

Wanamaker Elementary

Policies and Procedures



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Principal

*A supplement to the
Auburn-Washburn Elementary Handbook*

2009-2010

Wanamaker Elementary Policies and Procedures

Welcome to the 2009-2010 school year at Wanamaker Elementary School! We are looking forward to an exciting year, full of growth for our students, community and staff. Please note the following building procedures. These policies supplement the *Elementary Handbook* that you received from the district office and are put into place here at Wanamaker to assure your student's safety. We look forward to working with you and welcome you through our doors if questions or concerns arise.

School Hours: School begins at 8:45 AM and concludes at 3:45 PM. Students should not arrive prior to 8:40 AM. In an emergency, if your child arrives early, he or she will be directed to sit on the benches by the gymnasium. In the afternoon, if students are not picked up by 3:55 PM, they will go to the office and wait for you there.

Breakfast Program: We are thrilled to offer a breakfast program at Wanamaker Elementary School. Breakfast is served from 8:15 AM to 8:40 AM. Please have your child here no later than 8:30 AM to eat breakfast so that he or she can get to class in a timely manner.

Prime Time: If extended day care is needed, please contact the YMCA concerning their "Prime Time" program. Their doors open at 7:00 AM and close at 6:00 PM. There is a fee for this service, but it is a wonderful convenience for our parents.

Dropping Off Students: In the morning, feel free to drop off your students at the semi-circle drive directly in front of the building. Students will then proceed to the front doors, enter and make their way to their classrooms. To turn into the circle drive, you must arrive from the east. It is illegal to turn left into the circle drive. Also, it is illegal to turn left to go east from the circle drive. You must exit and continue west.

Picking Up Students: Students that are picked up via an automobile will be escorted to the west overhang by the fourth grade classrooms. Adult supervision will be provided. Parents need to park in the west parking lot and walk to the west overhang to retrieve their students.

Change in Afternoon Pick-Up Routine: If you wish for your student to have an alternative mode of transportation home than what he or she normally does, please have a handwritten note, e-mail or phone call to the office prior to **3:00 PM** that day. This allows the office staff adequate time to notify your student's teacher.

Checking Out Students: All students leaving the building during regular school hours must check out via the office. Students are not to leave the building from their classrooms. All parents/guardians need to check their children out of school in the office. This is a matter of safety for your children.

Visitors/Hallways: It is imperative that we know who is in our building at all times. All visitors must sign in at the office. If you are arriving to pick up your child for the day or

for an appointment, we ask that you report to the office rather than going directly to your child's classroom. Your student will be called from his or her classroom to meet you in the office. If our hallways are crowded with people, we might not recognize an uninvited individual, which is a tremendous risk.

Volunteers: We welcome volunteers with open arms! Please allow me to thank you in advance for your service. Also, if you are a retired teacher, or know someone who is, we are looking for you to volunteer in our school! Please contact the office if this opportunity intrigues you.

Observations: Feel free to observe in your child's classroom, but please schedule your visit in advance with your child's classroom teacher and keep the observation to thirty minutes. Due to confidentiality for all of our other students, we cannot allow longer observations.

Absences: If your child is ill or is going to miss school, please call and let the office know by 9:30 AM so that he or she can be excused. Each and every day of the school year is important, and now is the time to develop good attendance habits.

Make-Up Work: If your child is absent and you would like to pick up his or her make-up work, please notify the office by 8:45 AM the day of the absence. This gives the teacher ample time to get the work together.

Lunch Visitors: We welcome you to join your child for lunch at Wanamaker! Please let the office know by 9:30 AM if you wish to order a school lunch. We also have set aside a special table for parents to dine with their children so that you can visit more comfortably. We ask that students not invite friends to join you at this table due to space and feelings being hurt. Please remain abreast of your student's lunch account balance. Letters will be sent home with students who have negative balances twice a week until paid. All of our food is prepared here at Wanamaker and is quite tasty. I highly recommend dining at Wanamaker!

Classroom Parties: We will have several room parties throughout the school year. We will have a Halloween Party, a Winter Holiday Party, and a Valentine's Day Party. Birthdays can be celebrated as well. Due to spills on the carpet, we are asking that patrons refrain from bringing any red colored beverages. Thanks in advance for your assistance in this matter.

Bus Policies: For the safety of our children, we have high expectations concerning bus behavior. If a student has discipline difficulties on the bus, he or she will need to visit with the principal and if necessary, be suspended from riding the bus. It is a privilege to ride the bus, and if the behavior of a student becomes progressively poor, he or she may be permanently suspended from riding the bus. The transportation department will notify the parents of a student who receives a referral for poor behavior. It then is the principal's responsibility to determine the consequence. Please encourage your bus rider to maintain appropriate behavior on the bus!

Teacher Requests: A child's teacher is one of the most important aspects of a child's success in school. While all teachers at Wanamaker Elementary are highly qualified, we understand that certain teaching styles work better for certain students. If your student learns best through a particular teaching style or personality, let the principal know in writing. We will try to match student and teacher styles when creating classes.

Roller Skate Shoes: Shoes with wheels have become increasingly popular over the past couple of years. We ask that students refrain from wearing such shoes to school in order to avoid potential accidents.

Health Room: At Wanamaker, there is a nurse on staff every day from 8:30 AM to 3:45 PM. Please don't send students to school if they are ill (vomiting, diarrhea, fever, etc.). Students must be fever free for twenty-four hours without the use of medication. A doctor's note is required if students cannot participate in school activities such as gym or recess. All medications, including prescriptions, over-the-counter medications and cough drops, must be accompanied with written permission from the doctor and the parent. Medications must be in original containers and brought directly to the health room. If you have any questions or need clarification, please contact the health room at 339-4808 or refer to the district handbook.

Behavior Management Plan at Wanamaker:

Tier One

To begin with, as an administrator, I have my own personal philosophy of working with children. My philosophy is closely aligned to the principles of *Love and Logic* developed by Jim Fay. As I work with your children,

- Every attempt will be made to maintain the dignity and self-respect of both the student and the teacher.
- Students will be guided and expected to solve their own problems, or the ones they create without creating a problem for anyone else.
- Students will be given opportunities to make decisions and live with the consequences, be they good or bad.
- Misbehavior will be handled with natural or logical consequences instead of punishment, whenever possible.
- Misbehavior will be viewed as an opportunity for individual problem solving and preparation for the real world.
- If a student's behavior causes a safety or security concern, such as fighting, an out of school suspension will be issued.

Jim Fay

The Love and Logic Institute

Tier Two

It is my belief that each classroom teacher must design his or her own management system. Mandating a school-wide philosophy is a recipe for disaster. The teachers at Wanamaker utilize a variety of techniques, but the bottom line remains the same: We all respect the integrity and well-being of our students.

Communication is a vital piece of the behavior puzzle, and I encourage you to establish this routine early with your child's teacher. If ever there is a concern, make sure to contact the classroom teacher. If the problem cannot be resolved at that level, I will be happy to assist.

It is our goal here at Wanamaker to make our building resemble society. We hope to teach our children how to effectively manage themselves in the real world. The elementary school setting is the training ground for this goal. We expect problems to occur, but look at them as opportunities to teach and make growth socially, emotionally and academically.

As a team, we look forward to working with you and your child/children this upcoming year. Our doors are always open, and you are encouraged to communicate with us regularly. There is no doubt in my mind that the 2009-2010 school year is going to be productive and rewarding for all!