

# **WASHINGTON ELEMENTARY**

HOME OF THE BULLDOGS



# **BULLDOGS**

## **IMPORTANT FAMILY INFORMATION**

### **2024-2025**

## TABLE OF CONTENTS

### SCHOOL INFORMATION

MISSION STATEMENT.....	3
WEBSITE.....	3
PARENT LETTER.....	4

### ATTENDANCE

SCHOOL DAY.....	6
STUDENT ARRIVAL/DISMISSAL.....	6
PARENT GUIDELINES FOR ABSENCES AND TARDIES.....	6-8
STUDENTS TRANSFERRING.....	9
BUS TRANSPORTATION.....	9
SCHOOL BOOKS AND SUPPLIES.....	9

### STUDENT MANAGEMENT AND CLASSROOM SAFETY

STUDENT BEHAVIOR AND PARENT RESPONSIBILITY AFTER HOURS.....	10-16
ACCESS TO CLASSROOM.....	17
PERSONAL ITEMS AT SCHOOL.....	17
INCLEMENT WEATHER.....	17
FIRE, TORNADO, AND EMERGENCY DRILLS.....	18
APPROPRIATE DRESS.....	19
BICYCLES AND SKATEBOARDS.....	19

### CURRICULUM, HOMEWORK, ASSESSMENT, EXCEPTIONAL STUDENT SERVICES & SPECIAL PROGRAMS

HOMEWORK.....	19
PROGRESS REPORT CARDS.....	19
SPECIAL EDUCATION SERVICES AND ENGLISH LANGUAGE LEARNERS.....	19
PHYSICAL EDUCATION.....	20
MUSIC.....	20
STATE REPORT CARDS.....	20
LIBRARY.....	20
INTERNET AND COMPUTER GUIDELINES.....	21-22
SPECIAL PROGRAMS.....	22

### SCHOOL GUIDELINES

BREAKFAST, LUNCH, AND SNACKMILK ACCOUNT.....	22-23
TELEPHONE CALLS/CELL PHONES.....	24
LOST AND FOUND.....	24
FIELD TRIPS.....	24
SCHOOL CELEBRATIONS.....	24
PARENT SERVICES.....	25
NEWSLETTERS.....	25

### HEALTH SERVICES & SCREENINGS

ILLNESS.....	25
MEDICATION.....	26



## Mission Statement

The Washington School Community Mission is to provide an environment conducive to teaching and learning and to increase student achievement in math and communication so that all students will be effective in a global society.

**School Motto:** Achieving, Believing, Caring...Beyond All Expectations!!

### School Mascot

BULLDOGS

### School Colors

Red, Black, Gray  
& White

## WEB SITE

<http://washingtonelementary.usd475.org>

## Notice of Non-Discrimination

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact the USD 475 Director of Human Resources, 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785-717-4000.

For questions or complaints based on disability, please contact the USD 475 Director of Special Education Services, 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785-717-4000

Dear Parents,

Welcome to Washington Elementary School!

Washington is an exciting place to visit. Our students and staff work together to create a learning environment and a family atmosphere that is conducive to outstanding achievement in academic and life skills. Washington is fortunate to have good volunteer support from parents, relatives, and community people. We are also proud to partner with Ft. Riley military base with an average of 15% of our students being military affiliated.

As a school in partnership with Kansas State University, student teachers constantly infuse the school with innovative ways to engage students and share new technology as instructional tools.

The building leadership team consists of a full-time principal, an instructional coach, and an MTSS Coach. Also, part of the BLT are the Primary and Intermediate Team leaders. These are classroom teachers who meet regularly with the members of their respective teams for purposes of discussing curriculum issues, expressing areas of concern, problem-solving, and planning. Members of the leadership team also serve as principal designees in the absence of the principal.

Several building-level committees that meet on a regular basis include the Effective Schools Panel, Safe and Civil Schools, Booster Club, Site Council, PBIS Building/District Committee, Social Committee, and Library, Tech, and SPED Planning Committees. Washington has representatives from our staff who also serve on the following district-level committees and task forces: JCEA, Kansas Reading Association, Communications Committee, Content Area Learning Labs and Task Forces, Professional Development Council, Curriculum and Instruction Advisory Committee, and the Technology Task Force, and Building/District Advisory.

Finally, Washington Student Council or Bulldog Patrol members meet monthly to work on school-based projects, community projects, and efforts to benefit special groups outside our community and even outside of our country.

To stop by please schedule a visit as outlined in the visitor's section of the handbook.

## **1. SCHOOL HOURS**

Washington students will enter the building by 7:55 A.M., and the school day will start at 8:00 A.M. After 8:00 A.M., students are tardy and need to enter through the office. Students will be dismissed at 3:15 P.M

## **2. ARRIVAL AND DISMISSAL**

Students should not arrive on school grounds before 7:40 A.M. unless they are invited for tutoring. Breakfast is served beginning at 7:40 A.M. Students are to be dropped off by parents at designated doors of each grade level, as the back parking lot is for bus loading and unloading. Students need to be in their classrooms when the tardy bell rings at 8:00 A.M. Students arriving after 8:00 A.M. should enter through the front entrance of the school.

**If students begin arriving too early, a letter will be sent home which will need to be signed and returned stating what arrangements you have made. Please help us protect your children by making sure that they do not arrive too early for school. Staff are not on duty until 7:40 and students are not under supervision until that time.**

Students are dismissed at 3:15 P.M. and must continue directly off the school grounds if not riding a bus. Once they have exited the building, we ask that they not come back into the building. Children should go directly home and not return to play on the grounds until after 5:45 P.M. For their own safety unless students are directly involved in an after-school activity or sport, they should not stay on school grounds as they will not be under adult supervision.

Children who ride the busses will go directly to their designated bus or to a pre-determined location to await the arrival of their bus. There will be an adult on duty to supervise and dismiss those students who must wait. If a student is not at the designated area, we will make one "all call" on the intercom, and then dismiss the group to board their bus. Click below or see page 27 for maps.

[Map for Drop Off and Pick Up](#)

**Parents are responsible for ensuring their children are picked up in a timely manner. Law enforcement may be contacted should a parent neglect to pick up their children promptly.**

## **3. ATTENDANCE**

Washington Elementary believes that a direct correlation exists between school attendance and academic achievement.

We ask that parents/guardians cooperate with the school in the following manner:

- Encourage your child to attend on a regular basis.
- Contact the school office, 717-4670 to inform the school of your child's absence.
- We will accept a note when your child returns to school. The note should state the reason for your child's absence. Ultimately, the school administrator determines if the absence is excused or unexcused.
- For an illness that extends over a period of days, contact the classroom teacher to discuss the need for appropriate homework assignments for your child. There may be assignments/projects that must be completed at school.
- Please plan family vacations around our school calendar to enhance student learning.
- Students sent home or absent from school due to illness, may not return to school for evening activities.
- When possible, medical and dental appointments should be made outside of school hours or on days when school is not in session.

### **Excused Absences**

The following absences will be considered excused:

- Illness (if illness is long or if there are many absences for illness, you may be asked for information from your family doctor.)
- For any student with frequent excused absences due to illness, the school may require a doctor's excuse for each absence after notifying the parent. At that point, without the excuse from a doctor, the absence would become unexcused and begin counting toward truancy guidelines.
- Medical appointment
- Death in the immediate family.
- Personal family reasons, **ONLY** when cleared in advance by the building principal

A student shall be counted 1/2 day absent if they are not in school for more than three hours at any time during the day. For periods of less than three hours, it shall be counted as a tardy. Medical/health appointments shall follow these guidelines.

### **Unexcused Absences**

The following absences will be considered unexcused:

- Any absence that has not been cleared within 24 hours by a phone call or

note from the parents

- Any absence without the knowledge and consent of parents
- Shopping, babysitting, hair appointment, nail appointments, etc.
- Absences without a doctor's excuse after being notified that one is required.
- Students will be counted tardy if not brought back from lunch on time according to their class schedule.

### **Tardies**

Students will be considered tardy if they are not in their classrooms when the bell rings at 8:00 A.M. This includes students who may be eating breakfast at school. Any student who enters his/her classroom after the 8:00 A.M. bell will be asked to go to the office for a tardy slip. Anytime a student is not in class for a period of time less than three hours, it is recorded as a tardy. This includes times when students are picked up early from school or taken out for appointments.

Make up work for absences will be given to the student upon his/her return to class. Students will have one day for every day that they have been absent to complete and turn in work missed. If make-up work is not completed, zeros may be recorded and averaged into the grade book, or they may be required to stay in at recess, or after school, to complete the work.



## **Compulsory Attendance Enforcement**

It is important to all of us that your children are in school and on time each day. Developing these habits early will only help them in the future. Because this is so important, there is a Kansas attendance law, which schools are, required to abide by.

The procedure for enforcement of this law follows:

In compliance with K>S>A> 72-1113, the following procedures will be utilized for enforcement of the state's compulsory attendance statute.

- In the event any regularly enrolled student, K-12, is inexcusably absent for three (3) consecutive days or for a total of five (5) days in a semester, or seven (7) total in one year, that student is not in compliance with state attendance statutes. (KSA 72-1113(c))
- The parent or person acting as the parent of any student identified in #1 above will receive a written letter from USD 475, informing you of the unexcused absences and asking that you respond directly to the principal to resolve the problem.
- If there is no communication from the parent to the school within three days, a second letter will be sent requiring the parent to attend a truancy meeting with the district Asst. Superintendent, County Attorney, and SRS official at the local SRS office at which time an attendance contract will be signed.
- For any student who is less than thirteen years of age, if attendance does not improve, an official truancy report will be filed by the school to the SRS office at which time they will begin an investigation.
- As requested, school district personnel are to assist the SRS staff or the County Attorney with any investigation that might follow the submission of truancy reports.

It is the building principal's responsibility to report chronic absenteeism/tardies (truancy) according to the state attendance statute K.S.A. 72-1111. Truancy is defined as per the amended statute 72-1113 as, **inexcusable absence from school for a significant part of a day OR either three consecutive days or five or more days in any semester. The district defines a tardy, as anytime a student is not in attendance for less than three hours.** Students are also tardy if they are not in their classroom at 8:00 A.M. when school begins. **The only tardies that are excused are for medical/health appointments.**

#### **4. TRANSFER POLICY**

USD 475 wants to provide the best education for all students. Our faculty/staff has a commitment to children within our attendance area first. Transfer requests will be evaluated on an individual basis. The district has Transfer Guidelines that are used to determine if requests may be granted. **Tentative approval may be given with the understanding that a student may be asked to transfer to his/her home school up until September 20<sup>th</sup>, or anytime if the transfer agreement is broken.**

#### **5. BUSSING**

Please go over the bus handbook with your children to make sure that everyone knows what is expected of them while riding the bus. If behavior occurs which results in a Bus Incident Report, the principal will follow the written consequences in order.

Students will be put on their bus to ride home unless one of the following things happens:

- You send a note with your child
- You are here to pick him/her up. (If you do this, please let us know in the office so we can cross him/her off the bus list.)
- You call the office.

We know you don't always know or have time to take care of this in the morning, but please remember that we are responsible for your child's safety during the school day and unless we hear from you by phone or in writing, we must put him/her on the bus.

Washington Elementary is required to conduct two bus evacuation drills for all students each year.

#### **6. SCHOOL BOOKS AND SCHOOL SUPPLIES**

Personal school supplies are purchased by parents. Please consult the classroom teacher before buying supplies. A list of supplies is available on our website or you may request one at the office. Please contact the school office if you are suffering a hardship and need help providing supplies for your child.

## 7. SCHOOL WIDE BEHAVIOR PLAN

### Expectations

- Respect all others, yourself, and property.
- Keep your hands, feet, and other objects to yourself.
- Accept responsibility for your actions and words.

### Levels of Unacceptable Behaviors

Level 4: Safe Environment - Behaviors that are intended to cause another individual physical harm and/or illegal Examples are:

- Hitting/fighting with intent to do physical harm
- Weapons
- Gross Disrespect (verbal or non-verbal profanity)
- Serious Threats
- Stealing

\*List is not inclusive and consequences are determined by the building administrator/representative staff

### Range of Consequences/Strategies

- Minimum – Possible Suspension (Detention, ISS or OSS -any part of a day)
- Maximum - 180 days expulsion (one calendar year)

Level 3: Orderly Environment - Behaviors that are not intended to cause physical harm to another individual, are not illegal, but do negatively affect an orderly environment in the hallways, lunchroom, and on the playground. Examples are:

- Running in the halls
- Horseplay
- Dress code violations
- Vandalism
- Minor threats

\*List is not inclusive and consequences are determined by the building administrator/representative staff

### Range of Consequences/Strategies

- Minimum - Look in the vicinity of the behavior
- Maximum – Detention, Short Term Suspension (five days or less)

Level 2: Productive Classroom Environment - Behaviors that occur in the classroom and interfere with the learning of others. Examples are:

- Talking/shouting out of turn
- Getting out of seat without permission
- Bothering other students
- Refusing to work with others

\*List is not inclusive and consequences are determined by the building

administrator/representative staff

#### Range of Consequences/Strategies

- Minimum - Look in the vicinity of the behavior
- Maximum – Detention, or In School Suspension

Level 1: Productive Personal Environment - Behaviors that occur in the classroom and affect only the learning of the misbehaving student. Examples are:

- Not responding to teacher instructions in a timely manner
- Not caring for school supplies and consistent disorganization
- Incomplete work/refusal to work

\*List is not inclusive and consequences are determined by the building administrator/representative staff

#### Range of Consequences/Strategies

- Minimum - Look in the vicinity of the behavior
- Maximum - Detention

For all levels, adjustments in consequences may be made by the principal to curb the un-wanted behaviors.

### **Specific Area Expectations**

A list of expectations for specific areas of our school follows. These are designed primarily for purposes of providing a safe and orderly environment for all who enter our school.

#### **Hallway Expectations**

- Walk at all times in the hallways
- Keep hands, feet and other objects to yourself
- Always keep to the right in the hallways, walking up the stairs and down the ramps.
- No talking in the hallways, so classrooms are not disturbed

#### **Bathroom Expectations**

- Use restroom appropriately
- Students are expected to wash hands and flush the toilets.
- Since both students and guests to our building use facilities, students are asked to keep them neat and clean.
- Voice level is to be kept at a zero.

#### **Behavioral Consequences**

Students choosing not to follow school expectations will be involved in the following procedures.

- Step 1 - Verbal warning by teacher.

- Step 2- Time out in the classroom (at child's own seat-desk cleared) verbal plan with teacher at teacher's earliest opportunity.
- Step 3- Take a Break and Come Back Great- Student will go to another classroom for a time-out. He/she will return to class after a short period of time.
- Step 4- Student will report to the Student Support Monitor's Office to write/verbalize a plan for how he/she will correct the behavior with the Student Support Monitor. He/she may remain with the Student Support Monitor for a period of time until he/she is ready to return to class.
  - In the event a student writes a plan, a copy of the plan will go home.
- Step 5- If a student returns from the SSM office and disrupts again, he/she will be sent to the SSM or principal and may not return to class that day. If this happens, a call will be made and the student will be expected to stay after school for Detention to make up work they miss while out of the room.

\* Note- The only times these steps would not be followed are in the cases of open/blatant defiance causing severe disruption of a classroom or in the cases of angry or harmful physical contact.

After School Detention may be utilized:

Possible reasons might include, but are not limited to:

- Continued SSM referrals
- Blatant defiance
- Continued pattern of failure to turn in assignments
- Continued reports of bullying
- Other behaviors that disrupt the learning process.

## **8. BULLY PREVENTION PROGRAM**

Bullying Prevention Programs and state and civil programs are used in all USD 475 schools. The program is a comprehensive, school-wide program designed for use in elementary, middle, or junior high schools. Its goals are to reduce and prevent bullying problems among school children and to improve peer relations at school. The program has been found to reduce bullying among children, improve the social climate of classrooms, and reduce related antisocial behaviors, such as vandalism and truancy. The school's efforts will include: establishing school-wide rules and applying consistent consequences against bullying, identifying children who bully and their victims in order to address their individual problems and needs, holding regular classroom meetings to discuss problems of bullying, rewarding children for good social behaviors, and making use of videos, books, and other resources on bullying. USD 475 will strive to make certain that all children feel safe in our schools and have the greatest opportunity to learn.

### **Washington Bullying Consequence Chart**

<b>Behavior</b>	<b>1<sup>st</sup> Referral</b>	<b>2<sup>nd</sup> Referral</b>	<b>3<sup>rd</sup> Referral</b>	
<b>Verbal Bullying</b> (teasing, name calling, cyber postings, insulting, etc.)	Warning & Discussion with Principal or SSM	Loss of privilege(s) for 2 days and phone call home	Classes only for 1 week and conference with parents	Develop an individual bullying prevention plan and conference with parents
<b>Social Bullying</b> (exclusion, starting or spreading rumors, neg. cyber postings, etc.)	Warning & Discussion with Principal or SSM	Loss of privilege(s) for 2 days and phone call home	Classes only for 1 week and conference with parents	Develop an individual bullying prevention plan and conference with parents
<b>Low Level Aggressive</b> (bumping, grabbing, flicking, poking, etc.)	Loss of social privileges for 1 day	Loss of social privileges for 3 days	Meeting with parents and principal and classes only for 1 week	Develop an individual bullying prevention plan and conference with parents  possible suspension
<b>Physical Bullying</b> (physical contact in anger)	Suspension (No Tolerance)	Suspension (No Tolerance)	Suspension (No Tolerance)	Suspension (No Tolerance)

### **Bullying Definitions**

- **Verbal Bullying** - teasing, name-calling, insulting, or other behavior, including negative cyber postings that would hurt others' feelings or make them feel bad about themselves
- **Social Bullying** - exclusion, starting rumors, telling others not to be friends with someone, or other actions such as negative cyber postings that would cause someone to be without friends
- **Low Level Aggressive Bullying** - bumping, grabbing, flicking, poking, pinching, tripping, or other violations of personal space
- **Physical Bullying** - slapping, punching, shoving, kicking, and similar behavior that could result in injury to others (using hands, feet, or other objects in anger)

### **9. LIFELONG GUIDELINES AND LIFE SKILLS**

The Lifelong Guidelines and Life skills, which follow, are implied in the rules and will be taught and practiced throughout the year.

#### **Lifelong Guidelines**

- Put-downs are prohibited
- Show respect and trust toward one another
- Always do your personal best
- Discuss and listen actively
- Expect and give truth and honesty

#### **Life Skills**

- Patience: To wait calmly for someone or something
- Organization: To work in an orderly way
- Cooperation: To work together
- Caring: To show/feel concern
- Effort: To do your best
- Sense of Humor: To be playful without harming
- Flexibility: To be willing to change plans
- Curiosity: To investigate and seek understanding
- Integrity: To act according to what is right and wrong
- Common Sense: To think it through
- Problem Solving: To seek solutions
- Perseverance: To keep at it
- Friendship: To have mutual trust and caring
- Initiative: To take action when needed
- Responsibility: To do what's right

#### **10. STUDENT SUPPORT MONITOR**

At Washington Elementary, our school wide behavior plan and expectations are reinforced by our Student Support Monitors (SSM). Each day they work to provide opportunities for students to learn and understand the Life-Long Guiding Principles.

Students who fail to meet Washington's expectations will be met with one-on-one by the SSM or additional support staff to develop a "plan" for correcting behaviors. Plans are written by students as a contract for improving their opportunity to learn in the classroom. When a plan is sent home with a student, they are expected to share the plan with their parents.

#### **11. OPPORTUNITY ROOM/SSM Office**

At Washington Elementary, we have employed the use of an Opportunity Room/SSM Office. The general purpose of the Opportunity Room is to provide our students with an extra "opportunity" to complete assignments, homework, or other classroom-related materials as well as offer individuals a chance to work on behavior-related matters. The Opportunity Room is open throughout the day. Students who choose to not complete what is expected of them will visit the Opportunity Room as needed until expectations are met.

## **12. WASHINGTON PLAYGROUND GUIDELINES**

- Permission is needed before going into the building.
- Stay on school property.
- If a ball goes off the playground do not go after it unless you ask permission. Then go around the fence not over the fence.
- Keep hands, feet and other objects to yourself.
- Students will stay away from snow, ice, and mud, and leave rocks, bark sticks and other dangerous objects alone.
- Students will not jump off the recess equipment or tables.
- Students are not to bounce the balls against the walls of the building.
- Students are expected to stay away from classroom windows.
- Coats must be worn if the temperature is less than 50 and remain on the student.
- Students will not hang on nets, rims or sit or stand on rails

### **Swings**

The following actions are not allowed:

- Standing, jumping, or twisting out of swings
- Playing or walking near the swings if not swinging
- Climbing on the poles
- Lying down on the swings
- More than one person on a swing

### **Overhead Bars**

Students are to take turns going across one way. When playing on the overhead bars

The following actions are not allowed:

- Sitting on top of the bars
- Pushing or pulling other students
- Hanging upside down from knees

### **"Big Toy"**

- Students are to walk on the equipment (no tag/chase)
- Slide in a sitting position facing forward, one at a time
- Students should climb on the rope or pole one at a time
- Sand/rocks/mulch stay on the ground.
- Students are not to climb on top of the equipment or jump from the platform.



### **Consequences When Breaking a Rule**

- 1st offense- on the bench for 5 minutes
- 2nd offense- may lose some or all of recess time and/or be asked to sit on the time-out bench or walk the perimeter.
- Severe rules are broken- go to the student support monitor

If equipment is misused- equipment is taken away for a period of time to be determined by the person on duty

### **Whistle Rules**

- 1x – Stop and listen for your name
- 2x – Stop and listen for your grade
- 3x – Get to the nearest adult

Recess problems immediately referred to the SSM and/or principal include:

- Fighting or otherwise intentionally inflicting harm
- Disrespect to supervisor (talking back, etc.)
- Use of bad language

### **13. VISITORS TO THE BUILDING**

To provide security and prevent disruption of learning, we ask that all parents and visitors stop at the school office to sign in and pick up a visitor's badge before going to individual classrooms and sign out when they leave. This is a USD 475 policy practiced in all schools. Visitors must bring an I.D. and may be asked to scan the I.D. in the office while visiting.

Parents are welcome to visit/observe in classrooms. To do this, please adhere to the following procedures.

- **Call and set up a time, 24 hours in advance, which works for you and the classroom teacher.**
- Sign in with the office and obtain a visitor's pass
- If you wish to talk to the teacher, please arrange a time, in advance, outside of the instructional day. Disruption of the classroom, instruction, or learning will not be permitted.

#### **14. VOLUNTEERS (by arrangement with the principal)**

Volunteers are very important to the success of Washington Elementary. Please sign in at the office and pick up a volunteer badge. At the end of the year, we will have a volunteer recognition and we want to make sure everyone gets recognized.

#### **15. PERSONAL ITEMS/TOYS AT SCHOOL**

Personal toys/sports equipment, electronic devices should not be brought to school unless by special permission of a teacher or the principal. If they are brought to school, they may be taken by the classroom teacher or principal for safekeeping. This helps avoid problems with loss or damage of items for which we cannot be responsible. Items will be returned to the student or his/her parents according to the agreement made at the time the item is taken.

#### **16. INCLEMENT WEATHER GUIDELINES**

During severe winter storms, local radio stations will begin carrying reports of school closings by 6:00 A.M. If weather conditions force the early closing of school during school hours, radio KJCK will broadcast this information. If closing occurs, the school will follow the instructions you as parents gave us on the form completed at your fall Parent/Teacher Conference. PLEASE DO NOT CALL THE SCHOOL. Please listen to either FM 97.5 or AM 1420. We greatly appreciate your help. It is the right and responsibility of parents to decide if a student should attend school under abnormal weather conditions. Sign up for the district Text Alerts on the USD475 Website for all district news and announcements.

#### **17. SAFETY**

##### **After Hours Activities**

After school, activities require a safe and orderly environment. All children in attendance at after-school activities should be accompanied by a parent or responsible adult who will be accountable for their behavior. Anyone not following building procedures may be asked to leave the activity or the police may be called.

##### **Crisis Plan**

USD 475 and Washington have a crisis plan in place. Students will practice safety drills monthly throughout the school year.

##### **Drug Free Schools and Community**

The unlawful possession, use, distribution, and/or sale of alcoholic beverages, illicit drugs, drug paraphernalia, improper use of legal drugs, and other controlled substances by students or school employees on school premises or as a part of any school, activity is prohibited.

### **Fire and Tornado Drills**

Fire and tornado drills are very important exercises and should be taken seriously. State-required practices will be conducted periodically throughout the school year. Teachers and staff will instruct students concerning procedures for these two emergencies and procedures will be practiced before the first drills take place.

There are also procedures for these two emergencies should they take place during an evening event. The principal and staff know the procedures and will instruct all those present on the steps to be taken to try to ensure the safety of all.

### **Recess**

During periods of inclement weather (rain, lightning, snow and extreme temperatures) any time temperatures are below 20 degrees, or above 95 degrees, recess will be held indoors.

### **Searches of Students**

In order to protect the health, safety, and welfare of students under school jurisdiction, building principals or designated representatives are authorized to search students. The building principal or designated representative may conduct a search of the person of the student including touching when emergency conditions are determined to be present. Emergency conditions include the safety of the student or others. All searches shall be carried out in the presence of an adult witness.

### **EMERGENCY GUIDELINES FOR SAFETY INTERVENTIONS**

Emergency safety interventions law sets forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the emergency safety intervention statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

**An emergency safety intervention is the use of seclusion or physical restraint. The use of an emergency safety intervention shall cease as soon as the immediate danger of physical harm and violent action ceases to exist.**

**[Emergency Safety Interventions - Geary County Unified School District 475 \(usd475.org\)](http://usd475.org)**

## **18. DRESS CODE**

Students are expected to exercise good judgment in what they wear. Any clothing, accessories or representation which disrupts the regular function of the school day is prohibited. "Disruption" is defined by the building administrator.

- Hats, caps, hoods, bandanas, or headgear of any description may not be worn inside the building except for health or safety, as a part of religious beliefs, or in connection with school-sponsored programs.
- Sunglasses are not allowed to be worn in the building unless by a doctor's order or on special days designated by the school.
- Outerwear must always cover underwear. "Sagging" and low-rise pants will not be allowed, nor will the wearing of strapless (tube tops), midriff tops, or spaghetti strap tops.
- Clothing with advertising for tobacco or alcoholic beverages is not allowed in school, nor are T-shirts with swear words or inappropriate "suggestions". (Students wearing these items may be asked to go to the restroom and turn the shirt/clothing inside out.)
- Heavy winter coats may not be worn inside the building.

## **19. BICYCLES AND SKATEBOARDS**

Students who ride bicycles to school must obey traffic rules and not ride on grassy areas or private property. In addition, bicycles must be locked while parked at school to avoid being damaged or stolen. Skateboards, Rip sticks, Hoverboards, Waveboards, scooters of any kind, rollerblades, and shoes with retractable skates, are not to be ridden or brought to school for any reason.

## **20. HOMEWORK**

We encourage parents to require their children to read every day. Research shows that children who read daily have higher achievement in school. Each classroom teacher's homework policy is different; however, all students are expected to complete and turn in homework. Consequences will be assigned to students that fail to meet this expectation. This topic is addressed in the classroom orientation packet and discussed at the orientation.

## **21. SPECIAL SERVICES**

Some students in public education may have trouble in mastering the academic, social, and behavioral skills necessary for school success. To benefit from instruction these students may require modifications in instruction methodology, curriculum, or behavior management strategies. The degree of special services will vary according to the needs of the student. If your child has a current Individual Education Plan (IEP), or 504 Plan, please notify the office at the time of enrollment.

## **22. MUSIC AND PHYSICAL EDUCATION**

### **Music**

At Washington School, children learn music the same way they learn language. They imitate what they hear, improvise music and then learn to read and write music. Movement, speech, song and instrumental playing are integrated to teach the elements of music.

The USD #475 Music Curriculum Guide is the basis for this musical learning, and each child experiences the many pleasures of making music and of informed listening. Kindergarten meets for 20 minutes and 1<sup>st</sup>-5<sup>th</sup> meet for 30 minutes Daily.

### **Physical Education**

Students participate in P.E. on the same daily schedule as music. P.E. also follows a district-wide curriculum and emphasizes activities for a healthy lifestyle. Please have your child wear tennis shoes on P.E. days. Students will be unable to participate if they are not dressed appropriately, due to safety concerns.

### **Programs**

Each student will have the opportunity to participate in at least one performance showing off his/her special talents and skills each year. This may be in the form of a special music program or various classroom opportunities. Parents are always invited and welcome to attend, whether it is during the day or the evening.

## **23. STATE REPORT CARD**

For a link to the State Report Card for USD 475, please visit <http://www.usd475.org> or ask in the school office for a copy. You may also visit <http://Washington.usd475.org> to access a direct link to the State Report Card for Washington Elementary and USD 475.

## **24. LIBRARY MEDIA CENTER**

The Media Center is the hub of our school and open daily for students and staff to use as a resource in checking out materials or supporting learning. We expect patrons who check out materials to properly care for them and return them on time. If an item is lost or damaged, a replacement fee is charged. Money will be reimbursed minus a handling fee if the item is returned in good condition. All library materials must be returned prior to withdrawal from school.

### **Mission Statement**

Our mission is to encourage students, staff, and parents in life-long learning while meeting their informational needs and sharing the joy of reading.

### **Integrated Library**

Integrated library classes are taught in collaboration with classroom teachers. This partnership enhances student learning. These lessons relate to all areas of the curriculum and incorporate library skills such as locating and using information. Washington's library program supports our building plan goals to improve

student achievement. This program is based on Kansas Library Media and Technology Standards that our district supports.

## **25. NETWORK/INTERNET: ACCEPTABLE USE POLICY**

The goal of USD 475 is to maximize the educational benefits of network and Internet capacities. To better prepare students for the future, USD 475 provides opportunities for students to problem solve, manage, and retrieve information, think creatively, and communicate effectively. These skills can also be reinforced through technology, giving the students additional preparation for an information-based society and technological workplace. USD 475 is committed to making advanced technology and increased access to learning opportunities available to all students and staff members.

### **Computer Use Guidelines**

- All users must comply with these ***Acceptable Use Procedures***
- Students and staff are to use the Network / Internet for research and educational purposes.
- School-appropriate conduct is expected when using computers, the network and the Internet.
- Students will be supervised.
- The privileges of any user can be revoked for inappropriate behavior
- The definition of inappropriate behavior/use of the internet or network will be determined by the administration and/or staff.
- Instructional use of the Internet by a teacher may include whole group instruction to all students.
- Users will keep passwords secure.
- If users encounter material that is controversial, inappropriate, or offensive then the expectation is they shall report any incidents to the Technology Department. Further, the user shall not initiate access to such material.
- Material retrieved through Internet access is governed by U.S. Copyright regulations.
- Parents/guardians may request that their student be denied permission for individual access to the Internet while at school by notifying the student's school in writing.
- 3<sup>rd</sup>-5<sup>th</sup> Grade students must have computers charged prior to the school day starting.

### **Unacceptable Use**

- Sending or downloading offensive messages and pictures
- Bullying, harassing, insulting or attacking others
- Using the network for commercial or financial gain
- Damaging computers, electronic media, or computer networks
- Vandalizing the data of another user or other networks
- Using another's password, folders, or files
- Unauthorized use of copyrighted material
- Posting anonymous messages

- Willfully accessing unauthorized or inappropriate Internet content

Unacceptable use may result in disciplinary action (i.e. cancellation of privileges, detention, and expulsion). A person using electronic media for bullying, threats, or terrorist activities will be subject to legal action.

### **Disclaimer**

USD 475 makes no warranties of any kind, whether express or implied, for the service it is providing. The district will not be responsible for any damages a user suffers. This includes loss of data resulting from delays, non-deliveries, service interruption, user errors, or omissions. Use of any information obtained via the Internet is at the user's own risk. USD 475 specifically denies any responsibility for the accuracy or quality of information obtained through online services. All users need to consider the source and validity of any information they obtain on the Internet. USD 475 complies with FERPA and CIPA guidelines.

## **26. SITE COUNCIL**

Site Council is a group of parents, teachers, a community representative, and a central office representative who meet approximately five times a year. The meetings are held in the school library. The council discusses curriculum, testing, programs and policies. All parents are welcome and encouraged to get involved. Please notify the principal if you are interested in being a member of Site Council.

## **27. FOOD SERVICE PROGRAM**

### **Breakfast**

Breakfast is served daily. The breakfast program is scheduled from 7:40 A.M. to 7:55 A.M.

Students eating breakfast should use their grade level assigned entrance. There is minimum supervision during breakfast and all students are expected to conduct themselves appropriately. If the behavior of a student becomes a problem, a warning will be given, and parents may be contacted or consequences may be assigned.

### **Lunch Program**

A lunch is provided each day for any children that want to participate in the lunch program or students may bring a sack lunch from home.

When you enroll your child, a meal account number is assigned to him/her. The assigned account number remains the same until your child leaves USD 475. When your child goes through the lunch line he/she is responsible for entering the assigned number using a key pad and the meal amount is deducted from the account.

## **Lunchroom Procedures**

The safety and wellbeing of our students is a priority in the Washington lunchroom. To provide a safe and healthy eating environment our lunchroom provides areas specific to food allergies.

## **Lunchroom Expectations**

- Respect those around you. Keep hands, feet, and other objects to yourself.
- Use your six-inch voice at the table. Staff may ask the students to go to a zero-noise level to allow for time to eat their food before dismissal.
- Please walk at all times.
- Students are expected to sit on the assigned side of the table and use appropriate table manners.
- Students in need of assistance should raise their hands and they will be helped by the supervisor or aide on duty.
- Students are not to leave the lunchroom for any reason without permission.
- Students are expected to see that their area is clean and free of litter before they leave their table.
- Students are not to take any food from the lunchroom unless it is in their lunch sacks or lunch boxes.
- After food is served on a tray, children are not allowed to trade or give any food on the tray to another person. This is a state regulation.
- Carbonated soft drinks and glass containers are not allowed.
- We cannot microwave lunches.

## **28. SNACKS**

Washington Elementary promotes healthy nutrition habits during classroom snack time. Please refer to grade-level orientation packets and teachers for specific grade-level snack and food allergy information.

### Acceptable Snack Choices:

- \*Fresh/dried fruit of any kind
- \*Fresh/dried vegetables
- \*Crackers (plain, no nuts)
- \*Pretzels
- \*Water

### Discouraged Snack Choices:

- \*Fruit snacks or fruit roll-ups
- \*Ramen Noodles
- \*Cookies
- \*Gum and candy
- \*Carbonated drinks (soda)



### **29. TELEPHONE CALLS**

During school hours, teachers will only accept emergency telephone calls. However, secretaries will be glad to take messages which will be placed in teachers' mailboxes and teachers will return calls at the first available time. Teachers can also be reached by e-mail or ClassDojo. Check the classroom orientation packet for your child's teacher's e-mail address and ClassDojo sign-up procedures.

Students may use the phone when necessary, but only with written permission from teachers. Arrangements for going home with a friend or calling for a ride when they don't feel like walking should be made ahead of time and student calls will not be permitted for those purposes. Students will not be able to call parents to bring forgotten homework, computers, or lunchbox to school as this is a responsibility the child needs to assume.

### **30. CELL PHONES**

Students may bring communication devices (cell phones, smart watch, Gidgets, etc.) but they must remain in their book bags, **turned off**. Phones and devices not properly stored in book bags, or left on, will be confiscated. Parents will be called to claim the device. Repeat offenses will constitute a loss of privilege to bring the device to school. Washington Elementary assumes no liability for any lost, stolen, or damaged property.

### **31. LOST AND FOUND**

All articles found on the school premises should be turned in to the office. Students should inquire about missing items after school dismissal. Parents are welcome to come in and look anytime. All articles will be placed in the lost and found boxes located by the music room. For smaller items such as keys or jewelry, check in the office. At the end of the year, any unclaimed items are donated to Goodwill.

### **32. FIELD TRIPS**

District and school field trips are planned throughout the school year. Notification and criteria for participation for each trip will be sent home. There are times parents are asked to contribute money for a trip because our field trip budget is small. All Washington students must ride the bus to and from the field trip to participate. Washington students are expected to maintain the highest level of appropriate behavior when on trips.

### **33. CLASSROOM CELEBRATIONS**

Classroom celebrations or building celebrations will be held for Fall Holiday, Winter Holiday and Valentine's Day. To promote wellness among students, we encourage healthy snacks at celebrations and encourage you to talk with the classroom teacher about any food allergy concerns, prior to bringing treats into the classroom. During classroom orientation, parents will have the option to sign up for specific items to send during class parties. We are trying to limit the number of treats at celebrations, so we ask that you do not send in a treat unless you signed up or planned with the teacher.

Recognition of birthdays is handled differently from classroom to classroom. Please contact your child's teacher if you wish to bring treats. It is our policy that birthday invitations are not passed out at school unless there is an invitation for every child in the class. This will avoid classroom disruptions and hurt feelings.

#### **34. PARENT-TEACHER CONFERENCES**

Parent-Teacher Conferences will be held in the fall and spring. Information concerning the conferences will be sent to parents several days prior to the conference. The district requires all schools to have 100% participation in conferences. We feel it is imperative that parents, students, and teachers work together to ensure the children the best education possible.

#### **35. COMMUNICATION WITH PARENTS AND STUDENTS MAY INCLUDE:**

- a. classroom newsletter showing objectives/curriculum to be covered, any help needed, and important dates/information.
- b. reminder notes home before early releases or special events
- c. monthly school newsletter, breakfast/lunch menus and monthly calendar
- d. parent/student/teacher orientations
- e. parent/teacher conferences held twice each year- fall and spring.
- f. parent/teacher conferences held at the request of parent or teacher to discuss mutual concerns.
- g. reminder of special dates and times will be posted on school and district website currentpostings-[http://:Washington.usd475.org](http://Washington.usd475.org)
- h. parents can download the USD475 Mobile App. Search "Geary County Schools USD 475" in app store.
- i. local TV channel and radio station KJCK air events
- j. Facebook page will be used to share activities and special events.

Class Dojo is used by all teachers.

#### **36. HEALTH SERVICES**

Health screening programs are provided for the following: dental, vision, hearing, and others as needed. In the event your child becomes ill and cannot be seen by the nurse, parents will be notified.

School personnel are not authorized to diagnose or treat illness. **School staff cannot prescribe or give over-the-counter medications**, i.e.: aspirin, cough drops, Tylenol, etc. Parents must complete a medication form before the school nurse can dispense medications. **Medication must be in the original container provided by a pharmacy.**

Temperature--In the event a child has a temperature of 100 degrees or above, he/she will be sent home and **must remain at home until he/she is free of fever for 24 hours without medication.**

Sickness--If a child is sick in the morning he/she should remain home for the entire day and return to school the following morning.

Staying In At Recess--If your child is to remain in the building during his/her recess due to illness, **a doctor's note is required.**

**37. ANTI-DISCRIMINATORY POLICIES & GRIEVANCE  
PROCEDURE** Covered in District Family Handbook

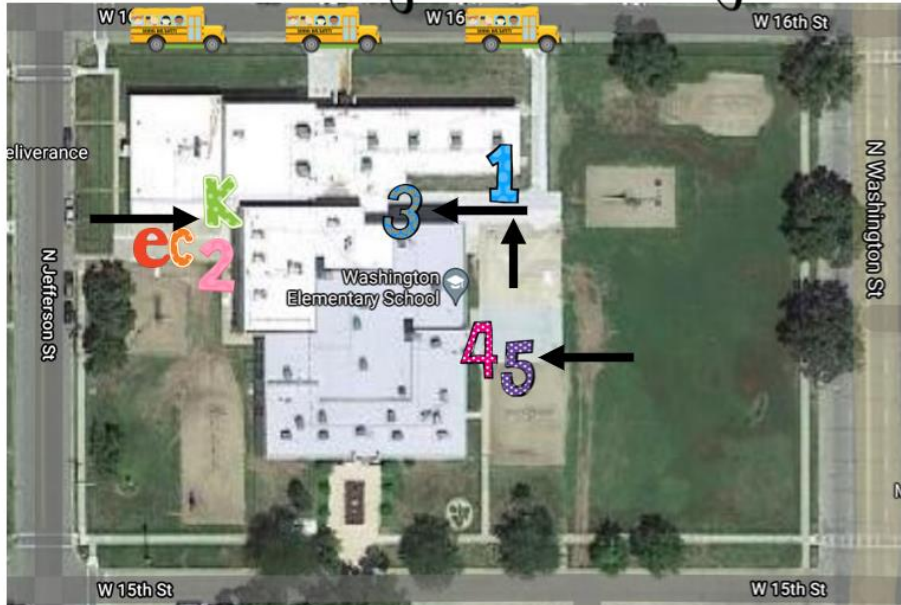
**38. FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)**

During enrollment, you received information regarding the FERPA Policy. The district policy states that the district may disclose appropriately designated "directory information", unless you notified the district in writing by August 13, or no later than ten days after enrollment. If notification is not received, pictures of your child may be posted on the building and USD 475 web pages.

**39. EQUAL EMPLOYMENT/EDUCATIONAL OPPORUNITY/NON-DISCRIMINATION**

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints based on race, color, national origin, sex or age, please contact the USD 475 Director of Human Resources, 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785.717.4000. For questions or complaints based on disability, please contact the USD 475 Director of Exceptional Student Services, 123 N. Eisenhower, Junction City, KS 66441. Telephone: 785.717.4000.

# Washington Elementary



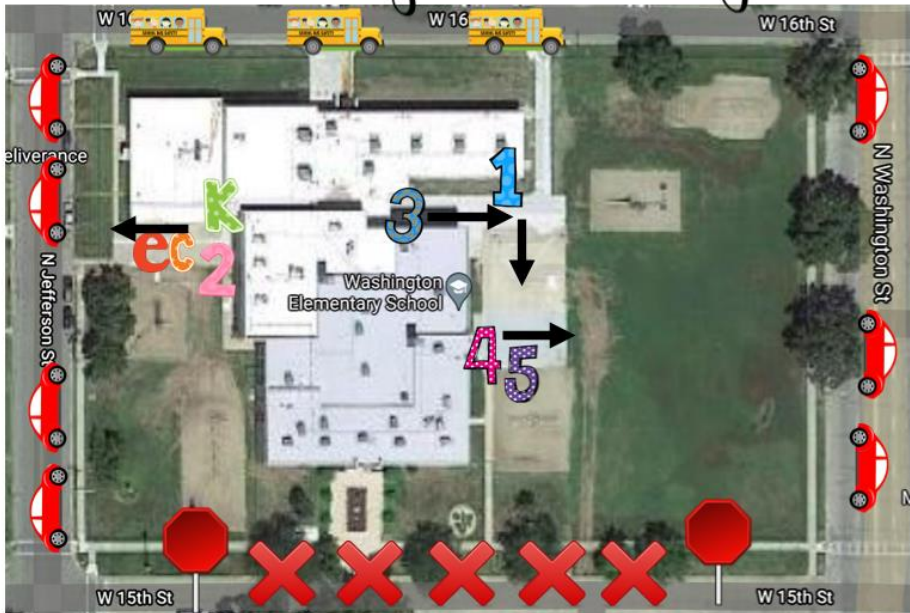
## AM drop off

Grade	Door	Location
Early Childhood	Door 3	Small Playground
Kindergarten	Door 3	Small Playground
1 <sup>st</sup> Grade	Door 8	1 <sup>st</sup> Grade Wing by Large Playground
2 <sup>nd</sup> Grade	Door 3	Small Playground
3 <sup>rd</sup> Grade	Door 9	Cafeteria Doors, Walker Wing
4 <sup>th</sup> Grade	Door 11	Large Playground Doors
5 <sup>th</sup> Grade	Door 11	Large Playground Doors

Parents/Guardians will not be allowed to walk students into the building. We will have opportunities for families to come in and visit.

Students arriving after 8:00AM will be considered late and need to enter through the main entrance and phone calls will be needed to excuse them.

# Washington Elementary



## PM pick up

Grade	Door	Location
Early Childhood	Door 3	Small Playground
Kindergarten	Door 3	Small Playground
1 <sup>st</sup> Grade	Door 8	1 <sup>st</sup> Grade Wing by Large Playground
2 <sup>nd</sup> Grade	Door 3	Small Playground
3 <sup>rd</sup> Grade	Door 9	Cafeteria Doors, Walker Wing
4 <sup>th</sup> Grade	Door 11	Large Playground Doors
5 <sup>th</sup> Grade	Door 11	Large Playground Doors

NO ENTRY 3:00PM-4:00PM  
onto 15<sup>th</sup> Street