

Washington Primary The Mini Melons Student Handbook 2018-19



Washington Primary School
709 S. 11th Rocky Ford, CO 81067
719-254-7681
Office Hours 7:00-4:30
School Hours 7:45-4:00 MTWTH
4 Day Week

Introduction

The purpose of this handbook is to provide parents and students with information regarding rules or procedures that affect the students at Washington Primary. Keep this folder handy as a reference to school programs and policies.

Goal Statement

Washington Primary's goal is to challenge students to develop basic skills, creativity, divergent thinking, and a desire to be a life long learner:

To fulfill our mission we will:

- ❖ Adapt teaching strategies to the individual differences of each child
- ❖ Employ the use of technology at all grade levels
- ❖ Instill positive attitudes toward self and others
- ❖ Strengthen communications and encourage interactions between home, school, and community

Important Dates – Calendar attached

August 21st – First day of Jumpstart

August 28th - First Day of Classes

Back to School Night- September 21st

Apr- TEACHER REQUEST LETTERS DUE

May- LAST CHANCE TO TURN IN TEACHER REQUEST LETTERS

School Hours

The WPS school day is from 7:45 am to 4:00. Parent pick-up starts at 3:50 for bus students will release at 3:55. Parent drop off will start at 7:15 and the breakfast program starts at 7:25. Students who arrive before 7:25 will go to recess. The first half hour of the day is the most important... DON'T BE LATE!

Attendance/Tardy Policy

Successful school achievement is often dependent on regular school attendance. Students are expected to be in school unless they are ill or there is an emergency or death in the family. Colorado State Law requires that all children of school age regularly attend school. Students are allowed ten unexcused absences per year. The parent of the child MUST notify the school by phone or in writing of their absence. **A phone call does not necessarily mean it is excused.** Please refer to your hand book for excused absences. **A doctor's excuse is needed after three consecutive days of absence.** The secretary will check on any child whose parents have not called the office. **Children who arrive after 7:45 will be tardy. They should CHECK IN AT THE OFFICE before going to class to avoid being counted absent. 3 days tardy will equal 1 unexcused absence.**

Student Illness

If a child becomes ill or has an accident, parents will be contacted. WPS has the services of a school nurse. The school nurse does not provide treatment She provides emergency care. Students who have a temperature of 100 degrees or higher, have vomited or exhibit continual illness symptoms are referred home.

All children are expected to participate in recess and physical education. **If a child must miss recess or PE more than two days, we MUST have a doctor's note.**

Emergency Early Dismissal or School Closing

When school is cancelled or dismissed early due to inclement weather or an emergency, the La Junta radio station (92.1 FM or 1400 AM and TV Channel 5) will be notified and a broadcast will state the time of early dismissal or school closure. You can also sign up for **EZ-MESSENGER** to receive text messages on your phone. It will be the parents' responsibility to contact the school if a change in bus/walker destination is desired. **Without a note or phone call, students will be sent home as originally planned.**

Student Emergency Information

Please inform the school office of any changes in residence, employment and/or telephone numbers which occur during the school year. **In case of emergency, the school should have additional contact phone numbers on file in case a parent cannot be reached.** If a parent has exclusive custody of a child, copies of legal papers **MUST** be provided to the school to ensure custodial rights. Please report changes in status of custody to the school office immediately. If there are other legal issues, you must provide a copy of the legal documents to the office.

Medication Policy

School personnel cannot give any type of medication at school, including over the counter medication **UNLESS:**

1. The medication is brought to the office **BY THE PARENT** along with a properly completed "*Permission for Medication*" form. (Obtain form in office) Specifically the doctor must indicate on the form the drug, dose, and time to be given. The doctor must sign the form!
2. Medication must be contained in a properly labeled pharmacy bottle with instructions listed on the container.
3. Parent may come to school and administer the medication.

Lunch

Children who bring their lunches are asked to bring a nutritious drink, or they can purchase a carton of milk. Students are not allowed to bring soft drinks to school. If you plan to have lunch with your child, please call the office the day before or no later than 8:30 am that morning. **DO NOT BRING IN LUNCHESES PURCHASED AT A FAST FOOD RESTAURANT PLEASE.** Our school is participating in the Community Eligibility Program, so all elementary students' (PK-6) breakfast and lunch will be provided at no charge, regardless of income. Lunch menus are sent home each month with the school newsletter.

Family Economic Data Survey

Schools are required to collect this information at registration to determine if pupils are eligible for at-risk funding. It is very important that each household fill out this survey. This information will not be used for any other purpose.

Nut Allergy Alert

We would like to remind parents of our Nut Allergy Alert for all of our students. We have some students with nut allergies and we ask for your help in controlling food items your child brings to school and this includes peanut butter. We ask that you not send or bring any food item that **contains** nuts or according to the package, has crossed a belt where nuts have been processed.

Supplies/Toys/Money

Each teacher will notify you of the supplies which are needed for their class. Please do not send additional school supplies to school that might become playthings and distract from your child's work. Contact the school if we can be of help in obtaining needed supplies. Many organizations donate supplies for children who need them.

SCHOOL RULE: Students are NOT ALLOWED to bring toys or other items to school unless required in the classroom (such as Show and Tell). Only money for specific purpose such as lunch or pictures should be brought to school. This includes fidget spinners as well if they are brought to school they become the property of the school principal.

The school will provide all recess equipment and toys. Items brought to school will be taken to the office and kept there until a parent requests them.

The school is not responsible for lost, broken or stolen articles!

Parties

Only school sponsored parties are permitted. Winter and Valentine's Day may be celebrated with simple parties in your child's classroom. Volunteer parents may be asked to help sponsor these parties. Simple treats for birthdays may be brought and distributed. **Please contact your child's teacher to arrange a convenient time for birthday parties.** It is requested that invitations for out-of-school parties be mailed from home and not distributed within the school.

Telephone Use/Messages

STUDENTS WILL NOT BE ALLOWED TO COME TO THE PHONE TO RECEIVE MESSAGES DURING SCHOOL HOURS. Messages for children will be given to them at the end of the day when announcements are made. Students will be allowed to use the telephone in the office only under staff guidance and in case of an emergency. Arrangements for after school activities must be made prior to coming to school. Please work out after school plans for your child before they leave for school each day. Please send a written note or call the school by **3:00 pm** if your child's method of transportation is different than usual (including riding a different bus).

Bus transportation requires a note if student has not been a frequent rider.

Except in the case of emergency, teachers are not called to the phone during school hours. Messages/return phone calls will be placed in their mailboxes.

Transportation

The following measures have been established for the safety of the children and everyone's cooperation is appreciated.

Students are to leave the school grounds immediately after school is dismissed. WPS students are not allowed to ride their bicycles to school without supervision from home to school and back. Skateboards, roller blades or skates are not allowed for safety reasons.

Please DO NOT stop in the middle of 11th street to drop off students, USE THE PARENT PICKUP ZONE BEFORE AND AFTER SCHOOL!

Talk with your child about their/your plans for after school transportation. Stress to them the importance of NOT going home via a different means than what you have planned. Parents may not take home any child other than their own without the child's parents' permission and NOTIFICATION through the school office. If a child's method of transportation is to be different than usual (including riding a different bus) please send a written note or telephone the school prior to 3:00 pm. Bus transportation requires a note if student has not been a frequent rider.

Usually the office personnel are here after 4:30 pm. However, there are times when the principal or secretary leave at the designated time of 4:30 pm. If your child is still at the school at this time they will be taken to the police station to wait for a guardian/parent to pick them up.

Transportation: Bus Riders

Transportation on school district buses is not mandatory. It is a privilege that can be denied if a student's conduct is not appropriate. All students will have the rules for proper bus conduct explained. Violations in these rules will result in termination of bus riding privileges according to district policy. Students must depart and arrive at their regular destination unless written permission to do otherwise is given by the parents. Please contact the office about any changes in bus riding activities. WPS students will be sent home on their normal bus route UNLESS the school is contacted by a parent. Bus transportation requires a note to ride, if student has not been a frequent rider.

PLEASE CALL BEFORE 3:00 PM TO KEEP STUDENTS OFF THE BUS. AFTER THAT TIME IT IS TOO LATE AS STUDENTS ARE IN TRANSITION.

Buses arrive and depart from WPS on the south side of the building. Students will not be released from this area unless we are notified through the office. **Please do not drive through the bus loading zone!**

Transportation: Parent Pick Up

Students who are transported to school by car **SHOULD LOAD AND UNLOAD AT THE NORTH SIDE OF THE BUILDING IN OUR "PARENT PICK UP ZONE"**. A sign with your child's name is required in order to pick up your child. (Obtain in office. Please have your child's name in the windshield for faster pick-up. If you walk up for your child, a sign is required. Anyone picking up your child, even siblings have to have a sign to pick up your child. Thank You for your cooperation!

The drive-through line will be single file proceeding from west to east on Pine Avenue from Spruce Avenue. Parents are asked not to leave the car if you are picking up your child in this manner as it slows down the line for everyone participating. For safety reasons we ask that you do not wait double-file in parent pickup or cut in front of the car in front of you as you leave.

NO U TURNS OUT OF THE AREA. DO NOT DROP STUDENTS OFF ON EAST SIDE OF SCHOOL. PLEASE PARK AND WALK THEM IN OR USE PARENT DROP OFF. We prefer Parent pick up zone for all drop offs and pickups.

We strongly discourage pick up at office during release time as we have procedures in place. If you do have to pick up your child at this time we will immediately have them come to the office and have you sign them out.

Transportation: Walkers

All students who walk home will leave the building through the front doors and be walked to the crosswalks at the north and south end of the building. It is NOT possible to supervise students walking home once they have left the school grounds. Students are to leave the school grounds immediately after school is dismissed.

Child Abuse

According to Colorado Children's Code (Law) school personnel are REQUIRED to report to Social Service and/or the local Police Department any known or suspected incident of child abuse or neglect. The Code also requires that third party abuse by any person ten years or older that causes skin bruising or bleeding to a child under the age of 18 be reported to the proper agency. In practical terms this means that schools are required to report fights between students that result in bleeding or bruising any time the offender is age ten or older. These reports may result in your child being interviewed by one of these agencies. The interview may be conducted at school.

School Work/Notes From School

School work, notes, and newsletters will be sent home with students. Monthly newsletters will include articles, calendar of upcoming events, and other important information. Please refer to the newsletter for dates and times of school activities.

Visitations/Volunteers

Parents are ALWAYS welcome at school unless we have court ordered papers prohibiting such visits. We encourage both parents and volunteers to become an active part of our school life. **Please adhere to the following procedures to insure the safety of all children. It is important that we know who is in the building at all times.**

All persons visiting the building MUST SIGN IN AT THE OFFICE. Volunteers will be given a "Volunteer" button to wear while they are in the building. Parents who are eating lunch with their child, playing on the playground with their child, or just visiting a classroom will be given a "Visitor" button to wear while on school grounds. Return all buttons at the end of each visit.

Lost and Found

The school is not responsible for lost or stolen articles. Students who find lost articles are asked to bring them to the office. Every effort will be made to return lost articles to the rightful owner. Please check the *Lost and Found* often for lost articles. Mark all personal items with the child's first and last name.

Pets

Please make sure that pets do not come to school with your child. Their visits on the playground or in the classroom can be quite disruptive. Please arrange with your child's teacher in advance if a "special visit" by a pet is necessary for a "Show and Tell" period. Any animals not on a leash will be picked up by a code officer.

The purpose of the Washington Primary Advisory Accountability Committee is to advance the educational programs of Washington Primary School. Meetings are held monthly. Working cooperatively with the school principal and the Washington staff members, the committee will:

1. Adopt high, but achievable, goals and objectives for the improvement of education consistent with the goals of the Colorado State Board of Education and the goals of the Rocky Ford R2 Board of Education.
2. Adopt a plan for improving educational achievement, attendance and maximizing success at the next level of enrollment.

You can sign up the night of Back to School Night to a part of this committee. We need the voice of the parents anytime decisions are made and you make the difference.

Bully Proofing

WPS uses the Bully-Proofing curriculum and procedures. Students are instructed on techniques to use when dealing with a bullying situation. Students who break our bully-proofing rules will be treated in the following manner:

1. Warning
2. Miss one recess-Parent note
3. Miss two recesses- Parent phone call
4. Referral to office- Code of conduct/habitually disruptive student