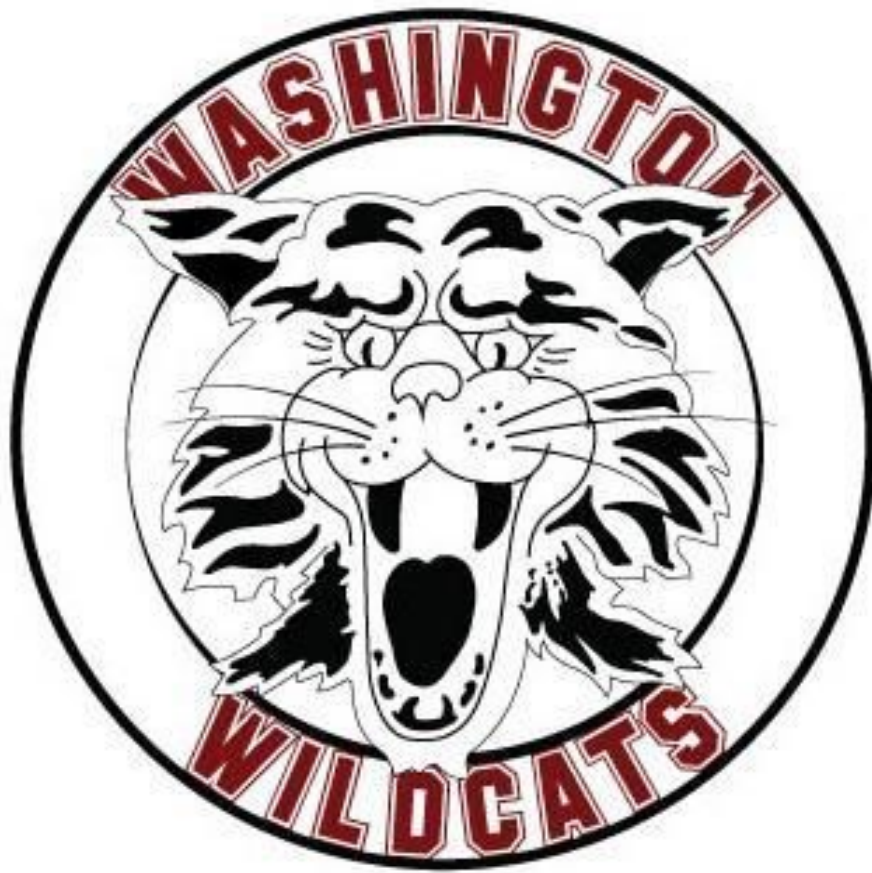


Washington Elementary Parent & Student Handbook 2019-2020



1607 N 15th Street
Boise, Idaho 83702
Phone: 208-854-6420

<https://washington.boiseschools.org/>

A MESSAGE FROM THE PRINCIPAL

Welcome to the new school year!

Everyone at Washington Elementary welcomes you to our great school. At Washington Elementary we strive to provide students the opportunities to achieve academic excellence and the skills to become productive citizens in a safe and positive environment. Washington Elementary is fortunate in all we have to offer our students with our highly qualified staff, and all students will enjoy creative and engaging activities designed to challenge a variety of student learning styles.

We are also fortunate in our parent and community support, and we look forward to continuing this great partnership in providing a challenging and rewarding learning environment for all students. At Washington Elementary, we are happy to have highly qualified staff, and all students will enjoy creative and engaging activities designed to challenge a variety of student learning styles.

The Student Handbook was developed to acquaint you with our policies and procedures. Please read over the handbook with your child and keep it for future reference. Feel free to contact the office if you have any questions or concerns (208-854-6420). Thank you for your support of our Washington Wildcats!

*Hannah Courtright
Principal*

Washington Elementary recognizes its responsibility to reflect the philosophy and mission of the Boise Independent School District. "A better tomorrow challenges us to create, deliver, and responsibly manage opportunities for all children to achieve their educational potential and become contributing citizens." Our school community is dedicated to the educational needs of the children attending this school. Our roles as educators, parents, and concerned patrons are intertwined in the mutual goal of "Educating Today for a Better Tomorrow".

WASHINGTON STAFF 2019 - 2020

PRINCIPAL: Hannah Courtright
COUNSELOR: Nate Dollolio

ADMIN. ASSISTANT: Kris Barrett
NURSE: Kim Poulson

GRADE P	Kelly Farris	SPECIAL ED	Julie Scharfen
GRADE K	Tahnee Hatman	SPECIAL ED ASSISTANT	Camille Rodes
GRADE 1	Amanda Holland Megan Peterman	PRE-SCHOOL PARA	Katherine Beck
GRADE 2	Lindsay Zier Trish Mizuta	READING SPECIALIST	Karen Antram
GRADE 3	Terri Bigelow Nikol Johnson	PSYCHOLOGIST	Cathy Doherty
GRADE 4	Kristen Hennessy Vonda Franklin	OT/PT	Kim Zaragoza
GRADE 5	Jerad Relk Maddie Johnson	SPEECH/LANGUAGE	Andrea Anderson Merilee Kinkella
GRADE 6	Cheryl Finley Cristen Dittman	HEALTH TECH.	Therese George
GENERAL MUSIC	Jenna Henscheid Mai Betterley	KITCHEN MANAGER	Joanne Grywczynski
BAND	Drew Flory	PLAYGROUND	Sonja Bigham
ORCHESTRA	Becky Prindle	PLAYGROUND/CAFE	Alison Parker Raven Kennedy
PHYSICAL EDUCATION	Cynthia Perez	HEAD CUSTODIAN	Tim Buchta
LIBRARIAN	Wendy Koepl	NIGHT CUSTODIAN	Chazz Silva

ARRIVING & DEPARTING

Please observe these guidelines and help your child(ren) understand them.

DAILY SCHEDULE

8:00 FRONT DOOR OPEN (FOR STAFF AND PARENTS)

8:15 PLAYGROUND IS SUPERVISED

8:40 MORNING BELL

8:45 TARDY BELL

11:30 A.M. KINDERGARTEN DISMISSED

12:30 P.M. KINDERGARTEN BEGINS

3:15 KDG – 6TH GRADE STUDENTS DISMISSED

4:00 SCHOOL DOORS CLOSED

Arrival at School

Supervision of the playground will be provided from 8:15 until school starts at 8:40. Children will not be allowed in the building until after the first bell, unless they are eating breakfast (8:25) or buying lunch credits. Tardy bell rings at 8:45.

After School

Students are to go directly home after school unless they are remaining for a parent-approved, school planned activity or if they have been detained for disciplinary reasons. Parent/guardian will be notified at least one day in advance if students are required to stay after school, so that transportation can be arranged.

ATTENDANCE

Absences

Regular student attendance is a key to successful school performance. Absences for reasons other than medical are discouraged, as your child's learning is directly affected by his/her time in school. Excessive absences may result in a recommendation for retaining the child. Absences of more than **nine days per semester** are considered excessive.

If your child is absent please call the attendance line before 9:30 AM on the morning of the absence. The number is (208) 854-6420. You can call the attendance line 24hrs a day. A written excuse is appreciated each time your child is absent or tardy.

If you know in advance that your child will miss school, please inform the office and your child's teacher as early as possible. With adequate prior notice the teacher can prepare (if possible) make-up assignments for the time missed.

If your child needs to leave school during the day, please send a note to the teacher and come to the office to sign them out. The secretary will contact your child's teacher and he/she will be sent to the office for pick-up. **We are asking parents not to go to the classrooms themselves but rather have the school secretary handle this communication.**

Appointments

If you need to take your child out of school for an appointment please come into the office to sign your child out. **Do not** go to your child's classroom. Office personnel will notify your child's teacher to have him/her brought to the office. If you call ahead of time, we will try to have your child in the office waiting for you.

Tardies

Students are tardy when they are not in their classroom when the bell rings at 8:45 AM. **Your child must report to the office first to obtain a pass if he or she is tardy before going to class.** Students arriving after 10:00 AM are recorded as a half day absence. Tardies which are caused by a late bus, either District or city bus, shall not be counted on the student's record.

Health and Illness

The nurse's office is for sick children and emergencies only. If your child is ill, please keep her/him home and contact the school.

You will be notified and your child will likely be sent home if there is:

- A fever greater than 100 degrees
- Vomiting
- Other problems deemed a health concern by the school nurse or principal.

If your child is too ill to be outside, please keep him/her home. Children at school are expected to be able to go outside (weather permitting). In order to provide adequate supervision, we cannot have some students stay in and others go outside during recess.

Students needing medication while at school must have a statement of permission signed by the parent/guardian and on file in the nurse's office. A prescription bottle with the student's name and dosage is required.

Medical Aid/Administering Medications

A school nurse is on call in cases of illness or injury. If you cannot be located and medical attention is advised, your family doctor will be called and your child will be taken to the emergency room at the hospital (unless you have given instructions to the contrary).

For Prescription Medications: A parent/guardian must submit a written request to the school office, along with the medication **IN ITS ORIGINAL CONTAINER**, with the student's name, prescription number, doctor and directions clearly indicated.

For Non-prescription Medications: the parent/guardian must supply the medications, such as aspirin or Tylenol, **IN ITS ORIGINAL CONTAINER** with a written request to the school advising how it is to be administered (i.e. Up to 2 every 4 hours).

My child has been placed on an antibiotic for ten days. Should he bring the medication to school?

If the antibiotic is ordered "four times a day" or "every six hours," then yes, your child` will need a dose during the school day. Follow the procedure for bringing medication to school.

If the antibiotic is ordered "three times a day" or "every eight hours," then no, the doses can be given before school, after school, and at bedtime.

All medications shall be kept in a secured area in the school office and only office personnel are authorized to dispense any medications. **It is the student's responsibility to come to the office at the appropriate time to take his/her medication.** All medications must be taken in the presence of the person dispensing the medication.

BIKES...ROLLER BLADES...SKATEBOARDS

Bicycles must be walked on school property to the bike rack, where they are parked for the day. Bikes should be locked at all times and it is a good idea to register them with the Boise Police Department for identification purposes. Skateboards, roller skates, roller blades, etc. are not allowed on the school sidewalks or playground during school hours.

CONTACT INFORMATION AND VISITORS

Change of Information and Emergencies

It is of the utmost importance that any changes of address, telephone number, parent's place of employment, emergency number, sitter/daycare be reported to the school office immediately. Too often, emergencies arise and we are unable to contact the parent or someone at the emergency number. Your cooperation is greatly appreciated.

Visitors

All visitors must check in at the office. The Boise School District uses a visitor management system called Raptor to strengthen campus safety for students and faculty. Visitors will be asked to present a Driver's Licence in order to be issued a visitor's badge. A visitor's badge will not be necessary for those who visit our schools simply to drop off an item in the office or pick up paperwork. We appreciate your cooperation with our procedures and the effort you make to check in at the office when visiting the school.

Parent Volunteering & Visits

We highly value our parents' support. Please make arrangements prior to volunteering in your child's classroom (in a note or email) because interruptions to the instructional day take valuable time away from children's learning. Simply call the office and leave a message or talk to your child's teacher at a convenient time to set up an appointment. All adults are required to come to the office and sign into the building. In addition, please remember to TURN OFF your cell phones while in the building. Whenever possible, leaving your younger children home or in someone's care will help you to be less distracted as you assist the teacher.

DISCIPLINE POLICY

The staff at Washington Elementary is working to provide a safe, positive learning environment for children. As educators we believe that a discipline policy should be administered fairly and used as a learning tool to provide opportunities for children to become contributing citizens, capable of making good decisions.

Two principles will govern all the rules of Washington Elementary:

- 1) Conduct disruptive to the educational process is prohibited.
- 2) Conduct infringing on the rights, property, and safety of others is prohibited.

When addressing inappropriate behavior, we will deal with the issues and behavior observed. Then we will assign appropriate consequences. Although we will try to be consistent and fair with every situation, we also recognize that each of your children is unique and will approach all situations with their best interests in mind. Each of our staff members is anxious to work with students to find solutions to problems and if necessary, parent assistance may be called on. This open communication will help Washington Elementary to be the best school it can be.

Please review this list of rules with your child.

BUILDING RULES

1. Be respectful.
2. Be responsible.
3. Be safe.
4. Be kind.

CAFETERIA RULES

1. Stand quietly in line.
2. Be polite to those around you.
3. Use inside voices.
4. Clean up your area before leaving.
5. Walk in the cafeteria.

PLAYGROUND RULES

1. Be safe, respectful and responsible.
2. Treat everyone with respect.
3. Use equipment properly.
4. Leave dirt, rocks, grass, snow, etc. on the ground and avoid icy areas.
5. Contact sports are not allowed.
6. Be in eye contact with duty supervisor.
7. No play fighting

Major Offense

Major Disciplinary Violations:

- Fighting or hurting others (bullying)
- Vandalism
- Stealing
- Profanity
- Blatant Disrespect
- Leaving school grounds without permission.
- Possession of weapons, drugs, drug paraphernalia, alcohol, cigarettes or other tobacco products.
- Throwing food/objects in cafeteria.
- Continued misbehavior in the classroom or any school area.

The following may be considered as usual treatment for Major Disciplinary Violations. **However, the principal has the power and authority to treat each student individually in the appropriate and most effective manner.**

Bullying

Bullying means one or more children repeatedly picking on another student. Bullying is not tolerated at Washington and should be reported to a teacher, counselor, aide or the principal. This includes “cyber-bullying” – the use of an electronic device such as a phone or computer to harass or bully another student. Bullying of any type is against the law and will be taken very seriously.

Bus Conduct

General bus rules:

- Sit down, and remain seated until arrival at school
- Do not change seats unless directed to do so by the driver
- Keep hands and feet to yourself
- Keep voices down (no shouting or whistling)
- Do not put hands or anything outside a window on the bus
- No fighting or swearing
- Follow the bus driver's directions

It is very important that students riding the bus understand the rules that the driver will be giving them.

APPROPRIATE ATTIRE

Students at Washington are encouraged to be responsible and to dress in clothing that is suitable for all learning experiences. For instance, please do not send him/her to school in short-shorts, extremely baggy oversized clothing or half shirts. Pajamas, house slippers and clothing that advertise inappropriate items are also not allowed. Students are not allowed to wear head coverings in the school building including, but not limited to, hats and hoods. Also, avoid shoes with soles that will mark or scratch the gym floor during gym classes. Garments with offensive language or suggestions, and that advertise the use of controlled substances, including alcohol and tobacco, will not be allowed.

FOOD SERVICE

Breakfast and Lunch

Boise Schools provides a breakfast and lunch program, which is available to all students. [Free and reduced price meal applications](#) are available in the school office as well as on the Boise District website.

The school uses a computerized system which parents or students may purchase credit that will be deducted each time a student eats breakfast or lunch. Students are issued plastic lunch cards, which remain in the possession of the teacher until their lunch period. Students are encouraged to buy lunches weekly or monthly on Monday mornings. Credit will be sold each morning from 8:20 - 8:45 in the cafeteria or payment can be made online at MySchoolBucks.com. A student who does not have sufficient credit for lunch on a specific day may "charge" the meal. The student will be responsible for paying off the charge as soon as possible. Parents are welcome to join us for lunch anytime.

MEAL PRICES

	Student Prices	Reduced Cost	Adult Prices
Breakfast	\$1.50	\$0.30	\$2.25
Lunch	\$2.50	\$0.40	\$3.75
Ala Carte Milk:	\$0.40		

GRADES

The Boise School District promotes [sound grading practices](#). Policies can be found on the District's website.

Parent-teacher conferences are held only at the end of the first grading period. We strongly encourage parents to attend the parent-teacher conferences scheduled for your child/ren.

Additionally, the Boise School District uses a program called Infinite Campus (IC) that allows all parents access to student grades, attendance, and class assignments. If you have an account you can reach the [Infinite Campus Portal](#) through the District's website. Please contact the office to get started if you do not already have an account.

LOST AND FOUND

Please label your child's clothing and belongings whenever possible. This will help in finding homes for lost items. Lost and found is located in the hallway by the Library entrance. Check in the office for lost items other than clothing.

PERSONAL BELONGINGS

Students are discouraged from bringing personal belongings (toys, radios, gaming devices, music devices/players, trading cards, cameras) or large sums of money to school. These items often cause a distraction to the educational process and will be sent home. The school is not responsible for personal belongings or money that becomes lost, broken, or stolen.

SPORTS

In addition to physical education classes, an after-school athletic program in two sports is offered to students in grades five and six: Girls' Basketball October-December, Boys' Basketball January-March, Boys' and Girls' Track April-May. Information will come home with your child before each season begins.

SCHOOL SAFETY & EMERGENCY PROCEDURES

The staff at Washington Elementary has taken steps to make our school as safe as possible. We have a detailed safety plan should there ever be a crisis and partner with the local police department to ensure our procedures keep students safe.

Inclement Weather

Dress for Conditions: During *extremely cold or wet weather*, the determination of when children will be brought indoors will be made by the building administrator or designee, so *please have your children dress appropriately for the weather*.

District Weather Guidelines: A guideline of *20 degrees or colder with or without a wind chill* is used in determining whether students stay outside or are brought into the school building. *Air Quality Alerts* for the area are also used in determining whether students stay outside or are brought into the school building. Recess held indoors will be in the student's classroom or gym.

School Cancellation: Cancellation of school takes place *only during circumstances such as extreme weather, equipment failure, or public crisis*. The Board of Trustees and the Office of the Superintendent of Schools are aware of the hardship which can be caused by an abrupt cancellation of school. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. *Every practical means is used to notify parents of a cancellation, including radio, TV, and newspapers*. In addition, messages will be broadcasted through Infinite Campus, the Washington's webpage, as well as a direct email.

In the unusual circumstance school must be canceled during the school day, the school will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

Catastrophic Building Emergencies

In the event of a building catastrophe it may become necessary for some or all of us to evacuate the site. Please be advised that we have chosen North Jr. High School as our emergency evacuation site and all communication would be given from there through the media. Please avoid calling North Jr. High's phone lines, as they will be left for emergency use only. We have planned for many different types of emergencies and our plans are available for your viewing in the office. Drills for many of these emergencies are scheduled regularly and the entire staff is working hard to provide for the continued safety of all of your children.