

Emerald Park Elementary School Handbook

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September 2018

Dear Parents,

Welcome to Emerald Park Elementary! This handbook has been prepared to help answer some of the most common questions students and parents have about our school. We hope it meets that goal as well as help you get acquainted with us.

I am very excited to be Emerald Park's Principal this year. If you talk to people, they will tell you that this is a great school. They are correct. We enjoy our work and take pride in doing it well. We always **strive for excellence** and hold **high expectations** for our students and ourselves. If I have learned anything in the past two years, it is that being a Navigator is a fabulous thing to be.

We believe in community. We want you to participate and find ways to become involved with the school. **Diversity is our strength.** We know that we can **learn from each** other to help our children learn, grow, and develop a **life-long love of learning.**

We need you! **Parent volunteers are important** so that we can offer special events, field trips, art lessons, and run effectively. You can be a role model for your child and the children of others. Your valuable time and energy are needed to continue programs and shape the future of the school. Please volunteer to help students experience the world and see themselves as having an important role in its future. In past years, we have logged over 4,000 hours of volunteer time. With your help we can meet that record.

Welcome to the Emerald Park Elementary community. Together we will help students navigate, learn and grow.

Sincerely,

Valerie Orrock
Principal

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Emerald Park Elementary Motto

“Totally absolutely obsessed with achievement”

Mission Statement:

Prepare our students to be productive, literate citizens.

Vision Statements:

- Students engaged and involved in learning and the operation of the school
- Strong relationships built amongst students, staff, parents, and community
- Basic skills emphasized and enhanced through project-based learning, multiple intelligences, and the arts
- Technology utilized to extend, enrich, and evaluate learning

Logo:



Mascot:

“Navigator”

Colors:

Navy blue, green, and burgundy

THE NAVIGATOR WAY...

NAVIGATORS

◆ BE RESPONSIBLE

◆ ACT SAFELY

◆ SHOW RESPECT

◆ EXHIBIT GRIT



School Governance

In accordance with School Board Policy 2010, a School Improvement Team (SIT) has been established for Emerald Park Elementary. The core mission of the Learning Improvement Team is to increase student achievement.

School Improvement Team (SIT)

Our School Improvement Team is a group of dedicated staff members and parents that work together to constantly improve the educational program at Emerald Park. This team examines our educational program and works with the staff to suggest directions and actions we can take so that we offer the best education to our students. SIT members meet every month during the school year to discuss matters with an educational impact.

Student Council

Student Council consists of four elected officers along with classroom representatives from grades one through six. The Student Council deals with such issues as playground rules and problem solving, school and community service projects, assemblies, school pride and appearance, student elections, and associated student body funds.

Student Diversity and Multicultural Education

The Kent School District and Emerald Park Elementary recognizes and respects the uniqueness of each student, staff member, and citizen within the community. This uniqueness is enriched in a school environment that recognizes the worth of all people regardless of social, ethnic, cultural or religious background, orientation, socio-economic status, or physical or mental difference.

Multicultural education is an interdisciplinary process rather than a single program or a series of activities. Objectives will be integrated into and, as a result, will permeate all aspects of our school program. Emerald Park supports multicultural goals, which include:

- Curriculum that is appropriate, flexible, unbiased, and that incorporates contributions of diverse cultural groups.
- Teaching units, instructional materials, displays, exchanges and field trips that contribute to intercultural understanding.
- The value of knowing and understanding other cultures, languages, values, beliefs, and lifestyles.
- A staffing composition including professionals, para-professionals, volunteers representative of the pluralistic nature of American society.
- Recognition of contributions of individuals and groups that characterize our society.

- School and classroom environments that help students respect and accept themselves and treat others with dignity and respect.
- Celebration of diversity

COMMUNICATIONS

Effective communication between school and home contributes to the quality education of students. We encourage you to contact the school by phone, voice mail, e-mail, or note should a concern arise. Please keep in mind, however, the importance of assisting your child in becoming an independent problem-solver whenever possible. Please also respectfully consider teachers' needs to balance communication and problem solving with their need to spend time planning and preparing for effective daily lessons. Every effort is made at Emerald Park to keep parents well informed regarding school procedures, policies, and events.

Change of Parent/Guardian Address, Phone Number or Email Address

When parents change address, phone numbers, or email address they should immediately notify the school office so we may call you in case of emergencies.



Telephone Use

The school telephones are to be used only for school business. In case of an emergency or for reasons granted by the principal, secretary, or teacher, the student may use the phone. The phones are not to be used to get last minute parental permission to go home with a friend. That should be arranged before coming to school. Cell phones may be used before and after school, but not during class or on the playground. Electronic photos are not permitted to be taken without permission. Cell phones will be confiscated if used inappropriately and parents will be called to retrieve them.

Newsletters

Navigator News, a monthly Emerald Park newsletter, will be sent home with the youngest child in the family who attends our school and can also be found on our website. This is our primary vehicle for communication to parents, and we encourage you to go through the contents. The PTSA newsletter is also sent home periodically and is an excellent source of school and community news. Teachers will send home periodic newsletters, as well. Additional information flyers are sent home periodically with the youngest child in each family to provide more detailed information about upcoming events.

Ombudservices

Ever feel like no one is listening to your concerns about school? We hope not, but should this occur, the Kent School District sponsors an ombudservice for parents and community members. The assistance is provided in the form of an independently contracted ombud who assists parents, students, and patrons of the district who are unfamiliar with district policies and procedures or who are uncomfortable in addressing issues and concerns by themselves. To access the services of an ombud, you may call the Kent School District Ombudservices number: 253-373-7117. Brochures with further information are also available in our school office.

Student Directory Information

Most information about students cannot be made public without consent of parents or guardians. Directory information is only released without parental consent when the request is for a directory, listing, or group of students. Directory information is also published in yearbooks, student/school newspapers, school handbooks, school or district web pages, etc. The school district will not release directory information for commercial purposes. If you do not want some or all directory information released about your child, you may fill out a form stating your preferences.

Student Placement Procedures

The principal will meet with teachers at each grade level in May/June to form classes for the following school year. Factors such as academic abilities, behavior, social mix, and boy-girl ratio will be considered.

A letter is sent home in late April, early May requesting parent input. This information will be helpful during the placement process.



Parents or Visitors in the Building

Your visits are welcomed and encouraged. If you desire to visit your child's classroom, please make an appointment with our office and your child's teacher at least a day ahead of time. In order to ensure the safety of the children, all parents, visitors, and volunteers are required to sign in at the office and wear a visitor's nametag.

As a general practice, we encourage parents to spend a day visiting, observing, and assisting in their child's classroom during the month of September. This will allow parents to experience the student day and assist with the learning in the classroom.

If you need to discuss something with your child's teacher, please call and make an appointment to meet with them before or after school. We work hard to keep our instructional periods uninterrupted. **Therefore, when your child arrives late to school they must walk unaccompanied to their classroom.** Visiting school-age friends or relatives should not attend school with your children.

Student Birthday Parties/Invitations

We understand that birthdays are an important milestone in a child's life. Celebrating at school may be accommodated; however, the purpose of the school day is the education

of our students. If you wish to bring treats to share in the classroom, we will deliver them to the classroom at 3:00 so they can be distributed before students go home. Please contact your child's teacher in advance, as they may have scheduling complications. Treats must be individually wrapped and ready to distribute.

For private celebrations, we ask that, unless your child is inviting the entire class, invitations be distributed outside of the school day. It can be rather distressing to the student or students who are not invited, difficult for the teacher to explain, and take valuable time from the educational day.

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Parent Meetings

In the fall, classroom teachers will conduct a Curriculum Night/Open House at which they will share expectations, goals, plans, and curriculum for the coming school year. Parents are strongly encouraged to attend this event.

Parent Responsibility to Schools

For the benefit of children, the Kent School District and Emerald Park Elementary believe that parents have a responsibility to encourage their children's performance in school:

- Support the school by requiring that their children be in attendance, observe all school rules and regulations, and accept responsibility for their children's in-school behavior;
- Send children to school with proper attention given to their health, personal cleanliness, and dress;
- Maintain an active interest in their children's daily work and provide a suitable place and conditions for study;
- Maintain communication with the school;
- Cooperate with the school and attend conferences set up for the exchange of information on their children's progress in school;
- Value learning and expect children to succeed;
- Avoid the disruption of student learning;
- Volunteer at least 20 hours annually on behalf of the schools



Volunteers

We believe that the volunteer program enhances the overall educational program in our school by: providing more adult-student interaction; releasing teachers from some of the clerical tasks in order to spend more quality time on each child's educational program; informing parents about our educational programs and practices as well as school policies and procedures; and establishing a positive relationship with the community at large, as our volunteers become school ambassadors communicating our goodwill.

Emerald Park Elementary students benefit greatly from volunteers who are willing to help in the classroom, the media center, the library, the health room and the office. We can use as many volunteers as possible – parents, grandparents, or any other adults. Last year, we celebrated over 4,000 hours of recorded volunteer time. To ensure focused learning for our students we ask you not to bring preschool children to the

classrooms when volunteering. Please consider the possibility of donating an hour or two each week. We need your help! We ask that all parent volunteers follow the same dress and appearance rules that are in this handbook in order to model appropriate appearance standards.

Volunteer activities require fingerprinting. This needs to be done two to three weeks in advance of the expected activity and **updated yearly.** For your convenience, we have office staff members who are trained to provide this service at Emerald Park. Please call the office to schedule an appointment. VIPS process??

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**Emerald Park Elementary
Title I Parent Involvement Policy
2017-2018**

We believe that parent involvement is essential to our students' academic achievement and future success. Our parent involvement policy was developed in partnership with parents and school staff to better serve the needs of our students. This policy will be evaluated annually to assure it is timely and effective.

- At our annual Open House school information, including Title 1, Part A requirements, will be explained to parents. Parents who cannot attend will be notified of meetings at other times to receive this information.
- Parents will be invited to participate in our parent policy planning, review and evaluation as part of our ongoing school improvement process and plan.
- During the school year we will keep parents informed of our Title 1, Part A program including curriculum, assessment, and achievement levels expected, through our publications, conferences, and our website.
- A parent newsletter, Navigator News, is provided by the school on monthly basis to keep parents informed of various school and district initiatives that are occurring in their child's education. This focus will allow parents to feel knowledgeable about the school. Occasional announcements may be posted on KSD App for EP alerts.
- Our School Improvement Team (SIT) meets once a month. The purpose of the SIT is to serve as a foundation for actively involving the school community in designing learning goals as well as innovative projects which enhance the educational experiences of our students. This team creates, reviews, and evaluates the school improvement plan.
- Parents may meet with staff members to give input and assist in making decisions regarding their child's education. Parents may call, email or write to the school office, teacher, or other staff to set meetings.
- Our school staff will be available and will respond to parents through meetings, in two way communication, such as phone calls, and email, and through written formats. If needed, interpreters, and/or translations will be made available.
- Student Learning Plans will be developed for all students not achieving standards in reading or math annually, and shared with parents during fall and/or winter conferences.
- We will provide translators/interpreters at fall and winter conferences to assist parents with understanding the Standards-Based Reporting System and their students' progress toward grade level standards.
- We will provide activities and events to involve parents in their child's academic growth, such as reading night, math night, curriculum nights, grade level programs, and parent education opportunities.
- Each Emerald Park Parent will **GIVE TWENTY** hours of time every school year by volunteering at school, assisting students with homework, reading to their children, attending school events, or participating in other activities promoting student learning.

For more information contact:
Emerald Park Elementary School
11800 SE 216th Street
Kent, WA 98030
253-373-3850

**Emerald Park Elementary
Title I Parent Involvement Policy
Dissemination Policy**

This policy will be disseminated via the school newsletter, discussed and reviewed in annual parent involvement meetings. The policy will also be discussed with the Parent Teacher Association (PTA). The policy will be open for discussion, revision, and dissemination annually.

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ASSESSMENT

Student Testing

Student testing at Emerald Park Elementary occurs in a variety of ways. The state mandates that all second grade students be assessed in reading during the first two months of school. Kent School District uses the Developmental Reading Assessment for this testing. The COGAT (Cognitive Abilities Test) is administered to all second graders to screen for highly capable program placement.

The Smarter Balanced Assessment is given each spring to third through sixth graders in Math, and English Language Arts (reading and writing). In addition, fifth graders take the Measurement of Student Progress in Science. Parents will be notified prior to any standardized testing.

ELPA21 (English Language Proficiency Assessment) A screener is used to determine initial eligibility for English language development (ELD) support services. It is an online assessment that measures proficiency in the four language domains of reading, writing, listening, and speaking.

The ELPA summative assessment is an online assessment given to all students who qualify for English language development (ELD) services with a placement. The ELPA21 summative assessment measures students' English language proficiency, both knowledge and skills, in reading, listening, writing, and speaking. Results from this test determine which students are eligible to continue receiving ELD services.



Student Records

Emerald Park Elementary will maintain student records which are necessary for educational guidance and/or welfare of students, for orderly and efficient operation of our school, and as required by law. All information related to individual students will be treated in a confidential and professional manner. Student records are the property of the district but will be available in an orderly and timely manner to students and parents. Student records will be forwarded to other school agencies upon request.

Report Cards

The school year is divided into trimesters. Parent/teacher conferences will be scheduled at the first reporting period, which will occur in October, and at the second reporting period, which will occur in February. The final report card will be sent home with your child the last day of school. However, if your child has any outstanding fines and/or fees due, the report card will be held until those fines and/or fees are paid.

CURRICULUM

Common Core State Standards (CCSS)

The State of Washington has adopted Common Core State Standards for all children in the state. These define what all children need to learn while in school. Children are tested on their progress towards these goals in grades 3, 4, 5, 6, 7, 8, and 10.

Field Trips

Students may be taken on educational field trips. They are always accompanied by one or more teachers and any parents who wish to participate. Parental permission forms are required before students are allowed to leave the school for field trips. Any parent wishing to chaperone, must have current fingerprint records on file at the school.

Parents are occasionally asked to drive on field trips. Parents wishing to drive must:

1. Be fingerprinted and have a current disclosure form on file
2. Show proof of \$100,000-\$300,000 of liability insurance
3. Show the office a current driver's license
4. Not have any recent moving violations



You will be notified on the field trip permission form if the children will be transported in private vehicles. *If your child will not be participating in any class field trip, please contact your child's teacher and other educational arrangements will be made.*

Health Program

The Kent School District provides K-12 age-appropriate prevention programs designed to increase the knowledge and skill of employees and students regarding critical health issues. These programs include Child Abuse Prevention, HIV/AIDS prevention, Substance Abuse Programs, Human Sexuality, and Personal Safety.

A school nurse serves our building two days a week. Her primary functions are to evaluate and interpret significant health problems that might affect a student's school attendance or academic performance. She also serves as a community resource person for health needs and acts as a liaison between school and home when there are special concerns regarding a student's health. She supervises and performs various student health screenings as mandated by the state. These include vision, hearing, and scoliosis. The school nurse maintains each student's immunization and health record. Besides serving as a member of the school's Student Support Team, she also sets the standards by which students are seen and treated in the school's health room. In the absence of the nurse, the health room is supervised by office personnel and parent volunteers trained to care for ill or injured students.

In addition to assisting teachers in implementing health education in the classrooms, the nurse is available for classroom instruction. During her contact with individual students, she often teaches first aid, safety, health care, nutrition, personal hygiene, etc.

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Supplies

Students are supplied with all basic textbooks and workbooks. Additional supplies are ordered annually including paper, pencils, art supplies, office supplies, etc. It is by far, the biggest part of our annual building budget. However, it does not cover all of our student supply needs. In June, students are given supply information for the following school year. Ideally, we would like to be able to provide each student with markers, personal scissors, etc., but the cost would be prohibitive. The students must supply these types of items. Basic supplies are provided by the teacher in cases where students do not have what they need. In the event that providing students with school supplies creates a hardship for the family, please contact the school office for assistance. Any item that needs to be delivered to the student in the classroom must be brought to the office so a staff member may deliver it.



Homework

An important part of a child's education is the carryover of learning into his or her activities outside of the school setting. One way this can be done is through homework.

At Emerald Park, we use a "developmental" process whereby children may start in kindergarten, in a modified way, to share their school activities at home and gradually increase this responsibility in grades 1 through 6.

At Emerald Park we believe that homework is important to:

- Develop work habits and responsibility
- Involve parents in the learning process
- Build and reinforce skills and learning
- Develop active learners
- Continue learning at home
- Study for tests
- Pursue extra and special activities
- Finish class assignments



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Accountability

The following procedures are used at Emerald Park for the assignment of homework:

- Homework assignments are given in one of the following areas throughout the school year: practice, preparation, extension, and/or creativity. The teacher will give a due date.
- If a child does not have the assignment completed at the time it is due, the child should have a note from home explaining the special circumstance why it is incomplete (emergency, illness, etc.).
- If a certain number of assignments set by the teacher are not completed by the student, the teacher will contact the parents to gain assistance in helping the student complete the assignments.
- **Homework is a joint activity between home and school and to be of value will need parent involvement and support.**
- Contact your child's teacher if you have any questions regarding his/her homework assignments.
- Provide your child the opportunity to go to the library and other resource areas in your community.
- Make a commitment each school day to listen to your child talk about schoolwork and to give your child some undivided attention.
- Provide a place with proper supplies and at a regularly planned time when your child can study without the distraction of television, telephone, or other siblings.
- Encourage your child to ask questions about the assignment at the time the assignment is made or before leaving school.
- Be sure to check with your child frequently on the status or completion of long-term assignments.

- Involvement in your child's schoolwork can give you a better idea of how to relate home and school interests for your child's growth and development. Some homework may be made available on One Note for access at home, and practice via web sites or licensed sites may be suggested. If you have questions, contact child's teacher.

What to Expect

Kindergarten

Type of homework:

- Reading library books with parent
- Child talks with parent about books, experiences, and interests
- Review papers and projects brought home
- Provide free choice activities such as coloring, cutting, clay, and board games
- Complete math homework

Benefit to student:

- Increased interest in reading
- Increased receptive and expressive language
- Increased math understanding
- Increased fine motor skills



Time expectation:

- 3-4 nights a week for 10-15 minutes

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First Grade

Type of homework:

- Reading library books with parent
- Studying word cards, math flash cards, and spelling words
- Complete math homework
- Occasional enrichment or extension activities
- Work to be completed as needed for each individual student

Benefit to student:

- Practice drill in reading vocabulary and math basic facts
- Increase reading fluency

Time expectation:

- 4-5 nights a week for 10-15 minutes



Second Grade

Type of homework:

- Spelling words—review and practice with parent Math facts (+/-) review and practice with parents
- Complete math homework

- Oral reading and comprehension—appropriate level materials
- Science/social studies—special projects as assigned—some parental supervision and involvement required
- Homework in any other subject area designed to meet individual needs
- Completion of incomplete or missed class work in all subject areas

Benefit to student:

- Additional practice and mastery of weekly spelling words and math facts
- Fluent oral reading at appropriate level
- Develops stronger reading comprehension skills
- Develop research and study skills
- Enrichment

Time expectation:

- Approximately 20-30 minutes per night
- Short practice session 4 times per week, no more than 15 minutes per session for math and spelling
- Oral reading, 4-5 nights a week for 10-15 minutes, emphasis on enjoyment and comprehension
- Homework as needed to meet requirement of special assignments

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Third-Fourth Grade

Type of homework:

- Math homework will be assigned Monday through Thursday
- Memorize +, -, x, ÷ facts
- Study spelling—review and practice with parents
- Math homework
- Oral reading parent to child
- Special projects in science, language arts, social studies—some parental involvement and supervision required
- Completion of incomplete or missed work in all subject areas

Benefit to student:

- Additional practice
- Enrichment
- Develops good study habits
- Develops student responsibility for own actions
- Develops independent research skills
- Increased reading fluency, vocabulary, and comprehension
- Increased math understanding

Time expectation:

- Approximately 30-45 minutes per night
- Spelling daily
- Oral reading daily



- Special projects—large block of time when needed

Fifth Grade

Type of homework:

- Read books and prepare book reports when assigned, 15 minutes per night
- Complete math homework
- Complete long-term projects assigned
- Do makeup work from absences
- Prepare for tests
- Work that is not completed at school
- Review daily lessons

Benefit to student:

- Develops discipline and responsibility
- Develops good study habits, time management, and self-motivation
- Develops research skills
- Enrichment
- Increased academic achievement

Time expectation:

- 30-60 minutes each night Monday through Thursday
- Set aside specific time (parent-child)

18 Sixth Grade

Type of homework:

- Long range assignments and projects such as reports and research
- Short term assignments of 2 or 3 days in creative writing, science, reading, or language arts
- Completion of all missed class work and unfinished daily work
- Math and reading will be assigned Monday through Thursday
- Spelling and vocabulary lessons
- Prepare and study for unit tests
- Book reports to focus on elements of literature

Benefit to student:

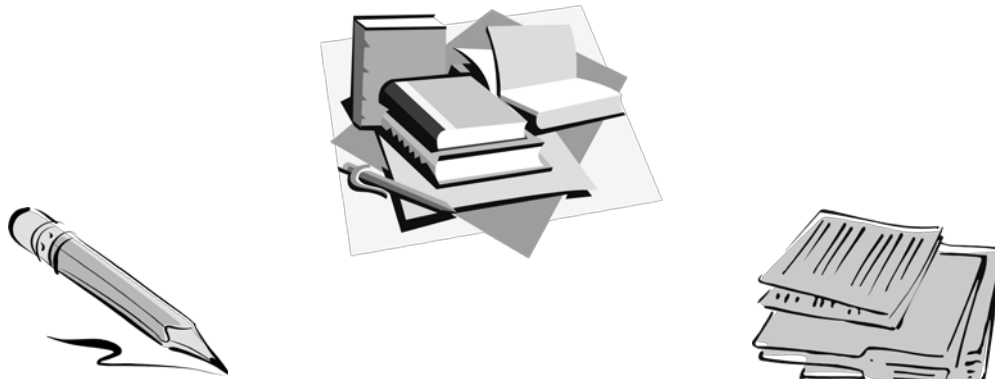
- Prepare for independence required at junior high
- Practice skills
- Develops independent study habits
- Develops and refines research skills
- Enrichment
- Develops organizational skills
- Problem solving
- Written explanation of thought process
- Increased academic achievement

Time expectation:

- 30-60 minutes, Monday through Thursday, or more depending on depth of project
Unfinished daily work can be assigned for makeup on the weekend

Special Education

Homework for special education students may or may not adhere to these guidelines depending on his/her individualized educational program.



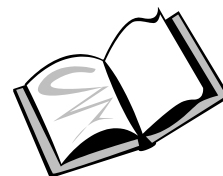
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SPECIALIZED STUDENT PROGRAMS

Library Book Selection

Librarians from the greater Seattle area meet monthly to review books and make recommendations for future book selections. Our goal is to have a balanced library selection, so that many points of view, different cultures, and a wide variety of topics and genres are represented. We select books that:

- Fill a curriculum need
- Motivate students to read
- Are well written, visually attractive, accurate and up to date (especially in the case of non-fiction)
- Are age-appropriate



Library Services

Emerald Park's library provides materials to support the curriculum of the Kent School District and the course needs of individual teachers. In addition, we purchase books on a wide range of topics and interest levels to meet the recreational and learning needs of students. Our goal is for students to become life-long learners and library users.

Intermediate students are introduced to good literature through "book talks" and individual reading guidance. Students are encouraged to read a variety of different types of books (fantasy, realistic fiction, science fiction, poetry, science, history, biography, etc.).

K-3 primary students visit the library once a week to check out books. Primary teachers provide library skills instruction at their discretion. Our library assistant

helps students find books and assists teachers with story times and skill instruction. Volunteers to help with check-out are appreciated.

At the end of the school year, please make sure that all school library books have been turned in. If your child has failed to turn in all of their books, a report with the books listed will be sent home and your child's report card will be held until the book is returned or a replacement fee is paid.

Media Lab

Emerald Park has a PC computer lab next to the library. The lab houses student work stations, an overhead projection system, SMART Board, and a teacher work station. One-to-one devices are issued in kindergarten through sixth grade classes. Please review the KSD policy on acceptable use of devices.

Music Options

Fifth and sixth grade students have three musical options to choose from: band, orchestra or general music. An orientation is presented during the first two weeks of school. Following the orientation students are asked to choose an option for the school year. (Their music option alternates with PE.)

Students in grades 1-4 will have a general music class which alternates with PE.

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STUDENT SUPPORT SERVICES

Emerald Park Elementary recognizes the unique needs of students with disabilities and their potential for significant educational development when receiving special education and related services. The Kent School District provides all eligible students with disabilities, ages 3-21, with a free appropriate public education, which consists of special education and related services. Emerald Park has the following specialized staff resources available to students:

Physical Education

We expose your children to a wide variety of physical activities (i.e., sport skills, fitness activities, movement skills, circus skills, and different games). The way we teach is called the "movement approach." This approach strives to have every student actively involved in every activity we undertake. There is little, if any, waiting in lines or sitting and watching others participate. We also emphasize sportsmanship and the enjoyment of physical activity over athletic achievement. We de-emphasize the competitive aspect (winning and losing) which is a part of most games and sports. We feel that students who have fun, are feeling good about themselves and are getting some vigorous exercise are already winners.

Integrated Special Education Program

Eligibility - Students are assessed by members of the Emerald Park Guidance Team. The areas of assessment include the student's level of functioning in academics, social and emotional behaviors, vision and hearing, health and cognitive development. Local district, state and federal governments define the guidelines for qualifications.

Goals - The Integrated Program provides specialized instruction designed to meet the individual needs of students. Special attention is given to students' perceptions and reactions to receiving services. Individualized Educational Programs (IEP) are developed as needed. Educational goals can be identified in the areas of reading, writing, math concepts and skills, study skills, social skills, behavior management, and pre-vocational skills.

Classroom - Students in grades K-6 are served in a variety of ways: in the classroom with the teacher, in small groups and in tutorial settings.

Psychological Assessments

The Guidance Team may recommend that a school psychologist formally assess a student's full abilities. Our assessment program is very thorough and follows the federal and state guidelines for Special Education. In the expanding role of the school psychologist, our program also provides assistance to teachers and to our overall Student Support Team. Our school psychologist participates in the many activities concerning student assessment and placement. Parents must give their permission for the Student Support Team to conduct full assessment of a student's abilities and academic achievements.

Speech/Language Program

The Speech/Language Pathologist works with students who exhibit a variety of communication problems: articulation difficulties, stuttering, receptive/expressive language delays, and hearing problems. The specialist's role has been expanded to include participation in the Guidance Team for diagnosing specialized student needs as well as working closely with the classroom teachers and other school personnel to improve the language development program. Our program is also responsible for special speech, language, and hearing screenings; Child Find; kindergarten screening; and special speech and language services which are offered as part of the district's summer school program.

Counseling Program

Our counseling program has several components. One of the most important is working with students. The counselor works with students individually, in small groups, and in the classrooms. The counselor is available for all students as well as those experiencing academic, personal, or social difficulties. As a member of our Student Support Team (SST), the counselor assists students, parents, and educational personnel in identifying specialized programs that are available to meet students' needs. Our counseling program also provides a connection between teachers, parents, students, and community agencies.

Student Support Team

The Guidance Team (SST) consists of the following specialized staff members:

- Administrator
- Counselor

- Psychologist
- Speech/Language Pathologist
- Nurse
- Special Education Integrated Program Teacher
- Regular Program Teachers

This team acts on the behalf of students, parents and staff members to assist in identifying individual student's needs to develop instructional strategies and techniques which can ensure student success. The team discusses students who have been identified as having school related problems. The team may review screening assessment data, identify program options, and recommend interventions. Parents or teachers can request the assistance of the Team. The Student Support Team makes recommendations based on the available information. Program intervention options may include classroom adaptations, additional testing, or monitoring progress.

Home/Hospital Instruction

Upon request from a parent or an adult student, home/hospital instruction will be provided to students who are unable to attend school for an estimated period of four weeks or more because of physical disability or illness. A written statement from a qualified medical practitioner verifying that the student will not be able to attend school for an estimated period of four weeks or more must accompany the request. Emerald Park Elementary is not responsible for any costs incurred in securing this medical verification.

Required Federal and State Notices List

A separate informational booklet will go home to every student the beginning of the school and included in every registration packet for those students that enroll after the start of the school year.

Items covered in the parent notification list is as follows:

Harassment and Discrimination-Free Environment
 Non-Discrimination Statement
 Individuals with Disabilities Education Act (IDEA)
 School Lunch Program
 Discipline Policy

Guidelines for School Sanctions
 Responsibilities, Rights and Due Process

No Child Left Behind (NCLB)
 Limited English Proficiency (LERP) Students
 Parental Involvement Policy
 Protection of Pupil Rights Amendment (PPRA)
 Family Educational Rights and Privacy Act (FERPA)
 Annual Yearly Progress (AYP)
 National Assessment of Educational Progress (NAEP)
 Report Cards

Religious Related Activities and Practices
Student Achievement
Teacher Qualifications
School Identified for Improvement, Corrective Action, or Restructuring
Child Identification Procedures
Homeless Children and Youth
Compulsory Attendance Law
BECCA Bill
Asbestos Management Plan Notice
Pesticide Right to Know Act for Children
Human Sexuality
Emergencies
Computer Use Agreement
Electronic Information System Acceptable Use Guidelines
Ombudservices

Religion and Culture

We believe our school should be a place where students with diverse values, beliefs, and non-beliefs can come together in an atmosphere of mutual respect and understanding, in accordance with Kent School District policies. Our goal is to teach and model the social skills of understanding, empathy, respect of an individual's rights, and sensitivity towards others. Therefore, the following guidelines have been established:

- Instruction about religious matters and/or using religious materials will be conducted in an objective, neutral, non-devotional manner and will serve an educational purpose.
- A student may decline to participate in a school activity that is contrary to his/her religious convictions.
- Musical, artistic, and dramatic presentations which have a religious theme may be included in course work and programs on the basis of their particular artistic and educational value. They will be presented in a neutral, non-devotional manner, be related to the objective of the instructional program, and be accompanied by comparable artistic works of a non-religious nature.
- The school will promote the self-esteem of all children, encouraging them to share their various beliefs, diversity, and cultural heritage.



Freedom of Expression

The free expression of student opinion is an important part of education in a democratic society. Students' verbal and written expressions of opinion on school premises is to be encouraged so long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms.

Gang Activity

Individuals or gangs who engage in, advocate, or promote activities which intimidate or otherwise threaten the safety or wellbeing of persons on school premises (or in reasonable proximity thereto), or any school sponsored activity, are harmful to the educational process. Gang activity will not be allowed on school grounds. Students exhibiting behaviors or gestures which symbolize gang membership, or causing and participating in activities which intimidate or affect the attendance of another student will be subject to discipline.

ATTENDANCE POLICIES

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Absences

Children should be in school unless they are ill. However, there are occasions when exceptional circumstances might also constitute a valid absence. It is important that parents contact the school if their child is going to be absent or tardy for any reason. Punctual and regular attendance is important to your child's progress in school, but if you have reason to believe your child is becoming ill, it is best for your child to stay at home. If your child is well enough to be in school, he/she is usually well enough to go outside at recess. **Any absence due to illness lasting five or more days** will require a written note from the attending physician.

We use a "safe arrival" system at Emerald Park to insure the wellbeing of our students; we contact a parent/guardian **every day** that children are absent. Please call or email the office first, if your child is going to be absent. Otherwise, we will call you/your spouse/emergency contacts to make sure everything is all right. Reminders will be written to you if we do not hear from you within 24 hours of the absence(s). If we have not received any communication from you within 3 days, the absence(s) will remain unexcused.

School district policy classifies absences as *excused* and *unexcused*.

Excused absences are those for illness, injury, a death in the family, medical, dental, legal appointments, religious observances, or educational trips. It is important to

schedule medical and dental appointments *outside the school day if at all possible*, as they do interrupt the learning process. **For extended absences of three days or more, please contact the main office to complete a Prearranged Extended Absence Form.** All other absences are considered **unexcused** unless they are cleared with the principal.

Unexcused absences include everything other than illness and anything not approved in advance. Missing the bus, oversleeping, babysitting, parent's medical appointments, shopping and the like are considered unexcused absences. Unexcused absences will require procedures outlined under the Becca Bill. Teachers are not required to provide or accept work missed during an unexcused absence. **The Kent School District will place an auto-dial call to you on the day of the unexcused absence. Finally, written notification of the unexcused absence will be sent home.**

For homework during an absence...if your child will be absent for **more than one day** and feels well enough to do homework, please call the school in the morning and make a request for the day's work. We will record the absence information, then transfer you to your child's teacher so that you may make arrangements to pick up the assignments and materials after school on the day of your call.

Students are responsible for **making up any assignments missed** while absent. Arrangements and due dates should be worked out with your child's teacher. Missing assignments may adversely affect a student's grades.

Late Arrivals (Tardies)

Prompt arrival in the classroom is essential to the smooth beginning of the educational day. Late arrivals, or tardies as they are known, disrupt not only the learning of the late arriving student, but that of the students already seated in class. A bell sounds at 8:58 a.m. to remind students to line up at their classroom door. A second bell rings at 9:00 a.m. and students arriving in their classroom later than 9:00 a.m. will be considered tardy. They are then required to report to the school office and collect an admittance slip. To lessen the impact on classroom learning, the student then walks unaccompanied to their class. If a student misses ninety minutes or more in the morning, it is considered a half-day absence. **A continuing pattern of arriving late at school for any reason will result in school discipline sanctions such as missing recess time.**

Tardies are classified as *excused and unexcused*.

Excused tardies are those for limited medical or dental *with a confirmation note from the medical or dental office*, legal appointments that are for the student, or illness. Medical and dental offices should readily provide an appointment confirmation.

Unexcused tardies are those for missing the bus, homework, oversleeping, eating breakfast, babysitting, appointments for other family members, car problems or **doctor or dentist appointments without a verification note. The Kent School District will place an auto-dial call to you on the day of the unexcused tardy.**

Absences and tardies should be printed on your child's report card. Please make note when you receive your copy. If you have any questions regarding the information

provided or you would like to check the status of your child's record, please contact the school office and our attendance specialist will assist you.

Individual Student Early Dismissals

Early dismissals will only occur for **emergency** situations to ensure learning from bell to bell. For student doctor or dental appointments, a physician's excuse note is required to excuse the absence.

Just as absences and tardies are tracked in our student records system, so are early dismissals. Early dismissals are just as disruptive as tardies.

District-wide Early Dismissals

Every Wednesday, Emerald Park students will be dismissed two hours early at 1:40. This time is used for staff to collaborate

Leaving early decreases learning for everyone. Make every effort to have an alternate plan when you are unable to pick up your child at dismissal. Regular dismissal time is 3:18. If a student is picked up for an early dismissal of ninety minutes or more, it is considered a half-day absence.

PLEASE NOTE: All tardies and early dismissals are shown as tardies on the student's report card.

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TO AND FROM SCHOOL

Buses . . . Some Emerald Park students ride buses. To make the ride safe and pleasant, there are many safety rules and regulations. When your child receives his or her copy of the bus rules, please discuss them. If your child does not follow the bus rules, you will be informed. The privilege of riding the buses will be withdrawn if a student continues to disobey the rules and you will be responsible for transportation.

The Transportation Department determines the number of buses necessary to transport our students to and from school. Students can request permission to ride a different bus on occasion for special circumstances. This requires a parent note, which must be brought to the office during morning announcements. The Transportation Department occasionally sets limits to accessing alternate bus transportation if the buses are in danger of becoming overcrowded.

Change Of Plans . . . A written request for the change in plans (alternate bus route or walking route, parent pick-up, etc.) should be signed by the parent, and the student should bring it to the office at 9:10 a.m. to be logged in and approved. Phone calls will be approved in emergencies.

Early Arrivals. . . Students may NOT be on the school grounds prior to 8:45 a.m. We do not have adult supervision prior to that time and cannot be responsible for your child. Please make other arrangements.

Individual Early Dismissals . . . Parent sign out student at the office. To lessen the impact on the classroom, the parent must wait in the office for the student to be sent from the classroom.

Late Arrivals . . . Student or parent signs in at the office. To lessen the impact on the student learning, the student then walks unaccompanied to the classroom.

Going Home . . . All students must leave the school grounds immediately, unless they are participating in a school-sanctioned activity (Clubs, tutoring, music groups, etc.). Students may not return until after 4:20. **All students still on the school grounds after 3:55 and not participating in a school-sanctioned activity will be sent home, this includes students waiting for a sibling/friend who is participating in an after school activity. Also, if the student is within the school walking area and no one has arrived to pick up him/her up from school by 3:55, then we will have the student walk home.**

Non-parent Pickup . . . If anyone other than a parent or immediate family member, or someone designated as an emergency name on the data card, is picking a child up at any time, we must have a dated note signed by the parent or a phone call giving permission. The designated person must come to the office and sign the child out.

Parking... *To enable a smooth flow of traffic and safety for our students, cars are not allowed to double park in the drop off/pick up loop. Parents are encouraged to park in the parking lot and come and get their children in person.*

Releasing Students from Class . . . ²⁷ As a building procedure and safety precaution, we need to have students released from class through the office. In the event that a child needs to be dismissed early from school, the parent must come to the office and sign the child out of school. The child will not be excused from class until the parent is in the office. This will help us provide better supervision of our students and monitor our early dismissals. Unless it is absolutely necessary, please do not pick up children up 5-15 minutes before the end of the school day. Lesson closure, homework assignments, and special announcements are often reserved for the end of the day. **PLEASE NOTE: Students may not leave the school campus during the school day, unless being picked up by a responsible adult.**

Student Safety Patrols . . . The Emerald Park patrol attempts to achieve two basic goals. The first and most important goal is to provide assistance and aid to students at Emerald Park in the proper and safe crossing of streets and driveways around our school. A second function of the patrol is to build self-esteem, leadership, and self-discipline qualities of patrol members.

Walkers . . . Walkers should arrive at school **no earlier than 8:35 a.m.** **After school is dismissed at 3:40 p.m.,** all students are to go home immediately. There is no supervision after school except for the bus lines. Walkers will leave the building at dismissal time using a designated route with patrol support. Walkers, bus riders and students being picked up by their parents will exit their classroom through their outside door.

Bicycle Policy...When bikers arrive on the school grounds, they must dismount and push their bikes to the racks located in back of the school. For safety reasons, bikes must not be ridden on the school grounds during school hours. All riders MUST wear a safety helmet. If a student rides his or her bicycle to school without a helmet after receiving a warning, the parent will be called. If the student continues riding without a helmet, he/she will not be allowed to come to school on his/her bicycle.

Skateboards, Roller Blades, Wheelies and Scooters Policy...Skateboards, roller blades, “wheelies” (shoes with wheels built in) and scooters are NOT allowed at school.

**Kent Fire Department reminds you.....
“Your life is a gift. Practice safety every day!”**

WeTip...WeTip provides an anonymous toll-free crime hotline to students, staff, and community members who have information about a crime and want to report it to authorities, without having to reveal their identity. WeTip operators immediately relay all information to the security department or to the law enforcement agency with jurisdiction where the crime was allegedly committed. The hotline is staffed 24 hours a day, 365 days a year, with at least one Spanish-speaking operator on each shift. Tips that lead to a conviction are eligible for a reward of up to \$1,000. Call WeTip at 1-800-78-CRIME.

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HEALTH AND SAFETY

Health Information

Good emotional and physical health is closely related to the learning process. Pupils are expected to participate in all activities scheduled in the school program. Any request for limitation of a pupil's physical activity should be accompanied by a statement from your physician or discussed with the school principal.

Parents are responsible for the care of students who become ill. It is very important that we are able to contact you or another adult who will assume responsibility in case of emergency. Please make sure we know immediately if you change your address, telephone number, employer, baby sitter, day care, or emergency contact.

The following list of common illnesses is provided as a guideline for you when you are wondering whether or not to send your child to school. This is one area where no one really wants to “share the wealth.”

Chickenpox: Excluded minimum of one week from appearance of eruption and thereafter until all vesicles have been encrusted.

Colds: Children with acute colds should not come to school. Colds spread very quickly.

Conjunctivitis: Commonly known as pink eye. Exclusion of children from school and restriction to home premises until adequately treated. Very easily spread.

Fever: Students should remain home for twenty-four hours after a fever is gone before returning to school. In no case should a child be sent to school with a fever.

German Measles: Excluded for three days after appearance of eruption.

Impetigo: Excluded until lesions are healed or until proper treatment has been started and is being satisfactorily continued.

Lice: Excluded until all lice and nits are gone. The school staff will check child before returning to the classroom.

Mumps: Isolation for a minimum of seven days and until swelling of salivary glands has gone down.

Ringworm: (Skin) Excluded unless adequately treated and covered. (Scalp) Excluded for one week of treatment. Cotton cap must be worn continuously at school.

Scabies: Excluded until adequately treated.

Scarlet Fever: Isolation until clinical recovery or until twenty-four hours after initiation of treatment with an effective antibiotic.

Vomiting: Students should remain home for twenty-four hours after the vomiting stops.

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Communicable Diseases

A student may be excluded from school if he/she is suspected of having a communicable disease, in accordance with the regulations within the "Infectious Disease Control Guide" (SPI-1991). A school principal and/or his/her designate has the authority to send an ill child home without the concurrence of the local health office. If the disease is reportable, the public health officer must be notified.

Medication at School

Oral medication (prescribed and over the counter) may be given at school to students only if a current (school year) District Health Services form HS 18-94, Authorization For Administration of Oral Medication At School, has been completed by the physician and parents/guardians.

No medication is to be in the possession of a student. The school nurse and his/her designee dispense all medication from the school health room.

No medication will be administered by injection except in a life endangering situation. The parent must submit a written and signed special treatment form (HS 37-97). Also, authorization must be supported by signed and dated written orders accompanied by supporting directions from the physician. The school nurse will then train and delegate this procedure to specific school staff.

Emergency Treatment

Schools are responsible for providing first aid or emergency treatment in case of sudden illness or injury to a student. The principal or designated employee should immediately contact the parent so that the parent can arrange for care or treatment.

In the event that the parent or emergency contact cannot be reached and in the judgment of the principal or person in charge immediate medical attention is required, the injured student may be taken directly to the hospital and treated by the physician on call. When the parent is located, he/she may then choose to continue the treatment or make other arrangements.

Student Immunization

Before entering school in the State of Washington, a student's parents/guardians must complete a State Certificate of Immunization Form (CIS) and comply with state immunization laws. Parents/guardians may choose to exempt a student for medical, religious, or philosophical reasons.

The school office will provide parents/guardians with specific immunization requirements. Those students not fully immunized can and will be excluded from school in the event of an outbreak of any of the designated diseases. The parents/guardians of any students out of compliance with state law will receive written communication informing them of:

- The immunization requirements;
- The denial of further attendance by the student;
- The procedural due process rights; and
- The immunization services that are available.



Asbestos Management Plan

As required by the Environmental Protection Agency (EPA) in compliance with section 763.84 of the Asbestos Hazardous Emergency Response Act (AHERA), Kent School District is providing annual notification that we have an Asbestos Management Plan established for the District per AHERA regulations. Site specific plans are available for review at each site and an overall plan for all sites is located at the Maintenance and Operations Department. Be advised that we are currently managing any asbestos in the District's buildings per AHERA regulations.

Child Custody

Emerald Park Elementary presumes that the person who enrolls the student is the residential parent of the student. The residential parent is responsible for decisions regarding the day to day care and control of the student. Parents, legal guardians or de facto parents have the two-fold right to receive information contained in the school records concerning their child and to forbid or permit the disclosure of such information to others subject to the authority granted to the residential parent or as otherwise authorized by statute. Emerald Park, unless informed otherwise, assumes that there are no restrictions regarding the non-residential parent's right to be informed of school progress and activities. If restrictions are made relative to the above rights, the residential parent will be requested to submit a certified copy of a court order which curtails these right(s). If the non-residential parent questions these rights, the issue will

be referred to police authorities for resolution. Unless there are court restrictions, the non-residential parent, upon request, will be given grade reports, notices of school activities, reports of disciplinary actions, or notices of teacher or principal conferences or summaries. Notice of the non-residential parent's request for records will be provided to the residential parent. The student is not permitted to visit or be released to anyone, including the non-residential parent, during school hours without the approval of the residential parent.



EMERGENCY INFORMATION

Emergency Dismissal Plan

If it should ever be necessary to close school for an emergency prior to normal closing time, it would not be possible to contact parents. Therefore, each student must know what to do in case parents were not home or immediately available should power outages, weather conditions, etc. necessitate an early dismissal. Please discuss and periodically review your family safety plan so each student knows whether to go home or to a neighbor, and what to do until parents arrive home. This advance planning will assure safety and peace of mind.

Ice and Snow

When ice and snow prevail, our first concern is always the safety of the students. In hazardous weather, bus schedules may vary in time of pick-up and return trips.

In the event of ice or snow, please do not call the school office or the radio stations. This ties up phone lines needed for emergencies. One option is to listen to your radio for closure information. The radio stations listed below will broadcast information regarding the operation of the Kent School District. Please listen to one of the following radio stations for information throughout the day: KAYO, KIXI, KZOK, KOMO, KJR, KVI or KIRO.



If the Kent School District is not mentioned during the newscast, you will know that Kent School District schools are open, with buses operating on nearly as normal a schedule as possible. If the Kent School District is mentioned during a newscast, it will refer to one of the following situations:

1. "Emergency schedule" - this means that the weather will cause changes in bus routes. Buses may also be running late.
2. "All KSD schools are closed" - this is determined on a day-to-day basis and parents should listen each morning for information.
3. All Kent School District schools are open, but will be running _____ hours late. Bus schedules are adjusted by the same time. For example, if your student ordinarily catches the bus at 8:50 a.m. and school is one hour late, he/she would catch the bus at 9:50 a.m.

Another option for checking on school closures is to visit the Kent School District website www.kent.k12.wa.us, the independent website www.schoolreport.org or downloading the KSD app on your phone. Either source will give you current information with helpful details.



When schools open late, there will be no before school activities. When schools are closed (or close early), there will be no after school, evening or athletic events.

Safety Drills

Procedures for orderly evacuation in case of fire or other emergencies are taught in each classroom. Fire (six), lockdown (two), and shelter-in-place (one) drills will be held. Earthquake drills are held at least three times per year.

STUDENT BEHAVIOR

Student's Rights and Responsibilities

Student's rights and responsibilities exist in the framework of the democratic process. It is the mission of the Kent School District and Emerald Park Elementary to provide opportunities for each student to acquire the skills, attributes and knowledge essential to achieving his or her full potential as a contributing citizen. A written statement pertaining to student rights, conduct and corrective actions and sanctions has been developed by the Kent School District and is available in the school office for review.

It is the policy of the Kent School District that all students should be able to attend and learn in a school setting that is free from all forms of discrimination including sexual harassment. No student should be subject to unsolicited or unwelcome conduct, either verbal or physical, of a sexual, religious, racial or ethnic nature. Harassment refers to behavior which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness. Further, students shall not be subjected to third party harassment, which is defined as behavior that is personally offensive to an observing party.

Electronic Devices

Walkie-talkies, electronic games, cell phones, surfaces and other electronic devices are not to be brought to school. ***Also, we prefer that cell phones be left at home, however, understand their use in emergency situations. During school hours, the cell phone needs to remain turned off and in the student's backpack. If it is out or rings during school***

hours, it will be confiscated and we will require a parent/guardian to come to the office to pick it up.

Dress and Appearance

The school will prohibit clothing, shoes or jewelry that are hazardous, destructive to school property, or which disrupts the learning process. It is important to keep in mind that behavior at school may be influenced by a student's clothing, jewelry and shoes.

Clean, comfortable clothing is the best guide. Girls and boys, under the guidance of their parents and the school, should learn to make elementary school appropriate choices when selecting clothing, shoes or jewelry. Failure to comply may result in a call home for a change of clothing. **We request that adults that in the school building for any reason (e.g., chaperoning, volunteering, visiting, etc.) follow these guidelines to help us set the example for appropriate dress and appearance.**

The dress code is:

- No loose-fitting sleeveless t-shirts (should be fitted on the shoulders and no over-sized armholes).
- No tank-tops, halter tops, spaghetti-strap tops. Straps should be more than three fingers (the student's fingers) wide, making sure that no undergarment shows.
- No bare midriffs.
- No t-shirts with offensive/inappropriate slogans or graphics.
- Waistband of pants or shorts needs to be above the hipbone, not exposing underwear.
- Shorts, skirts and dresses need to be at least fingertip length.
- Leggings, jeggings or tights **MUST** be worn with a skirt/shorts/top that is fingertip length all the way around
- Footwear needs to keep the foot safe and secure. Shoe laces should be tied tightly. Lightweight sandals, flip flops, wheelies and cleats are not allowed.
- Headgear, including hats, visors, baseball caps, do-rags, sweatbands, bandanas, scarves, hoods, etc. may only be worn outside the building. However, culturally required head coverings are allowed at all times.

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Rainy Day Recess

Because we have so many rainy days, **it is important that students come to school dressed appropriately for all kinds of weather.** It is our policy to send students outside for recess, if at all possible. The playground staff determines whether or not an alternate recess plan is needed, keeping in mind the safety of all students.

A rainproof coat and something to cover the head are good ideas in this area. Try as we might, we have a very difficult time keeping children out of the rain and under our covered areas during recesses on rainy days. Please prepare your children to be outside on rainy days. Students will be reminded to wear the appropriate clothing when going out for recess, however, they may be asked to remain under cover if not adequately dressed.

Assembly Rules

Be Responsible

- Maintain your personal space
- Applaud when appropriate

Act Safely

- Hands, feet and objects to yourself
- Enter and exit in a straight line

Show Respect

- Sit facing forward
- Voice:
 - Level 1 – While waiting
 - Level 0 – While watching
- Respond quickly to the signal



Exhibit Grit

- Stay present
- Be involved
- Remain focused
- Actively participate
- Have a positive attitude

Student Discipline

Responsive School Management Approach

Characteristics:

- The teacher/staff help students develop self-control
- Behavior Standards are high and developmentally appropriate
- Students help create the rules
- Teacher/staff teach and help the students practice the rules
- The teacher/staff use logical consequences or interventions to help students learn from their mistakes

Outcomes:

- The classroom/school is calm and civil
- Students show a high degree of responsibility, kindness, and respect
- Students learn to think and act in socially responsible ways
- Students' relationships with teachers/staff and others is strengthened
- Students feel safe in school

All students at Emerald Park will receive annual training with **Kelso's Choice and/or Second Step**, programs which teach children to resolve conflicts. The program provides children with ways to deal with difficult situations. Students are trained to try to solve minor problems from the following menu of strategies:

- Go to another game or activity
- Share and take turns
- Respectfully talk it over and listen to each other
- Walk away from the problem
- Ignore the problem behavior
- Tell the person to stop the problem behavior
- Apologize
- Make a deal or compromise
- Wait to cool off
- If you have a BIG problem, tell an adult



When used on a school-wide basis, **Kelso's Choice** is proven to be extremely effective. We encourage you to become familiar with the above strategies and use it in your home and neighborhood. By working together, we can develop a healthy life skill for young people to use.

The Navigator Way...Be Responsible, Act Safely, Show Respect & Exhibit Grit

Be Responsible

Students make appropriate choices and are accountable for the choices they make.

We are responsible when we:

- Do what we are supposed to do
- Are someone others can depend on
- Accept responsibility and consequences
- Make a mistake, then make amends
- Keep agreements

Act Safely

Students act to keep themselves and others safe. To be safe means free from danger, injury, risk, harm or loss.

We act safely when we:

- Follow rules
- Keep hands and feet to ourselves
- Cause no harm to ourselves or others
- Use equipment and school supplies properly

- Look ahead to make sure the environment is safe for ourselves and others

Show Respect

We show respect when we:

- Have an attitude of caring about people
- Treat each other with dignity
- Use appropriate language at all times
- Value ourselves and others
- Treat others as we want to be treated
- Do no harm to the property of the school or others
- Leaving the property of others as you found it

Exhibit Grit

We exhibit grit when we:

- Have staying power
- Have perseverance
- Stick with a problem until it is resolved
- Keep working despite failure in order to show growth or get better at something

Behavior Expectations and Recognition

Students are expected to follow “The Navigator Way,” by demonstrating that they are being safe, respectful and responsible. Behavior standards are high and developmentally appropriate.

Our goal is to enable students to take responsibility for their actions and to increase their capability for making good choices. The Emerald Park problem-solving steps will be taught in all classrooms and reinforced by all adults throughout the school. We strive to keep students connected and contributing to our school community while maintaining a positive, safe, and caring environment. Students will be recognized for their contributions toward achieving these goals.

Behavior Consequences

Some of the methods we may use to help change unconstructive student behavior choices include:

- Verbal/Non-verbal
- Student/Teacher Conference
- Reflection Time and/or Time Out
- Written Problem-Solving Plan
- Office Referral
- Restricted Movement or seating change
- Modified Schedule
- Work Detail
- Parent/Teacher/Student Conference
- Loss of Field Trip
- Shortened Day
- Restorative meeting

The following consequences may be applied after misbehavior:

- Loss of recess
- Community Service
- Talk to student/verbal warning
- Use problem solving thinking map or resolution plan
- Write apology letter
- Call home

- Walk with playground supervisor during recess or “benching”.
- Time out in partner teacher’s classroom
- Repaired or replaced property/restitution
- Read playground rules or other relevant policy
- Meet/or phone conference with parents
- Suspension in-school or out of school
- Expulsion

OOPS! Slip

This is a form that is used within the school to document a minor infraction of the school rules. It is the first step in our school wide discipline system. It is used for informational purposes. A copy of the slip may be sent home by the classroom teacher, if deemed necessary. If the behavior is repeated an Office Referral Form is the next step.

Office Referral Form

The school-wide behavior communication sheet is called an Office Referral Form (ORF). The purpose of this form is to report behavior(s) that need to be changed. Parents will be contacted with information of the incident or the white portion of our three-part form will be sent home for a parent signature if unable to reach the guardians, then this slip must be returned the next day. The purpose of this is to ensure that there is good communication. If a student receives multiple Office Referral Forms, the parents may be invited to a meeting to problem solve ways to help the student.

NOTE: For Kent School District (KSD) Discipline Policies, please refer to the KSD Handbook or the KSD website at: www.kent.k12.wa.us

Recess Rules and Expectations

At recess, student health and safety is our primary concern.

The buildings are off limits during recess except for restroom use. However, to use the restroom, the student must obtain a pass from the playground supervisor and return it when done. Students must avoid any distractions to the surrounding classes and/or office.

Students have access to all visible areas of the grass and sand fields. Students are to remain within the marked areas within the fenced playground.

Students should speak to one another in a kind and respectful manner. A courteous noise level should be used near the buildings.

Students are never to leave the playground without permission from a playground supervisor. Students must have a pass to go to the health room, office, or the rest rooms.

Soccer or playground balls may only be kicked while on the grass or sand fields.

Dangerous, expensive and/or distracting toys/objects must be left at home, i.e., bats (wood or metal), hard balls, sharp objects, lighters, matches, radios, remote control toys, fidget spinners, etc.

All games and activities are open to anyone who wishes to participate, including those involving playground balls brought from home. Game participation restrictions by grade level may be approved by the playground supervisor.

Only playground balls that are 6" in diameter or larger are allowed for play during recess. We do not allow superballs (small balls with extreme bouncing capability), tennis balls, baseballs, softballs or bats for play during recess. If an appropriate ball is brought from home, we request that it be labeled plainly with the student's name.

Throwing or kicking of rocks, sticks, pine cones, snowballs, etc. is a danger to other students and is not allowed.

Dangerous games are not allowed. These include tackling, kicking, piggy-back, tripping, wrestling, pushing, games involving a ball being thrown at someone, and any other activity designated as dangerous by the playground supervisors. No play or pretend fighting is allowed. The participation in recess activities is a privilege, therefore, any inappropriate play will result in the loss of these privileges.

Good Sportsmanship

Good sportsmanship is an important trait of every Emerald Park Elementary student. The rules of good sportsmanship should be observed at all times. They are as follows:

1. Know and obey the school rules. Be respectful of all playground supervisors.
2. Play the game to the best of your ability and treat each participant the same.
3. A good team player is able to be a good follower as well as a good leader.
4. Keep your pride under control in victory and be courteous and gracious in defeat.
5. **You may not switch teams during any game, unless directed to do so by a playground supervisor.**

Play It Safe

- Watch where you are moving. There are others on the playground.
- Bumps, bangs, trips, tackles, shoves, slugs, pokes, pinches, pushes and play wrestling or play fighting are not allowed
- Grabbing or pulling of clothing is not allowed.
- Stay within the boundaries established by the playground supervisors and/or your teachers.
- Eating is not allowed on the playground.
- Gum chewing is not allowed on the playground.

- Spitting is not allowed on the playground.

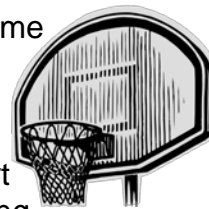
Play It Smart

- All coats are to be worn or put by the student's classroom door.
- Share the equipment – take your turn.
- Playground equipment brought from home needs to be plainly labeled with the student's name.
- Choose your words wisely - **No teasing, put downs or inappropriate language.**
- The playground supervisors are in charge on the playground - no arguing or back talk.
- Football is for 5th and 6th grade students ONLY.
- No throwing of pine cones, rocks, sticks, wood chips, snowballs, etc.
- No spit wads, or blowing items at people with straws, etc.
- Once a game begins you may not remove the ball to change games.

Game Rules

Basketball

1. Players not following the rules will be removed from the game
2. Basketball is a **NO CONTACT** sport
3. Games may be full or half court
4. Pick equal teams
5. *Maximum of 6 players for half-court or 12 players full court
6. NO grabbing or pulling on the other students or their clothing
7. NO tripping, shoving or pushing other players
8. NO wrestling for the ball
9. Games begin with a jump ball between a player from each team
10. Outside the white lines is out-of-bounds, if the ball goes out-of bounds, possession goes to the other team



Kickball (played like softball)

1. Players not following the rules will be removed from the game
2. Follows basic slow pitch softball rules (list on sign-in clipboard)

3. Pick equal teams, using the sign-in sheet – **NO SWITCHING TEAMS**
4. Maintain batting order, start where last inning left off
5. Teams switch at five runs or three outs
6. Only a soft, playground ball may be used
7. No strikes
8. No bunting
9. No stealing
10. No sliding
11. No leading off
12. No “cherry bombs”
13. Tie goes to the runner
14. Defensive player may not block the base runners path
15. Runner must touch each base
16. Runner should be tagged with the ball – **NO THROWING AT RUNNER**
17. Player is pitcher for entire inning, pitchers are changed each inning

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Four Square

Players not following the rules will be removed from the game. There are four players. The squares are numbered 1, 2, 3, and 4. A service line is drawn diagonally across the far corner of square #1. The serve always starts from the #1 square.

The ball is served by dropping it and serving it underhand from the bounce. If the serve hits the line, the serve is in. The server can hit the ball to any of the other three courts. The player receiving the ball must keep it in play by striking the ball after it has bounced once in his/her square. He/she directs it to any other square with an underhand or overhand hit. A player may step out of the square to hit the ball. Play continues until one player fails to return the ball or commits a fault. A ball that hits the outside lines of the court is in. A ball that hits a line between squares may be played or that game may be restarted.

The following are outs:

- Teaming or “killing”
- Hitting the ball sidearm
- Catching or carrying a return volley, or double touching the ball

- Allowing the ball to touch any part of the body except the hands

When a player misses or commits a foul, he/she is out and goes to the end of the waiting line and all players move up. The player at the head of the waiting line moves up to square #4.

Variation:

Juggle Square

The basic rules are the same as they are for Four Square, with the following exception. Rather than hitting the ball with the hand, it is gently hit with another part of the body (e.g., forehead, shoulder, knee, toe, etc.) It is a fault if it is hit with the hands or arms.

Soccer

1. Players not following the rules will be removed from the game.
2. First captain is the student who brings out the soccer ball, the second captain is the next student to arrive on the field.
3. If students are unable to manage team selection, a sign-in sheet may be used to help with this process.
4. Since random kicking is involved, play carefully!
5. NO switching teams.
6. NO rugby-style play.
7. NO tackling, tripping, slide-tackling, or grabbing of other students or their clothing.
8. NO shoving, pushing or purposefully kicking other students.
9. If a ball leaves the field, it is out-of-bounds and the ball is thrown in by the other team.
10. Do not continue to play a ball that is out of bounds.
11. The ball must be thrown in from out-of-bounds at the point of exit by the closest person from the opposing team.
12. If hands are used, the opposite team gets the ball. If a player commits this foul more than once in a game, the player will be removed from the game.

13. Each team **MUST** have a goalie or goalies (maximum of two). Only one goalie from each team may use their hands on the ball.
14. Drop kicking is **ONLY** allowed by the goalie within the goalie box area.

Tetherball

1. Play

Players not following the rules will be removed from the game. The player who serves first is the student who arrives at the tetherball court first. After the first game, the winner serves first. One player stands in each court. The server starts the game by the ball with his/her hand or fist in the direction he/she chooses. As the ball travels, each player tries to hit it in an effort to wind the rope completely around the pole. The player who first winds the rope completely around and in the direction of his/her play, wins the game. During the game each player must remain in his/her own playing zone.

2. Outs

- a. NO "ROPIES" – The rope cannot be grabbed, touched or used to throw the ball
- b. NO "TAPPIES"
- c. No interference from other players
- d. No more than one player per side
- e. No "throwing" the ball
- f. No "ballet" serve
- g. 50 or more hits



3. Disputes

In case of an argument, the students in line who were watching are the judge and the majority rules

Volleyball

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On the serve:

- You have to keep one foot behind the line when serving.
- You get **two** tries to get the ball over the net.
- If the ball does not go over the net or touches the net, it is the other team's ball.
- You have to use a bump to return a serve.
- You may score no matter which team is serving.
- You continue to serve until your team fails to return the ball.

Play of the ball:

- Only three hits per side.
- You can bump, set and spike.
- Sets—hands are above head and open and hit with fingers not palm
- Bumps—hands need to stay together.
- If the ball hits the line it is considered in.
- You can only hit the ball once and then someone else needs to hit it before you can hit it again.

Scoring:

- Either team may score.

- You score when the opposing team cannot return the ball or hits it out of bounds.
- A game goes up to 15 points.
- You have to win by 2 points.

Rotation:

- Your team rotates when you win the ball back.
- There can be 6-9 players at a time on court.



Twirling Bars

1. Only two students per bar at a time
2. There are two bars, one line of students waiting per bar
3. Students should form the lines off the mat
4. For K-4, a maximum of 10 twirls per turn, for 5-6, a maximum of 20 twirls per turn. In all cases, the line will count
5. Students may use a coat for padding
6. Students must hold their leg or the bar at all times
7. Students may twirl on their stomachs or with the knees
8. No student may assist another student to get on the bar or to twirl
9. If a skirt or dress is worn, the student must wear shorts underneath
10. No standing on the bar or weird flips (No matrix)

Wall Ball and Hand Ball

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1. Players not following the rules will be removed from the game.
2. Two players, one is server (except for 5th and 6th grade who may play up to six players in at a time).
3. At the beginning of the game ALL players may decide on a set of rules that they choose to play by. If ALL are not in agreement, play returns to Emerald Park rules.
4. You can ask for a decent serve.
5. Ball striking a side line is in.
6. If the ball is out-of-bounds, the player that hit it is out.
7. Ball striking roof or the upper section (dark blue) of the wall in play is an out.
8. All persons in line are judges to decide whether the player is out, majority rules.
9. The first person making a mistake is out. It does not matter if it was played on. They are still out.
10. If you kick the ball you are out-
11. NO special hits of any kind, unless ALL players agree to add special hits.
12. NO saving courts, first player arriving with a ball at court gets the court



Big Toy and Spider Web Climber

1. Students not following the rules will be removed from the equipment.
2. Students may not run on any of the black safety matting.
3. For safety reasons, student access to the Big Toy or Web Climber may be limited in number at the discretion of the playground supervisors.
4. **ALL STUDENTS MUST GO ON THEIR SEATS, FEET-FIRST AND DOWN ONLY ON ALL SLIDES.**
5. Students may not climb on the outside of tubes (slide or tunnel) on the Big Toy.
6. No standing on the Web Climber.
7. No jumping or bouncing on the suspension bridge section.
8. No sliding down stair railing.
9. While playing, students may not use articles of clothing to hang from the equipment and must have at least one hand on the device at all times.
10. For safety reasons, there is limited swinging or twisting.
11. No other equipment may be used on the Big Toy or Web Climber (jump ropes, hula hoops or playground balls).

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BREAKFAST AND LUNCH



Ordering Meals and Making Payments

It is a goal for students to practice responsible behavior in remembering to bring their lunch or money. Printed lunch menus are *not* sent home. Parents will need to look up the choices online: <http://www.kent.k12.wa.us/KSD/ck/printablemenus.html>.

We do not allow students to “charge” lunches. If you notice a lunch sitting on the counter at home after your child has left, bring it to school! We will make sure it gets to your son or daughter. Also, if your child has left their lunch money at home, please bring it to the office.

The lunchroom supervisor is not expected to monitor a student’s choice only to ensure that the selection is adequate as an interim measure so that the child does not go hungry.

You may pre-pay for lunches. Students with lunch money may bring it to the kitchen manager before school begins. Please watch the balance in your child’s lunch account at:

<https://www.lunchmoneynow.com/lmn001/Main.htm?2261105516364690Nav=|&Nod eID=481>

Pre-paying is more cost effective than buying daily. Low Balance reports are sent home with students on a weekly basis, watch for them. Please discuss with your child/children the importance of bringing these forms home to ensure that your child may order a lunch. When paying by check or money order, please make them out to "Emerald Park." Also, write your child's first name, last name and teacher's name on the bottom of the check. To pay online, go to www.kent.k12.wa.us/parents, then in the "On-line Tools for Parents" section, click on "Lunch Money Now." To order online or by phone you need to use a credit card.

Free and Reduced Breakfast and Lunch applications are now completed online at: <https://www.applyforlunch.com/>. If you do not have a computer or need help, there is a computer in the office and office staff will assist you. You will be notified if your child qualifies for the program. Student's confidentiality is respected.

Students should pay for the hot lunch and milk in the multipurpose room as soon as they arrive at school. Please help your child to develop responsibility for bringing his or her lunch or milk money.

At the end of the school year all accounts will be reviewed and students with outstanding balances will have their report cards held until the balance is paid.

Breakfast

Breakfast is served by our kitchen manager in the multi-purpose room at 8:35 a.m. Ordering can be done on a daily or pre-paid basis, similar to the lunch program.

Meal and Milk Prices

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NOTE: The prices that are listed are *subject to change*, please check the Kent School District website or the school newsletter for any updates or changes.

LUNCH

Regular paying students-\$2.60
Reduced paying students-K-3 – No Co-Pay
Reduced paying students-4th-6th - \$.40

BREAKFAST

Regular paying students-\$1.50
Reduced paying students-No Co-Pay

MILK

\$.50

ADULT

Breakfast
\$2.25



Lunch
\$3.75

Lunchroom Behavior Guidelines

- Enter the lunchroom orderly and quietly. Line up to make your lunch/milk selections.
- Sit at the assigned table and seat.
- Use indoor voices for conversation. Follow the talking signal (a traffic signal). “Green light” – Level 2 - the level of noise is appropriate. “Yellow light” – Level 1 - the level of noise is too high and needs to be reduced. “Red light” – Level 0 - talking must stop completely, either for the sharing of information or dismissal.
- Use polite manners while eating (e.g., say “please, thank you and excuse me”, chew with your mouth closed, appropriate language and conversation).
- Keep our hands, feet and objects to yourself.
- Raise your hand to get permission to leave your seat or ask a question.
- Limit food waste.
- Recycle aluminum, some plastic and milk cartons.
- Clean up after any spills or ask for help.
- Leave lunch area clean before departing. Pick up all garbage on the table/bench/floor and wipe down the table.
- Wait for your table to be dismissed by the lunchroom supervisor.

Fine Dining Award

In an effort to encourage good manners in the lunchroom, during each lunch period students may be recognized for excellent or improved behavior. The student being recognized receives a small treat and has his/her name placed on the “Fine Dining” bulletin board.

MISCELLANEOUS INFORMATION

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Video Policy

The following guidelines and procedures have been established for the use of videos at Emerald Park Elementary.

- Videos with a “G” rating may be used freely for educational purposes when such use supports classroom instruction.
- Un-rated works or works rated other than “G” that will be shown in entirety, or a substantial part thereof, will require prior notification and consent of the parent, using the video consent form. Parents may, after discussion with the classroom teacher, request an alternative activity for their child.
- Short subjects or excerpts of non-rated materials may be shown when the content shown conforms to the standard of a “G” rating or has been edited to conform to a “G” rating.
- Parents shall have the option of being notified prior to the showing of any non-rated material. Parents may also elect to leave the choice and use of such materials to the classroom teacher.

It shall be the responsibility of the classroom teacher to ensure that any video materials used in the classroom shall be rated “G” or edited to conform to the “G” rating standard.

Internet-Use Policy

We have excellent access to the internet. Students are subject to discipline and removal of privileges for misuse of the internet.

Fines

All students are expected to give the best care to books and equipment entrusted to their keeping. These materials are their responsibility, which means they should handle them with care. Fines will be levied by the teacher, school library assistant, or principal upon any misuse of school property.

Lost And Found

Every day we have several coats, sweaters, and other items brought to the office. Parents are requested to put the child’s name on any item that could be lost or misplaced by the child. Identified items will be returned directly to the student. Periodically, all unclaimed items are given to community service agencies.

Money

A child should only bring money to school for specific reasons. Money may be lost, misplaced, or stolen, and this causes the child to be upset. Small children should check money with their teacher for safekeeping. We do require checks instead of cash for book orders. Please make sure that any cash payments are the exact amount. **We cannot make change.**

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Privately-Owned Property

We discourage students from bringing personal property, including toys, stuffed animals, etc. because they can create distractions. The only exception to this policy is specially designated days (e.g., Student Council Stuffed Animal Day). Emerald Park Elementary will not assume responsibility for the maintenance, repair, or replacement of any privately owned property brought to school or to a school function unless our school staff or administration has specifically requested the use or presence of such property. Electronic devices such as, MP3 Players (IPOD’s), walkie-talkies, DS’s are not to be brought to school. ***Also, we prefer that cell phones be left at home, however, understand their use in emergency situations. While on the school grounds, the cell phone needs to remain turned off and in the student’s backpack. If it is out in class or out on the school grounds, it will be confiscated and we will require a parent/guardian to come to the office to pick it up. Camera and recording features are not to be used at school.***



Class and Individual Pictures

Individual pictures will be taken in the fall and will be available before the winter break. Class pictures are taken in the spring. Information concerning the individual and class pictures will be sent home with the children. Parents are not obligated to buy the pictures. All pictures need to be paid with exact change, **the office cannot make change.**

Yearbooks

Yearbooks are produced each year and are available for purchase by parents in the spring. Parents are not obligated to buy the yearbook.

Parties

All grades will have scheduled room parties for Fall Festival, Winter Break, and Valentine's Day. They will be held with the assistance of parent volunteers. Parties will generally be held the last hour of the day. A small donation may be asked of each child to help defray party expenses.

Classroom Snacks

Good nutrition is an important part of student learning. We hope that you will help us set that example, when providing classroom snacks or treats. Healthy snacks could include: popcorn, carrot/celery sticks or pretzels. We ask that you avoid sugary foods like: cookies, candy, or cake.

CLOSING REMARKS

Emerald Park Elementary is a special place to be. We hope your child enjoys attending school here. We work hard to provide the best education possible for all of our children.

This parent handbook attempts to provide you with information about our school and the way it operates. I know we cannot answer all questions in this book, so please feel free to call or come in to talk and ask questions. Suggestions are welcome at any time. Your partnership is essential.

Our staff also welcomes your help and your efforts. The home and school team needs to be a very positive force in your child's life. We believe in children and work hard for their welfare.

We have dedicated ourselves to doing our best for your boy or girl. Please keep us informed of your student's successes, as well as the challenges facing him or her. Please help us help your children.

Sincerely,

Valerie Orrock
Principal

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