

WASHINGTON GIFTED MIDDLE SCHOOL



STUDENT HANDBOOK

Dignity.... Respect.... Achievement ... For All

2019-2020

*Our school's discipline policies are now outlined in a district discipline handbook which can be downloaded by visiting www.peoriapublicschools.org/discipline.

**The policies and procedures outlined in this Student Handbook are subject to change for the 2019-2020 school year. If any changes are made, they will be posted on the school's and district's websites.

**WASHINGTON GIFTED 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 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 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
- ❑ to correlate knowledge and skills in all academic areas
- ❑ to exhibit responsibility as self-directed learners in the classroom and on an independent basis
- ❑ to demonstrate positive self-concepts with a sense of social awareness in a pluralistic society

**WASHINGTON GIFTED SCHOOL
GOALS**

1. Each Washington graduate will have had the opportunity to develop and demonstrate all aspects of his/her giftedness.
2. Each Washington graduate shall demonstrate the correlation between disciplines.
3. Each Washington graduate will be prepared to excel in all enriched subjects.

	BE RESPECTFUL	BE RESPONSIBLE	BE SAFE
CLASSROOM	<ul style="list-style-type: none"> Use kind words and actions Follow directions Quality teamwork Use appropriate voices Participate 	<ul style="list-style-type: none"> Complete your own assignments Complete all assignments on time Bring all supplies to class Consistent, persistent effort Be on time Accept consequences 	<ul style="list-style-type: none"> Use tools/materials properly Sit in chair properly Stay in your space
HALLWAY	<ul style="list-style-type: none"> Be patient Help each other Use appropriate language, volume and tone of voice Be polite Honor other students learning 	<ul style="list-style-type: none"> Keep personal and common areas clean and organized Be aware of time Keep your locker locked Use your planner for hall passes 	<ul style="list-style-type: none"> Walk on the right side of the hallway Keep the flow of traffic moving Look where you are walking/moving
CAFETERIA	<ul style="list-style-type: none"> Use inside voices Speak politely and respectfully to everyone Wait your turn Use table manners 	<ul style="list-style-type: none"> Clean up the area around you Manage time appropriately 	<ul style="list-style-type: none"> Sit at the table properly
RESTROOM	<ul style="list-style-type: none"> Give others privacy Respect school property 	<ul style="list-style-type: none"> Be timely Clean up after yourself 	<ul style="list-style-type: none"> Wash hands with soap and water Inform adults of issues/hazards
ASSEMBLY	<ul style="list-style-type: none"> Be considerate of others around you Pay attention to presenter Be quiet Listen politely 	<ul style="list-style-type: none"> Sit in designated area Represent Washington in a positive manner 	<ul style="list-style-type: none"> Sit properly
OUTSIDE	<ul style="list-style-type: none"> Play fair Walk into building quietly 	<ul style="list-style-type: none"> Follow rules Keep our school area clean 	<ul style="list-style-type: none"> Enter and exit parking lot carefully
OFFICE	<ul style="list-style-type: none"> Be courteous Must receive permission to use phone 	<ul style="list-style-type: none"> Take care of personal matters at home Sign in and out 	
SCHOOL-WIDE	<ul style="list-style-type: none"> Respect others Dress appropriately Electronics off and out of sight (in locker) 	<ul style="list-style-type: none"> Keep track of personal belongings Respect the standards of Washington Put things where they belong 	<ul style="list-style-type: none"> Keep hands feet and comments to yourself
BUS	<ul style="list-style-type: none"> Use appropriate language and voice 	<ul style="list-style-type: none"> Follow bus rules Get to the bus on time 	<ul style="list-style-type: none"> Stay seated Keep aisles clear Keep body/objects in the bus Sit safely in seat
EMERGENCY	<ul style="list-style-type: none"> Listen to teacher Remain calm and serious 	<ul style="list-style-type: none"> Follow directions Be alert and know procedures 	<ul style="list-style-type: none"> Be silent Take practices seriously CODE RED: Do not open doors for ANYONE

TABLE OF CONTENTS

Activity Bus	1
Arrival Times At School.....	1
Attendance and Absence Notification	1
Backpacks, Bags, and Purses	2
Bus Routes	2
Changing of Classes.....	2
Copy Machines	3
Desks and Lockers	3
Detention Hall (After School).....	3
Directory	3
Discipline (and Behavior Report Form)	3
Dress Code	4
Electronics.....	6
Emergency Contact Card	6
Emergency Evacuation/Auxiliary Shelter.....	6
Extracurricular Activities.....	6
First Day of School	6
Fundraising	6
Grade Expectations	7
Health Requirements	7
Homework for Absent Students.....	7
Honor Roll	8
Hot Lunch/Breakfast.....	8
Hours for Students	8
Illness	8
Insurance for Students	8
Internet Access	8
Internet – Student Pictures	8
Late Work.....	8
Library Books Returns and Fines	8
Lorado Taft Field School (8 th Grade)	9
Lost and Found	9
Lunchroom	9
Medication Administration.....	10
Play Areas	10
Records	10
Report Cards	11
Request to Ride a Different Bus	11
Request to Leave School Premises	11
Room Parties	11
School Improvement Plan	11
Smoke-Free Environment	11
Sport Physicals.....	11
Tardy Bell	12
Telephone Use for Emergencies	12
Textbook Fee	12
Video Cameras on School Buses	12
Wooded Areas Around School	12

ACTIVITY BUS

An Activity Bus is provided for students participating in after school activities. The bus is scheduled to leave after regular dismissal. 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.** Activity Buses are scheduled to run at 4:15 p.m.

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. 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 voice mail with the school secretary 24 hours a day, or send an e-mail to sophia.jefferson@psd150.org and cc: susan.martin@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. Without contacting the school each day your child is absent or tardy and/or a written excuse on the day your child returns, an unexcused absence or tardy will be recorded for your child.

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. Requests to be absent in excess of five (5) days total during the regular school year shall not be granted as mandated by School Board Policy 5113.3. For each day of unexcused absences, a failing grade(s) shall be recorded.

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 in school by 10:45 a.m. to be eligible to play. 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 problems, the principal 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 will follow have been established by the transportation department. Safety, economy, efficiency, and allocation of resources are some of the considerations, which must be evaluated in determining bus routes. These routes were developed with the intention of providing the best possible service on the most direct routes.

School policies are in effect while students are on the buses. School district policies will apply to all students. Infractions may result in ramification of bus riding privileges.

The number of the bus your child will ride and a listing of the bus route were provided to you in a separate mailing. Please note the stops which were listed on the bus route. The pick-up point for your child will be the stop of the route nearest your home. The bus starting time is indicated. You will need to estimate your pick up time. It is sometimes necessary to modify these routes during the school year because students move, etc. Your child will be notified by the bus driver of any major changes in starting times and/or routes.

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

IMPORTANT – We will have approximately 9 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 between 7:00 a.m. and 7:35 a.m. and between 2:00 p.m. and 2:35 p.m.** If you want to bring your child to school and/or pick up your child after school, please use the drive and blacktop area which lead to our north entrance. At all other times please use our regular parking lot and our main entrance. With your cooperation this works smoothly and benefits our students. **Please pull to the end of the building when picking up and dropping off students. This allows traffic to flow and avoids a back-up of cars.**

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. This includes the copier in the Library.

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 Washington. 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, including prescriptions, may be kept in lockers. Students should bring any medication to the office where it can be dispensed.

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 them and leaving them in the school 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 AFTER SCHOOL

Detention Hall will be held once a week after school, 2:35-4:15 p.m. for any student who has engaged in activities that do not follow WGMS expectations. Excessive tardy incidences may result in assignment to detention hall. **Students must be picked up at 4:15 p.m., or ride the Activity Bus.**

DIRECTORY

The PTO will accumulate information for a school directory. Please complete the form in the Back-to-School packet and return it to the school office by the date listed. The directory will be distributed to students in early Fall.

DISCIPLINE (Washington Gifted School Discipline Plan)

The behavior expected from students is a combination of common courtesy, respect, and safety considerations. There are only a few special areas which require the application of very specific rules. **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 by visiting www.peoriapublicschools.org/discipline or requesting the document in print by visiting the school office.

The following types of conduct are not permissible:

1. Fighting
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
6. Possession or use of tobacco
7. Possession or use of any controlled substance
8. GUM IS NOT ALLOWED. Students are subject to the classroom conduct of individual teachers in conjunction with the principal.
9. Cell phones and electronics must be kept “off” and in lockers. They may not be used during the school day. Students may not use cell phone cameras to take photos of others. If a cell phone or electronic is confiscated by a staff member, it is given to the principal and the parent/guardian must 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.

I would appreciate if parents would:

1. Review with your child the type of behavior you expect on the bus, in the classroom, on the playground, and at all school functions.
2. Please refer to new updates to the Peoria Public Schools Discipline Code 7;190. It can be accessed on the District website at www.psd150.org All District policies are followed by Washington Gifted School.
3. Review with your child the Administrative Procedures concerning student discipline.

DRESS CODE *(Updated as of 11-8-2017)*

Parents: Please read with your student and understand District Policy is followed.
A call home to remedy may occur if infraction is noted.

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:

(Administration also retains the right to enforce appropriate dress (sloppy, too short, too tight, disruptive, torn with holes or rips)

1. HAIR: Hair shall be neat and clean.
2. DRESS: **Uniform Shirts**
 - Must be one of the four (4) required colors: Royal Blue, White, Navy Blue, Yellow (or Gold);
 - Must have a collar;
 - Any logo must be very small and not distract from the uniform;
 - School Spirit Wear shirts WITH collars may be worn over COLLARED uniform shirts. Collars must be visible;
 - On the last day of the week, students may wear Spirit Wear without uniform collared shirt;

- All Spirit Wear must indicate Washington on the article;
- By Principal directive, announcement, or approval only, due to seasonal temperatures or special occasions the dress code may be adjusted.

Uniform Pants/Shorts/Skirts

- Guiding principal is that any pants must not be form fitting or tight;
- Must be khaki, navy blue, or black;
- JEANS, SWEATS, AND YOGA PANTS ARE NOT ALLOWED. LEGGINGS are only allowed under skirts and shorts.
- Shorts of khaki, navy blue, or black are allowed, however, the shorts 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 (or gold);
- Must have a uniform shirt underneath;
- Must be plain. Any logo must be very small and not distracting.
- Washington Spirit Wear are the only hoods allowed. They may be worn over COLLARED uniform shirts. A uniform shirt must be worn, and the collar must be visible.

Other

- Appropriate gym shoes, as determined by PE Instructor, must be worn in all PE classes. Points will be deducted for infractions of this policy.
- Belts must be worn with pants that have loops;
- Hats and headwear such as bandanas are not allowed;
- Tights/leggings may be worn under shorts/skirts. They MUST be solid colors that are the same colors as pants/shorts/skirts. NO YOGA PANTS, LEGGINGS – CAN ONLY BE WORN UNDER SKIRT/SHORTS;
- **NO flip-flops;**
- Students may wear socks of their choice. However, tights, leggings, etc., MUST be solid black, solid navy blue, or solid khaki like the shorts, pants, slacks, skirts, etc.

** Spirit Days or weeks will be announced in advance, by administration only with specific information given in advance of the themes or days. This is to be the only variation of the uniform policy.

3. 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. We ask parents to monitor their child’s dress. Staff and Administration retain the right to enforce appropriate dress (e.g. sloppy, too tight, too short).

Students in violation of the dress code are:

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

ELECTRONICS

Electronics should be left at home, as they are a distraction to the school environment.

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 (Route 150) in the block between Prospect and the school). Parents will be contacted in an emergency.

EXTRACURRICULAR ACTIVITIES

In order to stay in an extra-curricular activity, students must not have a failing grade in any current class.

FIELD BASED EXPERIENCE GUIDELINES (School Field Trips):

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 of dignity, respect, and achievement. In addition, electronic communication devices are not to be used and should be out of sight or not brought. 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.

FIRST DAY OF SCHOOL

The first day of school is **Wednesday, August 14, 2019, 7:30 a.m. - 1:30 p.m.** The back to school schedule hours will be effective until Friday, **August 30th, 2019.**

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 whose present GPA is lower than 3.0 need to be especially mindful of keeping their grades above 2.5. Students are expected to write their assignments in their assignment notebooks daily as a step toward assignment completed. Students who are receiving cumulative failing grades will be placed on academic probation status. A review of all students' grade status will take place at the beginning of 2nd Semester. A notification will be mailed home at that time. Failure to complete this program successfully could result in possible dismissal from Washington Gifted School.

Students who struggle academically will receive intervention assistance from Washington Gifted School faculty and administration. **Parents/Student/Faculty communication and involvement is an integral part of the process.**

A conference with the principal and relevant staff members is important as part of the academic probation program.

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 from out of 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 the assignments on the teacher website at 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.

HONOR ROLL

To qualify for Honor Roll, students must not have lower than all A's and one B in our core classes. Quarter classes, Physical Education, Band, and Orchestra are not included. **No C's 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. Students must sign in order to receive. Lunch is to be ordered in advance through the homeroom teacher.

HOURS FOR STUDENTS

School hours for 2019-2020 are 7:30 a.m. – 2:30 p.m. Students may be on school grounds at 7:15 a.m. A warning bell rings at 7:25 a.m. Students go to their homerooms at 7:25 a.m. 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, we will usually call the parent. If you wish to be informed under different circumstances, please call the school office.

INSURANCE FOR STUDENTS

Please review the information provided to see if you desire to purchase the school insurance. Return the envelope to your child's teacher as soon as possible.

INTERNET ACCESS

Please refer to the Peoria Public Schools Calendar and Handbook for Parents & Students for guidelines. All computers in our computer lab have Internet access. One computer in each classroom also has access and the library has a connection.

Misuse of electronics and computer equipment at Washington Gifted 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 grade 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 grade policy in 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 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.
- Books are due two weeks after checkout. Only one renewal maybe granted, but if there is a “Hold” on a book, any renewals will not be granted. Once late, fines will be assessed at a rate of \$0.05 per day late or replacement cost if book is lost. Fines may also be assessed if a book is damaged.
- If a Library day is missed due to activities, half days, snow days, etc., students may return books to the Library during recess time. Students may also utilize the Return Cart outside of the Library. Books checked out are students’ responsibility. Students should not let others borrow books that they have checked out.

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 30, 2020 and return Friday afternoon, April 3, 2020.

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 problems, 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 to a local agency two weeks after school dismisses.

LUNCHROOM

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. When students have finished eating, they may:

1. Go outdoors in good weather;
2. Go to the library (limited to 10 at a time, if staff member is available);
3. Go to the gym on assigned day during winter months, as directed.

ALL OTHER AREAS ARE OFF LIMITS.....

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

Grass areas in front and in back of the school are not to be used as playgrounds. We have blacktopped areas in the front and in back of the school and large grass area to the north of the school. There is sufficient room for all students on the provided areas.

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 Wednesday, October 16, 2019. 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 are not to allow riders that 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 a 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

A tardy bell rings five minutes before the bell to start our school day. Students are to report directly to their homerooms. All students not in their homerooms when school begins, without cause, will be counted tardy. Any student not in his/her desk must report to the office to sign in, get their planner signed or get a signed pass.

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 2019-2020 is **\$55.00 per child**. You may pay online through Family Access, which is the preferred method of payment. If paying by check, please make your check payable to: Board of Education. 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 fee. Please send your check the first day of school.

In addition, there will be a \$7.00 fee for Student Planners, required for all Washington Students. Please make your check payable to Washington School. This fee is 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.

WOODED AREAS AROUND SCHOOL

Students are not allowed to enter the wooded areas around the school, except under the direct supervision of a teacher.

**Washington Gifted School
General School Information and Guidelines and Rules**

We have read the *Washington School General School Information Guidelines and Rules Handbook* and have discussed the contents.

Student _____
 First Name (Please Print) **Last Name (Please Print)**



Student Signature: _____

Parent/Guardian Signature: _____

Please sign and return to homeroom teacher by **Friday, August 16, 2019**. Thank you!!!

**The policies and procedures outlined in this Student Handbook are subject to change for the 2019-2020 school year. If any changes are made, they will be posted on the school's and district's websites.

Intervention Log

Date	Teacher	Note