

Williamsburg Elementary School

Williamsburg is a PK-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
- Words Their Way (a differentiated spelling curriculum)
- Individual & Class Counseling
- Two Computer Labs
- Projectors in every room
- Smart Boards
- Intensive Reading and Math Intervention Programs
- Emphasis on Research-Proven Methods/Programs
- Parent and Community Involvement Opportunities
- Online Communication

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 Hwy 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 to report the absence. Unless the school is contacted on the day of the absence, it will be considered unexcused. If a student is absent due to a medical condition, the nature of the illness. Students who are absent due to a medical condition can be the completion of assignments missed during the absence, missed experiences, and/or time scheduled with the school. Arrangements should be made in regards to extra curricular activities. Students participating in extra curricular activities should be notified of any scheduled events. Extenuating circumstances may be considered.

*In cases of UNEXCUSED absences, the parent must contact the principal with the principal. Any unexcused absence exceeding five days will result in suspension.

Bullying Policy

The USD #287 Board of Education prohibits bullying on school property (school bus, school van, other school vehicle) and on school-organized events, activities, or trips.

Bullying is any intentional gesture or any other verbal or physical act that is sufficiently severe, persistent or pervasive that it creates a hostile educational environment for a student or staff member, or that a student or staff member knows or should know will have the effect of intimidating, harassing, humiliating, or humiliating, or otherwise interfering with the student's or staff member's educational experience.

- Harming a student or staff member's physical or emotional health;
- Damaging a student's or staff member's property;
- Placing a student or staff member in fear of physical or emotional harm;
- Placing a student or staff member in fear of damage to their property;
- Or any other form of intimidation or harassment.

Any individual(s) who have bullied others in violation of this policy shall be reported to local law enforcement. Penalties may include suspension and expulsion.

A copy of this policy shall be included in the student handbook. It shall be reported by staff, students or parents to the principal. It shall be reported in the same manner as all other student discipline reports.

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-5th 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 a badge to wear in the building.

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.

Physical Education

All students in grades K-5 participate in a physical education program. A separate pair of shoes is needed for PE and should be kept in the student's locker the entire school year. 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 you 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

7:50 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 7:50am or after 3:40 pm. (In respect to your child's safety the doors will be locked until that time before 7:50am 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 within 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.