

# PARENT INFORMATION FOLDER



Message to Washington Elementary Parents: We believe that you want the very best education possible for your children. We also believe that you wish to do whatever possible to help your child succeed in school. This handbook has been designed in order to support you with that goal. In it we have attempted to answer your everyday questions about the basic policies and procedures of Washington Elementary. It is our hope that you will read and share with your child the materials within the handbook, and then save it for future reference!

## **Washington Elementary**

1821 McKinley  
Bay City, MI 48708

Phone: (989) 894-2744 Fax: (989) 266-8217

[www.bcpswashington.com](http://www.bcpswashington.com)

### **Office**

Dr. Sara Moore, Principal  
Mrs. Kristine Rodabaugh, Administrative Assistant  
Ms. Katelyn Mlujeak, Office Associate  
Mrs. Lori Ruggles, Positive Support Service Worker  
Mrs. Kelly Hutchison, Parent Liaison

### **School Hours**

Breakfast/Morning Meeting 8:06-8:16  
Instructional 8:16 a.m. – 3:10 p.m.

### **School Office Hours**

7:45 a.m. – 4:00 p.m.

## **MISSION STATEMENT**

At Washington Elementary we value your child, embrace their strengths and ensure they reach their highest potential through a positive and supportive environment.

## Visitor Check-In/Out Process

All visitors to Bay City Schools buildings will be asked to present a valid state-issued ID which will be entered into the Raptor security system. Visitors will be issued a sticker badge which identifies the person, the date, and the purpose of the visit. This badge must be worn at all times during school hours. When the visit has concluded, the badge holder will check out through the office using the Raptor system.

A visitor's badge is not needed:

- When someone is going no further than the office.
- At after school events such as performances, games, ceremonies, or competitions.
- For a child being accompanied by an adult who has a Raptor issued sticker badge.

If the identity of a visitor cannot be verified through an acceptable form of identification, they will not be allowed in a building or on district property.

## Volunteers/Visitors

Washington Elementary School has wonderful volunteers. Parents are encouraged to volunteer their services for a variety of events. All volunteers and chaperones are required to complete an online Volunteer Application authorizing a background check. Call Miss Joanie at Ext 1709 to volunteer.

## School Safety

State law requires us to practice a minimum of two tornado drills, five fire drills and three lockdown drills each year. Lockdown procedures mean all exterior doors are locked and no one is permitted to enter or exit the building. Anytime the district utilizes a crisis plan, all information about the situation is handled through our district Safety Coordinator. For more information please contact Mrs. Derocher, Director of Student Services. 686-7910

Occasionally we may also secure the building, where we keep the students in their classrooms as a precaution, but learning continues to take place. Examples are a safety concern in the nearby community or an incident within the building that may cause upset or disruption but not a threat to safety.

## Attendance

The Bay City School's policy is that any student arriving or leaving more than 30 minutes prior to the start or end of the school day will be marked absent for 1/2 day. If your child must be absent or tardy for the school day, please call before 8:00 a.m. (894-2744) and press 1 for the attendance line to report your child's absence.

## Emergency Contacts

Children sometimes become ill or have accidents during school hours. The office must have emergency contact information with current phone numbers. When a child is sick or injured, they want **you** . . . so please let us know if your personal information changes during the school year!

## Beginning and End of the Day Procedures

Washington opens to students at 7:45. All students must go directly to the gym. They will be dismissed to breakfast at 8:06 and the instructional day begins at 8:16. Students should be dropped off at the McKinley Street parking lot and may enter at the East doors near the library. The 7th street lot in the morning is reserved for preschool families.

At the end of the school day parents coming to pick up children are asked to wait in their cars in the parent pick-up area on the building side of the McKinley parking lot. Staff will bring students to your car as you progress through the pickup line. No students will be released through the 7<sup>th</sup> street doors. Dismissal is at 3:10.

## Student Health

Due to the threat of flu each year, it is extremely important for children with the following symptoms to remain home until all symptoms disappear: coughing, fever, sore throat, sores, chills, running nose, ear/eye discharge, rash, upset stomach, swollen glands, earache, or diarrhea or vomiting within the previous 24 hours. Children who develop illnesses, such as measles, chickenpox, "pink eye", fifth disease, etc. may return to school with a doctor's note. Students with of head lice will not be permitted to return to school until they are nit free.

## Medication

Federal and State laws, and school district policy, clearly spell out the conditions under which medication may be given at school. Parents wishing the school staff to dispense ANY medicine, whether it be prescription or over the counter, **MUST** complete the appropriate authorization before it can be given at school. **Non-prescription medication will not be given without parent and doctor signature.**

Medicine **MUST** be in the original container and in the proper dosage and be delivered to the school office by a parent or adult designee. Students are not permitted to have any type of drug on their possession (Exception: students with written permission from a physician and parent to possess an inhaler or diabetic supplies). All medicine will be stored in the office and administered by office staff.

## **EXPECTATIONS FOR STUDENT BEHAVIOR**

### **Appropriate Dress**

The student code of conduct specifies that "personal dress and grooming practices shall not create a disruption of the learning process." Clothing promoting alcohol, cigarettes, crude language, or violence is not acceptable. Hats and hoods worn up are only permitted on Spirit Days as announced.

It is the responsibility of both parent and child to dress weather appropriate. When weather permits, students will be allowed to wear shorts that are fingertip length or longer. Spandex shorts, tank tops, halters, and pants with holes above the knee are not allowed. For recess, open toed sandals are not safe. If the "real feel" temperature is 10 degrees or above, we will be outside at recess. Please dress accordingly.

### **Prohibited Items**

Students are not permitted to bring glass or sharp items or "look alike" weapons to school. Baseball bats, hardballs, skateboards, scooters, electronic devices, animals or large amounts of money can be brought to school only with parent **and** school permission. Cell phones are to be checked in at the office before school starts. School staff will not be responsible for the loss, damages or theft of such items. Valuable or dangerous items confiscated, including cell phones, will be held for parents to pick up.

### **Behavior Guidelines**

You will receive a copy of the "Elementary Student Code of Conduct" which includes the Technology Handbook. We must have the receipt on the back of the handbook signed and returned before your child can use school technology. The Code of Conduct outlines the discipline policies of the Bay City Public Schools.

### **SOAR**

At Washington Elementary we focus on positive behaviors. To help accomplish this we use positive behavior interventions and supports. We acknowledge students who follow the S.O.A.R expectations; Safe, Organized, Accountable and Respectful as outlined in our S.O.A.R handbook.

### **Bus Regulations**

The Bay City School District provides safe, courteous and regular transportation services to eligible students. Each year children receive a set of rules and responsibilities to ride BCPS buses. Disciplinary steps are used for student not obeying

the bus rules. If positive change does not occur, the privilege of being transported to school may be terminated for the remainder of the school year. For more information, please contact Mr. Pfund, Director of Transportation, at 662-4416.

### **Breakfast/Lunch Program**

Washington qualifies for the Community Eligibility Provision (CEP) Program. Every child at Washington may eat a school provided breakfast and lunch for free this year. To assist in verifying our eligibility for this program we need ALL FAMILIES to fill out the Household Survey distributed in September as soon as possible.

### **Cancellation of School/Weather Delay**

If you suspect a school cancellation or a delay, please tune to local radio and television stations or check the district web- site: [www.bcschools.net](http://www.bcschools.net). The automated "School Messenger" System will alert you via phone and e-mail as well.

### **Conferences/Meetings with a Teacher**

In addition to the scheduled Teacher Conferences, an appointment with a teacher may be requested for a mutually convenient time. Teachers may also contact you to share celebrations and concerns and we appreciate you keeping communication open to work together to meet your child's needs.

### **Special Services**

As a school wide Title I building with great community support, Washington is able to offer many special services.

- GLBHC Behavioral Health ..... Ext 1758
- Nurse, Miss Carol ..... Ext 1730
- Parent Liaison, Miss Kelly ..... Ext 1701
- Lunch Clubs
- Parent Support Meetings
- DHHS, Mrs. Miller ..... Ext 1728
- Volunteer Coordinator, Miss Joanie Ext 1709
- PBIS Service Worker, Mrs. Ruggles Ext 1704
- 4H-Tech Wizards
- Financial Edge Credit Union
- Student Council

### **Communications**

Newsletters will be e-mailed through skyward and a paper copy sent home. Please also check out our web page [www.bcpswashington.com](http://www.bcpswashington.com) and "Like" us on Facebook, where we post events and celebrations frequently.

**SCHOOL CALENDAR: 2019-2020 BAY CITY PUBLIC SCHOOLS**

**2019**

**First Day of School..... Tuesday, August 27**

**Non-School Days (Labor Day)..... Friday, August 30 – Monday, September 2**

Classes Resume ..... Tuesday, September 3

**½ Student Day (Professional Development) ..... Friday, October 11**

*End of Marking Period (High School & Middle School)..... Friday, October 25*

**Non-School Day (Professional Development)..... Friday, November 1**

**Non-School Days..... Wednesday, November 27 – Friday, November 29**

Classes Resume ..... Monday, December 2

**Non-School Days (Winter Break) ..... Monday, December 23 – Friday, January 3**

Classes Resume ..... Monday, January 6, 2020

**2020**

**End of 1<sup>st</sup> Semester (½ Student Day)..... Friday, January 17**

**Non-School Day..... Monday, February 17**

**½ Student Day (Professional Development) ..... Friday, March 6**

*End of Marking Period (High School & Middle School)..... Friday, March 20*

**Non-School Days (Spring Break) ..... Monday, March 30 – Friday, April 3**

Classes Resume ..... Monday, April 6

**Non-School Days..... Friday, April 10 – Monday, April 13**

Classes Resume ..... Tuesday, April 14

**Non-School Days (Memorial Day) ..... Friday, May 22 – Monday, May 25**

Classes Resume ..... Tuesday, May 26

**Last Day of School (½ Student Day) ..... Tuesday, June 9**

**Commencements (Eastern High School) ..... Thursday, May 28, 2020**

**Commencements (7 p.m. Central High School & 4 p.m. Western High School) ..... Sunday, May 31, 2020**