

# South Colby Elementary School

## Parent and Student Handbook

2020-2021 Edition



### THE FAMILY SCHOOL



Nurturing Growth,  
Inspiring Achievement,  
Building Community

South Kitsap School Dist. #402  
1962 Hoover Ave. SE  
Port Orchard, WA 98366  
(360) 874-7000

South Colby Elementary  
3281 Banner Rd. SE  
Port Orchard, WA 98366  
(360) 443-3000  
(360) 443-3049 FAX



2020-2021

Dear Parents and Friends of South Colby Elementary,

This Handbook along with the SKSD Rights and Responsibilities Handbook located at <http://www.skschools.org> under the Parents and Community Tab, cover aspects of policies, laws, and rules that ensure an appropriate and positive learning environment at all schools.

Please read this handbook with your children. We revise it every year in an attempt to improve its effectiveness. We have provided a student and parent signature page and we ask that you return this page to your child's teacher.

If you have *any* questions and/or suggestions to improve or add to this handbook, I would appreciate you letting me know.

If you are returning to South Colby, welcome back! If this is your first year with us, we are glad to have you as part of our family!

Go Bobcats!

Anna Munson, Principal

South Colby Elementary School  
Parent and Student Handbook

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## South Colby Staff

### **Kindergarten:**

Mrs. Williams  
Mrs. Morley  
Mrs. Rulloda

### **First Grade:**

Mrs. Mott  
Mrs. Hudson  
Mrs. Pauley

### **Second Grade:**

Mrs. Pace  
Ms. Mann  
Mrs. Carte

### **Third Grade:**

Mrs. Hollon  
Mr. Fenton  
Mrs. Hickle

### **Mrs. Anna Munson, Principal**

Mrs. Orcutt, Office Coordinator  
Mrs. Mannon, Office Coordinator Assist.  
Mrs. Thomassen, Health Room/Office Assistant  
Mrs. Hawkins, Volunteer Coordinator,  
Paraeducator, and Office Assistant

Mrs. Bailey, LAP  
Mrs. Watkins, Interventionist  
Mrs. Miller, Librarian  
Mrs. Partsch, Music Specialist  
Mrs. Chase, P.E. Specialist

Mrs. Hulet, Instructional Helping Teacher  
Mrs. Chandler, School Nurse  
Mrs. McArthur, Psychologist

### **Fourth Grade:**

Mrs. Kingsbury  
Mr. Laverty

### **Fifth Grade:**

Mrs. McIntyre  
Mrs. Vetter

Mrs. Kelly and Mrs. Ragen,  
Special Ed. Teachers  
Mrs. Legan, Paraeducator  
Mrs. Koontz, Paraeducator  
Mrs. Pothier, Paraeducator  
Mrs. Sciocchetti, Paraeducator

Mrs. Cain, Lunch server  
Mrs. Gullikson, Playground Attendant  
Mrs. Rohring, Playground Attendant

Mr. Tetz, Head Custodian  
Mr. Buell, Night Custodian

## South Kitsap Administration

Mr. Tim Winter	Superintendent
Mr. Jay Villars	Assistant Superintendent, Student Success
Ms. Jennifer Farmer	Assistant Superintendent Business Services
Mrs. Jamie Monagle	Director
Mrs. Shannon Thompson	Executive Director, Categorical Programs
Mrs. Anita Chandler	Executive Director, Teaching & Learning
Dr. Mona Johnson	Executive Director Wellness & Support
Jerry McMullen	Director of Transportation

## South Kitsap School District Board Members

John Berg  
[berg@skschools.org](mailto:berg@skschools.org)

School Board meetings are usually held on the first, third, and fourth Wednesday of each month beginning at 6:00 p.m. Call (360) 874-7000 for location.

*South Kitsap School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, ethnicity, national origin, sex, sexual orientation, religion, age, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and /or grievance procedures may be directed to:*

- *Dr. Andrew Rogers, director of Special Education and Title IX/RCW 28A.640 Officer 360-443-3626  
Kimberly House, Director of Special Services*
- *Robin Christman, assistant director of Special Education and Section 504 Officer 360-443-3627*
- *Jerry Holsten, assistant superintendent of Personnel and Labor Relations/ADA Coordinator 360-874-7080*

 Attendance

Regular attendance is essential for successful progress in your child's program. A child should be in school every day that he/she is physically able. To miss a day may mean that the child will miss the introduction or development of some necessary skill.

- ✦ On a day your child is not at school, notify the office A.S.A.P. You may contact Amy Mannon at [mannon@skschools.org](mailto:mannon@skschools.org) , 360-443-3020 or call the front office , 360-443-3000. We ask that you notify both if you will be using e-mail in case one of them are not in the office that day. We make every effort to contact parents when a child is marked absent and has not been excused.
- ✦ **If you are pre-planning an absence**, please contact Attendance. Please do not make arrangements only with the classroom teacher. They are very busy and sometimes the message doesn't get to the office.
- ✦ If your student needs to be dismissed early from school, please send a note or an email to the office so that we can give the teacher prior notice. Our new process requires parents to come into the office and wait while we call the student from the classroom. If someone other than a parent will be signing your child out, please provide the name of that person and make sure they have ID handy and a signed note or verbal confirmation from you to our office.

 Automobiles and Parking

We realize our parking lot is undersized and congestion does occur. If everyone is patient, follows the guidelines (especially not leaving your car unattended for any length of time other than to assist your student across the crosswalk) and is considerate of all others, traffic will flow properly. When students are delivered to school or picked up following school by private car, drivers are requested to use parking spaces. Parking is provided for visitors and staff in the parking lot located at the front of the school. Please honor the spaces marked for the disabled. Please respect the areas for staff and do not park where it is marked as "staff parking".

Our parking lot is designed to protect children from vehicular traffic. Please do not ask your child to cross the parking lot when buses are either loading or unloading. We prefer that you meet your child in the office or at **the designated pick up location** and accompany him to your car.

**WHEN PARKING AT SCHOOL OR PICKING UP A CHILD, PLEASE PARK IN THE LOT AND KEEP THE BUS ZONE CLEAR. DO NOT PARK, LOAD, OR UNLOAD CHILDREN IN THE RED CURB ZONE.**



## Friday Folders

Friday Folders are an important part of the school week. Please go through your child's folder with them to get classroom information as well as notification on other related activities. Also, Mr. Riley makes every effort to keep you informed about school events with our School Messenger System.



## Bicycles

Bicycles may be ridden to and from school with the following guidelines:

1. Students riding their bicycle can not arrive on school grounds before 9:00 a.m.
2. Upon arriving on the school grounds, the student should walk his/her bicycle to the bike rack, and then lock it to the rack.
3. Students riding bicycles to school will be allowed to depart at the end of the day only after all buses have left the school grounds (approximately 3:45).
4. Students riding to school **must** wear helmets. If they do not, a parent will be called and asked to pick up the bicycle.

Students may lose this privilege if safety rules are not followed.



## Bus Transportation

The majority of our students ride school buses. From a safety standpoint, it is imperative that proper behavior be adhered to at the bus stops as well as during the ride on the bus. Parents will be notified of infractions and consequences. We, too, would appreciate being informed of behavior contributing to unsafe conditions.

Please refer to the transportation handbook for the specific discipline procedures used for all bus riders. A copy of our Parent Handbook is also given to our bus drivers so they are also informed of school policies and procedures.

All children will be expected to ride their assigned bus regularly. If it is necessary for your child to ride a different bus, a note to this effect must be sent to the office. A bus pass will be completed for the child to give to the bus driver. Please include the specific bus stop for your child as well as the bus number.



## Computer Use by Students

### Electronic Systems and Internet Acceptable Use Policy

**Use of our computers is a privilege and should be for school purposes only.**

Appropriate use of the computer and the internet means Students WILL:

1. Respect school property by not disrupting, destroying, modifying or abusing computer equipment or the network;
2. Not destroy other people's files with viruses or hacking tools;
3. Only access files that belong to the student;
4. Use existing software and not install any other software without permission;
5. Use only teacher-approved media or devices;
6. Obey the restrictions of the network filter;
7. Report anything inappropriate to the teacher or another adult immediately;
8. Protect myself by not giving out personal information (including my password) or leaving my computer unattended;
9. Be a good cyber-citizen and not use the computer to bully, harass or put-down others;
10. Respect the copyright of software and web sites and not plagiarize the works of others.

Not following any of the above could result in disciplinary action according to district policy #2022. The full text of policy #2022 and procedures can be viewed on the SKSD website. Also see pages 23-24 of the SKSD Rights and Responsibilities Handbook at <http://www.skitsap.wednet.edu/Page/39>



## Confidentiality

Strict state and federal laws are upheld concerning student and staff records and information. Authorized staff needing access to records will abide by the code of ethics and laws regarding confidentiality.





## South Kitsap School District Student Exit Outcomes

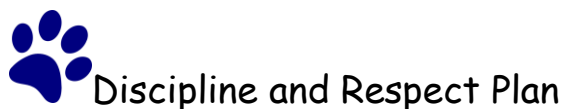
**It is our expectation that students exiting South Kitsap School District will:**

- + Demonstrate a core of basic knowledge.

**In order to be:**

- + Creative Thinkers will develop and use a variety of resources to identify, assess, integrate, and apply a basic core of knowledge to effectively make decisions and solve problems.
- + Self-Directed Learners will set priorities, establish goals, and take responsibility for pursuing and evaluating those goals in an ever-changing society.
- + Active Citizens will take the initiative to contribute time, energy, and talent to improve the quality of life for themselves and others in their local, national, and global environments.
- + Effective Communicators will receive information in a variety of forms and present in various ways to a wide range of audiences.
- + Quality Producers will create innovative, artistic, and practical products which reflect originality, high standards, and the use of appropriate technologies.
- + Collaborative Workers will use effective group skills to manage inter-personal relationships within diverse settings.

If you would like to review, in detail, the grade level curriculum, we invite you to stop by and take a look at the detailed information available for you.



### Student Conduct

Please read and review pages 3-11 in the SKSD Rights and Responsibilities Handbook for specifics. Any student who willfully performs any act, which negatively impacts others, or which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within the South Kitsap School District, shall be subject to discipline, up to and including expulsion. Rules that establish types of misconduct must have a real and substantial relationship to the welfare of students and the lawful maintenance and operation of the school including, but not limited to, the preservation of the health, welfare, and safety of students and employees while engaged in the educational process and/or school-sponsored activities.

The entire staff at South Colby Elementary has a goal of establishing a school atmosphere where children feel safe, secure, and happy. Through this goal, children will have a maximum opportunity to learn.

In an effort to accomplish this goal, we have developed a school wide Respect Plan. The plan specifies the rules that cover the behaviors we expect from students.

The A-B-C's of our Respect Plan are:

### **PROUD BOBCATS....**

- +**A**lways try
- +**B**e responsible
- +**C**ooperate with others
- +**D**o their best
- +**E**veryone and everything deserves respect
- +**F**ollow directions

Specific rules for designated areas are as follows:

#### Playground Rules

1. Use equipment properly
2. Play in assigned areas only
3. Line up or walk back safely after the bell (depending on instructions from the teacher)
4. Have a pass before leaving playground
5. Play and act safely (NO: rock/stick throwing, rough play, name-calling, or chasing of any kind)

#### Lunchroom Rules

1. Speak in soft voices
2. Walk at all times
3. Clean up your space after eating

#### Hallway, Breezeway, & Bus Lines

1. Always walk quietly
2. Do not swing or climb on poles and railings
3. Stay on the sidewalk between the white line and the fence, staying out of the yellow danger zone (bus lines)
4. Use crosswalks only

#### Bathroom

1. Use the bathroom appropriately
2. Use quiet voices
3. Leave area clean

#### Assembly

1. Show respect for speaker
2. Use appropriate voices and clapping



## Dress Code

Students are asked to wear clothes that are neat, clean and suitable for school. Personal appearance can have a positive affect on children. Physical Education is part of our educational program and children need to be dressed so that they may actively participate in the activities. Clothing which interferes with or distracts from the educational process or depicts something illegal is not acceptable. This might include, but is not limited to, the following:

1. Extremely tight or excessive form-fitted clothing
2. Excessively short or revealing clothing to include midriiffs
3. Sagging or extremely baggy clothing which may allow the underwear to be exposed
4. Clothing, backpacks, jewelry, or insignia with drug/alcohol/tobacco related pictures messages
5. Any garment/footwear which could be considered unsafe (such as open-toed shoes, sandals, and platform shoes)
6. Students may not wear hats in the building
7. Chains (wallet type) of any kind or size
8. Any clothing that may be perceived as gang related
9. Spaghetti strap shirts or dresses
10. Tennis shoes with the rollers in the soles. It can be a real hazard for students as well as other students and adults within the vicinity.
11. No make up. If a staff member observes a student with make up (which includes eye liner, mascara, blush and lipstick), they will direct them to the bathroom to wash it off.

Any staff member at South Colby observing inappropriate attire will bring this to the attention of the child's teacher or the principal. At such time, parents will be contacted by phone. Students will be sent home and allowed to return the same day once the dress is acceptable.



## Drug/Alcohol/Tobacco

The use, possession or sale of alcohol, tobacco or other drugs is unlawful and a violation of South Kitsap School District Rules. Any student involved with alcohol, tobacco or other drugs or substances represented as mind or mood altering will be subject to emergency expulsion or suspension. This includes use of e-cigarettes and facsimiles. Alcohol and other drug violations will be referred to the appropriate law enforcement agency. Please refer to pages 11-12 in the SKSD Rights and Responsibilities Handbook.



## Firearms on School Premises (Required by Law)

See page 4 of the SKSD Rights and Responsibilities Handbook



## Fundraising

There should not be any outside group selling of fundraising items such as scouts or sport teams. Please do not send your child to school with items to be sold. Items and/or money lost or taken cause disruption of the learning environment and involve a great deal of staff time addressing the issue.



## Harassment Policy

See SKSD Rights and Responsibilities Handbook.



## Health Room

Our school maintains a health room for students who become sick or are injured at school. As a friendly reminder, state law dictates we can not diagnose an illness. Please do not send your child to school in the hopes that we can assist you in that regard. We have two cots and very limited first aid supplies authorized by the school district. The children are cared for primarily by the office personnel.

The school district nurse assigned to our building assists approximately one day per week.

If a student is injured at school, he/she will be administered first aid when necessary by the school nurse, office personnel, or the principal. Parents will be contacted in those cases serious enough to warrant communication. Please understand that it is not possible to contact every parent when their child comes to the health room for minor injuries. If the parent is unable to be reached, the emergency numbers, which have been provided by the parent, will be called to find someone to pick up the child. Please assist us by leaving emergency numbers in case we cannot reach you. If necessary, paramedics from the South Kitsap Fire Department will be called.

If your child shows signs of illness, he should not be sent to school. It is seldom that a child improves on the way to school and a day at home can often be preventative medicine.



## Medicine at School

See page 42-43 of the SKSD Rights and Responsibilities Handbook.

When it is necessary for the child to take medication during the school day, these procedures are to be followed:

1. The parent obtains the request form #157 from the school, completes and signs the form.
2. The parent will take or fax the form to the physician for orders and signature.
3. The parent will send to the school, the completed form and the medicine in the original container, sending only the required number of doses needed.



## Homework

### Philosophy

Homework is designed to be a constructive tool in the teaching-learning process. Properly handled, homework can be an aid to learning.

### Objectives

1. Help students develop independent study skills
2. Reinforce learning that has taken place at school
3. Bring the home and school closer together
4. Relate school learning to out of school interests

### Parental Role

Parents are encouraged to:

1. Show a positive interest in homework as well as all of their child's schoolwork
2. Provide children with a suitable place and quiet time for homework
3. Cooperate with the teacher to make homework more effective
4. Serve as consultants about problems, avoid doing the homework for the child
5. Take a time-out if the session becomes too emotional or tense

### Types of Homework

1. Completion of unfinished class assignments
2. Practicing handwriting, studying vocabulary words, studying basic math facts, reading library books, studying spelling words, or special projects which have been assigned in connection with regular class work
3. Make-up work for students who have been absent (Teachers will not be required to provide make-up assignments for daily work for students who are absent for other than illness or family emergencies. Students may be held accountable for long term projects.)

### Time Allocations

The amount of time spent on homework should be reasonable. The following are suggested times per grade level:

- \*K-2 an average of 15 minutes per night
- \*3-4 an average of 20 minutes per night
- \*5-6 an average of 45 minutes per night

Research shows that learning is more effective and long lasting if the time is broken into short sessions with parent involvement and monitoring.

Weekends: Typically, homework is not assigned for the weekends.



## Lost and Found

Articles of clothing or other items found on the school grounds are brought to lost and found. All lunch pails, hats, coats, boots, etc. should be plainly marked as every effort will be made to return items to the proper owner. Every year, we have unclaimed articles because of inadequate marking. If your child loses an item, encourage him/her to check in our lost and found. Parents are equally welcome to check the lost and found for missing articles. Each summer, two weeks after school is out, the unclaimed articles are given to one of our local charities.



## McKinney-Vento Guidelines

- I. **Children and Youth Who Qualify for the McKinney-Vento Homeless Act:**
  - A. Individual(s) who lack a fixed, regular, and adequate nighttime residence, or public/private shelters, or transitional housing.
  - B. Sharing housing of other persons; living in hotels, trailer parks or camping grounds; emergency or transitional shelter; abandoned in hospitals; awaiting foster care placement
  - C. Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus/train stations, or similar settings
  - D. Migratory children, unaccompanied youth (runaways), youth denied housing by parents
- II. **Services Provided For Students Who Qualify Under the McKinney-Vento Act:**
  - A. Intent to keep child/youth at "school of origin" if reasonable as deemed by homeless liaison
  - B. Automatically qualified for Free and Reduced lunch program and Title I services
  - C. May qualify for services such as transportation, school supplies and referral to health services in Kitsap County.
- III. **Notification of Qualified Child/Youth:**
  - A. Notify building administrator, counselor and school nurse to help determine services that are needed by the family
  - B. If necessary, the building administrator will fill out Free and Reduced lunch forms and notify the Food Service Department
  - C. Notify and communicate with district homeless liaison at 874-7000 and keep data for year end report to OSPI
  - D. If transportation is an issue for a family, contact District Office and Transportation to evaluate needs.
  - E. If any assistance is needed to determine if a child or youth qualifies under the McKinney-Vento Homeless Act, contact District Office, at 874-7000.



Nutritious and affordable breakfasts and lunches are available in all South Kitsap schools. South Colby serves breakfast 20 minutes (approx. - we allow a few extra minutes for children arriving late) before school begins at a cost of \$1.65. South Colby has three lunch periods. Classes are scheduled so that children have a 40-minute period in which to eat their lunch and have recess. Hot lunches are served at a cost of \$3.00.

Breakfast and Lunch credits may be purchased in any quantity and are maintained and sold in the gym by the Food Service staff. Milk is sold at a cost of \$.50 each (milk is included in the price of a hot lunch). There is also an application for free or reduced meals if your family qualifies. Applications are sent home at the beginning of the school year and throughout the year if your need arises.



These complaint procedures apply to **Policy 3210 and 3210P**.

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, gender expression or identity, marital status, the presence of any sensory, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

## **COMPLAINTS ABOUT DISCRIMINATION, DISCRIMINATORY HARASSMENT, AND SEXUAL HARASSMENT**

### **What is discrimination?**

Discrimination is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class or failing to accommodate a person's disability.

### **What is a protected class?**

A protected class is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include sex, race, color, religion, creed, national origin, disability, sexual orientation, gender

expression, gender identity, veteran or military status, and the use of a trained dog guide or service animal.

**How do I file a complaint about discrimination?**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. For a full copy of the school district's nondiscrimination procedure, visit [www.skschools.org](http://www.skschools.org) or contact the school district at **(360) 874-7000**.

Before filing a complaint, you may wish to discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Compliance Coordinator. This is often the fastest way to revolve your concerns.

<b>Title IX Coordinator</b>	<b>Section 504 Coordinator</b>	<b>Compliance Coordinator/ADA</b>
2150 Fircrest Dr SE Port Orchard, WA 98366 (360) 443-3625	2150 Fircrest Dr SE Port Orchard, WA 98366 (360) 443-3625	2689 Hoover Ave SE Port Orchard, WA 98366 (360) 874-7080

**Step 1: Complaint to the School District**

In most cases, complaints must be filed within one year from the date of the event that is the subject matter of the complaint. A complaint must be in writing, describe what happened, and state why you believe it is discrimination. It is also helpful to include what actions you would like the district to take to resolve your complaint.

Complaints may be submitted by mail, fax, e-mail, or hand delivery to any district or school administrator or the district's Compliance Coordinator.

When the school district receives your written complaint, the Compliance Coordinator will give you a copy of the district's discrimination complaint procedure. The Compliance Coordinator will then make sure that the school district conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation.

The school district must respond to you in writing within 30 calendar days after receiving your complaint, unless you agree on a different date. If exceptional circumstances related to the complaint require an extension of the time limit, the school district will notify you in writing about the reasons for the extension and the anticipated response date.

When the school district responds to your complaint, it must include:

1. A summary of the results of the investigation;
2. Whether or not the school district has failed to comply with civil rights requirements related to the complaint;
3. Notice of your right to appeal, including where and to whom the appeal must be filed; and
4. Any corrective measures determined necessary to correct any noncompliance.



### **Step 2: Appeal to the School District**

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint.

The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. At the hearing, you may bring witnesses or other information related to your appeal.

The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with OSPI.

### **Step 3: Complaint to OSPI**

If you do not agree with the school district's appeal decision, you may file a complaint with the Office of Superintendent of Public Instruction (OSPI). A complaint must be filed with OSPI within **20 calendar days** after you received the district's appeal decision. You may send your complaint to OSPI by e-mail, mail, fax, or hand-delivery:

*E-mail:* [Equity@k12.wa.us](mailto:Equity@k12.wa.us)

*Fax:* (360) 664-2967

*Mail:* OSPI Equity and Civil Rights Office, PO Box 47200, Olympia, WA 98504-7200



## Parent Teacher Conferences

The 20-21 school calendar contains ten (10) student early release days for grades K-6 conferences. The Fall Conference dates are **Oct. 26-30, 2020**. Spring Conference dates are **March 29-April 2, 2020**. The conferences in October are informal with report cards going home approximately a month later. Formal conferences are held the second trimester. If a parent or teacher feels that additional conferences are necessary, they should be scheduled for as soon as possible so that we will be able to work together to help your child. Parents will sign up for conferences using Family Access in Skyward. For more information, please contact the office 360-443-3000.



## Parent Teacher Student Organization

The purpose of the South Colby PTSO is to promote communication between the parents or guardians and the school faculty for the benefit of the children. It is a nonprofit organization working to support existing programs, initiate new programs, provide tools, equipment, and whatever else is deemed necessary by the membership.

The members of this organization consist of staff and the parents/guardians of the children attending South Colby Elementary School.

The general meetings are open to all those wishing to attend. Meetings are on the second Tuesday of every month from 7:00 p.m. - 8:30 p.m. unless otherwise scheduled and posted. All parents and staff are invited and encouraged to attend. If babysitting services are needed, contact a PTSO officer or the school office at least 24 hours prior to the meeting.

For further information about the South Colby Parent Teacher Student Organization contact the officers through South Colby Elementary.

## 2020-2021 PTSO Executive officers:

### Executive Board:

President	Rikki Christensen
Vice President	
Secretary	
Treasurer	
Fundraising Chair	
Co-Program Chair	
Co-Program Chair	
Co-Program Chair	Janelle Hoffman
Popcorn Coordinator	Meghan Edwards
Book Fair Coordinator	Marcy Martin

### Staff Representatives:

Beth Miller & Courtney Vetter

Your PTSO is only as active and supportive as you make it. If you have a student at South Colby, you are automatically a member. There are no membership dues. Please get involved. You are needed in many areas. Contact PTSO at [scptso.workroom@gmail.com](mailto:scptso.workroom@gmail.com).



## Personal Items

All student personal items (toys, games, action figures, cards, etc.) are to be kept at home unless they are related to a topic of study and will be used for class discussion/presentation or as approved by the bus driver. Personal items get lost, stolen, or broken. It can also cause a disruption to the educational process. "Show and Tell" items may be brought only on that designated day. If the show and tell item can fit in your child's backpack, they can bring it on the bus. If not, the parent is asked to bring it to school for their student. The parents will also need to come to school and pick up the item. These rules are for the safety of your child, as well as the other students on the bus. Unapproved items will be taken from the student and returned only to the parent.

**No video game units, cell phones, or other electronic devices are allowed for use on school grounds. Games or devices cannot be used at school at any time and are to be kept in student's backpack during school hours. If you allow your child to have one of these items, it is at your own risk. If your child uses the game or device at school, it will be taken and the parent will need to pick up the item from the school office.**

Portable music players, with ear buds are allowed on the bus at the discretion of the bus driver. However, when students arrive at school, music players must be put in their backpack and can not be used at school at any time. If your child uses the equipment at school, it will be taken and the parent will need to pick up the item from the school office. If you allow your child to have one of these items on the bus, it is at your own risk. Neither the school nor the Transportation Department is liable for something that may happen to the device and we will not investigate any damage or loss.



## Progress Reports

Reporting a child's progress is always on an individual basis. Aside from the many phone calls, notes, and class work folders being sent home weekly, report cards are sent home at the conclusion of the first, second, and third trimesters. It is important you realize that part of our function at South Colby Elementary is to help explain to parents what our instructional program is all about. If you have any questions pertaining to your child's progress, or the instructional program, please do not hesitate to contact the school and request a conference.



## Student Registration and Transfer

The building principal and office coordinator conduct admission to each school within our district. If you are transferring your child into our school, a copy of their immunization record is essential for admittance into South Colby Elementary. Registration forms to be filled out are available in the school office. The entrance age for kindergarten is five (5) years old by August 31. In addition to the immunization record, a birth certificate must be presented at the time of registration for kindergarten.

If you plan to move out of our service area, please notify the school office in advance. We will provide you with a completed transfer form so that the transition into the new school will be a smooth one.



## Student Day and Arrival on Campus

We ask that student drop off by private car begin no sooner than 8:45 a.m. Staff has already begun to prepare for the student day and could be in meetings, setting up in the classroom, taking parent and community phone calls all prior to start of the students' day which is at 9:05 with the first bell at 9:00 a.m. We are working to make your child's experience each day a positive one and we ask for your assistance by allowing us the preparation time.



Please feel free to visit school at any time. When you arrive, please check into the office and sign in the volunteer book so we may direct you to the proper area, and enable the school to keep track of our visitors. You must also wear a name badge identifying you as a visitor. When you plan to visit a classroom, please arrange the visit with the classroom teacher ahead of time.

Individual conferences should not be attempted during the class time since teachers are responsible for teaching children and adhering to schedules. An individual conference appointment may be made through the teacher for a time convenient to both the parent and the teacher.



Parent volunteers enhance opportunities for learning in today's classroom by increasing the effectiveness of the individual pupil learning. We have a continuing need for volunteers to serve in many capacities throughout our school. Some of these needs are:

### Classroom Assistance

The following is a partial list of the tasks which the teachers now perform that a parent volunteer may be asked to assist with:

- +Clerical help in the classroom
- +Supervise phonics, math, or reading games
- +Listen to oral reading
- +Help supervise seat work
- +Use flash cards with one or more students
- +Conduct a story hour
- +Help tutor selected children with work or math drill
- +Assist children who have been absent
- +Help check individualized work assignments

Hopefully, having parent volunteers assisting will allow children to achieve a higher level of learning by going at a faster rate due to the individual attention in the classroom.