigned for their use. School officials may search lockers at any time.

### **MESSAGES/ TELEPHONE USE**

During the day, we realize an EMERGENCY may arise, and there may be a need to give your child a message. Students will not be taken from class for telephone calls. Please be assured that your message will be given to your child. However, **it is very difficult to get messages to students after 2:30 p.m.** Several students ride early busses or are in preparation for dismissal. **Students are not allowed to use cell phones during the school day. Cell**

**phones must be turned off and stored out of sight upon arrival (this includes before school in Washington Gym).** The school is not responsible for lost, broken, or stolen cell phones.

### **ILLNESS**

If your child becomes ill during the school day or has a temperature of 99.9 degrees or higher, a parent or designated emergency contact will be notified. We **rely upon the emergency numbers** written on your child's enrollment form. Please be sure there are **at least two** alternative local numbers in case of illness or emergency. Additional telephone numbers are helpful. *If these numbers change during the school year, notify the school office and/or your child's teacher immediately.* **\*\*Students should be temperature free for at least 24 hours prior to returning to school.** Please do not give your student Tylenol for a fever and send him/her to school. Medication may mask symptoms and expose other children to a contagious illness.

### **MEDICATION**

Parents are encouraged to work with their child's doctor to adjust prescription medication schedules to avoid school hours. Only students on **continuous prescription medication** may bring it to the school's nurse. A form must be completed by a parent/guardian and be on file in the nurse's office prior to dispensing. Arrangements must be made with the school nurse. In most cases, medication will be administered by the school nurse. On a rare occasion, medication may be dispensed by a teacher, secretary, or principal. Only prescription medication in the **ORIGINAL** bottles will be kept at school.

For our student's safety, if your child needs cough medicine, Tylenol, rash ointments, etc., it must be brought to school and administered by a parent/guardian. We may only administer over-the-counter medications with a written notice from a physician.

### **HEAD LICE**

Marion Unit No. 2 School District has adopted a nit/lice-free policy. Any child found to have lice/nits (lice eggs) will be readmitted to school only after being treated and after being checked by the school nurse and/or other trained personnel and the student is found to be lice and nit-free (egg free). Checks occur on a regular basis.

- An adult must accompany the child to the re-admittance in case he/she must return home for further treatment and/or nit removal.
- Re-admittance checks will be from 8:00 a.m. – 9:00 a.m. each morning. An appointment should be made by contacting the school nurse.
- State agencies may be notified if parents/guardians/emergency contacts are not available to pick up the student or do not follow the policy on accompanying the student to the re-admittance check.
- A student may not be sent to school on the bus until he/she has been checked and is cleared to return to school by the medical/trained personnel.
- A student will be allowed up to two (2) consecutive calendar days of excused absences per incident for head lice. Any school days that occur after these two (2) calendar days have expired will be counted as "unexcused" days until the student returns to school and is cleared of head lice.
- The truant officer may be notified if a student has absences due to head lice for 5% or more of the days enrolled or after the third occurrence during a school year.

### **GIFT DELIVERIES**



Student gifts from local florists and gift shops **should not** be sent to Washington School. These items (flowers, balloons, candy, cupcakes, sweet treats, and other similar items) create a disruption to the educational process and can pose a transportation risk.

### **PERSONAL ITEMS**

Educational effectiveness and a positive school climate are important. Certain items are not permitted because they create a distraction, affect student attitudes or behavior and/or cause harm. Such items may include but are not limited to toys, electronic devices/games, animals, tradable items, water guns, cap guns, nerf guns, any type of knife or item that may cause a disruption to the educational process. ***Look-alike weapons are strictly prohibited on school grounds and consequences will be enforced according to the district handbook.***

Cell phones should not be seen or heard during the school day. If the above items are found at school or found to be distracting, they will be placed in the office or taken into the teacher's possession and parents will be required to pick up items. At the end of the school year, unclaimed items will become the property of the school and will be disposed of.

### **PERSONAL APPEARANCE**

Students are expected to dress appropriately for school. Apparel that distracts students from learning or endangers the safety of a student will not be allowed. Undergarments should not be seen. Bare midriffs or torsos are not acceptable dress for school. Students should not have in their possession or wear jewelry, clothing or accessories which identify or depict the use of alcohol or other drugs, violence, sex, occult or gangs, or display racist nature while on school grounds.

In the interest of good manners and general safety, students may not wear hats, caps, heavy jackets, excessively baggy clothes, long winter outer coats, sunglasses, chains or any type of headgear while inside the building.

### **PERSONAL RESPECT**

Students and adults should respect opinions and differences of others in a calm, respectful manner. Adults that become distracting to the educational setting or deemed potentially harmful to others will not be allowed student contact or classroom access.

### **TRADING/SELLING ITEMS**

Trading or selling items at school to other students is not allowed unless it is part of an approved classroom/school activity. Fundraising activities outside of school should not be sold to other students. Teachers and adults may have the option to support the outside activities of our students.

### **BIRTHDAY PARTIES/TREATS**

No student birthday parties will be held in the classrooms. Instead, our PTO will provide students special recognition in our cafeteria at the end of each month. Summer birthdays will be celebrated in May/June. The delivery of cupcakes, treats and birthday items interfere with educational time and create disruption. There are many students attending our school that have medical conditions such as diabetes and severe food allergies that must be taken into account.

### **INVITATIONS**

Students are not to bring or distribute personal invitations at school for parties, programs, or activities unless his/her entire classroom receives an invitation. They are to be put in student's take home folders, mailboxes, etc. to minimize classroom disruption.

**STUDENT PROGRESS REPORTS / REPORT CARDS**

Grade 1-5 students will receive a student progress report card every nine weeks. Kindergarten students will receive a progress report at the end of the 2nd, 3rd, and 4th nine-week periods. Kindergarten progress is based upon learning standards and domains. Grades 1-2 use an S-N-U grading system. Grades 3-5 use an A-B-C-D-E grading scale. The Numerical Scale for letter grades for Unit 2 elementary students is as follows:

S – 100-85	Satisfactory	A - 100 – 90	<u>Kindergarten:</u> S 93-100	Secure
N – 84-70	Needs Improvement	B – 89-80	D 74-92	Developing
U – 69-0	Unsatisfactory	C – 79-70	N 66-73	Needs Improvement
		D – 69-60	U 65-0	Unsatisfactory
		F – 59-0		

The school will send a report card home with each student at the end of each quarter. Caregivers are encouraged to set up a password and account through [www.marionunit2.org](http://www.marionunit2.org) in order to receive important notifications and check student progress. This program allows instant access to grades, discipline, and attendance. If you need assistance in setting up an account; please contact the school office.

**BELL SCHEDULE**

<b><u>Time</u></b>	<b><u>Activity</u></b>
7:30 a.m.	Students may enter Washington Gym; breakfast begins
8:05 a.m.	Students begin lining up in designated areas, conduct Pledge of Allegiance
8:10 a.m.	Students are dismissed from Washington Gym to their classrooms
10:50 -11:40 a.m.	Kindergarten and First Grade Lunch
11:40 a.m. -12:30 p.m.	Second and Third Grade Lunch
12:30-1:20 p.m.	Fourth and Fifth Grade Lunch
2:55 p.m.	Walkers, bikers, and early bus riders dismissed
2:57 p.m.	Car riders dismissed
3:00 p.m.	Late bus riders dismissed

**STUDENT DISCIPLINE**

**I. Community Unit No. 2 Discipline Plan**

The Parent-Student Handbook provides a written explanation of the Community Unit No. 2 Discipline Policy and the Suspension and Expulsion Policy. The Washington School Discipline Plan acknowledges and adheres to these policies. Please read and refer to the Parent-Student Handbook at [www.marionunit2.org](http://www.marionunit2.org). The following plan is designed to provide more specific information to the teacher, student, and parent on the procedures Washington Elementary will use to maintain a proper learning environment and a safe, orderly school.

**II. School-Wide Discipline Plan**

While each teacher has a discipline plan for his/her classroom, a building-wide plan will also apply to All students. Using the building rules and guidelines as a framework, the following discipline plan will be utilized:

- A. Students will be encouraged to follow school rules and display appropriate behaviors and courtesies. These students will be recognized in various ways throughout the year in a positive reinforcement program. (PBIS)
- B. If students choose inappropriate behavior, they will be subject to the consequences outlined in the teacher behavior management plan or the set of consequences established in the building-wide plan. Students may be

placed in a detention setting during recess and/or lunchtime for inappropriate behavior. Rules have been established and posted in regard to classroom, hallway, restroom, lunchroom, and playground behaviors.

1. Be Safe
  2. Be Responsible
  3. Be Respectful
- C. Specific location expectations are described on the school's Behavior Matrix.
- D. Repeated lack of homework (as determined by teachers) may result in a student being placed in detention.
- E. The following behaviors will result in the involvement of the principal.
1. Fighting or intentionally harming others.
  2. Disrespectful behavior toward any adult.
  3. Threatening to harm another person or persons
  4. Stealing.
  5. Destroying school property.
  6. Threats of or use of weapons.
- F. Additional disciplinary actions may result in an in-school or out-of-school suspension.
- G. It is the responsibility of students, staff and caregivers to report threats of or observances of dangerous activities to the building principal. Open lines of communication create a safe environment for our students and staff.

### **III. Classroom Discipline Plans**

Each teacher will develop a written classroom management plan that describes the rules of the classroom and provides possible consequences for infractions of the classroom rules. The consequences may involve verbal warnings, verbal reprimands, loss of privileges, parental contact and/or conferences, detention, and/or sent to the principal's office. The plan will also provide for positive reinforcement of desired behavior. Each plan is filed in the principal's office after being approved by the principal. Students and parents will be made aware of this plan at the beginning of the school year. Corporal punishment is not administered by any school employee or by anyone on the school premises.

### **IV. Response to Intervention Teams (RtI)**

The professional staff reviews student information to identify students who exhibit social, emotional or academic difficulties that interfere with their education on a regular basis. Intervention strategies directed at improving the student's problem are implemented. Intervention strategies may include: Title I services, small group skills training, curriculum adjustments, disciplinary action, grade placement revision, parent provided services and other alternative educational programs. Parents will be notified when a service/action is provided. Students may also be referred for other evaluations such as a special education study or to student assistance program services.

### **DETENTION PROCEDURES**

The parents of all students placed in detention will receive a copy of the office referral form indicating that their child was placed in detention and the reason(s) for this action. A copy of the discipline referral form will be mailed home. Students placed on the noon detention list will eat lunch in a designated area of the cafeteria and will stay there until their lunch period is over. The principal and assistant principal make extra effort to notify parents through a phone conversation of any major or continuous incidents.

### **BUS SAFETY**

Rules have been established for students while riding the school bus. These rules are posted in the Marion Unit #2 Parent/Student Handbook. The following set of consequences may be utilized for students not able to follow the

bus rules or the directives of the bus driver. **Gross misconduct or gross disobedience will result in immediate disciplinary consequences that may include suspension from riding the school bus.**

### **PREVENTING BULLYING, INTIMIDATION, AND HARASSMENT (7:180)**

**Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.**

**Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:**

- 1. During any school sponsored education program or activity.**
- 2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.**
- 3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.**

**For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:**

- 1. Placing the student in reasonable fear of harm to the student's person or property.**
- 2. Causing a substantially detrimental effect on the student's physical or mental health.**
- 3. Substantially interfering with the student's academic performance.**
- 4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.**

**Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.**

### **PARENT INVOLVEMENT**

A parent's involvement in their children's education is very important to the effectiveness of the educational program and to the success of the child. Parents are the first and foremost teachers of their children. Children of involved parents do better in school. When parents are welcome in the school and are consulted about decisions affecting their children, an atmosphere of trust and collaboration develops between school and home. When this happens children perform at higher levels, and the school becomes more effective. Educational research has identified two significant outcomes of parent involvement: 1. Students who are part of a program with strong parent involvement perform better than otherwise identical programs without parental involvement. 2. Children whose parents help them at home and stay in touch with the school score higher on standardized tests than children of similar aptitude and family background whose parents are NOT involved.

There are five roles parents have in being involved with their child's education.

- a. **Partners** - Parents performing basic obligations for their child's education and social development.
- b. **Collaborators and Problem Solvers** - Parents reinforcing the school's efforts with their child and helping to solve problems.
- c. **Audience** - Parents attending and appreciating the school's (and their child's) performances and productions.
- d. **Supporters** - Parents providing volunteer assistance to teachers, the PTO, and to other parents.
- e. **Advisors and/or Co-decision Makers** - Parents providing input on school policies and programs through participation in local parent groups, district committees, Title I advisory groups, etc.

### **WASHINGTON SCHOOL PTO**

The Washington School PTO is an organization of parents, teachers and other involved staff members of the school. Membership in our PTO is encouraged for all parents and guardians. PTO volunteers help with many activities during the school day such as: Picture Day, Book Fairs, American Education Week activities, the Washington School Publishing Company, the birthday recognition program, fundraisers, classroom parent volunteers, bulletin board paper cutting, caring and sharing program, welcoming committee, Red Ribbon Week, Open House Evening, Homeroom Parents program, Picnic Day activities, and many other programs and activities that enhance and improve the educational environment for our children. Washington PTO has a direct link on the school website and Facebook for important information.

### **The Washington School Publishing Company**

The Washington School Publishing Company is a "service company" which provides services to our students and teachers. Our "company" is directed by a teacher and parent coordinators. It is staffed by parent volunteers. It is housed in the Washington School Media Center. This area, which is located in the northwest corner, has a worktable, a laminator, Ellison cutting machine and dyes, stocks of colored paper, a bookbinder, and many other office tools. Volunteers are asked not to bring their young children with them because they may become a distraction to the elementary students in the library. The "Company" is a valuable asset to our school's curriculum. The "Company" laminates, provides word processing of manuscripts, bookbinding, letter/shape cutting, reading/listening to students, taking dictation, creating bulletin boards, and mounting artwork. Our staff will provide training on equipment use to all parent volunteers early in the school year.

### **Classroom Volunteers**

The community volunteer is a vital component in the success of our classrooms. Volunteers enable the classroom teacher to provide the students a more enriched and student centered curriculum. Our classroom volunteers listen to children read, assist with their writing, help with art projects, assist with learning centers, assist with P.E. and music classes, chaperone students on field trips, and a variety of other activities. The classroom teacher is responsible for the selection, scheduling, and supervision of classroom volunteers. Please let your child's teacher know if you are interested in volunteering.

### **Media Center Volunteers**

Our media center offers a large assortment of print materials including books, novels, magazines, journals, newspapers, reference works, and electronic media. It has a mini-computer lab which houses several computers connected to the Washington Computer Network (LAN) and the Internet. Parent volunteers can assist the media center in many ways. They read children's books to students, they listen to children read, they help children learn

how to use technology, they assist in processing books, and they help promote reading and the use of the media center by children.

### **Goal Getters Program**

The Goal Getters program is a program that uses positive reinforcement of desired student behaviors to encourage students to follow all classroom and school rules and to complete all assigned schoolwork on time. Any student in grades K-5 is eligible to participate. Recognition occurs daily, weekly, and monthly through various events.

Monthly Goal Getter's Assemblies are posted throughout the school year on the school webpage.

## **SCHOOL RULES**

### **THREE MAIN RULES**

There are three main rules that govern student behavior at Washington School. All other rules fall within the intent of these three basic rules. These rules are prominently displayed throughout the building. The administration and teaching staff refer to these rules often when counseling students.

#### **1. Be Safe**

#### **2. Be Responsible**

#### **3. Be Respectful**

The following is a list of safety guidelines students should follow when they are in designated areas. All the guidelines listed below fall within our three basic rules.

### **Building Safety**

1. Walk - Do Not Run
2. Be Quiet. Students in other classrooms deserve a quiet environment for learning.
3. Keep hands and feet to yourself.

### **Restroom Safety**

1. Talk softly. Classrooms are on either side of the walls.
2. Horseplay is not allowed.
3. Place all trash in proper containers. Do not waste paper.
4. Wash hands and dry them before leaving.
5. Help keep restrooms clean and free of graffiti.

### **Playground Safety**

Supervisors are on duty for safety and protection. Students must use good judgment in playground activities not specified in the rules. This will help prevent injuries. Any adult who is not a staff member of the school, must have proper identification from the office before entering the playground. The visitor badge must be visible to the supervisors.

1. Use the playground equipment as it was intended. (Swing on your bottom, no saving swings, slide on your bottom with feet first, only one student on slides/swings at a time, monkey bars are for hands; not feet.)
2. Keep the playground clean – put trash in containers.
3. Students should respect their peers and supervisors.

4. Supervised activities will be offered during outside recess which will involve a variety of large group activities. Students have a choice of the activity or free play. Playground balls will be used as intended and will be part of the supervised activity for each day.
5. Students will not engage in rough play. This includes play fighting.
6. Students must line up immediately when the proper bell rings signaling it is time to return to class. Classrooms are assigned a color that coordinates with line up location.

### **Cafeteria Safety**

1. **Students should use a quiet voice at all times while in the cafeteria.** Keeping the noise level to a minimum at all times allows the cashier, cooks, and noon supervisors to communicate with students and hear student problems.
2. **Students must WALK in the cafeteria.**
3. Students have 25 minutes inside the cafeteria. This time should be spent eating and socializing should be left for recess.
4. Students must pick up his/her trash prior to dismissing from the table.
5. Students must remain seated in the lunchroom until they are dismissed. They should raise their hand if they are in need of assistance or have forgotten a lunch item such as a napkin, fork, etc.
6. Good table manners are to be practiced at all times.
7. Students may not share food or touch other students' food. This rule is designed to reduce the spread of contagious diseases.
8. Students may not throw food at any time.
9. Students may continue to eat their lunch after their table has been dismissed. No student is forced to leave the lunchroom if they are still EATING unless it is determined the student is loitering.
10. Students may not leave the school grounds to eat unless they are signed out through the office by an approved guardian.

### **Additional Information:**

**Washington Elementary School operates in accordance with the Marion Community Unit School District #2 Parent-Student District Handbook. All matters will be dealt with in accordance with the Marion Community Unit School District #2 Parent-Student District Handbook. Please refer to the district website at [www.marionunit2.org](http://www.marionunit2.org) to locate the Parent-Student District Handbook. The information found in this guidebook is superseded by the Marion Community Unit School District #2 Parent-Student District Handbook.**