



Elementary Handbook

**2010 & 2009 Washington Academic Achievement Award
2009 Title I Part A National Distinguished
School Award
Phi Delta Kappa Great Schools Award**

**Crownhill Elementary
1500 Rocky Point Rd.
Bremerton, WA 98312
360-473-4200
Fax: 360-473-4220
More information at:
www.bremertonschools.org**

Crownhill's Mission:

**The Crownhill community is
Committed to high standards of
Learning in a safe and nurturing
environment.**



Crownhill's Vision:

**Crownhill will be an active vibrant
Learning center that empowers
Students, staff and parents to be
Successful citizens in an
ever-changing society.**

LETTER FROM PRINCIPAL

Dear Families,

Welcome to the Crownhill Elementary School Team. We are so excited to have you as a partner in education. This school is proud of its long tradition as a neighborhood school where parents, staff and children work together to build a strong foundation based on academics, problem solving skills, and respect for themselves.

Crownhill Elementary School is a National School of Distinction. It is also a Washington Academic Achievement award winner multiple years and the recipient of the Phi Delta Kappa Great Schools Award. As you can see, Crownhill is recognized for its hard work and dedication to assist students in rising to the top of distinction. Standards are set high for all students, staff and parents.

Our doors are always open. Please feel free to come and visit and be an active participant in your child's education journey. There are many ways in which you can volunteer and support the journey of learning. Email is another effective way to communicate with the staff. To email any Crownhill staff member, type in their first name, last name @bremertonschools.org.

The school mascot is the Husky. A husky symbolizes uniqueness and potential. At Crownhill we learn to pull together as a team, share the responsibility of moving the sled forward in learning. The bigger the team and the better we work together, the easier it is to make progress. Please help us go the distance by joining our educational team.

I encourage you to review the handbook with your child. I also would recommend you to review it during the year.

I hope you will find ways to get involved with our team. Some suggestions would be to volunteer in classrooms, attend school functions, check your child's homework and progress on a daily/weekly basis, attend conferences, check planners, and the list goes on. Please ask the office or your child's teacher how you can help.

Sincerely,

Jill Carlson
Principal

“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 of 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 nay 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.”

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 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.
- Head lice treatment – two (2) days excused

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 9:10 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 2:35pm will be marked as a ½ day absence.

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 to take jurisdiction of that student. 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 parents' 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.

When should your child stay home from school?

General Guidelines for When not to Report to School

Good attendance at school is important in order for a child to do well. However, there will be times when your child is really too ill to attend. Either they are contagious to the other students or they felt too poorly that they would gain nothing from being at school. The following symptoms can help you determine whether your child should stay home.

Awaiting Results of a Strep Throat Culture

Rather than exposing your child's classmates to infection, wait until 24-hour culture results are in before returning your student to school. If it is negative, and your child is fever free, you can always bring your child in late.

Conjunctivitis (Pink Eye)

Following a diagnosis of conjunctivitis, the child may not return to school until prescribed medication is administered for 24 hours.

Diarrhea and vomiting

If your child has repeated episodes of diarrhea and vomiting, accompanied by fever, a rash or general weakness, consult a doctor and keep your child out of school for at least 24 hours.

Head Lice

Students determined to have head lice infestation or the presence of adult lice or eggs (nits) are not permitted in school until there are no live lice detected and all the nits are gone. Please refer to Lice Information.

Fever

Children who have a temperature of 100 degrees or more do not belong in school. Any fever within the past 24 hours indicates the need to stay home. For example, at bedtime your youngster has a fever of 101 degrees but in the morning awakens with a temperature of 97.6, keep your child home. Fever is an important symptom: when it occurs along with a sore throat, an earache, nausea, listlessness, or a rash, your child may be carrying something very contagious. Most pediatricians' advice to parents to keep children home during the course of a fever and for an additional 24 hours after the fever has passed (without giving fever-reducing medicine such as Tylenol or Motrin).

Rash

Children with undiagnosed rashes are not allowed in school. A doctor should be consulted for a diagnosis. A doctor should see children with fever and rash.

Runny nose/Cold symptoms

A bad cough or cold symptoms can indicate a severe cold, bronchitis, flu or even pneumonia. Some children suffer one cold after another all winter long and a run-of-the-mill cold should not be a reason to miss school. Runny noses that show colored discharge for a long period of time should be checked by your physician to rule out an infection. However, if your child is not acting "right" or has difficulty breathing, it could be serious. Check with your pediatrician right away.

Your Suspect Any Type of Illness/Infection

Should your child have symptoms of illness not mentioned here which may or may not be contagious, feel free to call the school nurse to run the symptoms by her when deciding whether to send your child to school.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick child home prevents the spread of illness in the school community and allows the child opportunity to rest and recover.

Crownhill
Teacher/Parent/Student Compact

Teacher Responsibilities:

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

- 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.
- 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 considers 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.
- Monitor television viewing 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:

- Always do my best.
- Show respect for myself, my school and other people.
- Follow school and bus rules.
- Come to school prepared with my homework and my supplies.
- Believe that I can and will learn.

Dress Code:

- Visible undergarments are not acceptable.
- Visible cleavage is not permitted.
- 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, do rags, etc., during the school day.
- No see through garments
- 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.
- Appropriate shoes for P.E. and recess (we discourage flip flops for safety).
- No bright colored hair and disruptive hairstyles (distraction to others).

Transportation:

Bus transportation is provided for all 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.**

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.

On the back of this paper is a list of walking routes. Please review these walking routes with your child if he or she walks to and from Crownhill each day. I 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.

The following crosswalks are manned with crossing guards from 8:45 to 9:05 a.m., and 3:30 to 3:45 p.m. Please talk with your children about crossing at the crosswalks and listening to the crossing guards.

- Rocky Point and 17th
- Crownhill Parking lot and Dora
- Crownhill and Bertha

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 peoples' property. Stay on the sidewalks or the side of the road walking against traffic (facing traffic).

Special Areas of Concern

Rocky Point

Students who walk up or down Rocky Point need to walk against traffic. There are no sidewalks. Students should use the shoulder of the road and walk against the traffic (facing traffic). Cross only in crosswalks.

Marine Drive/Lower Marine Drive

Students who walk up or down Marine Drive/Lower Marine Drive need to walk against traffic (facing traffic). Please use the crosswalk on the corner of Dora and Marine Drive. Students need to walk against traffic (facing traffic). There are no sidewalks. Students should use the shoulder of the road.

17th Street

Students walking to and from school from 17th Street, use the school fields and steps. The crosswalk is manned by crossing guards at the stated times. Please wait for crossing guards to cross students at the crosswalk. There are no sidewalks. Students should use the shoulder of the road and walk against traffic (facing traffic). Cross only in crosswalks.

Dora Ave.

Students walking to and from school on Dora, use the sidewalk in the front of the school. Wait for the crossing guards to cross students across to the dirt lot. Walk up Dora right side of Dora and walk on the left side of Dora to go down the hill. Walk in the dirt lot carefully watching cars that are dropping children off and picking up from school.

Bertha Avenue

Students who walk up or down Bertha need to walk against traffic (facing traffic). There are no sidewalks. Students use the shoulder of the road and walk against traffic (facing traffic). Cross only in crosswalks.

Kitsap Way

From Kitsap Way, walk on the sidewalk and turn on Marine Drive. Walk on the sidewalk, use the crosswalk and cross Bertha. Take a right on Bertha and walk against traffic (facing traffic), up the hill to the school. Use the back stairs to come onto campus.

From school, use the back stairs to leave campus, cross the street at the crosswalk and walk against traffic (facing traffic) down Bertha. Take a left on Marine Drive. Use the sidewalk and walk down Marine Drive to Kitsap Way. Use the sidewalk and crossing walks on Kitsap Way.

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 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 at all times.

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.

***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.
- I will clean up my messes in class, at lunch, and on the playground.
- I will not steal.
- I will treat other people's materials as I would treat my own.
- I will keep my area neat and organized.
- I will not write or carve on the walls or anywhere in the bathrooms.
- I will not bring toys and stuffed animals to school.

Safety

- I know that weapons and look alike or play weapons including guns and pocketknives 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.
- We reserve the right to determine what footwear is safe.

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.
- I will leave radios, tape players, hard balls, cosmetics, electronic games, toy weapons, and gum and cell phones 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 demonstrate.

What happens when a child breaks a Crownhill Expectation?

Reteaching 1. Teacher or Instructional Assistant will reteach the appropriate behavior and explain the rationale for the rule.

Time/Out Contract 2. 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 and make a behavior contract with the student and parents.

Office 3. A student will be asked to leave the classroom or playground and report to the office when:

- A. 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.
- B. The student has engaged in ongoing behavior and has been warned of the impending office referral, (ex. continual refusal to follow directions.)
- C. 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:

- 1. Explore ways the problem can be corrected
- 2. Write and practice an apology
- 3. Deliver the apology

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

2nd Office Referral:

- 1. Develop contract when appropriate
- 2. Contact parent
- 3. Loss of recesses or other reasonable consequences

3rd Office Referral:

- 1. Possible suspension – might be in-house suspension.
- 2. Behavior contract when appropriate.
- 3. Parent-Student Conference.

Volunteer Characteristics, Responsibilities and Guidelines

Volunteer Characteristics

- Honest in approach and attitude.
- Patient when working with students,
- Flexible in responding to the needs of students,
- Are prompt, dependable, and regular in attendance,
- Friendly to teachers and children,
- Appreciative of efforts of the school to educate all children and to provide maximum learning opportunities for each,
- Supportive of administrative and teaching staff.
- Willing to be discreet, sincere, dedicated, and punctual,
- Able to recognize the child's need to improve self-image and independent learning habits,
- Willing to communicate regularly with the staff, expressing concerns and questions with teacher or supervisor.

Volunteer Responsibilities

- Volunteer will telephone school if he/she is unable to attend at the scheduled time,
- Volunteers will sign in and out in the school office and wear name tags while visiting the school building and record hours of service on the designated form in the school office,
- Volunteers will keep all student information confidential.

Volunteer Guidelines

- 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, not supplant them. Teachers are responsible for content and instruction in the classroom. Be respectful of new ideas.
- 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 age & 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 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.
- Volunteers must avoid promoting any religious doctrines, or beliefs.
- Volunteers must avoid promoting 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/him or another person must be reported to the teacher or school counselor. If the student reports that he/she has been abused be repeated to friends, relatives, coworkers or other acquaintances.
- 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
- Science Fair – help set up for Science Fair
- 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
- Patrol Supervision
- Hall duty

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.

Acceptable Internet Use Summary

Every student who accesses the Internet is assigned an account and 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 which they might otherwise have. Any violation of the AUP may result in 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, Denise Zaske at (360) 473-1026. Their address is 134 North Marion Avenue, Bremerton WA 98312-3542.

Harassment, intimidation, bullying and retaliation are prohibited

Harassment, intimidation, bullying or retaliation is prohibited and will not be tolerated by students, volunteers, or employees or the Bremerton School District. Harassment, intimidation, bullying or retaliation can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, drawing, cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. False reports about or retaliation for harassment, intimidation or bullying complaints also constitute violation of the District's bullying policy. Please see the district calendar/handbook for the complete policy.

Sexual Harassment Prohibited

Bremerton School District prohibits sexual harassment of any student, staff member, or volunteer and has procedures for filing a complaint posted in every building. A complete policy will be given to every student. We encourage you to review this with your child.

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.

Firearms and Weapons:

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 or 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 1st. 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. The most recent semi-annual asbestos surveillance was completed in 06/11. 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.

10 TIPS for STUDENT SUCCESS

How can you help your child succeed on tests

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 by overemphasizing the test.
4. **Give your child verbal encouragement.** Help boost your child's self-esteem. Provide emotional support, especially during critical testing period.
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 and to doing well on tests. 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 test performance. Ask for testing accommodations if needed.

Parents: Ideas for Raising Readers

BEFORE READING DISCUSS



What kind of test is this?

Look at pictures, read the first paragraph to make predictions

Why did you choose this book?

DURING READING



Read together or alone.

Encourage both readers to ask questions:

1. I wonder why, how, when,
2. What word best describes (Character). Use details in the story to support your description?
3. What is the main idea? Point out what parts for the book support that idea.
4. Can you make a connection to something in your own life, world, or other book?

AFTER READING



Discuss the characters, setting, problems, and solutions.

What did you enjoy and/or learn from the book?

In a sentence or two tell me a summary of the book.