Central Park Elementary

Student/Parent Handbook 2023-2024

Educating the Heart and Mind!

Educating the Heart and Mind

Link for electronic copy: www.asd5.org Select a School; Central Park / For Families / Central Park Student and Parent Handbook / 23-24 Student Parent Handbook

Central Park Elementary
Our Amazing Staff

Principal: Ruth Erwin-Svoboda, rerwin@asd5.org
Office Coordinator: Nancy Benner, nbenner@asd5.org

School Phone Number: 360-538-2170

Grade	Name	Email Address
ECAP	Christine Popowich	cpopowich@asd5.org
Kindergarten	Sam Schneider	sschneider@asd5.org
1st Grade	Bailee Green	bgreen@asd5.org
2nd Grade	Kylie Knodel	kknodel@asd5.org
3rd Grade	Stephanie Hoffman	shoffman@asd5.org
4th Grade	Kari Ashenbenner	kashenbenner@asd5.org
5th Grade	Jenna Doll	jdoll@asd5.org
SPED & ELL	Alexandra Lucas	alucas@asd5.org
PE & MTSS	Charles Stover	cstover@asd5.org
Counselor	Tracy Miner	tminer@asd5.org
LRC	Mrs. Bielec	kbielec@asd5.org
MTSS	Ms. Sterling	msterling@asd5.org
MTSS	Mr. Veach	rveach@asd5.org
Paraeducator	Mrs. Ervin	tervin@asd5.org
Paraeducator	Ms. Gleason	rgleason@asd5.org
Behavior Specialist	Britney Perez	bperez@asd5.org
Custodian	Mr. Reid	kreid@asd5.org
Custodian	Mr. Mouncer	tmouncer@asd5.org
Cook	Ms. Flores	eflores@asd5.org

District Superintendent: Dr. Jeff Thake
School District Office Number: 360-538-2000

School Board

The Aberdeen School District Board of Directors is made up of 5 at- large representatives elected from the citizens who reside within the school district boundaries. A current listing of the Board of Directors can be found on the internet at www.asd5.org or by calling the Aberdeen School District office at 538- 2000. The board represents the people of the school district. Board members welcome comments and questions from the public. Typically the Board of Directors meets the first and third Tuesdays of each month during the school year at 6:00 PM at Aberdeen High School. During the summer the board meets once a month. A copy of the meeting schedule can be obtained from the district office and on the district website.

CENTRAL PARK ELEMENTARY SCHOOL

601 School Rd
Aberdeen, WA 98520

Phone (360) 538-2170
Fax (360)538-2172

"Educating the Heart and Mind"

Principal: Ruth Erwin-Svoboda, rerwin@asd5.org

Dear Parents/Guardians,

Hello and welcome to the 23-24 school year.

My name is Ruth Erwin-Svoboda and I am your new principal. I am so excited to be returning to the school where I spent my elementary years! Prior to working here I was an Assistant Principal in Steilacoom Historical School District #1 at Pioneer Middle school. As a teacher I taught math in Mississippi, Guatemala, and in Aberdeen at both AHS and Miller. I have been working in educational settings for 18 years and have spent the last nine in school leadership. I believe in doing what is best for students and supporting my teachers and staff.

I love that the commitment of this school is to educate the hearts and minds of our students. With this in mind we will continue to focus on PBIS schoolwide. The three tenets we keep are: Be Respectful, Be Responsible, Be Safe. We will teach and model expectations, reteaching when necessary, in order to give all students the ability to be successful. Students will receive incentives and rewards for making the right choices and for improved behavior.

Attendance is something that we will continue to prioritize. Please communicate with the school if your student will be absent. Study after study shows that attendance at the early grades is an important predictor of future school attendance and success. Your student is important and we want them here every day possible. If there is anything we can do to make school more welcoming for your child, please reach out to your teacher or the office.

Central Park Elementary is a special place. We have a team of excellent educators who truly care about helping your child learn and grow. Our staff are united in our commitment to provide a safe, rich learning environment where all of our students feel successful. It takes cooperation and teamwork between school staff and families to ensure the very best for our kids. If you ever have any questions, concerns, or suggestions, please feel free to send me an email or give me a call at the school.

Important Reminders:

- Open House is Monday, August 28th from 6-7pm.
- School Starts on Wednesday August 30th at 9am
    - Kindergarten/ECAP will begin Tuesday, September 5th
- Office Hours are from 8:15am-4:00pm
- Student dropoff and arrival is at 8:45

I am so excited to be a Central Park Elementary Cougar and I look forward to meeting you and your student(s) soon.

Ruth Erwin-Svoboda
Principal
(360) 538-2170
rerwin@asd5.org

HANDBOOK QUICK LINKS

CENTRAL PARK SCHEDULE
2023-2024 School Year

8:45	Playground supervision begins for student drop off
9:00	Doors open for students & Breakfast in the Classroom is served
10:15-10:25	K-3 recess
11:10-11:45	4th & 5th lunch then recess
11:45-12:20	K-3 lunch then recess
2:15-2:25	4th & 5th recess
3:30	Dismissal for all students

GENERAL INFORMATION AND SCHOOL POLICIES

Breakfast and Lunch
Thanks to an option in the National School Lunch and School Breakfast Programs called the Community Eligibility Provision (CEP), **all** students enrolled at Central Park Elementary will receive breakfast and lunch at **free of charge**! *Any extra items such as an extra entrée or milk will be an additional cos*t. No further action is required of families to receive free meals, however it is asked that families complete and return the Free/Reduced Meal forms to support school funding.

Breakfast will be a Grab and Go meal that will be eaten in the classroom as part of the Breakfast after the Bell Program. Lunch will be in the cafeteria by grade level groupings.

Collaboration Early Release Days
There are 7 scheduled Early Release days for Staff Collaboration. The dates are: September 27, October 25, December 6, January 10, February 7, March 6, and April 10, and May 15. **The dismissal time on Collaboration Days is 1:30 for all K-5 students.** There are 2 scheduled half days for next year: they are December 15 and June 13 with a 12:10 dismissal time.

Bicycles, Scooters, and Skateboards
If parents wish, students may ride bicycles, scooters or skateboards to school. We have bicycle racks for storage. Students are urged to lock their bikes in the racks that are provided. Students with scooters and

skateboards are to keep them in a safe place. Primary grade students will need to develop a plan with their teacher for safe storage. The school is not responsible for lost or stolen bikes, scooters, or skateboards, and will not hold any of these items as storage.

All students must follow the laws regarding bike, scooter and skateboard riding. *This includes wearing a helmet.* Students need to wait until they have left the school grounds and safely crossed the street with the crossing guard before they begin to ride. Failure to obey the laws regarding the riding of bikes, scooters, or skateboards will result in a loss of privilege to ride them to and from school. **No bicycle, scooter, or skateboard riding is allowed on the playground during school hours.**

Temporary Dismissal
Students must bring a note or parents may call the school office if a student has a doctor or dentist appointment for which they will need to leave school during the day. No student will be allowed to leave the school grounds without first checking with the office. Students will be called to the office when the parent arrives.

Insurance
Our school district offers an optional student insurance plan. We will send home information on this plan soon after school starts. If you do not have insurance for your child, we urge you to review this policy.

Lost and Found
A lost and found area is provided in our cafeteria for unlabeled, unclaimed clothing. During conferences, items are placed on tables for easy identification by parents. Unclaimed items are given to the local clothing bank. Items that are labeled with the student's name are returned to the student. If your child is missing any item(s), you may contact your child's teacher or the school office. Unclaimed items will be donated to other organizations at the end of the year.

School Records Update
Each year, it is required for families to update contact information with the school office. Please provide our office with your correct and up-to-date contact information. We need to know where you can be reached during the school day in case of emergencies while your child is in school. Many times we cannot reach parents when their child is sick or is in need because of incorrect and out of date contact information. This is frustrating to a sick child. We appreciate you keeping us informed so that we can better serve you.

Walkers
Students that walk to school or are dropped off need to line up at the front of the school. The bus area/gate is for bus students only. Students will go to the playground until the start of the day at 9:00 A.M. Teachers will meet their students in the designated area at the start of school.

An adult crossing guard will be available to assist the students crossing at the fenced playground area. Students should use the cross streets where there are crosswalks so injuries can be avoided.

Picking Up Students After School
If you pick up your student after school, please make arrangements to meet him/her outside at 3:30. As you know, Central Park Elementary is located in a residential area and we therefore face some difficulties with traffic/parking. Please use the pickup lane when possible. 3-5 exit by the buses for pickup. K-2 exit by the kindergarten door for pick-up. Please make arrangements to pick your child up at 3:30, as we do not have staff available to watch them after dismissal.

Students Late to School
It is important that students make every effort to be on time to school. Most teachers begin with critical instruction and breakfast is served at the start of the school day. It is an interruption in the school program when students arrive late to class. Students who are tardy may be required to make up time

during recesses on the day that they are tardy. Students will either work on missed assignments or read. In the event students are late coming to school, they need to check in at the office. Medical, counseling and court appointments do not count as tardy, but all other late arrivals do count as tardy regardless if the parent has excused the child or not. Your cooperation in this matter is appreciated.

Preschool students should arrive at school no earlier than five minutes before the start of class.

Birthday Parties/Invitations/Items to be Sold

Invitations to after school or weekend birthday parties are not to be distributed at school. When some students are not invited this can cause hurt feelings. Also, not all parents can afford or want to have parties for their child. Please be aware that items to be sold by students at school for non-school fundraisers are **not** permitted.

Food from home

The health and nutrition of our students is one of our primary concerns. We have numerous children and adults who suffer from various allergies; some are life threatening. Classrooms may have two parties each year. Those dates are selected by the teacher. Many classrooms have limited the types of treats that may be served at their two parties during the school year due to allergies and dietary restrictions. Additionally, Hot chips, Cheetos, Takis, or other types of spicy items are not permitted. When a treat is permissible, please remember, all treats to be distributed at school must be commercially made and fruit must be cut and processed in a commercial kitchen. **We cannot distribute home baked goods or home cut fruits due to potential problems with Hepatitis and other infectious diseases.**

Please contact your child's teacher 24-hours in advance to plan for birthday treats in the classroom.

Use of the Telephone

Our school phone is for business and emergencies only. Before coming to school, students need to make arrangements about where they are to go after school and what activities they are going to attend. We do not allow students to use school phones to arrange after school activities. We do allow students use of the phone in emergency situations.

Cell Phones and Other Electronic Devices

We understand that cell phones have become an integral part of our society and that many parents feel safer knowing that their children have a way to contact their parents in the event of an emergency or just to let them know where they are. However, cell phones can be a major disruption during school hours. Students may have cell phones at school, but they **must be turned off and kept in a backpack during school hours**. Students will not be allowed to call or text anybody during school hours, including parents. If students must contact a parent or guardian, they can use the classroom or office phone. Other electronic devices, such as games or tablets, are not allowed at school.

If students violate these rules, the following steps will be taken:

- Students will be given one reminder/warning
- On the first incident, the phone will be confiscated for the day, and then returned to the student at the end of the school day.
- On the second incident, the phone will be confiscated, and may only be returned directly to the parent or guardian.
- On the third incident, the phone will be confiscated and will be returned to the parent. This may result in the school holding the phone each day during school hours or the phone will stay home permanently for the remainder of the school year.

If cell phones are used in conjunction with other offenses (i.e. bullying, harassment, etc.), other consequences will apply in addition to possible confiscation. The school assumes no responsibility if cell phones or other electronic devices are lost, stolen or damaged.

Messages to Students from Home
While we are able to deliver messages from you to your child during the school day, please be aware of the fact that any messages called in or left on our school voice mail may not reach your child before school ends. Please ensure all after-school arrangements with your child are made and communicated before sending them to school in the morning.

Medicines
A parent and physician must complete "Permission to Administer Medication at School" forms if your child is to take medication of any type, including over-the-counter medications such as Tylenol, cough drops, or Claritin-D, during school hours. **This is required yearly.** All medication (including over-the-counter medication) must be in its original container and completed forms must be turned into the office with the medication form. School staff will supervise the administration of the medication to your child. Copies of the required form may be picked up in the office. **Please do not send your child to school with any medication (such as aspirin, cough syrup, etc.) it may get into the wrong hands.** Parents must personally drop off any medication in the office.

Communicable Diseases/Parasites
Please notify the school immediately if your child should contract a communicable disease, such as head lice, fifth's disease, MRSA, measles, COVID, or chickenpox.

Central Park Parent/Teacher Organization
The Parent/Teacher Organization at Central Park is a busy, active, dedicated group. We welcome you to participate and be a part of the group in our PTO. This group is directly responsible for our fundraising auction. They also sponsor books for our Library, Family Bingo Nights, Assemblies, Field Trips, Playground Equipment, and MORE! Meeting times are 6:00 p.m., typically on the second Tuesday of the month. You can check exact dates on the district school calendar. If you would like to help or want more information, please email centralparkpto@gmail.com or contact the main office.

Student Government
We elect student body officers twice each year. ASB positions are: President, Vice President, Secretary, Treasurer, and Member at Large. These students will serve as the Central Park Student Council (ASB). These students meet and decide on special events and plan events to encourage school spirit and student engagement for our school.

Volunteers
We are always interested in having parents and community members volunteer in our school. Volunteers are needed for both long- and short-term projects. If you would like to volunteer your time and talents, please contact the school office. School volunteers must complete a yearly Washington State Patrol background check and sign a confidentiality contract prior to beginning to help at school. Information and forms are available in the school office. **All volunteers must check in at the office, sign in, and pick up a visitor's tag before entering the classroom buildings or a classroom. The visitors tag identifies authorized visitors for our staff and students.** Tags must be returned to the office when the volunteer signs out.

Visitors
Parents are encouraged to visit school whenever they can. If you want to visit your child's classroom, please call the principal a day in advance to arrange the visit. There is a minimum of 24 hours advance notice for all classroom visitors. To ensure the safety of the students and staff, all visitors enter through the main entrance must check in at the office and pick up a visitor's tag before entering the halls or a classroom. All visitors must wear a visitor's tag that helps to identify authorized visitors for our staff and students.

Special Programs
Central Park offers programs for students who need special assistance in their learning. One program is Special Education. This program provides assistance for students with learning disabilities and handicaps. To qualify for assistance, students must be referred for testing and meet state standards determined through individualized testing administered by a school psychologist. We also have the Multi-Tiered System of Support (MTSS), which offers assistance to students who are not performing up to grade level standards. To qualify for MTSS, students must be referred by their classroom teachers and meet a predetermined criteria based on the student's performance on assessments.

Music, Band, and Orchestra
General music instruction is provided for all students in grades K - 5. Depending on the grade level, students will have one or two sessions of music each week. Our band and music teacher is Mr. Shaw. Our Orchestra teacher is Mr. Peterson.

5th grade students will have the opportunity to participate in band or orchestra this year. This is optional for those that choose to participate. Students will need to have an instrument to participate. There are options for acquiring an instrument. Parents can reach out to the band and orchestra teacher for more information on instruments.

- Band will be Tuesday and Thursday at 2:30-3:05 PM
- Orchestra is tentatively scheduled for Tuesday at 9:15-9:45 AM

Internet and District Network Usage
The school district network is provided for students to conduct research and receive instruction from the worldwide web. An Internet Acceptable Use Policy agreement is filled out when a student registers in the Aberdeen School District. This form is renewed as it is revised by the District or when the student transitions to a new building. Guardians must notify the building principal to not have their student(s) use the internet.

Counseling Services
Our counselor, Ms. Tracy Miner, provides counseling services to all students. Students may meet with the counselor in a group or individual setting. The focus of group or individual meetings is to help a student acquire the skills needed to succeed in a school setting or to help resolve a conflict. **Please remember that if a child discloses information that they or someone else is being harmed or harming others, school personnel have a duty to report to the proper authorities/agencies.** If requested by the court systems, information may be released. Information gained during counseling sessions may be shared with parents/guardians or other necessary school personnel when deemed appropriate. Information will not be shared with other students or other families. Additionally, some parent resource materials are available in our school library and the counselor has a variety of materials for parents to borrow.

Dress Policy
School dress standards set a tone that impacts the learning environment. Students should be dressed appropriately each day for the variety of activities in which they may participate, including PE and recess. Dress standards for school differ from what students might wear to the mall or at home. Clothing that directly or indirectly advertises gangs or suggests the use of drugs, alcohol, tobacco products or which attracts undue attention is considered disruptive to the educational process and therefore may not be worn.

These guidelines must be followed:

- Students will come to school prepared for all learning environments, such as P.E. and recess: wearing shoes, pants (or skirts/dresses), shirts, and a jacket or sweatshirt for outside.
- Shirts/tops need to cover students back, stomach area and shoulders. Shirts that are low-cut or backless are not allowed.
- Appropriate fitting clothing is necessary. Pants will cover the buttocks and under clothes when sitting.

- Shorts, skirts, and dresses should be long enough to cover the mid-thigh on the student. A good rule of thumb is to make sure the clothing item is longer than the finger tips when arms are straight at the side.
- Pajamas and slippers are allowed **only** on school themed days.
- Clothes need to be without reference to drugs, tobacco, alcohol, gangs, violence, or sexual themes.
- Due to safety concerns head coverings (such as ball caps, bandanas, and hoods) are not allowed in the building or classrooms. Hooded sweatshirts are permitted, but hoods may not be worn indoors

Students will be asked to change if their clothing does not follow the school dress policy. We have a limited amount of clothing for students to borrow if their attire is not appropriate for school. Sometimes what we have does not fit the child. In those cases, the parent will need to bring a change of appropriate clothes before the student may return to school activities. Parents will be contacted if their student's dress interferes or disrupts the overall learning atmosphere at school.

ATTENDANCE

Student Absences

Attendance is a critical building block for student learning. If students are not present, they cannot engage in learning. Attendance is a leading indicator of equity that signals when students might need additional support and areas for system and school improvement.

Please call the school each morning before 8:30 AM if your child is absent. As time permits, we try to contact parents of students who do not call, but this is not always possible due to the level of activity in the office. **Students who are absent may not participate in any school-sponsored activities on the day of their absence. On occasions, there are exceptions to this policy, exceptions to this policy must be cleared in advance with the principal.**

Regular attendance at school is critical to a student's overall success. **Absences are generally considered excessive when the student is gone for more than 10% of the school days within one year (18 days).** Excessive absences can result in the school sending attendance letters; coordinating school and family attendance conferences; and the requirement of filing a Becca bill with the court. An emphasis will be made during the coming school year to limit absences to no more than 10%. If you would like more information regarding the state requirements for attendance, please contact the principal, at 360-538-2170.

Washington State Attendance & Truancy Legal Requirements:

RCW 28A.225.005: Beginning of school year ~ Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism, excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the child and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.

RCW 28A.225.020: After 1 unexcused absence ~ Inform the student's parent/guardian by notice in writing or by telephone, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.

RCW 28A.225.020: After 3 unexcused absences within any month ~ Schedule conference with parent/guardian and student for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family and the steps to be taken to support the student to attend.

RCW 28A.225.020: Between 2 and 7iii unexcused cumulative absences in a school year ~ Take data-informed steps to eliminate or reduce student's absences.

RCW 28A.225.018: *After 5 excused absences within any month or 10 cumulative excused absences in a school year ~ Schedule conference with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene.*

RCW 28A.225.030: Not later than the 7th unexcused absence in a month ~ District shall do one of the following: • Enter into an agreement with the student and parent establishing attendance requirements, OR • Refer student to a Community Engagement Board (CEB), OR • File petition under subsection (1) of RCW 28A.225.030

RCW 28A.225.035: After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year ~ File truancy petition with Juvenile Court. Court must stay the petition.

STUDENT DISCIPLINE GUIDELINES AND PROCEDURES

This handbook identifies anticipated standards of acceptable behavior and outlines the general consequence which will occur when said standards are not met. These are guidelines to be interpreted by specifically trained, professional staff members at Central Park Elementary School. Each incident will be considered according to the individual merits of the case. As in any set of regulations concerning procedural operation, it is not possible to specify every conceivable situation. School rules published in this handbook are subject to such changes as may be needed to ensure continued compliance with federal, state or local regulations and are subject to such review and alternation as becomes necessary for the routine operation of the school.

Central Park Elementary School has the authority to discipline for off-campus activities which take place at any time of the year if it can be established that there is a detrimental effect on the educational atmosphere's safety and good order. Please also refer to Board Policy #1330.

District Wide Discipline Procedure

All students will be expected to follow the school-wide and classroom expectations while at school. When a student does not follow an expectation, he/she can expect some form of restorative justice or consequence. Depending on the severity of the situation and the circumstances surrounding the problem, one or more of the following will occur:

1. An individual conference with a teacher or para-educator is the first step. This is a proactive strategy to discuss the incident; review classroom/school wide expectations; and problem solve a plan to prevent further incidents. This may be done during class time or during a recess.

2. The student may be referred to the principal or behavioral specialist (this option can be exercised by teachers or para-educators). The adults will then work together to determine the best plan. Consequence(s) may be a verbal warning, loss of school privileges (i.e. recess), suspension or expulsion. The principal will be involved in all cases requiring suspension or expulsion.

3. Depending on the severity or frequency of a situation, parents/guardians may be called. This is to report the incident, as well as any action steps to prevent further incidents. At this time, a meeting may be requested.

4. General guidelines: The Aberdeen School District believes that schools and families work together for the good of the students. Early involvement of parents when discipline issues arise is essential to a student's successful school career. When students know that home and school

expect the same behaviors and believe the student is capable of good behavior, the more likely the student is to make good choices. The principal's role in supporting the student is also essential.

5. If a student receives an office referral (either a minor or major) from a staff member, the child will meet with the principal or principal's designee. The person will write a brief report outlining the incident and expectation that was not followed, as well as the steps the school has taken or is taking to correct the behavior. A copy of the written (office referral) will be sent home/mailed or in the student's backpack for parent review. One copy is kept at the school. Warnings are not sent home, but parents may or may not be contacted.
    a. If the incident is serious enough to warrant a suspension either in school or out of school, the parents will be contacted immediately.

6. Always, if any parents have concerns or questions, they are encouraged to contact the principal or classroom teacher by email or calling the school office at 360-538-2170.

Building and Playground Guidelines

At Central Park Elementary School, we have 4 (four) simple building and playground guidelines. We expect these guidelines to be followed by every member of our school community, including students, staff, and any visitors to our building. These guidelines are learned and practiced in each classroom, and are posted in each room and classroom in the buildings. They are in place in classrooms, on the playground, in the hallways, lunchroom, and bathrooms. We use Positive Behavior Interventions and Support (PBIS) to specifically identify and teach behavior expectations and procedures to students.

Building and Playground Expectations

In the building and on the playground we expect that everyone is:We follow these guidelines for success:

1. Be respectful
2. Be responsible
3. Be safe
4. Be kind

We also have some *specific* game rules made to help keep everyone safe and having fun!
These will be taught to all students during the first two weeks of school, and revisited after Winter Break and Spring Break and as needed throughout the year.

If you would like a copy of the specific game rules, please let the office know. We can send home a copy.

We follow these rules:
Be Respectful, Be Responsible, Be Safe, and Be Kind

Some definitions:

Respect and responsibility for SELF means:
I do my best and make good choices, play and work safely, and take good care of myself.

Respect and responsibility for OTHERS means:
I treat others as I wish to be treated, with kindness and compassion. It means I accept differences in others and value those differences.

Respect and responsibility for PROPERTY means:
I take care of our school and our materials. It means I clean up after myself and help others take care of our home, school, and community.

Other General Expectations and Information

1. Assaultive behavior, harassment of any kind, use of bad language, bothering others' belongings without permission, disorderly conduct, damaging school property, disobedience, or defiance have no place at school and will result in disciplinary action.

2. Students may not bring any personal play items to school (this includes toys, balls, electronic devices, cards, make-up or finger nail polish). The school will issue playground equipment for use on the playground. In the past, personal items brought to school have been lost, stolen or broken. The school takes no responsibility for unauthorized items brought to school.

3. Students are allowed in the building and on the playground at 8:45 AM. There is no adult supervision prior to 8:45 AM, so students should not be on school grounds before 8:45 in the morning.

4. Students are expected to follow the directions of any staff member in the building, on the playground, or at any school activity. Students are expected to follow adult directions with respect and with an appropriate attitude.

5. No:
    a. spitting
    b. tag games
    c. screaming
    d. climbing over on fences
    e. no yelling in the covered area
    f. no running in the covered area
    g. going into the building before school starts without permission
    h. stopping for drinks or using the restroom without permission
    i. rock or wood chip throwing

An Important Reminder

In life, natural consequences face us each day and in every decision we make. School is a safe place where children learn which decisions are the most productive: those which produce positive natural consequences. Thus, even playground and social situations are vast learning grounds for making good decisions. Therefore, logical ‘natural consequences’ are used when less positive decisions are made. This could include being “out”, receiving a short time-out, a conference with a supervisor, the counselor, a teacher/staff member, or the principal. All of these consequences have the same positive goal: to help each child learn to make good decisions.

In the event a child demonstrates repeated behaviors that may be considered bullying, intimidation and/or harassment, a HIB form may be completed. The HIB form is in the school office and can be found online at the Aberdeen School District website. These incidents will be directed to the principal immediately and will be investigated promptly. An investigation may include talking to those students involved; talking with possible witnesses; reviewing past offenses or behaviors; etc. The parents will be contacted by the principal and district policies and discipline procedures will be used. While these instances are rare; they are taken seriously and handled immediately. The policies and procedures pertaining to this are covered in the District Policy and Procedure manual which is sent home each year.

Rules for Riding School Buses

1. The driver is in full charge of the bus and students.
2. Students shall ride their regularly assigned route at all times unless permission has been granted by school authorities to do otherwise.
3. Bus drivers have the authority to assign seating on the bus.
4. Classroom conduct must be observed on the bus.

5. Eating and drinking will not be permitted on regular to and from school bus routes. Students shall help to keep the bus clean.
6. Students are to remain quiet when a bus is stopped at a railroad crossing.
7. Students are to remain seated while the bus is in motion.
8. A more comprehensive list of bus rules is located in District Procedure 6605P.
9. Failure to observe these rules may result in the suspension of a student's riding privileges in accordance with school district policy.

PBIS

The following pages contain a school behavior matrix and our student acknowledgement system:

	Be Respectful	Be Responsible	Be Safe	Be Kind	Voice Levels
Cafeteria	*Follow Adult Directions *Wait in Line Patiently	*Find a Seat Quickly *Use your Time to Eat *Stay Seated *Keep it clean	*Face Forward in Line *Walking Feet *Two Hands on Tray	*Help Others *Kind Words and Actions *Use Manners	Level 2
Bathroom	*Respect Others Privacy *Wait your Turn *Return to Class Quickly	*Flush the Toilet *Wash Hands *Keep it Clean	*Walk Safely In and Out	*Use Manners *Report Concerns to an Adult	Level 1
Hallways	*Admire Hallway Art with eyes only *Follow Adult Directions	*Face Forward *Stay with Class	*Walking feet *Walk on the edges	*Hold the Door for Others *Say Excuse Me	Level 0 or 1
Playground	*Follow Game Rules *Keep Playground Clean	*Use Kelso's Choices *Report Problems to Playground Staff *Bell rings or whistle blows, line up	*Use Playground Equipment and Toys Correctly *Stay in Fenced Areas	*Kind Words and Actions *Include Everyone Be Polite	All Levels
Library	*Take care of Books *Respect other's Reading	*Use Shelf Markers correctly (when available) *Return Books to Proper Place and on time	*Walking Feet *Ask for Help with Out of Reach Books *Sit in chairs or rug area	*Give Damaged Books to the Librarian	Level 1
Assembly	*Be Attentive	*Participate when Expected *Sit Criss-Cross	*Walk In and Out Safely *Wait your Turn	*Clap at Appropriate Times and nicely *Be a Role Model	Level 0
All Settings	Hands, Feet, and Objects to Self in All Areas				

While discipline unfortunately will occur, we at Central Park have worked hard to recognize all of the great things our students do every day and have built a system in which we can recognize students for their excellent behaviors.

PBIS Student Acknowledgement assemblies to recognize students for demonstrating outstanding Cougar character will be held most months (short months are combined). Staff nominates students each month for the various classroom-based awards. Parents/families may be notified that their child will be receiving an award for the month. We encourage parents and families to attend our PBIS assemblies.

Cougar Celebrations will be held one day during each conference week. Students that have not had an office referral(s) will participate in various experienced based celebrations. Those students that have received an office referral(s) will participate in a reflection and reteaching lesson with a staff member. Each referral received by a student will equal to 5 minutes of participation in the reflection and reteaching lesson in another location. Students will be sent to the incentive celebration at the end of their designated time.

PARENTAL INVOLVEMENT

Aberdeen School District Parent Involvement

The board believes that the education of children is a joint responsibility, one it shares with the parents and the community. To ensure that the best interests of the child are served in this process, a strong program of communication and/or collaboration between home and school must be maintained. The board believes that it is the parents who have the ultimate responsibility for their children's in school academic achievement and behavioral conduct. During school hours, the board, through its designated staff, shall strive to serve the interests of parents in providing for the safety, health and welfare of their children.

The board directs the superintendent to develop activities that will enhance home-school cooperation. Such activities may include, but not be limited to:

- Conducting parent-teacher conferences which facilitates two-way communication between home and school;
- Holding open houses which provide parents with the opportunity to see the school facilities, meet the staff and review the program on a first hand basis; For the 2023-2024 school year, there will be “Welcome Back Open House” August 28th, 2023 (6:00 PM). This event is an opportunity for students and families to learn about important changes for the Aberdeen School District and Central Park Elementary, as well as visit the classroom and meet the staff!
- Disseminating building and room newsletters to parents on a monthly basis;
- Conducting meetings of parents and staff members to explain and discuss matters of general interest with regard to child school, childhome, or child school home relationships.
- Conducting meetings of staff member(s) and individual or groups of parents of those students who have special abilities/aptitudes, disabilities, needs or problems.
- Sponsoring or cosponsoring special events of a cultural, ethnic or topical nature, which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community.
- Collaborating with parents, students and staff in school improvement planning, development and implementation;
- Providing interested parents of preschool children with information and/or training on successful parenting practices.

For the benefit of children, the board believes that parents have a responsibility to encourage their child's performance in school by:

- Supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in school behavior;
- Sending children to school with proper attention to their health, personal cleanliness and dress;
- Maintaining an active interest in the students' daily work and making it possible for the student to complete assigned homework through providing a quiet place and suitable conditions for study;
- Reading all communications from the school, and signing and returning them promptly when required;
- Cooperating with the school in attending conferences set up for the exchange of information on the child's progress in school.
- Participating in school activities and special functions.

Central Park Elementary School Parent Involvement Policy
Annual Title 1 / Learning Assistance Program (LAP) Parent Meeting
During a PTO meeting in the fall, the Title 1 / LAP plan will be presented. Changes in the plan from the previous year will be highlighted.

Yearly Parent Meetings and Activities
We strive to involve families in a variety of meaningful meetings and activities. These meetings include but are not limited to:

- Open House: August 28, 2023 from 6:00-7:00 PM
- PTO Meetings
- Family Activity Nights
- School Concerts and Performances
- Assemblies

Community Members & Parents Right to Know!
You can use our Central Park website to find important information about your local schools and district, such as the results of state testing, enrollment numbers, facts and figures about the teachers in your school, and much more. You can also ask for a copy of the report card at the administration office.

Additionally, the federal "Every Student Succeeds Act" legislation requires that school districts notify parents each year of their right to request information regarding the professional qualifications of your student's classroom teacher and/or paraeducators. If you have any questions about:

- If your teacher met state qualifications and certification requirements for the grade level and/or subject they are teaching;
- Did they receive an emergency or conditional certificate through which state qualifications were waived;
- What undergraduate or graduate degrees the teacher holds;
- Whether your child receives help from a paraprofessional and what qualifications they hold;

This information is available through the Human Resources Department at 360-538-2000. Parents Right to Know Guide - Title 1 State Report Card: OSPI School Report Card for Central Park Link to National Report Card: NAEP Report Card

School Performance Profiles
Each year a school performance profile is made available to parents. Also available is a more comprehensive profile using information gathered by the School Improvement Team. The data collected and reported by the School Improvement Team includes information regarding student achievement and behavior.

Assessment results are shared and explained during parent-teacher conferences. Letters are also sent

home inviting parents to arrange conferences with the principal or MTSS coach for further explanation and planning regarding assessment results.

Testing, curriculum and student standards are reviewed during Open House, PTO meetings and specially called meetings.

Curriculum, Assessment and Proficiency Levels

Central Park Elementary will be teaching the "Common Core Standards." Assessment results are shared and explained during parent-teacher conferences. Letters are also sent home inviting parents to arrange conferences with the principal for further explanation and planning regarding assessment results. Testing, curriculum, and student standards are reviewed during Open House, PTO meetings and specially called meetings.

EMERGENCY PREPAREDNESS INFORMATION

Each month during the school year, Central Park Elementary will participate in an emergency drill. This is to practice the different types of emergency drills so that staff and students know what to do in case of a real emergency. The drills practiced throughout the year are fire, earthquake/tsunami, lockdown; and dangerous intruder.

Fire

In the event of a fire during school hours, the students will evacuate the building/classroom with their teacher and line up at the designated fire line. The teacher will take attendance and report out to the principal or designee if all students are present or if/who may be missing. The teacher would then walk the students to Pioneer Park. We would house students there until parents were contacted to pick them up. No student would be dismissed until all students were accounted for**.** In the event of a fire, parents/guardians can check in at the reception table that will be set up at the front of Central Park Field. It will be required that parents/guardians complete a "student check-out" slip before a student will be released.

Earthquake

Students will "stop, drop, and hold" in the area in which they are located during the drill and/or earthquake. When the shaking has stopped, and it is safe, students will exit the building with their teacher and go to the classroom fire drill line. The teacher will take attendance and report out to the principal or designee if all students are present or if/who may be missing. A safety inspection will be conducted to determine safety before students will be allowed to go back in the classroom/building. If needed, students may be taken to Central Park Field and families will be contacted in the quickest way possible. In this event, parents/guardians can check in at the reception table that will be set up at the front of Central Park Field. It will be required that parents/guardians complete a "student check-out" slip before a student will be released.

Tsunami

Tsunami warnings usually allow for adequate time to dismiss students from school. In case of an emergency situation, Central Park Elementary students would walk with their teacher to the field for parent pick-up. The teacher will take attendance and report out to the principal or designee if all students are present or if/who may be missing. Parents would then be contacted to pick up students from that point. In the event of a tsunami, parents/guardians can check in at the reception table that will be set up at the front of the designated area. It will be required that parents/guardians complete a "student check-out" slip before a student will be released.

Lockdown

A lockdown is determined when there appears to be an outside threat or the local police and/or fire department issues the lockdown. When a lockdown is determined, notification goes out to the building using the school-wide intercom system. The staff and students are given the directives that best fit the situation, such as close and lock classroom doors; pull the blinds; and remain in the classroom until further notice. The office and custodial staff do

a sweep of the school to ensure that doors are locked; students are in the classrooms; and to support as needed. The office coordinator or principal will contact the district office of the lockdown, and will wait for further instructions. The district office will send out a notification to parents via Blackboard when determined necessary. When the staff and students are safe, the lockdown will be canceled using the school-wide intercom system. During a lockdown, no one will be able to meet parents at the school doors and no one will be allowed to enter or exit the building.

Dangerous Intruder

The Aberdeen School District is committed to being proactive when it comes to your child's safety. The District has chosen the ALICE model (Alert, Lockdown, Inform, Counter, Evacuate) to train staff and students how to handle the threat of an aggressive intruder. Our school will conduct ALICE drills throughout the school year.
In the event of a dangerous intruder, notification of the situation will go out to the staff and students using the school-wide intercom system and 911 will be called immediately. The notification will include what the intruder looks like; where it is headed; and what the potential threat may be. At the notification, each staff member will make the best decision of how to respond to the situation, such as exiting the building through the hallways or windows; going into classroom lockdown; and barricading the doors. Staff and students that exit the school will go to a determined pick-up area. In the event of this emergency, parents/guardians can check in at the reception table that will be set up at a designated area. It will be required that parents/guardians complete a "student check-out" slip before a student will be released.

Weapons Free Zone

By state law, schools are drug and weapons free zones. Weapons include but are not limited to the following list: knives (of any sort or size), guns (real or look alike), martial arts instruments, and common items used with intent to inflict bodily harm to another person. Any student who brings dangerous objects to school is subject to discipline as outlined by state law, which includes but is not limited to expulsion.

Weapons Policy

It is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities. It is also a violation of district policy for any person to carry or use in a threatening or disruptive manner any device, which resembles or is intended to look like a dangerous weapon. Any such violations shall be taken seriously by school officials and will be subject to corrective action or punishment. School officials shall notify the student's parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy. Students who violate this policy shall be subject to discipline, which may include a one-year expulsion for a violation involving a firearm. The superintendent may modify the one-year expulsion on a case-by-case basis.

Tobacco Policy

District policy prohibits the use of tobacco by students, staff or visitors on school district property. Possession or distribution of tobacco products by minors is prohibited. School district property includes all district buildings, grounds, and district-owned vehicles. Students are subject to discipline for violations of this policy. E-cigarettes are treated as tobacco products and subject to the same policies.

DISCRIMINATION AND SEXUAL HARASSMENT

The Aberdeen School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. You can report discrimination and discriminatory harassment to any school staff member.

The following employees have been designated to handle questions and complaints of alleged discrimination:

- Christy Sayres, Title IX Coordinator and Civil rights Compliance Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2222; csayres@asd5.org;
- Rick Bates, Section 504/ADA Coordinator, 216 North G St., Aberdeen, WA 98520; (360) 538-2017; rbates@asd5.org.

Discrimination
You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of your district's nondiscrimination policy and procedures (5010/5010P), contact your school or district office or view it online here: http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E-4120-848FA8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=17.

Sexual Harassment
Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:
- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint. For a copy of your district's sexual harassment policy and procedures (5011/5011P), contact your school or district office, or view it online here: http://www.asd5.org/site/default.aspx?PageType=3&ModuleInstanceID=1357&ViewID=7B97F7ED-8E5E-4120-848F-A8B4987D588F&RenderLoc=0&FlexDataID=569&PageID=17.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT
If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with the principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

To view the district's full complaint process you can access the nondiscrimination procedures and the sexual harassment procedures on the district's webpage using the links above.

STUDENT-PARENT-SCHOOL COMPACT

to be signed during 1st Conferences

During the fall of each school year, students, parents and school staff will be asked to sign the student/parent-school compact. The compact explains the responsibilities of each party in regards to student achievement.

As a school, we will:

…use AVID strategies and organization to ensure college and career readiness.
…know your child's needs and try to meet them.
…communicate regularly with families.
…provide a safe and positive learning environment for your child.
…provide meaningful learning activities both in and out of school.
…assist your child in the selection of reading materials.

As a parent/guardian, I will:

…attend one evening school function and all regularly scheduled student-parent-teacher conferences.
…help my child read at least 15 minutes for a minimum of four nights a week.
…visit the library on a monthly basis with my child or provide a source of new reading material for my child.
…send my child to school on time and make sure he/she is well rested.
…talk to my child about school and assist with all the homework.

As a student at Central Park School, I will:

…respect myself, my school and all others.
…read at least 15 minutes a day or more.
…complete and turn in all my schoolwork on time.
…go to bed at a reasonable hour and eat a healthy breakfast and lunch.
…come to school on time and ready to learn.

We agree that students will have the greatest opportunity to succeed in school when we work together to accomplish these things.

Student Signature

Parent/Guardian Signature

Teacher Signature

Date

CENTRAL PARK ELEMENTARY HANDBOOK RECEIPT FORM

This handbook is intended to be a general guide toward student behavior. It is not intended to be an exhaustive list of rules. We believe it is our duty to try to provide a warm, caring environment for learning. We expect that students will give their best effort and treat others with kindness and respect. We view educating your child as an important task requiring teachers, parents, and your child to work together. If you have any questions, please contact the school office, 538-2170, or your child's teacher.

We have read and understand Central Park Elementary School's Student Handbook and agree to follow the rules and procedures therein.

Student _____

Grade/Teacher _____

Parent/Guardian _____

Date _____

*Please return this signed form to your child's teacher.