

Washington Academy
Addendum to the District 100 Parent Handbook
2016-2017



Washington Academy
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Mrs. Sarah Brenner
Principal
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	<u>Grades K-5</u>	<u>Grades 6-8</u>
First Bell	7:30 a.m.	7:25 a.m.
Tardy Bell	7:40 a.m.	7:35 a.m.
Dismissal Bell	2:05 p.m.	2:05 p.m.

WASHINGTON ACADEMY STAFF SY 16-17

Sarah Brenner	Principal	Jennifer Seykora	Assistant Principal
Julie Hatch	Assistant Principal	Nancy Hearn	Secretary
Vicki Sims	Secretary	Erica Garcia	Bilingual Secretary
Jessica Musial	K	Julie Brahmstedt	K
Edna Carson	One Way K	Teresa Medina	One Way K
Dani Frew	1	Jennifer Furst	1
Sheila Grooms	1	Lisa Dykstra	1
Leticia Arteaga	One Way 1	Elin Anderson	2
Chelsey McSweeney	2	Amanda Mohr	2
Michelle Hulstedt	2	Samantha Thompson	One Way 2
Lacee Slaven	3	Janel Bentley	3
Jessica Romano	3	Kristine Protz	3
Allison Schmidt	One Way 3	Stephanie Rahn	4
Ashley VanZuiden	4	Derek Bojda	4
Brenda Deardorff	4	Patricia Magallanes	One Way 4
Kaitlyn Ainsworth	5	Colleen Ceroni	5
Belinda Roberts	5	Kevin Long	5
Chris Patterson	One Way 5	Lana Hungerford	6-8
Kristopher Nickolas	6-8	Kristin Petrov	6-8
Angela Jevremovic	6-8	Jennifer Forman	Instructional SPED

Jennifer McCormick	Primary ED	Justin Jaeger	Intermediate ED
Kristin Kaschub	BCBA	Rebekah Landi	EC
Kirsten Banzhaf	EC	Judi Flodin	ED
Joni Camling	EC	Brittany Baird	Resource
Misty Commare	Resource	Erin Timmons	Resource
Diane Frisch	Resource	Becky Gill	Instructional Coach (Science)
Maren Reid	Reading Coach	Alan McCormick	Tech Coach
Emily Owens	Art	Sally Medearis	Music
Amanda Schiesher	Technology	Angela Manalli	Technology
Steve Holt	Technology	Jeremy Frew	Technology
Rachael Clark	Title I	Patrice Heuer	Instructional Coach (Math)
Connie Fowler	Title I	Tanya Hulstedt	Title I
Laura Pearson	Title I	Amanda Holder	MAP/RAP
Meredith McKnight	Title I	Theresa Grimm	Psychologist
Susan Rand	Counselor	Tiffany Minnick	TBE/TPI
Jessica Alcala	TBE/TPI (EC)	Maria Oliveri	Speech
Krista Schmalensee	Speech	Holly Fray	Speech
Holly Fray	Speech	Darla Kieser	Speech
Patty Evans	Nurse	Amber Rather	Tech Aide
Rebecca Mok	Library Clerk	Carleen Fahey	Head Custodian

**TO THE PARENTS OF
WASHINGTON ACADEMY STUDENTS**



Dear Parents/Guardians,

It is our desire to provide the best possible education for each student. Washington Academy has compiled this addendum to the District 100 Parent Handbook for parents, in order that they may better understand the policies, practices, and procedures of this school. We sincerely hope that you will study this document and retain it in an easily accessible location so that you may be able to refer to it during the school year. Please note that this is an addendum to the District 100 Parent Handbook. The District 100 Parent Handbook supersedes this addendum in all areas.

On behalf of the entire WA staff, we look forward to working with your student(s) this year at Washington Academy! WA is a wonderful place for students to learn and flourish in a student-centered environment. We believe the partnership between teachers and parents is essential for students to succeed. Together we can make great things happen!

Sincerely,

Mrs. Sarah Brenner
Washington Academy Principal

Washington Academy's Focus

WA is a STEM (Science, Technology, Engineering, and Math) magnet school. Students from across the district may elect to attend WA.

Vision

Washington Academy focuses on student-centered excellence through autonomous learning that emphasizes ownership and responsibility for personal growth. This vision will develop independent, critical thinkers who will become the global, competitive leaders of tomorrow.

Mission Statement

Washington Academy will achieve its vision through:

- Emphasizing interdisciplinary learning in the following areas: Science, Technology, Engineering, and Math (STEM).
- Promoting innovative ideas through project based learning and advanced technology.
- Bridging classroom experiences with the real world through community partnerships.
- Mentoring with STEM professionals to enhance curricular experiences.

New kindergarten students must be five years old on or before September 1st of the year in which they are enrolling. Physical, dental, and eye examinations are required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins the first day of school. A student's age must be verified by a certificate of birth. Parents must also provide the district with a proof of residency document. Complete and detailed information regarding registration can be found on the District 100 website at www.district100.com.



Students **should not** arrive at school before 7:25 A.M. Students who arrive before that time are not supervised. The doors to school open at 7:25A.M. when buses arrive. Students receiving rides to school/walkers are to enter at the door closest to their classroom (K- front door (door 1), 1/2- Allen Street (door 14), 3/4- 7th Avenue Street (door 11), 5-8 South Exit/End (Door 2). Please note that there is "No Parking" near the bus drop point. No vehicle can be left unattended. Emergency vehicles must be able to access the building.

The following guidelines are used in determining when children will be inside before school:

- ✓ The temperature and/or wind-chill are at or below 10 degrees the students will be inside.
- ✓ If rain, snowfall or standing water is significant enough to cause problems with wet clothing or shoes, the children will be inside. These same guidelines are also used in determining whether the children will be outside or inside during the noon-hour recess.

If you need to accompany your child into the building, you must park your car in a designated parking space. You will then proceed to the office to sign in. At this time, you will be asked to provide your ID and to wear a visitor's sticker during your time in the building. For the safety of our children, no adults are permitted in the building without having a visitor's sticker from the office.

Written parent permission is needed for students to be dismissed with anyone other than their parent/guardian (this must also be noted in e-school or on their emergency card). A note should be sent to the teacher if after school plans change. The school needs to receive verbal or written notification by 12:00 p.m. if there will be changes in transportation.

Be aware that the end of the school day is very busy with getting everything ready to go home. This is not a good time to call to change where your child is to go after school and should only be considered in an emergency.

Walkers/parent pick-up should exit out of the designated doors. Exceptions are only made for students who are with siblings.
5th-8th Grade- South exit K Main Entrance 1st/2nd Grade Allen Street 3rd/4th Seventh Avenue Exit

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation in the classroom. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a serious problem. In accordance with the state mandates, you will be notified when your child is absent or tardy more often than is considered normal for that age child.

It is important for students to develop good habits of punctuality and responsibility. When students are late for school, it is a disruption for the teacher, other students, and results in the loss of valuable class and instruction time. School starts at 7:40 and anyone who arrives after that time is considered tardy. Because the doors open at 7:25, that allows sufficient time for students to be in their classrooms by 7:40 (7:35 for 6th-8th). Students arriving after that time will report to the office before going to their classroom.

Taking students out of school for a vacation is discouraged; however, in those instances when family vacations are necessary during the school year, the **vacation must be approved by the building principal two weeks in advance in order to be excused.** The student is expected to make up all work missed. Please note that even excused absences can adversely affect a student's academic performance.

A parent must call the school office before **8:35 A.M.** (815-544-3124) to report a student absent from school. When calling, please give your child's full name, teacher's name, and the reason for the absence. A call should also be made if the child is going to be late for school due to a doctor or dental appointment. A written medical excuse should be brought to school and given to the teacher. If you have not contacted the school by that time, an automatic electronic call will be made to you.

The Belvidere Park District runs an after-school child care program at Washington Academy. Although the care takes place at the school, the program is totally run by the park district. Any questions or concerns about the program should only be directed to the Park District Office. The program runs from 2:05 p.m. until 6:00 p.m. The Belvidere Park District Office can be reached at 815-547-5711.

Assignment notebooks are to be used by students in grades 3-8. These books will be distributed to students on the first day of school. We expect students to use the assignment notebooks to help them keep organized. Assignment books also keep you informed about what is going on at school. Please check them daily and communicate with the teacher.

Bicycles must be parked in the bicycle racks at the rear of the school. While all bicycles should be under lock and key, the school accepts no responsibility for any bicycle or parts thereof.

District 100 has adopted a nutrition and wellness policy. Students may bring **store-bought treats** to school to celebrate their birthday. We cannot distribute homemade treats. However, we ask that a healthy option be offered as well. If you choose to send a treat, please contact the teacher in order to determine a time that the treat will be distributed. This will help to avoid having more than one student bring a treat in on one day. In lieu of a treat, some parents may wish to purchase a book or game for the classroom and donate the item in their child's name.

Please do not send party invitations to school. Often times, it creates disappointment and hurt feelings for those who do not receive an invitation. As careful and discreet as we try to be, students are aware of whom is invited and who isn't. (Please note that the school cannot provide names, addresses, or phone numbers of other students.)

Washington Academy offers a breakfast program every school day. The cost is \$1.70 (get in fall) which is deducted from the child's lunch account money. Breakfast is available for pick up in the cafeteria and at designated pick up points beginning at 7:25 a.m. daily.

Bullying is defined by action(s) that is repetitive, aggressive, and includes an imbalance of power. IL School Code (Section 27-23.7) Defines it as:

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students and has the effect of one or more of the following:

- a. Placing the student or students in reasonable fear of harm to the student's or students' person or property
- b. Causing a substantially detrimental effect on the student's or students' physical or mental health
- c. Substantially interfering with the student's or students' academic performance; or

- d. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

What does Washington do to address bullying in school?

- Assemblies for students
- Class discussions
- Parent discussion night
- Teachers take all accusations seriously, investigating and asking clarifying questions.
- Administrative referrals are written as warranted.
- Discussions, consequences, and phone calls home are implemented
- Counselor/Psychologist talks to individual classes
- Social groups are led by the counselor/psychologist. This allows time to role play, empower students to handle difficult situations, and discuss steps toward resolution.
- Documentation is kept of incidents.

Transportation to and from school is provided for those students who live more than 1-1/2 miles from school and live in the Washington Zone. Students who ride the bus are responsible for waiting for the bus at the proper time, at the designated location, and for getting on the bus at school promptly after dismissal in the afternoon. Teachers will monitor the students by the busses before and after school.

Riding on the school bus is a privilege and unruly behavior will not be tolerated. This privilege of riding the bus can be suspended for a period of time for misbehavior. In these instances, students are still required to attend school, so parents must make arrangements for transporting their child to school.

Any parent who wishes their child **NOT** to ride the bus home at night and instead be picked up must send a note to the classroom teacher. Unless we have a note from the parents stating otherwise, children will be placed on the bus they normally ride. Phone calls with last minute changes are highly discouraged as classes will not be interrupted to forward pick-up instructions unless in an emergency situation.

Children assigned to ride a school bus may not ride a different bus to or from school without prior approval. Students who are not designated to receive bus transportation may not ride the school buses for purposes of visiting a friend, babysitting, etc. For questions or concerns about bus transportation, the **Transportation Department** can be contacted at **815/544-9766**.

In order to maintain a safe environment for all students the following policies are set in place:

- No pets are allowed on campus during the times when students are present.
- Skateboards are not allowed on campus during the times when students are present.
- The playgrounds are open between dawn and dusk. However, the playground is to be avoided between 10:15-12:45 when students are outside at recess.

Cell phones and other electronic devices are prohibited during the school day. If a child must have a cell phone, it may not be on his/her person and must be kept turned off until after school. Any prohibited use may be used in an investigation by school personnel that could result in disciplinary action. The school is not responsible for lost, broken or stolen items.

Middle school students in grades 6-8 may use technology devices during their lunch/recess only. Students are not allowed to make calls during school hours from these devices. Students can use their devices to listen to music/play a game, etc. The rest of the day these devices need to be kept turned off and in their lockers (not on their person).

It is very important for emergency and administrative reasons, that every student has an up-to-date address record at the school office. Notify the school immediately if any changes such as phone, emergency contacts, or place of employment have been made since the beginning of the school year; 815-544-3124. It is essential that emergency numbers be on file at the school in case of emergency. If it is a change in address, the parent must now report that information to the Central District Office (building next door).

The classroom provides the environment where students spend most of their learning time at school. Teachers are responsible for establishing their individual classroom rules and they are also responsible for providing students with appropriate instructions. Students are expected to be responsible, attentive, and cooperative. They must remember that only through their own genuine efforts can they make academic progress. Students have a further responsibility not to interfere with the opportunities of other students to learn. In case of student suspension, there are several "Due Process" requirements that will be observed. Please refer to the District Handbook for more information.

Washington Academy's newsletter contains items of interest to students and parents. This newsletter is distributed via email. Please make sure that you provide a working email address in order to receive important updates and information.

Teacher-Home communication

Regular positive and/or negative written and verbal communication is expected throughout the year. Please contact your student(s) teacher if you have a question or concern. If you would like to set up a time to meet with your child's teacher please contact them to set up a time before or after school. During the instructional day when teachers are teaching they will not be available for a face to face conference. If you have questions or concerns during the school day please email the classroom teacher or leave them a voice message. Unless there is an unusual circumstance, teachers typically respond within 24 hours.

Parent-Principal

Parents will be asked to take a specific concern to the classroom teacher prior to contacting the principal. If at that time it cannot be resolved, a principal contact would be appropriate. The teacher, parent, and principal will work together to resolve the issue. In order to set up a time to meet with one of the principals please contact the school office and the secretary will schedule families a time to meet with one of the principals. Principals will work to respond to parent e-mails or phone call messages within 24 hours.

Parent-Teacher conferences will be held on **November 2 and 10**. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. Parents will be able to sign up for a conference time at the Curriculum Nights in September (Grades K-3/September 7th and Grades 4-8 September 8th). We will schedule conferences on a first come, first served basis. These conference times can be very valuable to the overall success of your student.

Other Communication

Some parents may be hesitant about participating in conferences, but Washington Academy teachers can do a much better job addressing your child's unique needs if communication between home and school is strong. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year, not just during pre-set times.

All notes to a teacher should be in a sealed envelope to protect your right to privacy. If parents wish to speak with a teacher, please call and arrange a time that is convenient for both parties. Before, during, and right as school is ending are all very hectic times for teachers and students. It is not a good time for conferencing because it does not allow the time and privacy a conference deserves.

WA offers many after-school opportunities for all ages throughout the year. The more structured and time committed clubs are at the upper school level (5th-8th grades).

Students in grades Kindergarten through 5th grade receive the following subjects/curriculum throughout their school week.

Math Block	Science	Engineering Technology	Music
Reading Block	Language Arts/Writing	Art	PBL

Students in grades 6th through 8th grade receive the following subjects/curriculum throughout their school week.

Math	IMAST Science	Engineering Technology- Project Based Social Studies
Language Arts	IMAST Math	Guided Study/Other

Students are to be uniform every day. The standard uniform is a navy polo shirt with a collar and khaki bottoms (shorts, skirts, pants). These items can be purchased from any store.

- Shirts should be long enough so that when hands are raised no skin is shown in the stomach area. The same is true for when a student bends down to pick up an item. The shirt needs to be long enough to cover their back side.
- Skirts and shorts should come at least to the student's mid-thigh.
- Navy cardigans and navy sweatshirts can be worn during cold weather. If a girl wears tights under her skirt, they need to be navy or white.
- No hats, chains, shoes with wheels, or flip flops are to be worn.

School spirit days will be each Friday. Students can wear Washington t-shirts on those days. Please see the PTO for information on ordering a t-shirt for your child.

The following dates have been designated as Early Dismissal days. The staff uses that time to review data, plan instruction, and develop curriculum that best meets the needs of your child. Early Dismissal is at 1:05 (one hour early). The busses will leave one hour early and Third Base (after school program) available.

- 9/14
- 10/12
- 11/9
- 1/11
- 2/8
- 3/8
- 4/12

Sudden weather changes sometimes make it necessary to close schools because of the hazard of transportation. Should this occur on any day prior to the time for opening schools, announcements will be made on major television and radio stations by 6:00a.m., and through the SchoolMessenger notification system. **PLEASE DO NOT CALL THE SCHOOL.** In the event weather conditions should force the closing of schools during the day, arrangements should be made in advance with neighbors to ensure someone will be responsible for your student whenever any emergency arises.

Emergency weather information will also be posted on the District's website (www.district100.com), and parents/guardians will be contacted by telephone and e-mail through the District's SchoolMessenger notification system.

SchoolMessenger Notification System: The District's instant alert system can quickly inform parents of emergencies. SchoolMessenger brings the news directly to parents through e-mail, cell phone, home phone, and/or PDA's. However, for the system to work properly, parents/guardians need to make sure their contact information is kept up-to-date. To update information, please contact the school office at 815-544-3124.

In 2013 Erin's Law was passed in Illinois requiring all Illinois public school to provide sex abuse prevention programming for students in grades Early Childhood through 5th grade. During the school year each classroom will be taught information at the student's age level, in a safe and simple way. The main idea is to teach the Safety Rule, "No one should touch the private parts of your body unless it is to keep you clean or healthy." The students will learn how to tell a grown-up that they trust, if someone breaks the Safety Rule. Parents will be notified prior to classroom lessons, and be given the opportunity to opt out of Safety Rule instruction.

As a STEM school, our goal is to prepare students for life through hands-on, technology based, exercises and activities. Often these activities are done in small groups in order to create a true work atmosphere. Students solve real-life problems on a daily basis by incorporating Science, Technology, Engineering, and Math. It is because of this that homework at a STEM school looks different versus homework at a traditional school.

Since it is difficult to duplicate the exploring and building opportunities for the student to practice at home, your child may come home and say, "I don't have homework." They actually do have homework and below are each grade level team's policies:

K: Weekly packet turned in Friday. Daily reading (10 minutes).

1: Daily reading (15 minutes) and math fact practice (10 minutes). Weekly worksheet turned in Thursday.

2: Daily reading (15 minutes) and math fact practice (10 minutes). Daily homework reflections.

3: Daily reading (15 minutes) and journal (math, reading, or science). Late work is accepted.

4 and 5: Daily reading (20 minutes), multiplication fact practice (10 minutes), and miscellaneous work (15-20 minutes). Late work accepted with penalty.

6, 7, and 8: Homework may be given in each subject area (math, language arts, tech, IMAST). Late work is accepted on a per teacher basis. Homework passes can be purchased from the teacher.

Parents can be supportive by:

1. Providing a quiet atmosphere and a suitable time in which the child can do their assignment
2. Encouraging the child to do his homework, but not doing it for them
3. Accepting the child's own best work

* Any request for homework for an absent student must be requested in the **morning** when you call to report the student absent. Homework will be available in the office **after 2:15 until 3:15 p.m.**

There are many ways in which the home can help directly and indirectly to ensure the best educational progress for each child:

1. A growing child must have plenty of food to supply energy for work and play. Wholesome and adequate breakfasts are particularly important. (WA offers a Breakfast Club)
2. A growing body needs plenty of rest. Children ages 5-12 need from 9-11 hours of sleep. Situations, which tend to over-stimulate or excite the child, should be avoided before retiring for the night.
3. The home should continually strive toward providing an environment, which provides love, confidence, understanding and the feeling of security for the child.
4. A child's school day is his or her working day. As important as private lessons in the arts and/or sports may be, the child still needs free time of his or her own to choose their own activity or to relax.
5. Demonstrate to your child a genuine interest in his/her schoolwork and school activities. Read with your child on a daily basis. Participate in our "Dive into Reading" program that runs from September to May.

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. Parents, please remember it is very important that an emergency telephone number where parents can be reached be on file at the school. If numbers change, please update the school with appropriate numbers. It can be very alarming to your child when the school is unable to reach you or an emergency contact.

Washington Academy lost and found boxes are located in the cafeteria. A few times a year, all items are displayed on tables (i.e. during parent/teacher conferences). After that time, items are donated to Salvation Army. To help the lost and found situation parents should:

1. **Clearly label your child's coats, jacket, sweaters, caps, boots, etc., with his/her full name and grade.**
2. When an article appears lost, don't let any great time elapse before you try to find it.
3. Articles such as radios, electronic devices, hand-held video games, skateboards, roller blades, etc. are not to be brought to school and the school assumes no responsibility if items such as these are lost or stolen. We will not take time out to search for items.
4. Please use extreme caution in allowing articles of sentimental or monetary value to be brought to the school.

All kindergarten – eighth grade students may eat either a hot lunch or bring a cold lunch to eat in the cafeteria. Hot lunch will be \$2.50 per day. Parents can send in money to create an account for their student(s). Their account is then debited each time a lunch is ordered. Students may also buy milk in the cafeteria on a daily basis.

The Washington Academy Breakfast Club offers a “Grab and Go” breakfast that the students can receive prior to the start of the school day. Breakfast will be 1.70 per day. An application form and explanation is available to all families at registration or you may request an application for the program at any time from the school office.

If a student needs to take medication at school, there are procedures that must be followed. A permission form must be completed by the parent and physician and is available from the nurse and online. Please see the District Handbook for details regarding medicines to be administered at school. Telephone the school nurse with any questions.

Children should not bring money to school except for specific reasons. Money for lunch and/or milk, book orders, or other special occasions should be sent in an envelope that clearly states the intent and who the money should go to. The student's name should be clearly labeled on the envelope, and then if money is lost, we know to whom the money should be returned. The school is not responsible for lost money.

District 100 has a Wellness and Nutrition Committee to identify areas for improvement and emphasis on the health of our students. A policy has been approved that is in compliance with state regulations. Below are some healthy food and beverage options for school:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit- nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Cereal
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix
- Lean meats and reduced fat cheese sandwiches
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Yogurt & fruit parfaits
- Pudding cups

These are only a few suggestions to get you started! “Energy” drinks are not permitted during the school day. Please know that some students in our building have peanut allergies. If your child is in a “peanut-free” room, you will be notified by the teacher.

Due to possible allergic reactions, students are not permitted to bring pets to school.

PBIS is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success (Illinois PBIS Network). WA has been a PBIS school for over four years. For more information, please go to www.pbisillinois.org.

Students and staff use the school motto to promote positive behavior and school spirit.

**ROAR: Really
We Respect**





**Outstanding Acts of Respect
Ourselves, Others, and the Environment**



Cool Tool lessons will be taught throughout the school year to model and practice appropriate behaviors. These lessons may be done with the entire building, a grade level, or a small group. If a Cool Tool is linked to a discipline issue described above, then an individualized lesson may be presented to a student. The overall goal is to provide opportunities for students to observe and practice appropriate behaviors and reduce the number of future incidences.

Students are taught how to Respect Self, Others, and their Environment through the Behavior Matrix throughout the school year.

Washington Wildcats Behavior Matrix
Really Outstanding Acts of Respect

	Respect Self	Respect Others	Respect Environment
Settings			

Arrival/ Dismissal	Arrive on time. Be prepared. Walk at all times.	Maintain personal space. Stay in line. Obey patrol and staff.	Enter and leave quietly. Use sidewalks and crosswalks. Stay on safe side of street.
Hallway	Walk at all times.	Voices off. Face forward. Maintain personal space.	Stay on the right side of the hallway. Keep outside doors closed.
Classroom	Take responsibility for your learning. Raise your hand and wait to be called on before speaking.	Work together and listen to others. Use manners and appropriate language. Maintain personal space.	Follow directions. Take care of classroom materials. Clean up after yourself.
Bathroom	Quietly wait your turn. Wash hands with soap and water. Be quick and quiet.	Maintain privacy and personal space. Walk in and out of restroom quietly.	Use toilets, sinks, and dryers correctly. Keep bathroom clean.
Gymnasium	Enter and exit quietly. Participate appropriately. Be prepared.	Stop and listen when signal is given. Maintain personal space.	Use equipment properly. Put away equipment when asked.
Media Centers	Use time wisely. Walk at all times.	Use quiet voices. Maintain personal space.	Use equipment properly. Return items to proper place.
Playground	Dress for the weather. Stay in designated areas.	Use polite language. Take turns and share equipment. Play by the rules.	Line up when signal is given. Use equipment appropriately. Pick up and return equipment.
Cafeteria	Make healthy food choices. Maintain personal space.	Be polite and use good manners. Use kind words and quiet voices. Listen to staff.	Walk carefully. Clean up after yourself. Line up quietly when signal is given.
Bus	Walk to and from the bus. Face forward at all times. Sit on bottom and sit in seat.	Use kind words. Listen to bus drivers and adults. Maintain personal space.	Use quiet voices for safety. Pick up after yourself.

The Washington Academy has a wonderful Parent Teacher Organization. Please consider becoming involved in the PTO by attending meetings and/or helping out on a committee.

Starting in September, students are highly encouraged to participate in the RACE (Readers are Champions Everyday). Each month students are to set a goal for the number of minutes they would like to spend reading that month. These minutes can include students reading to themselves, other family members, or family members reading directly to them. It is suggested that students read at least 15-20 minutes a night at least 5 days a week.

Report cards are sent home with students in first through eighth grade at the end of each trimester (every twelve weeks). Kindergarten students receive their reports at the end of the second and third trimester. Please review the report card with your student and assist them in setting positive goals for the future.

Grading Scale

100	A+
99-92A	
91-90A-	
89	B+
88-82B	
81-80B-	
79	C+
78-72C	
71-70C-	
69	D+
68-62D	
61-60D-	
59-0	F

Report Cards will be sent home on:
November 4th
February 10th
May 22nd

At times throughout the school year, we will use the District School Messenger system to notify you of important events taking place at Washington Academy. School Messenger is used for reminders of picture day, open house, field trips, special parent nights, registration and other school activities. This system is also used in case of school closing (see) so it is very important to have accurate contact information in the system. If you have phone number changes, please let us know as soon as possible.

Occasionally school parties are scheduled during the school year. All school parties will be coordinated through the Washington PTO. Any food items will be store-bought as we cannot distribute homemade treats to the students. If your student has a food allergy, please keep that information updated with the school nurse.

It should be noted that the school discourages any additional classroom parties and/or surprise parties, as they tend to disrupt the educational process. **IMPORTANT:** Unless the parent has arranged for this in advance with the classroom teacher parties will not be permitted.

Washington Academy students have the opportunity to attend Art, Music, and Engineering Technology throughout the week.

Prohibited Student Conduct

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

- d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
- e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
- f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
- g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
- h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

- 4. Using, possessing, controlling or transferring a "weapon" or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
- 5. Using or possessing an electronic paging device.
- 6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as "sexting." Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); (c) it is used during the student's lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
- 7. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.
- 8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member's request to stop, present school identification or submit to a search.
- 9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing,

jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Students are responsible for the textbooks loaned to them. There will be charges for any lost or damaged materials. These charges will be billed to the parents. Please note that textbooks are very expensive and replacing a single reading book may cost more than \$50.00. Please make every effort to see that the necessary school supplies are available for your child's use at all times. It is very difficult for students to accomplish their assignments when they don't have the necessary materials.

Toys, headsets, Pokeman cards, playground equipment, hand held video games, cell phones, electronic tablets, etc., are not to be brought to school. They may be broken or become lost and are often the envy of other students. **The school assumes no responsibility for lost toys/electronics.**

Become a Very Important Parent at the Washington Academy. VIPs help with specific teacher requested projects that come up throughout the year. There is a work station in the staff workroom in which teacher leave materials and instructions. Please contact our PTO president if you have any questions about the program.

Parents visiting school is supported and encouraged. We remind all visitors they are required to use the main door and report to the school office to state their business and to acquire proper authorization for any school visit. **All visitors are required to provide a picture ID which will be returned at the conclusion of the school visit.** A visitor's sticker must be worn when in the school building.

The school encourages prior approval for visiting a classroom. Many times, scheduled school activities like testing, field trips and all-school programs would not be the most desirable times to visit the classroom. It is important that the school know the business of all persons in the building in order to ensure the safety and well being of the students. Because school personnel cannot possibly recognize all persons who might enter the building, please do not feel offended if school personnel question you concerning your presence in the building.

All families are encouraged to volunteer time towards the school, our recommendation is 4 hours a year (per family). This can be done through P/T conferences, helping with classroom activities from home, volunteering in the classroom, PTO meetings, working in the copy room, night events at the school, etc. Please see your child's teacher or the monthly school newsletter for opportunities. If you volunteer for four hours or more you will be invited to a volunteer breakfast.

The District 100 Board of Education has adopted a zero tolerance for weapons (including look a-like weapons) at school. Parents are reminded to discuss this fully with your children before the first day of school. By receipt of this handbook parents are accepting the responsibility of informing their children about this "zero tolerance" policy.

***Washington Teamwork: Parents and Teachers,
Working Together we can achieve the Extraordinary***