



## **Parent and Family Handbook**

**Crownhill Elementary**

**1500 Rocky Point Rd.**

**Bremerton, WA 98312**

**360-473-4200**

**Fax: 360-473-4220**

**More information at**

**[www.bremertonschools.org](http://www.bremertonschools.org)**

# Crownhill Elementary Parent and Family Handbook

## Table of Contents

Principal Welcome .....	2
School Schedule .....	2
Attendance Policy .....	3
Conflict Resolution Policy .....	--
Illness and Absences .....	4
Student Expectations .....	5
Reteaching and Consequences .....	6
Recess Rules .....	7
Husky Cafe .....	8
Visitor Procedures .....	9
Volunteers .....	10
Crownhill Procedures .....	11
Transportation .....	13
Family Access .....	15
Electronic Acceptable Use .....	16
Bremerton School District Policies and Procedures.....	17
Non Discrimination Procedure .....	
Discrimination .....	
Sexual Harassment .....	
Prevention of Harassment, Intimidation and Bullying .....	
Crownhill Staff Contacts .....	
Tips for Student Success .....	19
Teacher / Parent / Student Compact .....	20
Crownhill PTA Membership Form .....	
Attendance Letter (Please Sign and Return) .....	



Welcome to Crownhill Elementary School, home of the Huskies. We provide rich educational programs for approximately 400 preschool, through fifth grade students. Teachers, support staff, and parents work cooperatively to provide students with exceptional instructional experiences in a safe, positive environment.

Children learn best in a calm and nurturing environment, where children and adults are respectful, responsible and safe. This is referred to as a “Relaxed State of Alertness”. This is a state where the student’s brain is open for challenges and is working to solve problems. Children who experience relaxed alertness experience confidence, competence, and kindness. In addition to the classroom instruction in academic subjects and social emotional learning, students attend classes in music, physical education, library, and technology.

As part of our social and emotional learning, we will be teaching conflict resolution skills as well as character traits. The character traits that we are concentrating this year include; cooperation, assertiveness, responsibility, empathy and self control. When you put the first letter of those traits together it spells, “cares.” This has led to our “#CrownhillCARES” tag. We will begin to add this tag to pictures and posts and invite you to do the same.

Please use our handbook to learn more about our school policies and procedures. Remember, the door at Crownhill is always open. Feel free to contact us with your needs. Open communication helps us make school a positive, successful experience for your student.

Sincerely,

Teneka Morley-Short

Proud Principal, Crownhill Elementary

[teneka.morley@bremertonschools.org](mailto:teneka.morley@bremertonschools.org)

(360)473-4200



## SCHOOL SCHEDULE

***8:40am- Campus opens to students***

***8:40-9:00- breakfast served***

***9:00- first bell rings, students line up with their class***

***9:05 second bell, students should be heading into class, instruction begins.***

***3:35 dismissal***

***1:40 Wednesday dismissal***

## **BEFORE AND AFTER SCHOOL**

Children are not to be on the school grounds more than 20 minutes prior to class time, no earlier than 8:40 a.m. Children are expected to go home immediately after they are dismissed unless they are involved in an after school activity. If they plan to visit a friend, they must go home first, unless they have a note from home. Arrangements like these should be made prior to the school day. If you plan on having your child go home with a friend on their bus, you will need to check with the school office or transportation to make sure that there will be room on the bus.

# **Crownhill Attendance Policy**

## **Attendance Definition**

Regular and punctual school attendance is necessary for success in school (Board Policy 3122). Consistent attendance and being on time for school are two important factors in ensuring student success. With this in mind, we encourage parents to make every effort to have their children in school each day and on time. We also understand that sometimes children are too sick to attend school or have other family matters may require their absence.

**\*\*\*After 15 absences: All future absences will require a doctor's note to be excused.\*\*\***

The following are excused absences:

Illness with **notification from parent within 24 hours.**

School approved activities

Family emergencies

Doctor and dentist appointments

Disciplinary actions

Parent request **in advance**, providing the absence does not adversely affect the student's educational process or occur during state mandated testing.

## **Attendance Notification Procedures**

1. Parents/guardians should call the school (360) 473-4207 in the morning before 9:30 a.m., if the student is going to be absent. If no telephone is available, please send a note explaining the absence on the day the child returns to school.
2. If the absence is excused the student will be allowed to make up the work during the next week.
3. Students arriving to school after 10:10 a.m. will be marked as a ½ day absence.
4. Students arriving after 9:05 a.m. and before 10:05 a.m. will be marked tardy.
5. Parents wishing to pick-up students for appointments must sign them out through the office.
6. Students being checked out from school before 2:35 pm will be marked as a ½ day absence.
7. Students being checked out from school after 2:35 pm will be marked as tardy.

**Crownhill Elementary School is required by Washington State Law RCW 28A.225.020 (Becca Bill E2SSB 5436) to inform parent/guardian by telephone or in writing whenever a child has an unexcused absence and the potential consequences of additional unexcused absences. If a student has five unexcused absences in a month or ten in a school year, the school must petition the courts. Should any of these occur, parents will receive written notification.**

*Please allow at least 24 hours for homework requests.*

## *ILLNESS AND ABSENCES*

### **Notification of School**

It is the position of Crownhill that, if possible, students should not miss school. We realize that there will be times when it is necessary. It is the parent's responsibility to call the school if a child is absent because of illness, doctor's appointments, etc. If we do not hear from a parent in the absence of a child we will try to contact someone. If we do not receive an answer, it is an unexcused absence. On the next school day please send a note with your child explaining the reason for the absence. This will change the unexcused absence to an excused absence.

### **Medication**

State law mandates that medication may not be administered at school. However, if a physician feels it is an absolute necessity, a form may be obtained from the school office and filled out by the physician and parent prior to medication being administered. Remaining medication will be released only to the parent or guardian. Any unclaimed medication will be disposed of at the close of school in June. Please **do not allow** your children to bring medications, prescription or over the counter drugs to school with them.

### **Health Information**

The School Health Nurse and School Health Assistant are responsible for health services for Bremerton students. Their roles are to assist in identification of health problems and to help parents find appropriate resources if need. The school does not have a school nurse on site.

Health is a quality of physical, mental and social well being that allows an individual to function effectively. The health of the child bears a direct relationship to the child's ability to learn. Parents have the basic responsibility for the health of their children. This includes adequate sleep, a meal before coming to school, cleanliness, and appropriate clothing for the weather.



## ***Crownhill Student Expectations***

*(Discipline Code)*

### **Respect**

- I will treat others as I wish to be treated.
- I know that fighting and play fighting are never allowed at Crownhill.
- I won't use vulgar or profane language or spit.
- I will not do anything that distracts others from learning.
- I will handle recess and PE equipment correctly.
- I will have pride in Crownhill and treat the building with respect.
- I will clean up after myself in class, at lunch, and on the playground.
- I will not take things that do not belong to me.
- I will treat other people's materials as I would treat my own.
- I will keep my area neat and organized.
- I will not bring toys and stuffed animals to school

### **Safety**

- I know that weapons and look alike or play weapons including guns and pocket knives are not allowed on the school grounds or buses-ever. I also know that the consequence for this is immediate expulsion.
- I will walk at all times in the building and on the sidewalks.
- I will walk my bike on school grounds so no one will get hurt.
- I will not eat on the playground.
- I will leave laser pointers at home.
- I will wear footwear that is safe for P.E., recess and the stairs.

### **Responsibility**

- I will follow all Crownhill rules.
- I will be ready to learn each day.
- I will act appropriately at all times.
- I will get myself to school on time every day.
- I will leave radios, hard balls, cosmetics, electronic games, toy weapons, and gum at home.
- I will be responsible for my own toys, coat, backpack and things.
- I will do my best with my work.
- I will do and turn in my homework.

All students will review these expectations with their teachers during the first week of school. Appropriate behavior and expectations will be explained and demonstrated.

### **What happens when a child breaks a Crownhill Rule or does not meet our Expectations?**

**Reteaching** Teacher or Instructional Assistant will reteach the appropriate behavior and explain the rationale for the rule.

**Time/Out Contract** If misbehavior continues the teacher may use a time out or recess for the student. When the teacher has time to talk with the student they will review the rule and rationale. Teacher may add more consequences or make a behavior contract with the student and parents.

**Office Referral** A student will be asked to leave the classroom or playground and report to the office when:

- The student has engaged in a serious misbehavior or infraction of a school rule, e.g. physical or verbal aggression, bullying, weapons, possession of contraband, fighting.
- The student has engaged in ongoing behavior and has been warned of the impending office referral, (ex. continual refusal to follow directions.)
- The student has received repeated teaching/consequences for the same behavior over time.

The principal or interventionist will work with the child on the behavior. The child may be required to:

- Explore ways the problem can be corrected
- Write and practice an apology
- Deliver the apology

Student will not be able to return to class or go to recesses unless all steps have been completed.

#### **2<sup>nd</sup> Office Referral:**

- Develop contract when appropriate
- Contact parent
- Loss of recesses or other reasonable consequences

#### **3<sup>rd</sup> Office Referral:**

- Possible in school or out of school suspension.
- Behavior contract when appropriate.
- Parent-Student Conference.



### *Crownhill Recess Rules*

**Our students will be able to enjoy recess time when they know and follow the few rules below:**

- Field area is in the back of the school.
- Playground is in the front of the school.
- Respect the rights of other children to use the playground and equipment.
- Use CHAMP language and behavior at all times. CHAMPS keep their hands/feet and objects, including bark and snow, to themselves at all times.
- Play within the boundaries and stay in your assigned grade area.
- Walk on the sidewalk to appropriate areas.
- ALL FOOD IS TO BE EATEN IN THE LUNCHROOM.
- Wear your coat or leave it by the fence.
- Enjoy playing with yo yo's, footballs, bouncy balls and all equipment in tubs.
- No floating between the playground and field.
- A pass will be required to enter the building.

#### **Slide rules:**

- The line for the slide will start at the bottom of the ladder.
- One person on the slide at a time.
- Slide all the way to the bottom, landing on your feet.  
Always go up the ladder and down the slide.

#### **Other Play Equipment Rules to Remember:**

Rings and Bars-One student at a time going in one direction

No sitting on top of the bars (exception is the parallel and yellow bars on the field).

Play fighting is considered the same as real fighting, which is not allowed.

**Above all, practice kindness, safety and respect!**



# HUSKY CAFÉ

Nutrition is an important component of our learning day. Breakfast is free for all students and is served from 8:40-9:00 every morning. Students who eat breakfast need to go to the Husky Café before going to the playground. It is important that students eat a good breakfast to get his or her brain ready to learn. The Bremerton School District is committed to making student health a priority in the areas of food, nutrition, nutrition education and physical education. In order to promote the wellbeing of students and develop an understanding of the relationship of food and physical activity to good health, it is the policy of the board to provide students:

- Access to nutritious foods;
- Opportunities for physical activity and developmentally age appropriate exercise.

Please help us by providing healthy lunch choices for your child. We do not allow soda or candy to be consumed in the lunchroom.

Crownhill is on a computerized lunch money accounting system. Each student has his or her own account. Please put cash in a sealed envelope with your child's name and teacher's name printed on the outside. Checks need to have your child's name and teacher name on the memo line payable to Child Nutrition Service (CNS). The computer will keep track each day that the student buys lunch or breakfast, and knows whether a child is on reduced, free or regular lunch. When your child is down to having enough money on account for one more lunch, our lunch ladies will stamp their hand to remind them. Please note that we cannot make change for your child, so the amount of money that you send in is the amount that will go into their account. Students who owe money on their lunch account will be provided with cereal until the school lunch account has been paid in full.

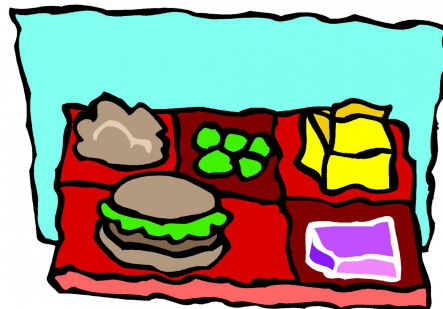
Free and reduced price lunches are available to low-income families. Applications are available in the office.

**Regular Lunch - \$2.75**

**Milk - \$0.50**

**Adult Lunch - \$4.00**

**Adult Breakfast - \$2.50**



If your child will be arriving late for school he/she will need to order lunch with Ms. Delgado or Ms. Wood in the lunchroom after they check in at the office.

### **Visitor Procedures:**

1. School district policy requires that all visitors check in at the school office. In order to ensure the safety of all students, visitors are required to sign in at our office, and wear a visitor's badge before entering school hallways, classrooms or playgrounds.
2. School visits to the classroom and/or school grounds should first be arranged with the teacher, principal, or designee.
3. Parent conferences will be arranged in advance with the teacher.
4. Visiting students are not allowed in any classroom unless prearranged with the classroom teacher and principal.

### **Crownhill Volunteers**

Crownhill has always benefitted from a large number of dedicated and resourceful volunteers. Many parents and community members find volunteering in their schools to be rewarding and fun. Volunteers can help in the library, the classroom, and the office. Others volunteer for field trips, recesses, etc. Parents are also encouraged to join the PTA, which offers many volunteer opportunities. Please check with your classroom teacher, PTA, or our office if you would like to become involved. All volunteers are to sign in at the office. Please note: All classroom volunteers will need to complete a Washington State Patrol "Request for Criminal History Information" form. There is no fee. All information is confidential and for the safety of our children.

### **Volunteer Guidelines**

- Volunteers will sign in and out in the school office and wear name tags while visiting the school building.
- Volunteers will keep all student information confidential.
- Volunteers are dependable, punctual, and wear name tags while in school.
- Volunteers work under the direction and supervision of a member of the school staff; the relationship is to be one of the mutual respect and confidence. Show the students that you care.
- Volunteers will support teachers. Teachers are responsible for content and instruction in the classroom.
- Volunteers shall work within the rules of the school, as set out by the principal.
- The volunteer shall maintain appropriate adult behavior at all times and shall expect appropriate behavior from the child.
- The volunteer shall always treat the teacher, child, child's parent(s), guardian(s) with respect and shall not criticize or make negative comments about them to or in front of the students.

- The volunteer shall exhibit behavior that is respectful and assumes equality towards members of the same and opposite sex, all ethnic/racial and religious groups and shall not make any comments that can be construed as racist, sexist, or bigoted.
- Volunteers shall respect cultural differences and broaden their knowledge and understanding of human relations.
- Volunteers must avoid promoting any commercial products; religious doctrines, or beliefs; any political candidates or parties.
- Volunteers must avoid lending money to students, shall not indulge the child with gifts, money, food or presents.
- Volunteers shall be generous with praise and courteous with criticism.
- Volunteers shall keep information about students and teacher confidential unless disclosure to proper authorities as required by law. Any information that indicates a student may harm her/himself or another person must be reported to the teacher or school counselor.
- Volunteers will refer all potential disciplinary problems to the classroom teacher or appropriate staff member.

### **Events/Ideas for Volunteers**

- Membership – promote individuals to join PTA
- Fundraising committee – Crownhill Auction; Walk-a-thon; Craft fair
- Popcorn - Popping popcorn for students at school
- Staff Appreciation – ideas to thank staff through the year
- Book fair – help set up/work during the book fair at school
- Reflections
- Family Nights
- Legislation – keep principal and PTA members current
- McTakeover – set up date/contact McDonald's, get staff/volunteers to work
- Room parent – communicate with teacher to help with various classroom activities
- Hospitality
- Classroom helper – volunteer in classroom and help as needed
- Playground supervision and playing games with students
- Patrol Supervision
- Hall duty
- Art Docent- share art lessons with classes
- Listen to children read or read to children
- Library help, shelve books or help with projects

If you would like to volunteer, Emily Bach is our volunteer coordinator and would be happy to match your talents and desires with our Crownhill needs. Please contact her at 360-473-4207.

## **WITHDRAWALS AND TRANSFERS**

It is helpful for the office to know in advance when a student is going to withdraw or transfer from school. This provides ample time to prepare the necessary forms. A written notice or personal contact is required from a parent or guardian before a student can be withdrawn or transferred.

## **EARLY DISMISSALS**

Early dismissals from school for medical or dental appointments will be excused. Whenever possible, such appointments should be made outside of school hours. Please send a note to the teacher in the morning so plans can be made for your child's absence. Parents coming to pick up their children early must come to the office to sign them out. Your child(ren) will meet you in the office.

## **TELEPHONE MESSAGES**

The school telephone is extremely busy; consequently, telephone messages for children must be limited to EMERGENCIES ONLY. It is often very difficult to locate students at dismissal time with last minute instructions. We suggest that you ask a neighbor to meet your child at his or her usual destination and relay the necessary message if arrangements cannot be made before his/her leaving home in the morning. Children are not permitted to use the school telephone to request permission to visit friends, etc., after school. These arrangement must be made before school or after arriving home.

## **PERSONAL BELONGINGS**

Realizing the distraction that MP3 players, ipods, electronic games and walkie-talkies can be, these items are NOT allowed at school. Students are discouraged from bringing breakable, valuable, dangerous or perishable items to school. Unfortunately, all schools can be targets for thieves and vandals, and we do not want student property at risk.

Cell phones are permitted but must be turned off and stored in the backpack. Taking pictures is not allowed without specific permission from the principal. If a device is out of the backpack during school hours (9:00-3:35), that item will be confiscated and a parent/guardian will need to retrieve it from the school office.

## **PETS**

Pets are only allowed at school when authorized and properly caged or restrained. Please be sure that your animals are confined at home until after school begins. If a pet is to be brought to school for "show and tell", please contact the teacher in advance. (Some adults and children have allergies related to pets.) Pets are not permitted to be transported to or from school on the school bus. Dogs and large numbers of children are not compatible on the playground!

## **Dress Code and Rainy Day Attire:**

The School recognizes that student dress and appearance are the primary responsibilities of the parent. However, dress and appearance must not present health or safety problems, because a disruption can create an immediate or substantial risk of disruption at school or school sponsored activities.

- Visible undergarments are not acceptable.

- All tops and shirts must completely cover the midriff and back.
- All straps on tank tops worn as a primary garment must be 2 inches wide (three finger width). Spaghetti-strapped tank tops, halter tops, and tube tops must be covered by another garment.
- Dresses, shorts, and skirts must extend beyond the fingertips with arms extended.
- Students may not wear hats, including hoods, visors, bandanas, etc., during the school day except on designated special occasions.
- No sagging pants. Need to be worn above waist.
- Clothing or jewelry promoting alcohol, tobacco, drugs, or obscene and vulgar (lewd or patently offensive) messages is not permitted.
- Gang-related apparel of any kind is not permitted. (Bandannas are prohibited)
- Sleepwear, including pajama bottoms and slippers may not be worn.
- Shoes must be safe for for P.E. and recess and going up and down the stairs.
- Hair color/styles should not be distracting to the learning environment. (For this reason, we discourage brightly colored hair and mohawks)

On rainy days that are not downpours, students will be going out for recess. The fresh air and opportunity for physical activity are important, so please send your child to school with appropriate rain gear. If conditions are stormy, students will be kept inside for recess.

### **Transportation:**

Bus transportation is provided for students attending Crownhill Elementary whom live outside the one-mile radius or in hazardous walking areas. **If you have bussing concerns please call 473-0507.**

Parents providing transportation are reminded of the intense traffic situation, which develops around the school building before and after school. Students should arrive **no earlier than 8:40 a.m.** and should be picked up promptly at **3:35 p.m.** A good drop off and pick up place is at the back of the school on Bertha Avenue. **In the front of the school is a fire lane that must be kept open at all times.** We do not allow students to go into the parking lot to get into cars. Please either park your car and come get them or circle until you can pull up to the curb for them to hop in.

Walking students cross at designated crossing areas only. Crossing guards will assist students safely across the street.

### **Safety Drills:**

Safety drills are conducted monthly during the school year to practice for emergencies such as fire, earthquake, intrusion and bus exit. These drills are done for your child's safety and are intended to be taken seriously.

BREMERTON SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT

ITEMS NOT ALLOWED IN THE PASSENGER COMPARTMENT OF SCHOOL BUSES

- \* Weapons or anything that may be construed as a weapon.
- \* Laser pointers
- \* Alcohol, drugs, tobacco products, and any related paraphernalia.
- \* Any food or drink.
- \* Large musical instruments (drums, tubas, large horns, etc.)
- \* Any breakable container.
- \* Any type of animal (pets, large insects – dead or alive, snakes, rats, etc.).
- \* Containers of dirt or water.
- \* Sacks of aluminum cans.
- \* Skis, ski poles, vaulting poles, discus, etc.
- \* Any sharp, extra large or heavy objects (including school projects).
- \* Tools of any kind.
- \* Skateboards, roller blades, fishing poles.
- \* Large radios.
- \* Inflated balloons.

Some of the above items might be transported in the luggage compartment on out of town field trips, but not on a daily basis. The transportation office must be notified in advance.

Any large bulky item that needs to be transported to school, such as luggage, sleeping bags, air mattresses, etc. must be transported by parents.

Small items such as food or potted plants should be secured in paper bags and stapled. The students must be aware that if the bags are opened the contents may be thrown away.



### **Crownhill Elementary School Safe Walking Routes**

Elementary students who reside within a one-mile radius of Crownhill walk to school. Please review walking routes with your child if he or she walks to and from Crownhill each day. We recommend that children do not walk alone. If possible, they should be accompanied by an older child and/or adult. In most cases there are children willing to walk together.

Please note Kitsap Way, Rocky Point and Marine Drive are all heavily traveled car routes. We encourage a parent or guardian to walk the routes along these roads with their students to point out possible problem areas and where they should cross the street.

If your child is going to be going home from school different from the usual routine, we request a phone call or a note from a parent or guardian granting permission.

For the safety and welfare of our students please drive safely in the Crownhill attendance area when students are walking to and from their homes and bus stops. Please discuss at home, safety rules for walking and riding bikes to school. Remind all students to stay on approved walking/riding routes. Please do not walk on people's' property. Stay on the sidewalks or the side of the road walking against traffic (facing traffic).

### **Family Access Information**

Family Access is now available for all Bremerton School District parents and guardians!

Bremerton School District dedicates this site to those parents and guardians who want to be even more involved with their child's education. With the Skyward Family Access web program, you now have the capability to review your child's progress with just a "Point and Click" from the comfort of your home or office computer.

Parents and guardians, like you, now have access to their students' attendance, schedule, food service and additional student information. You may also review your log-on history via the web, e-mail teachers, see course offerings and submit your own e-mail address so teachers may contact you. At some sites, you may even submit absence notifications and put money into your child's food service account.

There is no need to wait until parent-teacher conferences; with this up-to-the-minute information, you can be a more proactive member of the educational team. We welcome you to Family Access, and hope you will find this application an important part of your ongoing relationship with the Bremerton School District.

As a guardian you will be given your account information that will allow you to view all your students enrolled in the Bremerton School District. You can pick these up in the office at Crownhill or in person at the District office at 134 N Marion Avenue. Please have 2 pieces of ID, one which must be a picture ID, ready when you sign up for your account.

If you have further questions please feel free to call 473-4200 or at the district office 473-1076.



## **“Summary of Student Acceptable Use Policy Disclaimer for Electronic Information Systems**

**The detailed Acceptable Use Policy (AUP) is posted on the district’s web site and in each building. Every student who uses District technology is responsible for all parts of the AUP. This is a summary only.**

**“System: is defined as any equipment, software, and information that are part of the District network, K-20 network, or other non-connected equipment. All rules regarding “public facilities” apply. All system accounts are to be used only by the authorized owner of the account for the authorized purpose. Account owners are ultimately responsible for all activity under their account.**

**All use of the system must be in support of education and research. Prohibited activities include but are not limited to: malicious use of the system to develop programs that harass other users or gain unauthorized access to any computer or computing system and/or damage the components of a computer or computing system; hate mail, harassment, discriminatory remarks or other anti-social behaviors; use of the system to access, store or distribute inappropriate materials such as obscene, pornographic, or other anti-social materials.**

**The District reserves the right to review system use. All users waive any rights to privacy, which they might otherwise have. The District reserves the right to remove any user account to prevent further unauthorized activity. Any violation of the AUP may result in a disciplinary action up to and including expulsion of student.”**



### **Non-Discrimination Disclosure**

The Bremerton School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, natural 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. Their address is 134 North Marion Avenue, Bremerton WA 98312-3542.

### **Weapons are not allowed**

Weapons, or anything that looks like a weapon, are not allowed at school, or on any district property, or at any event sponsored by any school or by the school district. If a student brings a weapon to school, the police will be called and the student will be immediately expelled. Depending on circumstances, the student could be expelled from all Washington state public schools for up to 180 days.

A student who possesses a weapon or who carries, exhibits, displays or draws any weapon or any object which can be mistaken as a weapon, or any item apparently capable of producing bodily harm in a manner which under the circumstances, manifests an intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion from the District for 180 days.

Except in extenuating or exceptional circumstances the following discipline shall apply for all offenses:

1. The principal/designee shall place the student on emergency expulsion, in accordance with the Washington Administrative Code, Chapter 180-40.
2. The principal/designee shall notify the parent/guardians and request an immediate conference.
3. Unless otherwise provided by law, in cases involving the possession of a firearm or an air gun the principal/designee shall, place the student on long-term suspension, unless expulsion is warranted under the circumstances. The principal/designee shall notify the parent/guardian of the appeal process.
4. In every case involving a weapon or look-alike weapon on District property or at District sponsored events, the principal/designee shall notify appropriate law enforcement personnel.

### **Teacher Qualifications**

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

### **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.

2. The medication must be in the original bottle with (1) the student's name, (2) the name of the medication, and (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 medication 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.

### **Smoke Free Campuses**

Smoking and the use of any tobacco products are prohibited on all Bremerton School District property.

If you would like copies of this handbook provided in alternative format – large print, Braille, cassette tape, or computer disc, please contact your school office or Special Services.

### **Building Inspection**

In accordance with Asbestos hazard Emergency Response Act regulations, an Environmental Protection Agency (EPA) approved asbestos management plan is in place for Bremerton School District. Qualified inspectors will conduct the next periodic surveillance every six months. A report of the results will be included in the management plan for each building.

### **Pictures or Video in Schools**

Bremerton School District likes to celebrate students and include pictures of children in publications, broadcasts, and on the web page. If you do not want your child's pictures taken, please complete an opt out form.

### **Family Educations 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 and review 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, the following student information may be release to the appropriate agencies (i.e., universities, military recruiters, etc.) Unless the parent/guardian requests the District in writing, to withhold such information:

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 request to withhold information should be directed to the principal of the school your child attends.

### **Custody Issues**

Many families struggle with custody issues between the parents. The school has no authority or legal jurisdiction to refuse a biological parent access to their child and/or their child's educational records. The only exception is when there is current legal documentation on file with the school such as restraining orders or parenting plans specifically stating visitation limitations during the time the child is at school.

Any student release situation which leaves the student's welfare in question will be handled at the discretion of the principal/designee or the school resource officer based on documentation available to the school.



## 10 TIPS for STUDENT SUCCESS

1. **Be sure your child is at school every day.** Good attendance is needed to do well in school – and to do well on tests. Be sure your child arrives at school on time, well rested, and well nourished.
2. **Take an interest in your child's school work.** When children and parents talk regularly about school, children perform better academically.
3. **Provide a healthy and stress-free home environment for your child.** Don't give your child unnecessary stress.
4. **Give your child verbal encouragement.** Help boost your child's self-esteem. Provide emotional support and encouragement.
5. **Make a quiet place at home for your child to study, read, and do homework assignments.** Monitor and limit your child's television viewing and video game playing.
6. **Work on reading with your child at home.** Good reading skills are important to success in school. Set a good example as a reader – read every day at home even if it is a magazine or newspaper.
7. **Ask your child's teacher and principal about grade level expectations for your child.** Ask how you can help your child learn at home.
8. **Ask your child's teacher about the tests your child takes.** Ask about the subject, knowledge and skills that are tested – and how the test results will be used to help your child be successful.
9. **Don't judge your child's abilities – or let others judge your child's abilities – on the basis of the score on a single test.** Any test provides limited information about what your child knows and is able to do.
10. **Use your voice to advocate for your child.** If your child has special needs, make sure the teacher and principal understand those needs and how they might affect performance. Ask for testing accommodations if needed.

## **Crownhill Teacher/Parent/Student Compact**

### **Teacher Responsibilities:**

It is important that students achieve. Therefore, I shall strive to do the following

- Create a positive learning environment where we all practice and encourage kindness
- Show respect for each child and his or her family
- Come to class prepared to make efficient use of learning time.
- Provide appropriate and meaningful homework activities.
- Supply students and parents with clear evaluations of progress and achievement.
- Maintain open lines of communication with students and their families.
- Provide parents with information on how to help students at home.
- Seek ways to involve parents in the school program.

### **Parent Responsibilities:**

I want my child to succeed. Therefore, I will encourage him or her by doing the following:

- Make sure my child attends school regularly and on time with a goal of 96% attendance (that is less than 7 days absent).
- Keep school informed of any concerns or changes that may come up.
- Encourage positive attitudes about school.
- Attend parent teacher conferences, support school functions, read newsletters and other notes, and consider volunteering as a classroom helper.
- Provide a quiet, well-lit place for my child to study and supervise the completion of homework.
- Provide nutritious food and a consistent bedtime so my child is ready to learn.
- Read daily to my child.
- Model kindness and respect on school property in accordance with the Peaceful Schools Initiative
- Monitor non-educational screen time so that my child is not exposed to violence or programs with inappropriate maturity levels and limit total hours of viewing.

### **Student Responsibilities:**

It is important that I work to the best of my ability. Therefore, I will do the following:

- Show respect for myself, my school and other people.
- Follow school and bus rules.
- Come to school on time every day prepared with my homework and my supplies.
- Believe that I can and will learn.
- Practice kindness to all



