



**Parent and Student  
Handbook  
2020-2021**

Office Hours 7:00 – 3:30  
Student Hours 7:35 – 2:00  
Please arrive by 7:20  
1421 West Street, Rockford, Illinois 61102  
815-966-3740

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Welcome to Washington Elementary School! We are excited to provide all students with a high quality education that promotes intellectual and social emotional growth. Our goal is to establish the foundation and create a path that prepares students for college and careers. Students should expect to feel safe, challenged and supported at Washington Elementary School. We look forward to developing positive relationships with students and their families.

Please note that this is only an addendum to the district-wide handbook which is a much larger and detailed reference book of rules, regulations, and information pertinent to all students in the entire district.

### **Mission Statement**

The mission of Washington Elementary School is to ensure students are engaged in a caring and collaborative environment that is characterized by high levels of academic growth, socially responsible participants and diverse learning experiences that develop the whole child.

## Arrival

Arriving to school on time is important. Students that arrive late are a disruption to the building procedures and miss valuable learning opportunities. Students that arrive late must be escorted to the office by their parent. All students that arrive on time should enter through the south doors (Door C).

Students who are eating breakfast at school may arrive at 7:10. Students who are not eating breakfast should arrive at school by 7:20. If necessary, a late breakfast is available, but will result in the student missing valuable instruction time. Arrival time is especially important because students will not be admitted into school early, even during inclement weather.

Students receiving rides to school must be dropped off in front of the building, next to the curb. Students should exit the vehicle from the passenger side and immediately walk south on the sidewalk to the morning entrance. If a parent must enter the school, a parking spot should be utilized and entrance through the main door is required. Leaving a vehicle unattended and parked next to the curb is prohibited. It is important to be a patient and vigilant driver on or near school property. Do not drop students off on Linden Street (south side of the building).

## Attendance

Regular attendance is essential to a student's success in school. Reading is usually taught right away in the morning. When students are tardy they miss essential reading instruction. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a serious problem. In accordance with the state mandates, you will be notified when your child is absent or tardy more often than is considered normal for that age child. The school day begins at 7:35 A.M.

If a student is tardy more than 5 times they will be turned into the truancy officer.

To help alleviate any confusion in regards to attendance – when a student arrives late or leaves early, the following “state mandated” guidelines will be used:

Kdg-1st:	240 min for full day
2 <sup>nd</sup> -5 <sup>th</sup> :	300 min for full day

Doctor and dentist appointments do not exempt students from attendance regulations. Please try to make doctor's appointments after 1:30 pm. For an appointment to be documented as excused, a doctor's note must be provided to the office.

### Absent Call-in Procedure

A parent must call school (815)966-3740 before 8:00 A.M. to let the office know that your child will be absent. When calling, please give your child's full name, teacher's name, and the reason for the absence. If you do not call us and we are unable to reach you, the student should have a note explaining the reason for the absence when he/she returns to school. You will be called if we are not notified.

If your child is ill, he/she should not be sent to school. Your child should remain at home for 24 hours after their symptoms have resolved. Please consider contacting your doctor for advice if your child has any of the following conditions:

- Vomiting or diarrhea
- Constant cough
- Skin rash
- Temperature over 100.4 degrees
- Contagious illness or condition
- Severe pain that limits activity

## Behavior Expectations

A Connected School (ACS) is a proactive approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. All students are expected to behave as respectful young ladies and gentlemen. The teaching of appropriate/respectful behavior towards others begins in the home and the primary responsibility rests there. Students bring to school attitudes learned at home and in the community. Therefore, we need the cooperation of parents to work with staff in shaping the social and citizenship patterns that will make your child a better citizen.

Please review the Washington School Expectations with your child:

- Stay in your seat unless you have permission to move.
- Raise your hand for permission to speak.
- Keep hands, feet, and objects to yourself.
- Follow directions immediately.
- Use respectful language and manners.
- Only possess items that are on the supply list.

The most effective form of student discipline is self-discipline. Students must show respect for authority and concern for the rights and privileges of others. Our policy is to strive for the highest standards of behavior in school, at school-related activities, and in the community. Courtesy and respect must be maintained toward staff members, substitute teachers, fellow students, and visitors.

Our goal is to assist students who are struggling with their behavior, have them “fix” whatever it is that is preventing them from learning and keep them in their classroom. In order to do this each classroom has an area in which students can take a short break, collect their thoughts, identify what the problem is and come up with a solution to fix the problem. In some cases students may be removed from the classroom to go with an Administrator or Behavior Interventionist to a more private location to go through the same process and again return to class as quickly as possible.

If you have any questions regarding ACS please contact the Behavior Interventionist at Washington Elementary School. She/he will be happy to assist you in some of the techniques used at school that you can also use at home.

## Bicycles

The school assumes no responsibility for bicycles. A student that rides his/her bike to school should have a plan to secure it during the school day. Bicycles will not be stored in the building.

## Birthday Treats

Due to county health laws in regards to food preparation, treats should be commercially prepared and not “homemade.” Treats should arrive at school in an unopened package. Birthday treats are served during the student’s lunch hour. As a courtesy to the teacher, parents should provide notice when treats will be brought into the school.

Party invitations should not be distributed at school unless the entire class is invited. If only a few children are invited, other uninvited children often have hurt feelings. As careful and discreet as we try to be, students are aware of whom is invited and who is not.

## Breakfast Program

Washington Elementary School offers a breakfast program served every day from 7:10-7:35. It is a “sack breakfast” that is picked up by the student and eaten in the cafeteria.

## Bus Procedures

It is imperative that a written parent note be sent to school in the morning stating if a child is not to ride the bus home after school. Calling the school to inform us of changes in the regular riding of the bus should be reserved for emergency circumstances only. No changes will be made if the school is called after 1:35pm.

Please become familiar with the Bus Safety Rules as found printed in the District Handbook and Student Code of Conduct.

## Bus Transportation

Riding the bus is a privilege extended to students and can be removed at any time for disruptive and/or inappropriate conduct. All students being transported are under the authority of the bus driver and must follow the expectations. Any student causing a problem will receive a Bus Discipline Referral turned in by the driver to the Principal. Any violation of the Rockford Public Schools Transportation Discipline Code may result in the student being barred from riding the bus temporarily or permanently. If you have any questions about transportation, please call (815) 966-3783. If your child rides Sunrise, please call (815) 874-8999. Parents are not permitted for any reason on school buses without written permission from RPS.

## Cell Phones

Students are not permitted to bring cell phones to school. If it is necessary for your child to have a cell phone please contact the office at (815)966-3740 to make arrangements with the Teacher and/or Principal. Cell phones are not permitted in classrooms.

## Change of Address and/or Contact Information

It is important for emergency and administrative reasons that every student has an up-to-date address and phone on file in the school office. Notify the school immediately if any changes such as change of address, phone, or place of employment have been made since the beginning of the school year. The secretary will assist you with necessary paperwork in order to make address changes.

## Communication

A school newsletter will be sent home each month and posted on the school's website. It will contain items of interest to students and parents. Certain events will be communicated using the district's automated call system. This is another reason to be certain contact information provided to the office is accurate.

## Conferences (Parent/Teacher)

Parent-Teacher conferences will be held twice a year. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. Conference times can be very valuable towards understanding student progress, learning about the curriculum and developing relationships with the staff.

Washington Elementary teachers can do a better job addressing your child's unique needs if communication between home and school is effective. It is not necessary to wait for the regular conference time if you have a special concern. Parent conferencing is encouraged and can be arranged at any time during the school year, not just during pre-set times.

## Discipline

All students are expected to conduct themselves in a civil manner at all times. Rules have been established in each classroom, the cafeteria, playground, and on the bus. Students are expected to follow these rules. Disruptive behavior takes away valuable teaching and learning time for all stakeholders. Depending on the

behavior, parents will be contacted by phone in an effort to inform them of unacceptable behavior at school. Washington Elementary School wants to partner with parents to create a safe and positive learning environment for the students. Inappropriate behavior will be addressed by school staff. Additional information is available in the RPS Code of Conduct.

The District #205 Board of Education has adopted a policy for gross misconduct/gross disobedience at school. This includes, but is not limited to weapons, bullying, drugs/alcohol, disrespect and physical contact. Additional information is available in the RPS Student Code of Conduct. Parents are reminded to discuss appropriate school behavior with their child before the first day of school.

Threats of any kind of bodily harm to another person are not tolerated. Please go over with your child unacceptable comments such as “I am going to kill you” or “I will get my big brother to come to your house and beat you up.” No matter the age, students will receive consequences as we have no guarantee that the threats are meaningless. Threats of this nature may result in out of school suspensions.

By receipt of this handbook parents are accepting the responsibility of informing their children about the district’s Student Code of Conduct.

## Dismissal

Dismissal is 2:00 P.M. Buses leave by 2:10. Dismissal is our busiest time of the day. We do not have the time or the manpower to deliver messages that parents have changed their mind and now want to pick up their child from school. Those arrangements need to be made before your child comes to school. A note to the office and homeroom teacher will help ensure that your child is properly dismissed.

Parents that pick up their student after school will be expected to wait at the north entrance to the gym (near the main entrance). Parents may enter the gym at 2:00, make contact with the teacher and depart through the same doorway. Please be patient with this process. It is important that students remain organized and safe during dismissal. **All students must be picked up by 2:10.** Teachers are not expected to monitor students after dismissal.

Please notify the classroom teacher or the office if you wish for your child to walk home each day. Walkers are escorted out of the building by a staff member at 2:10pm. Please discuss safety concerns with your students if they are walking home.

## Dress Guidelines

Students are required to comply with the Washington Elementary School dress code/uniform expectations.

- Navy blue dress shirts or polo shirts- must be solid colored and have a collar.
- Students may substitute the polo shirt for navy blue, school-purchased, spirit wear (contact the main office for additional information).
- Dress pants or shorts (navy blue, black or khaki)- no denim or athletic style clothing.
- Solid colored socks, leggings, or tights (navy blue, black or white) may be worn under a navy blue skirt.
- Belts must be worn with pants that have belt loops.
- Shirts should be tucked in.
- Sweaters or shirts worn in the classroom must be solid navy blue.
- Dress/Tennis shoes should be solid colored consisting of black, white or brown. No open toe shoes (ex. sandals), flip-flops, heels, wheelies or lighted shoes.
- Fake nails as well as patterns/designs that are cut into the hair are discouraged. It is a distraction to the learning environment.
- Small earrings and necklaces are allowed. Distracting jewelry is not allowed.

## Field Trips

Classroom teachers throughout the school year schedule educational field trips. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Parents who would like to chaperone on field trips should contact the office or classroom teacher. Please note, only signed field trip forms will be accepted. Notes from home or phone calls are not acceptable.

## Homework

Homework is very important for student success. It is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by checking that assignments are completed. Many factors determine the amount of homework each student is assigned. Students should be prepared for homework each day.

Reading at least 20 minutes each night is an expectation that for every student attending Washington Elementary. This can be accomplished by students reading silently to themselves, to parents, or older siblings. Parents are also encouraged to read to their children. Students should practice their weekly spelling words and their basic math facts every night. This support can make a significant difference in the academic performance of students.

## Illness or Injury

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. Remember, it is very important that an emergency telephone number where parents can be reached is on file at the school. If numbers change, please update the school with appropriate numbers.

## Kindergarten

New kindergarten students must be five years old on or before September 1<sup>st</sup> of the year in which they are enrolling. A physical, vision exam, and dental examination are required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins his/her first day of school. A student's age must be verified by a certificate of birth.

## Lunch Program

Students at Washington Elementary School will be provided a lunch. The menu is available online or in the main office. Please notify your child's teacher and nurse if your child has any food allergies. Students will be expected to help keep the cafeteria clean, efficient and safe.

## Lost and Found

All clothing found on the school grounds, regardless of its value, is placed in the lost and found box. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. All parents are advised:

- Clearly label your child's coats, jackets, sweaters, caps, boots, etc. with his/her full name.
- Please do not allow articles of sentimental or monetary value to be brought to school.
- Toys should not be brought to school unless you have obtained the teacher's permission.
- The school assumes no responsibility for lost items.

## Medication

- Medication must be in the original bottle.
- Parents or guardians should bring medication to school. Additionally, they should speak with the nurse and complete necessary paperwork for distribution of the medication.
- Students should not bring any medication to school including individual pills, cough drops, vitamins, etc.

Please see the District Handbook for details regarding medicines to be administered at school. A permission slip that needs to be completed by the doctor and parent is available in the office, from the nurse, or on the district website. Please telephone the school nurse with any questions pertaining to medication at school.

## Money

Children should not bring money to school unless it's for a specific school-related purchase. Money for lunch and/or milk, book orders, or other special occasions should be sent in an envelope that clearly states the intent and who the money should go to. The student's name should also be clearly labeled somewhere on the envelope.

## Pets and/or Animals

Students are not allowed to bring pets or animals to school.

## Parent - Teacher Organization (PTO)

Washington Elementary School works closely with parents. If you are interested in volunteering, please see the main office for additional information.

## Physical Education

Students are required to wear gym shoes (no raised platform gym styled sneakers) during physical education class. This is a measure taken to protect the health and safety while participating in physical activity. If for some reason your child cannot participate in physical education classes, please request this in writing. Any restriction from P.E. classes for more than 5 days will require a doctor's note. Students who do not participate in P.E. classes due to a temporary medical issue are not allowed to play during outside lunch recess. The opposite is also true, if parents request children not go to recess due to a temporary physical problem, they will also be kept out of P.E. classes.

## Report Cards and Progress Reports

Report cards are distributed three times a year. The report card is an important message from the school concerning your child's progress, not only in school subjects, but also study habits and character traits. Please carefully review your child's progress and contact the school if you have questions. Midway through the grading period, you will be notified if your child is doing poorly in any subject area.

## Remote Learning

On days that partial or full school closure is required, parents will be expected to support student learning by remaining in daily contact with the teacher and ensuring assignments are being completed. All teachers, students and parents will be expected to utilize Seesaw. This digital platform is used as an instructional tool that has a wide range of communication and academic functions. It is highly important to have all families utilizing Seesaw. Participation levels will be monitored by administrators. The app can be downloaded on Android and iPhone platforms. Parents can visit

<https://web.seesaw.me/> for additional information on how to download the app and become familiar with all the functions. Please be certain to connect with your student's teacher regarding Seesaw.

## Safety and Security

To ensure the safety of our students, the school doors remain locked during school hours. Please press the buzzer at the front door for entrance. Parents/visitors must report directly to the school office, show a valid ID and obtain a visitor's pass.

In case of an emergency, students would be evacuated to Barbour School or New Zion Baptist Church (subject to change).

## Special Education Service

Special education services are provided in the least restrictive environment with specifically designed instruction to meet the unique needs of a child with a disability. Eligibility for special education services is determined by a comprehensive evaluation conducted by qualified examiners and a committee of school personnel. If parents feel their child is in need of special education services, they should contact the school to meet with the teacher and principal to discuss their concerns.

## Toys and Electronics

Toys, headsets, playground equipment, hand held video games, etc., should not be brought to school. Students are not permitted to have electronic devices. These items will be taken if brought to school. Items confiscated will be returned to parents only. Washington Elementary School assumes no responsibility for lost toys/materials.

## Visitors

Other than normal office visits, visitors entering the building should:

- Press the buzzer at the front entrance.
- Provide a photo ID in exchange for a visitor's pass
- Sign in at the front desk specifying their destination within the building.
- Upon exiting the building visitors need to return their pass and exchange it for their photo ID.

Please remember teachers cannot conference during instructional time. Appointments can be made by calling the school at (815)966-3740 and making arrangements with the teacher.



## 2020-21 Washington Elementary School Supply List / Kindergarten - 2<sup>nd</sup> Grade

### Kindergarten

- |   |  |   |
|---|--|---|
| __16 glue sticks  | __24 #2 pencils (plain color)              | __1 large pink eraser                               |
| __1 Two-pocket folders (solid color w/fasteners)                  | __1 <b>Wide Ruled</b> spiral notebook      | __1 pair metal scissors ( <b>Fiskars</b> preferred) |
| __1 bottle of <b>Elmer's</b> white school glue                    | __1 full size book bag ( <b>NO</b> wheels) | __1 pair of gym shoes                               |
| __2 boxes of tissues  | __2 boxes of Clorox wipes                  | __1 roll of paper towels                            |
| __1 bottle of hand sanitizer                                      | __1 school supply box                      | __2 black <b>EXPO</b> dry-erase markers             |
| __2 boxes of <b>Ziploc</b> bags (1-sandwich size/ 1- gallon size) |  | __1 pair of headphones                              |
| __4 boxes of 24 <b>Crayola</b> crayons (regular size & colors)    |  |   |
| __ Extra set of clothes (uniform) to keep at school               |  |   |

### 1<sup>st</sup> Grade

- |  |  |   |
|--|--|---|
| __2 large pink erasers                             | __10 #2 pencils                              | __1 bottle of hand sanitizer            |
| __2 boxes of 24 crayons                            | __1 bottle of <b>Elmer's</b> glue            | __4 black <b>EXPO</b> dry erase markers |
| __1 box colored pencils                            | __1 Ziploc sandwich bags                     | __16 glue sticks                        |
| __1 package Ziploc gallon bags                     | __3 large boxes of Kleenex                   | __1 pair of headphones                  |
| __3 <b>Wide Ruled</b> spiral notebooks (70 sheets) | __1 book bag ( <b>No</b> book bags w/wheels) | __1 plastic pencil box                  |
| __1 pair of gym shoes (kept at school)             | __2 containers of disinfectant wipes         |   |

### 2<sup>nd</sup> Grade

- |   |  |   |
|---|--|---|
| __30 #2 pencils (yellow)<br>(no mechanical pencils) | __2 Wide ruled spiral notebook           | __1 Box of 24 Crayons                     |
| __(sandwich bags)                                   | __4 pink or white erasers                | __1 Box of Ziploc bags                    |
| __1 glue bottle                                     | __1 Pair of <b>Fiskar</b> scissors       | __4 Glue sticks                           |
| __3 Container disinfectant wipes (Clorox)           | __1 Box of Ziploc bags (gallon size)     | __3 Large boxes of Kleenex                |
| __3 Two-pocket folder                               | __1 Book bag ( <b>NO</b> <b>Wheels</b> ) | __1 Pair of gym shoes (to keep at school) |
| __8 EXPO markers (dry-erase markers)                | __1 bottle hand sanitizer                | __1 box of markers                        |
|   | __1 pair of headphones                   | __1 plastic school supply box             |

**\*\*\* Students will share headphones if not purchased \*\*\***

- Some supplies will be collected at the beginning of the year, and used as needed.
- Additional supplies may be requested throughout the year.
- Remember that you will need to re-stock some of these supplies during the year.





## 2020-21 Washington Elementary School Supply List / 3<sup>rd</sup> - 5<sup>th</sup> Grade

### 3<sup>rd</sup> Grade

- |   |   |                             |
|---|---|-----------------------------|
| ___ 36 #2 pencils                         | ___ 1 pkg. 8 markers (Washable)                     | ___ 2 large pink erasers    |
| ___ 1 pair of scissors                    | ___ 1 pkg of glue sticks                            | ___ 1 box of 24 crayons     |
| ___ 5 pocket folders                      | ___ 2 pkgs of wide-ruled, loose-leaf notebook paper | ___ 1 pkg. colored pencils  |
| ___ 1 quart or gallon size Ziploc baggies | ___ 1 pair of gym shoes (to keep at school)         | ___ 5 Composition Notebooks |
| ___ 3 boxes of Kleenex                    | <b>No 3 ring binders</b>                            |                             |
| ___ 1 pair of headphones                  |   |                             |

### 4<sup>th</sup> Grade

- |  |  |                                 |
|--|--|---------------------------------|
| ___ 1 pair of gym shoes (to keep at school)  | ___ 4 large boxes of Kleenex                 | ___ 1 box of gallon Ziploc bags |
| ___ 1 protractor (clear plastic)   | ___ 1 pair of headphones (to keep at school) | ___ 1 box of quart Ziploc bags  |
| ___ 1 package of pens: blue/green/red (no black)   | ___ 2 large pink erasers                     | ___ 2 bottles hand sanitizer    |
| ___ 8 composition Notebooks ( <b>No spirals</b> )  | ___ 1 Package colored pencils                | ___ 1 scissors                  |
| ___ 1 package of colored markers fine tip only (washable)  |  |                                 |
| ___ 2 pkg loose leaf notebook paper ( <b>wide rule</b> )   |  |                                 |
| ___ 3 pack of Clorox disinfecting wipes  |  |                                 |
| ___ 48 Ticonderoga pencils #2 ( <b>No mechanical pencils</b> )                                   |  |                                 |
| ___ 6 two-pocket folders plain only, one of each color: red, orange, yellow, green, blue, purple |  |                                 |

### 5<sup>th</sup> Grade

- |  |   |
|--|---|
| ___ 1 inch binder with front see-thru window   | ___ 1 box of gallon size ziplock bags                         |
| ___ 1.5 inch binder with front see-thru window   | ___ 1 canvas pencil pouch with three holes for binder         |
| ___ 1 package colored pencils (12 count)   | ___ 1 package of pencil top erasers                           |
| ___ 1 package colored markers (10 count)   | ___ handheld pencil sharpener                                 |
| ___ 2 pkg. loose leaf notebook paper ( <b>wide rule</b> )                                  | ___ 4-6 glue sticks   |
| ___ 1 pair of headphones   | ___ 2 containers of disinfecting wipes (like Clorox or Lysol) |
| ___ 1 bottle of hand sanitizer   | ___ 1 pair of gym shoes                                       |
| ___ 2 boxes of Kleenex   | ___ underarm deodorant  |
| ___ 3 two-pocket folders (plain only and 3-hole punched--one each of black, blue, green)   |   |
| ___ 4 composition notebooks - wide ruled --2 black, 1 blue, 1 green) ( <b>NO spirals</b> ) |   |
| ___ 60 #2 pencils, **Ticonderoga or USA Gold Preferred ( <b>NO mechanical pencils</b> )    |   |

**\*\*\* Students will share headphones if not purchased \*\*\***

- Some supplies will be collected at the beginning of the year, and used as needed.
- Additional supplies may be requested throughout the year.
- Remember that you will need to re-stock some of these supplies during the year.

