



West Hills STEM Academy *is dedicated to working with our community to serve the whole child, fostering the lifelong learner skills of persistence, confidence and readiness to thrive and contribute to society. Life, Career and College Ready!*

Thank you for choosing West Hills *and uniting with us to make your child's learning experience the best it can be. Your involvement in your child's education is a key component to their success. Our hope is that this handbook will provide you with all the basic school information you need.*

Student & Parent Handbook  
2019 - 2020

**Important Phone Numbers**

Main Office: 360-473-4600

Attendance: 360-473-4607

Attendance Email: [whattendance@bremertonschools.org](mailto:whattendance@bremertonschools.org)

FAX Number: 360-473-4620

BSD Transportation: 360-473-0514

School Hours

**School starts at 9:05 am**

*Students may arrive anytime after 8:40 am, when adult supervision begins.*

**Mon/Tue/Thu/Fri Dismissal is at 3:35 p.m.  
Early Dismissal every Wednesday @ 1:40 p.m.**

*\*Please pick up your students promptly.*

Transportation Changes

Students need to know their plan for going home **every day before they come** to school. If there is a change in that plan, please let the office staff know **as soon as possible**. Notifications that occur **before the last 30 minutes** of the school day increase the likeliness that all parties will be informed of the change and that teaching & learning will not be disrupted. The end of the school day is often the most important part of a student's day. Please refrain from removing a student during this time.

Visitor Safety & Security

West Hills staff are committed to the following safety & security procedures from 9:05 am - 3:35 p.m. We welcome all visitors and they must sign in at the front office & obtain a VISITOR'S badge. This applies when being on the playground, as well as being within our walls during the hours stated above. Classroom visitations or observations are welcomed. Prior communication with the teacher and principal is appreciated and expected.

Breakfast & Lunch

Breakfast and lunch are served in the Gym for Kindergarten-8th grade. Children bring their money to school and take it directly to the food service staff in the kitchen. You can also pay on-line through your Family Access account (the front office can help you get this information). Your child's student number will be credited and then he/she will use that number to buy lunch.

Information on Free or Reduced price meals is available on the Bremerton Schools website or in the school office. Please help us support healthy eating habits by packing nutritious lunches for your child and not sending carbonated drinks and candy to school.

Illness

If your child becomes ill at school or is injured we will contact you immediately. If we cannot reach you, we will use the emergency contact information you have provided. Please remember we cannot keep ill children at school, so it is important for you to keep your emergency contact information up to date.

Parking Lot Safety

Our lots are small and there are not enough spots for all to park during drop off/pick up. Please be aware of the directional signs when you enter the lot.

**Never drive or park in the Bus Lane or where you see a red curb.** Use the Crosswalks. Obey the Safety Patrols & Staff. Drive Slowly & Be Patient

Bringing Items to School

If your child wants to bring a small pocket sized toy to school to play with at recess, it is O.K. as long as it is saved for recess.

**No electronic toys, pets, or laser pointers are allowed at West Hills.**

Once a staff member takes an item, the parent/guardian is called and the item will be available for pick up in the front office.

Volunteering is Encouraged

Every classroom can use a variety of volunteer assistance throughout the school year. Whether you're available for a single special event or have time to be a part of the regular instructional day there are opportunities for everyone.

**All volunteers are required to go through the State volunteer application**, which can be completed quickly at the school office. This helps us provide a safe learning environment.

**To volunteer, contact the office or a staff member.**



West Hills staff are not responsible for any items your student brings to school.

## Committed to Academic Success

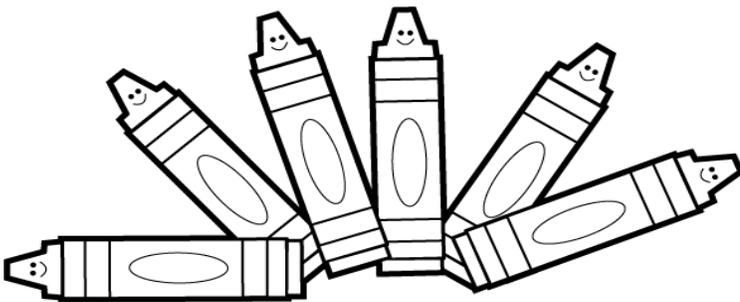
During the school day your children will be working with staff members who are dedicated to providing a learning rich environment. Based on research of best practices:

- Children will have an opportunity to read literature, learn phonics, hear teachers read aloud, read silently about their personal interests, read for information, and receive reading instruction at their skill level.
- Children will use numbers for computation, measurement, geometry, probability and statistics, solve problems and be able to explain solutions, reason logically, communicate mathematical ideas, and connect school mathematics to real-life situations.
- Children will learn to write clearly and effectively, know and apply correct grammar, spelling, sentence structure, and punctuation

## We believe ALL students can learn

These programs are designed to place students on the continuum of learning and move them to the highest possible point each year.

- Strong Regular Education Curriculum
- Gifted and Talented
- Special Education
- Title I/LAP
- All Day Kindergarten
- Early Childhood
- Spanish Immersion, 4th & 5th
- STEM
- Before/After School Programming



## Evening Activities

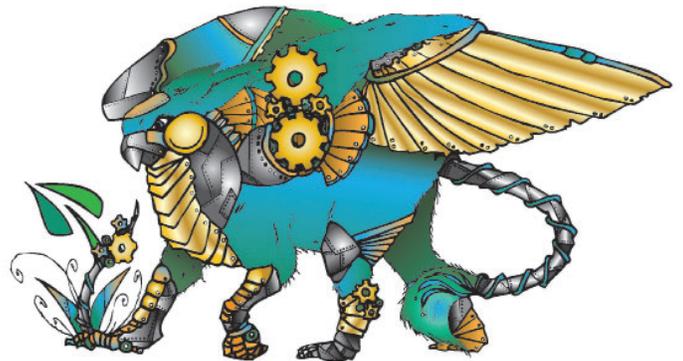
We believe students will learn best in a school that extends beyond the regular school day. We have created a calendar of evening activities that can enhance each student's education and help foster parent involvement.

- Open House
- Family Nights
- Movie Nights
- PTA
- ASB
- Yearbook
- Science and STEM Fair
- Lego Robotics
- Trick or Treat Street
- Dances
- National Honor Society
- Girls on the Run
- Chess Club
- Washington Technology Student Association

## Study Skills

Building good study skill habits begins in kindergarten and carries on through every year at West Hills. Study skills are developed through daily homework assignments and are organized by the use of folders in the primary grades. Teachers and parents may use binders and planners for sending notes to and from school, so the opportunity for communication and organization is always there.

**This three-way partnership between students, teachers, and parents is a vital link to what enhances learning at West Hills.**



# Student Discipline Policy

**At West Hills STEM Academy, we believe there are two components to a school wide management plan:**

## PREVENTION and INTERVENTION

We have procedures in place to remediate inappropriate behaviors in our school. We also believe that 85-90% of our children respond well to both prevention and intervention strategies, and that only about 3-5% of our children require structured Positive Behavior Intervention Supports (PBIS).

Our discipline framework is designed to preserve the learning environment in a classroom and provide students who are being disruptive an opportunity to make a plan and then return to class. Each alternative setting merely represents a place where a student can go temporarily.

*It is our goal that parent(s) are contacted when a student visits the office area to work with the administrator.*

## Preventative Measures:

All students are provided support in meeting school-wide expectations.

Our goal is to teach problem-solving skills, expectations, emotional regulation, and responsibility.

- Embedded Social Skills Instruction
- Cool-Off Zone in Classroom
- CHAMPs Expectations
- Opportunities for Belonging & Ownership

Our goal is to assist student in making responsible, corrective decisions by supporting them in understanding their behavior.

- What am I doing?
- What do I want?
- Am I getting what I want?
- What would work better?

## Additional Support:

Some students will need additional support beyond general supports. Our goal is to identify the function of the exhibited behavior - **Responsibility, Relationship, or Regulation**, and find an appropriate Intervention to address the behavior.

Some options may include: instructional support groups, outside services through community partners, or the ReEngagement Zone, an alternate area to reflect, regulate, and then return to class.

**We welcome and encourage parents to work and communicate with us. If you have a concern about your child's behavior and/or would like to set up a specific plan, please contact us @ 473-4600**

## When A Student's Behavior Continues to Disrupt the Learning Environment:

Prior to more exclusionary consequences, Administration will attempt one or more of the following remedies:

- Placement in a team member's classroom
  - Placement in another grade level classroom
- The classroom teacher will provide an online / alternative learning plan for the student.

In the event of **exceptional misconduct** or **after repeatedly trying the intervention strategies** listed and discovering that the behaviors continue, we add the following options: In-School Suspension, Short-Term Suspension (Under 10 Days), Long-Term Suspension, Expulsion, or Emergency Expulsion.

## School-Wide Behavior Expectations:

During the school day or while on school grounds, it is expected that all students display behavior that is **Safe, Respectful, & Responsible**.

## Our School Rules

### Be Safe

Stay in the appropriate area.

Keep hands, feet, and belongings to myself.

Follow rules & procedures everywhere I go.



Use materials appropriately.

### Be Respectful

Listen and follow directions the first time.

Encourage others

Treat others the way I want to be treated.

Respect everyone's differences.



### Be Responsible

Stay on task.

Be prepared and on time to learn.

Always give my best effort.

Be a good listener and an active participant.



## Interventions & Corrections:

When a student displays unexpected behavior, an administrator will support the student in deescalating and reengaging with the classroom. Potential consequences may include:

- **Restorative Practices** connected with the **Unexpected Behavior**, including:
  - Apologies
  - Restitution
  - Meaningful Work
  - Peer Leadership Support
- **Instructional Support** connected with the **Unexpected Behavior**, including:
  - Conferences or Behavior Contracts
  - Instructional Groups
  - Mentorship Support
  - Check In Support
  - Alternative Plans, including Alternative Supports for Recess