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Dear Students and Parents,

Welcome to Washington Elementary School. This handbook has been prepared for you to use as a reference for important school information. Working together, we can provide an enriching educational experience for all our students. Please take time to read this handbook carefully.

Washington is a K-6 grade school that provides regular and special education programs. We offer an excellent reading and language arts

A parent or guardian must sign students out in the main office or must contact the office to authorize early pick up by an emergency contact when a student needs to leave before the regular dismissal time. Only a person whose name is listed on the student information form may pick up any student. A photo ID is required as proof of identity before the office is able to release a student. To avoid any conflict, please have any person or persons who have the authority to pick up your child listed in Synergy. An office staff member can update Synergy at the parent/guardian's request or parents can update contact information in ParentVUE at any time. Students will not be released early if the request is made within 30 minutes of dismissal. Any changes to student transportation must be made 30 minutes prior to dismissal. To clarify, students must be picked up or transportation changes made before 2:45 on Monday, Tuesday, Thursday, and Friday and before 1:15 on Wednesday.

In order to assure students are successful and meet current state legislation, which requires all students to attend 90% of the school year, WESD has an Attendance Unit (AU). The AU will work to identify students who are chronically absent or are truant.

When a student reaches five unexcused/unverified absences, families will receive an attendance notification letter. When a student reaches 10 unverified, unexcused, and excused absences, families will receive an attendance warning letter and a referral to the AU for appropriate actions(see District guidelines). In order to avoid this eventuality, there are several precautions to take: (1) reinforce being on time and good attendance, (2) call the school each time a student will be late or absent, (3) present any medical documentation to the health technician and/or attendance clerk if illness will be a consistent, foreseeable issue. An attendance letter will be sent by the school to the families of stu-

Be Responsible
Keep it clean.
Take ownership of actions.

Be Safe
KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself.
Stay in the designated area.
Use equipment appropriately.

Be Respectful
Hold doors for others.
Quiet voice.

Be Responsible
Walk to the right and keep it tight.
Respond Appropriately.
Walk with a purpose.

Be Safe
KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself.
Control all items.
Walking Feet.

Be Respectful
Honor privacy.
Quiet voice.

Be Responsible
Flush, wash, dry, goodbye.
Report unsafe conditions.

Be Safe
KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself.
Keep it clean.

Be Respectful
Follow directions.
Quiet Voice.
Treat others with respect.

Be Responsible
Be ready to leave.
Walk with a purpose.
Listen attentively.

Be Safe
KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself.
Stay in designated area.
Dismissal tag, ID and Zpass ready.

Be Respectful
Follow directions.
Treat others with respect.
Listen to others.

Be Responsible
Take ownership of actions.
Be ready to learn.
Do your best.

Be Safe
KYHFOOTY - Keep Your Hands, Feet & Other Objects To Yourself.

Enter appropriately.
Use materials appropriately.

Informal Talk: School personnel will talk to the student and try to reach an understanding or agreement regarding the behavior.

Conference: A formal conference is held between the student and one or more school personnel and possibly the parent. Documentation is kept.

Parent Notification: Parent is contacted by phone, journal/passbook, office referral form and/or home visit.

Refocus Time: The student sits out at recess time, goes to a place in his or her own classroom or another classroom to have time to refocus his or her behavior with the intent of being able to rejoin his or her class and effectively participate in the learning process.

Detentions: When a student is sent to the office for a behavior violation, the student is given a warning and a chance to correct the behavior. If the student continues to have behavior problems, the student may be sent to the office for a detention. Detentions are given for behavior violations that are not serious enough to warrant suspension or expulsion. Detentions are given for behavior violations that are not serious enough to warrant suspension or expulsion.