

# **WINLOCK MILLER ELEMENTARY SCHOOL STUDENT HANDBOOK**



***EVERY STUDENT, EVERY DAY***

**[www.winlockschools.org](http://www.winlockschools.org)**

***Our School Mission:***

***Winlock School District envisions a community of  
individuals reaching their full potential, becoming  
responsible citizens and active  
lifelong learners.***

***Revised 06/2023***

THE DISTRICT WILL PROVIDE EQUAL EDUCATIONAL OPPORTUNITY FOR ALL STUDENTS IN ALL ASPECTS OF THE ACADEMIC AND ACTIVITIES PROGRAM WITHOUT DISCRIMINATION BASED ON RACE, RELIGION, CREED, COLOR, NATIONAL ORIGIN, AGE, HONORABLY-DISCHARGED VETERAN OR MILITARY STATUS, SEX, SEXUAL ORIENTATION, GENDER EXPRESSION OR IDENTITY, MARITAL STATUS, THE PRESENCE OF ANY SENSORY, MENTAL OR PHYSICAL DISABILITY, OR THE USE OF A TRAINED DOG GUIDE OR SERVICE ANIMAL BY A PERSON WITH A DISABILITY. THE DISTRICT WILL PROVIDE EQUAL ACCESS TO THE BOY SCOUTS AND OTHER DESIGNATED YOUTH GROUPS. THE FOLLOWING POSITIONS HAVE BEEN DESIGNATED TO HANDLE QUESTIONS AND COMPLAINTS OF ALLEGED DISCRIMINATION: CIVIL RIGHTS COMPLIANCE COORDINATOR, GLORIA DUPREE 360-785-3582 401 NE 1ST STREET PO BOX 128, WINLOCK, WA 98596. TITLE IX COMPLIANCE COORDINATOR, DRACY MCCOY 360-785-3516 DMCCOY@WINLOCK.WEDNET.EDU 241 N.MILITARY RD, WINLOCK, WA 98589, SECTION 504 COMPLIANCE COORDINATOR AND LANGUAGE ACCESS LIAISON, MICHELLE JEFFRIES 360-785-3582 MJEFFRIES@WINLOCK.WEDNET.EDU 401 NE 1ST STREET PO BOX 128, WINLOCK, WA 98596.

We are a **KIDS at HOPE** School. We believe every student is talented, smart and capable of success. We are committed to the belief and associated strategy that demonstrates how all children can succeed.

**NO EXCEPTIONS!**

#### WMES CARDS SCHOOL WIDE RULES

**Care for others**

**Act responsibly**

**Respect everyone**

**Decide wisely**

**Safety first**

#### SCHOOLWIDE EXPECTATIONS

1. I will Care for others – be kind
2. I will Act responsibly – do the right thing even when no one is looking
3. I will Respect everyone – treat others the way I want to be treated
4. I will Decide wisely – make good choices, solve problems
5. I will use Safety first



## ***Welcome to Winlock Miller Elementary***

Welcome to Winlock Miller Elementary and the 2023-2024 school year! We are excited to welcome all of our students to a new year that will bring with it growth, support, encouragement and fun. All of our staff are excited to begin a year to connect with your students and become an integral part of their education.

Our goal is to support all WMES students academically, emotionally, and socially in order for them to succeed. We strive to support all students through various programs in order to ensure every student finds their place to be successful and challenged as a student.

We have several programs to support students such as our LAP services for students that have academic struggles in English Language Arts and Math. Students that need more intensive or specific support can access 504 or Special Education services if they qualify. Students that are learning English as their second language have ML (Multilingual) services to support their language acquisition and allow them to be able to access their core grade level instruction.

We also have social emotional support such as our Social Emotional Learning curriculum, Purposeful People, that is taught to all students. We have specific counseling and behavior support for students that need it. We also have resources to support students with social, economic, and behavioral needs.

All of these supports are with the goal of giving every child the support they need to be successful while they are at WMES. We also want to reach out to families to create relationships that provide support, enrichment, and community within Winlock. We encourage families to get involved in their child's education however they can. That may be volunteering, attending an event or conferences, or just being able to call and have a conversation with our staff.

We will strive to communicate with families frequently and if you have any questions, concerns, or suggestions please do not hesitate to reach out to our staff. We are excited for this year and the opportunity to watch your students grow.

It is a privilege to be able to serve your students and the Winlock Community. Go Cards and let's have a great year!

*Ashlie Auckland*

Ashlie Auckland  
Principal  
Winlock Miller Elementary

## School Hours

Building opens ----- 8:10 a.m.  
First Bell ----- 8:25 a.m.  
School begins ----- 8:30 a.m.

School dismisses everyday at ----- 2:55 p.m.  
Every Monday is a late start. ----- 9:25 a.m.

Other Early Release Days ----- 12:00 p.m.  
(lunch is served on early release days)

**PLEASE DO NOT DROP OFF STUDENTS PRIOR TO 8:10 A.M.  
THERE IS NO SUPERVISION UNTIL THAT TIME**

- Students arriving late to school need to check in at the office before going to class.
- Parents or guardians need to come to the office and sign students out before picking up a child to leave early.
- **Important** If you have after school transportation changes, please call the school **prior to 1:00 p.m.**

## **WINLOCK MILLER ELEMENTARY STAFF AND PHONE NUMBERS**

Principal – Mrs. Auckland	785-3516	District Office	785-3582
Office	785-3516	District Office Fax	262-6651
WMES Fax Number	262-6652	Bus Garage	785-4568

### **Transition to Kindergarten**

Mrs. Larkin  
Ms. DeYoung

### **Kindergarten**

Mrs. Myers  
Mrs. Parkison  
Ms. Miller

### **First Grade**

Mrs. Matheson  
Mrs. Spalding

### **Second Grade**

Mrs. Contreras  
Mrs. Hilliker  
Mrs. R. Nelson

### **Third Grade**

Mrs. Cline  
Mr. Eacker

### **Fourth Grade**

Ms. Beegle  
Mr. Webb

### **Third/Fourth Grade Split**

Mrs. Dumoulin

### **Fifth Grade**

Ms. Meade  
Mrs. Gullard

### **Special Education**

Ms. Anglin

### **ML**

Mrs. Ortiz

### **P.E.**

Ms. T. Nelson

### **Title/LAP**

Mrs. Wickert

### **Office Staff**

Mrs. Allen  
Ms. Patching

### **Library**

Mrs. Yeckley

### **Custodians**

Ms. Stevens (Daytime)  
Mrs. Regino (Evening)

### **Paraeducators**

Mr. Richardson  
Mrs. Collins  
Ms. Clark  
Mrs. Ouellette  
Mrs. Koons  
Mrs. Faris  
Ms. Mulligan  
Mrs. Randall

### **School Counselor**

Ms. Jeffries

### **Youth & Family Advocate**

Mrs. Morlin

### **Music**

Joellen Beatty

## ATTENDANCE

The single most important factor contributing to student achievement is school attendance. Learning builds day by day. A child who misses a day of school misses a day of learning.

At WMES we have a tradition of working together to ensure the success of each student. You can help support good school attendance by:

- Talking with your child about the importance of attending school EVERY day.
- Not scheduling family trips and appointments during school hours.
- Making sure that your child is well-rested and ready for learning.
- Discussing what happened at school each day, supporting school rules and consequences.
- Praising positive behaviors and achievements in school.

In the state of Washington, the law requires that children 6-17 who are enrolled in public schools, attend school Monday through Friday, unless there is a good reason for being absent. In this case the parent or legal guardian must excuse the absence by notifying the school. When students miss school and their parents have not excused the absence, they can be considered truant. Truancy is defined as being absent from school or from the majority of a student's classes without a valid excuse.

### **Attendance Legislation**

*Elementary students who have 3 or more unexcused absences, a letter will be mailed home. If 7 or more unexcused absences occur in a month or 15 in a school year, a conference will be held which could lead to truancy being filed with Lewis County Juvenile Court. A meeting with the Community Truancy Board is held. At this meeting an agreement is signed to improve attendance. If absences continue, contempt of court orders are then filed. See HB 2449 for full details.*

***If your child is absent from school, please notify the office by phone, email, or send a note within 24 hours.***

**IT IS COOL TO BE IN SCHOOL!**





## HEALTH AND WELLNESS



### Not feeling well

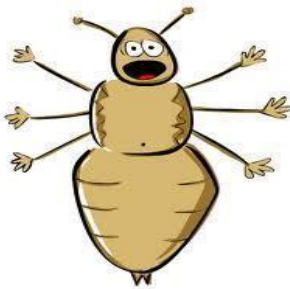
- If your child is sick and cannot come to school, be sure a parent or guardian calls the school at 785-3516 within 24 hours to excuse their absence.
- If your child is sick once they get to school we will call home. If they have a fever they will need to go home. If your child wakes up in the morning with a fever or is vomiting, please do not send them to school.
- Students not feeling well should make calls to go home through the office and not from classroom phones or cell phones. This is to ensure that our office and the nurse are aware of a potential health issue or concern.

### Medicine

- The school is NOT allowed to give medication until a parent has a "Authorization for Administration of Medication at School" form filled out with the doctor's instructions and signature. Parents must sign this also. This form may be obtained in the office, or at your doctor's office. The school nurse will then make a care plan for administration. *The medication must be brought to the office in the **original bottle** from where it was obtained. Do NOT send medication to school with your child.* This includes cough syrup, aspirin/ibuprofen, acetaminophen, cough drops and over the counter skin creams.

### Head Lice:

- Lice are considered a nuisance and need to be dealt with in order to keep our schools clean and safe.
- If live lice or eggs (nits) are present, your child will be sent home to treat them.
- They will be allowed back in school once the child has been treated, and no live lice are present.



## ***SCHOOL CLOTHES AND BELONGINGS***

### **Clothes and Shoes**

- **Appropriate** is the key word for clothing to be worn at school.
- Please save halter tops, spaghetti straps, and shirts that show the belly for home. Tank top straps should be the width of two fingers.
- Shorts and skirts must reach below the fingertips.
- Tie-up tennis or rubber soled shoes are preferred. ***Tennis shoes are required for PE.*** You must be able to easily run, jump, or climb. Please, no flip flops or heelies (shoes with wheels).
- Clothing may not display pictures or words related to alcohol, tobacco, drugs or have vulgar pictures/language and may not be seen through.

### **Lost and Found**

- Many children have similar-looking coats and clothing. **Please label them.** Write your **child's name** inside their coats, sweatshirts, backpacks, and lunchbox.
- Unclaimed items in lost and found are donated at the end of each quarter.
- It is ***your child's*** responsibility to check the lost and found for lost items.

### **PLEASE Leave the Following Items at Home**

- Digital devices – cell phones, ipods, electronic games, etc. **If a parent prefers that their child brings a cell phone to school, it must remain in their backpack the entire school day *and be turned off.***
- Expensive jewelry
- Trading cards
- Toys
- Money
- Pets



## **Other Important Information**

### **Bicycles**

We recommend that only students in grades 3, 4 and 5 ride their bikes to school on good weather days. Students should park their bikes in the bicycle rack. All students should wear a bicycle helmet. It is highly recommended that they lock their bike.

### **Bus Riders**

Riding a school bus is a privilege and all school rules apply. A list of District School Bus Transportation Rules and Regulations are distributed and discussed with all students at the beginning of the school year.

Bus services are meant to get your child to school and home safely. Many of our buses are filled to capacity. If it is necessary for your child to go to an alternate location after school, you will need to send written permission or contact the office **prior to 1:00 p.m.** Upon receiving notification from a parent or guardian, the office will issue a bus pass. This pass is to be given to the bus driver when your child boards the bus. Students are not allowed to phone home to make different transportation arrangements during the school day.

### **Emergency Information**

It is crucial that your information in Skyward is kept up to date. You are able to update your child's information by going to the Winlock School District website, <http://www.winlockschools.org/>. Skyward family access can be found at the bottom of the webpage. A current phone number and address is the only way we can reach you in an emergency. We also ask that at the beginning of each year, you log into Skyward and complete your annual update. We no longer send home the paper packet for updates.

### **Should an Emergency Occur**

- Be prepared. It is imperative that the office have a current phone number where you can be reached. Make sure the names of friends and relatives are on file in the office should your child need to be picked up in an emergency.
- Listen to the radio for information.
- Please **do not call** the school as we have a limited number of lines. We will activate the School Messenger system as soon as possible with instructions.
- There will be a centralized check-out or command center should an actual emergency occur.

### **Field Trips**

- Field trips are an extension of academic learning. It is a privilege to leave the school campus and appropriate behavior is expected at all times.
- Students may go on a field trip ***only*** with written permission from a parent or guardian.
- Inappropriate behaviors may keep your child from participating in field trips. If this situation should occur, the principal will notify you.

## **Food Services**

We offer our meals through Chartwells Food Service. WMES offers both a breakfast and a lunch program for our students.

- Breakfast is served starting at 8:10 a.m. and ends at 8:40 a.m. Breakfast is available for all students.
- We currently have a five year grant that allows for free meals to all students enrolled in the Winlock School District.

## **Gifts Delivered to School**

Receiving gifts, flowers and balloons at school is fun and exciting but can cause disruptions to the learning environment. **Please**, have these items delivered to your home. If items do get delivered to school we will keep them safe in the office, to pick up after school. Flowers in glass containers and balloons are not allowed on the school bus so parents will need to transport them home for you. Cupcakes and other treats need to be cleared with your child's classroom teacher. They will know of allergies or food restrictions in the classroom.

## **Birthday Treats**

All birthday or other treats must be approved by your child's classroom teacher. This is due to any potential allergies or health concerns other students may have. All food items must be pre-packaged. No homemade food items will be brought in and shared with students.

## **Invitations**

***Please do NOT send party invitations to be handed out at school unless an invitation is given to every student in the classroom.*** School staff often have to deal with tears or anger from other students with hurt feelings. We cannot give out home addresses for classmates or address invitations.

## **Lunch and Guests**

Sometimes family members want to join their child for lunch. Students eat both breakfast and lunch in their classrooms with their teacher. Please call the office 24 hours in advance if you wish to eat lunch with your student. This is to reserve a school lunch and to ensure there is enough room in the classroom for a parent to eat with their child. It is important that you check in at the office and come at the right lunch time.

Our current adult lunch price is \$4.95. Breakfast adult price is \$3.10

**Allergies:** If your child has any known allergies, including food allergies it is **important** that the office and classroom teacher know.

## **Automated Calls**

We will send out an automated call to inform you of emergency closures, school delays, half day schedules and important events. Please listen closely to the message. This call will go out to the primary phone number you have listed in Skyward. Please be sure to keep this number updated.

**Newsletter/Communication** Our goal is to send home a newsletter the first week of every month. The newsletter will also be posted on the website. We will also communicate information as needed via text, email, and our website. Please make sure you have current contact information in Skyward. Our automated communication systems pull contact information from Skyward.

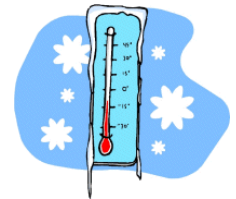
### **Parent/ Teacher Conferences**

Conferences are an opportunity to discuss student progress. We set aside time in the fall for these conferences and our goal is 100% attendance. You will receive an invitation to meet with your child's teacher. For your convenience, you can sign up for your conference times via Skyward. We offer afternoon and evening conferences.

### **School Closures Due to Emergency Situations**

Changes in school bus schedules or routes will occur only during the most severe weather or emergency conditions. If it is necessary to close schools, or to run on limited school bus schedules for any reason, an automated call from the school will go out. Please be sure the office has a current phone number to reach you. Information will also be broadcast on local radio stations (KELA-1470 AM; KITI-1420 AM; KMNT-104.3 FM) and be posted on the website –

**[www.winlockschools.org](http://www.winlockschools.org)**; when available information will also be on local television stations. Please **do not** call the school.



*There are generally **FOUR** types of announcements:*

- **LATE START** – Schools and buses are running one OR two hours late. This means that everything (buses and school hours are one or two hours later than the usual starting time). On late start days.
- **CLOSED** – Winlock School District is closed.
- **LIMITED TRANSPORTATION** – Schools are open as usual; bus routes operate on emergency routes.
- **REMOTE LEARNING** – Due to inclement weather, the superintendent may call a remote learning day instead of canceling school.

### **School Volunteers**

- We encourage parents to chaperone field trips.
- Volunteers are required to complete a Volunteer Application Form which includes a Washington State Patrol background check. Forms available in the school office. A background check can only be approved if we can find a “match” in the WSP database. ***NOTE: Volunteer forms MUST BE COMPLETED EVERY YEAR.***



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### **Solicitation**

Solicitation of fundraising items, i.e. jerky sales, Girl Scout Cookies, candy bar sales etc. is not allowed during school hours. This must be done prior to the start of school or after school is dismissed.

### **Telephone Use**

- Students may call home when there is an emergency. (Calling to go to a friend's house is ***not*** an emergency.)
- Cell phones brought to school must be ***powered off and kept in the student's backpack***. Students are not to use a cell phone during the school day unless they have received approval from a staff member. Even with permission the student should come to the office in order to make the phone call.

### **Visitors**

The safety of our students is our top priority. **All visitors must check into the office and obtain a visitor's badge.** All visitors must be listed as Skyward contacts or have approval from Administration to be visitors. We ask that our students do not bring outside students to attend class with them. At this point parent visitors are restricted unless it is a pre-scheduled meeting with a teacher outside of the instructional day.

### **Weapons**

Winlock Miller Elementary is a **GUN FREE ZONE**. Weapons of any type are **not** allowed on school premises with the exception of on-duty police officers.

#### **THE FOLLOWING ITEMS ARE NOT ALLOWED AT SCHOOL:**

- o Guns
- o Play guns (including squirt guns)
- o Knives
- o Play knives or swords
- o Bows and arrows
- o Bullets
- o Lighters
- o Matches
- o Laser pointers
- o Any device or instrument that is capable of causing serious injury

## **Additional Information**

### **Asbestos**

The Winlock School District Office does contain some asbestos materials. All of these materials are in good, safe conditions. The district's designated asbestos person is Fred Terry. He can be contacted by calling 785-3537.

### **Homeless Youth**

There are times when families are put in difficult financial situations. If you find yourself in a situation where you are temporarily homeless your school aged children may qualify for certain services under the McKinney-Vento Act. Please contact the OFFICE at 360-785-351.. Additional information can be found in School Board Policy #5201.

### **School Information**

Information about how our school is doing, as well as other schools in the district can be found on our website at [www.winlock.wednet.org](http://www.winlock.wednet.org) or on the State of Washington's Educational website at [www.k12.wa.us](http://www.k12.wa.us) under the District Data and Reports tab. This website has information available in regard to academic progress, school information, demographic information and compares our schools with others in the state.

### **Supplemental Educational Services**

Winlock Miller Elementary School is a school wide Title 1 building. This means that your child may be offered additional assistance in the areas of reading and/or mathematics. We strive to make sure that all students are meeting or exceeding the grade level common core standards. We are able to provide both federal and state-funded additional support when needed. We also provide services to second language learners, migrant children and children with special needs.



## Prohibition of Harassment, Intimidation and Bullying

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Harassment, intimidation or bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a students or damages the students' property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying. Other distinguishing characteristics can include but are not limited to: physical appearance, clothing or apparel, socioeconomic status, gender identity, and marital status. Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendoes, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. Intentional acts refer to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and is to be implemented in conjunction with comprehensive training of staff and volunteers, including the education of students in partnership with families and community. The policy is to be implemented in conjunction with the comprehensive Safe Schools Plan that includes prevention, intervention, crisis response, recovery, and annual review. Employees, in particular, are expected to support the dignity and safety of all members of the school community.

Depending upon the frequency and severity of the conduct ~ intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitute violations of this policy.

### Winlock School District's Tip Reporting Service

Every school district shall designate one person in the district as the primary contact regarding the anti-harassment, intimidation, and bullying (HIB) policy (see RCW 28A.600.477 (link is external)). That primary contact person receives copies of all formal and informal complaints, is responsible for assuring implementation of HIB policy and procedure, and is the primary contact on the policy and procedures between the school district, the Office of the Education Ombudsman, and OSPI. Winlock School District's point of contact is Michelle Jeffries, [mjeffries@winlock.wednet.edu](mailto:mjeffries@winlock.wednet.edu)

One of the Winlock School District's top priorities is safety, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

- 1. Phone: (360) 785-3537**
- 2. Text: (360) 524-4945**
- 3. Email: [1062@alert1.us](mailto:1062@alert1.us)**
- 4. Web: [winlock-wa.safeschoolsalert.com](http://winlock-wa.safeschoolsalert.com)**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at **[WWW.WINLOCKSCHOOLS.ORG/HIB](http://WWW.WINLOCKSCHOOLS.ORG/HIB)**.

Thank you in advance for helping to make our school community a safe place to work and learn.! Students who wish to report harassment should talk to a teacher or administrator and/or use the reporting forms found in the office and also on the school website.

The superintendent is authorized to direct the implementation of procedures addressing the elements of this policy.

Cross References:

Legal Reference: RCW 28A.300.285 RCW 28A.600.480 RCW 9A.36.080 RCW 28A.642 RCW 49.60

## **Sexual Harassment**

We are committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of student, employees, and others involved in school district activities.

Sexual harassment occurs when:

1. submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit.
2. Submission to or rejection of sexual demands is a factor in academic work or other school-related decisions affecting an individual.
3. Unwelcome sexual or gender-related conduct or communication interferes with an individual's performance or creates an intimidating hostile or offensive environment.

Sexual harassment can occur in many ways: adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female. The District will take prompt, equitable, and remedial action within its authority on reports, complaints and grievances alleging sexual misconduct coming to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement or Child Protective Services.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities retracted, as appropriate.

Retaliation against any person who makes or witnesses a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly spread false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.



## MONTHLY CHARACTER TRAITS

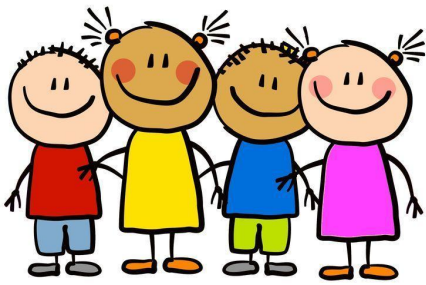
<b>September</b>	<b>Respect</b>
<b>October</b>	<b>Responsibility</b>
<b>November</b>	<b>Gratitude</b>
<b>December</b>	<b>Empathy</b>
<b>January</b>	<b>Perseverance</b>
<b>February</b>	<b>Honesty</b>
<b>March</b>	<b>Cooperation</b>
<b>April</b>	<b>Courage</b>
<b>May</b>	<b>Creativity</b>
<b>June</b>	<b>CARDS</b>

**Purposeful People:** This is our Social Emotional Learning curriculum at WMES. Students will use this to grow in their social skills and build class and school culture. Each individual teacher will do these activities at the beginning of the school day.

### **At Winlock Elementary we actively practice the following Life Skills:**

Integrity:	To act according to what's right and wrong.
Initiative:	To do something because it needs to be done.
Flexibility:	The ability to alter plans when necessary.
Perseverance:	To keep at it.
Organization:	To work in an orderly way.
Sense of Humor:	To laugh and be playful without hurting others.
Effort:	To do your best.
Common Sense:	To think it through.
Problem Solving:	To seek solutions.
Responsibility:	To do what's right.
Patience:	To wait calmly.
Friendship:	To make and keep a friend through mutual trust and caring.
Curiosity:	To investigate and seek understanding.
Cooperation:	To work together toward a common goal (purpose).
Caring:	To show/feel concern.
Self-Control:	To be in charge of your own words and actions.





# SCHOOLWIDE EXPECTATIONS FOR STUDENTS



The staff at WMES is committed to a safe, respectful and caring environment for all of our students.  
Please review these expectations with your child or children.

## **Before School/Beginning of School**

- Students eat breakfast and remain in their classrooms with their teacher.
- Check into your classroom at 8:10 AM

## **Lunch (Eaten in their classrooms)**

- Be respectful of food service staff
- Walk at all times
- Use table manners
- Do not share or trade food
- Use indoor voices
- Clean up after yourself
- Remain seated until you are finished eating
- Food is not allowed to be taken out of the class

## **Bathroom**

- Get the job done quickly-do not play around
- Flush
- Wash your hands when you are finished



## **Library**

- Use quiet voices
- Follow directions
- Do not remove books from library until checked out
- Return books on time
- Leave your area clean

## **Hallway**

- Walk
- Please be respectful and quiet
- Keep hands to yourself and off of the walls
- Stay to the right (rules of the road)

## **Student Expectations for Road Crossing:**

- Follow adult directions at all times
- Look Both ways before crossing
- Be safe with other students
- Use the Crosswalk



## **Bus**

- Quiet voices
- Keep hands and feet to yourself
- Sit in one seat for the WHOLE bus ride
- Keep the bus clean
- No food allowed on regular routes
- Always follow the driver's instructions
- Follow expectations as per school bus handbook

## **Assemblies and Special Events**

- Sit if you are on the floor
- A raised hand is our signal for "quiet"
- Applaud appropriately
- Active listening
- Know the purpose of the assembly (is it a fun or serious assembly?)

## **Behavior and PBIS**

Positive Behavioral Interventions and Supports (PBIS) is an evidence based, three tiered framework to improve and integrate all of the data, systems, and practices affecting student outcomes every day. PBIS creates schools where all students succeed.

### **Tier I**

Tier I practices and systems establish a foundation of regular, proactive support while preventing unwanted behaviors. WMES provides these universal supports to all students, school-wide.

### **Tier II**

Tier II practices and systems support students who are at risk for developing more serious problem behaviors before those behaviors start. These supports help students develop the skills they need to benefit from core programs at the school.

### **Tier III**

At Tier III, students receive more intensive, individualized support to improve their behavioral and academic outcomes. At this level, schools rely on formal assessments to determine a student's need.

# PLAYGROUND RULES

Seek to solve problems by going to a different area, talking it out, walking away, or ignoring the behavior and/or person. If this fails, tell a recess supervisor.

## General Playground Rules

### Equipment

- Return balls and toys to the appropriate place when recess is over or you are finished playing with them.
- Balls and toys are not allowed in the bark areas.
- Jump ropes are for jumping only.
- Kicking balls is allowed only on the field side of the playground.



### Monkey Bars

- Swing by your hands only.
- Wait on the ground for your turn.
- Climbing on top is NOT PERMITTED.



### Big Toy

- Go down feet first on the slide when the area below is clear.
- Walking or running on the slide is not permitted.
- Keep the slide clean and free of debris and rocks.
- Tag is not allowed.
- No jumping off.



### Playfield

- Touch football, soccer, kickball and tag are allowed on the field.
- The soccer nets are for soccer – no climbing on or around them.
- Stay within the fenced area and away from the garbage cans behind the gym.

### Stairs

- Walk on the stairs.
- Playing on the handrails is not allowed.



### Tag

- Touch others lightly.
- Tag is not allowed in the bark area



## Emergency Drills

We will be conducting a variety of safety drills throughout the school year:

- **FIRE** – We evacuate the building, and meet in a designated location
- **EARTHQUAKE** – We take cover before leaving the building and meet in a designated location
- **LOCKDOWN** – Your teacher may lock the doors, cover the windows or move you to a secure location in the building
- **EVACUATION** – If directed to evacuate, leave the building in a quiet, orderly manner. Listen carefully for your teacher's directions
- **BUS EVACUATION** – This drill is conducted by the bus drivers to ensure that students know how to evacuate the bus in an emergency situation. Be sure to listen to the instructions given by the driver.

## **SAFETY IS OUR PRIORITY!!**

