

**Welcome to
Kitsap Lake Elementary
School**

(Where our Eagles Learn to Soar)



Updated Dec 2016

Welcome to
Kitsap Lake Elementary

We are proud of our school, our students, our staff and our families. Many exciting things happen at our school:

Children learn to read, write and do math.

Children learn how to sing and play music.

Children stretch their minds and stretch their bodies.

Children learn how to interact with others and contribute to their world.

Children learn to care about their school, community and their world.

We celebrate all of our families at Kitsap Lake and hope you will all find this to be a good place to learn.

Please read this handbook for information about Kitsap Lake and the Bremerton School District.

Susan Stone
Principal

Our mission at Kitsap Lake is to create a supportive, nurturing environment celebrating individual abilities so that all students will acquire knowledge and develop self-esteem, flexibility and social awareness necessary to become successful life long learners in an ever-changing world.

To help with the flow of traffic and the safe pick up of children, we have designated a pick-up & drop off zone. It starts at the crossing walk and is clearly marked. We ask that **you respect this area and not park in this area unless you see your child**. Please pull all the way up to the curb and allow them to enter your car, then immediately leave the space. **NEVER get out of your car in this area**. If your child has not come out of the building, keep circling in the parking lot until your child is staged in this area. We will have a staff member there to safely facilitate the pick up, and our safety patrol to assist at crosswalks.

PARKING LOT

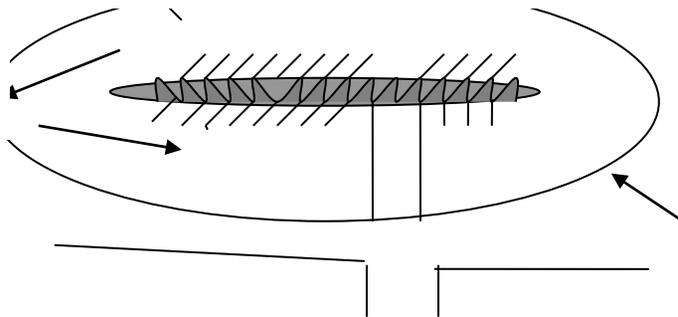


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KITSAP LAKE ELEMENTARY HOME OF THE “SOARING EAGLES”

KLE SCHOOL MOTO

Safety, honesty, respect and kindness
for all at all times

SCHOOL COLORS

Purple and Teal

SCHOOL MASCOT

Eagle

Non-Discrimination Disclosure

Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district’s Title IX/RCW 28A.640 Officer and ADA Coordinator, Garth Steedman, at 360) 473-1031 or the Section 504 Coordinator, Mike Sellers 360) 473-4107 address is 134 North Marion Avenue, Bremerton, Washington 98312-3542

Teacher Qualifications

Parents of each student may request information on the professional qualifications of their child’s teacher at anytime. Bremerton School District will be distributing a profile of teacher qualifications in each building to the principal by December 1st. Parents are welcome to review this information.

Pesticide Use in Schools

Bremerton School District policy complies with the requirements in RCW 17.21.415 regarding pesticide use in the district. A record of all pesticides used in the district by school location during the past year is located in each school’s main office. The district minimizes the use of pesticides and only makes application when required to control pests that may cause structural, health concerns, and/or stinging problems for students and staff. A licensed contractor performs all pesticide applications required during the year in compliance with the law including postings, notification, and procedures. For further information, please call 473-0500.

Our buildings have been inspected for the 2016-17 school year

In accordance with Asbestos Hazard Emergency Response Act, an Environmental Protection Agency (EPA) approved asbestos management plan is in place for the Bremerton School District. The most recent semi-annual asbestos surveillance was completed in July 2003. A report of the results is included in the management plan for each building.

Bremerton School District Mission

Parents Make the Difference!

More than 50 major research studies of the roles of parents in education summarized in The Evidence Continues to Grow, have shown:

- ❖ Parent's involvement increases their children's achievement.
- ❖ Reading to your child 15 minutes a day can show significant improvement to reading and school learning.
- ❖ Parent's involvement continues to be important even when students are in high school.
- ❖ It isn't enough for schools to function at their highest level, we rely on parents to be actively engaged in their child's education both during and beyond the school day.
- ❖ All parents have the ability to help their children improve and achieve academically



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Educational Philosophy

The Bremerton School District, a caring, dynamic, success-driven organization in partnership with our community, is committed to educating and graduating students who will contribute to the betterment of society and who will successfully compete and collaborate in an ever-changing world by establishing a safe and nurturing educational environment that emphasizes:

- ❖ Successful learning for all
- ❖ Commitment to quality in every aspect of the school experience
- ❖ Respect for others
- ❖ Cooperation and teamwork
- ❖ Utilization of current technology
- ❖ Continuous assessment



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Bremerton School District 100-C

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Address: 134 North Marion Avenue
Bremerton, WA. 98312



Student Data Transfer

Beginning with the 2003-2004 school year, Bremerton School District began complying with a state mandate to upload student data files to the Superintendent of Public Instruction's office each month. Each student will be assigned a Secure Student Identifier number, and their demographics, attendance, and grade information will be tracked. OSPI will be using the information for research and student achievement data. Complete details of this program can be found on the district's web page, www.bremertonschools.org. Parents have the right to opt out of the transfer of information by sending a written note to the building principal.

Family Educational Rights to Privacy Act (FERPA)

Student educational records

Parents and eligible students have the right to student's educational records according to FERPA.

1. The right to inspect and review the student's education records.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA.

Student Information

In accordance with the Federal Privacy Act, unless the parent/guardian requests the District, in writing, to withhold such information, the following student information may be released to appropriate agencies (i.e., universities, military recruiters, etc.)

1. Student name, address, and telephone number
2. Date and place of birth
3. Major field of study
4. Participation in officially recognized activities and sports
5. Weight and height of members of athletic teams
6. Dates of attendance
7. Degrees and awards received
8. The most recent previous educational agency or institution attended by the student.
9. Photographs, videos, and other similar information
10. Any requests to withhold information should be directed to the principal of the school your child attends.

Acceptable Internet Use Summary

Every student who accesses the Internet is assigned an account and is responsible for all parts of the Acceptable Use Policy (AUP). If parents choose to not allow their student access to the Internet on district equipment, they must complete the required forms (available in the school office).

All use of the system must be in support of education and research. The district reserves the right to review system use; all users waive any right to privacy they might otherwise have. Any violation of the AUP may result in disciplinary action up to and including expulsion of student.



Bremerton School District

Board of Directors

Dave Rubie – President
Alyson Rotter- Vice President, State Legislative Rep
Jonee Dubos-Auditor
Naomi Evans-
Carolynn Perkins-Federal Legislative Rep

Bremerton School District Staff

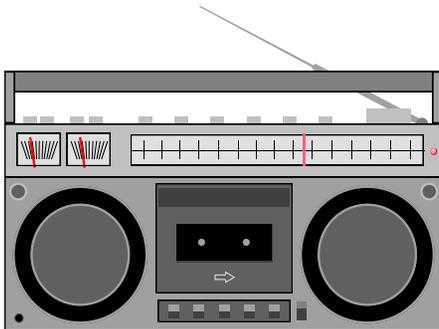
Aaron Leavell Superintendent of Schools	473-1004
Lynn Caddell Assistant Superintendent	473-1006
Dr. Garth Steedman Assistant Superintendent	473-1031
Denise Kennedy Human Resources Supervisor	473-1026
Kimberly Shipp Assistant Director of Special Services	473-1043
Linda Sullivan-Dudzic Director of Special Services	473-1061
NEWS & INFORMATION LINE	473-1002

About Bremerton School District

The Bremerton School district serves a community of approximately 39,000 residents, with one high school (9-12), one middle school (6-8), four elementary schools (grades kindergarten-5), one Early Learning Center (PS-3), One STEM academy (PS-8), Alternative high school (9-12), Bremerton Home Link (a K-8 home school partnership program). Enrollment is approximately 5,200. The district serves as the cooperative vocational education program for high school students.

Emergency Plans

Your child's safety is the basis for every decision made during an emergency. Staff members at our school are prepared for various emergencies. We will keep students at school until regular dismissal time if possible. In some cases it could become necessary to close school early. Please arrange a plan for your child in case he or she cannot stay at school in an emergency situation. Discuss the plan with your child. If it is necessary to close school for any reason, local television and radio stations will be notified.



The teacher will also have questions that will be helpful in establishing ways of working better with your child. Be ready to discuss such areas as the following:

- I. Your child's thoughts about school
- II. Health and emotional problems
- III. Hobbies, special interests, and abilities
- IV. Homework -how and where?
- V. Rules and responsibilities at home
- VI. The type of discipline that works best at home

Ask the teacher how you can help at home with any problem areas. Jot down notes during or immediately after the conference. Leave promptly when the teacher signals the end of the conference.

After the Conference

If you forget about the conference when you leave the school, it isn't likely to have any positive results. The most important part of your role in the conference begins now.

Discuss Conference with Your Child

First point out strengths, then talk about the areas that need improvement. Make certain your child understands that you and the teacher are working together in his/her interest.

Start immediately on any action you have decided to take

Did the teacher recommend books for you or your child to read, suggest a better arrangement for studying at home, propose getting outside help in a special area? Begin at once to follow through with the plan on which you and the teacher have decided on.

During the Conference

The individual conference provides the chance to discuss the progress and potential of your child. The following questions can serve as a guide to areas you may wish to discuss:

- ❖ What are the Performance Expectation of this course (Formerly the GLEs)?
- ❖ What concepts and skills should my child have acquired by Winter Break, semester, quarter, or by June?
- ❖ What is my child's ability level? (The teacher will probably not give you an IQ score, but can give you a general idea.)
- ❖ Is my child working up to ability?
- ❖ How is my child doing in mathematics, reading, science, etc.?
- ❖ May I see some work?
- ❖ What books are being used?
- ❖ Has my child shown any special interests or abilities?
- ❖ How does my child get along with classmates?
- ❖ What about participation in group activities?
- ❖ Does my child show any leadership qualities?
- ❖ Is my child a responsible student?
- ❖ Do I have questions about the report card?
- ❖ What can be done at home to help with learning?

Elementary Schools

Armin Jahr Elementary School Mike Sellers, Principal	473-4100
Crownhill Elementary School Teneka Morley-Short- Principal	473-4200
Kitsap Lake Elementary School Susan Stone, Principal	473-4300
Naval Avenue Elementary School John Welsh, Principal	473-4400
View Ridge Elementary School Korene Calderwood, Principal	473-4500
West Hills STEM Academy Lisa Heaman, Principal	473-4600



School Hours

9:05 -3:35 Monday- Tuesday, Thursday, and Friday

9:05-1:40 *Wednesday Early Release*

Early Release every WEDNESDAY 1:40

Student Arrival

Buses arrive at school between 8:45 -8:50. Students eating breakfast may enter the building at 8:30. Playground supervision will begin at 8:30.

STUDENT MAY NOT ARRIVE BEFORE 8:30 AM.

Students do not go into the classroom before **class unless they have a pass from their teacher.** The pass must be out in full view. Treats, special projects, etc., can be brought to a designated area in the cafeteria and left (with permission of cafeteria staff) until the bell rings. Notes to teachers can be delivered after school starts.

School Begins 9:05

Students may begin heading to their classes when they hear a warning bell at 9:00. When the bell rings at 9:05, all students are expected to be in their classrooms.

End of School Day

All children will leave the building as a class escorted by an adult. **Walkers** being met by an adult will disperse from the front of the school. **Siblings** need to meet each other in the front of the school.

Breakfast

All breakfast students should enter at the student entrance in the front of the building (doors just right of the front, office doors) or behind the building at the Glass Palace. The front door is for adults, visitors, and students accompanied by a parent/guardian.

Preparing for Parent-Teacher Conferences

Parent Conferences are provided two times a year. Fall Conferences are held in November for grades K-5. Fall Conferences provide an excellent opportunity for the teacher and the parent to get to know each other, to review expectations and essential learning for that specific grade, and to answer questions.

Spring Conferences will be held in March for grades K-5. Spring conferences are available to all parents and can be useful for problem solving, looking at the rate of learning for the year and making plans for next year.

Check the school calendar for this year's conference dates.

Planning and follow through are keys

Parent conferences provide you with an excellent communication tool. Taking a few minutes to plan for the conferences is very helpful.

Before the Conference

- Decide what you want to ask the teacher.
- Discuss the forthcoming conference with your child to see if there is anything he/she would like to talk about with the teacher.
- Determine what you can tell the teacher about your child. The teacher sees only one side of your son or daughter. There may be things you know about the child that could help the teacher better understand him or her.
- Although schools encourage students to attend these conferences, don't bring younger brothers or sisters. They may not only be disruptive, but they may also repeat what they hear.
- Please be on time.

Grievance Procedure for Discipline and Short-Term Suspension WAC 180-40-255

Any student, or parent, or guardian of a student who is aggrieved by one of the above actions has the right to an informal conference with the principal and any other staff member involved. If, after the conference, the student is still aggrieved, he/she may, upon two (2) school business day's prior notice, present a written and/or oral grievance to the Superintendent or designee. If the grievance is still unresolved, it may, upon two (2) school business days prior notice, be presented to the School Board at its next regularly scheduled meeting. The disciplinary action or short-term suspension shall continue throughout the grievance unless the principal decides to postpone such action.

Procedure for Long-Term Suspension and Expulsion WAC 180-40-265

Suspension or expulsion hearings will begin within three (3) school business days after the school authority receives such a request and will be conducted by an officer appointed by the Superintendent.

Parents are highly encouraged to participate in activities and decision-making processes that enhance their child's education. Kitsap Lake Elementary School has a Learning Improvement Team which includes parents and community members.

Parent/School Involvement

Parents also provide a vital link to schools as they become active in the PTA which is organized to (1) create a cooperative relationship between home and school, (2) develop and encourage community support for schools, (3) create, for the children, the best educational environment possible, (4) provide input into the development of curriculum. If you would like to become a PTA member, please call Kitsap Lake Elementary at 473-4300.

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Breakfast needs to be eaten immediately upon arrival. Breakfast

service ends at 9:05. Breakfast must be eaten inside the cafeteria only.

Safety

Parking Lot

Please park in upper parking spaces or along the curb that is NOT painted red. Children are not allowed to enter cars that are double-parked. Everyone must use the crosswalks.

Building

All persons entering the school must sign in at the office. When picking up students after school, meet them in the bus area. For the children's safety, **parents are not allowed to meet their children outside of their classroom.** If you are picking up your child early, they must be signed out at the office before they are called to the office by the secretarial staff.

Toys

Children should not bring personal toys to school. **No** collectible cards like; Pokémon, sports or Magic are allowed at school. No electronic equipment including Walkmans, MP-3 players and Game-boys are allowed. No toys that resemble a weapon are allowed. Any toy that causes a distraction will be taken from the child and only returned to a parent. The school will not be held accountable for lost or broken items.

Recess Rules

- All rocks, sawdust, and fir cones stay on the ground.
- No tag or balls in the sawdust areas.
- Two hands are required on the bars at all times.
- No coats or sweaters wrapped around the bars.
- All equipment must be shared with the pod.
- Students must stay off the hills.
- Equipment landing on or over hills must be retrieved by playground teachers or by permission only!
- No hard balls.
- Students need to stay out of the Glass Palace area and away from the trashcans.

- Students must have a pass **in their hand** or they may not

- enter the building during recess. **One person per pass.**
- Candy and snacks must stay in the classroom or cafeteria.
- No GUM chewing at KLE at any time, inside or outside.
- Bathrooms need to be used before school, at lunch, or at recess. Emergency use by permission of an I.A./Teacher only by a pass.

Enrolling Your Child

New residents to the Bremerton School District may enroll their child in school anytime throughout the school year. To attend our schools, students must live within the boundaries of the Bremerton School District, **or** be accepted by the principal of the desired Bremerton school, and have a written release from their home district. **Jackson Park residents may attend either the Bremerton School District or the Central Kitsap School District. At the elementary level, the Bremerton school is Kitsap Lake Elementary.**

New Students

A new student may be assigned temporarily to a classroom until placement information is gathered on the child, as soon as possible after entering Kitsap Lake Elementary. Grade level teachers will assume responsibility for administering assessments to determine academic strengths.

The interventionist may contact the child’s former school to learn about the child’s social development. A placement recommendation will be made to the principal for final decision placement, based on information obtained. Parents will be informed of this procedure at the time of registration and will be informed of the final decision as to placement of their child. This procedure should take no more than two days.

When Enrolling Your Child Please Bring:

1. A copy of his/her birth certificate, baptismal certificate, or passport (if your child will be entering Kindergarten or first grade)

Procedure for Handling Concerns

Parents or students who have concerns relevant to school procedures and operations, instruction, grading, discipline, or any matters at the school, should address those concerns at the level of the perceived problem.

Suggested Steps:

- Schedule a conference with the person or persons nearest the problem. (Teacher, principal, interventionist.)
- Describe in detail the nature of your concern, who is affected and how.
- Describe the action you would like to see taken to resolve the issue or concern.
- Put your concern or issues in writing.
- Expect a response from the persons with whom you are conferring on your specific concerns.
- If the issue or concern is not resolved at that level, for example with the teacher, take your concern to the principal.
- If the issue is not resolved, you must use the chain of command after all efforts have been explored: Principal, Assistant Superintendent, Superintendent, and then the School Board.

Due Process WAC 18-40-240

No student shall be deprived of the right to any equal educational opportunity without due process of law. Essentially, due process means being fair. The due process clause requires that procedures be established to guarantee “punishment which denies access to educational opportunity is administered for good and just cause.” The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

Discipline Procedures

When imposing discipline, district personnel will adhere to the following general guidelines:

- Discipline will be administered only when necessary to protect students, school employees or property, or to maintain essential order and discipline.
- Students will be treated fairly and equitably.
- Students who violate policies, rules, or regulations will be subject to:
 - Counseling by teachers
 - Time out
 - Withdrawal of privileges
 - Parent/guardian-teacher conferences
 - Detention
 - Counseling by special services or administrative personnel
 - Assignment to in-school suspension
 - Expulsion
 - Judicial proceedings



2. The names, phone numbers, and addresses of two people who can be contacted in case of an emergency at school;
3. A report card from the last school your child attended;
4. The name and address of the last school your child attended;
5. Your child's **Immunization records** showing proof of immunization against polio, diphtheria/tetanus, rubella, mumps and measles, and hepatitis B is required to enroll a student in a school in Washington State. Students entering grade 6 must have booster shots for rubella, mumps, and measles.

Dress Code

Students are required to wear clothing that is neat, clean, modest, and not disruptive to the educational process (Board Policy 3224). This means:

1. No hats/hoods/hankies or sunglasses are to be worn in the school. Hats are to be worn only outside of the school.
2. Clothing and accessories which advertise profanity, alcoholic beverages, tobacco, drugs, gangs, violence, nudity, and/or gender or racial comments are not allowed.
3. Sagging pants are not acceptable. Pants must be worn at the waist and belted.
4. Shorts and skirts are permitted only if the length extends past the bottom of the student's fingertips while standing.
5. Revealing clothing is not allowed and shirts are to be kept buttoned.
6. If clothing/shoes/accessories/hair color are viewed as inappropriate or unsafe for school activities by the staff, the student will be asked to change. The parent may be contacted to bring in additional clothing/shoes or accessories for the student.
7. Children need to be prepared for safe conditions on a daily basis on the playground and in PE. Please make sure children's footwear is safe and appropriate.
8. Make-up/perfume will not be allowed.

Instructional Program

Kitsap Lake Elementary provides a strong instructional program, which emphasizes Reading, Language Arts, and Math.

The four district and state goals that guide our instructional program are as follows:

- (1) Read with comprehension
- (2) Write with skills and communicate effectively
- (3) Know and apply core concepts and principles of math
- (4) Think analytically, logically, creatively, and integrate experience and knowledge to form reasoned judgments and solve problems
- (5) Understand the importance of work and how performance, effort, and decisions directly affect career and educational opportunities

Our **Reading Program** focuses on strategies to help students develop word knowledge, fluency, and comprehension, as well as writing and whole language development. The program addresses learning to use new information and how to set goals and evaluate progress.

Our **Math Program** focuses on understanding and applying the concepts and procedures in math.

Our **Science Program** uses science kits to provide opportunities for students to work with science concepts using problem solving and active participation.

Library use is encouraged. The children are encouraged to make frequent use of the library, which contains a variety of good reading material, as well as computer programs to enhance learning. Parents may obtain library cards and check out books and materials. We also have a section on parent materials.

Music is taught at the elementary grades and emphasizes the fundamentals of music and performance for all grade levels.

Physical Education provides appropriate physical fitness activities for the students.

Discipline Policy



One of the goals adopted by the Bremerton School District is to provide programs to meet the general and unique needs and interest of individual students. These programs will promote student decision-making, self-discipline, academic excellence, and a positive school climate.

The District has adopted Discipline Guidelines and Responsibilities that spell out procedures and sanctions to be imposed if the student's behavior disrupts the normal operation of the school or could adversely affect the health, safety, or welfare of the students or staff.

It is the district's policy to utilize preventative measures to provide a positive learning atmosphere which allows pride in work, personal growth, and competency in skills. For those individuals for whom this does not seem to work, we do use and follow the adopted school district discipline procedures.

Each school has specific procedures for implementing the District policies. Students will have these procedures reviewed in their respective schools and copies will be sent home at the beginning of the year for parent review. If you do not receive a copy, you can contact the office and request copies of the building discipline plan.

school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The Superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate District personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process.

The Superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and the elements of this policy will be included in staff, student, and regular volunteer orientation. This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. This policy shall be reproduced in each student, staff, volunteer, and parent handbook.

The Superintendent shall make an annual report to the Board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report.

Attendance Requirements

Washington State law requires that all children between the ages of 8-18 attend school regularly and that all students be in school each day unless they are sick or there is an emergency in the family. A child must be (5 yrs. old) before September 1 to enroll in Kindergarten and (6 yrs. old) before September 1 to enroll in 1st grade. Parents of new kindergartners must attend an evening orientation (we will offer multiple opportunities) so we can make sure all parents hear the important information and understand how important it is for kids to be at school. Parents of children who have birthdays In September or October may choose to have their child tested for early entrance. A non-refundable \$75.00 fee for testing will be required in advance. *For information on Early Entrance testing call 473-1061.*

* Success in school depends in large measure on regularity of attendance; it is the policy of the Bremerton School District Board that all students be punctual and regular in attendance. Please call the school if your child is going to be late or absent.

The principal may excuse absences due to illness, health conditions, school-approved activities, or family emergencies. Washington State law requires a written excuse signed by the parent and sent to the school after an absence stating the dates of absence and reason. Following 5, 10, AND 15 absences, parents will need to attend a meeting with an *attendance board* (a group of professionals from the school). It will be the goal of the team to help solve any problems that might be making it difficult for the student to attend regularly. More than 15 absences require doctor verification or the absences will be deemed “unexcused” and subject to BECCA bill legal interventions.

If your child is going to have an extended absence, please notify the teacher and let them know if you will be picking up assignments at least one day in advance.

Breakfast and Lunch Program

Healthy bodies make healthy minds. The Child Nutrition Service is committed to offering nutritious meals, and being a partner in your child's education. **Free breakfast is available to any and all KLE students.** Adult breakfasts are \$2.50. Elementary School lunches are \$2.75 unless your family qualifies for reduced or free lunches. **Reduced lunches** are free to qualified K-5 students (An application may be picked up at the school office.) Milk is \$.50 and adult lunches are \$4.00.

All school breakfasts consist of cereal and/or entree, fruit, and milk. All school lunches consist of a choice of a Hot item or Yogurt/Bagel or PBJ/String Cheese, fruits, vegetables, and milk. Breakfast is served starting at 8:30 AM every morning.

Children with food allergies may have another food or beverages substituted by providing a physician's written order.

Free and Reduced Lunches

Forms are sent home at the beginning of the year and are available in the office throughout the school year. Students who meet the qualifications for free and reduced lunches may receive breakfast and lunch at school daily.

Transportation

To find out more about transportation to and from school call Kitsap Lake Elementary at 473-4300 or the Transportation Office at 473-0507. Students may be transported to and from school if they qualify according to guidelines outlined in school district policies, if the walking route is determined to be unsafe by the State's definition, or if the student qualifies for special education transportation. Your child should be at the bus stop ready to board the bus 10 minutes before the bus is expected to arrive. Students are expected to follow all bus rules.

Sexual Harassment Bremerton School District Board Policy 6590

The Board of Directors recognizes its responsibility to provide a working environment that is free from all types of discrimination, including sexual harassment. Sexual harassment is defined as deliberate verbal, visual or physical advances made within the work setting and unwelcome by the person for whom they are intended. The District prohibits harassment of students, employees, and others involved in school or District activities.

Sexual harassment occurs when:

1. Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit
2. Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual
3. Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male and female to female.

The District will take prompt, equitable and remedial action on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate District services made reasonable available to them and adverse consequences of the harassment shall be reviewed and remedied, as appropriate.

Engaging in sexual harassment will result in appropriate discipline up to and including termination of staff or contractors and expulsion of students. Anyone else who engages in sexual harassment on

An offense under item “A” constitutes a Class A Misdemeanor. In case of an assault upon a teacher, principal, custodian, or other personnel by a parent, student, or other person, complaints and charges will be made as the situation warrants.

Firearms and Weapons R.C.W. 9

It is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools; any firearms or any dangerous weapon as defined by RCW 4.41.250 or any device commonly known as ‘nun-chuk sticks’ consisting of two or more lengths of wood, metal, plastic, or similar substance connected with wire, rope, or other means. Any device commonly known as “throwing stars” which are multi-pointed metal objects, any air gun, air pistol designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas.

A look-alike gun/weapon will be treated the same as a real weapon. The Bremerton School District is serious about providing a safe environment for learning and working. Students who violate this 1993 amended statute will be expelled from the Bremerton School District and all other public schools in the State of Washington. In addition to the prohibition of firearms, students are prohibited from bringing any weapons to school to school-sponsored activities; this includes toy weapons.

Laser Pointers (the kind used in presentations to project light onto a screen to point out some specific item) are not allowed at Kitsap Lake or at any Bremerton School. If these items are pointed into someone’s eye, permanent damage could result to the person’s eye.

Interrogations and Searches

School officials may search a student or a student’s property with probable cause, or with the student’s consent.

Study Skills

The Bremerton School District has implemented a district-wide Study Skills Program (K-12). The purpose of this program is to Infuse the study skills curriculum into all subject areas. The curriculum goals are:

- Insure each student has been taught how to study.
- Develop systematic or uniform strategies for organizing materials.
- Help students attain success in learning and behavior.
- Help students transfer skills to other situations.

Organizing school materials is an important study skills key. Therefore, the following materials are necessary for all students in the Bremerton School District. We would appreciate your assistance by obtaining these materials for your child.

Grades K-2: (3) study folders with pockets across the bottom

Grades 3-5: A standard, study 3-ring loose-leaf notebook with a 1” to 1 ½” spine with metal rings

A plastic pencil/pen pouch for the notebook

Wide-ruled notebook paper

Notebook dividers (1 set)

Inside each study skills notebook will be a calendar for students to record their homework. This helps students develop planning and organizational skills.



Health Services

Health Services is comprised of the School Health Consultant and School Health Assistant. Their roles are to assist in identification of health problems and to help parents find appropriate resources if needed. We believe that health is a quality of physical, mental, and social well-being that allows an individual to function effectively and that the health of any child bears a direct relationship to that child's ability to learn. Parents have the basic responsibility for the health of their children. Please see that your child has adequate sleep, a meal before coming to school, good hygiene, and appropriate clothing for the weather. The Health Services office is available to help. The phone number is 473-1073

Emergency Information

Parents are responsible for the care of students who become ill or injured at school. Each student must have a current Emergency Health information on file at his/her school. It is important that the school be able to contact the parent or another adult who will assume responsibility in case of any emergency. Students are not allowed to go to their homes without parental permission. The school should be notified immediately of changes in address, telephone, employer, or emergency numbers. It is the parent's responsibility to inform the teacher of specific health problems and to state so in the Emergency Health Information section of the enrollment forms.

Immunizations

Proof of immunization against: polio, diphtheria/tetanus, rubella, Hepatitis- B, measles, and mumps is required to enroll a student in a school in Washington State. Kindergarten students are required to have the Hepatitis-B (3 shot series) started before the child can start school. Students entering grade 6 must have booster shots for rubella, mumps, and measles. Parents are responsible for seeing that the students are properly immunized.

Behavioral Policies

Students found to be in violation of these school district discipline policies will be subject to appropriate disciplinary action.

Student Coercion R.C.W. 9A

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting that student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social, or threats of about social or other ostracism, shame or disgrace.

Offenses to Property R.C.W. 9A

Individuals are prohibited from vandalizing or otherwise damaging or defacing any property belonging to or rented by the Bremerton School District. Parents or guardians of students who are guilty of damaging school property will be liable for damages in accordance with state law.

Disruptions R.C.W. 28A.87

Student conduct, either in or out of class for any reason, whether because of time, place, or manner of behavior; materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.

Assaults

Students are prohibited from assaulting any student or district employee. An assault is defined as:

- A. Intentionally, knowingly, or recklessly causing bodily injury to another; or
- B. Intentionally or knowingly threatening another with immediate bodily injury; or
- C. Intentionally or knowingly causing physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative.

Annual Services for Your Child

I. Vision and hearing screening is mandated by the state for students in grades K-3, 5, 7, and for any special requests from parents and teachers. This is a screening, not a full examination.

Illness

Do not send your child to school if he/she is acting ill or running a fever. If your child is absent from school because of illness, he or she should not return to school until fully recovered. Below are regulations for the more common communicable health problems:

- ❖ **Chickenpox** - Exclusion from school until free of symptoms and until all sores have crusted (about five to seven days after the rash starts). **Do not use aspirin when treating.**
- ❖ **Head Lice** - Exclusion from school until persons and home have been adequately treated. **Nits (eggs) MUST be gone before the child can return to school. Upon return, students must stop in at the front office before returning to class.**
- ❖ **Ringworm** .May attend school if treatment is in progress. May not participate in contact sports, etc. with active lesions.
- ❖ **Impetigo** .Exclusion from school until that student is under adequate and continuing treatment. No contact sports, or food preparation is allowed.
- ❖ **Conjunctivitis (Pink Eye)** - A student with inflammation of the eye or eyelid shall be excluded from school until the student is under adequate and continuing treatment, and/or there is no drainage.

Medication

Parents should make every attempt to give their children any necessary medications (prescription or over-the-counter) at home whenever possible.

If your child must be given any type of medication at school, the following conditions must be met:

1. All medication **including over-the-counter medications such as aspirin, Tylenol, Advil, cough syrup, or cough drops, etc., must be authorized** by a physician. Before school staff can allow your child to take any type of medication at school, a Medication Authorization Form signed by the parent/guardian and physician must be on file in the school office. These forms are available from the school secretary.

The medication must be in the original bottle with:

- (1) The student's name.
- (2) The name of the medication.
- (3) The directions for administering the medication.

All medication **prescription or over-the-counter**, will be kept in a locked cabinet in the school office. Students may not carry any medications (prescription or over-the-counter) on their person or keep any medications in their backpacks. School staff are not allowed to administer ear drops, eye drops, or medications by injections.

Students found with either prescription or over-the-counter medications at school will be disciplined. The discipline may lead to suspension from school. Any student distributing any medication at school, prescription or over-the-counter, shall be immediately suspended or expelled.

If you have any questions, please contact the school office staff for assistance.

Inclement Weather/Emergency Conditions

Listen to the radio or television whenever inclement weather or emergency conditions prevail. Announcements will be made between 6:00 a.m. and 8:00 a.m.

Announcements may begin earlier on some stations.

Stations will be announcing schedule changes by district name. PLEASE DO NOT CALL THE RADIO OR TV STATIONS, SCHOOL, OR TRANSPORTATION OFFICES. JAMMED

TELEPHONE LINES ONLY COMPOUND EMERGENCIES. You can tune in to any of the following stations. You should pick one radio station, or one radio station plus TV station and stick with it. If you switch around, you can easily miss the announcement. Or... you may call the district HOT LINE @ 473-1002

AM Stations

KOMO 1000 KING 1090
KJR 950 KIXI 880
KIRO 710 KMPS 130
KVI 555

TV Stations

KOMO - CH 4
KING - CH 5
KIRO - CH 7

FM Stations

KLSY 92.5
KUBE 93.0
KBRD 104.0
KMPS 94.0

The radio and television announcements will include only a brief description of the schedule change. The following will help you understand what to expect on those days. NOTE: When schools open one or two hours late, buses may or may not operate on the snow schedule stops. Listen to the radio! School may open on time, but buses operate on the snow schedule stops.

ONE HOUR LATE

1. Schools open one hour late.
2. Buses will operate one hour late.
3. Field trips will be canceled.
4. Limited bus service for Special Services students.
5. No breakfast will be served.
6. No AM pre-school or Head Start.
7. Pre-school, and Head Start normally begin at the regular time. If weather fails to improve PM pre-school, and Head Start may be canceled.

TWO HOURS LATE

1. Schools open two hours late.
2. Buses will operate two hours late.
- 3-6. The same instructions as listed under ONE HOUR LATE

SCHOOLS CLOSED

- I. Self-explanatory.
- II. Co-curricular trips also canceled.

SNOW SCHEDULES

Snow schedules will be implemented for our buses when snow and/or icy roads result in hazardous conditions. A list of bus stops to be used when snow schedules are in effect will be provided to all students in November. Bus schedule timing is less predictable in snowy weather, so students should plan on getting to their stops a few minutes early.

Weather conditions may develop during the day which require early dismissal. Early dismissals will be announced over radio and TV similar to closures and late openings. Each family should have a plan covering what to do when children arrive home due to early closure. Situations to be covered with your child include:

- What is the best route to and from home if your child cannot be delivered to the normal bus stop?
- Where should they go if they need help?
- Who would care for your child until you arrive?
- Is there someone your child could call to allay fear?
- Does your child know where you are and how to get in contact with you?