

Washington School

Parent Handbook

2011 / 2012



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School District of Janesville Policies and Procedures

Dear Parent,

The beginning of a new school year is a time of great excitement and anticipation for all stakeholders of the Washington Community including students, parents, and staff.

This parent handbook is designed to guide and inform parents about district policies and the day-to-day operation of Washington School. Please read it carefully and feel free to call the school at the number listed below if you have any questions. Open communication between home and school is essential for your child's educational program.

To those of you new to Washington School, we offer you a sincere welcome and hope your experience with us will be pleasant. To those returning to Washington School, we gladly welcome you back. We are looking forward to another good year of new and varied learning experiences. Please call Washington School at **743-7200** anytime if you have questions, problems, concerns, or compliments.

Best wishes to you and your student as we look forward to another exciting school year.

Sincerely,

Mr. Scott Garner
Principal

WASHINGTON ELEMENTARY SCHOOL

MISSION STATEMENT

The Washington School community is committed to unlocking every student's unique potential and instilling hope for a bright future.

Revised Fall 2008

WASHINGTON SCHOOL STAFF

Principal..... Mr. Scott Garner
Secretary to the Principal.....Mrs. Linda Ryan

Teaching Staff

KINDERGARTEN

Mrs. Polly Barry.....Room 108
Mrs. Sara Nass.....Room 107
Mrs. Sonia Thompson.....Room 100

GRADE ONE

Mrs. Christie Murphy, Unit Leader.....Room 114
Mrs. Sarah Halon.....Room 116
Mrs. Kelly Peltola.....Room 112

GRADE TWO

Ms. Margaret Gray.....Room 211
Mrs. Stacy Glowacki.....Room 213
Miss Anna Muller..... Room 212

GRADE THREE

Mrs. Jenny Fieiras, Unit Leader.....Room 203
Miss Anna Esser.....Room 206
Mr. Jon Lauer.....Room 205

GRADE FOUR

Mrs. Peggy Eichman.....Room 228
Mrs. Maria Caya.....Room 229
Mrs. Kim Hayward.....Room 230

GRADE FIVE

Mrs. Kristine Blocker, Unit Leader.....Room 226
Mrs. Erica Brunker.....Room 224
Mr. Mark Housley.....Room 225

MEDIA SPECIALIST

Mrs. Shelley Block.....LMC

SPECIAL EDUCATION

Miss Lindsey Nebel, ELL.....Room 013
Mrs. Beth Gray, Speech.....Room 209
Mrs. Trisha Schaar, EC, Unit Leader Spec. Ed.....Room 014
Ms. Amy Garwell, LD.....Room 207
Mrs. Chris Sullivan, CD.....Room 113

TITLE I

Mrs. Jackie Rufer.....Room 200

Support Staff

Art.....Mrs. Darcy Demos
Vocal Music.....Mrs. Sylvia O'Connor
Phy. Ed.....Mrs. Sherry Hintz
Phy. Ed.....Mr. Jeff Adams
Counselor.....Mrs. Nicole Canfield
Social Worker.....Mrs. Stephanie Filter (on call)
Academic Learning Coach.....Mrs. Kelly Stengel
Psychologist.....Mrs. Jennifer Vanterpool
Band.....Mrs. June Kubina
Orchestra.....Mr. Tyler Bakken
Nurse.....Mrs. Mary Kozak

Non-Certified Support Staff

Ms. Cheri Dahl.....Inst. Aide/Title I
Mrs. Sue Tomaszewski.....Title I Aide
Mrs. Kathy Herkert.....Inst. Aide, Spec. Ed.
Mrs. Shirley NelsonInst. Aide
Mrs. Kelly BeckerInst. Aide, LMC
Mrs. Lynn Jacobson.....Inst. Aide, Spec. Ed.
Mrs. Kathleen Jacque.....Inst. Aide, Spec. Ed.
Mrs. Katie HamiltonInst. Aide, Spec. Ed.
Mrs. Jackie Koel.....Inst. Aide, Spec. Ed.
Mrs. Dawn Marie Kuhlow.....Inst. Aide, Spec. Ed.
Mrs. Suzan Lassiter.....Health/Discipline Aide
Mrs. Jocelyn Breidenstein.....Inst. Aide
Mrs. Kelly Steinke.....Office/Attendance

Family Resource Center.....Mrs. Jamie Fugate

CAFETERIA/CUSTODIAN

Mrs. Barbara Larson.....Lunch Hostess
Mrs. Ingrid Hoff ... Lunch Assistant

Ms.. Shannon Madsen.....Head Custodian
Ms. Tammy Mack.....Custodian
Mrs. Roberta Homberg... Custodian

Daily Time schedule

School begins at 8:20 A.M. for all students.

Lunch and recess schedule varies by Unit

School is dismissed at 3:00 P.M.

Noon Lunch Periods

Kindergarten	11:20 - 11:55
Unit I Grade 1	11:10 - 11:45
Unit II Grade 2	11:45 - 12:20
Unit II Grade 3	12:10 - 12:45
Unit III Grade 4	12:20 - 12:55
Unit III Grade 5	12:35 - 1:10

School Fees

Kindergarten - Grade 5 \$32.00

School fees are to be paid as soon as possible when school begins in the fall. Please make checks payable to the School District of Janesville or you may pay online.

LUNCH PROGRAM

The daily cost of hot lunch is **\$2.00** or **\$10.00** per week. Lunch may be purchased each day or by the week. Students bringing their lunches can purchase 1/2 pint of milk for 30 cents.

The daily lunch menu is published in the Janesville Gazette, included in the Washington Wavelength, posted in the lunchroom, office, and most classrooms. You may call your building lunch hostess or check online through Family Access to check lunch account balances. Contact your school office for help or to set up.

Parents can apply for free or reduced lunches at the Educational Services Bldg. at 527 S. Franklin Street or by calling 743-5000.

WASHINGTON SCHOOL BREAKFAST CLUB

The Washington School Breakfast Club is open to all Washington students at **7:45** a.m. Volunteers from area churches run the program. Food and monetary donations are always accepted.

GENERAL LUNCH COMMENTS

With approximately 99% of Washington's students eating lunch at School, the lunch period needs to be well structured. Aides supervise each grade. They supervise the playground as well as the cafeteria.

LUNCH BOXES

Students bringing lunch boxes are to put them in a designated area after their lunch period. Students are responsible for remembering them after the lunch period. A student's name should be clearly written on the lunch box.

MILK BREAK

There are daily milk breaks for Early Childhood and grades K-5. Fees for milk are collected for a nine-week period. A note notifying parents when milk money is due will always be sent home in advance. The cost for milk is 30¢ per day. Milk money should be sent to school in an envelope with the child's name and teacher name on it.

INCLEMENT WEATHER

Children are allowed to enter the school at 8:05 during rainy or cold weather (wind chill of zero or below). They report to designated, supervised areas.

DISMISSAL DURING SCHOOL HOURS

If a student is to be excused before the end of the school day for doctor or dentist appointments, a note from the parent must be written to the child's teacher. A yellow "passport" will be issued and is to be signed by the doctor/dentist and returned when the child returns to school. Students will not be allowed to leave the school grounds without written permission by a parent.

MEDICATION POLICY

All medication prescribed by a physician which is to be given at school, requires a permission form giving instructions, dosage, etc., signed by both physician and parent. This form is kept in the office along with the medication.

LATE PICK UP

If a parent is to be detained from picking a child up at dismissal time, the office should be notified so the child is not left standing outside the doors or at the curb. (The office is open from 7:30 A.M. until 4:00 P.M.)

PARKING

Please **DO NOT** drive into the school staff parking lot to pick up or drop off children at any time! Driving on the school playground is also prohibited. Automobiles back out of parking stalls at various times throughout the day and drivers are not able to see children who might be in the parking lot. For safety purposes, please drop off children on the school side of the street when driving a car in an area **not** marked by yellow on the curb. Please use the **STOP, DROP, AND GO** zone on Pine Street in front of Washington School. Move as quickly as you can so that you help reduce congestion as much as possible.

TELEPHONE USE

The school phone is for school business and should be used for this purpose only. Students may use telephones for emergencies only.

Also, if at all possible, please arrange rides, day care, work schedules, etc. with your children before they leave for school in the morning. This eliminates relaying phone messages during the school day.

Parents are encouraged to call their child's teacher whenever they have a question. Telephone numbers of all teachers will be sent home during the first few days of school. All telephones are equipped with voice mail and teachers will get back to the caller as soon as possible.

TO AND FROM SCHOOL

More problems and complaints regarding student behavior come from situations which occur while children are going to and from school than at any other time during the school day. The school does teach and emphasize safety, respect, and good citizenship; however, parents we need your help at home! Teach your children respect for good behavior and common sense safety procedures, especially as needed when traveling to and from school. Parents must let children know that proper conduct is expected at all times and that they disapprove of fighting and other unacceptable behavior.

VISITORS

Parents are encouraged to visit school. We ask only that parents call the teacher the day before they plan to visit to schedule a time. The teacher can then inform the parent of any special program, testing, or schedule change that might take place the day of the intended visit. According to School Board policy, parents must stop in the office to sign in and receive an identification badge. This experience of watching your child interact with others in a learning environment is something we encourage. We also know that when parents visit the classroom they give a child a feeling of cooperation between his parents and his teachers.

Student visitors are allowed only with teacher permission.

GUIDELINES FOR PRINCIPAL'S AWARDS

Quarterly, students have an opportunity to qualify for the Principal's Award. Awards are given for Academics and Citizenship. All qualifiers will receive the award. Students are eligible for the award in Kindergarten two times per year by meeting all expectations for academic and citizenship objectives listed on the report card. Students in grades 1-3 may receive the award each quarter by obtaining all "E's" on academic and citizenship portions of the report card. In grades 4 and 5, students may receive the award each

quarter by reaching a 3.6 grade point average in academics or all “E’s” on the citizenship portion of the report card.

Students are eligible to win the Principal’s Award multiple times during the year. Students will receive a certificate each time the award is won, but only one prize will be given per year.

WITHDRAWAL OF STUDENTS FROM SCHOOL

It is extremely important that parents notify this school office several days prior to moving to indicate the child’s last day of attendance.

SAFETY PATROL

Safety Patrol at Washington School is an activity that allows fifth grade students an opportunity to learn responsibility and good citizenship. The Safety Patrol guards various crossings surrounding Washington School. Meetings are held to instruct the students on how to do their job throughout the year. Awards are also given to “patrollers” in appreciation for a job “well-done.”

DRESS CODE

Check radio station WCLO for weather predictions, especially in winter, as a guide to proper clothing.

As we experience warm and humid weather during the first two or three weeks of school, children may wear appropriate length shorts for comfort. **No short shorts are allowed.** Please no tank tops that show the midriff or spaghetti straps.

LOST AND FOUND

PLEASE, PLEASE mark your children’s clothing, boots, lunch boxes, etc., with tape or a marker. If they lose any article, please have them check the LOST AND FOUND lockers near the office. The amount of unclaimed lost clothing during the year is tremendous, and we are unable to return many of these articles because of no name. If glasses are lost, please check in the office.

GENERAL BEHAVIOR EXPECTATIONS FOR STUDENTS AT WASHINGTON SCHOOL

Students may enter the building when allowed to by the teacher on duty at approximately 8:20. Once in the building, they are expected to meet the following expectations:

I. Behavior in the halls

- a) Students will walk in the hallways/stairways..
- b) Students will keep the hallways and areas around their lockers clean.

II. Behavior in the lunchroom

- a) Students will use inside voices while in the lunchroom.
- b) Food, straws, trays and the like will remain/stay in the lunchroom. All food and beverages must be consumed in the lunchroom.

III. Behavior in the bathrooms

- a) Wash basins should be emptied and faucets turned off when not in use and toilets should be properly flushed.
- b) Paper towels will be thrown in wastebaskets after use.
- c) Appropriate use of bathroom facilities is expected.

IV. Behavior on the playground

- a) Dirt, rocks, sticks, and other dangerous objects will stay on the ground. Wrestling, rough housing, fighting, or shoving will not be allowed on the playground. (**ANY KIND OF WEAPON AT SCHOOL IS NOT ALLOWED.**)
- b) Students may bring softballs and footballs to school.
- c) All snow and ice stays on the ground.
- d) Proper language is to be used at all times.
- e) Because of safety reasons, skateboarding, inline skates, and scooters are to remain at home.

- f) Students are allowed to go to the bathroom during lunch and recess times with permission from one of the playground supervisors.
- g) Gum, candy, food, etc. will not be allowed on the playground.

Logical consequences may follow the breaking of rules depending on the severity of the incident. We will conscientiously enforce all of these rules during the course of this school year. Please refer to the student code of conduct for specific questions.

CHANGE OF INFORMATION

Keep the school office informed of changes of address, phone numbers and emergency information that may occur during the school year. It is extremely important that we be able to contact parents in the event of illness or other emergencies.

EMERGENCY DRILLS

Fire drills are held at least once a month. We are able to evacuate the building in less than 2 minutes during these drills. Disaster drills (tornado) are held in the fall and spring and classes are assigned a safe place in the basement of the school. **“Lockdown” drills are also scheduled twice during the year.**

ILLNESS DURING SCHOOL

If a child becomes ill during the school day, the parent will be contacted. If the parent cannot be reached, the emergency contact number will be called about picking up the child. If no one can be reached by phone, the child will remain at school until dismissal time.

REPORTING STUDENT ABSENCES

When a student is absent, it is important that the parent call as early as possible (office opens at 7:30 A.M.) **(743-7200 or 743-7230)** to report the absence. If a parent forgets to call, the school attendance clerk will make a telephone call to follow-up on the absence.

PARENT/SCHOOL CONTACTS

Parents should contact their child’s teacher personally if encountering problems or having questions regarding their child. Parents may choose to speak to the principal instead and should not hesitate to call the office at **743-7200**. Using good judgment in contacts will ensure a staff trying to meet parental needs. Visitations are most welcome, but we

request that parents call the office before visiting to check if something special is going on. The office hours are from 7:30 A.M. - 4:00 P.M.

STUDENT TEACHERS

Washington School participates with UW-Whitewater and some other Universities in providing training for student teachers. We receive student teachers on an occasional basis. Student teachers are closely supervised by our own teachers as well as University personnel. Students and staff eagerly look forward to having a student teacher.

FIELD TRIPS

Field trips are taken throughout the school year. Field trips are chosen because of their connection to curriculum studied. Parents who agree to assist with field trips will help supervise groups of children and may not bring smaller children on these trips. **Please be aware that some field trips require non-refundable pre-paid ticket purchases. In the event that a child is unable to attend an event that requires a pre-payment commitment, we will not be able to give a refund.**

CURRICULUM

The Janesville Public Schools have a very extensive curriculum, kindergarten through grade twelve. For each subject area curriculum guides have been developed. These guides are continually being reviewed and updated by professional staff.

Because of space limitations, individual grade curriculum or course outlines are not included in this handbook. They are available for your inspection through the Washington School office.

WASHINGTON SCHOOL PTA INFORMATION

Purpose:

-To assist Washington School through the cooperation and participation of parents and students.

-To keep the school informed regarding concerns of parents and to keep the home informed regarding concerns of the school.

-To provide activities which bring home and school together.

-To encourage more parent participation by planning all of our projects/activities so that the most people can be involved.

-To sponsor several programs which expose the children to the ARTS.

Meetings: Announcements of all meetings will be made in advance by sending a note home with your child.

Fund Raisers: We are allowed one major fund raiser per year but can involve ourselves with several small fundraisers. Over 85% of our money comes from the one big fundraiser plus the childrens' school pictures. The rest comes from dues and other projects. In the past, money raised has been spent on programs and support of student projects.

Officers: Officers are elected in the spring of the year and serve a one-year term.

PTA BOARD OFFICERS 2011/2012

President: Kelly Smith

Vice President: Amy Pennycook

Secretary: Kelly Bohlman

Treasurer: Renee Kellogg

Membership: Amy Pennycook

Fine Arts: Kelly Smith

Fundraiser: Renee Kellogg
Kelly Bohlman
Amy Pennycook

Market Day: Position Open

Newsletter: Jen DeGarmo

Spirit Wear: Jamie Fugate

Yearbook: Angela Thiele

Popcorn: Kelly Strasser

FAMILY RESOURCE CENTER

Coordinator: Jamie Fugate

The Family Resource Center encourages parent-school partnerships and helps strengthen parent-child interaction. Family Resource Centers promote choice, responsibility and independence.

The Family Resource Center is a special place within the school where all parents can stop by, relax, browse, meet other parents, and check out family games, videos, toys, books, community information, and parenting information. Students may also check out items during the school day. We have something for every family to enjoy!

Throughout the district, parenting workshops and family nights are offered. Watch your school newsletter for these events.

