STUDENT HANDBOOK

Dignity…. Respect…. Achievement … For All

2020-2021


**The policies and procedures outlined in this Student Handbook are subject to change for the 2020-2021 school year. If any changes are made, they will be posted on the school and district websites.
WASHINGTON GIFTED MIDDLE SCHOOL
MISSION STATEMENT

The mission of Washington Gifted School is to empower every student to become responsible, self-directed, and lifelong learners. Through the positive partnership of family, school and community, students will achieve an intrinsic concept that will extrinsically serve them throughout their lives beyond Washington Gifted Middle School, thus, creating valuable members to our community.

WASHINGTON GIFTED MIDDLE SCHOOL
VISION STATEMENT

We believe that every child should be educated to his or her fullest potential. In doing this, we must provide programs, which will challenge our most capable students. Washington Gifted Middle School is committed to serving the special needs of intellectually gifted students with educational opportunities that are qualitatively different. The program is based on the belief that the special needs of intellectually gifted students require a curriculum and instruction, which emphasizes critical thinking and creative problem solving. All students will be provided appropriate and adequate opportunities to:

- demonstrate a core base of knowledge in all areas of learning
- correlate knowledge and skills in all academic areas
- exhibit self-regulation in the school community
- demonstrate positive self-concepts with a sense of social awareness in a pluralistic society

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2nd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3rd</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8th</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>PBIS MATRIX</td>
<td>BE RESPECTFUL</td>
<td>BE RESPONSIBLE</td>
<td>BE SAFE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>------------------------------------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CLASSROOM</td>
<td>• Use kind words and actions</td>
<td>• Complete your own assignments</td>
<td>• Use tools/materials properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Follow directions</td>
<td>• Complete all assignments on time</td>
<td>• Sit in chair properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Quality teamwork</td>
<td>• Bring all supplies to class</td>
<td>• Stay in your space</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use appropriate voices</td>
<td>• Consistent, persistent effort</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Participate</td>
<td>• Be on time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use inside voices</td>
<td>• Accept consequences</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Speak politely and respectfully to everyone</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Wait your turn</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use table manners</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HALLWAY</td>
<td>• Be patient</td>
<td>• Keep personal and common areas clean and organized</td>
<td>• Walk on the right side of the hallway</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Help each other</td>
<td>• Be aware of time</td>
<td>• Keep the flow of traffic moving</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Use appropriate language, volume and tone of voice</td>
<td>• Keep your locker locked</td>
<td>• Look where you are walking/moving</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Be polite</td>
<td>• Use your planner for hall passes</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Honor other students learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAFETERIA</td>
<td>• Use inside voices</td>
<td>• Clean up the area around you</td>
<td>• Sit at the table properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Speak politely and respectfully to everyone</td>
<td>• Manage time appropriately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESTROOM</td>
<td>• Give others privacy</td>
<td></td>
<td>• Wash hands with soap and water</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Respect school property</td>
<td></td>
<td>• Inform adults of issues/hazards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ASSEMBLY</td>
<td>• Be considerate of others around you</td>
<td>• Sit in designated area</td>
<td>• Sit properly</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Pay attention to presenter</td>
<td>• Represent Washington in a positive manner</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OUTSIDE</td>
<td>• Play fair</td>
<td>• Follow rules</td>
<td>• Enter and exit parking lot carefully</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Walk into building quietly</td>
<td>• Keep our school area clean</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>OFFICE</td>
<td>• Be courteous</td>
<td>• Take care of personal matters at home</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Must receive permission to use phone</td>
<td>• Sign in and out</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SCHOOL-WIDE</td>
<td>• Respect others</td>
<td>• Keep track of personal belongings</td>
<td>• Keep hands feet and comments to yourself</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Dress appropriately</td>
<td>• Respect the standards of Washington</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Electronics off and out of sight (in locker)</td>
<td>• Put things where they belong</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUS</td>
<td>• Use appropriate language and voice</td>
<td>• Follow bus rules</td>
<td>• Stay seated</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Get to the bus on time</td>
<td>• Keep aisles clear</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EMERGENCY</td>
<td>• Listen to teacher</td>
<td>• Be alert and know procedures</td>
<td>• Keep body/objects in the bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Remain calm and serious</td>
<td></td>
<td>• Sit safely in seat</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Be silent</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Take practices seriously</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• CODE RED: Do not open doors for ANYONE</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACTIVITY BUS
An Activity Bus is provided for students participating in after school activities. All activities, other than ball games, will end by that time. If a parent is not at school to pick up a child by the time the Activity Bus arrives, the student will be required to ride the bus. The activity bus is scheduled to arrive at WGMS between 4:30 – 4:45pm.

ARRIVAL TIMES AT SCHOOL
Unless specifically requested by a teacher, students should not arrive at school before 15 minutes prior to starting time. Parents must be aware that if students arrive at school before 7:15 a.m., they will not be under the supervision of a teacher.

ATTENDANCE AND ABSENCE NOTIFICATION
Regular and punctual 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. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem and has a definite correlation with academic success. All students in grades K-8 are required by law to attend school every day it is in session. Acceptable reasons for absences are as follows:

1. Illness of pupil or serious illness in the family
2. Death in the family
3. Medical and dental appointments that cannot be arranged when school is not in session
4. Religious holiday

Parents should call to report their child’s absence or tardy before 8:00 a.m. For your convenience, you may leave a voicemail with the school secretary 24 hours a day, or send an e-mail to washington@psd150.org. If you do not contact the school office, you will receive a recorded message from Peoria Public Schools, indicating your child is not at school. A written note, email or phone call is required for each excused absence. Without this notification, the absence will be unexcused.

Students are required to give advance notice to the school in order to be excused for any other type of absence. A written note, e-mail, or phone call to the office, from the parent, is mandatory. If your child is going to miss school because of a planned trip, please notify the school, in advance, of the dates. Requests for students to be absent for personal family reasons, other than those previously stated, must be made in writing by the parent or guardian to the principal susan.martin@psd150.org, at least 48 hours in advance.

Students must be in attendance for 50% of the day to participate in an inter-school game on the day a game is scheduled or 50% of the day before if a contest is to be on a non-school day. Students should be present at school by 10:45 a.m. to be eligible to participate in the activity. No student may participate if he/she is absent for the entire day of the contest. If a partial day absence is due to illness, personal, or family issues, the principal and coach shall decide if a student may participate.

When students leave or return during school hours, they must report to the office to sign in and out.
**BACK PACKS, BAGS, AND PURSES**

Backpacks, bags, and purses are not allowed in classes. Any deviation from this, must have permission from the principal.

**BUS ROUTES**

The routes which our buses run are established by the PPS Transportation Department. Safety, economy, efficiency, and allocation of resources are some of the considerations, that are evaluated in determining bus routes. These routes were developed with the intention of providing the best possible service on the most direct routes.

School district policies are in effect while students are on the buses. Infractions may result in loss of bus riding privileges.

The route number of the bus your child will ride is provided to you in a separate mailing. Please note the stops and approximate times which are listed on the bus route paper. It is sometimes necessary to modify these routes during the school year because of students relocating, etc. Your child will be notified by the bus driver of any major changes in starting times and/or routes. You can sign up for bus bulletins at [www.BusBulletin.com/parents](http://www.BusBulletin.com/parents).

If you have questions regarding transportation, call the PPS Transportation Department at 693-4418.

**IMPORTANT** – We currently have seven school buses bringing students to school in the morning and picking them up in the afternoon. For the safety of our students, the parking lot in front of our main entrance **must be kept open for buses only between 7:00 a.m. and 7:40 a.m. and between 2:00 p.m. and 2:40 p.m**

**CHANGING OF CLASSES**

When students are changing rooms at the end of a period, they are to go directly to their next class. Teachers and staff are in the halls to ensure an orderly transition to the next period. Students may only stop at lockers first thing in the morning, before and after lunch periods, and at the end of the day.

**COPY MACHINES**

Students may not use copy machines and need to make arrangements for personal copies to be made outside the school day.

**DESKS AND LOCKERS**

A locker with a combination lock is issued to each student at the beginning of the school year. **Students should not tell other students their combinations.** Moreover, they should be careful with their locks. A broken lock resulting from carelessness will result in the necessity for a student to purchase a new lock from the school. The cost for a new lock is $4.00. Students are expected to keep their lockers clean and not to abuse them in any way. No medication of any sort, including prescriptions, cough drops, over the counter pain relievers, etc may be kept in lockers. Students should bring any medication to the office where it can be dispensed with the proper medication authorization forms.

The school cannot be responsible for valuables left in lockers. Sometimes there may be special circumstances which require a student to carry significant cash or valuables to school. Cash or valuables can be safeguarded by registering and leaving them in the office.

Student desks and lockers are the property of the Peoria Public Schools. School personnel reserve the right to inspect these desks and lockers at any time, with or without the presence of the student. Any
material distracting to the learning environment, such as inappropriate pictures, etc. will be removed. When a student has been issued a lock by the school, no other lock may be used on the locker assigned to that student.

DETENTION
Detention may be hosted during the school day (lunch/recess time) or after school. Students will be informed of their times as needed.

DIRECTORY
The PTO may accumulate information for an on-line school directory. Additional information will be given.

DISCIPLINE (Washington Gifted Middle School Discipline Plan)
The behavior expected from students is a combination of common courtesy, respect, and safety. Multiple infractions of school discipline policies may result in exclusion from school field trips and activities.

Washington Gifted Middle School follows the district’s discipline handbook in all discipline related matters. The district discipline handbook can be found in the district calendar or by visiting www.peoriapublicschools.org/discipline.

The following types of conduct are not permissible:

1. Fighting, bullying, harassment, threats to staff or students
2. Defiance of school staff
3. The use of profanity, racial slurs, or sexually harassing remarks and/or gestures
4. Refusal to prepare assignments or to participate in class
5. Possession of weapons or other dangerous objects including look-alikes and drawings
6. Possession or use of tobacco and vaping
7. Possession or use of any controlled substance
8. Gum is not allowed unless provided by a teacher
9. Cell phones and electronics must be in silence mode or off and kept in lockers during the school day. Once students enter the school building in the morning, devices must be put in backpacks. They may not be used at any time during the school day. Students may not use cell phone cameras to take photos or videos of others. If a cell phone or electronic device is confiscated by a staff member, it will be given to the principal and returned to the student at the end of the day or the parent/guardian may come to school to obtain it from the principal.
10. To ensure student safety, electronic devices are not allowed on field trips. Recording and posting on social media is strictly prohibited.

Parents:

1. Please supervise your child’s electronic use outside of school hours and establish social media guidelines.
2. Review with your child the type of behavior you and the staff at WGMS expects on the bus, in the classroom, on the playground, and at all school functions.
3. Please refer to new updates to the Peoria Public Schools Discipline Policy regarding additional guidelines. It can be accessed on the District website at www.psd150.org All District policies are followed by Washington Gifted Middle School.
4. Review with your child the Administrative Procedures concerning student discipline.
DRESS CODE (Updated as of 06/01/2020)

Parents: Please read the dress code with your student and ensure Washington Gifted Middle School as well as District Policy is followed. Administration and staff retains the right to monitor appropriate dress for all students.

All students shall maintain a standard of dress and grooming while school is in session which will include, but is not limited to, the following areas:

Uniform Shirts
- Must be one of the four required colors (navy blue, royal blue, white or yellow/gold)
- Must have a collar
- Any logo must be very small and not distracting from the uniform
- School spirit wear may be worn any day of the week. This includes t-shirts, sweatshirts, jackets, and pullovers. Any item obtained from a school event may be worn (Drama shirt, Promise Club shirt, Math Counts sweatshirt, etc). All spirit wear should fit appropriately. Any personalization of spirit wear must be first or last name only
- All spirit wear must indicate Washington on the article of clothing (shirt or sweatshirt)
- By Principal directive, the dress code may be adjusted due to seasonal temperatures or special occasions

Uniform Pants/Shorts/Skirts
- Any pants/shorts must not be form fitting or tight
- Must be khaki, navy blue, or black
- JEANS, SWEATS, and YOGA PANTS ARE NOT ALLOWED
- Leggings are allowed ONLY under shorts or skirts. Leggings must be uniform pant colors
- Shorts/skirts must not be shorter than the fingertips when the student puts his/her arms straight down by his/her side

Sweatshirts or Sweaters
- Must be blue, white or yellow/gold
- Must have a uniform shirt or spirit wear shirt underneath
- Must be plain
- Washington spirit wear sweatshirts are the only hoodies allowed at school. Hoods must always be down while in the building

Other
- Appropriate gym shoes, as determined by the PE teacher, must be worn in all PE classes. Points will be deducted for infractions of this policy
- Hats and headwear, such as bandanas and sweatbands, are not allowed
- Tights and leggings can only be worn under shorts or skirts. Tights and leggings must be khaki, white, black, or navy blue.
- No flip-flops
- Students may wear the socks of their choice.
The application of a portion of this policy to a particular student may be waived by a proper medical excuse.

School is a student’s “place of employment.” Students generally conduct themselves in a manner similar to the way in which they dress and groom. Students should be dressed for the academic work of school. This includes not wearing clothing that is too tight, too short, sloppy, disruptive to learning, holes and rips, etc. We ask parents to monitor their child’s dress

Students in violation of the dress code are:

1. Informed of the infraction and instructed to correct the infraction, which may involve changing an article of clothing or putting the clothing away.
2. Informed of the infraction and the parent is contacted via staff or principal.
3. Repeated violations will result in loss of privilege or referrals as insubordination.

DROP-OFF AND PICK-UP PROCEDURES
Morning drop off for car riders is in the north parking lot (towards the baseball fields). Please pull up to the end of the building to let your student out of the car. Students should be ready to exit the vehicle. Students will walk down the marked pavement and across the sidewalk to the main doors. No student should be dropped off in front of the main doors as that is a bus lane only from 7:00 - 7:40. After school pick up is in the north parking lot as well. Please be courteous to other parents and pull into a parking spot to wait for your student. This helps to alleviate the traffic back up on Grand Blvd.

ELECTRONICS/PHONES/iPADS/DEVICES
Electronics of any type should be left at home, as they are a distraction to the school environment. All devices need to be turned off or silenced and put away in backpacks once students enter the school building. The school is not responsible for lost, stolen or damaged items. Devices will be held in the office if students are not following school expectations.

EMERGENCY CONTACT INFORMATION
Emergency Contact information can be updated in Skyward. Please review your child’s information and update, as needed. It is important to have the most current contact information available, in order to reach you in the event of an illness, injury, or other emergency.

EMERGENCY EVACUATION AND AUXILIARY SHELTER
In the event of an emergency evacuation for Washington School, our students will be taken to Vale Church, 3707 N. Dayton Ave., (You can see the church off War Memorial Drive in the block between Prospect and the school). Parents will be contacted in an emergency.

EXTRACURRICULAR ACTIVITIES and ELIGIBILITY
In order to participate in any extra-curricular activity, students must not have a failing grade in any current class. Grades will be checked weekly and students will be informed if they are ineligible for participation. This includes all sports, drama, clubs, etc. We follow both the Peoria Public Schools policy and IESA guidelines.

FIELD BASED EXPERIENCES/SCHOOL FIELD TRIPS GUIDELINES
Students who participate in offsite field trips, of which there are many, are expected to represent Washington Gifted Middle School with integrity. Students may be excluded from participation if they are not considered in good standing. This can include frequent discipline referrals, refusal to participate in academic or behavioral interventions, and a disregard for the core school mission. In addition, electronic communication devices are not to be brought or used on any field trip. Field trips require a signed parent or guardian note in advance of the day of the trip. These trips often have specific information and guidelines specific to that experience provided beforehand.
Permission slips must be turned in by the due date or students will not be permitted to attend.

**FIRST DAY OF SCHOOL**
The first day of school is **Wednesday, August 19, 2020 7:30 a.m. - 1:30 p.m.** The back to school schedule hours will be effective until Friday, **September 4, 2020**.

Sixth grade students must submit a school physical exam (State of Illinois Certificate of Child Health Examination form) on the first day of school that is dated within one year and includes up-to-date immunizations in order to attend the first day. Please see the PPS District policy for more information.

**FUNDRAISING**
Our school does a major fundraiser which involves community service. The profits from the fundraiser are used to help with many activities at school such as extracurricular activities, various forms of technology, library and classroom books.

**GRADE EXPECTATIONS**
Academic rigor is an expected part of the academic program at Washington Gifted School. Students are expected to maintain a 2.5 cumulative grade point average in core subjects. Students who are receiving cumulative failing grades will be placed on academic probation status, with an individual plan established. A review of each student’s grade status will take place at the beginning of each month and notification will be mailed home as needed. Failure to complete this program successfully could result in possible dismissal from Washington Gifted Middle School.

Students who struggle academically will receive intervention assistance from Washington Gifted Middle School faculty and administration. Parents/Student/Faculty communication and involvement is an integral part of the process. A conference with the student, parents/guardians, principal and relevant staff members is an important as part of the support system.

**HEALTH REQUIREMENTS**
- **Physical Exam** – All 6th grade students are required to submit a physical exam and proof of up-to-date immunizations, including Hepatitis B, MCV (Meningococcal) Tdap (Tetanus, diphtheria, acellular pertussis), and Varicella (chicken pox vaccine or proof of chicken pox disease from health care provider) dated within one year of the first day of school and signed by your health care provider or your child will be excluded from school until the requirement is met.

For transfer students from another Illinois school district, a proof of physical exam from their last mandated grade level and up-to-date immunization records are required and due within 30 days of school enrollment.

Students entering an Illinois school for the first time from a home-schooling program, out of state, or out of the country are required to submit a physical exam dated within one year of the first day of school.

- **Dental Exam** – All 6th grade students are required to submit a dental exam which is due May 15th and dated within 18 months prior to May 15th.

- **Eye Exam** – Students entering an Illinois school for the first time from a home-schooled program, out of state or out of country are required to submit an eye exam dated within one year of the first day of school. The exam is due by October 15.

**HOMEWORK FOR ABSENT STUDENT**
When students are absent, they may access their assignments on the teacher website at [www.peoriapublicschools.org/washington](http://www.peoriapublicschools.org/washington). If a student doesn’t have access to the Internet, please
contact your child’s individual teacher. You may also e-mail the teacher directly to get homework assignments, or if you have questions. Please review the PPS policy as well.

**HONOR ROLL**
To qualify for Honor Roll, students must not have lower than all A’s and one B in our core classes, including Spanish and technology. Encore, Physical Education, band, and orchestra are not included. **No grade of a C or lower may be on the report card in any subject in order to qualify for the Honor Roll.**

**HOT LUNCH/BREAKFAST**
Washington students are provided with free breakfast and lunch through the Universal Free Lunch Program, in accordance with the Peoria Public Schools policy. Lunch is to be ordered in advance through the homeroom teacher.

**HOURS FOR STUDENTS**
School hours for 2020-2021 are 7:30 a.m. – 2:30 p.m. Students may be on school grounds at 7:15 a.m. First bell rings at 7:20 for 7th and 8th grade students. Second bell rings at 7:22 for 5th and 6th grade students. Students must be in their seats to begin their day at 7:30 a.m.

**ILLNESS**
If a student is not feeling well at school, the school nurse or office staff will usually call the parent. If you wish to be informed under different circumstances, please call the school office.

**INSURANCE FOR STUDENTS**
Please request the information if you desire to purchase school insurance.

**INTERNET ACCESS**
Please refer to the Peoria Public Schools Calendar and Handbook for Parents & Students for guidelines. All families must sign the Student Network/Internet User Agreement and Parent Permission form.

Misuse of electronics and computer equipment at Washington Gifted Middle School will not be tolerated. Students will be subject to discipline in accordance to District policy.

**INTERNET – STUDENT PICTURES**
Please complete the “Photo/Video Release” form during online enrollment by checking “yes” or “no”. This will give permission/no permission to have your child’s photo posted on the school website. Students will not be identified by name.

**LATE WORK**
It is a student’s responsibility to turn in all assigned work on time. All grading policies will follow the District Grade Policy included in the Back-to-School packet.

**MAKE UP WORK**
Students will be given two days to make up work for each day of **excused absence when they are ill.** Work not made up will fall into the “Late Work” category. Please consult the grading policy in the Back-to-School packets.

**LIBRARY**
- Improper, inappropriate, or destructive conduct will lead to loss of library privileges.
- Student Groups may utilize the library after school only if the librarian is informed and an adult is present
- No food or drinks are allowed in the library
- No e-mailing, messaging, game playing, downloading, objectionable websites, streaming video, or non-school related usage.
- Students need to remember that all other school rules are in effect while visiting the library.
• Students violating the above rules may be asked to leave the library and/or restricted from using the library, other than when accompanied by a teacher, for a designated period of time.
• If a library day is missed due to activities, half days, snow days, etc., students may return books to the library during recess time. Books checked out are students’ responsibility. Students should not let others borrow books that they have checked out.
• Students must have a signed permission slip each year to check out Young Adult books. Slips are available upon request in the library.

LORADO TAFT FIELD SCHOOL – 8TH GRADE
Our eighth-grade students will participate in a one-week Outdoor Education Field School. The site is the Lorado Taft Field Campus, located just outside Oregon, Illinois. The Field Campus, owned and operated by Northern Illinois University, consists of 161 acres accessible only through Lowden State Park.

The Field Campus serves approximately 65 elementary schools within a 100-mile radius of the campus. We are happy to be one of those schools. We will leave the school on Monday morning, March 15, 2021 and return Friday afternoon, March 19, 2021.

The cost to each student will be $300.00. This includes transportation, meals, room, etc. No student will be denied the opportunity to participate in the Field School because of financial reasons, however there are no complete scholarships available.

A student must be in good standing in order to attend. Repeated discipline infractions throughout the year, may result in ineligibility for the field trip.

LOST AND FOUND
We maintain a Lost and Found in the foyer for items of clothing, books, notebooks, lunch boxes, etc. Please check in the office for smaller items such as keys, glasses, or jewelry. Items left behind will be donated at the end of each quarter.

LUNCHROOM/RECESS
Our lunchroom is used daily by over 300 people. It requires cooperation on everyone’s part to make the lunchroom an efficient place to eat. Students may eat only when seated. When students have finished eating, they must remove their own trash. Nothing is to be left on the table or floor. Students will have approximately 15 minutes to eat and a 15-minute recess. Students will be outside for recess as long as the temperature is above 25 degrees (feels like temperature).

MEDICATION ADMINISTRATION
According to Board Policy 7:270, teachers and other non-administrative school employees, except School nurses and non-certified registered professional nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to students. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the students.

Parent(s)/guardians may authorize their child to self-administer a medication according to the District’s procedures for student self-administration of medication. Students may be allowed to have inhalers and epinephrine auto-injectors in their possession and self-administer by indicating such on the School Medication Form and/or Emergency Action Plan.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.
It is sometimes necessary for a student to take prescription or over-the-counter medication at school.
This can only be done with a health care provider’s request. The prescriber and the parent/legal guardian must complete the School Medication Authorization and Release Form, Form 615, when a student is required to take medication at school. If your child was taking prescription medication at school last year, and needs it continued, you must have a new Form 615 completed. Forms are available at the school office, or for download / print from www.peoriapublicschools.org, red “Students and Parents” tab, drop down to “forms” click on “School Medication Authorization and Release Form”.

For inhalers ONLY, a photocopy of the prescription label on the box substitutes as the health care provider signature. Do NOT take the form to the doctor’s office. Please bring a copy of your child’s Asthma Action plan to the office; your child’s peak flow meter will be kept with the inhaler.

Medication is to be brought to school in the original labeled container, and is kept locked in the school office, unless possession is authorized as noted above. Any leftover medication at the end of the school year is to be picked up by the parent, or it will be discarded. Medication will not be stored over the summer.

Students with diabetes must submit a current DMMP (Diabetes Medical Management Plan) each school year.

**PLAY AREAS**

We have an area in back of the school and a large grass area to the north of the school that are used for recess and PE. Students are not allowed in the wooded areas surrounding the school.

**RECORDS**

Student temporary records are subject to periodic review for the purpose of removing out-of-date items. You are entitled to copies of these records prior to their destruction. Please call the office 24 hours in advance if you want to arrange for an appointment for a review of the records.

**REPORT CARDS**

Midterm Reports are issued following the completion of each nine-week period. Report cards are issued at the end of each semester. Please carefully review your child’s progress and contact the school if you have questions regarding grades. Parent/teacher conferences are scheduled for October 19 and 20. Parents’ attendance at conferences is very important. A parent may request a conference with his/her child’s teacher at any time by emailing the teacher directly. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent. Please make every effort to meet with the teacher if you receive such a request.

**REQUEST TO RIDE A DIFFERENT BUS**

Occasionally we have a request from a parent for his/her child to ride a bus other than his/her own so that he/she may go home with a friend, go to a lesson, etc. We will honor such requests provided:

1. That there is room on the bus the child wishes to ride
2. That the parent sends a written note to school with the child indicating the parent’s request

We will sign the note indicating our approval and instruct the child to give it to the bus driver. Bus drivers will not allow riders who are not assigned to their buses without a note from the school office.

**REQUEST TO LEAVE SCHOOL PREMISES** – Any student that leaves school premises after school not accompanied by a parent, MUST have a note from the parent. The note must be given to the principal. It will be kept on file for the current school year only.
SCHOOL IMPROVEMENT PLAN
Washington Gifted School conducts an improvement plan, which is updated yearly. The plan is filed with our local School Board and with the State of Illinois.

SMOKE-FREE ENVIRONMENT
Smoking is never permitted on school grounds or in the school building. This is an Illinois State mandate that is in place for the safety of our children.

SPORT PHYSICALS
Sport Physicals are required in order for students to participate in sport activities. Sport physicals completed on the IHSA/IESA Pre-participation Examination form are valid for one year plus 30 days. Approval for sports on the “State of Illinois Certificate of Child Health Examination” form is valid for one year unless otherwise indicated by health care provider. IF your child has a Sport Physical on file, please check with the office to verify the date.

TARDY BELL
School starts at 7:30. Any student not in homeroom when school begins, without cause, will be counted tardy. Students who arrive after 7:30 must go to the office, sign in, and get a tardy pass before entering class.

TELEPHONE USE FOR EMERGENCIES
Students will be allowed to use the office telephone only for emergencies. They will not be allowed to use the telephone to see if a friend can come home; see if they can go to a friend’s home; or see if mom or dad will pick them up (unless ill) etc. There is no pay phone at school. Cell phones must be kept off and in lockers during the school day.

TEXTBOOK/HANDBOOK FEES
The textbook fee for 2020-2021 is $55.00 per child. You may pay online through Skyward Family Access, which is the preferred method of payment. If paying by check, please make your check payable to: Peoria Public Schools. If you have more than one child at Washington, please send a separate check for each child. Do not combine textbook fees with any other type of fee. Please send your check the first day of school.
In addition, there will be a $7.00 fee for Student Planners and a $5 fee for Exploratory activities. These fees are required for all Washington students. Please make your check payable to Washington Gifted Middle School. These fees are not available for online payment.

VIDEO CAMERAS ON SCHOOL BUSES
The content of the video/audio tapes are used to monitor conduct and maintain a safe environment for students and employees. Recordings are confidential records.
<table>
<thead>
<tr>
<th>Class</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of</td>
<td>Grade</td>
<td>Missing Assignments</td>
<td>Grade</td>
<td>Missing Assignments</td>
<td>Grade</td>
<td>Missing Assignments</td>
<td>Grade</td>
<td>Missing Assignments</td>
</tr>
</tbody>
</table>

---

<table>
<thead>
<tr>
<th>Class</th>
<th>1st</th>
<th>2nd</th>
<th>3rd</th>
<th>4th</th>
<th>5th</th>
<th>6th</th>
<th>7th</th>
<th>8th</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of</td>
<td>Grade</td>
<td>Missing Assignments</td>
<td>Grade</td>
<td>Missing Assignments</td>
<td>Grade</td>
<td>Missing Assignments</td>
<td>Grade</td>
<td>Missing Assignments</td>
</tr>
<tr>
<td>Site</td>
<td>Username</td>
<td>Password</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>----------</td>
<td>----------</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NWEA/MAP</td>
<td>Fall 2020</td>
<td>Goal for Winter 2021</td>
<td>Winter 2021</td>
<td>Goal for Spring 2021</td>
<td>Spring 2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RIT/%ile</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Reading</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Algebra</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Geometry</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
We have read the *Washington Gifted Middle School General School Information Guidelines and Rules Handbook* and have discussed the contents.

Student: [Student Name]

<table>
<thead>
<tr>
<th>First Name (Please Print)</th>
<th>Last Name (Please Print)</th>
</tr>
</thead>
</table>

Student Signature: [Signature]

Parent/Guardian Signature: [Signature]

THIS PAGE MUST BE SIGNED AND RETURNED TO YOUR CHILD’S HOMEROOM TEACHER BY FRIDAY, AUGUST 21, 2020. Thank you for taking the time to review the Student Handbook with your child.