

Kindergarten Program Handbook 2024-2025

For Families and Students



[Childcare Program Handbook](#)
[Blended Preschool Program Handbook](#)



TABLE OF CONTENTS

| | |
|-----------------------------------|----|
| School Mission Statement | 1 |
| School Information | 2 |
| Staff Directory | 3 |
| General Information | 4 |
| Safety | 7 |
| Attendance Policy | 8 |
| Counseling and Guidance | 9 |
| Dress Code | 10 |
| Student Health | 11 |
| Arrival/Dismissal | 13 |
| Behavior Expectations | 15 |
| Discipline/Exceptional Misconduct | 17 |
| Non Discrimination Statement | 19 |



The Sumner Early Learning Center brings together Daffodil Valley and Maple Lawn Kindergarten and District Preschool Programs to provide a space for innovative learning opportunities designed for our youngest students. This Early Learning Center will serve as a model for additional centers to be built in other regions of the district to address growth and provide the highest quality opportunities for preschool and kindergarten students.

Our Mission

To provide children with developmentally appropriate, individualized, and responsive educational experiences to empower each one to be curious, joyful, and influential learners.

Our Vision

That each and every child, regardless of their background, reaches their full potential with a strong foundation and graduates from high school with the skills and knowledge needed for success in career, college and life.

Our Guiding Principles:

We believe all children are capable, competent learners and thrive when:

- Each child's differences in needs, skills and abilities are recognized and supported as they develop as individuals.
- Each child is provided accessible opportunities to learn through active participation, discovery, interaction, creativity, problem-solving, language, conversation, and play.
- Each child has secure relationships with adults in environments that are safe, positive, play-based, age-appropriate, and balanced between independence and structure.
- Each child's own language is valued for the contribution it makes to their learning and that of others and they can participate in decisions that affect them.
- Adults understand that each child communicates through their behavior, so that they can respond and help find positive ways for them to communicate their needs to others.
- Previous early learning experiences are honored and each child is given the time, space and support to acclimate to a public school setting.
- Families are empowered as children's first and most important teachers.
- Families, schools and communities collaborate and are involved in shared decision making to support each child's growth and development.
- Educational leaders have a deep understanding of child development, cultural responsiveness, and instructional practices to effectively support, align resources, and advocate for teachers, staff, families and students.
- All staff are committed to continuous learning and professional growth to model lifelong learning for children.



Sumner Early Learning Center - 1500 Willow St. Sumner, WA 98390 - 253.891.4650 - elc@sumnersd.org

School Information

Address:

1500 Willow Street
Sumner, WA 98390

Phone:

253.891.4650

Email:

ELC@sumnersd.org

Fax:

253.891.4691

Office Hours: 7:45 a.m. - 4:15 p.m.

The school office is open on school days during the times above. You may call the office after hours and leave a message for staff on the voicemail system. To report a late arrival, absence or early release for kindergarten,, please call 253.891.4650 prompt 3.

School Website: <https://elc.sumnersd.org/>

Follow us on Facebook:

<https://tinyurl.com/ms8t9ax5>

Student Hours

Kindergarten

- Regular Schedule: 8:35 a.m. - 3:20 p.m.
- Monday Late Start: 10:10 a.m. (Doors open at 9:55 a.m.)
- Half-Day/Early Dismissal: 11:50 a.m.

Childcare

- 6:30 a.m. - 4:30 p.m.

Preschool (Special Education)

- AM: 8:25 a.m. - 11:15 a.m.
- PM: 12:35 p.m. - 3:25 p.m.
- Half-Day/Early Dismissal: No class

Preschool (Tuition Paying Students)

- AM: 8:25 a.m. - 11:15 a.m.
- PM: 12:35 p.m. - 3:25 p.m.
- Half-Day/Early Dismissal: No class

Other District Information

Transportation: 253.891.6400

Child Nutrition: 253.891.6450

Sumner-Bonney Lake School District - 253.891.6000

ChildFind - 253.891.6040

Childcare/Preschool - pam_stoner@sumnersd.org



Staff Directory 2024-25

| | | | | | |
|--------------------------|------------------------------------|--------------------------|-----------------------------|-------------------------------|---|
| Martina Scheerer | Principal | Andrea Kerrigan | SPED Preschool Teacher | Jessica Loepp | COTA |
| Tari Littlefield | Administrative Secretary/Registrar | Angie Argo | Kindergarten Teacher | Pam Stoner | District Child Care Director |
| Julie Stankiewicz | School Nurse | Breaen Czerwinski | Kindergarten Teacher | Brandon Schlegel | Preschool Coordinator |
| Hannah Scroger | Counselor/BFSS | Cheryl Brown | Kindergarten Teacher | Kathleen Templeton | Speech Language Pathologist - ChildFind |
| Dee Dee Hansen | Child Nutrition "Chef" | Megan Schneider | Kindergarten Teacher | Randi Langley | Preschool Learning Specialist/ Teacher |
| Jennifer Rawson | STEM/Music/PE Specialist | Kelly Simon | Kindergarten Teacher | Karen Fiedler | Preschool Teacher |
| Julie Hannan | Social Emotional Specialist | Riana York | Kindergarten Teacher | Bethany Merritt | Preschool Teacher |
| Laura Hardtke | DLC Paraeducator | Baylee Hamilton | DLC Kindergarten Teacher | Sophia Provost | Preschool Teacher |
| Mallory Hobby | DLC Paraeducator | Jody Iverson | LAP/EL Teacher | Sheri White | Preschool Teacher |
| Valeri Hopfauf | DLC Paraeducator | Lindsey O'brien | Learning Specialist | Joy Longhurst | Preschool Teacher |
| Brie Moore | Paraeducator | Aubree Hanson | School Psychologist | Valerie Reyna | Childcare Teacher |
| Kelley Weed | Paraeducator | Kara Seeberger | Physical Therapist | Brianna Harvill | Childcare Teacher |
| Brianna Wills | Paraeducator | Emily Hansen | Occupational Therapist | Lisa Ilhen | Childcare Teacher |
| Keeley Valdez | Paraeducator | Meagan Thompson | Speech Language Pathologist | Alejandra Tovar Molina | Childcare Teacher |
| Tyana Burslie | SPED Preschool Paraeducator | Jinwook Oh (OJ) | Head Custodian | Priscilla Jarvis | Childcare Site Lead |
| Claire Witters | SPED Preschool Paraeducator | Shelly Pierce | Night Custodian | | |

General Information

Transition to Kindergarten

The kindergarten year is a significant milestone in the lives of young children and their families. A smooth kindergarten transition provides the foundation for the child's academic achievement and success in school. The primary goal of the kindergarten transition planning process is to design kindergarten transition activities that increase the number and intensity of the connections among the Early Learning Center staff and incoming families. Research supports connecting early and often to support success for all students.

Kindergarten Transition Activities include:

- Fall/Winter/Spring - Ready! For Kindergarten Parent Classes
- Early February - Kindergarten Registration Kickoff
- March - ELC Open House for Incoming Kindergarten Students
- May - Incoming Kindergarten Assessment (screening)
- August - KinderCamp
- Family Connections

Family Connections Conferences

Before school starts, registered families will have the opportunity to meet with your child's teacher and tour the school before the first day of kindergarten. Appointments will be about 45 minutes long. The purpose of these meetings is to discuss the child's strengths and needs and make sure they feel welcome at school. Registered families will be contacted in late August with more information about the date and time of the appointment. The Family Connection component of WaKIDS acknowledges the family's role as their child's first teacher and invites them to share the unique insights they have about their child. The Family Connection offers families an opportunity to get to know the teacher, share information about their child, and ask questions.

Transition to First Grade

Kindergarten students will transition to their home school (Daffodil Valley or Maple Lawn) for First Grade. We start the transition process in the spring to support a smooth transition.

Transition activities include:

- Weekly meetings with ELC/DVE/MLE administrators
- Transition Meetings with ELC/DVE/MLE staff
- Welcome to First Grade Open Houses at MLE and DVE
- Field Trip to DVE and MLE for incoming first grade students
- Additional activities with DVE and MLE first grade cohorts

Parent/Teacher Conferences

Conferences with families will be conducted in the Fall and Spring. Scheduling information will be sent home with students, prior to the conference dates. If you need to meet outside of conferences, you can schedule a time directly with your child's teacher.

Visitors and Volunteers

Parents and guardians are welcome at the Early Learning Center. We encourage volunteers in the classrooms, on field trips, and for classroom celebrations. In order to volunteer in our school for any purpose, volunteers must fill out a Volunteer Application form available online on the district website. Approved volunteers are asked to attend or watch the ELC Volunteer orientation prior to volunteering at school. Volunteers should contact their child's teacher 24 hours prior to your visit, so you can find out about the teacher's volunteer needs and make your visit more meaningful. When you arrive at school to volunteer or visit, please sign in at the office and wear a visitor or volunteer badge.

Parent Teacher Association (PTA):

Maple Lawn and Daffodil Valley Elementaries both have active PTAs, which support our students through enrichment programs, field trips and many family activities. We welcome all families to join the PTA. For families that cannot volunteer in the classroom during the day, joining the PTA offers an additional way to support your child and their school. PTA volunteers are needed throughout the year for various school fundraisers, activities, and social events. Contact the PTA directly at Maple Lawn or Daffodil Elementary at mleptavolunteers@gmail.com or daffodilvalleypta@gmail.com to find out how you can help in the PTA.

School Newsletters and Information

Be sure to read our school newsletter, emailed home every Sunday and also available on the school website. They are a great way to keep informed of what is happening at our school. Teachers also will send home individual classroom newsletters.

Student Telephone Use

Students may only use the office telephone in an emergency and with the permission of an adult.

Cell Phones / Personal Electronics/Smart Watches

If parents want students to have phones in their possession while at school, then all phones must be kept in backpacks and turned off. If phones are out and visible to staff, they will be collected until the end of the day. We cannot be liable for phones or watches that are lost, stolen or broken.

We understand that personal mobile devices (specifically, Smartwatches) are becoming increasingly common on the wrists of our students per parent request. In order to support and comply with our district policy as stated in the 22-23 Student and Family Information Guide (pp.36-37), we are asking for your support with the following:

- Cell phones should remain in backpacks and are not to be used during the school day.
- Smartwatches must remain in “**school mode**” during the school day. (If you have the option as the parent to set this “mode” up on the device, we are asking for your support with this.) This means that the watch should be used for telling time only and may not be used for calling, texting or recording video/audio during the school day.
- Smartwatches (and cell phones) may not be used for taking pictures or video while at school or on the bus ride to/from school. If a Smartwatch becomes a distraction to classroom instruction, the teacher or administrator may ask the student to put it into the backpack for the day.
- If you are in need of getting a message to your child, please contact our main office at (253) 891-4650 prompt 3.

Toys, Money, and Valuables

Toys are not allowed at school and will be kept in the office for parent pick up. The school is not liable for lost, stolen or broken toys or electronic devices. Money brought to school should be in an envelope, marked with the student's name and teacher, and clearly marked for what the money is intended for (field trip, lunch, etc.).

Gum

For student safety and protection of school property, gum is not allowed at school unless approved by administrative staff for special events.

Lost and Found

Please mark all personal belongings with your child's name. Found items will be stored in the lost and found area. Small items such as jewelry, keys, etc. will be held in the office. Students should be encouraged to search for missing items as soon as possible. All items not claimed at the end of the school year will be donated to local charities.

Safety

Students, staff and community members at Sumner Early Learning Center have the right to feel safe each and every day.

Emergency Preparedness

Safety drills, parent unification practices and facility assessments are conducted on a consistent basis.

- Earthquake Preparedness
- Lockdown /Modified Drills
- Evacuation
- Fire or Explosion
- Shelter in Place
- Lahar

Various other drills may be conducted during the school year depending on need. For questions, please contact the Principal.

For more information, see the [Sumner-Bonney Lake School District Student and Family Information Guide](#)

Harassment, Intimidation, and Bullying

The Sumner-Bonney Lake School District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying.

Reporting:

A formal incident reporting form may be used by students, families or staff to report incidents of harassment, intimidation, or bullying.

Child Abuse and Neglect

It is the policy of the Sumner-Bonney Lake School District for employees (per State Law) to report any case of suspected child abuse and/or neglect immediately.

Weapons Free Schools

Firearms/weapons, explosives, or items that could be used as weapons, are not allowed on school grounds and/or transportation. In addition, threats to use dangerous weapons are not allowed.

Drug-Free/Tobacco Free

Use of tobacco, nicotine products, drugs, and alcohol is prohibited on school-provided transportation and school grounds

Attendance Policy

Arrival Time on School Grounds

Supervision is not available until 8:20 a.m. (9:55 a.m. on Mondays) each school day. Staff will open the kindergarten doors and start unloading cars at 8:20. Prior to 8:20, students must remain in their vehicles with their adult. For safety reasons, students that arrive after 8:35 a.m. will need to be escorted by a parent or an adult into the main office to be signed in. Our instructional day ends at 3:20 pm. Students will be dismissed based on the family's dismissal preference. Students remain supervised by staff until they are escorted to the bus or to their vehicles/adults at dismissal.

Student Absence

If your child will be absent from or late to school, please contact the school at (253) 891-4650 prompt 3 by 9:00 a.m.

- If we do not hear from you by 9:00 a.m., we will call you at home or work to verify your student's absence from school.
- If we cannot reach you in person, we will leave a voice-mail message.
- It is imperative that we have contact from you (phone call or note) or your student's absence will be recorded as an unexcused absence.
- In the event of multiple recurring absences, we may ask families to provide a doctor's note.

Late-Arriving / Tardy

- For safety reasons, late-arriving students must be escorted by a parent or an adult into the main office to be signed in. The student will then obtain a late slip, before proceeding to class.
- Students are considered tardy if they are not inside their class- room when the bell rings at 8:35 a.m.
- If your child arrives after 11:50, we do not have lunch service available. Please ensure they have sufficient food if arriving late.

Extended Absences / Family Vacations

To support student success we ask that you try and schedule extended absences during non school days. If this is not possible please be sure to contact the office for a pre-arranged absence form and work with your child's teacher to coordinate any missed assignments. The school administration has the authority to determine if an absence meets the criteria to be excused.

Picking Up Your Child During the School Day

To avoid interrupting instructional time, please try to schedule doctor and dentist appointments during non-school hours. If your child must be excused early for kindergarten,, please call the office at 253.891.4650 prompt 3 prior to 2:30p. Teachers may not be checking emails while they are teaching. When you arrive to pick up your child early, you will need to sign them out in the main office. We will call your student to the office to check out. If your child returns to school the same day, an authorized adult must accompany and sign the child back into school. Please note that early pickup of your child is considered tardy and recorded on your child's attendance record.

Late Pick Ups

In the event no authorized adult is at school or at the bus stop to pick up at the end of the day, the student will be escorted to the main office. Office staff will call the contacts listed in Skyward. Our office closes at 4:15pm. Please ensure you arrive on time to pick up your child.

Parent/Guardian Verification

To ensure only authorized people pick up a student from school, we will get verification from the parent/guardian if someone other than the parent, guardian or individuals noted on the student's emergency card will pick up a student. We will check IDs of anyone who picks up a student. It is very important that the office staff is up to date on any changes to your child's emergency contacts and phone numbers. We will not release students to an unauthorized person under any circumstances.

Change of plans for going home

Please call the office at 253-891-4650 prompt 3 **prior** to 2:30 p.m. If a change in plans arises later in the day, please understand that a phone call to the office should be made before 2:30 p.m. to ensure teacher notification and a smooth dismissal for your student.

DISTRICT ATTENDANCE PROCEDURE See the [District's Student and Family Information Guide](#) for further details on excused and unexcused absences and BECCA laws.

Guidance And Counseling

Overview

In our comprehensive developmental guidance services, students will acquire the attitude, knowledge and skills that contribute to academic, social/personal and career success.

Professional guidance staff work in the school to:

- Teach skills that help children succeed in their personal life
- Help resolve problems that interfere with student learning
- Advocate for children and families and provide referrals for long term counseling
- Provide privacy of information shared by parents and students in a safe and confidential environment

Please contact your school counselor with any concerns about your child including:

- Classroom performance
- Family changes (moving, death, divorce, separation)
- Bullying
- Peer relationships
- Home stress
- Parenting
- Sudden changes in behavior

Our guidance staff are here for your assistance. The school guidance counselor and school psychologist can be reached by calling the office at (253) 891-4650 prompt 3.

Dress Code

- Students must remove all headwear while in the buildings and classrooms. Headwear includes hats, hoods, bandanas and other non-religious head coverings. Appropriate headwear may be worn at recess and for after-school events.
- Clothing must cover a student's torso, which includes stomach, back, chest and shoulders (straps should be 3 inches wide). No spaghetti straps.
- Shorts, skirts and dresses may appear no shorter than fingertip length, when arms are extended
- Footwear must be worn at all times and must be appropriate for the activity. Strapless shoes and high heels are not permitted.
- Additional clothing expectations
 - Undergarments must be covered.
 - Holes, tears, mesh or other see through materials in garments may not be in areas that clothing is required to cover.
 - Clothing or other items that promote drugs, alcohol, tobacco, violence, weapons, gang affiliation or activity, is sexually suggestive, or displays content that unreasonably disrupts the educational process or school environment is prohibited.
 - Bandanas are not allowed.

Violations

Students who do not follow these guidelines will be asked to change their clothing, cover up, or call home if necessary.

Appropriate Attire

In order to facilitate learning for all students, please help to ensure your child follows the ELC dress code. Appropriate attire is expected at all times while on school grounds and at all school sponsored activities. All dress requirements must be met in all positions (sitting, standing, bending, reaching) while attending school. Tennis or athletic shoes must be worn on each P.E. day. Skirts or dresses should be limited on these days so participation is not impacted.

Recess

Our students go outside in all weather (rain, shine, cold, warm), therefore, it is recommended that students bring proper warming layers such as coats, gloves, hats, rain boots, etc.

Indoor Recess—In the event of serious inclement weather or air quality alert on any school day, recess will be held in selected classrooms and/ or sometimes in the play shed.

Sleep wear

Sleep wear is not appropriate school dress including blankets.

Sunglasses /Jewelry

Sunglasses are not allowed to be worn in any school building. Jewelry that can pose a safety hazard is prohibited.

Spirit Day

Agreed upon school / classroom spirit day exceptions to the dress code may occur.

Student Health

The School Nurse cares for students on a daily basis, Monday through Friday, from 8:15 a.m. to 3:30 p.m. The school district RN is in the building 1 day a week and available by phone for consultation 5 days a week.

Illness

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below to help you. Please feel free to contact the health room or the district health services if you have any questions.

Go to School

If your child has any of the following, they should probably go to school:

- Sniffles, a runny nose and a mild cough without a fever (this could be an allergic response to dust, pollen or seasonal changes).
- Vague complaints of aches, pains or fatigue

Stay at Home

If your child has any of the following symptoms, please keep your child at home:

- Chicken Pox: Children must stay home until all pox are scabbed over. Call the school to report that your child is out with this illness.
- Communicable/Contagious Illness: Do not send a child to school with a contagious illness such as Impetigo, Staph or MRSA. Your child can return to school when on an antibiotic or appropriate medication for 24 hours, or with a note from your health care provider stating your child is no longer contagious. Call the school if your child has any of these conditions.
- Cough: Do not send a child to school with a nagging or deep cough.
- Diarrhea: Do not send a child to school with any unexplained watery stools, especially if the child acts or looks ill. Your child must stay home for at least 24 hours after the last watery stool.
- Ear Pain: consult with your health care provider. Untreated ear infections can cause permanent hearing loss.
- Eyes: Do not send a child to school with thick discharge, pus draining from the eye or pink eye. With pink eye you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness. Call the school if your child has pink eye. Your child can return when on an antibiotic for 24 hours or a note from your health care provider stating your child is no longer contagious is provided.
- Fever: The best way to check for a fever is with a thermometer. No child with a temperature over 100.4 degrees should come to school. The children should be fever free for 24 hours (without fever reducing medicine such as Tylenol or Motrin) before returning to school.
- Lice: Head lice must be treated, and ALL nits removed before the child can return to school. Call the school if your child has lice.
- Scabies: Students may return to school 24 hours after treatment has begun. Call the school if your child has scabies.
- Rash: Do not send a child with a new rash or open sore to school until your health care provider has said that it is safe to do so. All open sores must be covered and drainage contained prior to returning to school.

- Sore Throat: If your child has a sore throat and white spots can be seen in the back of the throat or a fever is present, keep your child at home and call your doctor. With strep throat your child may return to school after 24 hours of antibiotics.
- Vomiting: Do not send a child to school if vomiting two or more times in a 24 hour period or once if other symptoms are present (fever, lethargy or nausea). Your child must stay home until symptom free for 24 hours

Procedure

- If a student is injured or ill at school, the health technician or nurse will administer first aid.
- If the student is too ill to remain at school, we will call the parents.
- If the parents cannot be reached, the person listed as the first emergency contact on the Student Emergency Card will be called.
- If no one is available to come for the child, our best judgment will be used to decide whether to call for emergency medical aid.

Your assistance in providing complete and up-to-date emergency contact information for our records is critical.

Immunizations

For the protection of your child, the Washington School Immunization Law requires your child to be properly immunized. This must be done **before** the first day of school. Students may not be allowed to attend school without proper immunizations.

Medication and Health Room Use

For any prescription or non-prescription medication (i.e., aspirin, vitamins, etc.) to be administered by school personnel, even for just one day, the following procedure must be followed:

- The school must have a completed Authorization for Administration of Oral Medications at School form on file, prior to any medication being dispensed. This form may be picked up in the school office.
- Both the physician and the parent/guardian must sign the form.
- The medication must be brought to school in a properly labeled prescription bottle. The label must include the name of the student, physician's name, drug name, dosage, unit size, and directions for administration. This includes cough drops.

Hearing/Vision Screenings

Vision and hearing screenings are done each fall for Kindergarten through fifth grade students. Upon referral by a teacher or parent, additional testing may be given during the year.

BRINGING FOOD OR SNACKS/HEALTHY FOOD CHOICES

District policy does not allow any home-baked food of any kind in the classroom, due to food allergies. Please check with your child's teacher on allergies and food intolerances in the classroom. If your child is contributing to a class celebration or celebrating their birthday, please bring **STORE-BOUGHT GOODS ONLY WITH INGREDIENT LABELS.**

IMPORTANT NOTICE

Any and all Peanuts, Tree nuts whether plain or in any cooked or purchased foods, are discouraged in schools, due to allergies.

We are an allergy aware school.

Arrival/Dismissal

Arrival Procedures

Buses - We encourage families to use the transportation system. If your child will ride the bus, we recommend they start on day 1! All buses will drop off in the back of the school in the Bus Loop. Staff will greet students as they get off the bus and at the building entrance. Students will either go to breakfast in the commons or to their classrooms.

Car/Walk Arrival - Drop off for cars and walkers will occur at the kindergarten doors to the left side of the school. You can either park and use the crosswalk (see designated areas on map) or use the Drop Off loop. Please have your child remain in the car on the passenger side until you reach the drop off zone where staff will assist them out of their cars and direct them to the kindergarten entrance.

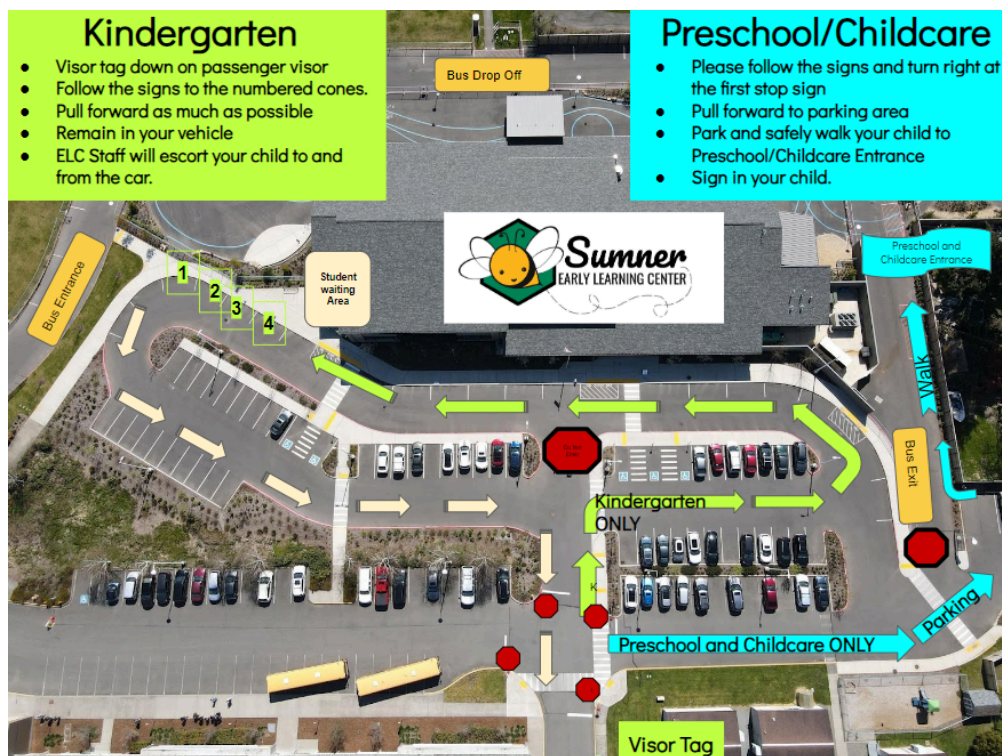
The Kindergarten Doors will close and lock at 8:40 a.m. You will need to park and walk your child into the office to check them in after 8:40 a.m. The main entrance can also be used if you have a question or need in the front office. Preschool families will use the main entrance for their arrival.

Dismissal Procedures

The Office will close at 2:45 p.m. each day for student pick-up. Please plan ahead for appointments. If you need to make changes to the method your child will get home, please send a note or call the office prior to 2:45. **No changes can be made to pick-up method after 2:30 p.m.**

Pick Up Authorization

Anyone picking up a student must have a Visor Tag. These tags will be issued at Family Connections and Open House. The office can also issue additional Visor Tags if needed. If you do not have a Visor Tag with you at pick up, you will need to go to the main office for staff to check your ID. This system is being put in place to ensure each child gets home safe and sound! Staff will check your Visor Tag before releasing your child to you. Please do not take your child out of the waiting area without having your Visor Tag checked.



STUDENT DISMISSAL—BUS

Teachers will walk students and release them to enter the bus.

BUS BEHAVIOR

Students are expected to obey all directions of the driver and follow all bus rules. Failure to abide by any rule will result in a “bus discipline slip” and may lead to suspension of bus-riding privileges. For questions regarding any incidents occurring at a bus stop or on the bus, please contact the **Transportation Department at (253) 891-6400**. For additional transportation rules, see the District’s Student and Family Information Guide.

Behavior Expectations

At the Early Learning Center we believe that behavior is communication. We emphasize a positive and welcoming culture for all students. The ELC 3 'Be's encourage students to maintain expected behavior with special recognition and incentives.

Recognition

We positively recognize our students in multiple ways throughout the day/year. This helps keep positive behavior momentum going. Students who are 'caught' following expectations are given a 'bee dot' (black sticker) by an adult who tells them specifically what the bee dot was for. Students put the bee dots on their ten frames and once full, they get to go to either the teachers' reward box or later in the year to the ELC Bee Box.



Positive Behavior Expectations Matrix "ELC 3 Be's"

| | Classroom | In Line/Stairs | Bathroom | Breakfast/Lunch | Playground |
|-------------------|--|--|---|---|---|
| Be Safe | <ul style="list-style-type: none"> ★ Walking feet ★ Keep hands, feet, and body to self ★ Wash hands | <ul style="list-style-type: none"> ★ Walking feet ★ Keep hands, feet, and body to self ★ Right hand on rail ★ Spaced apart | <ul style="list-style-type: none"> ★ Wait turn ★ Walking feet ★ Keep hands, feet, and body to self ★ Wash hands | <ul style="list-style-type: none"> ★ Walking feet ★ Keep hands, feet, and body to self ★ Eat your own food only ★ Stay at table | <ul style="list-style-type: none"> ★ Keep hands, feet, and body to self ★ Bodies in control ★ On whistle, freeze and touch knees |
| Be Kind | <ul style="list-style-type: none"> ★ Eyes watching ★ Ears listening ★ Use nice words | <ul style="list-style-type: none"> ★ Quiet voices ★ Eyes watching ★ Ears listening ★ Silent wave | <ul style="list-style-type: none"> ★ Quiet voices ★ Wait your turn ★ Respect privacy | <ul style="list-style-type: none"> ★ Wait for friends ★ Ears listening ★ Use nice words | <ul style="list-style-type: none"> ★ Ears listening ★ Use nice words |
| Be Helpful | <ul style="list-style-type: none"> ★ Take turns ★ Clean up | <ul style="list-style-type: none"> ★ Stay behind your friend ★ Walk to the side ★ Keep up with others | <ul style="list-style-type: none"> ★ Go, flush, wash, leave | <ul style="list-style-type: none"> ★ Wait your turn ★ Clean up | <ul style="list-style-type: none"> ★ Share/Take turns ★ Clean up |

Behavior

ELC staff members use a variety of strategies to redirect students who are not following expectations. Our goal is to support students in taking responsibility for their actions and to make better choices in the future.

We work to provide consistent expectations, knowing that each classroom teacher has their own individual process for the implementation of positive strategies to support expected behaviors.

Examples of classroom behavior supports:

Redirect: The teacher will give non-verbal and/or verbal cues to redirect the student. They will also focus on reinforcing other students who are following the expectation.

Remind: The teacher will provide choices and prompt the student to get back on track. The teacher may provide additional expectation reminders, or try breaking down assignments into smaller parts to get the student back on track.

Reset: The teacher will provide time for the student to sit in a quiet location and reflect on his or her feelings and actions. The student will try in the classroom, but may also be asked to “reset” in a buddy classroom. The student and teacher will problem solve and come up with in-class solutions.

Refer: In cases where the student has not corrected the behavior, the student may be referred to the office to work with the Principal, or the School Counselor.

Note: Teachers will always notify the parents when students continue to need behavioral support in class in an effort to work together to problem solve.

Discipline/Exceptional Misconduct

Discipline is directed at changing student behavior, not at the student as a person. We want to support all our students, so when determining which consequence will be most effective, the severity of the infraction and the number of repeated offenses will be taken into consideration. When discipline becomes necessary, it will be administered in a firm, fair, and friendly manner.

BEHAVIOR / DISCIPLINE

The Principal at the Early Learning Center will refer to the following guidelines when considering the appropriate discipline for students. Parents will always be contacted when discipline is imminent.

Discipline Guidelines:

Referral: The staff member will complete a referral form with the details of the incident and the behavior supports already tried with the student.

Investigate: Depending on the situation the Administrator (or designee) will investigate the incident.

Re-Teach: The Administrator (or designee) will re-teach the appropriate expectation and the student will have the opportunity to reflect on his/her behavior.

Results: Consequence and/or opportunity to “Make it Right” by doing restorative justice.

It is important to note that students may be subject to suspension or expulsion should they commit any infraction prohibited by the District.

Behavior and Discipline Information

The following infractions have been excerpted from the District’s Student and Family Information Guide. For a full list of infractions, please refer to the aforementioned publication.

DISRUPTIVE CONDUCT

A student will not intentionally cause substantial and/or material disruption of any school operations.

Examples, such as, but not limited to:

- Academic Integrity/Cheating/dishonesty
- Dangerous/Inappropriate behavior
- Fire Extinguishers/False Alarms
- Technology/Computer abuse
- Vulgar or lewd conduct
- Repeated violations

EXCEPTIONAL MISCONDUCT

Exceptional misconduct is a violation of rules so serious in nature and/or so disruptive as to warrant an immediate short-term suspension, long-term suspension or expulsion.

- Fighting / Violence with or without injury
- Harassment, Intimidation and Bullying
- Illicit drugs/drug paraphernalia
- Theft
- Threats of Violence or Destruction to Property

Nondiscrimination Statement

The Sumner-Bonney Lake School District does not discriminate in any programs, services or activities on the basis of 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 the use of a trained guide dog or serving animal by a person with a disability. The district provides equal access to the Boys Scouts of America and other designated youth groups.

The Sumner-Bonney Lake School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquiries about Title IX may be referred to the Title IX Coordinator, TitleIXcoordinator@sumnersd.org, 253-891-6047, the [U.S. Department of Education's Office for Civil Rights](#), or both.

The Sumner-Bonney Lake School District's nondiscrimination policy may be located at [Legal Notices](#). The Nondiscrimination policy and grievance procedures can be located at [Policy 3210: Nondiscrimination](#), [Procedure 3210: Nondiscrimination](#).

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to the District Title IX Coordinator at TitleIXcoordinator@sumnersd.org, 253-891-6047.

You can report Sexual Harassment or complaints of alleged discrimination to any school staff member, or to any of the following designated officials:

The Principal (or designee) of your school

Sumner-Bonney Lake School District Title IX Coordinator
TitleIXcoordinator@sumnersd.org
253-891-6047

Sumner-Bonney Lake School District ADA Coordinator
ADAcordinator@sumnersd.org
253-891-6047

Sumner-Bonney Lake School District Section 504 Coordinator
Section504coordinator@sumnersd.org
253-891-6047

By Mail:
Program Title Coordinator
Sumner-Bonney Lake School District
1202 Wood Avenue, Sumner, WA 98390

Washington State OSPI Equity Civil Rights Office
360-725-6162
equity@k12.wa.us

U.S. Department of Education Office for Civil Rights
206-607-1600
OCR.Seattle@ed.gov

The Sumner-Bonney Lake School District will also take steps to assure that persons without English language skills can participate in all education programs, services and activities. For information regarding translation services contact Communications at (253) 891-6083, communications@sumnersd.org or for transitional bilingual education programs contact Michelle Lewis at (253) 891-6143.