

Kapowsin Elementary  
Home of the Cougars  
2019-20  
Student Handbook



## Staff and Contact Information

### Important Phone Numbers

Office: 253-683-8600 Health/Attendance: 253-683-8692
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### Office Staff

<i>Principal</i>	David Cordell
<i>Associate Administrator</i>	Dan Herforth
<i>Secretary</i>	Terry LeRud
<i>Registrar</i>	Elaine Treber
<i>Health/Attendance Clerk</i>	Dee Hodge

### Classrooms

<i>Early Primary</i>	Alisha Tucker, <i>teacher</i> Maria Litz, para Wendy Parvi, para
<i>Kindergarten</i>	Linda LaVergne Jennifer Christian Sarah Vallejos
<i>First Grade</i>	Kailey Anglemyer Shelby Stubbs Sarah Roggow
<i>Second Grade</i>	Martha Leslie Tiffany Hernandez Christine Brennan
<i>Third Grade</i>	Shyanne Mayberry Doris Wright Cassie Turner Jon Moore
<i>Fourth Grade</i>	Doug Barnes Leanna Miller Anna Shown
<i>Fifth Grade</i>	Mary Kay Hayes Don Hodges

### Specialists & Support

<i>Art</i>	Tari Whitemarsh
<i>Band</i>	Matt Armstrong
<i>Custodians</i>	Mark Kuhlmann (lead) Steve Peterson (evening)
<i>Food Service</i>	Pamela Christman, Head Cook XXXXXXX, POS
<i>LAP</i>	Darlene Stonecypher, <i>teacher</i> Michele Edminster, para Debbie Metcalf, para Kim Baker, para XXXXXX, Para
<i>K - 3 Support Specialist</i>	Lisa Morrison
<i>Library/Media</i>	Jerilyn Gerhardstein, <i>teacher</i> Debbie Bernstein, para
<i>Music</i>	Kristine Harson
<i>Nurse</i>	Pam Thornton-Fulgham
<i>Orchestra</i>	Amanda Smith
<i>OT</i>	Leah Storch Erik Hammill
<i>PE</i>	Elena Abbott
<i>Playground/ Cafeteria</i>	Linda Hill Jamie Martin Dawn Skolrud
<i>Psychologist</i>	Glynis Lashley
<i>PT</i>	Lacontra Cash Mark Pellerin
<i>Resource Room</i>	Ann Kraemer-Kirkegaard, <i>teacher</i> Chitra Barker, para Lydia Reaves, para
<i>Speech</i>	Annette Shiley
<i>Social Worker</i>	Stephanie Butow

## Attendance Policies and Procedures

### Absences and Tardies

Washington State Law, RCW28A.225.010, specifies that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. Washington State Law also states that students shall be **regular and punctual in attendance**. If your student receives 3 unexcused absences in a month, 5 excused absences in a month, or 10 excused absences in a school year, a conference with the school is required to review your child's attendance and make a plan for future success. Being tardy and/or missing school negatively influences learning, achievement, and future school success.

At Kapowsin all students are expected to attend class every day, arrive to school on time, and remain in school until dismissal time. Students may enter the building at 8:45 am and should be in their classroom ready to learn before the 9:00 am tardy bell rings. All students need a late pass from the office if arriving after 9:00 am. A parent/guardian must call the attendance office at 253-683-8692 or report the absence on Family Access **before 9:30 am** any day his/her student is absent from school without pre-arrangement. A note stating dates missed and reason for absences must be received on the day he/she returns to school. A list of excused absence reasons are listed in board policy 3122. The following are some of the most frequent reasons. These are excused if procedure is followed:

- *Illness* – parent/guardian must phone in by 9:30 am. **A physician's note is required if a student is ill/absent for more than two days.**
- *Doctor/Dentist appointments (for STUDENT only)*: Parent/guardian must phone in by 9:30 am. **A healthcare provider note is required when a student returns to school for time missed due to health-related appointments.**
- *Death in the family*: Parent/guardian must phone in by 9:30 am each day. Three days are allowed for bereavement. A note is required when the student returns to school.
- *Family Emergency*: Parent/guardian must phone in by 9:30 am each day. Family emergencies are considered "excused" if approved by the school principal. A note is required when the student returns to school.

***\*Family vacations are not considered excused absences even if prearranged. Prearrangement should be done to avoid phone calls, an in-person conference at the school, and to communicate with the teacher so that the student has an opportunity to keep up with important topics that will ensure academic success when returning.***

***Lice Issues***: Three excused absence days are allowed for head lice treatment. Any additional days will be marked unexcused.

### Checking Your Student Out Early

Any student leaving school before the 3:30 dismissal time will reflect a tardy on their permanent attendance record.

Parents/Guardians requesting to pick up their child prior to the end of the day will be required to sign their child out from the office and present picture ID. The child will be called from his/her classroom to meet the parent/guardian in the office area only. If someone other than a parent/guardian is sent to pick up a child, be sure you have notified the office staff by phone call or note. In addition, they must show picture ID.

**Students will not be released to anyone other than the parent/guardian unless the parent/guardian has contacted the school office.**

## **Emergency Release Procedures**

In order to ensure the safest possible learning environment, we have procedures in place in case an emergency such as a strong earthquake or severe storm occurs while your child is at school. Please read and follow the guidelines for emergency pick-up of your child.

1. Go immediately to the office or other designated pick-up spot, NOT your child's classroom. You will need to show I.D. and a runner will bring your child to you.
2. If you cannot come for your child, please list people to whom your child may be released.
3. If you send someone who is not on our list, please send a signed note allowing us to release your child to this person.

## **Breakfast and Lunch**

### **Breakfast and Lunch Services**

Regular Breakfast	\$1.75
Regular Lunch	\$2.75
Adult Breakfast	\$2.75
Adult Lunch	\$4.00
Milk	\$.60
Small Juice	\$.60

Breakfast and lunch accounts may be purchased through the Child Nutrition Office, or on-line at the district website <http://www.bethelsd.org/Domain/336>. Students use their student district identification number on the kitchen keypad to access their account. It is important for students to practice their number and keep it confidential. Adults wishing to purchase a lunch need to contact the lunchroom or Ms. Hodge the day before to reserve a lunch for a particular day.

### **Free or reduced priced lunches**

Parents are encouraged to fill out the online application or at the child nutrition office. Our school receives additional money for academic support based on the number of students qualifying for free or reduced-priced lunches.

Reduced Price Breakfast	Free
Reduced Price Lunch (K-3)	Free
Reduced Price Lunch (4-12)	\$.40

To apply for free or reduced meals go to: <https://www.emecalapps.bethelsd.org>

### **Energy Drinks and Candy**

Energy drinks which contain large doses of caffeine and other legal stimulants like ephedrine, guarana, and ginseng are not allowed at school. Parents will be called to pick up any energy drink brought to school. It is best to keep high amounts of sugar out of your student's lunch. Candy is a small treat and should not be brought to school in large amounts for lunch. At the school's discretion, we will hold candy and return it to the student at a later time.

## How to Purchase Lunch

There are two ways a student may purchase lunch.

1. Go online and use Pay-Pams to add money to your child's account. It is easier and safer than sending money to school.
2. Add money to your child's account by turning money into their teacher at the start of the day. The money needs to be in either a baggie with the child's name on it, or in an envelope with the name. If more than one child is to split the money, we need all names on the envelope/baggie.

If you have any questions regarding the purchase of lunch please call the Kapowsin office at 253-683-8600.

## Character, Code of Conduct and Expectations

A person of character . . .

Is someone to look up to and admire, knows the difference between right and wrong, and always tries to do what is right. They set a good example for everyone and makes the world a better place.

At Kapowsin, we will follow the three R's. We are:

### RESPECTFUL RESPONSIBLE RELATIONAL

#### RESPECT

- Have the courage to do what is right and to try new things. Keep trying.
- Tell the truth
- Keep your promises.
- Be tolerant, respectful and accepting of those who are different from you.
- Resolve disagreements, and deal with anger peacefully and without violence.

#### RESPONSIBILITY

- Do what you can do to make things better. Set a good example.
- Do your best. Don't quit. Be proud of what you do.
- Take charge of your own life. Set realistic goals. Keep a positive outlook.
- Assume responsibility for your own behavior. (Own it)
- Make a difference by helping others.
- Do what you are supposed to do.

#### RELATIONAL

- Be a good friend.
- Be fair and just. Treat people equally.
- Use good manners. Be courteous, polite and kind to everyone.
- Use kind, supportive and encouraging words
- Be open-minded and treat others equally. Imagine yourself in their situation.
- Be compassionate, kind, loving, and considerate.
- Forgive others.
- Be thankful and express gratitude for what people do for you.
- Make someone else's life better. Help people in need.

- Be a good citizen and a good neighbor. Care about and pursue the common good. Participate in making things better.
- Play by the rules.

## **Student Recognition:**

### 1. Cougars with Character in Action Awards (CIA):

Any staff member can award a student with a CIA award. Students are recognized for being RESPECTFUL, RESPONSIBLE, and RELATIONAL. When a student receives a CIA award, they will deposit it into a container in the classroom. On Friday, teachers will draw the winning students for a dip in a treasure box. Two students per class are chosen each week. Students can pick out their prize in the morning right after announcements.

### 2. Kapowsin Classroom Behavior Awards (KCBAs):

Each staff member will have the opportunity to award other classes with a whole-class award called the “Kapowsin Classroom Behavior Award” (KCBA). Entire classrooms will earn a KCBA for:

- Outstanding Hallway Behavior
- Exceptional Classroom Behavior
- Tremendous Lunchroom Behavior
- Other

The category called “other” is also offered in the event of a special circumstance. Specialists may choose to use these awards to recognize classrooms with exceptional behavior; however, any staff member can award any class with a KCBA at any time. Classrooms with 15 awards will get to display a “Principal Pride” trophy and earn an extra recess.

### 3. Birthday Recognition:

Each day, students with birthdays will have their name announced and will be sent to the office to receive a special birthday pencil by the principal.

## **Discipline**

All staff contribute to Kapowsin Elementary School’s friendly, inviting environment. We set the tone through our actions and attitudes. Our support and encouragement will be demonstrated through four important procedures:

1. We will teach student expectations for responsible behavior in every school environment by relating student actions to our mission and to the importance of being responsible, trying one’s best, cooperating, and treating everyone with respect.
2. We will provide positive feedback to students when they are meeting expectations and following the Code of Conduct.
3. When minor misbehaviors do occur, staff will view the misbehaviour as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. We will work collaboratively with families to solve problems that are chronic or severe in nature.

## **Character Violations and Office Referrals**

Students will receive multiple chances to correct their behavior using the progressive discipline plan.

1. Verbal redirection for Level 1 behaviours (see behaviour levels on pages 12-14)
2. Time out in the classroom for repeated Level 1 behaviors or Level 2 behaviours
3. Buddy room for repeated Level 1 and 2 behaviours
4. Recess Reflection for students who have already gotten repeated warnings and visited a buddy room for the same Level 1 and 2 behaviors. Parents will be notified if Recess Reflection is assigned.
5. After school detention will be assigned for those who Recess Reflection is not changing behaviors or for level 3 behaviors. This will be assigned by an administrator and coordinated with parents.

6. Office referral for repeated Level 1 and 2 behaviors or Level 3 (Level 3 behaviors are an automatic office referral)
  - a. For non-threatening behaviors that do not disturb other's learning, an office referral will be sent to the office and an administrator or designee will come and get the student when they are available.
  - b. For behaviors that disrupt the learning or cause harm to other students, the student will go immediately to the office with a referral to follow.

After a student has received the progressive interventions outlined for any violation of the Code of Conduct, a teacher or staff member may refer the student to the office. An administrator or designee will determine the progressive consequences that will be issued to the student and contact the parents to notify them of the referral and office consequences.

## **Buddy Room**

Teachers will set up a "Time Out/Buddy Room" to provide a place where a student may be sent to cool off, complete a rethinking or processing sheet and get back in control. Students may return before completing the sheet at the discretion of the teacher. The Time Out/Buddy Room concept is designed to help a student make responsible choices to get back to learning in his/her own room. Students will be referred to the buddy room after in-class interventions/redirections are given.

## **Recess Reflection**

As a consequence of violating the Code of Conduct and earning an office referral, students can be referred for Recess Reflection during their recess time. Students are referred for Recess Reflection as part of the progressive discipline plan. This is a second step before Character Training. Parents will be notified when recess reflection has been assigned.

Students are referred to Recess Reflection for level 2 behaviours by an administrator. Level two behaviors include, but are not limited to, insubordination (disobedient/defiant), bullying, harassment, and intimidation behaviors, inappropriate physical contact, inappropriate language/verbal aggression, and minor stealing/dishonest behaviour.

## **After School Detention**

If Recess Reflection is not changing behavior then after school detention will be used. An administrator will assign the detention and work out with a parent for the students to be picked up at 5:00pm after school.

Detention sessions are **not be used for study hall purposes.** Detention sessions are designed to serve as uncomfortable and inconvenient consequences for students who routinely violate Kapowsin's Expected Behavior Guidelines. It's important to note that detention systems are purely designed to produce an uncomfortable experience to change behavior.

## **Character Training**

Students can be referred for Character Training with our Social Worker if their behavior warrants social skills intervention or peer mediation. Students who repeatedly tease, name call, harass, intimidate or bully other students may be referred. Students should bring home a Character Training notice when Character Training has been assigned. Parents are required to sign the referral and return a copy to the school.

## **Suspensions**

Students can be suspended for fighting, bringing weapons to school, drugs, or other behaviors outlined in school board procedure 3241.2.

## Responsibility in Common Areas

Common school areas include such places as the playground, halls, restrooms, and lunchroom. With different staff members supervising these areas, it is important to share consistent expectations for responsible behavior. With clarification of expectations, the staff at Kapowsin can focus on encouraging student responsibility, and reduce the need to correct misbehavior. All staff will use the information on the following pages to teach students what constitutes responsible behavior on the playground, in the halls, restrooms, and cafeteria. Expectations will be taught and re-taught. The younger the students, the more time teachers will spend discussing, modeling, practicing and role-playing. If problems occur in any area, staff will resume lessons on responsible behavior in that setting. All students will receive the positive instruction and information on how to behave responsibly in different settings. A copy of the rules and expectations for common areas will also be placed in an information folder for substitute teachers.

## Dress and Appearance

Dress and appearance are the shared responsibility of parents and students. Students should take pride in their appearance and not let their appearance distract from the learning environment. Dress and appearance that causes substantial disruption or material interference with school activities or invades the rights of others will not be permitted.

Appropriate clothing is considered:

- Pants that fit appropriately (no sagging or baggy pants).
- Shirts that come below the waistline (no exposed midriffs).
- Shirts with straps with at least a minimum width of two adult fingers (no spaghetti straps).
- Shorts, skirts or dresses should be no shorter than fingertips when standing straight and allowing arms to hang freely toward the floor.
- Shoes which keep feet safe in all parts of the building and playground (slippers, flip flops and high heels are discouraged).
- Hats may be worn outside. On designated "special hat" days, students may wear them in the building.
- Fridays are spirit days. Participate and show your spirit. (school wear and colors, Seahawks)

### Students are not allowed to wear:

- Jewelry, pins, clothing or pictures displaying disrespectful, illegal, immoral, lewd, profane, or drug/alcohol/tobacco-related symbols or messages. Clothing that is gang-related is prohibited.

Depending on the severity of the above violation, students will be given a warning or may be asked to call home for a change of clothes. (This list above is not considered exhaustive.)

## Personal Toys or Equipment

Due to the number of conflicts they create, students are not permitted to bring personal toys, trading cards, electronic games and equipment, cell phones, cameras, and shoes with wheels to school. If your child is seen with personal toys or equipment they will be asked to leave it in the office until the end of the day. If it happens a second time they will be asked to leave it in the office until a parent can come and retrieve it. Personal items presenting a danger to others will be turned over to the proper authorities. Thank you for your understanding and cooperation in this matter. (Personal sports equipment, like gloves or balls, may be brought to school to be used at the appropriate time. The school does not take responsibility for these items and has the right to ask that they be put away or not brought back to school if they cause any issues.)

## Hallways

Goal: The hallways will be a safe and quiet environment, with courtesy and respect shown.

Rules for Responsible Hall Behavior

- Students will move safely and silently through the hallways.



- During class time, students must have a pass to be in the halls.
- If a staff member asks to speak with you, stop and talk with that person.
- No student should be in the halls prior to 8:45am.
- Students should go directly to the bus, parent pick up line or after-school activity after dismissal from class.
- Students should keep their hands to themselves while walking in a straight line.

## **Restrooms**

Goal: The restrooms will be clean and safe.

Rules for Responsible Restroom Behavior

- Students must have a hall pass unless being monitored by a teacher.
- Use restrooms appropriately, quietly and leave them clean.
- Flush the toilet.
- Wash your hands.
- Leave the restroom as soon as you finish.
- Report all problems to your teacher.

## **Cafeteria and Breakfast**

Goal: The line and cafeteria area will be a safe and clean environment where people interact with courtesy and respect.

Rules for Responsible Cafeteria Behavior

- At breakfast, students will get into the food line as soon as they place their backpacks as directed.
- Students will use quiet (level 2) voices when talking.
- Follow adult directions
- Quiet down when adults give the clapping signal
- Students will keep hands, feet and objects to themselves.
- Students will stay in their seats and raise their hands to get help.
- Students will eat quietly and use good manners.
- Students will walk in the cafeteria area.
- Everyone will treat others with respect.
- Students will raise their hands to get permission from a teacher to deposit their trash, dump their lunch tray, and wipe down their area.
- Students must obtain a hall pass from a lunchroom supervisor to use the restroom.

## **Assemblies**

Goals: students will demonstrate respectful behaviour during assemblies by listening, participating and following directions.

Rules for Responsible Assembly Behavior:

- When the leader goes to the microphone and raises their hand - stop talking and look at the person at the microphone.
- Students will follow their teacher's directions regarding where to sit according to the Assembly Seating Chart.
- Please keep your hands and feet to yourself while seated.
- All students will sit on their pockets (criss-cross applesauce) so all may see.
- Respect the performers by having your eyes on them and be an active listener.
- Treat everyone with respect. Never boo or put someone down.
- Applaud at the end of the performance. No screaming/yelling.
- Students will remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area.

## **Responsibility and Discipline: An Ongoing Process**

Establishing a sense of responsibility and discipline is an ongoing process, not a one-time product. The policies stated in this document will not ensure school discipline or individual responsibility. It will, however, facilitate the process. Staff must work continuously to achieve as much consistency as possible and be prepared to revise and adapt procedures as needed. Any Kapowsin staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. If parents or guardians have any questions, they may contact the office.

## **Fighting/Physical Contact**

Physical altercations at school are not allowed. Students can be suspended for fighting or biting. Students should keep their hands to themselves. Inappropriate displays of affection are not allowed. Each incident will be investigated on an individual basis to determine the cause and action required.

## **Language at school**

Profanity or vulgarity on school grounds is prohibited. Verbal abuse will not be tolerated.

## **Harassment, Bullying, Or Sexual Harassment (Policy 3206 and 3207)**

The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written message or image – including those that are electronically transmitted – verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

**Sexual Harassment**—Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus, such as at school-sponsored field trips. Sexual harassment is unwelcome behaviour or communication that is sexual in nature when:

- a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- the conduct substantially interferes with a student's educational performance or creates an intimidating or hostile educational or employment environment.

Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

**Student to Staff Sexual Harassment**—Sexually harassing behaviours may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

**Student to Student Sexual Harassment**—Student to student sexual harassment is defined as any **unwanted** sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution. Violations will be subject to discipline. (Policy 3206)

**Racial Harassment**—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviours. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

**How do I report harassment or sexual harassment?** You can report harassment or sexual harassment to any school staff member or to the district Title IX Compliance Officer- Bryan Streleski, Director of Athletics & Security at [253-683-6056](tel:253-683-6056) or [bstreleski@bethelsd.org](mailto:bstreleski@bethelsd.org)

## **School Property**

Students are prohibited from climbing on fences, building roofs, bus safety rails, or standing on benches. If a recess ball should go on the roof or over the fence students should contact an adult.

Gum should not be brought to school or on the bus. Unsanitary disposal habits as well as removal of gum from carpets etc. are the school's concern.

The school furnishes textbooks and materials for each subject area. Students are encouraged to preserve books, supplies, and instructional materials from unnecessary damage or loss. Unreasonable damage or loss of texts will result in a fine. Report cards may be withheld until fines/fees are paid.

## **Telephone Use**

Cell phones and student cell phone use is not allowed in school. Telephone use by students is reserved for emergency purposes only. Be sure your child knows what he/she is to do and where to go at the end of every school day.

Students may make phone calls from the classroom telephone **with teacher permission**.

## **Weapons at school**

Weapons or anything that may be constructed as a weapon are not allowed at school. Toy guns, knives, and other toy weapons are included. Laser pointers are not allowed on school grounds. Weapons at school will be a reason for suspension.

It is unlawful for students to carry onto any school premises, school-provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon.

Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their

right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy.  
(Policy 3249)

## Behavior Levels

**Level 1 Behavior** is considered MILD and will be handled by the staff person witnessing the student's misbehaviour.

Examples of mild behavior:

Disruption, not completing assignments, teasing, minor disrespect, running in the hall, breaking a common area expectation, talking out, falling out of chair multiple times, wearing a hat, cutting in line, shooting paper baskets, chewing gum, generally annoying habit - not stopping when requested, tapping pencil after asked not to, etc.

Student behavior should be addressed and retaught:

- Immediately
- in the setting in which the misbehaviour occurred
- By the observing adult

Possible corrections for level 1 behaviors

- A gentle verbal reprimand - as private as possible (yelling at students is inappropriate)
- Proximity (come close to the student as a reminder you are present)
- Provide positive practice (Go back and show me how you can walk in the hallway please)

Possible corrections for repeated level 1 behaviours

- Time out (in classroom or recess area where the behavior occurred) 15 minute maximum
- Time owed at recess
- Contact parents
- Fill out a rethinking form to reflect on his/her choices
- Restitution (repair the damage done)
- Administer an appropriate consequence that helps the student learn and correct the behaviour

Rethinking is designed to briefly and proactively remove a student from an escalating situation. Time to reflect about choices can often "reset" the student and help avoid the need to administer more punitive consequences.

**Level 2 Behavior** is considered MODERATE and will be handled by the staff person witnessing the student's misbehavior or the classroom teacher. This behavior will be documented and shared with the office and parents.

Examples of Moderate behaviour:

- Chronic, repeated level 1 behaviors with no improvements from previous interventions
- Disruptive/Acting out (repeated) - examples: repeated talk-outs, repeated Level 1 behaviors that disrupt
- Insubordination (Disobedient/Defiant) - examples: defiant towards adults, disrespect/rude, talks back/argues with an adult, not following directions, won't do assignments even though capable.

- Harassment/Intimidation/Bullying - examples: name-calling, teasing, profanity directed towards others, scaring others, mild threats, repeated intimidation leaning toward bullying, disrespectful comments, persistent annoying behaviour that is not improving
- Dishonest Behavior/Minor Stealing - Examples: copying another student's work, untruthful, stealing minor items of little value
- Inappropriate behaviour - Examples: public display of affection (hugging, kissing, holding hands), sexual comments, rock/sand/sawdust throwing (not at others), playing with sticks, spitting (not at others), using inappropriate language
- Verbal Aggression - Examples: yelling at others, making untruthful accusations, verbally in someone's face (close proximity)
- Inappropriate Physical Contact - Examples: horseplay/play fighting/rough play, tag or chasing on the big toy, injury, "we were just playing" used as an excusing for minor or major hitting.
- Rumors - Examples: starting or spreading rumors that could cause disruption in class, at recess or common areas

#### Possible corrections for level 2 behaviours

- Buddy room timeout
- Time owed at recess
- Contact parents
- Fill out a rethinking form to reflect on his/her choices
- Detention
- Restitution (repair the damage done)
- Administer an appropriate consequence that helps the student learn and correct the behaviour
- "Extra Work Time" in cases of repeated missing assignments

**Level 3 Behavior** is considered SEVERE and will be handled by the administration or designee. The referring staff member will fill out an office referral and send it to the office. The student will stay in the environment or a buddy room to fill out a "My Side" form if they are not a threat to others or their learning. If the student is a threat to others or their learning they will be sent or escorted to the office at the staff member discretion to fill out a "My Side of the Story" form. This behaviour and consequences assigned will be documented and shared with parents and classroom teacher.

#### Examples of Severe behavior:

- Chronic, repeated level 2 behaviors with no improvements from previous interventions
- Illegal Activity - Examples: threats to harm others, weapons possession, drugs/alcohol/tobacco possession/use, assault, theft
- Physically Dangerous - Examples: throwing chairs or desks, use of items in a dangerous manner with intent to harm
- Harassment/Intimidation/Bullying - Examples: severe continuous bullying documented stalking/following, not leaving alone, repeated disrespect, encouraging others to participate in intimidation or harassing behavior, intimidation by a group, threats to harm at school or on way home, e-mail or handwritten notes
- Sexual Harassment - Examples: sexual comments (repeated behavior), any unwanted contact with private parts, flipping skirts or pulling down pants, sexual jokes, showing/sharing sexual material
- Gross insubordination - Examples: clearly uncooperative, refusal to follow rules, leads others to break rules, severe disrespectful behavior, gross continuous defiance, defiance (I won't. You can't make me.), swearing at or aggressiveness towards an adult
- Gender, Racial or Other Gross Teasing - Examples: teasing or name-calling having to do with homosexuality/cultural background/religious beliefs, racial comments or names, making fun of others for being a boy or a girl

- Fighting/Physical Aggression/Causing Harm/Injury - Examples: inciting aggression (throwing things at people), engaged in physical confrontation, hitting with a closed fist/slapping/tackling, throwing someone to the ground, staying to watch a fight/encouraging a fight, spreading rumors that lead to a fight

Possible corrections for level 3 behaviors:

- Recess Reflection
- Detention
- Character Training
- Suspension from school
- Restitution (repair the damage done)
- Administer an appropriate consequence that helps the student learn and correct the behaviour
- “Extra Work Time” in cases of repeated missing assignments

# Rethinking Form Kindergarten

Student: \_\_\_\_\_ Date: \_\_\_\_\_

I did not follow classroom rules today. I was given warnings, then sent to a thinking spot.

This is what I did:

This is what I will do next time:

From: \_\_\_\_\_  
Parent Signature/ Date \_\_\_\_\_/\_\_\_\_\_

# Rethinking Form 1<sup>st</sup> & 2<sup>nd</sup> Grade

Student: \_\_\_\_\_ Date: \_\_\_\_\_

I did not follow classroom rules today. I was given warnings, then sent to a thinking spot.  
(teacher notes)

This is what I did:

This is what I will do next time:

\_\_\_\_\_/\_\_\_\_\_  
Teacher Signature    Parent Signature/    Date    Student Signature

After discussing this incident with your child, please sign and return this form to school. If you have further questions or would like to meet to discuss ways we can work together to make a plan that will help your child, please contact me with a note, phone call, or email.



# Rethinking Form 3<sup>rd</sup> Grade

Date \_\_\_\_\_

## Personal Standards (Big Three)

1. Make good decisions.
2. Solve problems.
3. Show respect.

Dear \_\_\_\_\_,

Today I did not follow the personal standards of the classroom. I was given two warnings. The standard(s) I broke was:

\_\_\_\_\_  
\_\_\_\_\_.

My plan for improvement is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

Sincerely,

\_\_\_\_\_

Parent Signature \_\_\_\_\_

# Rethinking Form (4)

STOP... Think about it... Start over 😊

Today at school I was not:

\_\_\_\_\_ Being Respectful      \_\_\_\_\_ Being Relational      \_\_\_\_\_ Being Responsible

I was asked to go to a Buddy Room because:

---

---

---

I chose to make this choice because:

---

---

---

My choice affected others by:

---

---

---

I will correct my behavior in the future by:

---

---

Today your child made a poor choice where they needed to take a break and think about their actions. They were asked to leave for a short time and to return and make better choices after they reflected on their actions. If you do not hear further from me, then your child used this method to correct their behavior and there was no further need for discipline regarding this type of behavior. If this behavior persists I will make sure to contact you so we can discuss ways we can work together to make a plan that will help your child. Your student may have been asked to leave for a short time to go to a buddy room and then to return.

Please sign and send this form back to school after you have discussed it with your child. If you have any questions regarding your child or would like to meet please contact me with a note, phone call, or email.

\_\_\_\_\_  
Teacher Signature                      Parent Signature/Date                      Student Signature

Notes:

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Buddy Room Teacher Initials: \_\_\_\_\_

## Rethinking Form (5)

Student: \_\_\_\_\_ Date: \_\_\_\_\_

I was given warnings today about my classroom behavior and now need to reflect on what I did. Please complete the following phrases.

1. I received my warnings today by doing the following.

2. I contributed to the cause of the problem by....

3. My choices affected others by...

4. I will do better next time by...

\_\_\_\_\_  
Teacher Signature      Parent Signature/      Date      \_\_\_\_\_  
Student Signature

After discussing this incident with your child, please sign and return this form to school. If you have further questions or would like to meet to discuss ways we can work together to make a plan that will help your child, please contact me with a note, phone call, or email.

## District Information

Bethel School District is an Equal Opportunity Employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at [253.683.6055](tel:253.683.6055), Section 504 coordinator Lori Haugen, Executive Director of Special Education at [253.683.6920](tel:253.683.6920) or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at [253.683.6035](tel:253.683.6035) with any questions or complaints.

Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at [253.683.6000](tel:253.683.6000).

### Bethel Board of Educators

The school board meets the second and fourth Tuesdays of each month at 7:00. The first meeting is held at the Educational Service Center (ESC), 516 176<sup>th</sup> Street, Spanaway. The second meeting is held at a school site. A list of dates and locations of these meetings is available on the website. Public participation from the audience is allowed at the board meetings through recognition by the board president. If you wish to address the board, a sign-up sheet will be provided for this purpose as you enter the room where the board meeting takes place.

#### Board Members

President -- John Manning  
Vice-President -- Brenda Rogers  
Amy Pivetta  
Marcus Young  
Roseanna Camacho

**Bethel School District Office: 253-683-6000**

### Voter Registration

You may register to vote in the State of Washington or make changes in name, address, and or precinct by picking up a mail-in registration form at any Bethel School or the Bethel School District Office. To be eligible to vote you must:

- a. Be a US citizen
- b. Have lived in Pierce County for one day
- c. Register at least thirty (30) days before an election
- d. Be eighteen (18) years of age before election day
- e. Have transferred registration between precincts, if you have changed residence

## Health Services

Ms. Hodge, our health clerk, is present daily. Our school has a registered nurse who visits weekly. Your child may visit the health room with staff permission if they feel ill or are injured. State law limits the first aid and other treatment we can give your child here at school. If it is determined that they have an illness, injury or another health issue that needs treatment at home or by a physician, you will be contacted immediately. ***PLEASE be sure your child's enrollment form is up to date with your most recent phone numbers and emergency contacts.***

**Health screening tests** are given to students most years for speech, hearing, and vision. If you have a concern, please call the school.

**When to keep your child at home:** A child exhibiting runny nose, cough, sore throat, fever, headache, vomiting, head lice or undiagnosed rash should be kept home from school. If a child has had an elevated temperature, he/she should remain home for 24 hours after the temperature returns to normal. A child ill enough to require any cold medications, (even cough drops) or cannot participate in recess, should remain at home where adequate rest can be obtained. This protects classmates and staff from being exposed unnecessarily to contagious illnesses.

In compliance with state law, students with a **Life-Threatening Condition** may not attend school until all forms are completed, medication is at school, and a healthcare plan is in place. RCW 28A.210.320, Board Policy 3413.

### Immunizations

Students are required to present evidence of his/her having been immunized against the following diseases: varicella, diphtheria, pertussis (whooping cough), poliomyelitis, measles, rubella, mumps, hepatitis b, and tetanus. A student satisfies the proof of immunity (laboratory test results) for measles (rubella) and chickenpox (varicella) with verification from a licensed healthcare provider. A **licensed** health care provider is required to sign the Certificate of Exemption to exempt a child from school immunization requirements for personal or medical reasons.

A signed letter from a health care provider stating the same information is acceptable. **Failure to meet immunization requirements can result in a temporary expulsion from school.**

### Medication at school

- Prescription and over-the-counter medications (including cough drops, throat lozenges, lip balms, ibuprofen, Tylenol, contact solutions, medicated lotions, cough syrups, allergy pills, etc.) **can only** be administered at school under the following conditions: Physician orders and parental permission (please complete and return the proper form)
- Properly labeled container from the pharmacy with
  - name of student
  - name of medication, quantity & dosage
  - directions for administering
  - name of prescribing physician
  - date medication was prescribed and expiration date
- Medication is brought to the health clerk by an adult, where it is kept in a locked cupboard until needed.
- Any medications (including over-the-counter) brought to school without the correct paperwork in place, will be placed in a locked cabinet in the health room and a parent or guardian notified.

## Playground General Rules

### General Rules

- Play fair and show good sportsmanship
- Play safely and do not hurt others
- When the bell rings/whistle blows stop what you are doing, put equipment away, and line up.
- Students will be kind and show respect for others and follow instructions given by staff.
- Students may ask the playground supervisor for a pass to enter the building to use the restroom, office or health room.
- Students are to stay on the approved playground area at all times
- Stay inside the fenced area on the field at all times
- Stay out of and away from puddles, mud etc.
- No digging in the track
- Leave rocks, pinecones, etc on the ground
- Use the playground equipment appropriately
  - No throwing balls at other students.

### Swings

- One person on a swing at a time
- Forward motion only – no side to side
- Step off the swing after it stops
- No holding hands while swinging
- Twisting or standing on the swings creates unsafe behaviour
- Push only from the back not on the side or front
- Keep balls, clothes, jump ropes, etc. away from the people on the swings

### Big Toy

- Climbing ramps are up only (no climbing down)
- 2 students at a time playing with the maze
- Twirly is limited to 1 or 2 students in and 2 pushing
- No climbing up the slide
- One way only on the monkey bars
- No climbing on top of big toy sections or above the slides

### Basketball rules

- Share the courts
- No intentional contact (pushing, hitting)
- Games are open to all students

### Football rules

Only touch football is played at Kapowsin. No tackle football or “pile on” type games are allowed.

### Pass Interference:

#### **Defensive:**

In the event that a defensive player runs into an offensive player’s attempt to make the catch, a pass interference call will be made and an automatic first down will be given. In this case, the ball will be spotted

at the point of infraction. If the point of infraction is in the end zone, the ball will automatically be placed on the offensive team's one yard line.

**Offensive:**

If an offensive player interferes with a defensive player's attempt to make an interception, they will be charged with offensive pass interference. This is a loss of down penalty.

**Illegal contact:**

This is a two-hand touch game; therefore, there will be no intentional contact, between any opposing players, anywhere on the field. The penalty for the team/player on which the call is made, is sitting out for 2 plays

**Unnecessary roughness:**

This will not be tolerated anytime in the game. The penalty for unnecessary roughness is an automatic first down for the offense. If the offense commits the foul, it will be a loss of down and yards. Players will not be allowed to continue in the game after Unnecessary roughness.

**Unsportsmanlike conduct:**

Unsportsmanlike conduct will not be tolerated and any player that uses this conduct may be removed from the game and lose football privileges for a period of time determined by the staff in charge or the administration. This penalty results in an automatic turnover from the point of infraction. Some examples of unsportsmanlike conduct include, but are not limited to:

- Intentionally kicking the ball towards any player
- Intentionally swinging at any player
- Using profanity (swearing), taunting or vulgar language and gestures
- Fighting an opponent
- Punching, striking, stealing or attempting to steal the ball from any player in possession
- Intentionally throwing the runner or any other opponent to the ground
- Intentionally running into a defensive and or offensive player
- Tackling the runner

**Holding:**

The penalty for holding is replay of the down. Holding a player from making a play, whether by his/her body or jersey, is illegal and will result in penalty. The opposing team will have the right to decline this penalty if they wish.

**Quarterback snaps:**

Play begins when the ball is snapped to the quarterback. The center does not have to snap the ball between his/her legs, however the ball must be touching the ground until it is snapped.

**Rushing the quarterback:**

Defense will be responsible for calling out the rush count. The rush count is said in the format of "1-one-thousand, 2- one-thousand, 3-one-thousand, 4-one-thousand, 5-one-thousand, go! Any player that rushes before the defense yells "go" will be penalized for being off-sides. This results in a first down penalty.

**Quarterback runs:**

The quarterback can run the ball when the five second rule has passed and the defense is rushing.

**Four Square Rules**

**Object of the game:** To stay in the game as long as possible and advance to the last square (server's square).

**Procedure:** The play in the server's square begins play by dropping the ball, allowing it to bounce, and then batting it (with both hands, palms up) into any of the other three squares. The serve should be used to start the play rather than to put someone out. The player in whose square the ball lands, must then bat the ball (using one or two hands, palms up) into another square, allowing the ball to bounce before batting it. Players are allowed to step out of their squares while playing the ball. Play continues until a play makes an out.

**Outs:** A player is out when he/she:

1. touches the ball before it bounces
2. bats the ball onto a line
3. bats the ball out of bounds
4. bats the ball into his own square
5. bats the ball with palms turned down
6. strikes with the fist or overhand.

**Rotation of Players:** As play begins, each square is occupied. Extra players wait in line. As a player is put out, a new player steps into the first square and the other players move to a higher square (if one is available).

### **Wall Ball Rules**

All players should use good sportsmanship at all times. Please cooperate with each other.

Established boundary lines for Wall Ball court -- side boundaries, back-line boundary, wall lines.

Students should stand in line at least 3 feet away from court.

- Anyone may play in a game.
- No "Rainbows", "Babies", "Waterfalls", etc.
- Hit off the front wall only (not side walls or the roof overhang).
- Can hit soft, medium or hard shots.
- Double-touches (bubbles) are not allowed.
- Only two people at a time can play.
- The game must start with a "fair" serve.
- Only balls that belong to the school may be used.
- Only use the 13" or 10" yellow or red balls for wall ball.
- Lines are in.
- No two hand spikes.
- The ball cannot hit anything other than the fair space on the wall and inside the court surface.
- No changing of the rules.
- The last person in the line is the judge for that game. They will have an area to stand in and make the calls from. **WHAT THE JUDGE SAYS RULES!!**
- If the ball hits a spectator, interference is called and the serve is repeated.
- If the ball hits the person who initiated the hit on a rebound, the game goes to the other participant.

### **Kickball Rules**

The rules for kickball are closely related to those of baseball with the main difference being the use of a big rubber ball about the size of a basketball. Kickball is played on a field with 4 bases arranged on the corners of a diamond shaped infield. Player positions are also similar to those of baseball. There is an infield and an outfield. The infield contains the positions that involve the bases, while the outfield is mainly designated for catching or retrieving the ball when it is kicked out of the infield. Actual playing positions vary depending on the number of students actually playing. If there are only a few students playing the positions are usually spread out, but if there a good number of players, students will position themselves where there is a space.

Game play goes as follows: the ball is rolled towards home plate and the player who is up (kicking) tries to kick the ball. If the ball is caught in the air, the kicker is out. A player is also out if the ball is thrown at them, and hits them while they are not touching a base. On a thrown ball, they may only run to the next base. Also similar to baseball, if the ball is thrown to the first base player, and it is caught while the player is touching first base, the player running to first base is out. This is known as a "forced out." A "forced out" can occur on any base to which a runner is forced to run. Once a team gets 3 outs, the teams switch sides. A team gets



one point for having a runner make it all the way around the bases and back to home base. The game is over when the school bell rings, the ball pops, or the ball is lost in such acts as kicking the ball onto the roof. At the end of the game, the team with the most points wins. However, if a team loses the ball by kicking it on the room, that team automatically loses.

#### Pitching/catching:

- A pitch must roll on the ground when passing over the plate.
- The pitcher must stay behind the pitching strip until the ball is kicked.
- No player may field in front of the pitcher other than the catcher.
- The catcher just fields directly behind the kicker and may not cross home plate nor be positioned forward of the kicker before the ball is kicked.
- A pitch outside the strike zone is a ball.
- Balls must be pitched by hand.

#### Kicking:

- All kicks must be behind home plate. The kicker may step on home plate to kick.
- No bunting is allowed. A bunt is called an out.

#### Running:

- Runners must stay within the baseline.
- No sliding or running into a fielder. No contact is allowed. The runner is out if the runner initiates contact or the runner is safe if field initiates contact.
- Fielders must stay out of the baseline. Runners hindered by any field within the baseline, not making an active play for the ball, shall be safe at the base to which they were running.
- No leading off or stealing. The runner can only advance after the ball is kicked. A runner off a base when the ball is kicked is out.
- Runners may Tag-Up after a kicked ball is caught by the defense to advance to the next base.
- Runners may overrun first base.
- One base on an overthrow into foul territory. This rule is a restriction on the runner – not an automatic right for the runner to advance.
- Running past another runner is not allowed. Any runner passed by another runner is out.

#### Strikes:

- Three (3) strikes is an out.
- A strike is:
  - A pitch within the strike zone that is not kicked;
  - An attempted kick missed by the kicker inside or outside of the strike zone
  - A foul ball

#### Balls:

- Three (3) balls walk the kicker to first base.
- A pitch outside of the strike zone as judged by the Umpire where a kick is not attempted.
- An illegal bouncing pitch
- Any fielder or pitcher advancing on home plate before the ball is kicked
- Any catcher crossing home plate before the kicker or failing to field behind the kicker.

#### Foul ball:

- A foul counts as a strike.
- Three (3) fouls is an out (1 foul after having two strikes is an out).

- A foul is:
  - A kick landing in foul territory
  - A kick that goes foul prior to passing 3<sup>rd</sup> or 1<sup>st</sup> base and not touched by a player

Outs:

- Three (3) outs by a team complete the team's half of the inning.
- Runner touched by the ball while not on base and the ball is in play.
- A fielder can throw a ball at a runner below the shoulders. Runners hit in the neck or head with the ball will not be out unless they were ducking to dodge the ball. Play stops and the ball is dead after hitting a base runner and being declared out.
- A kicked ball (fair or foul) this is caught in the air.
- A ball thrown to a fielder touching base beats the runner who is forced to run.

Play ends:

- When the pitcher has the ball in control and on the mound.
- A runner intentionally touches or stops the ball (the runner is out).
- Interference is when any non-fielder, runner, or non-permanent object touches the ball. Any time there is interference, play automatically ends and runners proceed to the base to which they were headed.

### **Rainy Day Recesses**

- Students will be sent outside to play. Have children dress appropriately.
- Equipment will be distributed for the paved and covered play area.

If rain becomes severe, the supervisors may call students to the covered play area for further instruction.

## **Parent/Teacher Communication**

### **Homework**

Homework is a continuation of learning in the classroom. Your student's teacher will communicate the specific homework expectation, criteria, and scoring within the first month of school.

### **Physical Education**

A student is expected to participate in our physical education program unless he/she has a doctor's excuse. Students should wear shoes and clothing appropriate for class. Students should wear proper shoes and shorts should be worn under skirts or dresses.

### **Parent/Teacher Conferences**

The school year is divided into two reporting periods. Parent-teacher conferences are scheduled during October and March to give parent/guardians an opportunity to speak with the student's teacher and look at student's work.

We hope all of you will be able to attend conferences to discuss your child's progress. These meetings are a great way to learn more about your child's strengths and weaknesses and to get a better idea about the school year. To get the most out of the conference, it helps to do some preparation. Below are some questions/ideas you may want to use for conference time.

- What do you want the teacher to know about your child?
- Share favorite subjects, activities, medical needs or difficulties.
- Are there any changes in your family or lives that may affect your child's performance?
- Have your child tell you about their favorite and least favorite subjects.
- Ask your student about their challenges and let the teacher know so a plan can be developed.

Parent to School communication and working together are the keys to successful results for students. Please remember YOU do make a difference.

## PTA and Volunteers

***Teresa Cosio, President***

***Lynmarie Napier, Vice President***

***Christine Donnelly, Financial Officer***

***Rina Thun, Secretary***

PTA membership is open to Kapowsin parents, guardians, grandparents, staff members, friends and community members. Dues-paying members have a voice and a vote in the directions and activities of the Kapowsin PTA. Membership dues are: Single \$12. Family \$20.

The PTA sells items at our student store on Wednesdays during lunch recess. Popcorn is sold for \$.50 each Friday at lunch recess.

### **Volunteers**

We encourage you to volunteer and become active in your child's education. Volunteers are a critical component of our school's success. We have many parents, grandparents, and community members who volunteer regularly in classrooms, the library, office, and throughout the school, assisting both students and staff members. Volunteers are needed to:

- Listen to students read
- Tutor students in math, reading & other subjects
- Assist with health screenings
- Assist with plays & programs
- Correct assignments
- Assist with classroom activities
- Prepare classroom materials
- Prepare bulletin boards
- Chaperone field trips

Applications are accepted online. Please go to [bethelvolunteers.hrmpplus.net](http://bethelvolunteers.hrmpplus.net) to complete your form. You will be notified via e-mail once your background check has been passed.

Even if you are unable to be at the school during the day there are other ways to be involved and volunteer. Please contact Terry LeRud, school secretary, at 253-683-8691 for more information.

## Schedules

### Daily Schedule

8:30	Teacher day begins
8:40	Breakfast begins
8:45	All other students enter building
8:55	All students to class
9:00	Tardy Bell
11:05 - 11:30	1st Grade Lunch
11:30 - 11:55	1st Grade Recess; Kinder & 5th Grade Lunch
11:55 - 12:20	Kinder & 5th Grade Recess; 3rd Grade Lunch
12:20 - 12:45	3rd Grade Recess; 2nd Grade Lunch
12:45 - 1:10	2nd Grade Recess; 4th Grade Lunch
1:10-1:35	4th grade Recess
3:25	Clean Up (Kinder start dismissal)
3:30	Dismissal

### Early Dismissal and Late Arrival Days

Early dismissal occurs during conference weeks and report card preparation days. Students report to school at the usual time but are dismissed at 11:35. No lunch is served on these days.

The purpose of the late arrival day is to provide time for instructional teams to meet. School will start at 11:00 am and dismiss at 3:30 pm. Morning buses will run exactly 2 hours later.

### Waiver/Professional Development Days

There is no school for students on these days. Teachers receive training in specific curriculum areas and instructional practices, and work together on the school improvement plan.

## School Safety

### Enhanced security systems

During school hours, all school doors will remain locked and access will only be available through the main entrances.

To gain access, parents and visitors will have to press a buzzer outside the school. School staff will then use a camera and intercom system to help identify visitors and grant access to the facility.

Visitation by a school-age non-enrolled student or a student of another school district unaccompanied by his/her parent guardian is prohibited due to liability and is discouraged. Special visitation can be granted by the principal at his/her discretion with limitations. Visitation during instructional time is discouraged. Junior high and high school students are not allowed to visit except at the end of the school day. They must check in with the office and get a visitor badge. To volunteer, they must sign up ahead of time and be cleared by the office.

Loitering around school premises is prohibited.

Only persons with legal authority to do so (such as Bethel Security, law enforcement or Department of Social Services) shall be allowed to question a student on school property without consent of the student's parent(s) or legal guardian.

Because staff and students should at all times feel that school and work environment is safe and not hostile, all visitors to school property shall comply with all school board and school policies while on campus and shall conduct themselves in a manner that is not disruptive, threatening, or abusive.

- a. Any visitor who is disruptive, threatening or abusive shall first be asked to relocate to a place in the facility where there are no students present and the matter can be discussed and resolved in a professional manner.
- b. Should the visitor refuse to relocate and continue to act in an inappropriate manner, the visitor will be asked to leave the premises. If the person refuses to leave, school personnel will notify appropriate law enforcement. If the incident becomes extreme and the principal is concerned about the person returning to the property a NO Trespass will be issued by the school and the person will be prohibited from being on Bethel School District property.

## **Transportation**

### **Parent Pick-up and Drop Off**

We assume all children ride the bus unless parents have made arrangements in writing, in person or via telephone. Students who have regular parent pick up will stand by the assigned staff member at the front of the loading zone with a permanent "parent pick-up pass". Please notify the school office by 2:30 PM on the day of any changes to after-school transportation.

If your child normally rides the bus but needs to be picked up by car or ride home with a friend on a different bus, please send a note stating such to the office. The office must have a written note if your child's after school arrangements change. The office will give your child a bus pass or parent pick-up pass. If a student tells us they are getting picked up but has no note we assume they are riding the bus. We have had children insist that someone is picking them up only to find out they were mistaken, and we had to find a way for them to get home.

When picking up or dropping off your child, please pull your car up to the loading curb close to the car in front of you. It is important that we fit as many cars as possible in the line. Children should always enter or exit a car at the curb. Do not park in the "No Parking" areas or "double park" as this blocks the way for others. If you need to park and wait for your child on the curb or go inside to attend to other school business please park in a parking spot (not the loading area). Children should be accompanied by an adult when walking through the parking lot. Safety is very important to us.

Please be on time when picking up your child after school. Our staff is not always available to supervise your students after the buses leave at 3:40pm.

### **Parent Pick Up Kapowsin Elementary School**

Our parent pick up process can be a challenging and stressful time of day. Traffic backs up onto 264<sup>th</sup>, making it difficult and frustrating for not only Kapowsin parents, but also members of the community at large.

Staff make a conscious effort to park in the upper parking lot. These parking stalls are often blocked by parents who are waiting to pick up their children, so staff cars being blocked in is no big deal; they're here until at least 4:00 anyway. This leaves more room in the lower parking lot and the lot at the NE end of the building for parent pick up overflow parking.

Whenever possible, if parents see there are parking stalls available in these lower lots, please utilize them to allow more cars to get on campus and leave fewer cars blocking 264<sup>th</sup>. These efforts are not likely to solve the traffic problem, but they may help reduce the number of cars and minimize the amount of time that school traffic spills out onto 264<sup>th</sup>.



### **Buses**

Parents and guardians are responsible for behavior at the bus stop. Students need to stand and wait at the bus stop in an orderly fashion. Any dangerous activities such as rock throwing, pushing, shoving, or running across the street are unacceptable. Students are expected to board the bus safely.

If your bus does not come, appears to be late or you have ANY other bus-related problem, please call transportation at 253-683-5900 or 5901. Students are encouraged to share concerns regarding bus behavior or bus-related issues with their driver.

***Due to the tight transportation schedule, once students are on the bus, buses will not be held or stopped from leaving so a parent can get their child after dismissal.***

## **General information for Parents**

### **504 Plans**

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Under Section 504, your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district’s educational programs without discrimination.
- Be provided an equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.

Under Section 504, parent/guardian has the right to:

- Review your child’s educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child’s education records if you believe that they are wrong, misleading, or are otherwise in violation of your child’s privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child’s education records.

### **THE SECTION 504 PROCESS**

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a “504 team”, including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child's placement.

### **IF YOU DISAGREE WITH THE DISTRICT'S DECISION**

If you disagree with the district's decisions regarding your child's identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district's Section 504 Coordinator:

Lori Haugen  
516 – 176<sup>th</sup> Street East  
Spanaway WA, 98856  
[\[253-683-6920\], lhaugen@bethelsd.org](mailto:lhaugen@bethelsd.org)

You have the right to file a complaint of discrimination with the U.S. Department of Education's Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099.

Phone: [206-607-1600](tel:206-607-1600)/TDD: [206-607-1647](tel:206-607-1647)

Website: [www.ed.gov/OCR](http://www.ed.gov/OCR).

### **Access to Academic Records**

Parents or legal guardians of students can review their child's permanent academic record. Due to the federal law requiring privacy of permanent records, each time access to records is granted a signature must be entered on a register in each school. Please contact the school office to request a record review. A fee will be charged for copies made of any files.

### **Assistance**

Mrs. Treber, registrar: enrollment processes, questions about the workroom, general operational questions and Cougar News information.

Ms. LeRud, secretary: Bethel policies and procedures, to check calendar dates for an event, to make an appointment with Mr. Cordell, to have any printed flyers/notices proofed and approved for distribution and questions about volunteer status.

Mrs. Hodge, health/attendance clerk: all attendance or health-related concerns.

### **Change of Personal Information**

We work hard to maintain current information in our school records for each student. Should your child become ill at school or if there is an emergency, accurate information is essential. Please help us by informing the office of any changes in your address, home, work and cell phone numbers, as well as your emergency contact information. Family Access can be used to change many types of information. If you change address, you must complete a new Verification of Residency form, available from the Registrar.

### **Lost and Found**

Lost and found items may be claimed during recess times. The playground supervisors display any lost and found items on the clothing rack in the cafeteria. The lost and found items are laid out in the main hallway during conference weeks. Any unclaimed items are donated to a charitable organization. Labeling your child's clothing, backpack, and other belongings will help keep better track of their things. Every year numerous jackets and other belongings are unclaimed without any way to identify the owner.



## **Parent Teacher Conferences & Report Cards**

The school year is divided into two reporting periods. Report cards are sent home in December and June. Conferences are held in October and March. Parent conferences provide you with an essential communication tool for discussing your child's learning progress and answers to any questions or concerns you might have regarding school. It is recommended that you make a list before you come so you can be sure to get answers to any questions you may have.

## **Parenting Plan Documents**

Washington state law and district policy require that current parenting plans be on confidential file in the office. Documents must be issued in Washington State as those from other states are not honored.

Please review custody documents with the office each September. Questions regarding custody issues and disputes should be referred to your attorney. The legal name as indicated on the student's birth certificate will be used on all school records.

## **School Check-in Procedures**

The Kapowsin Elementary staff welcomes you to visit our school. For safety and security, we ask that everyone enter through the front door and check-in at the office. Our district policy 4200, requires all visitors, parents and volunteers to register at the office upon their arrival at school and wear a visitor's badge or sticker so it is clearly visible.

You will be asked to leave your vehicle keys or I.D. to receive a badge. School badges are required at all times when you are inside the building.

# Dismissal Map

