

George Washington Elementary School – 2024–2025 School Year

Student Handbook & General Information



SCHOOL OFFICE HOURS: Monday – Friday 7:30 – 3:30 p.m.

Phone Number: 209-331-7451

WELCOME

The staff and I extend a sincere welcome to you and your student(s) for the 2024-2025 school year at George Washington Elementary School. We hope that everyone had an enjoyable summer. We are looking forward to a productive partnership with you to ensure our children can achieve their highest potential. We recognize that in order to be successful in school our children need support from both the home and school. We know a strong partnership with you will make a great difference in your child's education. As partners, we share the responsibility for our children's success and want you to know that we will do our very best to carry out our responsibilities. We ask that you guide and support your child's learning by ensuring that he/she:

- Attends school daily and arrives on time, ready for the day's learning experience
- Completes all homework assignments given by teachers.
- Reads daily to develop a love for reading and to improve literacy skills
- Shares school experiences with you so that you are aware of his/her school life
- Informs you if he/she needs additional support in any area or subject
- Knows that you expect him/her to succeed in school

BEFORE SCHOOL: 1st-6th grade students will enter through the main entrance. Morning Kindergarten will enter through the main entrance if eating breakfast. If they are not, they will enter on their side gate/door. Students will go to the cafeteria or line up at their designated spot on the playground. Breakfast is served from 7:30-8:00 a.m. and is FREE for all students. Parents and guardians are to drop/say goodbye at the door, families are not allowed on campus before school. No students should be on campus prior to 7:30 a.m. There is no supervision until then and it is a safety issue if they are unattended. Afternoon Kindergarten will enter through the kinder gate/door.

AFTER SCHOOL: Kinder will exit at their door. 1st /2nd exit at the front of school. 3rd-6th exit at the parking lot side. When children are dismissed from school they should go directly home. In many cases we have after school programs that are the exception to this rule. Please ensure that you park legally and utilize crosswalks when dropping off/picking up students. Staff will only allow students to cross the street in the crosswalks.

- AM Kinder: 11:40 (minimum day @ 11:40)
- PM Kinder: 2:00 (minimum day @ 11:40)
- 1, 2, & 3 Grade: 2:05 (minimum day @ 12:06)
- 4, 5, & 6 Grade: 2:11 (minimum day @ 12:15)

TRAFFIC SAFETY:

- Respect the Crossing Guards and other traffic signs.
- Obey the posted speed limits. (25 mph around school).
- Do not park in the bus zones.
- Use the crosswalk for crossing streets.

EMERGENCY CARDS: These are extremely important for the safe care of your children. Each child must have an emergency card on file in Aeries. The information on this card is used to contact you or other friends and family you've listed. We would contact you if your child is ill or injured. Please make sure that the phone numbers you list are kept current. **Anyone who would be picking up your child at school must be listed on the card.** All adults are subject to proof of identification before we release a child from school.

MEDICATIONS: If your child needs to take any medication, either prescription or over-the-counter, you must have your doctor fill out and sign a “Medication in School Parent Request” form, which are available in the school office. No staff member is permitted by law to issue medications without a Doctor’s release. Children are not allowed to have medication in their classrooms, back-packs, lunch boxes, or in their pockets without Dr. approval. Medicines are given from the office.

ABSENCES: Absences must be verified through the office. When your child is absent from school, please call the school office before 9:00 a.m. to indicate the reason for the absence. If you do not contact the office, you will be contacted by the automated calling service and your child could be considered unexcused from school.

VISITATIONS: For safety reasons, we do require all visitors to **sign in at the office** and receive a pass before moving about the campus. In order to get a visitors badge, you must provide your ID. The office can assist with any questions you may have. In order to be present in the classroom as a parent volunteer, if the teacher allows, you must complete fingerprinting through the district.

BREAKFAST & LUNCHES: Breakfast and lunch are free for all students!

BICYCLE REGULATIONS: Students in grades 3 – 6 may ride their bikes to school. These bicycles should be licensed and locked up at the bike rack. For safety reasons, the school does not permit younger children to ride bicycles to school. The school is not liable for any damages that may occur. Helmets must be worn by all students riding wheeled vehicles to school.

KINDERGARTEN REGISTRATION: A child who will be five years of age on or before September 1st of his/her school year is eligible to enter Kindergarten. Kindergarten registration begins early in the new calendar year, usually February. To enroll a child, parents should come to the office with an original birth certificate, an up-to-date immunization record card, and a utility bill to show proof of residency.

STUDENT DRESS CODE: Students are expected to dress appropriately for the school environment. The following guidelines will assist you and will be enforced at Washington School.

- Student dress should allow participation in ALL school activities including P.E. class. Athletic shoes are encouraged, but as long as they are closed toed shoes, they are allowed (no flip flops).
- Clothing must not expose mid-section or underwear.
- Students may wear walking shorts in warm weather that are at finger length with the child’s arm extended down at their sides.
- Clothing must fit properly. A good rule of thumb would be clothing that would not stay on without a belt should not be worn. (Sagging is prohibited)
- Students should not bring or wear makeup to school unless prescribed by a doctor.
- No hats are allowed at school.
- No hoodies covering your head are allowed in school buildings. They may be worn outside.
- Jewelry is permissible, but should not dangle or have a loop that could get accidentally snagged or pulled on. No wallet chains are allowed.
- Spaghetti-string tops should not be worn to school.
- Clothing or accessories that in any way promote alcohol, drugs, smoking, gang activity, violence, or demeaning language is prohibited.

INDEPENDENT STUDY (I.S.): The school discourages vacations or trips taken during scheduled school time. When it is unavoidable to arrange an absence during vacation periods, please check with your child’s teacher about obtaining school work while you are gone. Sufficient time is needed for preparation so please allow at least 10 working days of notice for our teachers. Note: For children to get I.S. credit, the minimum amount of time determined by the Board of Education is 5 days out of school.

HOMEWORK POLICY: This will be distributed and discussed at Back-to-School Night. As a rule, homework time increases as the children move up through the grades. All children should read or be read to every school night and we utilize a reading accountability/incentive program at grades 2-6 to encourage completion of books (and will celebrate their successes quarterly). Please communicate with the student's teacher regarding their homework policy and utilize the student planner for recording.

DAMAGED OR LOST INSTRUCTIONAL MATERIALS/DEVICES:

When materials/devices are lost or so damaged that they are no longer usable, it is the student's responsibility to reimburse the current replacement cost of the materials. If reimbursement is not paid by the student/parent-guardian, the district may initiate due process procedures as necessary, including; withholding grades, diplomas or transcripts.

CHROMEBOOKS: Students in K-6 use Chromebooks as an academic tool. When the device is lost or so damaged that it is no longer usable, it is the student's responsibility to reimburse the current replacement cost of the materials. If reimbursement is not paid by the student/parent-guardian, the district may initiate due process procedures as necessary. Insurance to defray the cost is available as the Chromebook Care Plan. See info at <https://www.lodiUSD.net/parents/chromebook-care-plan>

STUDENT INSURANCE: School district insurance will not cover an injured student during the school day. For this reason we encourage parents to provide their own student insurance. One such plan, a district approved policy, was included in the first day of school packet.

RAINY DAYS: When it rains or is windy, school still takes place! Please prioritize school as an important day of learning.

REPORT CARD DATES: Report cards will be distributed 3 times during the school year (Conferences in September, February, and End of Year). The first grading period will be a parent/teacher conference.

HOME COMMUNICATIONS: The staff at Washington School believes that communication with parents is a vital part of our learning community. We attempt to keep families informed through monthly calendars, student planners, teacher updates, our school website, and phone calls home. Many teachers use an additional mode of communication, such as Class Dojo, Remind, or another program, PLEASE communicate with your students' teacher and sign up. We also have a school Community Liaison, Mrs. Maria Aguirre, (331-7451 Ex: 165005) here to help with any Spanish translations/interpretations or other family needs. Please make sure you keep your phone numbers updated in Aeries/school office throughout the year.

USE OF CELLPHONES/CAMERA PHONES/TECHNOLOGY:

Students are permitted to have cell phones at school under the following circumstances:

- The phone is authorized by their parent or guardian.
- Phones are turned off and put away when the student arrives on campus.
- Permission to use the phone is granted by a staff member on a per
 - call basis. (For each call, the child must get permission to use the phone.)
- At no time should students be taking pictures of others with their phones or cameras.

Misuse of any rules can result in the loss of cell phone privileges:

- **First offense** - Phone is held in the office, student is counseled, and the student will receive their phone back at the end of the school day
- **Second offense** - Phone is held in the office, and a parent/guardian must come to pick it up from the school
- **Third offense** - Phone is held in the office, parent/guardian must come and pick it up from the school, and loss of privileges for the rest of the grading period
- **Fourth offense** - Phone is held in the office, parents have to come and pick it up from the school, and loss of privileges for the rest of the school year

PLAYGROUND RULES: Students are expected to follow these playground rules for the safety of all students and staff.

- When the bell rings: Collect all equipment and then walk to your classroom line.
- Walk on all black top areas.
- Footballs, soccer balls and softballs are for use on the grass area only.
- No playing between or behind the buildings. These locations are out of bounds.
- Do not hang from tetherballs, ropes or chains.
- No loitering in the restrooms.
- No tackle football or rough play is allowed.
- No games of tag.
- The game of four-square is played with school rules only. No made-up rules.

LOST & FOUND: All items of clothing such as jackets, coats, and sweatshirts should be marked so that they may be identified when lost. The school has a lost and found rack where students and children may claim items. Unclaimed items are donated to a local charity twice per year.

STUDENT TREATS: Please always communicate with your students' teacher prior to bringing any treat to share with their classroom. Once receiving approval, ensure that you only bring single serving, store purchased items.

SCHOOL CONCERNS: When a parent has a school concern or problem, please address them directly with the person involved. If you are not comfortable or you feel the situation cannot be resolved that way, the next recourse is consulting with the principal or vice-principal. We would appreciate cooperation from all parents regarding this procedure. For further information regarding complaint procedures please refer to the school district's uniform complaint policy posted in the school office, or ask the school administration. Our direct phone number to the office is 209-331-7451.

SAFETY CONCERNS: We ask that all adults in our Professional Learning Community become safety officers at Washington School. If you witness or see a safety issue, please bring that to the attention of a staff member immediately. Our first priority is to make Washington a safe and happy place for our Wildcats to learn.



Dear Wildcat Families,

It is our goal to make school a safe and engaging place for students to learn. Part of this process is implementing a consistent and predictable discipline policy that everybody can understand and support. The Washington staff believe that poor behavior is preventable and have outlined our steps to keep our Wildcats safe and happy. To begin, we will have clearly trained the students on the behavior expectations in all areas of the school at the beginning of the year and revisit them after every quarter break. Below are Washington's core values for behavior expectations. An example of what each of these expectations look like is outlined on the page titled "Washington Elementary School-wide Matrix."

- ☐ **Responsible**
- ☐ **Organized**
- ☐ **Accepting of Others**
- ☐ **Ready to Learn**


Wildcats **R.O.A.R!**

Students will see these behavior expectations posted as reminders all over school and hear daily ROAR encouragement from all staff.

Positive Behavior Intervention System

We will encourage and support students to develop self-discipline with our PBIS (Positive Behavior Intervention Support) model.

Washington Elementary School-wide Matrix - Wildcats ROAR

	Hallway	Cafeteria	Bathrooms	Playgrounds	Library
Responsible	<ul style="list-style-type: none">• Walk to your destination• Keep hands and feet to yourself• Keep hands off the bulletin boards	<ul style="list-style-type: none">• Eat your own meal• Clean your space /personal trash	<ul style="list-style-type: none">• Flush• Use only what you need• Wash hands	<ul style="list-style-type: none">• Clean up equipment• Prepare for weather• Walk on blacktop	<ul style="list-style-type: none">• Return or renew• Low voices• Gather your materials
Organized	<ul style="list-style-type: none">• Keep clean• Walk to the right side• Face forward	<ul style="list-style-type: none">• Quiet line• Carry tray with both hands• Recycle appropriately• Sit at assigned table	<ul style="list-style-type: none">• Throw trash in garbage cans• Report messes to teacher /office	<ul style="list-style-type: none">• Take turns• Use equipment properly• Stay in designated area	<ul style="list-style-type: none">• Keep shelves neat• Use shelf marker
Accepting	<ul style="list-style-type: none">• Quiet voices• Look at bulletin boards	<ul style="list-style-type: none">• Chat quietly with neighbors• Listen to directions• Say please and thank you	<ul style="list-style-type: none">• Value privacy• Wait patiently for stall or sink	<ul style="list-style-type: none">• Invite & include all who want to play• Use kind words• Play by the rules• Keep hands & feet to yourself	<ul style="list-style-type: none">• Read silently• Respect books
Ready to Learn	<ul style="list-style-type: none">• Arrive at your destination in a timely safe manner	<ul style="list-style-type: none">• Listen for directions• Raise your hand• Sit safely	<ul style="list-style-type: none">• Return to class promptly	<ul style="list-style-type: none">• Be involved in an activity• Listen to adults in charge• Line up quickly at bell/whistle	<ul style="list-style-type: none">• Choose books you'll read

Recognition of WILDCATS who ROAR

The **ROAR** recognition program is designed for and can be earned by **all** students consistently accountable in all 4 areas of ROAR. We recognize students daily and openly discuss how everyone can earn this award if they follow our ROAR core values.

R.O.A.R. Cards

Students will earn R.O.A.R. cards by demonstrating positive behavior and following our core values. The cards will be put into a weekly lunch time drawing. Students will earn prizes for their outstanding behavior.

ROAR Learning Opportunities

Students observed not following school-wide core values will be given the opportunity to learn the behavior expectation again (exceptions: hurting another student, disrespectful behavior to an adult). Students will first be given a warning and a redirection.

The student will then receive a **Minor Accountability Slip**. When receiving a Minor Accountability slip, school personnel will discuss the reason for the accountability slip with the child. Minor Accountability slips need to be signed by a parent or guardian and returned to the teacher the following day.

The following consequences will occur in regards to **Minor Accountability Slips**:

- ☐ 1st Minor Accountability Slip: Designated time-out class to complete a reflection sheet. The reflection sheet is an opportunity for the student to internalize what core value they violated.
- ☐ 2nd Minor Accountability Slip: Designated time-out class to complete a reflection sheet.
- ☐ 3rd Minor Accountability Slip: Students will have an in-house suspension. Students will spend a time out in another classroom on campus or in the office.
- ☐ 4th Minor Accountability Slip: Possible suspension from school.

More serious behaviors will be handled through a **Major Accountability Slip** process. The student will be called to the office to discuss the problem. Consequences range from meeting with the student to expulsion from school. The district handbook outlines consequences for each behavior.

Behaviors that may result in a **Major Accountability Slip** include but are not limited to:

- ☐ Fighting: Hurting someone else, trying to hurt someone, or threatening to fight or hurt someone.
- ☐ Weapons: Bringing and/or having a weapon on school grounds. This includes ALL knives
- ☐ Profanity: Committing an obscene act; habitually using profanity and vulgarity.
- ☐ Substance Use/Possession: Possession or use of any tobacco, alcohol or other drugs.

Students must follow our school-wide core values of ROAR:

- While on the school grounds
- While going to and from school
- While attending a school sponsored activity, including coming and going from the activity