

Washington School

Parent Handbook

2016/2017

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Dear Parents,

We would like to welcome you to the 2016 – 17 school year! Staff has been working hard to prepare for the first day of school and is excited to greet new and returning students and their parents.

The 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 success.

We are looking forward to another great year of learning and fun at Washington. Please call the school at 743-7200 anytime if you have questions, concerns, or compliments.

Best wishes to you and your child as we start another exciting school year!

Sincerely,

Mr. Rob Connor
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. Robert Connor
Secretary to the Principal.....Mrs. Kelly Steinke

Teaching Staff

KINDERGARTEN

Mrs. Polly Barry.....Room 108
Mrs. Sonia Thompson.....Room 100

GRADE ONE

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

GRADE TWO

Ms. Maggie Gray.....Room 211
Mrs. Stacy Glowacki.....Room 213
Mrs. Anna Binkley Room 212

GRADE THREE

Mrs. Jenny Fieiras, Unit Leader.....Room 203
Mrs. Amanda Niemeier.....Room 205
Ms. Judy Brown.....Room 206

GRADE FOUR

Ms. Alyssa Bandsma.....Room 225
Mr. Jon Lauer.....Room 224
Mrs. Abbie Ring.....Room 226

GRADE FIVE

Mr. Jason Schiltz.....Room 228

Ms. Chelsea Kienitz.....Room 229
Mrs. Kim Hayward.....Room 230

INNOVATION SPECIALIST

Ms. Karen Biege.....LMC

SPECIAL EDUCATION

Ms. Hannah Wastak.. ELL.....Room 208
Mrs. Beth Gray, Speech.....Room 209
Ms. Amy Garwell, LD..... Room 207
Mrs. Chris Sullivan, CD.....Room 113

TITLE I

Mrs. Michelle Frank.....Room 214

Support Staff

Art.....Mrs. Gee Gee Jannene
Vocal Music.....Dr. Brian Knutson
Vocal Music.....Ms. Jolene Nelson
Phy. Ed.....Mrs. Sherry Hintz
Counselor/Grade 4 Unit Leader.....Mrs. Erin Martin
Social Worker..... (on call)
ALC/Building Asst. /Grade 5 Unit Leader..... Mrs. Kelly Stengel
Psychologist..... Mrs. Brandee Wilker
Band/Orchestra..... Ms. Jolene Nelson
Nurse.....Ms. Kristi Coy

Non-Certified Support Staff

Mrs. Kim Bailey..... Inst. Aide/Title I
 Ms. Cheri Dahl.....Inst. Aide/Title I
 Mrs. Sue Tomaszewski.....Title I Aide
 Ms. Miranda Olson.....Inst. Aide, Spec. Ed.
 Mrs. Theresa SpicerInst. Aide
 Mrs. Jackie Koel.....LMC Aide
 Mrs. Lynn Jacobson.....Inst. Aide, Spec. Ed.
 Mrs. Kathleen Jacque.....Inst. Aide, Spec. Ed.
 Mrs. Katie HamiltonInst. Aide, Spec. Ed.
 Mrs. Amie Stuckey.....Inst. Aide, Spec. Ed.
 Miss Jasmin Vasquez.....ELL Aide
 Mrs. Amanda Wiedenheft.....Health/Discipline Aide
 Mrs. Jocelyn Breidenstein.....Inst. Aide
 Mrs. Becky deLorimier.....Office/Attendance
 Mrs. Jessica Severance.....Inst. Aide

 Family Resource Center.....Mrs. Kelly Smith

CAFETERIA/CUSTODIAN

Mrs. Carolyn Steinke.....Lunch Hostess
 Mrs. Ingrid HoffLunch Assistant

 Mrs. Christine McDonnell.....Head Custodian
 Ms. Shawn McGuire.....Custodian
 Mr. Dave Booth.....Custodian

Daily Time schedule

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

Lunch and recess schedule varies by Grade

School is dismissed at 3:08 P.M.

Lunch and recess (subject to change)

Kindergarten	11:15-11:50	recess 11:50-12:05
Grade 1	11:50-12:25	recess 12:25-12:40
Grade 2	12:00-12:35	recess 12:35-12:50
Grade 3	12:40-1:15	recess 1:15-1:30
Grade 4	11:25-12:00	recess 12:00-12:15
Grade 5	12:30-1:05	recess 1:05-1:20

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Consumable school fee

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.

BREAKFAST AND LUNCH PROGRAMS

Our school now qualifies for free breakfast and lunch for all students under the Community Eligibility Provision. This means that all students at Washington will be able

to participate in our breakfast and lunch program at no cost. Students will only need to bring milk money if they want milk with their cold lunch. In addition, we will be taking part in the "Breakfast After the Bell" program. This insures that every student is offered a breakfast after the school day begins. This will also replace the daily snack and milk break, so you no longer need to supply a snack or send money for snack milk. Due to these changes, we will no longer have a "Breakfast Club" before school. The daily lunch menu is published in the Janesville Gazette, and sent home with each student.

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.

STUDENT ARRIVAL

Playground supervision will begin at 8:00 a.m. Students should not arrive at school before then.

INCLEMENT WEATHER

Children are allowed to enter the school at 8:00 during rainy or cold weather (wind chill of zero or below). They report to designated, supervised areas. In the case of a school delay or closing, the District will send out a message via the Infinite campus messenger system. Please make sure your contact information is updated at all times.

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.) Late pickups should be rare. If late pick ups become frequent, Washington staff will work with the family to address the issue.

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 and principal permission.

WASHINGTON IS A PBIS SCHOOL

What is PBIS?

- A systems approach for establishing the social culture and individualized behavioral supports needed for schools to be effective learning environments for all students. (Horner & Sugai)
- A broad range of proactive, systemic, and individual strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students. (Sugai, 2007)

All classroom, unit and school-wide programs focus on safe, respectful, and responsible behavior.

WITHDRAWAL OF STUDENTS FROM SCHOOL

It is extremely important that parents notify the Washington 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, skateboards, 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

Please keep your phone numbers up-to-date for the Campus Manager and for contact in the event of illness or other emergencies. **It is extremely important that we have the most current information.**

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. **It is important that you notify the school of any phone number changes.**

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

If parents have questions or concerns regarding their child, they should first contact their child’s teacher. Most times, this is all that is needed to answer a question or alleviate a concern. If questions or concerns remain after speaking to the teacher, parents should not hesitate to contact the principal or the student services team at 743-7200. The principal or students services team will be happy to meet with parents but we request that you contact the office to schedule an appointment so they are available to meet with you. 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. If you have questions or concerns regarding the curriculum, please call the school office to schedule an appointment.

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 2016-2017

President: Amanda Wiedenheft

Vice President: Stacy Jordan

Secretary: Michelle Wiese

Treasurer: Jessica Severance

Committees

Membership: Stacy Jordan

Fine Arts: Stacy Jordan

Fundraiser: Amanda Wiedenheft

Box Tops:

FAMILY RESOURCE CENTER

Coordinator: Kelly Smith

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.