

# **WESTGATE ELEMENTARY SCHOOL**



## **Student Handbook**

2514 W. 4<sup>th</sup> Avenue  
Kennewick, Washington 99336  
Telephone: (509) 222-6300 FAX: (509) 222-6301

**ATTENDANCE LINE: 509-222-6302**

Dale Kern, Principal

# **SCHOOL SCHEDULE**

## **STUDENT DAY AND CLASS SCHEDULE:**

8:40	Class Begins
3:17	Dismissal
2:00	Early Release EVERY Wednesday

Children who walk or are brought to school **should not arrive before 8:35 a.m.** unless they are coming for the breakfast program.

**We cannot provide supervision for students prior to 8:35 a.m.**

## **RECESS**

10:25-10:40	4-5 Recess
2:00-2:15	K-3 Recess

## **LUNCH**

## **LUNCH RECESS**

3 <sup>rd</sup> Grade	11:10 – 11:30	11:30 – 11:55
1 <sup>st</sup> Grade	11:20 – 11:40	11:40 – 12:05
KINDER	11:30 – 11:55	11:55 – 12:15
2 <sup>nd</sup> Grade	11:45 – 12:05	12:05 - 12:30
4 <sup>th</sup> Grade	12:05 – 12:25	11:40 -12:05
5 <sup>th</sup> Grade	12:10 -12:30	11:45 – 12:10

# **ATTENDANCE**

Westgate Wildcats who come to school on time every day have a much greater chance of succeeding than those who don't. We encourage all of our students to come to school well prepared every day. At the end of the school year perfect attendance awards will be given to students who have been at school and on time every day.

## **WHAT TO DO IF YOUR CHILD IS SICK**

When students are tardy, or will miss school due to illness, the school needs to be notified in writing (by sending a note to the teacher) or by telephone (please call the attendance line at 222-6302).

## **TAKING STUDENTS OUT OF CLASS**

In the event that you need to have your child released during the school day, for a doctor's appointment etc. you will need to come into the school office and sign your child out. This helps us to know who is picking a child up from school, and allows us to protect the safety of your child. Please do not ask us to release a child by phone or with only a note.

If there are any legal restrictions about the custody of children, you must provide a copy of the court document to the school.

## **VISITING SCHOOL**

We welcome and invite you to visit Westgate at any time! If you'd like to observe your child's classroom, we ask for a 24-hour advance notice. If you're volunteering or visiting, we ask that you sign-in at the office when you arrive. If you would like to join your child for lunch and want to purchase a school lunch, please inform the office by 9:00 a.m. and we will have a lunch available for you.

## **School Services**



## **SCHOOL BREAKFAST & LUNCH PROGRAM**

A school breakfast is available for your child at Westgate. The **breakfast is available from 8:00 to 8:30 a.m.**

School lunches for the 16-17 school year are free for all Westgate Elementary students.

## **WITHDRAWAL PROCEDURES**

If it is necessary to withdraw your child from school, we ask that you (the parent or guardian) notify his/her teacher either by a note or a personal visit to school. We will issue your student a withdrawal slip on his/her last day at Westgate. This withdrawal slip must be presented to the student's new school when he/she enrolls.

## **MEDICATION AT SCHOOL**

Most medication can be given at home. However, we will be happy to give your child medicine which must be taken at school, once you have filled out the proper forms. State law and school policy only allow oral medications and inhalers to be given at school. School personnel (other than the nurse) are not authorized to give eye and/or ear drops or ointments. If the medication *must be* taken at school, it must be in the original, labeled bottle (envelopes and plastic bags are not acceptable), and a "Medication at School" form must be on file at the school. The pharmacy will provide you with an extra bottle if needed. Please speak to our school nurse if you need a "medication at school" form for your child, or more information.

## **MEDIA**

Many of the programs and activities at Westgate get media attention. We have been televised promoting activities such as our all-day Kindergarten program, technology, classroom practices and other programs or events. Throughout the school year we receive requests from TV stations to videotape the children engaged in various activities. Please let us know in writing if you **do not** want your child to participate in such events.

## **PARKING LOT/PICK UP AREAS**

We need your help to keep our students safe in the parking lot! If you pick up your child, Please enter at the main entrance and wait in line. A staff member will assist students in the line. Your help is appreciated! Let's do it for the safety of our kids.



**DISCIPLINE**

**Make Your Day Overview**

Make Your Day is a citizenship and discipline program that allows teachers to teach and students to learn by creating a building environment in which everyone has the right to learn, free from interference. This environment provides all students with:

1. The opportunity to learn in a positive, caring atmosphere.
2. The opportunity to evaluate and self-correct their own behavior.
3. The opportunity to Make Their Day.

The program is based on one school rule.

**No one has the right to interfere with the learning, safety, or well-being of others.**

Make Your Day provides a school-wide citizenship and discipline system. It provides a common language for staff, students, parents/guardians. All staff hold high expectations for students and students are responsible for their own actions. Make Your Day provides predictable consequences for students' behavior choices. Make Your Day is based on three core principles:

1. All students are capable of success.
2. Parents are directly involved in their students' education by asking about their day.
3. Student success occurs when students make appropriate choices at school and there is open communication between school and home.

Make Your day is based on two parts: Points and Steps. Points are used to assess students' citizenship and allow them to take responsibility for their behavior. Steps are to provide a student a place to reflect on his/her behavior that interfered with the learning, safety or well-being of others.

**Points**

Each day students are expected to: "Do what is expected and do it the best you can." At the end of each period students are asked to review their performance during that period and report their Make Your Day points. These points are based on whether they met expectations to the best of their ability.

After students have self-reported their own points, other students and staff have an opportunity to give feedback to each other, under the direction, of the teacher in a process called "Concerns." The Concern Process is designed to allow students to help other students succeed and honestly self-evaluate their own behaviors. Concerns are managed by the teacher and are designed not to allow other students to blame, retaliate, or be hurtful.

## Steps

Students are allowed to choose steps by a staff member when they display behavior that interferes with the learning, safety, or well-being of others. Choosing steps is a consequence not a punishment. Students have control of whether they choose steps by their behavior. There is no punishment associated with choosing steps. When a student chooses steps they are temporarily removed from the learning environment. Students' academic grades are not directly impacted by choosing steps. However, if a student repeatedly chooses steps and thereby removing themselves from the learning environment it may negatively impact their grade. Moving through steps is completely the student's choice.

## Summary of Steps

As a reminder students only choose steps when they interfere with learning, safety, or well-being of others.

*Step 1:* Sitting quietly facing away from the learning environment for no more than 5 minutes. This often means a student is facing the back of a classroom. It is not designed to have a student sit in the corner. After the appropriate amount of time the student will have a short conference with the teacher before returning to the learning environment. The student will be asked how they choose Step 1 and whether they are ready to return to the class. A student may request more time and will always have a chance to talk with the teacher in the step process. If a student feels the teacher made a mistake, which occasionally happens, the teacher will apologize and the student immediately return to class. Since Make Your Day is not punitive, there will be no disciplinary consequences, such as a detention, because of the student's choice.

*Step 2:* If the student fails to sit appropriately on Step 1 or continues to interfere with the learning, safety or well-being of others they will choose a Step 2. Step 2 is standing quietly facing away from the learning environment for 3-5 minutes. As in Step 1, a teacher will confer with the student before they choose to return to step 1 and eventually the learning environment.

*Step 3:* If the student fails to stand appropriately on Step 2 or continues to interfere they will be given a choice of escalating to a Step 3 where they focus on a sign featuring the Make Your Day rule or they may choose to advance to a Step 4. The purpose of this is to assist the student in choosing appropriate behaviors. After an appropriate time the teacher will briefly confer with the student and the student will de-escalate through steps in order.

Note: Steps 1-3 allow the student to remain in the classroom as they attempt to correct their behavior. They will continue to earn Make Your Day points if they follow the procedures correctly.

*Step 4:* Inappropriate behavior on Step 3 demonstrates the student has chosen a Step 4 conference. In this case students will be sent to the office to contact their parent/guardian to request a time to meet. Parents/ Guardians will be requested to come in for an immediate conference. The student will remain out of their class and school activities until a parent-student-teacher conference can be held. A Step 4 Conference can occur at anytime during the school day. The Step 4 Conference will allow the parent/guardian to determine if a student is ready to return to class for the purpose of learning.

Parents/Guardians are expected to come in for a Step 4 Conference as soon as possible. A student will be assigned to an alternate classroom or "buddy room" for the remainder of that school day or until a successful conference occurs. As a reminder a Step 4 Conference is called by the student and not the teacher in order to help address the student's behavior.

## **Successful Step 4 Conferences**

Step 4 Conferences are designed with the purpose to help the student understand the behavior choices expected at school. At a Step 4 Conference a student has requested a parent be present at a conference concerning his/her behavior. The student will conduct the conference with the parent and typically the staff member with whom the incident happened.

At a Step 4 Conference the student will:

1. State the problem or behavior choices.
2. Express and accept responsibility for his/her choice.
3. Offer an alternative method for managing his/her problem.
4. Express a desire to return to class.

The parent/guardian will decide if the outcome of the conference is acceptable and make the determination if a student is ready to return to class. After a successful Step 4 conference a student will be expected to make their way off the previous steps before returning to class.

A Step 4 Conference is designed to address the specific behavior choices of the student that occurred. Another conference can be scheduled before or after school to discuss academic progress.

## **Shadowing/Automatic Step 4**

In most instances students will progress up and down steps in order. There are two exceptions to this rule: Shadowing, and Automatic Step 4.

**Shadowing:** When another student responds to or interacts in any manner with a student on steps, he or she has chosen to "shadow" or follow his or her fellow student through steps. No other student should be involved with a student choosing steps.

**Automatic Step 4:** There are some behaviors that will automatically place a student on step 4. An example of such behavior is leaving Steps without having a conference with a staff member.

## **Making Their Day**

Students Make Their Day by earning a set number of points each day. At the end of the day, students will total the points they earned throughout the day and report whether they made their day.

Students who do not earn enough points to Make Their Day will be given a Make Your Day Form to take home to their parent/guardian. This slip is designed as a communication tool for parents or guardians. The form will tell you that your child did not "make his or her day" today. This is not a sign of failure nor a reason for punishment. It is a positive sign that your child is taking responsibility for choices made today. In order to help your son/daughter make better choices tomorrow, we encourage you to review the information on the slip with your child and discuss possible better choices for tomorrow. Parents and students will be asked to sign the form and return it to school the next day.

Once in a great while a student chooses ongoing behavior which jeopardizes the learning environment or the safety of Westgate. In such rare cases, the principal will implement the Kennewick School District Disruptive Student Policy (# 3314). This may result in a behavior plan for the student, and ultimately, possible alternative placement.

## **WEAPONS**

(Kennewick School District Policy 3314)

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. As a matter of practice, law enforcement may be called anytime a student possesses a weapon at school. Please see the Kennewick School District website at [www.ksd.org](http://www.ksd.org) more information.

## **DISCIPLINE – KENNEWICK SCHOOL DISTRICT POLICIES**

### **STUDENT RIGHTS AND RESPONSIBILITIES (KSD POLICY 3200)**

Students who attend Kennewick Schools

- Shall obey the written policies, rules and regulations
- Shall take the required subjects;
- Shall obey teachers and other school personnel and;
- Shall receive corrective action or punishment as school officials shall determine

Students who willfully interfere with the orderly operation of the school shall be subject to discipline, short or long-term suspension, or expulsion.

### **STUDENT RESPONSIBILITIES AND LIMITATIONS (KSD POLICY 3240)**

It is the intention of the Kennewick School District to provide a safe, productive, positive and disruption-free classroom and learning environment. General rules of conduct are as follows:

1. A student shall be on time and attend school regularly.
2. A student must:
  - a) attend all classes assigned unless excused
  - b) follow school bus rules of conduct
  - c) identify him/her when asked

A student shall not substantially disrupt any operation of the school or classroom.

3. Students are expected to be honest; lying and cheating will not be accepted.
4. Students are expected to:
  - a) Respect self and the rights of others
  - b) Treat others as they would like to be treated
  - c) Respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences.
5. Dress and appearance must not present health or safety problems or cause a disruption.
6. Oral or written defamation, obscenity, profanity, verbal and physical attacks, harassment and intimidation, are prohibited.
7. Any student, individually or with others shall not intimidate by threat of force or violence any school employee or student.
8. The use, sale, or distribution or possession of the following are not allowed:
  - a) Drugs and narcotics
  - b) Alcohol beverages and tobacco products
  - c) Fireworks
  - d) Weapons
  - e) Pornography
  - f) Stolen property



9. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed.
10. Activities defined by federal, state or local law as criminal are not allowed.
11. The forging of any signature or alteration of any document is not allowed.
12. The legal requests or orders given by school or civil officials shall be obeyed.



### **CORRECTIVE ACTIONS OR PUNISHMENT (KSD POLICY 3300)**

All students shall obey the reasonable rule of the school district. Refusal to obey written rules and regulations shall be sufficient cause for discipline, suspension or expulsion.

- "Expulsion" is the removal from school or individual classes for an indefinite period.
- "Emergency expulsion" is the immediate removal of a student from school for actions which endanger students, staff or the educational process.
- "Suspension" is the removal from school, individual classes or other school activities for a specific period of time, after which the student has the right to return. A suspension is "short term" if it is for a period of ten (10) consecutive school days.
- "Discipline" means all other forms of corrective action or punishment.

### **DISRUPTIVE STUDENT POLICY (KSD POLICY 3300)**

This policy was created to handle disruptive students whose physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

Incident #1: Parent notification

Incident #2: Parent notification

Incident #3: Parent conference to share the Disruptive Student Policy and the child's potential placement.

Incident #4: Teacher and principal conference to discuss whether to place the child under the Disruptive Student Policy and prior offenses are reviewed. If the child is placed under the Disruptive Student Policy, then:

- Paperwork is copied
- The Disruptive Student contact form is filled out and services as a cover to all other documents
- A Remedial Discipline plan is written

Incident #5: Out-of-class alternative plan

Incident #6: Expulsion

### **ALCOHOL AND OTHER DRUG USE/ABUSE (AODA) KSD POLICY 3418**

This policy was created to handle disruptive students who physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

### **STUDENT WEAPONS VIOLATIONS (KSD REGULATION 3300.1)**

The Board of Directors has a no toleration policy toward students who are in any way involved with a weapon on school property or at a school activity. (See Policy 3314 – Student Conduct)

In Kennewick School District elementary schools, pocket knives can be considered a weapon and are to remain at home. If a pocket knife is brought to school the following will occur: If the carrier of the knife self-reports, the knife is taken, the family notified and the child remains in school.

If the carrier of the knife is reported by another, the knife is taken, the family notified and the child is suspended for one day. If the carrier of the knife uses it in a threatening manner (verbally or physically), then the incident is treated as a weapons violation which will result in disciplinary action. (Refer to – Student Weapons Violations and Student Conduct).

### **STUDENT CONDUCT (KSD 3314)**

Students who engage in the following will be subject to corrective action or punishment:

1. Substantial disruption of school
2. Damage or theft of property
3. Extortion, assault or causing physical injury
4. Possession of weapons or dangerous instruments (see Regulation 3300.1 – Student Weapons Violations)
5. Possession of narcotics, alcoholic beverages and stimulant drugs.
6. Possession of cigarettes, cigars, tobacco (See Policy 3418 – Alcohol and other Drug Use/Abuse {AODA})
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations

Harassment and intimidation (See Policy 5013 – Sexual Harassment)

### **RESPECT THE DIFFERENCE**

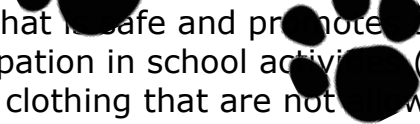
Racial, Ethnic, Sexist or other derogatory remarks are NOT WELCOME HERE. If your child experiences such remarks they should report it to an adult at school immediately.

### **RECESS EXPECTATIONS**

1. Please don't bring toys from home for recess. Playground equipment is distributed to each classroom for recess use.
2. Inappropriate or unsafe behavior will usually result in the child being "parked". Parents should ask their child to explain the "Park It" program. (See "Park It" program in this booklet).
3. If a student is "parked" more than once during a recess he/she may be asked to go to the "Walk of Peace" area to think about his/her behavior.
4. Continuing problems may result in missed recess time or a more severe consequence such as suspension. (in-school or out-of-school)

5. Fighting or disrespect to adult supervisors always results in a direct referral to the principal.
6. MP3 players, iPods, cell phones, and other electronics should be left at home. Items that are brought to school will be taken away, and a parent will be required to pick them up.

## **STUDENT DRESS**



Students should wear clothing to school that is safe and promotes a healthy lifestyle. Clothing should be appropriate for participation in school activities (including P.E.) and current weather conditions. Examples of clothing that are not allowed include: tube tops, spaghetti straps, tops that show the stomach, high heels, sandals or open heeled shoes that flip-flop, untied shoe laces, or any clothing that is gang-related, baggy or advertises tobacco, alcohol or other drugs. Belts may not hang more than 4 inches past the buckle. Hats must be removed in the building during the school day. See policy # 3224

## **WILDCAT HOMEWORK**

Most Westgate teachers will assign homework on a regular basis. Homework assignments will be given for work which is incomplete or not finished during class time, missed as a result of absences, or as reinforcement when more practice is needed.

1. Generally, students who are performing up to their individual abilities will have no more than the following amount of homework on any given day. Adjustments may be made with respect to individual performances.

Grades K-1	15-30 minutes
Grades 2-3	15-45 minutes
Grades 4-5	30-60 minutes

2. It is recommended that students having less than this amount of homework should spend time reading, practicing math facts, studying spelling words, or extending areas that they are studying in the classroom.

## **BIKE SAFETY MATTERS**

***PLEASE DISCUSS THIS INFORMATION WITH YOUR CHILD.***

Children who walk to school should stay on the left side of the road. Bicycles should be ridden single file on the right side. Bikes must be placed in the bike rack at school. Locks are recommended since the bike rack is not supervised throughout the school day. Bicycles are to be WALKED across the street in front of the building both before and after school. Bicycle helmets are required by state law.

### **Kennewick School District's Non-Discrimination Policy**

The Kennewick School District provides equal access to all programs and services without discrimination based on sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or use of trained dog, guide or service animal by a person with a disability, and provide equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights & Equity:** Douglas Christensen- (509) 222-5010 (doug.christensen@ksd.org)

**Section 504, Title IX** Jack Anderson- (509) 222-5004 (jack.anderson@ksd.org)

Kennewick School District  
1000 West 4<sup>th</sup> Ave.  
Kennewick, WA 99336

### ***NOTIFICATION TO PARENTS RIGHT TO ASK FOR TEACHER'S PROFESSIONAL QUALIFICATIONS***

In compliance with the requirements of the Elementary and Secondary Education Act the Kennewick School District would like to inform you that you may request information about the professional qualifications of your student's teacher(s). The following information may be requested: 1) Whether the teacher has met Washington teacher certification requirements for the grade level and subject areas in which the teacher provides instruction. 2) Whether the teacher is teaching under an emergency or other provisional status through which Washington qualifications or certification criteria have been waived. 3) The college major and any graduate certification or degree held by the teacher. 4) Whether the student is provided services by paraprofessionals, and if so, their qualifications.

If you wish to request information concerning your child's teacher's qualifications, please contact Dale Kern, School Principal at 509-222-6300.

# **Kennewick School District's & Westgate Elementary**

## **Discipline Policy Acknowledgement**

We have read the Kennewick School District's policies regarding student behavior: Student Rights and Responsibilities, Student Responsibilities and Limitations, Corrective Actions or Punishment, Student Weapons Violations, Student Conduct, Alcohol and Other Drug Use/Abuse, Bus Transportation, Sexual Harassment, School Safety and Discipline. We have also read the Westgate School Rules.

We are aware of the consequences for inappropriate behavior.

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Student Name

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Room #

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Student Signature

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Parent/Guardian Signature

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Date

**Please detach from packet, sign and return form to school.**

# KENNEWICK SCHOOL DISTRICT & WESTGATE ELEMENTARY

## Student Computer Use Information/Acknowledgement

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. KSD and Westgate supports and respects each family's right to determine an appropriate level of computer usage and Internet access.

Please read carefully below, and sign indicating whether or not your child may have access to school computers/internet.

I have read and understand the Student Computer Use Information as outlined above. By signing below, I am allowing my child to have access to school computers/internet.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**NO, I do not wish my child have access** to school computers/internet, please sign below.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date