



*WASHINGTON ELEMENTARY
SCHOOL HANDBOOK
2008-09*

Dr. Sandy Niemiera, Principal

911 Bridle Lane • Wheaton, IL 60187

630.682.2222 – office

630.682.2223 – attendance

630.682.2333 - fax



INTRODUCTION



Welcome to the Washington School Learning Community. This handbook provides important information, policies and procedures for our school and for our district. Please keep it as a ready reference as it will answer many of the most frequently asked questions.

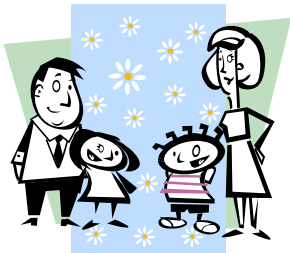
The Washington School community is dedicated to lifelong learning. We are committed to providing meaningful learning opportunities that will help prepare each child to be a positive contributor to his or her future. Washington School embraces the six pillars of Character Counts: Respect, Responsibility, Trustworthiness, Fairness, Citizenship and Caring. Our expectations for students throughout the school setting are based on these pillars. We believe that every child will learn best in a safe and secure environment, which invites inquiry and risk-taking. We strive to develop and nurture self-confidence, responsibility, respect for self and others, industry and personal integrity.

Our learning community includes parents as partners in the learning journey. We encourage a close home-school relationship as children learn best when parents and teachers cooperate with and support one another.

If you should ever have any questions, concerns or suggestions, please do not hesitate to contact your child's teacher, the school office or me.

Our mission is to inspire, educate, challenge, and support all students to reach their highest level of learning and personal development.

With respect for all you do,
Dr. Sandy Niemiera, Principal



School Policies



EMERGENCY INFORMATION

It is absolutely imperative for the safety and security of your child that you inform the school office immediately if there are any changes in phone numbers, addresses, emergency numbers or child care providers.

REGULAR SCHOOL HOURS

AM Kindergarten: 9:15 am – 11:45 am
PM Kindergarten: 1:00 pm – 3:30 pm
Grades 1-5: 9:15 am – 3:30 pm
Lunch/Recess Period: 12:00 pm – 1:00 pm

BELL SCHEDULE

8:55 am Supervision begins. Walkers and carpool students are not permitted on the school grounds prior to this time.
9:05 am First bell. Students enter building.
9:15 am Tardy bell. Attendance taken.
12:00 pm Lunch
12:50 pm Students going home for lunch are not permitted to return to the school grounds prior to this time. Students in 3rd, 4th, and 5th should enter the school at their regular class entrance doors. In the event of inclement weather, students are permitted to enter at the main doors by the office.
12:55 pm First bell. Students enter building.
1:00 pm Tardy bell. Attendance taken.
3:30 pm School dismissed.

ARRIVAL AT SCHOOL

When arriving at school in the morning, students should wait at their appropriate entrances. The playground equipment officially opens at a class's first recess. It is off-limits before school.

ATTENDANCE POLICY

Please refer to the white pages under "School Attendance and Absences" for more complete information in this area.

Regular attendance is essential for successful learning and teaching. Students are expected to be in attendance throughout the school calendar year.

Music, swimming and other out-of-school lessons should be scheduled before or after regular educational hours. Family vacations should be taken in conjunction with the school calendar and specified vacation periods.

ABSENCE PROCEDURE

When your child is absent for any reason, it is the responsibility of the parent or guardian to call the school attendance line – 682-2223 – before 9:30 am. At the time of your call, please provide your child's name, classroom teacher, reason for absence and whether homework is being requested. Homework can be requested for absences of two or more days. (For additional information, please see Homework Policy.)



HOMEWORK POLICY

Homework at all levels is a natural extension of the classroom activities and shall be assigned at the discretion and direction of the teacher. Homework requests are for 2 or more days of absence.

Homework Requests Due to Illnesses

For each day absent from class due to illness, the student will have a matching day to hand in makeup work. Depending upon the circumstances of the illness, additional time may be granted.

Homework Requests Due to Non-Illnesses:

In the event that the absence is unavoidable, it is the responsibility of the parent or guardian to notify the school and teacher as soon as possible. It will be at the teacher's discretion to decide as to whether and when to assign homework. If the decision is to assign homework, it may be assigned prior to or immediately following the absence.

If homework is assigned prior to the absence, the student will have one (1) day after returning to hand in assignments.

If homework is assigned after the absence, the student will have a matching day for each day of absence to hand in the required assignments.

Assignments not returned in the allotted time will receive no credit (zero). This also will be reflected on the report card.



School Policies

BUILDING CLEANLINESS STANDARDS

Building cleanliness is the responsibility of every student, staff member, parent and visitor to Washington School. Please help maintain the building's cleanliness standards by doing everything possible to keep the school clean and beautiful.

PTA/SCHOOL PHONE DIRECTORY

The Washington School PTA provides a very useful Family Directory with names, addresses and phone numbers. If you have unlisted information or do not want certain information included on class lists or directory records, indicate this by marking UNLISTED or CONFIDENTIAL next to that information on the Enrollment Card or Directory Form in addition to notifying the office. One Family Directory will be distributed at no cost to families with a PTA membership. You may purchase a directory for \$5.00 from the office if you are not a PTA member.



LIBRARY LEARNING CENTER

Our students may use the Library Learning Center to check out and return books daily during classroom hours. The students do not have to wait for the class library day. Two books at a time may be checked out as long as books are not overdue. Books may be borrowed for two weeks at a time. A limit is placed on students with more than four books out. Classroom book sets are not included in the regular count of books checked out to a student.

The students are responsible for a plastic check out card that remains in the classrooms to be used while at Washington School. If the card is damaged or misplaced, a \$1.00 fine will be assessed.

The students place a date due card in the book pocket where the card for the book is sometimes located. The date due card remains in the book pocket until the book is returned to the Library Learning Center. A notice of overdue goes out on Friday of each week. Please check the date due cards.

Every book is checked page by page by our volunteers for damages; i.e., torn or cut pages; soil; pen, pencil or crayon marks; water damage; missing spine labels; missing cards; etc. so the books can be cared for by the library staff. PLEASE DO NOT mend the books in any way, but notify the library staff of the needs for repair. The glue and tape you have in your homes will not properly repair the books. If necessary, fines will be



assessed according to the damage to the book. Lost books will be paid according to the current price of the book.

There are no charges for overdue books but we encourage the students to return their books on time.

Please secure a safe place to keep the library books in your home away from food, small children, other books in the home and animals. Also separate the books from shoes when both are in a backpack. Clean hands will assist us in keeping our books in good condition for the next checkout by a student.

NEW SCHOOL YEAR

The first day of the new school year each classroom teacher will establish classroom and school rules with all students. An all-school assembly will be held to review school wide expectations.



Students will bring information about school expectations home to share with parents at the beginning of school. All students are expected to share this information on the day it is given to them. To ensure that the information has been sent home, all students will be given a letter describing class and school expectations. This letter will be signed by parents and returned to the classroom teacher. All letters will be kept on file in the event that the student is unsuccessful in attaining school-wide expectations.

CAFÉ/PLAYGROUND SUPERVISORS

Washington School seeks the assistance of noon hour supervisors each year. These individuals play an important role during the school year. Supervisors are paid employees of the school district. Their primary role is to provide supervision for students during the noon hour. All students are expected to treat Café supervisors as any other Washington Staff member.

Washington School-Wide Behavior Expectations



Creating a welcoming and orderly climate at Washington Elementary School is the responsibility of all students, staff, and

parents. Essential to this goal is the respectful treatment of everyone. Everyone is expected to work together to create a learning community in which each member can achieve his or her personal best. Each classroom teacher and building specialist along with their students will establish classroom procedures and expectations specific to their respective instructional environment. These will be shared with parents at the beginning of the school year. In addition there are broader school wide expectations that are in place at Washington Elementary School.

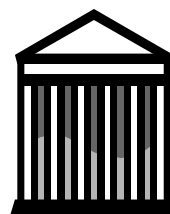
Please refer to the white pages under “General School Rules” for specific district rules related to: skates and scooters, bicycles, electronic games, equipment and dress code.

School-Wide Student Rights and Responsibilities

Our Learning Community believes in providing an environment where choices are clear and self-discipline is encouraged. This fosters personal responsibility for growth and learning. Although we recognize that we differ in

age, knowledge, and experience, we also believe that all of us share a common need for certain rights and responsibilities. We believe our common needs revolve around basic rights and responsibilities that are grounded in the six pillars of Character Counts:

We have the right to be respected and the responsibility to respect the rights, feelings, ideas, and property of others.



- We understand and we accept those who might be different than us.
- We speak kindly to others, always with appropriate language.
- We are considerate of the thoughts, feelings, and ideas of others.
- We respect the property of others and the property of our school.
- We respect each individual’s “personal space.”
- We support each other and our expectations for one another.
- We follow the directions of those in authority.

We have the right to be a safe and caring environment and responsibility to make sure we care for others and their safety as well.

- We make responsible decisions regarding safety and hygiene in all areas of the school.

- We behave appropriately on our way to and from school.
- We are helpful to our bus drivers, behaving appropriately on the bus.
- We keep our hands, feet, objects, and unkind comments to ourselves, regardless of what we may be feeling at the time.
- We use equipment properly.
- We report any unsafe situation to an adult.

We have the right to teach and learn and the responsibility to finish our work and do it well.

- We encourage each other.
- We respect each other’s right to learn.
- We participate fully in the learning experience.
- We put forth our best effort.
- We are willing to help others.
- We work to create an environment conducive to learning.
- We remember that we all learn by example.
- We are on time.
- We cooperate with others.
- We encourage independence.
- We help each other to become self-motivated.
- We give clear directions.
- We come to school prepared and willing to learn.



Washington School-Wide Behavior Expectations

We have the right to be treated fairly and the responsibility to treat others in a fair manner.

- We are open minded and good listeners.
- We help to create a calm and considerate environment by maintaining an appropriate level of noise.
- We communicate with each other in a timely manner.
- We encourage the sharing of ideas.
- We don't blame others carelessly.



We have the right to have a role in decision making as a citizen of our learning community and the responsibility to do our share to make our school and community better.

- We accept the consequences of our behavior.
- We support each other in dealing with behavior and conflicts.
- We allow reasonable, natural consequences to take place.
- We provide reasonable, logical consequences for both appropriate and inappropriate behavior.
- We help each other express emotions in appropriate ways.

As a result of accepting these rights and responsibilities, we as the community will grow and learn in a caring environment that allows us to enjoy being our best.

We hope that most problems will be resolved with the guidance of an adult at the time of occurrence. The intent is to encourage problem solving, and the implementation of natural and logical consequences. If a student chooses inappropriate behavior, one of the following will occur:

Teacher Interventions:

- Nonverbal reminder of the rule
- Verbal reminder of the rule
- Allowing the student to experience the natural or logical consequences of their action or behavior
- Creation of a behavior plan
- Conflict resolution
- Conferences (student, parent, teacher)



Administrative Interventions

- Verbal reminder of the rule
- Conference (student, parent, teacher, administrator)
- After school detentions until 4:30 pm
- In-school suspension

- Suspension from transportation
- Suspension from school

Lunch Hour Behavior Expectations for the Café



We want our café to be a place where everyone can eat his or her lunch. Control of noise levels and limiting the amount of movement will create healthy and safe conditions for all students and staff members. The following guidelines will help us to those ends:

Students will enter and leave the café in a quiet orderly fashion.

- We will walk in the café and hallways in authority
- We will follow the directions of the adults in authority
- We will always carry hot lunch trays with two hands.
- We will always come prepared for lunch and recess.

Students will remain seated during lunchtime.

- We will ask permission before leaving our seats.

Washington School-Wide Behavior Expectations

Students will wait patiently in line for hot lunch or milk.

- We will come prepared for lunch (lunch or milk ticket, cold lunch)
- We will eat only the food we bring or purchase.

Students will clean up their lunch tables.

- We will clean up our own messes.
- We will use food for nutritional purposes only.

Students will use indoor voices in the café.

- We will use indoor voices for safety reasons.

Behavior Expectations on the Playground:

The playground is considered part of the school environment and is governed by the same basic expectations.

We have the right to be respected and the responsibility to respect the rights, feelings, ideas, and property of others.

Students should:

- Not take the property of another student
- Not name call, tease, or exclude others from play



We have the right to be a safe and caring environment and responsibility to make sure we care for others and their safety as well. Students should:

- Play within the accepted play area boundaries. Tag and other running games are to be played on the field or blacktop and not on equipment.
- Use equipment correctly. Only one person on a swing at a time. No twisting, standing, jumping or “underdogs” are allowed.
- Slide down slides, No “trains” coming down slides.
- Not use the balls to throw or kick at one another
- Not fight or spit at one another
- Not play tackling games or rough games



We have the right to teach and learn and the responsibility to help others as they learn.

Students should:

- Play games by the rules that are defined
- Help others learn to play new games

We have the right to be heard and the responsibility to listen to others. Students should:

- Line up quickly when the whistle blows on the playground
- Listen to the lunch supervisor when she/he is giving directions
- Listen to your classmates when playing a game

We have the right to have a role in decision making, and the responsibility to accept the consequences of our decisions.

Students should:

- Bring appropriate outwear for weather conditions
- Participate in conflict resolution when disagreements arise on the playground
- Accept the consequences for inappropriate behaviors

Recess Equipment. Our PTA generously provides balls, jump ropes, hula-hoops, and other play equipment for use during outdoor recess. In addition they provide board games and Legos for indoor play. It is important that students take care of the equipment so it can be used by everyone. We will have an equipment sign out procedure for this school year. If a student brings equipment from home, it must be appropriate to a school setting. The school will not be responsible for personal equipment that is used on the playground.

Washington School **Arrival and Dismissal**

- Supervision begins at each door at 8:55 a.m. Please do not arrive on school grounds before 8:55 a.m. or 12:50 p.m. without permission of a teacher.
- Upon arrival at school, line up at the designated door. The playground and equipment are off limits before school hours.
- At dismissal, leave the building promptly. Meet your brothers, sisters and friends outside of the school.



Washington School-Transportation Safety

Bus Safety

Please refer to the white pages under “Bus Service” for



more complete information regarding bus services and safety.

- Students are to remain seated on the bus at all times.
- Keep backpacks and other items out of the aisle.
- Use inside voices while on the bus.
- Keep hands or other objects in the bus
- Enter and exit the bus in a safe manner

Bicycle Safety

- In accordance with the police department recommendations, only third, fourth and fifth grade students are permitted to ride bicycles to school.
- Illinois traffic laws consider bicycles the same as any other moving vehicle. Therefore, be aware of all of the Bicycle Rules of the Road. Bicycles should ride in the same direction as traffic.



- Bicycles should be walked when crossing the street.
- Bicycles should be walked once you arrive on school property.
- There should only be one rider on a bicycle.
- Once bicycles are at the bicycle rack, they should be parked and locked.

Walker Safety

Please refer to the white pages under “Student Safety and Security” for more complete information in this area.



- The School Route Map should be carefully reviewed if your child is a walker (see next page). Use a colored pencil to designate your home and the route your child should follow to and from school.
- Students should use the sidewalks whenever possible. In the event there are no sidewalks, walk to or from school on the side of the road facing traffic.
- Cross streets only at corners or designated crossing zones.

- Students should walk with a friend or in groups.

Flow Zone Safety

The drop off/pick up in front of the building is designed to be a “flow zone”. If you need to come into the building, please park in the appropriate parking space.

- Cars are not to be left unattended during school hours.
- Double parking or waiting in the outside lane of the flow zone is not permitted.
- Cars are not permitted to turn right from Bridle Lane into the flow zone.
- There is a right turn only when you exit on to Bridle Lane.
- Children should be seated and wearing their seat belts whenever the car is in motion. Children weighing less than 80 pounds should be in a car seat or a booster seat.



Notes
