



Washington Elementary "Home of the Bulldogs"

1500 North Washington Street
ph. 785-717-4690 fax 785-717-4691

Families,
Welcome to a new school year at Washington Elementary!

Washington has a historical place in Junction City, Kansas. It is one of the first schools erected in Junction City and still has some of the original woodwork from 1914 in the building. Washington Elementary has a twin school in our district, Franklin Elementary. The buildings were built about the same time and used identical architecture. If you are ever at Franklin and think "I've seen this building before." Well, basically it's because you've been at Washington.

Over the years, Washington has undergone several different renovations. The original building was 1928. We then had an addition in the 1940's, then again in the 1970's and the most recent was in 2012. These additions have allowed our school to become prepared for the 21st century student needs.

Our deep roots in the community allow Washington to have a legacy of successes. Washington continues to grow and achieve to meet the highest levels of academic goals. We want ALL our students to READ, WRITE and PROBLEM SOLVE at the highest levels. It's not enough to get A's. We want our students to be our leaders for tomorrow.

Our teachers are here for our students to ACHIEVE that academic success. Our students must perform so that they have CHOICES in life. It is fine if they want to be the manager at the local pizza place. However, if they want to be the next Attorney General of Kansas, we want them to have the skills to make that choice also.

We cannot make this success without the input of our families. We have our students for seven hours a day, you have them for the other seventeen hours. Only through our combined efforts can we make our students the best they can be so they can ACHIEVE anything they desire.

Please join us in making your student a successful learner.

Let's have a great year!

Jennifer L. Black
Principal
Washington Elementary



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School Mission

Washington Elementary will provide an environment conducive to teaching and learning to increase student achievement in math and communications so that all students will be effective in a global society. The goals targeted for success are reading, math, writing and science. Success is measured by our Annual Measurable Objectives as reported on our school report card.

* http://online.ksde.org/rcard/building.aspx?org_no=D0475&bldg_no=7612

School Pledge:

I pledge today to do my best
In reading math and all the rest.

I promise to obey the rules
In my class and in my school.

I will respect myself and others too
I will expect the best in all I do.

I am here to Learn.

Awards

Our students deserve to be recognized for their accomplishments. Our students will discover that there are many opportunities for recognition. The purpose of awards is to establish goals, and when those goals are achieved students are rewarded both intrinsically and extrinsically.

Every quarter an AWARDS ASSEMBLY is held to honor students for academics, attendance, and a Life Skills. This is to recognize students for their commitment to Academic Excellence and Lifelong skills. ALL students can earn an award if they come to school on time and everyday. This is as much a parent award as a student award.

Primary Students (K-2) Attendance
Lifeskills Award
Academic Award

Intermediate (3-5) Attendance
Lifeskills Award
Academic Award

The attendance award is for two or less tardies or absences per quarter. Lifeskill Awards are given for quarterly designed skills that the teacher recognizes one student has modeled. There are two academic awards. Principal's Honor Roll is for having all A's on the report card. Honor Roll is for having A's and B's on the report card.

Instructional Strategies

Reading

Our reading program is called Success for All. It is modeled after a research-based program from Johns-Hopkins University. It levels our students based on their reading skills. It is a 90-minute reading program taught at student's instructional level. This allows all the students to be successful in their reading.

New readers participate in Reading Roots. They are building "ROOTS" to grow into strong readers. They spend significant time learning their sounds, saying the letter sounds individually and then saying them fast. This allows them to learn the letter sounds easily and successfully.

Second grade readers and older are typically in the Wings reading groups. They are learning how to take off and fly with their reading. The more time they practice the better they will be with their reading. They spend time reading text, looking for information and then writing about that information. We have found our reading program to be very successful. Reading for 20 minutes at home 4 times a week is expected homework.

Reading Counts

Reading Counts is a computerized software program that assesses student's reading comprehension. A student checks a book out of the library. The student reads the book. He or she then takes an assessment on the computer. The assessment has about 5-10 questions and is

scored. Student's earn points and percentages. Goals are set for the students to achieve points and for the class to achieve points.

Library Media Center

The library media center is located on the top floor of Washington Elementary. Students are encouraged to read various books from the library media center. Time is provided in the school day for classes to check out books and students are encouraged to come individually as well.

Students are responsible for returning books to the library on time. Families must pay for books that are lost or damaged. Students who move from Washington during the school year or at the end of the school year must return books as part of the clearance procedure. Unpaid fines result in delays of school records.

Math

We use Engage New York materials to teach mathematical problem solving. Students spend time manipulating objects and numbers to develop an understanding of bigger math concepts. Students are to memorize math facts. Getting to "friendly" numbers is a goal. These are easier numbers to add, multiply and subtract. They frequently end in "0" or "5". We are also working on perseverance or GRIT. The ability to stick with something even when it is hard. It's okay to make mistakes the goal is to learn from them and improve.

Writing

Success for All has provided Writing Wings and Writing from the Heart for written language. We also use Lucy Caulkins as a philosophical understanding of the writing process. To be a good writer, a student writes.....a lot. Our goal is to have third graders be able to write a whole page research paper by the end of the year. This requires many skills to improve their level of writing. We start with kindergarten and make sure our students are fluid writers of their letters and thoughts. This takes practice.

Behavior

Washington Elementary believes to discipline means to teach. Our goal is to teach class behavior to prepare students to hold a job, raise a family, attend college or run our government. We know punishment does not teach behaviors, it only attempts to stop behaviors. We use a variety of programs to help instill the behaviors necessary to be successful.

Olweus: This is an anti-bullying curriculum used to develop the skills necessary to stop bullying in the building or in other areas. The KEY to the program is not to just “tell a teacher” if there is a bully; but to teach students that using their own powers of friendship they can stop bullies.

Getting Along Together- GAT: This program is a part of our reading cooperative learning strategy. Students practice the skills of cooperation in a group and how to get along. They are also taught what to do when they are frustrated with a situation. Chilly, a penguin, suggests things like taking a deep breath, counting down from ten or walking away. We are teaching students to self-regulate their behavior.

CHAMPS: This proactive approach to classroom management involves teachers making sure clear expectations are taught. Every aspect of a classroom or the school will have some common language regarding how we act, what we do and how we do it. If you hear students discuss CHAMPING an activity this means they were told all the components and expectations.

1:1 Initiative

Third through fifth grade students will receive a Lenovo tablet. The intent of the tablet is for students to access the internet, word process, develop presentations, and publish online. The purpose of the 1:1 initiative is that students can work at home using the tablets.

The students and families must sign an agreement form to receive the Lenovo to understand their financial obligation. The signed documents are kept with the student and parent compact. The policies established for the Lenovo's are approved by the USD 475 Board of Education. Individual teachers determine the use of the computers and the need for them to go home. The tablets are checked out through the library. There are intermittent library audits. During the audits, students are asked to bring all tablet materials to school: tablet, case and charger. This is to keep track of materials.

The tablets are checked into the library during long breaks. They are also checked in during summer breaks. Students will re-check out the computers at the beginning of each school year. Parents will be asked to re-sign documents indicating financial obligation.

Washington Elementary School Involvement Policy

BULLDOG BOOSTERS

We have a parent group called the BULLDOG BOOSTERS. WE would like all our parents to sign up to be a part of it. We need to establish a president, vice president, secretary and financial record keeper each year. The goal of the Bulldog Boosters is to work with Washington Elementary to make our school great. Activities that have been suggested include:

Carnival
School wide walk
Fundraisers
School dance
School talent show

Our staff would love to assist and provide the students with extras, however without a booster club and family assistance the extras are challenging to provide. Please be a part of the families that support Washington Elementary. Sign up will occur at the beginning of the year during enrollment and parent orientation. However, families can always sign up by contacting the office.

SITE COUNCIL

Washington Elementary School's Site Council will meet regularly to develop and review the school improvement plan and the effectiveness of the Parent Involvement Policy. Members of the Council include parents, staff members, community members, and district level administration. They will also discuss the school's performance by reviewing disaggregated testing information during Schools in Review Week, Board of Education presentations, and parent meetings. Additional opportunities to become involved will be available.

THIRD THURSDAY

Washington Elementary will hold at least 4 activities per year that will support parents in their roles as partners in their child's education. These will occur on the Third Thursday of each month. Parents will learn:

- ◆ Progress towards school improvement
- ◆ Student Achievement
- ◆ Parental support of student learning

SCHOOL DAYS

Students need to be at school EVERY DAY. Students that cannot attend due to illness or appointment must be called in to school as an absence. Unexcused absences occur when a student is not called into the school, the student doesn't have an appointment, or the student is not sick. It is expected that an appointment does NOT last all day. Unexcused absences can result in truancy.

Hours of Operation

Breakfast:	7:30-7:50
Class Begins:	8:00
Lunch/Recess:	Class specific
Dismissal	3:15

All side entrances are locked between 7:55 and 3:15. All parents and students must come through the front doors to be signed in by an adult after 7:55. Staff are not available after 3:30. A student that is not picked up by 3:45 is considered "a child in need of care." The police will be notified.

Security

In order to provide better security to Washington all adults must sign into the building. If families bring items for a child, someone will take it to the child or you can sign into the building. Visitors will have a numbered badge given to them. Upon leaving the building they will sign out and return the badge. This is in an effort to make sure no one is in the building that should not have access. Please help us in making sure that our building is secure and safe for our students.

Breakfast

Students eating breakfast arrive at the cafeteria doors at 7:30 when the doors are unlocked. They are to check in and get their tray and sit at an open table and eat. When they are done, they clear their table area and go out the cafeteria doors to line up outside at their assigned spot.

Line Up Outside

Students arriving before 7:50 will line up outside at their designated area. Designated areas are grade specific. Adults will begin supervising at 7:45. Students should NOT show up before 7:45. WE do NOT have anyone watching your students outside before 7:45.

Door Lines:

Kindergarten:	Small playground cafeteria door (South-West)
First Grade:	Large playground cafeteria door(East)
Second Grade:	Small playground cafeteria door(South -West)
Third Grade:	Large playground
Fourth Grade:	Front Doors
Fifth Grade:	Large playground Side door (East)

On rainy days, cold days (below 20 degrees with wind chill) and wet days students will arrive at 7:45 to line up in the gym and wait for school to begin. They will sit on the floor at their designated spot and read a book they have in their book bag.

Snack

Snack is at the discretion of the teacher. Teachers make classroom policies regarding snack. This means that snack can be skipped, communal, and taken away. The only guidelines are that the snack should be healthy (no soda) and no larger than a sandwich bag.

Recess

We will be outside unless it is rainy, cold (below 20 degrees with wind chill), or wet. All students will participate in recess unless a signed doctor's note is received with a date returning the child to normal activities.

Music and PE

Students have music and P.E. almost every day. Your teacher can give you their schedule. Please dress appropriate for either. Anymore, music has a lot of physical movement with it. Dressing for activity is always a good idea.

End of Day

PLEASE do NOT call for your child's end of the day procedures to be changed at 3:00 - 3:15. This is too late to call. MANY classrooms have begun their end of the day clean up and packing of bags. IT is very likely the student will not get the message. This often results in frantic parents and students. Have a plan, stick with the plan, and let us know by 3:00 if the plan had to change.

All bus riders are escorted to the bus. Bus drivers have the authority on the bus. If a student misbehaves on the bus, the resulting write up will cause your student to be dismissed from the bus for a day or longer. Buses have cameras on them and are viewable by the administration if there is any question regarding behavior.

Walkers are dismissed from the door that they are lined up at in the morning. Students should have a plan on meeting siblings at the end of the day to walk home. OLDER students should meet the younger students on one of the playgrounds.

TEACH your children that if they are in doubt, go to the office. We will help them.

TidBits

Lunch/Breakfast

If you plan on eating an adult school lunch, please call in before 8:45 a.m. We need the correct numbers for servings.

Cost

	Adult	Child
Lunch	\$3.60	\$2.55
Breakfast	\$2.15	\$1.70

Leaving School During the Day

Students must be signed out in the office if they leave between 8:00 and 3:15. Students cannot be dismissed directly from the playground, classroom or lunchroom.

Change of Demographic Information

If you change your address, phone number, emergency contacts, work place, or babysitter; PLEASE contact the office. We need to get ahold of guardians if there is an emergency. If you are moving, contact the office 2-3 days prior so we can get your records together. We cannot guarantee we can get them the same day you ask for them.

Field Trips

Field trips are considered part of the curriculum. A note will be sent home letting the guardians know when students will not be on campus. A note going home asking for a signature only will occur if the student is going to be out of the Junction City area. Volunteers cannot ride the bus with the students. We count only employees and students for bus numbers. We cannot have young siblings come with us on field trips. Young siblings can be disruptive to the educational environment.

Classroom Parties

Teachers have their own policies when it comes to classroom parties . However there are some general guidelines. Cupcakes for 25 is usually enough for a treat. Please save the BIG party for home, snacks are enough at school.

We are working to develop healthy attitudes towards food. We highly recommend that families provide healthy snacks for students. Some ideas include: cheese, fruit, crackers, vegetables or even banana bread or zucchini bread. There are some great ideas on the internet for clever and healthy alternatives.

Checks and Money

Please send checks and money in an envelope with the student's name, teacher, amount, and reason for money. Checks should be payable to Washington Elementary. Loose money has a tendency to get lost or not used for the right expense.

School Dress

Students need to wear conventional clothing. Drug, alcohol, or inappropriate messages on clothing is not allowed. Shoes must be worn for health reasons. We need clothing that is free from distractions. The administration will determine if clothing is distracting from the learning environment. In the event that a child needs to change, clothing is available in the nurse's office or the child will call home.

Lost and Found

Washington Elementary maintains a lost and found. Students regularly lose items in the school. We make every attempt to get the clothing to the right individual; however students and families are always welcome to go through the lost and found to find lost materials.

SAFETY PROCEDURES

Safety for all students is a primary concern for Washington Elementary administration and staff. In order to provide safety for everyone we ask that parents sign in and out in the office, identity be checked if you are not known, and individuals wear badges in the building. All doors are locked between 8:00 and 3:15. These safety procedures are in place to keep our families and students safe.

Fire Drills

Fire Drills are conducted monthly. All rooms have an exit plan. The exit plan has a primary and a secondary escape route.

Tornado Drills

Tornado drills are conducted three times a year. The office contains a weather radio in case of a warning of imminent weather. Students and staff are instructed to go to the basement in case of a tornado warning.

Bus Evacuation

Bus evacuations are conducted twice a year. All students practice deploying from the bus at the emergency exit with only the aide of other students.

Building Crisis

Staff and students practice a minimum of two times a year for a crisis that requires the school to be put in "lock down" The purpose of practice is to be prepared in the event of a real crisis occurs. Events that may signify an emergency may include: dangerous persons, outside danger, or dangerous animal. All classrooms have materials that they are to use if a "lock down" would occur for a length of time. In the event of a real "crisis" parents will be asked to wait until the crisis is resolved before getting their student.

Notification to Parents of Children Attending Title 1 Schools

Parents may request information regarding the professional qualifications of the student's classroom teachers, including, at a minimum,

- ✦ Whether the teacher has met State qualification and licensing criteria for there grade levels and subject areas in which the teacher provides instruction;
- ✦ Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived;
- ✦ The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; and
- ✦ Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Information regarding teacher qualifications can be obtained by contacting:

Geary County USD 475 Human Resource Services
Mary E. Devin Center for Educational Support
123 North Eisenhower
Junction City, KS 66441
(785)717-4000

For information regarding other Title 1 issues, please contact:

Director of Student Support Service
Geary County USD 475
123 N. Eisenhower
Junction City, KS 66441
(785) 717-4000

School Report Card

The State of Kansas issues a building report for each school within the State. Families may access this information via the internet using the link for Washington Elementary website.

<https://www.usd475.org/school/wa/SitePages/NewHome.aspx>

If you do not have internet access, you may request a copy form the office.

Kansas Parent Information Resource Center (<http://www.kpirc.org>)

The KPIRC, federally funded under Title V or No Child Left Behind, is the official Parent Information Technical Assistance Center for the state of Kansas. KPIRC promotes meaningful parent involvement at all levels of education and provides information and resources to help parents, educators and other organizations promote the education success of every Kansas child.

Kansas Legislature

A state-wide school safety hotline agency exists. The purpose of the hotline is to give students the opportunity to report “impending school violence”.

Student’s calls will be received by a single statewide agency then transferred to local law enforcement who will relay the information to the local school administrator.

The toll-free Kansas School Safety Hotline number is
1-877-626-8203

Sexual Discrimination

Title IX -Prohibition of Sex Discrimination

a. Notification of Policy (Rules and Regulations Section 86.9)

Pursuant to Title IX and the requirements therein for the destinations of policy, notice is hereby given that the Geary County Unified Schools, District 475, does not discriminate on text basis of sex in the educational programs and activities and to employment of personnel by the district.

The above notice is posted on each building bulletin board, published in each student handbook and newspaper and in the Faculty Manual.

All students and employees are hereby notified of the above designated employees.
(See Board Policy Handbook)

Administrative Guidelines for Emergency Safety Interventions: The emergency safety interventions (ESI) law set forth standards for the use of restraint and seclusion to ensure that all Kansas students and staff have a safe learning environment. The standards found in the ESI statutes and regulations are required to be followed in all Kansas public school districts and accredited private schools.

For more information, go to this website to review the USD 475 ESI Parent Information.

https://www.usd475.org/_layouts/15/WopiFrame.aspx?sourcedoc=/Pages/Emergency%20Safety%20Information%20for%20parents.pdf&action=default

GEARY COUNTY SCHOOLS, USD 475 Notice of Non-Discrimination

Geary County Schools, USD 475 does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and/or activities and provides equal access to the boy scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact: Director of Human Resources. For questions or complaints based on disability, please contact: Director of Exceptional Services at 123 North Eisenhower, Junction City, KS 66441. Telephone: 785-717-4000