

# Williamsburg Elementary School

Williamsburg is a PreK-5 elementary school. The following programs are part of the educational package that is provided for your child:

- All day kindergarten
- Title I Reading & Math Programs
- Reading Recovery (reading remediation/tutoring)
- Guided Reading
- Two Computer Labs
- Projectors in classrooms
- Smart Boards
- Intensive Reading and Math Intervention Programs
- Emphasis on Research-Proven Methods/Programs
- Parent and Community Involvement Opportunities

Our goal is to provide a well-rounded education for your child. The staff at WES is dedicated to providing a positive environment to help meet the social and academic needs of your child.

Please contact the school (746-5777) with any questions, comments or suggestions.

Sincerely,

Susan Wildeman  
Principal

## **Williamsburg Elementary and USD 287**

Williamsburg is part of the West Franklin School District. It is one of two K-5 elementary schools in the district. Students living north of Hwy 68 attend Appanoose Elementary and children living south of Highway 68 attend Williamsburg Elementary. Pomona is home to West Franklin Middle School and West Franklin High School.

### **Attendance Policy**

Kansas law requires all children between the ages of seven and 18 to attend school on a regular basis. Five unexcused absences a semester or three unexcused absences in a row will lead to a referral to appropriate authorities.

If a student is absent, a parent should call the school office at 746-5777 by 9:00am on the day of the absence. Unless the school is contacted on the day the student returns to class, the absence will be considered unexcused. If a student is absent, the principal may require a note from the doctor stating the nature of the illness. Students who are absent are required to complete all assignments. Make-up work can be the completion of assignments missed, additional assignments to replace missed classroom experiences, and/or time scheduled with the teacher. If students know in advance they will miss school, arrangements should be made in regards to make-up work before the absence.

Students participating in extra curricular activities are expected to participate in class on the day of scheduled events. Extenuating circumstances may be approved by the principal.

\*In cases of UNEXCUSED absences, the parent may be notified and be offered the opportunity to confer with the principal. Any unexcused absence may also lead to disciplinary consequences including suspension.

### **Bullying Policy**

The USD #287 Board of Education prohibits bullying in any form on school property, in a school vehicle (school bus, school van, other school vehicle and private vehicle used to transport students or staff members to and from school or any school-sponsored activity or event) or at a school-sponsored activity or event.

Bullying is any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent or pervasive that it creates and intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- Or any other form of intimidation or harassment prohibited by any policy of USD #287.

Any individual(s) who have bullied others in violation of this policy may be subject to disciplinary action, up to and including suspension and expulsion. If appropriate, students who violate the bullying prohibition shall be reported to local law enforcement.

A copy of this policy shall be included in the USD #287 District Handbook. Violations of this policy shall be reported by staff, students or parents to building administrators. Bullying data will be collected and reported in the same manner as all other student conduct violations.

## **Bus Discipline Plan**

Bus drivers provide an important service to our students. Their responsibility is monumental. District bus policies require students to follow directions of bus drivers. Students are expected to sit in a seat correctly; speak with quiet voices; display respect for the driver and other students; refrain from eating, drinking or chewing gum and observe all school expectations.

Students are to follow behavior expectations while riding the bus. **Bus transportation is a privilege.** Students failing to comply with these expectations are subject to the following consequences:

- Warning and student conference with driver
- Bus conduct report is written, parents and principal, notified, driver reassigns seat
- Conference with student, parent, driver and principal
- One day suspension from the bus
- Three day suspension from the bus
- Five day suspension from the bus
- Indefinite suspension from the bus

Remember: Policy adopted by the Board of Education gives the building principal the authority to determine the severity of an offense and skip steps within this plan.

## **Busing Schedule**

Pomona Based Students:

7:40: building is unlocked; students to go to WFMS multi-purpose room

7:50: K-5<sup>th</sup> students load buses to go to WES

7:55: Depart WFMS

8:10: Buses arrive at WES—go directly to classrooms or breakfast

3:20: Leave WES

3:35: Arrive at WFMS/WFHS and begin regular route

Williamsburg Based Students:

7:45: Arrive from regular routes; unload bus and eat breakfast or go to supervised area

8:10: Students enter classrooms

3:30: Bus students go to supervised areas

3:45: Buses from WFMS/WFHS arrive

3:50: Begin loading and run regular routes

## **Dress Code**

Williamsburg students are expected to dress in a manner which is conducive to learning. Students are not allowed to wear spaghetti strap tops, halter tops, half shirts or tank tops unless a t-shirt is worn over or under the garment. Shorts that would show undergarments should not be worn. “Sagging” is not allowed as pants must be worn to stay up securely. Students should not wear clothing with inappropriate logos or text. If students are not in compliance with the dress code, they will be asked to change into clothing which is in compliance. If the problem becomes continuous, it will be considered a disciplinary issue.

## **Inclement Weather/Early Release**

When weather or other issues cause the district to call an early dismissal the following procedures will take place:

1. Listen on the radio: KOFO-1220AM, on the TV: KCTV 5, and FOX 4 for dismissal times.
2. According to district policy, someone responsible for students in grades K-3 must be notified. School personnel will follow the directions on the early dismissal form completed at enrollment.

## **Parent Visitations**

Parents are encouraged to take an active role in their child's education. As a courtesy, please call your child's teacher if you plan to visit the classroom. Check with your child's teacher for ideas on how you can play a more active role.

Remember to check in with the office prior to entering the educational areas of the building. Visitors will receive identification to wear in the building that identifies them as a visitor.

## **Personal Items**

Students should not bring toys, electronic devices or other items to school, which would interfere with the learning process. The teacher or principal can confiscate such items. If these items are brought to school and are lost or stolen, the school is not responsible for the personal items.

## **Physical Education**

All students in grades K-5 participate in a physical education program. Students needing to be excused from this class will need verification from a physician. Please send a note to the PE teacher should your child have a temporary health problem which your feel should exempt him/her from class.

## **School Breakfast and Lunch**

Williamsburg Elementary serves two meals each day, breakfast and lunch. Menus are planned and prepared on site with proper nutrition in mind.

Extra milk will be available with meals for an extra charge. Soft drinks will not be allowed in the lunchroom during breakfast or lunch periods.

Williamsburg Elementary participates in a free and reduced meal plan through the federal government. Parents are encouraged to complete an application at the time of enrollment or as employment changes.

Parents are encouraged to purchase meals in advance for their children. Students will be required to call home after they owe more than \$5.00 for meals and will be required to bring a sack lunch from home.

Kindergarten snacks and milk are provided for a yearly fee.

## **School Hours**

7:45 am Regular route students arrive, eat breakfast and go to supervised area (gym or playground)

8:10 am Students admitted into classrooms; shuttle arrives

3:20 pm Shuttle leaves; walkers dismissed

3:50 pm Last bus leaves WES

All students, except those on the shuttle bus, will need to be ready for class by 8:10 am.

There will be no supervision for students arriving before 7:45am or after 3:40 pm. (In respect to your child's safety the doors will be locked until that time before 7:45am and after 3:40pm.)

## **School Mascot**

The official mascot for Williamsburg Elementary School is the "Panther". School colors are purple and white.

## **School Parties**

Individual birthday parties are at the discretion of the classroom teacher. Please notify the teacher in advance and limit the party to the last 20 minutes of the school day.

Invitations to any type of party or social event may not be distributed at school unless the entire class is to receive an invitation.

## **School Safety**

- All visitors/parents must report, sign in, and receive a visitors badge at the office when entering the school.
- All doors, except the main door (on North Louisa) will be kept locked. Individuals with special physical needs may utilize the automatic door on the west side of the building. Push the doorbell to alert the office for admittance.
- The student discipline policy and bus conduct rules will be enforced.
- Bus drivers will attempt to make visual contact with parents. Parents should be at home when a child is dropped off.
- Students will ride their assigned bus unless parents make other arrangements with the school office in advance.
- Medication must be delivered immediately to the school office with directions from a parent and physician as to distribution.

## **Special Services**

Williamsburg Elementary School is a member of the Three Lakes Educational Cooperative. The following services/specialists are provided: interrelated teachers, paraprofessionals, school psychologist, speech clinician, occupational therapist, early childhood educators, and a gifted consultant.

West Franklin School District provides the following special services: part-time school nurse, Title I reading and math specialist, and a school social worker.

## **Student Check In/Check Out**

If a student arrives at school after class begins, he/she must check-in at the office. Parents needing to check students out prior to school dismissal should report to the office. Your child's education is a priority at Williamsburg Elementary and we ask that you schedule appointments after school when possible. (If appointments must be scheduled in the school day, please refer to your child's schedule. If possible avoid your child's reading time.) Please do not request your child's early dismissal as a matter of convenience.

## **Student Expectations and Discipline**

(See complete plan in the Appendix)

We believe all students can learn to behave appropriately at school and in the classroom. Each teacher will establish and maintain a positive environment with in their classroom. In addition, teachers will be teaching positive and productive behavior skills. Please contact your child's teacher regarding specific classroom procedures.

Students are expected to:

- Be prompt and prepared
- Respect authority
- Display a concern regarding learning
- Display appropriate social skills
- Display appropriate attitudes
- Follow the directions of staff members

Consequences:

- Warning with interaction
- Time within classroom or personal interaction
- Behavior improvement plan by student
- Behavior improvement plan signed by parent
- Extra periods after school
- Detentions
- Meeting with the principal
- Meeting with parents
- Suspension/expulsion
- Alternative education setting
- Other consequences determined by principal

Remember: Policy adopted by the Board of Education gives the building principal the authority to determine the severity of an offense and skip steps within this plan.

**Telephone Usage**

Students are permitted to use the telephone on an emergency basis. Arrangements for after school activities should be made prior to the school day. Parents needing to leave messages for their children should call the school office before 3:00pm. **Due to the dismissal schedule, if you need a message delivered to your child, you must call it in before 3:00 pm. After that time students and staff will be in the process of loading buses.**

**District Policy**

Please refer to the USD 287 District Handbook for other policies followed at Williamsburg Elementary School. A condensed version is provided in calendar form at enrollment. A complete copy of the policy manual is available in the school office.