



Southgate Elementary
3121 W. 19th Avenue, Kennewick, WA 99337
Office: (509) 222-5900
Fax: (509) 222-5901

You can find a copy of the district calendar [here](#).

**A PARENT'S GUIDE TO SOUTHGATE ELEMENTARY
IT'S A GREAT DAY AT SOUTHGATE ELEMENTARY!
2022-2023 SCHOOL YEAR**

OUR MISSION, IN PARTNERSHIP WITH OUR PARENTS AND COMMUNITY, IS TO PROVIDE
A SAFE ENVIRONMENT IN WHICH EVERY STUDENT REACHES HIS OR HER HIGHEST
POTENTIAL AND IS WELL PREPARED FOR SUCCESS IN SECONDARY SCHOOL EDUCATION .



3121 W. 19th Avenue - KENNEWICK, WA 99337
(509) 222-5900
SOUTHGATE.KSD.ORG

Mr. Joe Jones, Principal, joseph.jones@ksd.org
Mrs. Brandee Veitenheimer, Asst Principal, brandee.veitenheimer@ksd.org
Mrs. Megan Lee, Secretary, megan.lee@ksd.org
Mrs. Kimberly Owen, Secretary, kimberly.owen@ksd.org
Mrs. Kayla Cravens, Counselor, kayla.cravens@ksd.org

Southgate Families,

I am honored that your child is part of our Southgate family. It is my deepest hope and desire that your child has an amazing experience this school year. Classroom teachers are dedicated to creating a safe environment where they can have fun learning with their peers. Great times are ahead of us!

To help promote a safe school and help all families know what to expect this upcoming year, we've created this handbook. Inside you will find helpful information that will answer many of your questions throughout the year. Please take time to review the information and feel free to reach out to your child's teacher or our main office with any questions.

Thank you again for your commitment to Southgate!

Sincerely,

Joe Jones

Principal

Table of Contents

Southgate Elementary Staff List	Page 4
Southgate Elementary School Important Information	Page 5
School Information and Procedures	Page 6
Arrival and Departure Information	Page 6
Marimba Band	Page 7
Orchestra	Page 7
Attendance Expectations	Page 7
Custody Concerns and Student Information	Page 8
Nutrition Services, Breakfast, and Lunches	Page 8
Dragon Breakfast	Page 8
Dragon Lunch	Page 8
Student Information	Page 9
Southgate Health Room	Page 9
Medication at School	Page 9
Reporting Student Progress	Page 9
School Closure	Page 9
Media Denial Process	Page 10
Telephone Use/Messages to Students	Page 10
Birthdays and Deliveries	Page 10
Visitor Protocols and Expectations	Page 10
Volunteering at Southgate Elementary	Page 10
School Rules and Policies	Page 11
Computer Use	Page 11
Non-Discrimination Policy and Parents' Right to Know	Page 11
Southgate Expectations (PBIS Matrix)	Page 12
KSD Discipline Policies	Page 13
Homework	Page 13
Student Expectations	Page 13
Student Dress	Page 13
Electronic Devices and Toys	Page 14
School Safety	Page 14
Bicycles and Scooters	Page 14
Bus Transportation Rules	Page 14
Bus Information	Page 15
Emergency Planning, Exit Drills, and Lockdown Drills	Page 15
Drop-Off/Pick-Up/Parking	Page 15
Integrated Pest Management Program	Page 16

STAFF LIST

Administration/Counseling

Joseph Jones Principal
 Brandee Veitenheimer Assistant Principal
 Megan Lee Secretary
 Kimberly Owens Attendance
 Kayla Cravens Counselor

Kindergarten

Tricia Hamamura
 Kim True
 Lori Davis
 Melissa Herres

First Grade

Michelle Minton-Valley
 Julie Brisbois
 Lauren Garrett/Kristi DeLancy
 Diana Cuello

Second Grade

Tom Colgan
 Christine Canter
 Katie Ewen
 Neili Marozzo

Third Grade

Evan McNeill
 Carolyn Rieck
 Sheila Rodriguez
 Brittney Hulett

Fourth Grade

Rachel Hewitt
 Jackie Hendren
 Kimberly Moheeb

Fifth Grade

Lindsey Davis
 Ian Allison
 DeAnne Peterson

Autism Inclusion

JaVonna Geddes
 Angie Lawson
 Don Harless
 Kris Washam
 Marwah Ibrahim

Autism Self-Contained

Jake Boneck
 Yoko Moromizato
 Jolene Bland
 TBD

Room

Office
 Office
 Office
 Office
 Couns

Room

1
 2
 3
 23

Room

6
 7
 8
 9

Room

10
 14
 15
 16

Room

17
 18
 19
 20

Room

21
 22
 24 (P1)

Room

25 (P2)
 26 (P3)
 27 (P4)

Room

4
 Para (4)
 Para (4)
 Para (4)
 Para (4)

Room

5
 Para (5)
 Para (5)
 Para (5)

Resource/Special Education

Karla Flores
 Laurie Welch
 Tanya George

Learning Assistance Program

Rawni Morris
 Kim Brawdy
 Kristen Kauer
 Vickie Shellito

Reading Specialist Program

Elaine Anderson
 TBD
 Ashley Thompson
 Jayme Fairchild
 Jennifer Davidson

Multilingual Learners Program

Jim St. Hilaire
 Amy Porter

Library

Susan Bertelson
 Stacey Barrington

Specialists

Matt Rehmke
 Kelly Nevills
 Lori Woods

Nursing/Professional/Medical/Therapists

Grace Dauncey
 Kathy Perez
 Theresa Brown
 Chandler Childs
 TBD

Support Staff

Hillary Fouts
 Kailey Mears

Custodial/Facilities Management/Café

Paul Trout
 Jackie Templeton
 TBD
 Annabel Gutierrez
 Sarah Chavez

Community In Schools

LeAnna Wright

Room

11
 Para
 Para

Room

12
 Para (E)
 Para (I)
 Para (C)

Room

13
 Para
 Para (F)
 Para (G)
 Para (A)

Room

158
 Para (B)

Librarian
 Secretary

Music/Orchestra
 Technology
 Physical Education

SLP, Book Room
 Lead Nurse
 PT Para, TR #163
 PT, TR Room #163
 Psychologists #163

Para
 Para

Lead Custodian
 PM Custodian
 Lead Cook, Café
 Cook, Café
 Cashier, Café

127

Stay Connected!

Office Phone/Email Info:

Attendance Line: 509.222.5902

School Office: 509.222.5900

School Fax: 509.222.5901

Southgate.attendance@ksd.org

Office Hours:

Daily 8:00 AM – 3:45 PM

School Schedule:

Monday/Tuesday/Thursday/Friday 8:40 AM – 3:17 PM

Wednesday 8:40 – 2:00 PM

Follow us on Facebook!



[@SouthgateElementary](https://www.facebook.com/SouthgateElementary)

Check out our website!

<https://southgate.ksd.org/>

For absences, please call our attendance line and leave a detailed message (see below). We appreciate your proactive assistance as we call parents or guardians on all absences. Please partner with us by calling or e-mailing as soon as possible for any absence.

Information needed for attendance:

- Student's name and room # (or teacher's name);
- The date of the absence
- The reason for the absence.

Lunch/Recess Times:

4 th Grade	10:45 – 11:05 Lunch	11:05 – 11:30 Recess
5 th Grade	10:50 – 11:10 Lunch	11:10 – 11:35 Recess
2 nd Grade	11:10 – 11:30 Lunch	11:30 – 11:55 Recess
1 st Grade	11:15 – 11:40 Lunch	11:40 – 12:05 Recess
Kinder	11:35 – 12:05 Lunch	12:05 – 12:25 Recess
3 rd Grade	11:45 – 12:05 Lunch	12:05 – 12:30 Recess

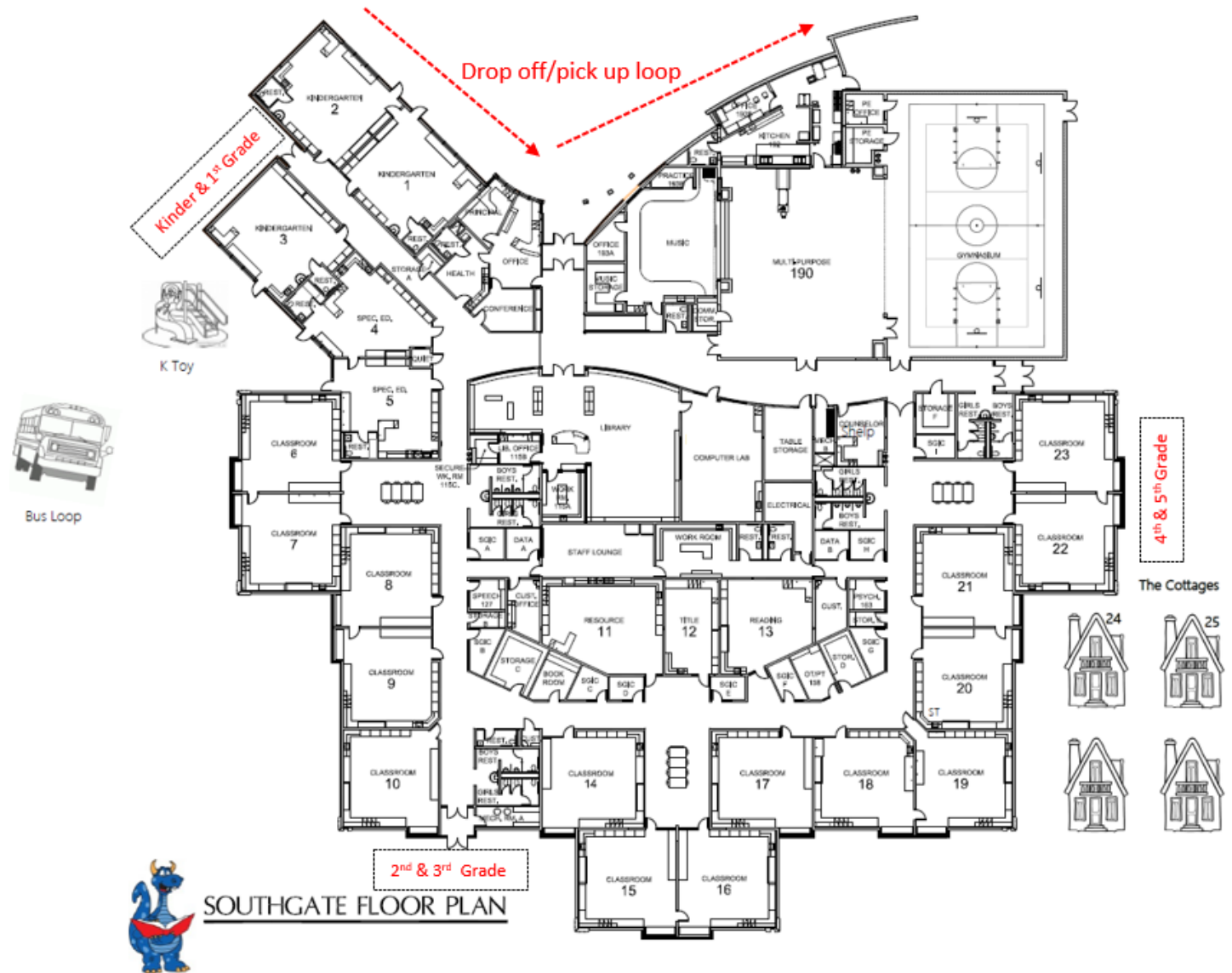
AM Recess (10-10:15): K-2nd (M-F), all grades (W), 3rd grade (F)

PM Recess (2:05-2:20): 3rd-5th (M-F), 2nd grade (TH)

School Information and Procedures

Arrival and Departure Information:

School starts promptly at 8:40 AM. Please make sure your child is on time, with the necessary materials, and ready to begin their learning. Our schedule does not permit us to supervise children who arrive early. Please see that your child's departure from home will have him/her arrive close to the 8:40 bell. Kindergarten and 1st grade students will line up in the morning by the west side door near the west playground toys (see map). Our 2nd and 3rd graders will line up at the south entrance, and our 4th and 5th grade dragons will line up by the east door near the gym (see map).



Departure Information:

Students are dismissed at 3:17 PM during the week, except for Wednesdays when the dismissal time is 2:00 PM. Thank you for promptly picking up your son or daughter.

- There are two zones where you may pick up your son or daughter. The first is in our front parking lot. If you are parked in the parking lot, please meet your child in the *Pick-Up Zone* and walk them to

your car. We also have pick up on the west side of the building. For safety, please walk your child to your car after picking them up. The southeast parking lot (nearest to our gym and cottages) is for staff only, and we ask that you not park there.

- If you are running late, please call our office and let us know. As a practice, we ask students (after 3:25 PM) to remain in the office until they are picked up from school. We may ask you to come inside to sign your child out if picking up your student late.
- All students attending Southgate on a transfer approval are required to sign an Out of Boundary Contract every year. We expect these students to have good attendance, arrive at school on time and be picked up on time. Please be advised that an attendance issue is a cause for rescinding the transfer agreement and transfer back to the home school.
- Students who ride the bus will board the bus in the bus loop on the west side of the building, and our supervisors will assist a safe and orderly process. Only buses are allowed in the bus loop at all times—please do not block the entrance to the bus loop. It is our practice to load bus-riding students on their bus unless you send a note to the teacher telling who will be picking your child up from school.

Marimba Band:

Dragon Jam will meet before school on Mondays and Thursdays (4th Grade) and Tuesday and Fridays (5th Grade) from 7:45 to 8:30 am. All 4th and 5th grade students are invited to attend. There will be some performances outside of the regular school day. If you are interested, please see Mr. Rehmke.

Orchestra:

Orchestra will meet after school on Mondays, Tuesdays, Thursdays, and Fridays from 3:17 to 4:15 p.m. This group is open to all 5th grade students who are interested. Orchestra kids are encouraged to find their own instruments, but there are a few school instruments to rent. There is also a textbook (String Basics I) students are encouraged to buy. The musical concepts and skills orchestra kids learn will transfer easily to other musical ensembles.

KSD Attendance Expectations, Policies, and Washington Law

Every child, eight to eighteen years of age, is required to attend school. Five, six, and seven-year-old children who are enrolled in school are also subject to compulsory attendance requirements. It is the responsibility of the parent(s)/guardian(s) to ensure the child attends.

Attendance at school is a key to student success. In order to avoid chronic absenteeism the following guidelines will be used. Exceptions to the guidelines will be allowed only in unique circumstances and will be dealt with on an individual basis.

Students are allowed up to 15 excused absences in a school year. Each absence thereafter is considered unexcused.

If a student is absent for 20 consecutive days without notification of the cause for the absence given to the school the student will be withdrawn from school.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or fifteen unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Engagement Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

Please read the district policy on excused and unexcused absences [here](#).

Whenever your child is absent, *PLEASE* call the attendance line and leave a message at **509.222.5902** or send an e-mail to attendance.southgate@ksd.org by 9:00 AM. Please leave your child's name, room number (or teacher's name), the date of the absence, and the reason for the absence. You may also send a written excuse note with your child when they return to school including the same information. Your child is considered unexcused unless we receive notification from you.

As we mentioned before, whenever possible, please try to schedule appointments for after school or on non-school days. When picking up your child early for an appointment, please come to the office and sign out your student. Staff are instructed to not release students from the classroom or playground. Once you arrive and sign your child out (picture identification required), our office staff will arrange for your child to meet you in the office. We ask that you do not call ahead and ask for your child to wait in the office for you to pick them up. We value each instructional minute, and we will promptly get your child to the office.

Custody Concerns, Student Information, and Address Changes:

To protect your child from an unauthorized adult taking him/her from school, we **MUST** have on file at the school, a certified copy of a restraining order issued in the State of Washington. We also welcome you to bring in parenting plans to keep on file. Thank you for your help. Working together is an important safety goal.

Nutrition Services, Breakfast, and Lunches at Southgate Elementary

Dragon Breakfast:

Southgate Elementary now has breakfast in the classroom. Breakfast will be served in classrooms starting at 8:42 until 9:00 a.m. Breakfast is free for all students.

Dragon Lunch:

Lunch at Southgate is free for all students. However, if students would like to purchase milk to go with

their cold lunch from home, there is a \$.55 charge. You may send in cash/check or pay online. Please see the quick link drop down for *meal payment* on our Southgate website. Please contact our office to assist you in setting up an online account.

Student Information

Southgate Health Room:

- Students with a temperature of 100° or higher need to stay home from school or will be sent home from school. Any child who is vomiting or has diarrhea will also need to stay home from school or will need to be picked up from school.
- When children are running a fever, are vomiting or have diarrhea, they should be fever free and without vomiting or diarrhea for 24 hours before they return to school.

Medication at School:

- Please do not send any over-the-counter medication (e.g., cough drops, aspirin, Tylenol, etc.) with your child to school. For any medically related questions, please contact our school nurse at 222-5903.
- A medication at school form must be filled out by the parent and signed by a doctor before any medicine can be brought in and given to your child. All medication must be kept in the original labeled bottle. These bottles must be labeled with the student's name, doctor, medication, dosage and the time of day to be given. All medications will be kept in the nurse's office in a locked cabinet. All medication must be brought to the school by the responsible parent or guardian. Students should not be bringing the medication in themselves. The school nurse must first process the medication at school paperwork and give the other office staff the okay to start administering the medicine.
- Medications at school forms are available in the Southgate Office.
- **If your child has any potentially life-threatening health conditions, such as diabetes, seizures or severe allergies/asthma; the School Nurse needs to meet with you PRIOR to your child attending school to develop an individualized health care plan, in consultation with your healthcare provider.**

Information in student health records may be shared with school staff on a need to know basis to protect the student health, safety and educational interests. This will be done at the discretion of the district's certificated nursing staff. Parents not wishing this information to be shared should notify the school nurse in writing.

Reporting Student Progress:

Southgate Elementary report cards are issued three times during the school year. Mid-term reports are also sent to some students to keep parents informed of progress. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences.

School Closures:

In winter, poor weather or unusual situations may necessitate the closing or delay of schools. Please do not call the school. Listen to local radio stations or watch local television news for announcements and updates. You can also log on to the Kennewick School District website: www.ksd.org for delay and

closure information and to sign up for school alerts. If there is a two-hour delay, buses will be running two hours behind schedule. No breakfast will be served when school is delayed.

Media Denial Process:

From time to time, photographs or videos of students are taken during the school day for use in district news releases, publications, video productions, social media, and the district website. On occasion, television and other news media are invited to cover stories in our school and take photos, video, and/or interview students. If you choose not to allow this for your child, please complete the media denial [form](#) and return to our office.

Please understand that this form does not cover photos, videos, or recordings taken at public, school, or district events including—but not limited to—school assemblies, plays, concerts, or sporting events. Furthermore, this form must be completed annually, and it is in effect from the date signed until the end of the school year.

Telephone Use/Messages to Students:

Student cell phones should stay off and in backpacks during school hours. Parents can help by making sure children know each morning what they are to do after school. If you need to get a message to your student during the school day, please call the office and we will deliver the message to your child as soon as possible. Please try to call in your message by 2:00 PM or 1:00 PM on Wednesdays.

Birthdays and Deliveries:

If you would like to bring a treat in for your child's birthday, you are welcome to do so. We ask that the treats be handed out at either lunch time or toward the end of the school day. We ask that you bring store bought items in their original packaging with ingredients listed. We do have students with food allergies and want to make sure they are able to read the label.

If you have flowers or balloons delivered for your child's birthday, we will hold the items in the office and deliver them to your child toward the end of the school day. We suggest that you may want to surprise your child with balloons at home. Children are not allowed to take balloons on the bus.

Visitor Protocols and Expectations at Southgate Elementary:

We welcome you to Southgate Elementary! We are pleased that you are visiting and/or volunteering. Please review our expectations for visiting Southgate. ALL VISITORS need to sign in and out at the office and get a visitor's pass. For your child's and others' safety, we need to know who is in our building at ALL times. Please refer to KSD Policy regarding [visitors](#) and [volunteers](#).

Volunteering at Southgate Elementary:

Parents are encouraged to be actively involved in school. All volunteers must fill out a volunteer application [form](#) and be approved **before** they can volunteer at Southgate. This is to ensure the safety of all our students. If you are interested in volunteering, please check with your child's teacher first. Once paperwork is on file and cleared, volunteers must sign in and out on the volunteer sign-in clipboard in

the office and take a volunteer badge each time they come to volunteer.

School Rules and Policies

Computer Use:

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. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet.

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: Dr. Douglas Christensen (509) 222-5010 (doug.christensen@ksd.org)
Section 504, Title IX Mr. Brian Leavitt (509) 222-5003 (brian.leavitt@ksd.org)
Kennewick School District 1000 West 4th Ave, Kennewick, WA 99336

Parents' Right to Know:

ESSA/Sec. 1111(b)(6)(A);34C.F.R 200.61 - Under federal law, parents and guardians are entitled to request information about the professional qualifications of their child's teachers. Such requests can be made to the school principal or the associate superintendent of human resources at (509) 222-6547










Southgate Expectations:

Southgate Elementary believes in teaching and maintaining a positive and productive climate through our positive behavior interventions and supports. Each student and staff member shall exemplify our three school expectations 1) Show Respect, 2) Make Good Decisions, and 3) Solve Problems. When students are observed following our Big 3, staff members will acknowledge students with Dragon Dough. Dragon Dough can be used to purchase rewards from our [Dragon Store \(primary\)](#). Further, if a student is going above and beyond The Big 3, staff members can submit a [Positive Office Referral](#) for the student. Our [PBIS matrix \(primary\)](#) will be taught and modeled throughout the school year:



Southgate Elementary Matrix

Our mission at Southgate is to create a safe and positive learning environment by Showing Respect, Making Good Decisions, and Solving Problems.

		COMMON AREAS						
		Before/After School 	Hallways  - 	Playground 	Dragon Cafe 	Bathroom  - 	Assembly 	Bus 
BIG 3 CORE VALUES	We... Show Respect	Follow adult directions Kind words and actions Walk in designated areas	Admire hallway work but don't touch Walk on the right side	Play fair Be kind Include others	Use manners Clean up after yourself	Check for availability Respect others' privacy Clean up after yourself	Clap when appropriate Sit on pockets	Hello/goodbye to your bus driver Use polite manners when speaking to others Follow adult directions
	We... Make Good Decisions	Go directly where you need to go Line up in your classes designated area	Keep your hands and feet to yourself All eyes forward	Follow playground rules Follow adult directions Play in your zone	Choose foods just right for you Keep body calm Raise hand and remain seated until excused	Do your business Wash your hands Be Timely	Whole body listening Choose good neighbors Follow adult directions	Sit in your seat Keep hands to yourself and feet on the floor
	We... Solve Problems	Have and follow your family's plan Remember before/after school expectations	Stay in line Solve little deals Be aware of others around you - personal space	Be a good friend Solve little deals Report big deals	Be patient and kind in line Follow adult directions	Report big deals Leave it better than you found it Leave stalls unlocked when leaving	Be polite to those around you Remind neighbors using non-verbal signals Use restroom before	Report big deal to the bus driver Be aware of others around you - personal space

Each classroom operates with a written set of expectations. Parents are encouraged to learn the expectations of their child's classroom and to actively work with the teacher to help the child learn to manage himself/herself.

Students not observing the Big 3 expectations may experience the following based on the [flowchart](#):

1. A discussion of the behavioral error with the student and teacher and recorded on a "[minor](#)" form.
 - a. Appropriate consequences according to the teacher's judgment will be given.

- b. More severe disruptions will be followed with further consequences, parents notified, and recorded on a “[major](#)” form.
2. A conference with the student, teacher, parents and/or principal.
3. “[Major](#)” referral to administration. Administration or teacher may use any of the following:
 - a. Contract or plan developed by student, parents and teacher or administration.
 - b. Student, teacher, parent conference.
 - c. In-school time-out or other out of classroom alternative plan.
 - d. After school detention (with parent notification).
 - e. Other alternatives deemed appropriate, including suspension or expulsion.
4. Each classroom will send home a classroom expectation letter for parent review and signature.

Discipline:

We desire to make Southgate a welcoming and positive environment for all students. Please read through the district policies below regarding student behavior.

Students Rights and Responsibilities - [Policy 3200](#)

Prohibition of Harassment, Intimidation, Bullying, and Cyber Bullying - [Policy 3207](#)

Disruptive Students - [Policy 3240](#)

Student Discipline - [Policy 3300](#)

Exceptional Misconduct - [Policy 3314](#)

Homework:

Homework assignments will be given to students of all grade levels. Our hope is that students can continue working on the skills that were learned during the school day. On nights where students have less homework, please encourage your student to spend more time reading, practicing spelling words, or practicing math facts.

Each teacher will communicate the homework expectation for the classroom.

Student Dress:

It is the goal of KSD and Southgate to ensure that students are safe, known, and valued. We expect all students to dress in a manner that provides for adequate safety and appropriate dress for the school environment.

A student's personal dress shall not:

- Lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, or detract from school activities.
- Create a health or other hazard to the student's safety or to the safety of others.
- Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, intimidation, overt gesture, or threat of violence
- Imply gang membership or affiliation by written communication, marks, drawing, painting, design, or

emblem upon any school or personal property or one's person.

- Prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Please make sure your child is dressed for the weather as they leave home. In the rush to get to school some students forget to wear a coat on those cold days.

In order to maintain adherence to this dress code policy, please make sure:

- Dresses, shorts, skirts are modest (no visible underwear or buttocks)
- Clothing does not reveal the back, midriff, chest, buttocks, or undergarments (no sheer/mesh tops, tube tops, halter tops, etc)
- Clothing should not contain any offensive pictures, symbols, language, drugs/alcohol, or gang affiliation
- Closed-Toed shoes should be worn (no flip flops)

Should your student violate the dress code, the staff member will discreetly ask the student to change the clothing item. Should the student refuse to do so, the student may be subject to school discipline.

Please see [Policy 3224 R](#) for full guidance of dress.

Electronic Devices and Toys from Home:

Any electronic items that are brought to school can be disruptive to the educational mission here at Southgate Elementary; items will be confiscated and returned to the student or parent. Examples are cell phones, tablets, iPods, smart watches, Nintendo Switches, etc. **If you send a cell phone to school with your child, it is to remain in their backpack and turned off during school hours.** Southgate is not responsible for any of these items that are brought to school and are lost or stolen.

Toys and personal belongings should stay home. The only exception is items for *Show and Tell*, as requested by teachers. All show and tell items need to be prearranged and be appropriate for a school.

No gum allowed in school! Please have your student leave their gum home for after school. Help us keep Southgate looking fabulous!

School Safety

Bicycles and Scooters:

Students riding bicycles or scooters to school must observe all safety rules and wear a helmet. Bicycles or scooters must be walked on the school grounds. Bicycles must be ridden alone. No double riding. Bicycles and scooters are to be locked to the bicycle racks out front of the school.

Bus Transportation Rules, Kennewick School District [Policy 3420-R2:](#)

Transporting students safely to and from school is one of our most important duties. Safety begins with

all of us, and please share with your child their responsibility around bus behavior.

1. Observe same conduct as in the classroom; think of the bus as a classroom.
2. Be courteous and use appropriate language (no profanity, no hurtful comments, etc.).
3. No eating or drinking on the bus; this keeps our buses clean and safe.
4. No littering—keep the bus clean; dragons help others.
5. Cooperate at all times with the driver; the driver has an important job.
6. Stay out of the driver's seat; students may be assigned.
7. Respect property and take care of the bus. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward; this is a safe thing that dragons do.
9. Keep head, hands, and feet inside the bus; be a safe dragon.
10. Bus drivers are authorized to assign seats; please respect the bus driver's instructions.

REMEMBER: Drivers have ultimate authority while in operation of the vehicle. We thank you for your support and commitment to keeping our Dragons safe! Dragons are kind, respectful, and safe!

Bus Information:

Only eligible students living in areas designated for busing will be allowed to ride the bus. Students who ride the bus must follow the safety rules established by the Kennewick School District. The driver is in complete charge while students are on the bus, and your bus driver will explain those rules.

Any child that rides the bus to school must ride the bus home unless advance written notification is received from a parent. If a child needs to ride a bus with another student, the bus driver will not allow this unless the parent sends a written note with all pertinent information and signed by the parent.

Emergency Planning, Exit Drills and Lockdown Drills:

On a regular basis, we do practice evacuation, emergency, and lockdown drills. Exit drills are also practiced on our school buses. If the school is in a lockdown situation, no one will be allowed to enter or exit the building until the lock down situation has been concluded. (If you are in the building during a drill or lockdown, please follow the instructions from our teachers, staff, or administration). Safety is our top priority, and you will see that Southgate Elementary School explicitly teaches best practices in coordination with Fire, Police, and Emergency Professionals. For security reasons, we ask that all visitors/volunteers/parents in our building sign in and out at the office. We need to know who is in our building at all times. Emergency plans are available in the Southgate office.

Drop-Off/Pick-Up/Parking:

We have worked exceptionally hard to make our limited parking lot more safe, efficient, and effective. Thank you very much for your help, your suggestions, and support.

The reality is that our parking lot—at times—is too small for the amount of traffic. Here are a few reminders to get our school year off to a great start!

- Please pull as far forward as possible, and to the curb when dropping off or picking up your children. Instruct your son or daughter to enter from the passenger side of the car.
- If you have parked in the lot, please come and walk your child from the pick-up (or drop off) zone to

your car (or school).

- Please do not block the crosswalk. Look for guidance by our school personnel.
- Please drive exceedingly cautious in the loop and parking lot. It gets very busy.
- As you leave the parking lot, please turn right. This will keep traffic flowing more efficiently. We have school patrol at the crosswalk, so please look for them.
- Our neighbors have asked us not to park in their parking lots, as they need the spaces for their patients.
- We always have time to be safe, courteous, and kind. Always remember that our students are looking to us to model the appropriate behavior.
- It takes about 6 minutes to clear our parking lot in the afternoon, please work with us to make Southgate Elementary Dragon-riffic!

Integrated Pest Management Program Annual Notification:

During the 2001 legislative session Senate Bill 5533 was passed and signed by Governor Locke requiring the posting and notification of pesticide applications at schools and day-care centers. The bill took effect July 1, 2002 and requires that written notification be given annually or upon enrollment to parents or guardians of students and employees describing the school's pest control policy and methods including notification requirements.

Maintaining a safe and healthy learning environment for our students and staff is very important to the Kennewick School District. As part of our commitment to this goal, the district has implemented an Integrated Pest Management (IPM) program throughout the district to keep the district free of pests such as noxious weeds, harmful insects, rodents and vermin. IPM emphasizes prevention and common-sense strategies rather than responding to a pest nuisance with pesticides. Through IPM the district focuses on non-chemical means of pest control. At times, the use of a pesticide may be required to control a pest.

Pesticides when required can either be applied by school district employees, custodians, grounds and maintenance personnel or a contracted commercial pesticide applicator. Typical applications of pesticides during the school year may be the use of Roundup or equal to control weeds around building, parking lots, along fence lines and to mark athletic fields. Commercially available materials may be used to control ants, bees, wasps and or yellow jackets in and around buildings. Contracted services are normally used when products available to us simply will not control or eliminate the pest or pests.

When the use of pesticides is necessary notification to parents, guardians and staff members is required 48 hours prior to the application. A notification notice will be posted in a prominent location, usually on the main entrance to the school. The notice will include, as a minimum, the product name of the pesticide to be applied, the intended date and time of application, the location to which the pesticide will be applied, the pest to be controlled and the name and phone number of the contact person at the school. If a parent, guardian or staff member requests individual notification of a pesticide application, they will need to fill out a registration form available at the school office. Whenever a pesticide application is necessary, a notice will be sent home prior to the application.

Pre-notification requirements do not apply if the application is made when the school will not be occupied by students for at least two consecutive days after the application. An application made on Friday evening after students have left does not require pre-notification. Additionally, an application of an anti-microbial pesticide such as disinfectants, cleansers, bleaches or the placement of insect or

rodent baits that are not accessible to children, do not require notification. Pre-notification requirements do not apply to any emergency application for the control of any pest that poses immediate human health or safety threat, such as an application to control stinging insects. When an emergency application is made notification shall occur as soon as possible after the application.

The IPM program includes records of applications made within school facilities. Additional information concerning IPM can be obtained by calling the KSD Buildings & Grounds Department at 509.222.5867. Annual report of pesticide usage is available in September of each year for the preceding year.

Thank you for all your
cooperation and assistance in
giving your child the best and
safest educational environment!

Have a wonderful school
year!

