

2025-2026

Coupeville Elementary School

Transportation

CSD's new [Transportation Parent Portal - Coupeville Schools](#) is called EZ A2B. Our previous BusQuest has been retired by the software provider. If you had a BusQuest account, all your information has been transferred over including your login information. For new users, please click on the New User link and follow the prompts to create a login.

Updated bus routes and times will be available at [Transportation - Coupeville Schools](#). Families can also log into the Parent Portal to view your student's bussing information.

Once registered, parents/guardians may easily access your bus routes and stop times, request changes to meet their students' transportation needs, track buses live on their routes, and receive communications from transportation regarding real time busing information (late buses, route changes, etc.).

- Students are to refrain from eating, or moving around more than necessary, while using district transportation.
- Because windows may be open for extra ventilation, students should dress appropriately, in layers, for cold weather travel.
- All transportation vehicles are to be supplied with hand sanitizer.

For all matters related to student transportation registrations, routing, buses, withdrawals, or similar topics, please contact our Transportation Department at dispatcher@coupeville.k12.wa.us or 360-678-2409.

Arrival/Breakfast/Connected Food Information

Students may arrive on campus as early as 8:40 a.m. **Drop offs prior to 8:40 a.m are not permitted unless they are a registered participant of a school sponsored activity, such as Leadership Club.**

We ask parents and guardians to use the lane closest to the fence line (north side lane) when dropping off students. ***We are asking families to work with their child to say goodbye at the car versus walking their child to their door of entry.*** However, transitional kindergarten, kindergarten, and families with new students, are welcome to walk their students to their door of entry during the first week of school if this is helpful for their students' transition. The student arrival map is found on the following page.

- *We are asking families not to park unless absolutely necessary.*
- Staff will assist/guide students to the cafeteria/MPR or track for walking club.

Breakfast will be served in our MPR every school day morning from 8:40-8:55 a.m. Students that arrive late (after 9:05 a.m.), will be offered a prepacked breakfast bag when they sign in at the front office.

Student lunch orders will be taken by the classroom teacher during the morning routine. Students that arrive late can place a lunch order when they sign in at the front office. Walking Club is supervised by CES staff members. You may join your student on the track as long as you are an approved CSD volunteer

(applications are available in the front office) and have signed in at the front office to obtain your badge. You do not need to sign in if you're having breakfast at school with your student.

Breakfast/Lunch/Child Nutrition Eligibility and Education Benefit Application:

Students at Coupeville Elementary will receive free breakfast and lunch again this school year due to the percentage of our families that qualify within the income guidelines set by the State. Did you know that completing the Child Nutrition Eligibility and Education Benefit Application does more than help determine meal benefits? Your application helps ensure Coupeville Elementary remains eligible to provide *free meals for all students*. *It can also qualify your family for other important benefits, such as waived school fees and reduced costs for activities.* Even if you don't think you'll qualify, every completed application helps support our school community. Please take a few minutes to complete yours today—your participation truly makes a difference! Applications are available on our website [Free and Reduced - Coupeville Schools](#), and in Family Access under the Food Service Application tab. Paper copies are available in the foyer of our school's main entrance.

Free and Reduced Applications are required to be filled out every year, and/or when transferring to a new school. Also, please complete a [consent to share program eligibility form](#) so we may potentially assist you further in other qualifying areas.

Lunch includes an all you can eat salad bar. Students can purchase a second lunch entree for \$2.00 or milk only for \$0.50. Lunch money can be added to your students account on Family Access, directly in our lunch room, or the lunch money drop box in the foyer of our main entrance.

This year, all 4th and 5th grade students will be asked to know their numbers in the lunch line. We ask that families assist their students with memorizing their number. Your student's number is available in Qmlativ Family Access under the Student Profile tab.

Menus can be found on [Menu and Nutrition - Coupeville Schools](#), the Connected Food Facebook page, or paper copies located in the foyer of our main entrance. For details about menu item ingredients and nutritional information, please visit the [SchoolCafé - COUPEVILLE SCHOOL DISTRICT](#).

Student Lunch Times:

Kindergarten and 1st grade: 11:30-11:55

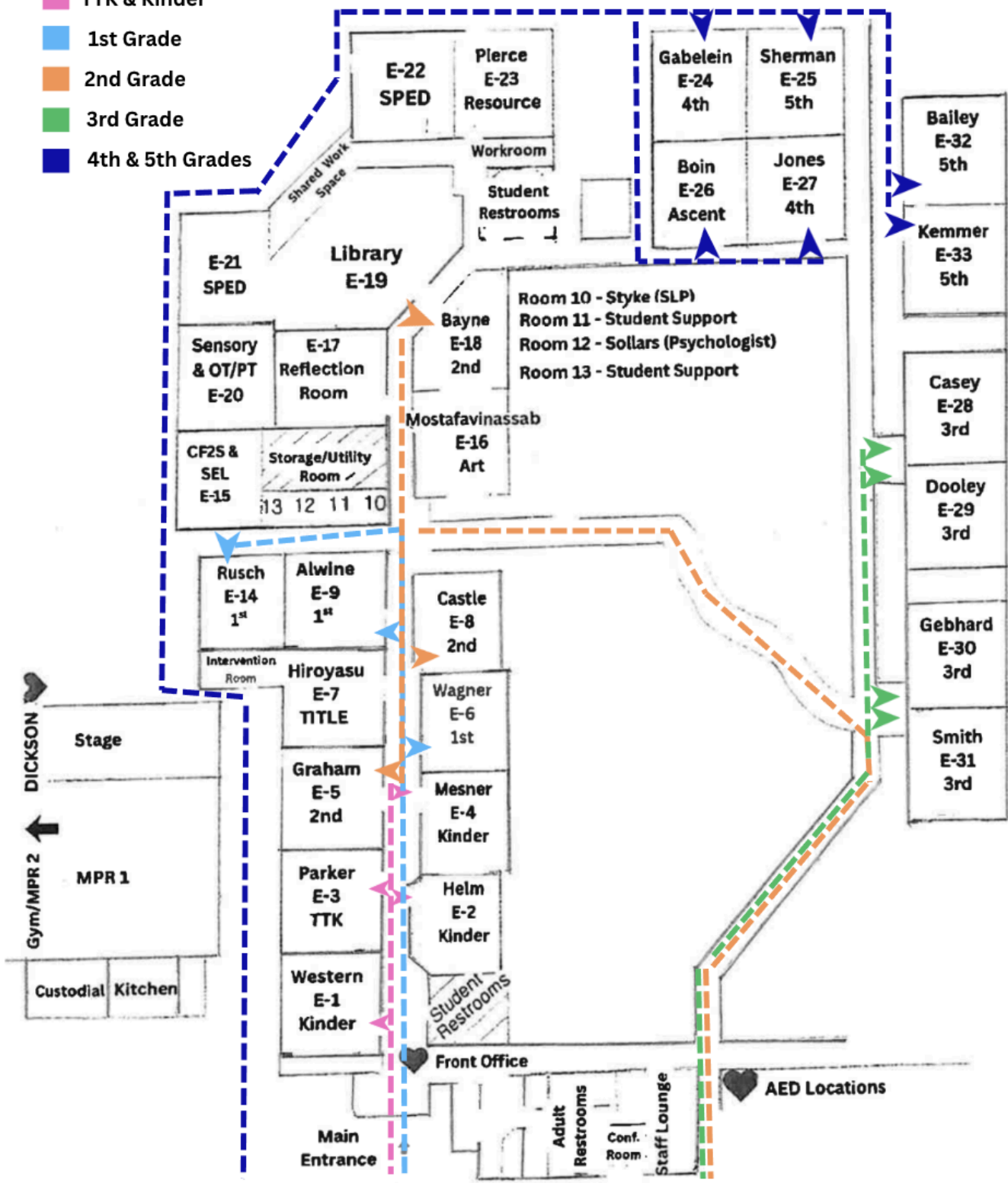
2nd and 3rd grade: 12:00-12:25


4th and 5th grade: 12:30-12:55





Coupeville Elementary School Arrival Map 2025-2026

- TTK & Kinder
- 1st Grade
- 2nd Grade
- 3rd Grade
- 4th & 5th Grades



 **New Pickup Location:** Students will be dismissed from their classrooms and report directly to the **Multi-Purpose Room (MPR)** to wait for their rides.

 **Digital Check-In:** Our staff will be stationed in the parking lot with iPads. When you arrive, they will scan your car tag number and send the information to the MPR.

 **Student Escort:** MPR staff will notify your child when your vehicle arrives, and students will be safely escorted to your car.

Benefits of This New System:

- **Enhanced Safety** in our parking lot area
- **Streamlined Process** for faster, more organized pickup
- **Climate-Controlled Waiting** for students in the MPR
- **Reduced Traffic Congestion**

Important Traffic Update: Please note that the **Town of Coupeville has blocked off a portion of Main Street** in front of CES to:

- Prevent traffic backups onto Highway 20
- Maintain a safe and clear bus pickup location

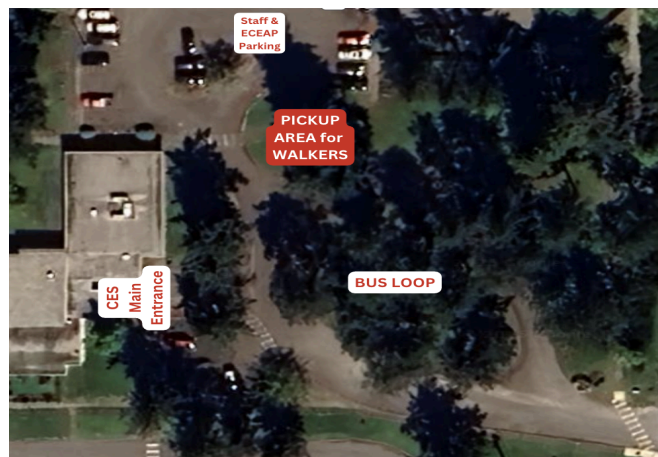
We Appreciate Your Patience! As with any new system, we expect there will be areas for improvement. We will be monitoring the process in real-time and will communicate any adjustments as needed.

Questions? Visit our help resources at: [PickUp Patrol Parent Guide](#). *Thank you for your cooperation as we work together to create a safer, more efficient pickup experience for our CES community.*

Again, we are asking all drivers to proceed cautiously and patiently as they travel our parking lot so we can ensure the safety of our students and staff.

Walkers and Boys & Girls Club Dismissal Zone:

If you will be picking your student up on foot, please walk to the dismissal zone indicated in the red box on the image below. For safety purposes, we ask that you do not enter the bus pickup zone/loop, or the staff parking lot to the north. Instead, please walk along the sidewalk adjacent to South Main St. when coming to or from the Walkers' Dismissal Zone.



Early Release Wednesdays

We will dismiss at 2:30 p.m. each Wednesday. Parents/guardians are encouraged to set a reminder alert on your phone for early release Wednesdays.

Students are excused for departure at the following times on Wednesdays:

2:25 p.m. - Walkers, Bikers, Boys & Girls Club, Car PickUp

2:27 p.m. - 4 and 5 Bus/Single Student PPU

2:29 p.m. - 1 and 3 Bus/Single Student PPU

2:30 p.m. - TTK, K and 2 Bus/Single Student PPU, Purple Bus Riders

Drinking Water/Access to Water

Drinking Fountains/Access to Drinking Water

- Students are encouraged to bring their own reusable water bottles labeled with their name.
- Students may use water fountains or sinks to refill their bottles.

Visiting the School/Volunteering/Signing Students Out Early

During the school day, our front doors will be locked for added security. Please call the main office line at 360-678-2470 when you arrive and staff will assist you with the nature of your visit. If you need to sign your student(s) out early from school, please arrive at least 10 minutes earlier than the time you need to depart since your student(s) may be at lunch, recess, or at our School Farm. It is not necessary to call the office before your arrival, as we will not call for your student(s) until you arrive unless it's an extenuating circumstance. Please *note that our families wait outside for their students to exit the building.*

If you entered an early dismissal in PickUp Patrol, you still must call our main office line when you arrive. Students will not be released until we have direct verbal contact from the authorized pick up person, after their arrival to our campus.

We encourage adults that are interested in volunteering to submit the application as soon as possible, that way when an opportunity arises to volunteer, your clearance has already been established. Applications take approximately 8-10 school days to process. Volunteer applications are linked in our Family Handbook, available in our office, and can also be sent home with your student or emailed upon request. All volunteers must sign in at the office upon arrival and wear a badge while on campus.

If you are visiting our campus, you must check in at our office first to announce the nature of your visit and sign in. Visitors are not permitted in classrooms, unless an appointment was scheduled with the teacher prior to your arrival. Visitor badges must be worn at all times while on campus and returned to the office when signing out.



Backpacks/School Supplies

School supply lists were published in June and are available on our website.

[CES Supply List - Coupeville Schools](#)

If your family needs assistance with supplies, please contact Arianna Bumgarner, Student Support Liaison, at studentsupport@coupeville.k12.wa.us or 262-528-3774.

Personal toys, pets, any type of cards (Pokémon, Magic, etc.) and hazardous items will not be allowed at school.

Attendance

To excuse attendance, please enter it in PickUp Patrol, email csimpson-pilgrim@coupeville.k12.wa.us, call 360-678-2474, or send a note when your student returns. Attendance must be excused no later than 48 hours after the student returns. If your student is absent due to illness for multiple days, you only need to call on the first day of the absence to excuse attendance for multiple days within the same week.

If calling to excuse attendance, and you reach our voicemail, *please* leave a message with your student's name and the reason they are absent. *Voicemails are checked frequently during the school day!*

Students who arrive tardy, which is 9:05 and after, will need to check in at the office for an "Admit to Class" slip.

For absences that are preplanned, please complete a [preplanned absence form](#) and turn it into our office a minimum of 48 hours prior to the date(s) of absence. Forms are linked above, available in our office, and can be sent home with students or emailed upon request.

To review the CSD Board Policy regarding attendance, you may visit [3100 Compulsory Attendance](#) and [3122 P Excused and Unexcused Absences Procedure](#). To review the Revised Code of Washington (RCW), you may visit [RCW 28A.225.005: Information for students and parents](#), [RCW 28a.225.010: Attendance mandatory—Age—Exceptions](#), [RCW 28A.225.015: Attendance mandatory—Six or seven year olds—Unexcused absences—Petition](#)



On Campus Daily Schedule

| | Time (AM) | | Activity |
|------------------------------|-----------|--|--|
| Arrival | 8:40–8:55 | | Students proceed to the cafeteria/MPR for breakfast or to the track for Walking Club. Breakfast is available from 8:40-9:00. |
| | 9:10 | | Announcements and Flag Salute |
| | 9:15–3:30 | | School in Session |
| Excused for Departure | 3:25 | | Walkers/Bikers/B&G Club/Multi-Student Family PPU |
| | 3:27 | | 4 and 5 Bus/Single Student PPU |
| | 3:29 | | 1 and 3 Bus/Single Student PPU |
| | 3:30 | | TTK, K, and 2 Bus/Single Student PPU, Purple Bus Riders |

* To help with traffic flow we suggest arriving for pick up 5 minutes after designated excused departure times from the classroom. This allows for student travel from the classroom to the departure zone. **An example would be the following: If you are picking up a TTK, K, or 2 student, you should arrive at the parking lot at 3:35, which is 5 minutes after their dismissal time.**

Lost & Found

Families may view the Lost & Found area (located inside the building) *before and after school hours* by contacting the front office. You will be asked to sign in as a visitor and wear a visitor badge while you are on campus. Small items such as glasses, or items of significant value, are kept securely in the office.

For coats, backpacks, etc., we ask that you please put your student's name on the inside tag to help us in identifying and returning their items as soon as possible. Unclaimed items are donated two times per school year. We will publish a message to families at least two weeks prior to donating items.



Authorization for Medications at School/Health Services

Students that need to take medication at school *MUST* have a completed Authorization for Medication form signed by a licensed health care provider, before CES can accept and administer medication. For more information and forms please visit [PDF Medication at School.pdf](#) . Medications *MUST* be dropped off by a parent/guardian directly to authorized CES office staff with the completed form. Medications *MUST* be labeled with the medication name, student's name and not expired.

For other health service information please visit [Health Services - Coupeville Schools](#). If you need any further assistance, please contact our new CSD Nurse, Kristen McCrae, at kmccrae@coupeville.k12.wa.us.

Qmlativ Family Access

In Qmlativ Family Access, you can access many important features such as your student's profile information, attendance, lunch transactions and fees. Below is a link to our Coupeville log in page and a link to a Tool Kit to assist you with Qmlativ. The same information is also available on our website.

[Qmlativ Family Access](#)

[Qmlativ Family Access Toolkit: Parents | Skyward](#)

Your email must match the one we have on file for you to access Qmlativ! If you need to update your email address, please email csimpson-pilgrim@coupeville.k12.wa.us.

Security

Reminder: Our entrance doors remain locked during the school day and parents/guardians are asked to remain outside when picking up their students early. Please call the main office line when you arrive to drop off late students or pick students up early. The same protocol applies when dropping off items left behind by your student, having lunch with your student, when coming to campus for a prearranged classroom visit, or volunteering. The main office line is 360-678-2470. Keeping your students safe is of utmost importance to our staff. Thank you for your cooperation and understanding.

School Pictures

Save the dates! 2024-2025 school pictures are scheduled as follows:

Fall Pictures – Thursday, September 12th, and Friday, September 13th

Retakes – Thursday, November 14th

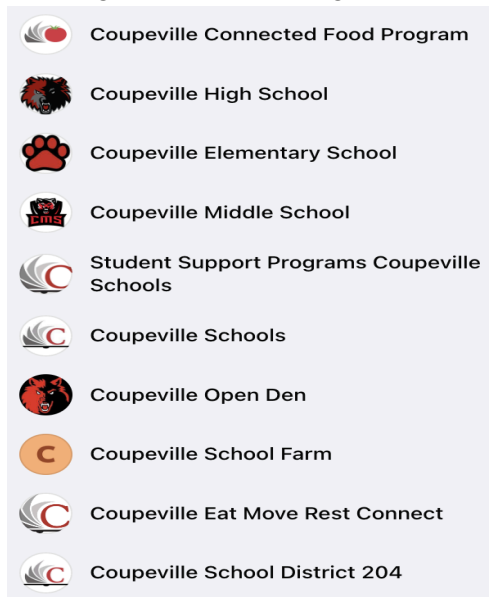
Spring Picture Day – Tuesday, April 8th



Coupeville Elementary Contact Information

- To pick up or drop off late students, or to contact us for other reasons, please call the **Main Office Line at 360-678-2470**. The Main Office and Attendance Line voicemails are checked frequently throughout the school day!
- To schedule an appointment with our principal, call Secretary Shelly LaRue at 360-678-2471, or email slarue@coupeville.k12.wa.us.
- To excuse attendance, enter it in Pickup Patrol, or contact Courtney Simpson-Pilgrim at csimpson-pilgrim@coupeville.k12.wa.us, 360-678-2474.
- To contact the Transportation Dept., email dispatcher@coupeville.k12.wa.us or call, 360-678-2409
- To contact our Health Room, call 360-678-2441, or email ablack@coupeville.k12.wa.us
- To contact the CSD nurse, call 360-678-2421, or email kmccrae@coupeville.k12.wa.us.
- To contact our school counselor, call 360-678-2475 or email blittlefield@coupeville.k12.wa.us.
- To contact Food Service, call 360-678-2452, or email lluginbill@coupeville.k12.wa.us.
- Staff members may be reached by email using their first initial and last name, followed by @coupeville.k12.wa.us.
- CSD website: www.coupeville.k12.wa.us

Like/Follow our District's Social Media Pages (Facebook pages shown below):



Instagram: [coupeville_elementary_school](https://www.instagram.com/coupeville_elementary_school)

To contact the Coupeville Elementary PTA, email coupevillepta@gmail.com. Follow them on Facebook, too, by searching for Coupeville Elementary PTA.

2025-2026 School Year Calendar

Coupeville School District 2025-2026 School Year Calendar

| August 2025 | | | | | | | September 2025 | | | | | | | October 2025 | | | | | | |
|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| November 2025 | | | | | | | December 2025 | | | | | | | January 2026 | | | | | | |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa |
| | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 | 28 | 29 | 30 | 31 | | | | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 30 | | | | | | | | | | | | | | | | | | | | |

| February 2026 | | | | | | | March 2026 | | | | | | | April 2026 | | | | | | |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | | 1 | 2 | 3 | 4 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| | | | | | | | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |

| May 2026 | | | | | | | June 2026 | | | | | | | July 2026 | | | | | | |
|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa | Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | |
| 31 | | | | | | | | | | | | | | | | | | | | |

| | | |
|--|--|----------------------|
| School Closed | Half Days | Weather Make-Up Days |
| First and Last Graded Day of School | Parent/Teacher Conferences (No School) | |
| Early Release Wednesdays (ERW) - CES End 2:30 pm, CMHS End 1:30 pm | | |

| | | | |
|--------------------|--------------------------------------|--------------|----------------------------------|
| September 1 | Labor Day, No School | March 13 | Spring Conference Day, No School |
| September 2 | First Day of School | April 6-10 | Spring Break, No School |
| October 29-31 | Fall Conferences, No School | May 25 | Memorial Day, No School |
| November 11 | Veteran's Day, No School | May 26 | Weather Make-Up Day, No School |
| November 26-28 | Thanksgiving Break, No School | June 10 & 11 | Half Days |
| December 22- Jan 2 | Winter Break, No School | June 11 | Last Day of School |
| January 19 | Martin Luther King Jr Day, No School | June 12 | Weather Make-Up Day, No School |
| January 23 | End of 1st Semester, Half Day | June 19 | Juneteenth |
| February 16 | President's Day, No School | July 4 | 4th of July |