

Dear Parents and Students,

Welcome to Washington Elementary and the 2009-2010 school year. Every effort will be made to make your experiences at Washington joyful, positive and filled with memories you'll want to keep for years in the future. You will find the staff at Washington School to be a highly trained professional group of educators that have dedicated their lives to meeting the needs of every child. With the help of our caring parents and community volunteers we can all be assured that this will definitely be a fantastic school year.

There have been a number of staff changes at Washington for this coming school year. Mrs. Angela Housley, who was teaching kindergarten, has move to the fourth grade. Her vacancy at kindergarten will be filled by Mrs. Tahnee Hartman, who has transferred to Washington from Maple Grove Elementary. Mrs. Debbie Greenberg, our school counselor, has taken a one year leave of absence and Mrs. Katrina Bradbury will cover this position for the coming year. We also have a new P.E. teacher at Washington. Her name is Cynthia Perez and she comes to our school with years of experience in the Boise School District. Mary Alice Glen will be our new orchestra teacher and Nick Clements and Shelleye Lindsay will be teaching our band students. Wow! How exciting! New faces will be appearing throughout the building this year.

As I've done in the past, I'm again asking that you take the time to look through this handbook and become familiar with its contents. It contains information that I hope all of you will read and discuss with each other. Open house evenings have been scheduled for the second week in September and our school carnival will be held two weeks later on September 25th. Everyone will be hitting the ground running again this year. (Just the way we like it!!)

Again, "Welcome back!" I along with the entire staff want this year to be the very best ever for each and every one of you.

Respectfully,

Bob Amburn
Principal

WASHINGTON STAFF 2009 - 2010

PRINCIPAL...BOB AMBURN

ADM. ASSISTANT... NANCY BRYANT

GRADE K ROOM 1

TAHNEE HARTMAN

GRADE 1 ROOM 3
ROOM 4

NANCY NEELY
MEGAN PETERMAN

GRADE 2 ROOM 5
ROOM 6

TRISH MIZUTA
LINDSAY TUCKER

GRADE 3 ROOM 9
ROOM 10

TERRI BIGELOW
NIKOL JOHNSON

GRADE 4 ROOM 11
ROOM 7

SCOTT VANKLEEK
ANGELA HOUSLEY

GRADE 5 ROOM 12

LIBBIE HAYDEN

GRADE 6 ROOM 7

MARY MCLAUGHLIN

LIBRARIAN	WENDY KEOPPL
SPECIAL ED	PAIGE LAMONTAGNE
SPECIAL ED ASSISSANT	PATTI RUSSELL
SPEECH/LANGUAGE	JUDY COLLINS
GIFTED/TALENTED	LINDA VON TAGEN
PHYSICAL EDUCATION	CYNTHIA PEREZ
VOCAL MUSIC	DEBBIE PIMENTEL
BAND	NICK CLEMENTS/ SHELLYE LINDSAY
ORCHESTRA	MARY ALICE GLEN
PSYCHOLOGIST	TAMI HUNT
COUNSELOR	KATRINA BRADBURY
HEALTH TECH.	LYNN MCPARTLAND
NURSE	ADELAIDE MONTERASTELLI
SPECIAL READING	CLARE MCALLISTER
KITCHEN MANAGER	JOANNE GRYWCZYNSKI
KITCHEN ASSISTANT	LINDA PROW
PLAY GROUND	SONJA BIGHAM
CLASSROOM ASSISTANT	STEVE MARKER
DAY CUSTODIAN	CHUCK HASTINGS
NIGHT CUSTODIAN	DOW DISSELBRETT

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 dealing with 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 simple rules with your child.

BUILDING RULES

1. RESPECT others.
2. Loitering, playing, and loud noise in the bathroom is not allowed.
3. Leave gum, toys, and other non-school items at home.
4. No hats can be worn in the building except on "Special Hat Days."
5. Electronic devices (**cell phones**, CD players, etc.) are not allowed to be operated on school property during the school day. If, as a parent, you feel your child must

have a cell phone in their possession please instruct them to turn it off during school operation.

6. Follow your teacher's classroom rules.

CAFETERIA RULES

1. Stand quietly in line.
2. Be polite to those around you.
3. Do not share food.
4. Try to help hold down the noise.
5. Clean up your area before leaving.

PLAYGROUND RULES

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

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.** Major offenses will be written up on a student "Conduct Notice." A copy of this report will be sent home with the child for a parent/guardian signature before the child is re-admitted to the school. If possible, the principal will notify the parent by phone when a conduct notice has been issued.

First notice	One hour out of the classroom
Second Notice	In-house suspension from classroom for one day.
Third Notice	Suspension from classroom for the rest of the day, plus one day home suspension – parent/guardian conference before return.
Fourth Notice	Suspension from classroom for rest of day plus a two day home suspension.

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 drivers directions

It is very important that students riding the bus understand the rules that the driver will be giving them. Conduct reports for misbehavior are issued by the drivers and sent to the principal's office for enforcement. Conduct reports will be handled as follows:

First report	warning, phone call to parent/guardian
Second report	bus privilege denied for three days
Third report	bus privilege denied for five days
Fourth report	bus privilege denied for remainder of school year (Should a student's bus privilege be denied, by State Law the student must continue in school with parent provided transportation.)

Rewards for Excellent Behavior

1. A sense of well being
2. Verbal praise
3. Classroom Recognition

Depending on the classroom teacher these might include:

- Student recognition for month, week...
- Certificates of Award
- Individual incentives
- Classroom parties for points earned

Health and Attendance

PLEASE CALL THE OFFICE IF YOUR CHILD WILL BE ABSENT FOR ANY REASON! CALL THE ANSWERING MACHINE FROM 4:00 PM TO 8:00 AM 854-6420.

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.**

Good attendance is important to academic achievement. Therefore, we will give an award to the students who have outstanding attendance at the end of the year. 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.

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).

Per State Code, we do not keep supplies of aspirin/Tylenol, etc. on hand to dispense to students. If a student needs medication during the school day the following guidelines have been set in place.

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.

APPROPRIATE ATTIRE

Please have your child dress appropriately for school. For instance, please do not send him/her to school in short-shorts, extremely baggy oversized clothing or half shirts. Longer shorts (fingertip length) are acceptable while the weather stays warm. Also, avoid shoes with soles that will mark or scratch the gym floor during gym classes. Straps on girl's shirts need to be two fingers wide and not show midriff. Pajamas,

house slippers and clothing that advertise inappropriate items are also not allowed. You will be notified should your child's clothing present a disruption to the learning process.

NO HEADGEAR OF ANY TYPE WILL BE WORN IN THE BUILDING BY BOYS OR GIRLS.

SAFETY PATROL

A school safety patrol is organized from our sixth grade volunteers. Students crossing Harrison Boulevard should do so at the traffic signal located at Harrison and Lemp streets. Students crossing 15th Street should use the crossing signal in the front of the school building. PLEASE CAUTION YOUR CHILDREN THAT DRIVERS SOMETIMES IGNORE THE SIGNALS AND THEY SHOULD ALWAYS BE CAREFUL. Students working on the safety patrol will be on duty from 8:20 to 8:40 am and 3:15 to 3:35 PM.

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.

TOYS, ELECTRONIC GAMES, PERSONAL TAPE AND CD PLAYERS, ELECTRONIC COMMUNICATION DEVICES (CELL PHONES), ETC...

Your child's school day is full of activities and social interactions. Items brought to school for personal entertainment or other purposes are a distraction to the school day and are consequently banned from use at school. Please keep these items at home.

DAILY SCHEDULE

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

ATTENDANCE/TARDIES

Daily attendance at any grade level of school is key to individual success. We discourage absences during the school year for reasons other than illness, family emergencies or other necessary occurrences. When possible, please let the office know in advance when these situations occur. Coming late to school is also disruptive to the daily flow of the classroom. More than nine tardies a semester will result in the student losing recess times to make up the loss of instructional time.

PLEASE INSTRUCT YOUR CHILDREN TO GO DIRECTLY TO THE PLAYGROUND WHERE SUPERVISION IS PROVIDED.

PARENT/GUARDIAN DROP-OFF AND PICK-UP

Please drop-off and pick-up your students **away from the front of Washington School**. There is a street crossing directly in front of our school, which combined with excessive traffic creates an extremely dangerous safety hazard. Please use 16th street as the drop-off and pick-up area. We've installed a gate and black top in this area to make access to the playground safer and more convenient for your children. **Please do not drop-off your child in the designated bus stop area (from the alley on Lemp to 16th street).**

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.

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.

CAFETERIA

Lunch credits will be sold before school in the cafeteria each morning. Students are encouraged to buy lunches weekly or monthly on Monday mornings.

Students will be allowed to charge lunches up to five days. If a child needs to charge on the sixth day, the parents will be called. Adults may not charge lunch tickets.

Parents/guardians are welcome to join their children for lunch, but we ask that you call the office or send a note with your child before 9:30 so we can add you to the daily lunch count. Monthly menus are sent home prior to the beginning of each month and parents/guardians are encouraged to review them if their children have special dietary restrictions.

MEAL PRICES

	Student Prices	Adult Prices
Lunch	\$1.90	\$2.75
Paid Breakfast	\$1.25	\$1.75
Milk (white or chocolate)	.40	.40

CHANGES IN EMERGENCY NUMBERS

Please notify the office if there is a change of address, phone or emergency numbers.

BIRTHDAY GIFTS AND INVITATIONS

Parents wanting to send flower bouquets and other gift items to their children are asked to wait until they arrive at home. The delivery of these items to children during the instructional day can be very disruptive and are consequently held in the office until the final bell.

Invitations to individual student birthday parties can be handed out at school **ONLY IF AN INVITATION IS GIVEN TO EVERY CHILD IN THE ROOM.** If this isn't possible, invitations **MUST** be mailed from home and not given out at school.

MONEY COLLECTIONS

Money is not to be collected from students for parties, treats, gifts, valentines, etc. Money may be collected at times for field trips, student magazines, and various projects. Students are discouraged from bringing money to school that is not required.

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.

PARENT VISITS AND VOLUNTEERING

Please make arrangements prior to visiting your child's classroom. Interruptions to the instructional day take valuable time away from children's learning and need to be avoided. 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. We will issue you a visitors nametag that must remain visible to staff and students while you are in the building. This is a safety requirement and not meant to discourage your presence here at Washington School. When leaving, simply sign out at the office and discard your nametag.

TELEPHONE

Washington School uses voice mail for all parent contacts with staff and children. Classroom teachers will check their mail twice each day before dismissing their students. Please help us in telephone management by not calling your child at school except in case of an emergency. We discourage children calling home for trivial reasons. Students will not be allowed to use the phone after school to make after school plans with friends.

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.

TITLE IX POLICY STATEMENT

It is the policy of The Independent School District of Boise City #1, in subscribing to and promoting the principles of equal protection under the law, that neither the Board of Trustees, nor its designated agents will discriminate in employment or in the equal delivery of educational services and opportunities against any person because of race, color, sex, religion, age, birth, ancestry, national origin, family relationship, personal or political patronage, or handicap.