



Washington Elementary Parent Handbook 2019-2020

Sedalia School District 200 uses ParentLink as its parental notification system. The system uses the contact information provided in student data files, but that contact information is not shared or published. The district distributes messages through the ParentLink smartphone app, as well as via text message, email and recorded voice messages. In cases of emergency (weather-related closings, lockdowns, etc.), the district will contact parents through all four channels; in most other circumstances, contact will be made through only one of those channels. Parents can opt-out of any or all notification channels. **You may find this app through the iTunes store or Google play. Just search “Sedalia School District 200”.**

District Website

www.sedalia200.org will provide the answers to many of your questions. Each school has a web page which is easily accessed through the web page.

School Hours

Parent and student cooperation are requested in observing the daily schedule. The school's responsibility for supervision of students begins at 8:00 a.m. At 7:35 students will be allowed in the building to go straight to the classroom. Please do not drop students off before 7:35 as there is NO supervision outside.

- School begins at 8:00 a.m.
- The tardy bell rings at 8:00 a.m.
- The school day ends at 3:16 p.m.
- We will have Universal Breakfast this year.
- All students are encouraged to arrive between 7:35 and 8:00 a.m. and should be picked up promptly at 3:16 p.m.

Attendance

Regular school attendance is essential for academic success. Students are expected to be in school except in cases of emergency, illness, or school-approved absences. Steps to follow when absent:

- Parents should call the school each day the student is missing and state the reason for the absence.
- A doctor's statement is required for an extended illness.
- If a student is unable to participate in recess or PE for more than three days, a doctor's note will be required.
- Make-up work is required when applicable. The parents must request make-up work by 11:00 a.m. to ensure that the assignments will be available in the office after 3:00 p.m.
- A student is expected to maintain at least a 90% attendance average.

Tardiness

- A student is tardy after 8:00 a.m.
- The student needs to check in to the office when arriving late.

Check-out Procedures

Leaving school before the end of the day is discouraged. It is vital for the students to be at school every day, all day long.

- If it is necessary for a child to leave during the school day, parents must check him/her out in the office.
- The student will be called to the office.
- Parents are encouraged to make dental and medical appointments after school hours.
- Perfect attendance certificates will be awarded each quarter to students that have not had any absences or tardies.
- If your student is going home with a different person for the day, you will need to place that individual's name on the emergency papers as an emergency contact. That individual must show proper identification before the student will be released to him/her.

School Visitation

For the protection of all students, all visitors, including parents, must report to the office upon entering the building. Please do not go directly to the classroom.

If you need to give your child a message, medication, homework, lunch money, supplies, etc. please go to the office. Interrupting class hampers valuable instruction time.

Bicycle Safety

Students may ride bicycles to school. The school will not accept responsibility for the safety of the bicycles. Locks are recommended. Students must walk the bike to the rack as soon as they get to the school grounds. Motorized bikes, skateboards, roller skates, roller blades, and shoes with wheels are not permitted.

Birthday Invitations

Birthday invitations will only be passed out at school if the cards are for the entire class.

Birthday Treats

The district has a health and wellness policy in place. If you would like to send a HEALTHY prepackaged snack for the class, you are welcome to do that. **Sweet birthday treats (cupcakes, cookies, etc...) must be sent back home to comply with the district wellness policy. A list has been provided for you at the end of the document. PTA will be providing a monthly treat to eat student for birthday celebrations.**

Severe/Inclement Weather

The school will be in session unless the weather makes it dangerous for school buses to run the routes. The local radio stations will announce school closings no later than 6:30 a.m.

If during the school day the weather becomes severe enough to require an early dismissal, each local radio station will be notified around 11:00 a.m. **Please do not call the school to check on early release. The district has an automated service which will alert you of essential notifications within the district. Please see the office for information.**

Indoor Recess Guidelines

The guidelines for indoor recess are a temperature of 25 degrees (F) or less, or when the temperature combined with the wind chill factor is 25 degrees (F) or less.

Field Trips

Field trips are an extension of what your child is learning at school. A note will be sent home to inform you about upcoming trips. **No siblings will be permitted to attend local or out of town field trips. Parents will not be able to ride the bus due to space issues.**

Toys

Unless specifically directed to do so by a teacher, no student should bring toys, games, balls, or other personal items not related to the purpose of school. Such things are disruptive to the instruction process and will be confiscated for disposition by the principal. The school provides equipment and supplies necessary to physical education and recess activities.

Any item brought to school will be confiscated and turned in to the office. Listed below is the procedure for returning seized items.

1st offense-Student may pick the item up at the end of the day.

2nd offense-Parents may pick the item up for the student.

3rd offense-Items will be kept until the last day of school.

All items not picked up will be thrown away.

Dismissal

Students will exit at specific doors around the building (map provided). **The building will not be open to parents until after the students are dismissed.** Please wait outside at the designated door.

K-Front doors

1st grade-North side of the playground (handicap doors)

2nd grade-West side of the playground (red shed)

3rd and 4th-South side of the playground

Parties

The PTA will sponsor classroom parties along with the help of homeroom parents. Fall Fun, Winter Celebration, Valentine's Day parties are observed with games and refreshments. Anyone interested in being a room parent can sign up through the P.T.A. You will be contacted about responsibilities. **If you would like to attend, please make other arrangements for children not attending Washington. This would include older siblings. The classrooms are very crowded, and there are only enough refreshments for those children in the school.**

Textbooks/Library Books

All basic textbooks and library books are checked out to students for their use during the school year.

PTA

The PTA is an excellent opportunity for parents to become involved in the educational program. The Washington PTA is an active group, sponsoring many activities during the school year. You may join PTA anytime during the year. The cost is \$5.00

School Transportation

School bus transportation is provided through First Student Transportation. Please contact the bus barn, 826-5800, for information regarding routes, times and to determine if your child is eligible to ride the bus.

Bus Regulations

See the District Discipline handbook on the district website.

Lunch/Visit Request Form

If you are planning to eat lunch with your child, you will need to fill out the appropriate form in the office at least 24 hours in advance. There are tables in the hall for you and your child to eat lunch. Due to safety reasons, the tables in the hallway must be used instead of the cafeteria.

Universal Breakfast

Breakfast is free to every student. The doors will open at 7:35. The children will do what is called "grab and go" at that time.. This means they will take a sack breakfast to their classroom to eat. The meals will have both hot and cold items depending on the day. The goal of the "grab and go" is to encourage children to start their day off with a full belly and promote community building. **TAKE ADVANTAGE OF THIS WONDERFUL OPPORTUNITY AND MAKE SURE YOU CHILD ARRIVES IN TIME TO EAT WITH THEIR CLASS. BREAKFAST WILL BE SERVED UNTIL 7:55.**

Staff Directory

Lisa Volk, Principal

Tiffany Anderson, Secretary

Amanda Caballero, LPN

Michelle Hofstetter, Counselor

Marcy Husong, Social Worker

Kindergarten: Randi Stewart, Paige Brown, Holly Redd

1st Grade: Danielle Hollrah, Kayce Scott, Brittney Thompson

2nd Grade: Mary Houston, Ciara Todd, Kayla Zbornak

3rd Grade: Hannah Donnelly, Alice Tester

4th Grade: Jamie Taylor, Ryan Turner, Hannah Blackmon

Taylor Thomas, Instructional Coach

Taylor Killion, Art

Lori Broyles, Music

Whitney Rupe, PE

Robin Lang, Library/Computer Instructor

Jodee Buso, Library Aide

Danielle Bourbina, Speech

Paul Arias, Occupational Therapy Assistant

Karina Lopez, EL

Dustin Bergman, Special Education

Teresa Foote, Special Education

Hannah Satnan, Paraprofessional

Britney Stone, Paraprofessional

Londyn Wright, Paraprofessional

Mi Kyung Lee, Paraprofessional

Peggy Balch, Interventionist

Sarah Miller, Title 1

Michelle Gray, Title 1

Kristie McAllister, Title 1 IA

Osmaro DeLeon, Custodian

Scott Mosier, Custodian

Charlie Voss, Custodian

Sharon Twyman, Head Cook

Rita Strubble, Cook

Carianne Chappell, Cook

Sorita Walter, Cashier

Shata Layton, Special Education Coordinator

Adriana Juan Bilingual Interpreter