

Washington Intermediate School Parent Guide



501 Washington Street
Pekin, Illinois 61554
309-477-4721



At Washington Intermediate School we take great pride in your child's education. We look forward to working with all families in providing meaningful experiences for each child. This presentation has been developed to help answer questions that are frequently asked. The information included will be referred to many times during your child's stay here at Washington Intermediate School.



MEET OUR STAFF 2016 - 2017

Office Staff

Marc Fogal (Principal)
Jason Fowler (Asst. Principal)
Denise Davis (Secretary)
Glenna Carrick (Secretary)

4th Grade

Jeff Bloom
Tonya Bruns
Katie Coskun
Susan Hillman
Amy Nichols
Amber Thomas
Marci Whitford

5th Grade

Emily Cline
Miranda Green
Lauren Lingle
Janet Look
Lauren Randich
Madison Strebel
Noelle Weghorst

6th Grade

Julie Antonini
Laura Bieller
Carrie Dewitt
Stephanie Harris
Rachel Timbrook
Mindy Wendling

Support Staff

Jamie Antonio
Judith Brug
Nancy Damon
Rachel Haynes
Sarah Heiser
Lexi Holcomb
Jody Neulinger

Special Education

Jen Adkison
Tammy Block
Carolynn Diekhoff
Brett Gambetti
Nicole Simkins

Specialists

Laura Balaban (Strings)
Rachael Cavallini (Music)
Ashley Gutierrez (PE)
Megan Madding (Strings)
David Sorokowski (Art)

Student Services

Christine Bucco (Health Clerk)
Katie Capel (Speech)
Camille McCarty (Literacy Coach)
Nicole Rodgers (Counselor)

PEKIN PUBLIC SCHOOLS DISTRICT 108 CALENDAR 2016 – 2017

Monday, August 22	First Day Student Attendance
Monday, September 5	Labor Day – No School
Friday, September 16	Early Dismissal (11:15 a.m.)
Friday, October 7	Early Dismissal (11:15 a.m.)
Monday, October 10	Columbus Day – No School
Friday, November 11	Veterans’ Day – No School
Monday, November 21	Full Day of School – Parent Teacher Conferences
Tuesday, November 22	Early Dismissal (11:15 a.m.) – Parent Teacher Conferences
Wednesday, November 23	Thanksgiving Break – No School
Thursday, November 24	Thanksgiving Break – No School
Friday, November 25	Thanksgiving Break – No School
Friday, December 16	Early Dismissal (11:15 a.m.)
Tuesday, December 20	Dismiss for Winter Break (2:40 p.m.)
Wednesday, January 4	Classes Resume
Friday, January 13	Early Dismissal (11:15 a.m.)
Monday, January 16	Martin Luther King Day – No School
Friday, February 17	Early Dismissal (11:15 a.m.)
Monday, February 20	Presidents’ Day – No School
Thursday, March 9	Early Dismissal (11:15 a.m.)
Friday, March 10	No School – Parent Teacher Conferences
Friday, April 7	Dismiss for Spring Break (2:40 p.m.)
Tuesday, April 18	Classes Resume
Friday, May 5	Early Dismissal (11:15 a.m.)
Friday, May 26	Early Dismissal (11:15 a.m.) – Report Card Day (If no emergency days used)
Monday, May 29	Memorial Day – No School

Visiting Washington

When arriving or leaving, all visitors are to use the door located on the 6th Street side of the building. This is our main entrance to the school and all other doors will remain locked. Visitors will be able to enter via a buzzer system. Once you enter the school, take the stairs up to the 2nd floor and go to the Principal's Office. **All visitors are required to sign in when they arrive and sign out when they leave.** A visitor's pass will be handed out which should be worn at all times. Keep in mind, a photo ID may be required if the school doesn't know you. We want to ensure that all students and staff are safe. Thank you for your cooperation and understanding.



Reporting Absences

Please remember that whenever a student is absent from school, state law and student safety requires a parent contact. A phone call, note, or an email must be received from a parent with a valid excuse in order for the child to be considered excused. For your convenience, school voice mail will allow you to call at any time of the day or night. Also be sure the school office has a current phone number or cell number to contact you.

When reporting student absences to the office, we ask that you please call 477-4721, press "1" at the prompt, and leave the following information:

- Student's Name;
- Student's Teacher;
- Reason for Absence;
- Name of Person Calling.



Tardy Policy

Washington and Wilson Intermediate implemented a procedure to handle students who have chronic tardies. If your child is tardy to school (late without a valid reason), he / she will be charged with an unexcused tardy. Students with multiple unexcused tardies will be reported as truant and may be issued a consequence by the school.

When a child is tardy, they are missing out on valuable teaching time with their classroom teacher. **This is just a reminder that our students begin entering the building at 8:00 a.m. and are expected to be in their classrooms by 8:10 a.m.** Please help your child be on time each morning.



Understanding Excused vs. Unexcused

When a child is late or absent, he or she will be marked as excused or unexcused depending upon the situation. A student will be considered excused if he/she has a valid excuse when returning to school such as: doctors' appointment, personal illness, bereavement, family emergencies, court appearances or a reason accompanied by a parent note (***if approved by the principal.***) A student is considered unexcused for all or any portion of the school day when they are absent from school without a valid reason or cause. Invalid reasons include but are not limited to: oversleeping, missing the bus, being late due to doing homework, taking another child to school, or watching TV. If there are any questions or concerns, please feel free to contact the office.



Parent-Teacher Association (PTA)

The PTA of Washington Intermediate is open to all parents and grandparents of its students. The executive board consists of a president (Val Springborn), vice-president (Gina Booth), secretary (Lisa Poole), and a treasurer (Carrie Nehmelman).

Our PTA supports our school in many ways. They support the school by planning special events for students after school, picture days, spirit sales, special events, fundraisers, staff appreciation week, communication, and registration, etc. Each month the Parent Club holds a meeting in the Learning Center or sponsors an activity for the whole family at Washington Intermediate.



Lunch in the Village Inn

The lunchroom is designed to promote a positive school climate that is beneficial to all. Students have a 45 minute lunch / activity period.

Listed below are the times for each grade level:

- 6th Grade 10:45 – 11:30
- 5th Grade 11:35 – 12:20
- 4th Grade 12:25 – 1:10

Student breakfast prices are \$1.35 and lunch prices are \$2.30 per lunch. Milk will be 50¢. Free or reduced lunches are available upon approval. Forms are available in the school office. Adult lunches will be \$2.25. Students may pay by the day, week or month.

Reminder... No glass bottles may be brought into the lunchroom for safety reasons. Due to our wellness policy, we discourage students from bringing soda for lunch.

A note must be provided for students who will be leaving the school grounds for lunch. Parents are required to check student out at the office.



Activity Period

Each grade will have its' own activity time and students can choose from numerous activities such as: kickball, four square, basketball, jump rope, walking / running club, or other seasonal intramural sports.

We continually focus on safety and the concept of teamwork and insist that all students follow the **R.E.S.P.E.C.T.** guidelines while on the playground. Below are a couple of reminders that will help ensure that everyone enjoys a safe recess.

- **Hands-off Policy** - The use of positive ways to solve differences will be the **only acceptable way** to resolve conflicts with others;
- **Cooperation** is the word to live by on the playground;
- **Follow the Rules** of the organized games that are being offered



PEAK – Extended Day Program

The PEAK program is provided at Washington Intermediate School by the Tazewell County Health Department. In order to provide adequate supervision and food, children must be pre-enrolled in the program. PEAK operates from 6:30 a.m. to 6:00 p.m. For additional information, contact the Tazewell County Health Department at 477-4710 extension 2180.



R.E.S.P.E.C.T.

Washington Intermediate School staff is committed to working together to produce the highest academic and social standards. We use the guidelines of our **RESPECT** code to establish and maintain our school goal of providing a safe and inviting learning environment.

RESPECT means showing regard for the worth of someone or something. It takes three major forms: respect for oneself, respect for other people, and respect for all forms of life and the environment. Please ask your child to review the **RESPECT** code with you and explain how it applies to the classroom, lunchroom, hallways, on the bus, at recess, and other areas of the school.



R.E.S.P.E.C.T.

R

Responsibility – Being accountable for work, actions, and words.

E

Etiquette – Doing the right thing at the right time.

S

Safety – Choosing actions that do not harm self or others.

P

Pride – Feeling good because you know you've done your best.

E

Encouragement – Acknowledging someone positively for their actions.

C

Character – Who you are when no one is watching.

T

Teamwork – Working together for a common goal.

Safety to and from School

Crossing guards play an important role in the safety of our children and have been placed as necessary in school vicinities.

- Children are to cross at the crossing guard areas only;
- Crossing guards will direct children as to when it is safe to cross;
- Parents, be aware and obey directions of the crossing guard as you drop children at and around the school buildings. Be courteous to the crossing guard. Please do not move your vehicle into an intersection until the crossing guard has completely vacated the street, and is safely on the sidewalk;
- **Please do not park or drop off / pick up your child in the bus loading areas located on the 6th Street and Buena Vista sides of the building until after the buses have left;**
- **Please do not park or drop off / pick up your child in the Washington Street parking lot;**
- **REMINDER: Students should not be at school before 7:55 a.m. unless the student is in PEAK, choir, band, going to breakfast or other arrangements have been approved.**

The School Bus and Us

The vast majority of our students ride the bus to and from school. It is a priority to maintain a safe environment on the buses for all students. We have met with all of the bus drivers at the beginning of the school year to discuss the expectations for our students. Each bus has been provided with the **R.E.S.P.E.C.T.** code. The code is posted on buses and all students are expected to abide by the code while on the bus (this includes field trips). In addition, we have discussed the process for withdrawing a student's privilege for riding the bus. It is important that parents work with the school for the best interest and safety of all students.



Riding a Bus is a Privilege

Please take a moment and go over the bus rules with your child. Follow the R.E.S.P.E.C.T. code at all times on the bus and at the bus stop. Students are only permitted to ride their assigned bus, regardless if a parent has written a request/note allowing their child to ride home with a friend.

BUS SAFETY IS EVERY STUDENT'S RESPONSIBILITY:

- I will sit in my assigned seat and sit in the seat properly;
- I will keep my feet out of the aisle;
- I will not distract the bus driver;
- I will listen to and respect my bus driver and monitor;
- I will use an "indoor" voice;
- I will respect my bus seat partner;
- I will use kind words;
- I will not eat food or drinks on the bus;
- I will be a good Washington neighbor at the bus stop.



Riding a Bus is a Privilege

If a problem or concern does occur, appropriate steps will be taken to address the problem. The severity of the consequences will be influenced by the level of unsafe behavior, what previous actions were taken, parental support, and the bus driver's attempt to correct the problem.

Riding a District 108 bus is a privilege and this privilege may be revoked for one or more days depending on the severity and frequency of problems.



Medications

All medication dispensed at school must have a medication permit from the attending physician on file with the school health clerk. **THE OFFICE DOES NOT DISPENSE NON-PRESCRIPTION MEDICATION.** Parents are encouraged to arrange the dispensing of prescriptions during the hours your child is at home.



Homework Requests

Students should be absent for two consecutive days before homework is requested. Please call or send a note to the office requesting homework on the morning of the second day of an absence. Parents may collect assignments in the office between 2:45 p.m. and 3:30 p.m. All collected work is expected to be completed and returned to the classroom teacher for credit.



Academic & Special Awards

Washington School recognizes the academic achievements of our students every trimester. A list of students who achieve academic awards are published in our newsletter at the end of each trimester. In addition, those students who achieve this academic status for their Final Grades are rewarded with a certificate. We also award certificates to students with **Perfect Attendance** for the entire school year. Below is the criteria for both High Honors and Honors:

High Honors – Awarded to students who receive

- All A's (including Music, Art, and P.E.)
- All A's with no more than one B (including Music, Art, and P.E.)

Honors – Awarded to students who receive

- Two or more B's, with no C's or lower (including Music, Art, and P.E.)



B.U.G. (Bring Up Grades)

Pekin's Kiwanis Club brings us this terrific program for our 4th graders. **B.U.G.** provides an incentive to **Bring Up Grades** during the second and third trimester grading periods. **B.U.G.** honors two grading achievements:

- Those students who maintain all grades from the previous trimester and bring up at least one grade or;
- Students who achieve straight A's

The Kiwanis treat our students to a breakfast award ceremony in which they are presented with the special Kiwanis **B.U.G.** certificate. If a student **B.U.G.'s** for a second time during the 3rd trimester, the student will be recognized by the school.

