

# Hidden Creek Family Handbook

## 2019-2020



### **Our Motto**

*Responsible Learners & Contributing Citizens*

### **Our Vision**

*Hidden Creek Elementary develops responsible learners, contributing citizens and internationally-minded individuals who will create a better world.*

### **Our Mission**

*Our mission at Hidden Creek is to provide a caring, culturally-responsive and inspiring learning environment. We empower our students to achieve their full potential through rigorous, inquiry-based learning, principled action and personal reflection. At Hidden Creek, we exhibit traits of good character and demonstrate a strong work ethic. We nurture the whole child by searching for the talents and skills that exist in all children. In partnership with our families and community, we empower students to become balanced, knowledgeable and productive global citizens.*

# Welcome to the Hidden Creek Elementary Community!

We are so happy to welcome you to Hidden Creek, home of the "Hawks". We hope that the contents of this handbook are helpful to you as we enter into the 2019-2020 school year. This year we are handing out paper copies of this document to all families so you might have it at your fingertips for reference throughout the school year.

While last year brought changes in our security protocols and arrival/dismissal procedures, in many ways we are going to stay the course on our current practices included in this handbook. There are some updates to our student management and discipline and we also will be implementing attendance/tardy procedures based on updated state legislation designed to improve student attendance in school.

One new procedure is that if you are bringing a student to school at/after 9:05 AM, an adult needs to escort them into the building and sign them in as tardy. You are free to park briefly in the loading zone/lane to bring them into the building.

Thank you for being a part of the Hidden Creek family! I am here to support your children to have a healthy and happy educational experience as a Hidden Creek Hawk. Please feel free to reach out to me with any questions or needs you may have. The best recipe for success in reaching me is to either email me at [ward@skschools.org](mailto:ward@skschools.org) or calling ahead to check my availability to assist you as soon as possible at 360-443-3050.

Mrs. Brenda Ward, Principal

## DAILY SCHEDULE 2019-2020

### Monday, Tuesday, Thursday & Friday

8:00	AM	School Office opens
8:30	AM	Students eating school breakfast enter the building
8:45	AM	All students may enter the building and proceed to playground
9:00	AM	Students escorted to classrooms by supervision staff
9:05	AM	School begins
3:40	PM	Dismissal
4:30	PM	School Office closes

### Wednesdays (except 1<sup>st</sup> day of school and half days)

8:00	AM	School Office opens
8:30	AM	Students eating school breakfast enter the building
9:45	AM	Students escorted to classrooms by supervision staff
9:50	AM	School begins
3:40	AM	Dismissal
4:30	AM	School Office closes



The hallways to classrooms will not be open until the 9:00 AM bell rings. If you are a parent/family member, please release your student at the main entrance of the building to staff on supervision duty, who will ensure they are delivered to their designated location safely. If you have a scheduled meeting with school staff or are volunteering, please sign in at the office and get a visitor's badge as soon as you arrive on site.

### **Student Dismissal Expectations**

Monday-Friday Dismissal Time: 3:40 PM

Expectations of Students Riding the Bus:

- Students should walk directly to their designated bus line when dismissed from the classroom.
- Waiting students are expected to follow Hawk Expectations in line.

Expectations of Students Being Picked Up Out Front:

- Once dismissed, students are to wait outside the building for pickup.
- While waiting for pickup, students will be in their designated waiting area, watching for their ride to arrive at the curb. They should remain on the sidewalk until the car is stopped and their adult gives them a "signal" that it is okay to open the door and get in.
- Students should follow Hawk Expectations for behavior while waiting in front of the school.
- Crossing the parking lot should only be done at the crosswalk with adult assistance. Please meet your student(s) on the sidewalk closest to the building and do not allow them cross the traffic area or walk behind/between parked cars without your direct supervision.

### **EXPECTATIONS FOR DRIVERS DURING ARRIVAL & DISMISSAL**

Please follow the procedures listed below. The children's safety must come first.

- 1) Enter parking lot and **pull as far forward as possible** before letting your child out of the car.
- 2) Children must exit the car on the passenger side of the vehicle next to the curb/sidewalk.
- 3) Cars may not be left unattended unless parked in a parking space. All drivers must stay with their vehicle and continue to move forward as space allows.
- 4) During afternoon pick up, once your child is safely in your vehicle, carefully merge left and exit the parking lot.
- 5) All pedestrians MUST USE THE CROSSWALK. Walk your child to the crosswalk and cross safely.
- 6) Traffic is heaviest at 8:55 AM and 3:35 PM. Coming just a few minutes early in the morning and a few minutes later in the afternoon can make a world of difference.
- 7) **Thank you for supporting and cooperating with the staff members who are on duty. They are helping to keep students safe.**

## **TRANSPORTATION TO AND FROM SCHOOL**

### **SCHOOL BUSES:**

School bus transportation is available to the majority of our students. Bus transportation is a privilege and students riding buses are required to obey all established rules and regulations. Disorderly conduct while riding a school bus may result in denial of this privilege.

All children will be expected to ride their assigned bus regularly. **If it is necessary for your child to ride a bus other than the one assigned, a note or phone call to this effect must be sent to the school office.**

### **WALKING:**

Written authorization notifying the school that your child is allowed to walk home must be received. Parents are encouraged to instruct their children in proper walking procedures, especially since there are no defined sidewalks or pathways in our school area. If you choose to have your child walk along Converse, please encourage him or her to exercise extreme caution. We do not have staff or students patrolling any crossings on Converse Avenue so please make sure your children are walking on the "Hidden Creek" side of Converse to school to decrease safety risks on the walk to school.

### **ANY CHANGE TO YOUR CHILD'S METHOD FOR GOING HOME REQUIRES NOTIFICATION FROM THE PARENT TO THE MAIN SCHOOL OFFICE.**

### **STUDENT ABSENCES**

Regular school attendance is important to your child's progress. Please keep early dismissals, tardiness and absences to a minimum. Help your child develop consistent attendance habits.

**Please call the office before 9:30 a.m. to report your child's absence.** If no call is received, the school attendance office calls each morning to verify unexplained absences. This procedure assures parents that their child has made it safely to school and meets state law requirements.

Absences will be identified as unexcused unless a phone call or note from the parent is received by the school within 30 days of the absence. Teachers are not expected to make special preparations in advance for any student who is absent due to truancy, family vacations, etc.

### **LEAVING SCHOOL DURING THE DAY**

Early dismissal of a student may be granted at the request of the parent/guardian for reasons involving the student's health or a family emergency requiring his or her presence. Please send a note to school with your child informing us of the time you plan to pick him or her up. Students are to bring the notes to the office in the morning before school. To protect the safety of your child, teachers will only release a student if authorized by the office. In order to release students from the building, they must be signed out in the office. Upon returning, they must be signed in again.

### **WITHDRAW/TRANSFER TO ANOTHER SCHOOL**

If you move out of our school's service area, either within the school district or to a location outside of our district, please notify our school office as early as possible. This helps us process paperwork, assess fines and close our records. Student records will not be sent to the child's new school until we receive a written request from the school.

## **VISITORS TO THE CAMPUS & COMMON AREAS OF THE SCHOOL**

The School District maintains a "closed campus" policy. Students are expected to remain at school from the beginning of the school day until the end of the school day. Observations or visitations on campus must have the approval of the building principal and be pre-arranged. All visitors or volunteers are required to sign in at the school office upon arrival and must wear a visitor's badge/sticker.

**If you are delivering forgotten items (lunches, books, etc.) for your student, bring the items directly to the school office. The office personnel will deliver items to your child at a time least disruptive to the classroom.**

## **CLASSROOM VISITATIONS & TEACHER CONFERENCES**

We appreciate your interest in your child's progress and learning experiences. You are most welcome to visit the school. To avoid classroom disruption, classroom visitations must be scheduled through the school office or classroom teacher in advance. Individual conferences with a teacher should be scheduled before or after the school day. When you arrive at school on the day of your visit, please check in with the office. Students are not allowed to bring other children as visitors.

## **PROBLEMS/CONCERNS**

**If you have questions or concerns involving your child's education, we ask that you talk first with the classroom teacher.** Many concerns can be resolved simply by scheduling a conference or classroom visitation. You may schedule a meeting by calling or emailing the teacher or school office. If a problem or concern continues, please contact the principal for assistance.

## **BIRTHDAYS & CLASSROOM PARTIES**

Classroom teachers have their own procedures for recognizing students' birthdays. Please check with and get prior approval from your child's teacher if you want to bring a treat for the entire class to celebrate your child's birthday. Additionally, please do not send gifts, flowers, balloons, etc. to school during the day.

At other times throughout the school year, there may be occasions where parties and celebrations occur in the classroom. Your child's teacher will notify you of any special events being held.

**Due to health and safety reasons, party treats must be store bought rather than home baked.**

## **ELECTRONIC DEVICES**

Electronic devices are a growing part of our world, and our elementary students are no exception with their use. When your child is at school, they will have access to the resources necessary for learning activities. There may be appropriate instances where special arrangements can be made with your child's classroom teacher to bring a device from home. We also understand that you may wish to send an electronic item such as a cell phone or other devices capable of making calls, texting or taking photos for your child's use before or after school. If you choose to do so, please remind them that it is not to be used during the school day and keep in mind that we will not be responsible for any loss or damage that occurs to the device.

Our district policy on the use of telecommunications devices can be found at the following link:

<https://www.skschools.org/common/pages/DisplayFile.aspx?itemId=998033>

**COMPUTER USE AND INTERNET ACCESS** (Electronic Systems & Internet Acceptable Use Policy)

- Student use of our computers is a privilege and should be for school purposes only. Appropriate use of the computer and the internet means:
- Respecting school property by not disrupting, destroying, modifying or abusing computer equipment or the network.
- Not using viruses or hacking tools
- Only accessing files that belong to me
- Using existing software and not installing any other software without permission
- Using only teacher-approved media or devices

Obeying the restrictions of the network filter

Reporting anything inappropriate to my teacher or another adult immediately. Protecting myself by not giving out personal information (including my password) or leaving my computer unattended

Being a good cyber-citizen and not using the computer to bully, harass or put-down others

Respecting the copyright of software and web sites and not plagiarizing the works of others

**Failure to comply could result in disciplinary action according to district policy #2022.**

As students use technology at school, many precautions are taken to guide them in appropriate use and direction.

- The district uses a web filter to block web sites that are clearly inappropriate. While this stops access to many sites, no filter is 100% effective.
- Students are not left alone while working on computers; adults are nearby to monitor and assist if issues arise.
- Internet safety tips are provided to students to help make good choices both at home and school.
- Consequences of misuse depend on the history, severity and nature of the infraction, and are determined by the building principal on a case-by-case basis, similar to any non-technology issue.

**DRESS FOR SCHOOL**

Our guidelines for proper dress are to preserve the physical and emotional safety of students and to minimize disruption in the classroom.

- Clothing worn by students should have adequate coverage of areas typically covered by undergarments.
- Clothing that includes disruptive or discriminatory statements or that references gang affiliation, sexual content, drugs and/or alcohol is not acceptable.
- For safety reasons, footwear must be sturdy and cover the foot in order to protect feet during PE and recess activities (flip flops and open-toed sandals are not allowed).
- Students are welcome to wear hats outside, but they are not to be worn inside the building or classroom.
- During cold and variable weather students should have warm clothing since they spend a part of every day in outside play.

**Staff may determine if clothing/appearance is disruptive to the school environment.** If this occurs, we will be in contact with you to determine a workable solution to address the issue.

## **ILLNESS AND INJURY**

The health and safety of every student while at school is a major concern of the school staff. If a student is injured at school, he or she will be administered emergency first aid when necessary by the school nurse, office staff or principal, or 911 will be called. Parents will be notified in those cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency number or numbers the parent has provided will be called. It is extremely important that you provide the office with several phone numbers of persons to contact. If no one is available to come for the child, we will use our judgment on whether to call 911 or keep the child in the health room.

Children who become ill or show symptoms of illness are sent home as a protection to other students as well as themselves. Office personnel will determine whether or not a child should be sent home. Students with an oral temperature of 100.4 degrees or above should remain at home until free of fever for 24 hours. Parents are always notified and asked to pick a child up if a health problem occurs. Parents are expected to develop an emergency plan in case they are unable to pick up a child. A school nurse is available for consultation and may be contacted through the school secretary. Head lice and scabies are two common parasitic infestations. To prevent the spread of these conditions, please notify the school if your child contracts the problem. Children with head lice or scabies are excluded from school until treatment has been completed.

## **MEDICATION**

Oral medications may only be given to students for the medications listed and the dates indicated on the "Administration of Medication at School" Form 157, which is available in the school office or at <https://www.skschools.org/common/pages/DisplayFile.aspx?itemId=1016695> and must be signed by parent/guardian and a licensed health care provider. Medications must be in their original containers, labeled with student's name, name of the medication, dosage, mode of administration and name of physician.

**Children cannot carry medication with them during the school day (including over the counter medicines such as aspirin, cough drops, etc.).**

## **LOCKERS**

Lockers are the property of the school district and are on loan to students. Students are expected to keep lockers clean, free from posters, stickers and other decorations. Students will keep their school supplies in their desk. Students will only use their lockers at assigned times. Locks will not be issued nor should they be brought from home.

**The school assumes no responsibility for personal items brought to school.**

## **LOST AND FOUND**

All articles lost or found in the building or on the school grounds will be placed in the "Lost and Found". Articles left on the bus may be retrieved the same day from the driver, at the district bus garage, or possibly, at the school office. **Please label personal possessions with your child's name or initials so that we may easily locate the owner. Please check the "Lost and Found" periodically. Unclaimed items will be donated to charitable organizations.**

## **PTA**

Our school's Parent-Teacher Association, an affiliate of the Washington State PTA, is an important avenue of involvement and all parents and other family members are encouraged to become active members. Our PTA works for the improvement of education, sponsors programs, and raises funds for school activities. Contact the office at 360-443-3050 if you are interested in PTA volunteer opportunities or would like to help on one of our committees.



## **VOLUNTEERS**

Volunteers make many valuable contributions to a school! We welcome your volunteer time in the office, classrooms, and the library. When volunteering, please be respectful of the classrooms by not interrupting instruction. If you have a special talent you can share with students or staff, let us know. Volunteers are required by state law to submit to a background check to ensure the safety of our students. For more information, please contact our Volunteer Coordinator at (360) 443-3067.

## **PROGRESS REPORTING**

Reporting of student progress is done three times a year on a formal basis. Parents and students are requested to attend a parent/student/teacher conference in the fall and in the spring. The specific day, time, and place will be presented to you in advance of the actual conference. Report cards are issued in November, March and at the end of the school year.

You are encouraged to contact your child's teacher at any time if you feel a conference would be beneficial. Nothing is more valuable than a parent/teacher conference in giving you a clear idea of your child's progress, plus you have much information about your child that is of extreme value to the teacher. Please feel free to share this information so that we may work together to meet your child's needs.

## **PUBLICATION OF STUDENT PHOTOS/WORK**

Throughout the school year, South Kitsap School District's Community Relations Department, teachers, and other staff take photographs and video images of students participating in school activities. Student work may be posted on the official District web site, Hidden Creek social media pages and district-sponsored teacher web sites. Photographs and student work may also be used in the South Kitsap School District's newsletter and other District publications, including our own school publications, School board policy specifically prohibits the posting of student address, identification numbers, or other contact information on the official District web site or District-sponsored teacher web sites. See the district's Rights and Responsibilities Handbook on the District website for opt-out information.

## **TEXTBOOKS AND SUPPLIES**

Textbooks and most instructional materials are supplied by the school to each student. Students in Kindergarten through 3<sup>rd</sup> grade will have supplies provided for them by South Kitsap School District. From time to time, individual teachers may request donations of items to support classroom activities.

## **BEHAVIORAL EXPECTATIONS FOR STUDENTS**





In order to help all our Hawks to become Responsible Learners and Contributing Citizens we will provide them with clear expectations and routines for every area of our school. Students will have time to learn and practice these expectations extensively at the beginning of the school year and these routines will be reviewed as needed.

Our school-wide plan is built from the foundation of:

- I am Respectful
- I am Responsible
- I am Caring
- I am Safe

We will celebrate positive behavior choices all year in a variety of ways. We believe in our Hawks and aim to recognize their efforts to do the right thing.

## Hidden Creek Elementary Hawks R.O.C.K.

	ALL CLASSROOMS	HALLWAY	PLAYGROUND	BATHROOM	CAFETERIA	BUS
<b>BE REFLECTIVE</b> 	<ul style="list-style-type: none"> <li>-Choose your attitude</li> <li>-Follow the essential agreements</li> <li>-Learn from our mistakes</li> </ul>	<ul style="list-style-type: none"> <li>-Choose your attitude</li> <li>-Walk with a purpose</li> <li>-Get to your destination quickly</li> </ul>	<ul style="list-style-type: none"> <li>-Choose your attitude</li> <li>-Work towards getting better at something</li> <li>-Make sure everyone stays safe</li> </ul>	<ul style="list-style-type: none"> <li>-Use soap and water appropriately</li> <li>-Follow bathroom essential agreements</li> </ul>	<ul style="list-style-type: none"> <li>-Choose your attitude</li> <li>-Follow the essential agreements</li> </ul>	<ul style="list-style-type: none"> <li>-Choose your attitude</li> <li>-Follow the essential agreements</li> </ul>
<b>BE OPEN-MINDED</b> 	<ul style="list-style-type: none"> <li>-Respect others' differences</li> <li>-Be a "Doer of Tough Stuff"</li> <li>-Have a growth mindset</li> </ul>	<ul style="list-style-type: none"> <li>-Greet others in the hallway with a smile</li> <li>-Accept your assigned spot in line</li> </ul>	<ul style="list-style-type: none"> <li>-Play with a new friend</li> <li>-Share equipment</li> <li>-Listen to others' perspective</li> </ul>	<ul style="list-style-type: none"> <li>-Respect other people's privacy</li> </ul>	<ul style="list-style-type: none"> <li>-Wait in line patiently</li> <li>-Try new foods-you may like it!</li> <li>-Include others in your conversations</li> </ul>	<ul style="list-style-type: none"> <li>-Respect the bus driver's needs</li> <li>-Accept your assigned seat and stay in your space</li> </ul>
<b>BE CARING</b> 	<ul style="list-style-type: none"> <li>-Let others learn</li> <li>-Keep your hands and feet to yourself</li> <li>-Listen to the speaker</li> </ul>	<ul style="list-style-type: none"> <li>-Walk at a Voice Level "0"</li> <li>-Keep your hands and feet to yourself</li> <li>-Look at student work on walls with our eyes only</li> </ul>	<ul style="list-style-type: none"> <li>-Line up at a Voice Level "0"</li> <li>-Use kind voices with your friends and classmates</li> <li>-Help others in need</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up after yourself</li> <li>-Wash your hands</li> </ul>	<ul style="list-style-type: none"> <li>-Enter at a Voice Level "0"</li> <li>-Eat at a Voice Level "1"</li> <li>-Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Treat the bus like the classroom</li> <li>-Keep your hands and feet to yourself</li> <li>-Keep the bus clean</li> </ul>
<b>BE KNOWLEDGEABLE</b> 	<ul style="list-style-type: none"> <li>-Try your best from start to finish</li> <li>-Take pride in your learning</li> </ul>	<ul style="list-style-type: none"> <li>"5 Star" Line</li> <li>-Head behind head</li> <li>-Nose and Toes Forward</li> <li>-Hands at your side</li> </ul>	<ul style="list-style-type: none"> <li>-Play by the rules of the game</li> <li>-Follow the equipment rules</li> </ul>	<ul style="list-style-type: none"> <li>-Get back to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>-Hold your tray with 2 hands</li> <li>-Stay in your seat until dismissed</li> <li>-Walk in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>"5 Star" Bus Rider</li> <li>-Back to back</li> <li>-Bottom to bottom</li> <li>-Feet to floor</li> </ul>

*We are confident that our students will work hard to follow Hawk Expectations every day!*

### Student Discipline Information

Students are expected to meet expectations that foster a safe and positive learning environment at Hidden Creek. Support from peers, staff, and parents will assist students in achieving responsible behavior. On occasion, there may be instances of conduct which may result in disciplinary actions that involve in/out of school suspension or other disciplinary measures. For more information about district procedures for addressing exceptional misconduct, please follow this link: <https://www.skschools.org/common/pages/DisplayFile.aspx?itemId=1013596>

## **STUDENT BEHAVIORS WHICH MAY RESULT IN AN OFFICE REFERRAL/DISCIPLINE:**

- **Damaging school property** – causing damage to school property through intent or as a result of involvement in other severe behaviors.
- **Harassment** – frequently provoking or threatening others; being part of a group that provokes or threatens others; use of racial, sexual, or other slurs.
- **Firearms on School Premises:** If any student is found in possession of a dangerous weapon or explosive device on school property or at a school sponsored event, law enforcement will be called and student will be subject to suspension or expulsion. Any student in possession or use of a firearm on school property, school transportation, or any school sponsored event shall be expelled for not less than one calendar year, including notification of law enforcement and parents/guardian. Expulsion may be modified on a case-by-case basis by the district Superintendent or designee. (**School Policy 3330 and 3335, RCW 9.41.250 and RCW 9.41.280, RCW 28A.600.420 and RCW 28A.600.0100**).
- **Tobacco on School Premises:** Tobacco use or possession on school district property by anyone is a violation of State Law. The use or possession of tobacco on campus or at a school sponsored activity away from school is a violation of school policy and students will be subject to school discipline. (**School Policy 3330, RCW 28A.210.310**)
- **Use, Sale or Possession of Substances:** Students will not possess, use, or be under the influence of alcohol, drugs, narcotics, intoxicants of any kind, substances purported to be the same as and/or related paraphernalia on school grounds, at, on, or off-campus school sponsored activities, en route to and from school, and/or while attending school. Behaviors listed above are against the law and will involve law enforcement and students will be subject to school discipline. (**School Policy 3330 and 3415, United States Dept. of Education Federal Certification Guidelines**)
- **Willful disobedience** – refusing to obey a staff member’s directions; refusing to accept reasonable consequences for unacceptable behavior.
- **Verbal abuse directed toward adults** – abusive verbal comments or profanity directed toward staff, guest teachers, parent volunteers, or other adults; disrespectful attitude or tone.
- **Chronic, repeated, consistent behavior that requires a high degree of teacher intervention and interferes with or disrupts the learning of others.**

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are: Compliance/ADA/Title IX Coordinator: Jerry Holsten, Executive Director of Human Resources 2689 Hoover Avenue SE, Port Orchard, WA 98366 360-874-7006, [holsten@skschools.org](mailto:holsten@skschools.org)  
Section 504 Coordinator: Kimberly House, Director Office of Special Services, 2689 Hoover Avenue SE, Port Orchard, WA 98366 360-874-3648, [shipp@skschools.org](mailto:shipp@skschools.org)

