

To: School Board Members

From: Cheri Wysong

Re: Summer Activities at Washington School

1. Schedules and class lists for the 2017-2018 school year have been completed
2. Registration will be at the High School on Thursday, August 3, Registration times are 8:00 a.m. -8:00 p.m.
3. Custodians are in the process of cleaning classrooms: emptying the rooms, cleaning lights, woodwork, walls, windows, furniture, scrubbing and waxing floors, touching up paint, and setting the rooms back up for next school year.
4. Jackie is busy finishing up year end activities, cleaning out files, shredding, sorting and preparing for her upcoming retirement. We will miss her dearly but wish her the very best as she begins this new adventure.
5. Handbooks were reviewed by committees which included teachers and parents in addition to administration. I need approval for the Washington School Handbook for the 2017 - 2018 school year. Suggestions were made and are detailed below.

Washington School Handbook (updates)

1. Cover revised to reflect new Administrative Assistant
2. P. 2-3 – (revised) Calendar of Events for 2017 – 2018
3. P. 14 Attendance Policy: language revised to create better uniformity district wide (as suggested by truancy)
 5. While we understand that exceptions to the rules exist, children cannot learn if they are not in attendance. With this in mind, if a parent or guardian knows in advance that a student will be absent from school for a part of the day or one or more days, the parent or guardian is encouraged to inform the classroom teacher and building principal of such absence in advance of the day or days of absence. All absences are NOT AUTOMATICALLY EXCUSED, conversation with the principal will help determine the status of the absence.
 8. ANY subsequent tardies or future failures to have the child in attendance for a full day during that nine (9) week period will result in a referral to the truancy program and may require a Dr.'s note. If a child's attendance does not immediately improve, recent state law authorizes us to refer your family to a social service agency. This could lead to having your AFDS Aide Check sent to a protective payee, and may also result in the child/parent being referred to Truancy Court. ALL conversations concerning truancy and

attendance issues are to be addressed with the principal. This includes pre-arranged absences.

9. Missing the bus is not an excused absence. Please make arrangements for transportation in advance to avoid this situation

4. P. 15- Chaperones: change in language to include notification of the confidentiality agreement for field trips.

Any parent going as a chaperone on a field trip **should not** be using cell phones (calling or texting), tobacco, or alcohol products during the field trip. For the safety and confidentiality of our students, no pictures and/or information may be posted on any social media site. All chaperones will be required to sign a confidentiality agreement stating their understanding of the policy. Student safety and privacy is a major concern at Washington School.

5. P. 16 Toys: language changed to include guidelines for fidget toys.

No toys should be brought to school unless specified by the classroom teacher. Fidget objects can create a substantial disruption to the educational process of the school. They are only allowed if specified by IEP or Dr. order. Usage guidelines must be provided with the order, and all documents filed with the principal.

Have a Great Summer!!