# *Washburn Elementary Student Handbook*

# 2026-2027

Connecting to educate, inspire, and empower.

# The Washburn School District is a place of excellence that honors the whole learner.

- We build positive relationships and engage in clear, comprehensive, and consistent communication.
- Safety and continuous improvement drive us, and we hold ourselves accountable to promoting a green and healthy lifestyle.
- We celebrate the effort and achievements of our community.

*"You are braver than you believe, stronger than you seem, smarter than you think, and loved more than you know."*
*– adapted from A. A. Milne*

## Washburn Elementary

411 West 8th Street
Washburn, Wisconsin 54891
Phone 715-373-6199
Fax 715-373-0586

District Website: washburn.k12.wi.us

# Table of Contents

**Letter from the Principal……5**

**School Board Members……6**

**Administrative, Office, and District Staff……7**

**Elementary Staff……8**

**Public Notification of Nondiscriminatory Policy……11**

**Enrollment and Withdrawal……12**
Enrollment
Withdrawal
Change Address, Email, or Phone Number
Full-Time Inter-District Open Public-School Enrollment

**Attendance……13**
Absences
Pre-Arranged Absences
Arriving Late or Leaving During the School Day

**Communication……14**
Contacting Teachers
Conferences
Access to and Acceptable Use of Information Resources
Electronic Devices
Use of School Phones

**Curriculum and Instruction……16**
Human Growth and Development
Physical Education
Library Services
School Wide Title 1 Program
Promotion, Remediation, and Retention
Assessment

**School Environment.....18**
Care of School Property
Cubbies and Lockers
Breakfast, Lunch, and Milk Break
Recess
Dress Code
Guest Teachers
Use of School Facilities
Community Night
Riding the Bus

**Student Support.....21**
Anti-Harassment
Anti-Bullying
Medication
Student Assistance Program
Homelessness
Court Orders

**Behavioral Expectations.....23**

**School Safety.....25**
School Entrances
School Visitors
Security Cameras
Accidents
Emergency Evacuation
School Closing

**Handbook Signature Page and Title 1 Compact.....27**

# Letter from the Principal

Hello Castle Guard Students and Families,

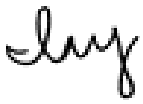
Welcome to the 2026-27 school year! I am so glad you are a part of the Washburn School District, and I am looking forward to the year ahead.

In this handbook, you will find an overview of the philosophy, practices, and policies of Washburn Elementary. This document is designed to share clear expectations and support ongoing communication. Much of this handbook has been created in collaboration with students and staff in addition to family and community input. Each year it is reviewed, updated, and then approved by the school board. If you have questions, concerns, or ideas regarding this handbook, please do not hesitate to reach out. Your input on the philosophies and practices will help each year's update accurately reflect the needs and experiences of our students. Throughout the handbook there are also district policies included where applicable. The process to change policies is more complex and involves collaboration with legal entities, the Board of Education, and the Policy Committee. Between the policies, protocols, and philosophies, your feedback is essential to creating the best possible learning environment for all students.

During the first few weeks of school, teachers will share the expectations, rules, and guidelines provided in this handbook with students in a way that is meaningful and appropriate to their grade level. We also encourage families to read through this handbook and review the content with your child. On the final page, you will find a signature page for the guardian, student, and teacher to sign.

Thank you for taking the time to review this handbook and for being a part of the Washburn Elementary community!

Sincerely,



Ivy Meierotto
Washburn Elementary Principal
Director of Curriculum and Assessment
imeierotto@washburn.k12.wi.us
715-373-6199 ext. 209

# School Board Members

Sandy Raspotnik
……
…..President
sraspotnik@washburn.k12.wi.us

Ellen Avol-Law
……..……
…Vice President
eavollaw@washburn.k12.wi.us

Stephanie
Brady……
……..Clerk
sbrady@washburn.k12.wi.us

Tina
Sopiwnik……
……..Treasurer
tsopiwnik@washburn.k12.wi.us

Noah
Siegler…….School Board Member
nsiegler@washburn.k12.wi.us

# Administrative, Office, and District Staff

| Name | Position | Contact Information |
|---|---|---|
| Denise Michaelsen | Superintendent | 715-373-6188 ext. 103<br>dmichaelsen@washburn.k12.wi.us |
| Ivy Meierotto | Elementary Principal<br>Director Curriculum & Assessment | 715-373-6199 ext. 209<br>imeierotto@washburn.k12.wi.us |
| Chandra Pingel | Middle/High School Principal<br>Athletic Administrator | 715-373-6188 ext. 101<br>cpingel@washburn.k12.wi.us |
| Callie Sopiwnik | School Counselor | 715-373-6199 ext. 245<br>csopiwnik@washburn.k12.wi.us |
| Leasa Tody | Elementary Secretary<br>Health Room Assistant | 715-373-6199 ext. 202<br>ltody@washburn.k12.wi.us |
| Margo Smith | Elementary Secretary<br>Pupil Services Admin. Assistant | 715-373-6199 ext. 200<br>msmith@washburn.k12.wi.us |
| Connie Wroblewski | School Nurse | 715-373-6199 ext. 224<br>cwroblewski@washburn.k12.wi.us |
| Sarah Leino | Financial Specialist | 715-373-6188 ext. 104<br>sleino@washburn.k12.wi.us |
| Heather Doubek | Financial Assistant | 715-373-6188 ext. 119<br>hdoubek@washburn.k12.wi.us |
| Heidi Hagen | District Administrative Assistant | 715-373-6188 ext. 160<br>hhagen@washburn.k12.wi.us |
| Cody Cech | Director of Technology | 715-373-6188 ext. 108<br>ccech@washburn.k12.wi.us |
| Matt Larson | Library Media Specialist | 715-373-6199 ext. 155<br>mlarson@washburn.k12.wi.us |
| Homer Moore | Head of Building and Grounds | 715-373-6188 ext. 125<br>hmoore@washburn.k12.wi.us |
| Erika Nevala | Head of Food Service | 715-373-6188 ext. 118<br>enevala@washburn.k12.wi.us |

# Elementary Staff

| Name | Position | Contact Information |
|---|---|---|
| Kim Geraghty | 4K | 715-373-6199 ext. 243<br>kgeraghty@washburn.k12.wi.us |
| Allison Kollauf | 4K | 715-373-6199 ext. 225<br>akollauf@washburn.k12.wi.us |
| Jennifer Pearson | Kindergarten | 715-373-6199 ext. 238<br>jpearson@washburn.k12.wi.us |
| Sophia Kokko | Kindergarten | 715-373-6199 ext. 255<br>skokko@washburn.k12.wi.us |
| Amelia Olson | 1st Grade | 715-373-6199 ext. 226<br>aolson@washburn.k12.wi.us |
| Sierra Undine | 1st Grade | 715-373-6199 ext. 247<br>sundine@washburn.k12.wi.us |
| Kaari Enigl | 2nd Grade | 715-373-6199 ext. 215<br>kenigl@washburn.k12.wi.us |
| Nori Schwenzfeier | 2nd Grade | 715-373-6199 ext. 235<br>nschwenzfeier@washburn.k12.wi.us |
| Carol Lambert | 3rd Grade | 715-373-6199 ext. 221<br>clambert@washburn.k12.wi.us |
| Theresa Seppa | 3rd Grade | 715-373-6199 ext. 220<br>tseppa@washburn.k12.wi.us |
| Heather Bitzer | 4th Grade | 715-373-6199 ext. 229<br>hbitzer@washburn.k12.wi.us |
| Sarah Wroblewski | 4th Grade | 715-373-6199 ext. 211<br>swroblewski@washburn.k12.wi.us |
| Julie Whiting | 5th Grade | 715-373-6199 ext. 215<br>jwhiting@washburn.k12.wi.us |
| Kelsey Tody | 5th Grade | 715-373-6199 ext. 233<br>ktody@washburn.k12.wi.us |
| Kaitlyn Boone | 6th Grade | 715-373-6199 ext. 234<br>kboone@washburn.k12.wi.us |
| Emily Van Der Puy | 6th Grade | 715-373-6199 ext. 242<br>evanderpuy@washburn.k12.wi.us |

| | | |
|---|---|---|
| Aaron Austin | Special Education | 715-373-6199 ext. 244<br>aaustin@washburn.k12.wi.us |
| Amanda Belanger | Special Education | 715-373-6199 ext. 258<br>abelanger@washburn.k12.wi.us |
| Maria Gilbaugh | Special Education | 715-373-6199 ext. 232<br>mgilbaugh@washburn.k12.wi.us |
| Jess Provost | Speech and Language Pathologist | 715-373-6199 ext. 222<br>jprovost@washburn.k12.wi.us |
| Laurie Spangle-Bauer | Occupational Therapist | 715-373-6199 ext. 256<br>lspangle-bauer@washburn.k12.wi.us |
| Jocelyn Lightner | Reading Specialist | 715-373-6199 ext. 239<br>jlightner@washburn.k12.wi.us |
| Katherine Christman | Math Interventionist | 715-373-6199 ext. 248<br>kchristman@washburn.k12.wi.us |
| Marilyn Carlson | Instructional Assistant | 715-373-6199<br>mcarlson@washburn.k12.wi.us |
| Brianna Erickson | Instructional Assistant | 715-373-6199<br>berickson@washburn.k12.wi.us |
| Heather Fleig | Instructional Assistant | 715-373-6199<br>hfleig@washburn.k12.wi.us |
| Kim Lee | Instructional Assistant | 715-373-6199<br>klee@washburn.k12.wi.us |
| Lauren Schick | Instructional Assistant<br>Castle Guard Kids | 715-373-6199<br>lschick@washburn.k12.wi.us |
| Wendy Yule | Instructional Assistant | 715-373-6199<br>wyule@washburn.k12.wi.us |
| Aaron Blanchard | Physical Education | 715-373-6199 ext. 213<br>ablanchard@washburn.k12.wi.us |
| Lisa Larson | Music | 715-373-6199 ext. 251<br>llarson@washburn.k12.wi.us |
| Chelsea Meredith | Art | 715-373-6199 ext. 241<br>cmeredith@washburn.k12.wi.us |
| Shelly Olson | Library | 715-373-6199 ext. 227<br>solson@washburn.k12.wi.us |
| Zach Olson | Choir | 715-373-6188 ext. 113<br>zolson@washburn.k12.wi.us |
| Forrest Mann | Band | 715-373-6188 ext. 134<br>fmann@washburn.k12.wi.us |

| | | |
|---|---|---|
| Koree Amundson | ELC Director | 715-373-6199<br>kamundson@washburn.k12.wi.us |
| Kinsey Dagsgard | ELC Assistant Director | 715-373-6199<br>kdagsgard@washburn.k12.wi.us |
| Abby Amrein | ELC | 715-373-6199<br>amrein@washburn.k12.wi.us |
| Jessie Bavelli | ELC | 715-373-6199<br>jbavelli@washburn.k12.wi.us |
| Hailey Lutz | ELC | 715-373-6199<br>hlutz@washburn.k12.wi.us |
| Allison Thomas | ELC | 715-373-6199<br>athomas@washburn.k12.wi.us |
| Laura Tulowitzky | ELC | 715-373-6199<br>ltulowitzky@washburn.k12.wi.us |
| Ling Ling | ELC / Maintenance | 715-373-6199<br>dnguyen@washburn.k12.wi.us |
| Ross Ledin | Maintenance | 715-373-6199<br>rledin@washburn.k12.wi.us |
| Chris Wharton | Maintenance | 715-373-6199<br>cwharton@washburn.k12.wi.us |
| Bryon Guski | Kitchen | 715-373-6199 ext. 214<br>bguski@washburn.k12.wi.us |
| Sarah Oliphant | Kitchen | 715-373-6199 ext. 214<br>soliphant@washburn.k12.wi.us |

# Public Notification of Nondiscriminatory Policy

It is the policy of the School District that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability as required by section 118.13 of the State Statutes. This policy also prohibits discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), Americans with Disabilities Act of 1990 (disability) and the McKinney-Vento Homeless Assistance Act (homeless status).

The School District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the student nondiscrimination policy in the School District.

Any questions concerning this policy should be directed to:

Superintendent
School District of Washburn
PO Box 730
305 W 4th Street
Washburn, WI 54891

# Enrollment and Withdrawal

## Enrollment

Guardians looking to enroll their child should contact the main office of the school and complete enrollment paperwork. Tours and meetings can be arranged to support the child's transition into the district.

## Withdrawal

Students withdrawing from the school should have their guardian contact the main office. The school will then support the student's transition out of the district.

## Change of Address, Email, or Phone Number

Please report any change of mailing address, email, or phone number to the office as soon as possible. The phone numbers and email addresses used for our district-wide notification system are updated nightly from our Skyward system.

## Full-Time Inter-District Open Public-School Enrollment

1997 Wisconsin Act 27 created an inter-district public school open enrollment in Wisconsin beginning in the 1998-1999 school years.

Students in Kindergarten to grade 12 may attend public school in a district other than the one in which they reside if space is available (subject to certain limitations). A child may attend an early childhood program in a non-resident district if the resident district also offers the program and if the child is eligible for the program in the resident district.

Application forms may be obtained from the resident or non-resident school district, or the Department of Public Instruction (DPI). DPI forms must be used.

For additional information on application procedures you may contact the Washburn School District Office (715) 373-6188, the Department of Public Instruction (www.dpi.state.wi.us/dpi/dfm/sfms/psctoc.html), or the non-resident school district the student would like to attend.

# Attendance

Regular attendance in school positively impacts the educational experience for students. Being consistently present at school helps students build strong relationships with their classmates and teachers and contributes to their academic and social-emotional growth.

## Absences

School attendance laws require children to attend school regularly. School authorities must enforce the law as cited in state statute 118.15 and school board policy 5200. If student absences become excessive or questionable, the school principal may require the student's guardian to meet and put a proactive plan in place to reduce absences moving forward. The school principal may also require the guardian to obtain a statement from a physician as proof of the physical or mental condition of the student. Such excuses must be in writing and shall state the time period for which the excuse is valid, not to exceed 30 days.

If a student is absent from school, caregivers should call 373-6199, ext. 202. Please provide the following information: name of student, grade, individual calling for student, number of days of absence, and the reason for absence. Students must attend a full day of classes in order to participate in a school-sponsored, extracurricular activity. (Exception: Family emergencies, medical, dental or clinical appointments, and school sponsored trips.)

## Pre-Arranged Absences

If a student or guardian is aware of an upcoming absence, the absence should be reported to the main office and the classroom teacher as soon as possible. Students should ensure they have any schoolwork the teacher requires them to complete during their absence.

## Arriving Late or Leaving During the School Day

Students who arrive late should check in at the office. If the student has a written excuse, or the school has received a phone call or email explaining their late arrival, the student will be marked excused. All other late arrivals will be marked unexcused. Repeated unexcused late arrivals will prompt contact with guardians and may eventually result in a truancy notice.

Although we encourage families to make appointments after school hours, we know that occasionally students must leave during the day. When a student needs to leave, their guardian should contact the main office to make arrangements. The student should then check in with the main office prior to leaving. If the student returns during the school day, they should go to the main office to check back in. If there are any questions about whether or not a student should be leaving, the office will contact the guardians.

# Communication

The Washburn School District welcomes and encourages family and community involvement. We understand the importance of effective communication and know that a strong connection between the home and the school has a significant and positive impact on our students' educational experience.

## Contacting Teachers

Caregivers are encouraged to communicate with their child's teachers on a regular basis by phone, email, or paper notes in the child's red folder. If you are contacting a teacher by phone, please do so when class is not in session. Messages for teachers may be left with the office secretary or on the teacher's voicemail.

## Conferences

Formal conferences may be scheduled throughout the school year, but we encourage caregivers to meet with their child's teacher(s) as often as necessary. Individual teacher conferences can be arranged by contacting the teacher directly. Team meetings with all of your child's teachers in attendance can be arranged by contacting the office, the principal, or the school counselor.

## Questions and Concerns

A model has been developed to enable effective communications with all members of the educational community. Persons wishing to communicate a question or concern should direct their attention to the employee closest to the question. For example, questions about specific assignments or an incident in the classroom, should be communicated with the classroom teacher first.

If an issue arises that cannot be resolved at the level closest to the question, the issue should be directed to the building principal. If communications at the building level cannot resolve the issue, then the superintendent should be contacted. The last line of communication would be a meeting with the Board of Education. Those wishing to address the Board will be required to meet with the superintendent and request to be placed on the agenda prior to the scheduled School Board meeting. The superintendent will ask several questions to determine whether the meeting will be held in open or closed session.

# Access to and Acceptable Use of Information Resources

Policy 7540: “The Board of Education is committed to the effective use of technology to both enhance the quality of student learning and the efficiency of District operations. Students’ use of District technology resources is a privilege not a right. Students and their parents must comply with Policy 7440.3 – Student Technology Acceptable Use and Safety.”

“Further, safeguards shall be established so that the Board's investment in both hardware and software achieves the benefits of technology and inhibits negative side effects. Accordingly, students shall be educated about appropriate online behavior including, but not limited to, using social media to interact with others online; interacting with other individuals in chat rooms or on blogs; and, recognizing what constitutes cyberbullying, understanding cyberbullying is a violation of Board policy, and learning appropriate responses if they experience cyberbullying. Social media does not include sending or receiving e-mail through the use of District-issued e-mail accounts.

# Electronic Devices

Student use of personal electronic devices (cell phones, smart watches, iPods, iPads, etc.) is only allowed when permission is granted by a classroom teacher. When not allowed, these items are to be kept in lockers or cubbies. If a student is observed violating this policy, the item may be confiscated and given to the principal. The student may reclaim the device at the end of the school day. On the subsequent violations, the devices may be confiscated and held by the principal until a guardian can pick up the device. A student who needs to use their phone during the school day must receive permission from the principal or teacher.

Student use of school issued electronic devices is used to support, enhance, and extend the academic experience, especially through individualized learning opportunities and technology-based projects like presentations, typed papers, research, photos, coding, and robotics. Students are expected to make responsible choices with their school devices (see the School Device Expectations document for more information). If devices are damaged or used inappropriately, students may be required to pay for the damage and/or take restorative action to prevent future incidences.

# Curriculum and Instruction

The Washburn School District reviews and updates our curriculum to meet and exceed the expectations mandated by the state while embracing our unique culture and history of Washburn. An overview of the Wisconsin Academic standards, from the Wisconsin Department of Public Instruction, can be found at http://dpi.wi.gov/standards as well as the district website. Pacing guides, which divide the English language arts, mathematics, science, and social studies standards into quarters for each grade level, can also be found on the district website. In addition to the four core content areas, Washburn Elementary also teaches a standards-based curriculum for physical education, music, art, Lifelong Learning, Green and Healthy, Information and Technology Literacy, and Human Growth and Development. Each of these sets of standards can be found on the district website. For additional information contact the building principal and/or the Director of Curriculum and Assessment.

## Human Growth and Development

A guardian that wishes to have their child excused from any part of the Human Growth and Development program may do so by sending a letter or email to the principal stating that request. Since the Human Growth and Development curriculum is broad in scope and taught frequently throughout the year, any letter requesting a child be excused from a part of the program should be specific as to which concepts/standards the child should not be taught. The Human Growth and Development curriculum may be viewed on the school website or by contacting the classroom teacher or building principal directly. Guardians wishing to exclude their child from any part of the Human Growth and Development curriculum are also encouraged to meet directly with the classroom teacher to describe their wishes in depth.

## Physical Education

Physical education is required unless excused by written request of the family physician. Please contact the physical education teacher or building principal to share any concerns or additional support that may be needed.

## Library Services

The library is organized as a media center for students to do research, read leisurely, develop classroom skills, and work with technology. Students who have questions regarding selection of books, research projects, or leisure reading are encouraged to consult with the librarian. Library rules and regulations help maintain an environment conducive to the activities listed above.

# Schoolwide Title 1 Program

Washburn Elementary is a Title 1 School that receives federal funding to close achievement gaps and ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education. Washburn Elementary utilizes a schoolwide program to create overall school improvement by providing instruction, resources, and additional support for students to build upon their strengths and overcome the challenges or barriers they face. On the final page of the handbook, there is a Title 1 compact to be signed by all students and guardians. For additional information on Title 1, please contact the building principal and/or Reading Specialist.

# Promotion, Remediation, and Retention

Policy 5410: "The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth. It shall be the policy of the Board that each student is to be moved forward in a continuous pattern of achievement and growth appropriate for each student's development. Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when the student has:

A. completed the course requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
C. demonstrated sufficient proficiency to permit them to move ahead in the educational program of the next grade;
D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade."

118.33(6), Wis. Stats.

# Assessment

Students participate in a variety of assessments throughout the year including an annual state assessment for students in grades 3-6, district assessments administered periodically throughout the year for grades 4K-6, and classroom assessments to support the state standards and required curricula. Assessment data impacts school improvement efforts, classroom instruction, and individualized student support. Guardians may opt their child out of specific assessments by contacting the building principal and may request additional information on the assessment, the assessment data, the use of the data, and any policies and protocols related to assessments.

# School Environment

This section describes protocols related to the day-to-day operations of Washburn Elementary. For additional information on the topics below or any topics that are not listed in the handbook, please contact the building principal.

## Care of School Property

Students are responsible for the proper care of all books, supplies, furniture, and technology supplied by the school. Students who disfigure property, break windows, or do other damage to school property or equipment may be required to pay for the damage or replace the item.

## Cubbies and Lockers

Each student is assigned a cubby or locker near their classroom. The Washburn School District provides school lockers and cubbies for the sole purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary for a student's use during the school day. School lockers and cubbies are the property of the school district, and the student has no property interest in any locker or cubby. At no time does the School District of Washburn relinquish its exclusive control of lockers and cubbies provided for the convenience of students. Lockers and cubbies are subject to search by the administration to protect the health and welfare of the school community. Periodic general inspections of lockers and cubbies may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Authorization to search a locker or cubby will be given only by the building level principal, their designee, or a superior. The search will be made in the presence of another school employee and if practical, the student. It is recognized that all lockers are opened and/or inspected periodically for housekeeping and repair.

## Breakfast, Lunch, and Milk Break

Breakfast, lunch, and milk break are offered for all students. Breakfast is provided free of charge, but there is a fee for lunch and milk. Payments to Food Service must be made ahead of time and money is deducted from the account each time the student eats lunch or chooses milk during milk break. Please be sure to maintain a positive balance in your family's account. If at any time your family income level changes, please contact the school office for a new free and reduced lunch application. A la carte items and extra milks are an additional cost even if your family qualifies for free or reduced meals. Students are encouraged to keep a non-drip, spill-proof water bottle with them throughout the day. Students may have water in the classroom but other liquids are prohibited with the exception of breakfast, lunch, and milk break.

# Recess

All Elementary School students will have the opportunity for a minimum of 30 minutes of recess time each day. Recess will occur outdoors except in the case of inclement weather, in which case it will take place indoors. The following recess rules have been established by the student body at Washburn Elementary.

- Take care of each other:
    - Don't leave others out
    - Play fair
    - Pick up garbage and clothes
    - Have fun
- Stay safe:
    - Listen to the recess teachers
    - Don't hurt others: with your body or your words
    - Keep the woodchips, sand, sticks, and snow on the ground
    - Use expected behavior on the playground equipment

# Dress Code

Washburn Elementary expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size. The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student.
A few rules to note are these:

- Some type of footwear must be worn.
- Students are required to wear safety or special purpose equipment whenever it is required.
- Students will not be permitted to wear clothing or accessories that create a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Students will not be permitted to wear clothing on which print that is offensive in nature is written. Offensive print would include but not be limited to words, statements, or graphic referencing discrimination, profanity, or other obscenities.
- Students will not be permitted to wear clothing, accessories, jewelry, or other items promoting alcohol, illegal substances, or that could be used as a weapon.

If a student's dress and/or appearance is 1) inappropriate to the maintenance of good decorum, or a favorable academic atmosphere; 2) detracts from the learning process; 3) violates one of the above noted rules, staff members will direct the student to the administration. The student may be required to change clothing or be subjected to the school's discipline codes.

## Guest Teachers

If a teacher is absent, students will have a guest (substitute) teacher to guide learning. The guest teacher has all of the responsibilities and authority as the classroom teacher. Everyone is expected to treat the guest teacher with respect and kindness.

## Use of School Facilities

The use of the school building for after-school activities will be allowed only if they are regularly scheduled events or if special arrangements have been made in the office by the chaperoning adult(s). Students will not be allowed in the school building after 3:20 p.m. unless chaperoned by an adult in charge of an event, including Saturday and Sunday activities. All regularly scheduled events on the school calendar, in the principal's office, or on the website, will take precedence over additional events. A building use form must be filled out and approved by the principal for use of the school facilities.

## Community Night

In cooperation with the organizations in the Washburn area and in conjunction with the other schools in our conference, Wednesday night has been designated as community night. No meetings and/or practices involving students are to be scheduled on Wednesday night to extend beyond 5:45 p.m., if possible.

## Riding the Bus

It is essential for students to demonstrate safe behavior while riding the bus, whether before or after school, for field trips, or for extracurricular activities. For additional information on behavioral expectations and consequences, safety protocols, bus passes, and helpful tips for entering and exiting the bus, please see the Washburn Elementary Bus Expectations.

# Student Support

Washburn Elementary is committed to ensuring that each and every student is engaged and included in the school community. We are also committed to fostering strong relationships with and among students as well as families and the community. The following section details the protocols and policies that help ensure these commitments.

## Anti-Harassment

Policy 5517: "The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students."

"Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

A. Places a student in reasonable fear of harm to his/her person or damage to his/her property;
B. Has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
C. Has the effect of substantially disrupting the orderly operation of a school.

'Harassment' also include 'hate speech' – the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s)."

## Anti-Bullying

Policies 5517.02: "The Washburn School District strives to provide a safe, secure, and respectful learning environment for all students in school buildings, on school grounds, on school buses, and at school-sponsored activities. Bullying has harmful social, physical, psychological, and academic impact on victims, bystanders, and on the individuals participating in the bullying. The District consistently and vigorously addresses bullying so that there is no disruption to the learning environment and process.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; ethnicity; religion; gender; gender identity; physical attributes; physical or mental ability or disability; race; sexual orientation; and social, economic, or family status."

# Medication

If any medication (prescription or non-prescription) is to be taken at school, it must be brought to school in the original container. In addition, the appropriate *Medication Authorization Form* (Prescription or Non- Prescription) must be completed for each medication brought to school. Non-prescription medications, such as aspirin, will not be administered by the school nurse or designated school personnel without the appropriate form on file. Prescription and Non-Prescription *Medication Authorization Forms* may be obtained from the school office or found on the school district website.

# Student Assistance Program

The School District of Washburn recognizes that chemical dependency is an illness which is presented by the use and abuse of alcohol and other drugs. Such use and abuse negatively affect many aspects of a student's life including school performance. Through intervention, counseling, and education, the Student Assistance Program is designed to help those with problems associated with chemical use and abuse.

# Homelessness

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. For additional support and information regarding homelessness, please contact the Elementary School Counselor.

# Court Orders

Guardians must supply the school with a copy of any type of court order that may affect the student, e.g., who may visit with the child, etc. The order will be maintained in the child's cumulative file. If any changes take place during the year that alters the court order, the school must be notified.

# Behavioral Expectations

In the Washburn School District, we expect students to be responsible learners, effective communicators, socially responsible people, cooperative individuals, and creative thinkers.

Washburn Elementary Lifelong Learning Standards:

- Responsible Learner:
    - Identify personal strengths
    - Organize self, belongings, and materials
    - Demonstrate ownership in the learning process
    - Work independently
    - Identify and apply behaviors that support one's own learning
- Effective Communicator:
    - Identify and express feelings
    - Seek information and support from school staff, family members, and peers to solve a problem
    - Advocate for oneself by setting and expressing personal boundaries and knowing when and how to ask for help
- Socially Responsible Person:
    - Discuss, analyze, and choose behaviors that contribute to a positive school community
    - Set, communicate, and achieve academic and behavioral goals
    - Demonstrate respect toward self as a unique person and explore one's own cultural background
    - Appreciate individual differences, alternative points of view, and the cultural background of others
- Cooperative Individual:
    - Work cooperatively
    - Understand and effectively cope with peer pressure
    - Identify and apply positive social skills to interactions with others
    - Respect the physical and emotional privacy of self and others
- Creative Thinker:
    - Identify and evaluate alternative outcomes to a decision
    - Apply problem-solving and decision-making skills to make positive choices

The vision of the Washburn School District is that we are "a place of excellence that honors the whole learner." Social-emotional learning and development is an important element of honoring the whole learner. When children are missing important knowledge or skills in this area, it can show up as challenging behavior, which can negatively impact the student and those around them. It is essential that each negative behavior receives a direct response and that restorative measures are taken to support the student in repairing the situation and developing the necessary knowledge and skills to prevent it from happening again. At Washburn

Elementary, we respond to behavioral challenges by first connecting with the student and their family, then providing time and space for the student to process through the event with a teacher, counselor, or principal, and finally, taking restorative action to positively impact or improve the school and/or themselves.

After a negative behavior occurs, especially if the behavior is repeated, additional measures will be taken to prevent it from continuing. These measures may include but are not limited to a change of schedule and 1:1 or small group support to develop the necessary knowledge and skills. These measures are determined through a Student Support Meeting. Shown below is the process used to prevent and respond to behavioral challenges.

| | |
|---|---|
| 1<br>Prevent | ● Lifelong Learning Standards<br>● Conflict Resolution Instruction and Support<br>● The Zones of Regulation |
| 2<br>React | Team response if the situation is unsafe or requires additional adult support |
| 3<br>Restore | ● Connect with Family<br>● Process Through the Experience<br>● Take Restorative Action to Positively Impact School and Self |
| 4<br>Prevent | Student Support Meeting and Plan |

Although the process shown above is applicable to a wide variety of behavioral challenges, some instances may involve behaviors that are dangerous or illegal, often referred to by students and staff as “bottom line behaviors.” Each behavior will be handled on a case-by-case basis by the school principal (or designee) with significant attention given to the age, developmental level, and previous behavioral history of the child when determining the consequences and future actions.

| Bottom line behaviors include: | Possible consequences include: |
|---|---|
| ● Physical violence<br>● Harassment/Bullying<br>● Stealing<br>● Significant vandalism<br>● Use or possession of drugs/paraphernalia<br>● Weapons (including homemade weapons) | ● Documenting incident on student’s record<br>● Restricting schedule or increasing supervision<br>● Reporting illegal activities to law enforcement when appropriate<br>● Suspension for a period up to 5 days; up to 15 days if expulsion is being considered<br>● Expulsion |

# School Safety

School safety is of utmost importance in the Washburn School District. Throughout the year, Washburn Elementary conducts two safety drills to respond to an armed intruder, one severe weather drill, and monthly fire drills. In addition to practicing these procedures, we also provide instruction to students on safety (such as identifying trusted adults to go to for help, standing up to peer pressure, setting healthy boundaries, and more). The combination of safety drills, teaching child safety in the classroom, and implementing safety protocols (such as locked doors and security cameras) contributes to a well-rounded approach to school safety.

## School Entrances

Students should enter through the front doors facing 8th Street. Students arriving after the start of the school day must use the front door buzzer to request the door to be unlocked, as all entrances will be locked during the school day. Students should not prop open any doors, as this is a safety concern.

## Emergency Evacuation

Emergency evacuation procedures will be practiced regularly. Information specific to procedures that are to be followed will be posted in classrooms and explained by teachers.

## School Visitors

We ask that you give the principal 24-hour notice so arrangements can be made before visiting the classroom. To ensure the safety of the students, all visitors must report to the office upon arrival at school. All visitors must wear a Visitor Pass while in the building. Background checks may be required, and the principal may deny any visitor at their discretion.

Any student visiting Washburn Elementary School must be a guest of an enrolled student. Students wishing to bring a student visitor must request permission from the principal, at least 24 hours in advance. Student visitors must report to the office for a visitor's pass. The principal may deny any visitor at their discretion.

## Security Cameras

The School District of Washburn uses security cameras to aid in providing a safe and secure environment. There may be cameras recording the actions of any person on school property (Board Policy 7440.01).

# Accidents

Students should notify a school official immediately of an accident or injury. The school employee who supervised the activity or witnessed the accident will fill out the accident form.

# School Closing

Announcements concerning emergency school closings will be made on the district website, the InTouch calling system, the district Facebook page, and local television channels.

Should weather conditions become worse during the day, or another emergency condition develops, school may be dismissed early. Announcements will be made on local radio and television stations, the school InTouch calling system, and will be posted on the district website.

During an unexpected early release, all elementary students will call home to ensure each student has a safe place to go. In the event that a caregiver cannot be reached, the school will begin calling the student's emergency contacts. If no contact can be made with a child's parents or emergency contacts prior to the release of students, the child will remain at school and must be picked up by the parent or guardian.

Parents and guardians should make sure the most current and accessible phone numbers and emails are on file with the school office so that the InTouch calling system may reach you.

# Handbook Signature Page & Title 1 Compact

Please review this handbook, along with the Title 1 goals below, with your child and then sign and return this form to the school.

_____ _____

Student Name (Printed) Date

**As a student at Washburn Elementary, I will do my best in school by:**

- Asking questions and exploring new ideas to further my learning
- Sharing what I know and the ideas I have with others
- Listening and learning from my teachers, classmates, and family
- Working through challenges with the support of others
- Reviewing the Washburn Elementary Student Handbook
- Having fun and learning every day

Student Signature: _____

**As a guardian, I will support the learning process by:**

- Encouraging my child to do their best
- Engaging in ongoing communication with my child's teacher(s)
- Contributing to the process of setting and achieving goals
- Reviewing the Washburn Elementary Student Handbook

Guardian Signature: _____

**As a teacher, I will support the learning process by:**

- Providing high quality curriculum, instruction, and assessments
- Creating a warm, welcoming, and inclusive classroom environment
- Engaging in ongoing communication with students, staff, and families
- Reviewing the Washburn Elementary Handbook

Teacher Signature: _____