Seven Oaks Elementary School

Student Handbook

2026-2027 School Year

FRRED Expectations:

Fairness

Responsibility

Respect

Empathy

Dignity

Principal: Sean Moore Devine smooredevine@ntps.org
Assistant Principal: Katie Waldon kwaldon@ntps.org
Counselor: Sarah Bourque sbourque@ntps.org
Office Staff: Jane Davis and Erinn Strobel soesoffice@ntps.org

SEVEN OAKS
Elementary School

"Message from your Principal"

Dear Seven Oaks Families,

Welcome to the new school year at Seven Oaks Elementary! It is truly an honor to serve our community as Principal in the 2026-27 school year. I am proud that our district is "committed to excellence: preparing all students for rewarding careers, fulfilling lives, and compassionate global citizenship," and our shared vision ensures that "all students are empowered and future-ready." **At Seven Oaks Elementary we follow *FRRED principles: fairness, responsibility, respect, empathy, and dignity*.** Our mission is to form a partnership of students, parents, staff, and the community to create a caring atmosphere where students can become successful citizens. This is the place to be, and I'm glad you're all here!

As a parent myself of two inquisitive and spirited young students, I deeply understand the importance of a supportive and equitable school environment. Equity is at the heart of our work at NTPS as we seek to eliminate opportunity gaps and nurture an environment of continual growth. Together at Seven Oaks, we will continue building inclusive practices honoring diverse identities, cultures and exceptionalities while seeking ways to find common ground when challenges arise. We were founded on a community education model and to this day, our staff shows care and concern for any student inside or outside their designated classroom. We truly care about the success and well-being of every child walking through our doors. I am excited to continue this important work and to support all students as they learn, grow and pursue their dreams.

I am a firm believer in open communication, and I want to get to know you. Please reach out often. As your child's first and most important advocate, your perspective and insight are critical. Students, get ready for a fantastic year of learning!

Sincerely,

Sean Moore Devine

Principal

Welcome, Seven Oaks Bulldogs!

Our School Expectations

All students attending Seven Oaks are expected to follow:

FRRED:

F: Fairness

R: Responsibility

R: Respect

E: Empathy

D: Dignity

This is FRRED, the bulldog, our school mascot!

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School Information

"Home of the Bulldogs"

School colors: Navy Blue, Gray, White

School Hours: 8:10 a.m.—2:40 p.m.

1st bell for students to go to class is at 8:05 a.m.

Students may arrive to school at 7:50 a.m.

Students eating breakfast at school may arrive at 7:45 a.m.

Early Release: 8:10 a.m.-1:50 p.m.

Half Day: 8:10 a.m.- 11:10 a.m.

Address 1800 Seven Oaks Rd SE Lacey, WA 98503

Office Hours: 7:30 a.m. to 3:30 p.m.

Office Phone: (360) 412-4700

Health Room: (360) 412-4703

Fax: (360) 412-4709

Website: www.nthurston.k12.wa.us/sevenoaks

Principal

Sean Moore Devine

smooredevine@ntps.org

Assistant Principal

Katie Waldon

kwaldon@ntps.org

Office Professionals

Jane Davis

jdavis1@ntps.org

Erinn Strobel

estrobel@ntps.org

Counselor

Sarah Bourque

sbourque@ntps.org

Transportation/Bus Barn: (360) 412-4540 / (360) 412-4545

In Case of Inclement Weather:

Radio Stations—KGY 1240 AM or 96.9 FM, Mixx 96.1 FM or KRXY 94.5 FM
TV Stations— Channel 4, 5, 7, or 13
You may also check the North Thurston Public Schools Website at:
www.nthurston.k12.wa.us or call 360-412-4401.

Teacher Professional Development Days:

November 2nd, February 5th

There are designated days during the school year for staff to collaborate, look at data, and make plans to ensure that students are successful at school. Students will not attend class on Teacher Professional Development days; however, these are not days off for teachers. These days are designed for staff to work together to improve their skills, so they can better educate all students.

Academic Collaboration Days:

Early Release Wednesdays (Grades K-5)
8:10 a.m. - 1:50 p.m. *Every Wednesday, October-May
See page 31 for full list of Early Release Wednesday dates.

Parent Communication:

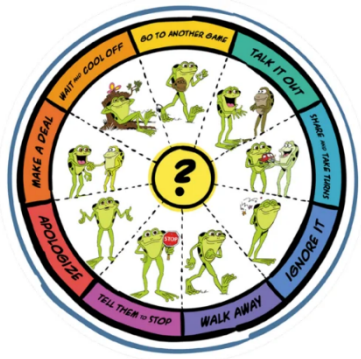
The Seven Oaks staff can provide the best learning environment when there is open communication. Concerns should be addressed with your child's teacher. The following path of communication will save you time and resolve issues effectively: first, contact the classroom teacher (personal contact, e-mail, or phone call), secondly, if needed, contact the school office (412-4700) to speak with an administrator, and finally the district office (412-4400). If at any time you should have questions, concerns, or compliments, please feel free to contact the appropriate party mentioned above. The District is now using a family communication tool called Parent Square. It consolidates all district and school communications for your child in one place. Messages from your student's classroom teacher, their athletic coaches, club advisors, school leadership, and district all come through ParentSquare. All messages are secure in one platform, and families only need one login! For more information check the district website at https://www.ntps.org/family-resources/family-tech-tools/parentsquare. Please let us know what we can do to best meet the needs of your student(s) and your family.

F.R.R.E.D -Seven Oaks is a Family!

Seven Oaks Elementary has a long tradition of striving to embody our values: **Fairness, Responsibility, Respect, Empathy and Dignity.** We intentionally work to partner with families and teach students how to "show FRRED" throughout the school and in life. It is our hope that everyone shares the responsibility and community of living out FRRED. Together, we create a welcoming, supportive educational atmosphere of being a school family. See our matrix on page 16.

We encourage students in many ways:

- FRRED Tickets for being "caught" showing FRRED
- FRRED Assemblies
- Morning Radio Shows with weekly drawings
- Excellence Referrals
- "FRRED on the Field" Recess Recognitions
- Building relationships and problem-solving together!
- Classroom systems and supports.
- Recovery spaces in each class
- Focus of growth mindset (we all can learn and when we keep trying diligently, our brains learn best).
- We teach "Kelso's Choices" so students gain skills to independently solve "small problems" at recess, in the classroom and in their lives outside of school.
- We also teach about self-management/self-regulation of our emotions and getting to the learning zone. Students learn to recognize when they are in the red, yellow, green or blue zone and access strategies to get back to the green learning zone.



Zones of Regulation:

Seven Oaks uses *Zones of Regulation* (Leah Kuypers) to talk with children about how to regulate their bodies. When you walk into many classrooms at Seven Oaks, you will find a "Calm Corner" or a "Break Area." This is a safe place for children to "take a break" in order to get into their "Learning Zone." This is not a place for punishment, but a place to take a break and recover to be the best learner they can be in the classroom. Your

student(s) may talk about the zones and may describe them as a stop light. You can use the words with them at home to help them regulate their body.

Restorative Practices

As a district and school, we are also making sure all staff is trained on restorative practices. Restorative practices focus on fostering a sense of community within classrooms to prevent conflict, and on reacting to misconduct by encouraging students to accept responsibility and rebuild relationships. Some examples of restorative processes include affective statements, community-building circles, small impromptu conferencing, and setting classroom agreements or norms.

Second Step Curriculum

The social skills curriculum that we use is called Second Step. We will teach daily lessons using this program. You will get a newsletter weekly that will explain what your child is learning. During this time of uncertainty, our school district is focused on making sure students are learning how to recognize their feelings, process their feelings, and express their feelings. We will also be talking about bullying, making friends, sharing, and maintaining attention.

Office Discipline Referral:

Each classroom teacher has a classroom management plan which is used to address most concerns. Students who have a more serious situation will receive an office discipline referral, during which time the student will go to the office to discuss the situation with the principal or assistant principal. He/she will receive an appropriate consequence which often and almost always includes a phone call to notify parents.

FRRED Tickets:

Students at Seven Oaks are recognized by staff when they are demonstrating positive behaviors. Students may receive a "FRRED Ticket" as one form of recognition. FRRED tickets are used in our Friday citizenship drawings in addition to our student recognition assemblies over the course of the year.

Assembly Expectations

Assemblies are held periodically. These are the expected behaviors:

- Respond quickly and appropriately to the quiet signal.
- Sit quietly in listening position.
- Hands and feet to yourself.
- Polite, respectful clapping (no booing or chanting).

- No bathroom or drinking privileges (emergencies are an exception).

Meal Plan Overview at Seven Oaks Elementary

House Bill – 1238 Meals for Washington Students allows **Seven Oaks Elementary school to provide breakfast and lunch at no charge to ALL students.** For Seven Oaks Elementary to qualify, SOES must have a free and reduce price meal rate of ≥30%. The district nutrition department must renew annually! It is extremely important for families to complete the Meal Application for all students to qualify for free meals.
*Second Meals, and a la carte purchases, including milk only purchase, are not free and must be charged to student accounts.

Breakfast:_is served daily from **7:45am to 8:05 am** in the gym. Students must go directly to the gym upon arrival at school if eating breakfast. Breakfast to be eaten in the gym only. Students must finish breakfast prior to going to Smooth Start.

Negative Balance Notifications: When a students' account falls into a negative status, an automated phone call and text message will go out automatically.

Students may bring money (cash, check, or money order) to the office before school in an envelope labeled with student name, teacher name, purpose (a la carte milk purchases, field trip, other fines, etc.) and amount.

- All money received will be credited to your student's meal account the same day. We cannot give change.
- You may make credit card deposits into your student's meal account and view account balances via our online payment portal.

For more information about online access or if you have any questions about the meal program, please visit the district website at:
https://www.ntps.org/programs-departments/food-nutrition-services or contact their office at (360) 412-4446.

Be sure to complete your Free & Reduced-Price Meal Application for the 2026-27 school year! Regardless of whether your school has paid or free service - qualifying applications can waive other school fees!

	Paid:	Free/Reduced:
Breakfast (grades K–5)	**$0.00**	**$0.00**
Lunch (grades K–5)	**$0.00**	**$0.00**
Breakfast (grades 6–12)	**$2.75**	**$0.00**
Lunch (grades 6–12)	**$4.00**	**$0.00**
Breakfast (adult)	**$3.25**	**Not applicable**
Lunch (adult)	**$5.50**	**Not applicable**
Milk à la carte (not included with a meal)	**$0.75**	**$0.75**

Behavior Expectations- Seven Oaks Elementary Code of Conduct

- Show FRRED each day.
- Be at school (on time), unless ill.
- Follow school, classroom, playground, and bus rules.
- Obey all adults who work and volunteer at the school.
- Please see page 16 to view our behavior matrix.

Seven Oaks' school rules prohibit:

- Fighting and physical violence
- Play fighting
- Harassment and bullying
- Foul or offensive verbal and body language
- Disrespect or defiance
- Disruptive behavior
- Damage or destruction of property

- Racist/derogatory comments

Steps or Choices to be Made by the Student (Consequences):

At Seven Oaks, we strongly believe that in addition to student academics, it is our responsibility to help mold students to be people that are a productive part of our community both now and in the future. We believe that the FRRED principles capture the character traits of positive, contributing citizens.

We expect that children will make mistakes. We also believe that these mistakes are a part of learning. Sometimes that learning comes through the natural consequences of their actions, and sometimes that learning comes from direct and specific conversations and learning opportunities (classes to teach specific behaviors, consequences applied as a result of the student's choice, small group work with a behavior emphasis, etc.).

We believe that every child is unique and should be treated that way. When students make poor behavioral choices, they will always be treated fairly; however, consequences may not be equal.

Positive Behavioral Interventions and Supports (PBIS):

PBIS focuses on providing a clear and consistent system of expected behaviors. Students are taught the expected behaviors for the classroom, hallways, breakfast and lunch line, restroom, playground, and before/after school. Expectations are taught and reinforced throughout the year. The emphasis is on reinforcing positive behavior and providing students with the tools necessary to succeed at school and become productive citizens.

Recess

Whistles

- 1 whistle (3 minutes before end of recess) = *2-minute warning and move to the upper playground*
- *2 whistles (1 minute before end of recess) = "Freeze, hands on knees"*
- 3 whistles (soon after 2 whistles) = *Line up and wait for your teacher*

General Rules

On the black top, students can…

- safely run
- play tag
- pass a ball with hands
- play catch

- play four square
- follow the "traffic garden"
- use a hula hoop
- use a jump rope

Kicking a ball *only* takes place on the grass (lower area)

Green & Blue playground structure (upper)

- Students can climb on structure, just not to the very top
- Students can climb down any safe way
- Keep recess equipment (balls, etc.) on the blacktop
- Play tag and chase only on the blacktop

Slides

- Students slide on their bottoms, feet in front of them
- Slide with feet inside the slide
- One person can slide at a time
- Go down the slide
- Move away from the bottom once on the ground

Challenger playground structure (lower)

- Students can climb on the structure, just not to the very top
- Students can climb down any safe way
- On monkey bars and other obstacles, always start on the same side as other users
- Students need to be able to reach the zip line, monkey bars, etc. on their own.
- Keep recess equipment (balls, etc.) out of big toy area (wood chips)
- Tag is played on the grass

Spinners

- Blue plastic spinner:
    - 1 or 2 students per turn
    - 30 seconds per turn
- Cream metal spinner:
    - 2 to 3 students = 30 seconds per turn
    - 1 student = 20 seconds per turn
- How to count:
    - The students in line should count one number per two beats (1 clap 2 clap, etc)

- Feet and arms must be on the spinner base - no limbs flying out.
    - Some students feel more secure sitting. This is ok.
- Students should wait their turn a safe distance from the spinner.

The following are the only games/sports allowed during recess.

Wall Ball Rules

- Only two players in a game.
- Server hits ball, causing the ball to bounce one time before hitting the wall. The other player hits the rebound ball.
- The ball must bounce within boundary lines; lines are fair.
- The ball cannot be held longer than 3 seconds.
- Follow the 3-Person Rule: each winner plays only three people, including the server, before rotating out (win 1, win 2, win 3, switch).
- Players stand on the waiting line (NOT the court line) outside the court.
- First player in line is the judge. The judge must make fair calls on all players.

<u>Wall Ball Fouls</u>

- The player is out if …
    - 2+ bounces - if the ball bounces more than one time before it hits the wall or before a player hits it.
    - Baby - if the ball hits at or below the bottom 2 bricks.
    - Pocket - if the ball hits the space between the floor and the wall.
    - Waterfall - if the ball hits the wall and slides down.
- Students using poor sportsmanship will be removed from the game for the remainder of that recess; they try again the next recess.

Kickball

- Students may play kickball when there are two supervising adults on the lower play area; one adult must be the referee for the kickball game.
- Refer to kickball.com/rules/

Four Square Rules

- A game for two to four players
- Server is player in blue box
- Players rotate clockwise
- Hit the ball with an open hand, fingers pointing down
- The served ball is to be played upon on the first bounce
    - The ball can be served to any square
    - The receiving player hits the ball to any player
- Wait your turn outside the box and off all lines

- First person in line is the judge
- The judge must make fair calls on all players
- Judge's call stands

<u>Four Square Fouls</u>

- Ball bounces on an inside line
- Ball bounces out of the court
  - If the ball lands on the inside white lines, it is out
  - If the ball lands on the outside white lines, it is considered in
- Catching or holding the ball
- Failure to return the ball
- Hitting the ball with your fist

Basketball Rules

- Include others who want to play
- Teams of 5 or less
  - If more than 5 players want to play, then players will rotate in after a basket is made.

  The player who made the basket rotates out
  - Students who want to rotate in wait in a line near the pillar
- The bounds are the lines immediately around the half court
  - The line behind the basket is out
- A ball may not be taken (stolen) or slapped out of the hands of a player that has stopped dribbling
- If a player stops dribbling, they must pass the ball or shoot to prevent a double dribble

<u>Basketball Fouls</u>

- Running without bouncing the ball (traveling)
- Body contact
- Double dribble (this is when a player dribbles, stop dribbling, then starts dribbling again without passing or making a shot)
- Dribbling out of bounds
- When a foul occurs, the ball is given to and thrown in by the other team.

Tag

- 1 finger touch / Butterfly Touch
- Only play with those who want to play
- Stay away from other games

- On blacktop or grass field (not on Playgrounds)
- Tag can be played anywhere that doesn't have wood chips

Seven Oaks Elementary

"Always Follow F.R.R.E.D."

0 Silent
1 Whisper
2 Table Talk
3 Strong Speaker
4 Outside

Classrooms (Including Specialist)	Hallway	Audience	Mealtime	Playground	Bathroom	Bus	Arrival & Dismissal	Safe Start
*Take turns *Share	*Leave space for others *Stay with your group	*Sit down criss-cross style	*Take what you will eat	*Take turns *Share equipment	*Use the bathroom only when you need to use it	* Stay in your seat	*Follow directions of all staff	*Eat breakfast first (if eating at school)
*Be on time *Follow directions *Do your personal best *Participate	*Go directly to where you are supposed to be *One step at a time on stairways	*"Give me 5" *Hands and feet to self	*Carry your tray with both hands *Eat your own food, no sharing *Leave a clean space *Dump tray when dismissed	*Be a problem solver *Follow game rules *Stop when whistle blows/bell rings *Make safe choices	* Flush the toilet * Wash your hands with soap	*Listen to the bus driver	*Keep safe near parking lots and roads *Walk your wheels (bikes, scooters, skateboard, etc.) *Be on time	*Go to class line (or gym only if eating breakfast) *Ask an adult permission to use bathroom or get a drink of water
*Listen to others *Treat people and property with care *Hands and feet to self	*Look with eyes, not hands *0-1 voice level *Quiet, walking feet	*Attention to performers and speakers *Use voice level awareness	*Voice level 2 *Raise hand and ask permission to leave table	*Keep it clean *Use equipment appropriately and return it when finished	*Keep it clean- put trash in garbage *Voice level 0-1	*Keep hands to yourself	*Follow directed route for pick up or walking	*Voice level 1-3 *Stay in your class line
*Be helpful	*Help others learn	*Show appreciation for all performers with clapping	*Help others when needed *Use please and thank you	*Help others when needed *Include others	*Keep to your business and on task	*Speak quietly and respectfully	*Backpacks on backs *Personal belongings in backpack	*Keep your body calm and it will help others stay calm too
*Be positive	*Be a good example	*Be a quiet listener	*Eat, drink and speak politely	*Be a good sport	*Be a good example	* Be considerate	* Be wise	*Be safe *Visit with friends in line.

Health Room

The Health Room Assistant (HRA) cares for students on a daily basis, Monday through Friday, from 7:45 a.m. to 2:45 p.m. The school nurse is in the building two days a week.

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.

School personnel cannot administer sunscreen, eye ointment, eye drops, ear medication, nose drops, and/or nose spray.

Procedure

· If a student is injured or ill at school, the HRA or nurse will administer first aid.
· If the student is too ill to remain at school, we will call the parents/guardians on the Student Emergency Form.
· If the parents cannot be reached, the person listed as the first emergency contact on the Student Emergency form 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.

Illness

· If your child has been ill with a diarrhea, vomiting or a temperature above 100 degrees, please wait until it is normal (98.6) for **24 hours after symptoms are gone without medication** before you send the child back to school.
· All students well enough to come to school will be considered well enough to go outside for recess unless there is a physical injury with a health provider's note.

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 be properly immunized. This must be done **before** the first day of school. Students may not be allowed to attend school without proper immunizations.

Hearing/Vision Screenings

Vision and hearing screenings are done each fall for Kindergarten, first, second, third, and 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

Seven Oaks does not allow any home-baked food of any kind to share with other students at school, due to food allergies. If your child is contributing to a class celebration or celebrating a birthday, please bring **STORE-BOUGHT GOODS ONLY** in unopened, original packaging. Please consider healthy alternatives to sugary goods. Students need healthy food and hydration for healthy brains. Some ideas: Individually packaged fruits and vegetables, string cheese, and fruit that can be washed or peeled are excellent options.

***IMPORTANT NOTICE*:* **Any and all nuts, peanut butter or almond butter, whether plain or in any cooked or purchased foods, are discouraged in schools, due to allergies.**

Universal Dress Code

Students and their parent/guardians hold the primary responsibility in determining the student's personal attire, hairstyle, jewelry, and personal items (e.g. backpacks, book bags). Schools, in partnership with parents/guardians, are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

Core Values

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or criticism for their physical appearance.
- Students have the right to be treated equitably.
- Students and staff are responsible for managing their own personal distractions related to the dress and physical appearance of others.

Universal Guiding Principles

Students must wear:

• Opaque top (shirt, blouse, sweater, sweatshirt, tank, etc.).

• Opaque bottom (pants, shorts, skirt, dress, etc.) that fully covers the rear.

• Clothing that covers undergarments or bathing suits of similar design (waistbands and bra straps excluded).

• Footwear (elementary students need to wear footwear that is safe for recess and PE).

This dress code permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g. recess, physical activity, science or CTE courses). Additionally, these guiding principles allow for reasonable variation in required student attire for participation in specific activities (e.g. swimming or gymnastics). The following dress ("dress" includes clothing/jewelry/costumes/tattoos or other ornaments/images worn on the body) creates an unsafe learning environment and is prohibited.

• Dress that promotes drugs, alcohol, tobacco, violence, pornography, exclusive messaging, gang association/affiliation, or displays inappropriate pictures or writing.

• Dress that demonstrates hate group association/affiliation or exhibits hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.

• Dress that covers the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose or masks worn to prevent the spread of COVID 19 or other communicable diseases).

• Scented products, to protect those with allergies.

• Jewelry that poses a safety hazard.

Exceptions to this dress code will be made for attire worn in observance of a student's religion.

Enforcement of Universal Dress Code

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes.

Attendance Matters

Seven Oaks staff know that students are most successful when they are in class, learning every day. Our expectations for attendance are: **In school, On Time, All Day, Everyday!**

Extended planned absences affect learning and could thereby negatively impact grades and should be limited during the school year as much as possible. Family vacations do not fall into the legal category of excused absences unless you seek and are granted prior approval from the principal.

*Consistent school attendance is required by law. Families must call the school, send a note, send a message in ParentSquare or report an absence in Skyward Family Access. The office must hear from parents on or before the day of your absence, or we will call home. See more information about the absence reporting process. *An automated call will go out if you do not update Skyward or call the office regarding your students' absence.*

Students who attend school regularly feel better about school and themselves. So, build the habit of good attendance early! Good attendance helps students do well in school, college, and at work.

- Transitional Kindergarteners build skills and develop good habits for showing up on time!
- Elementary students read by the end of 3rd grade!
- Secondary students stay on track to graduate!
- College students earn their degrees!
- Workers succeed in their jobs!

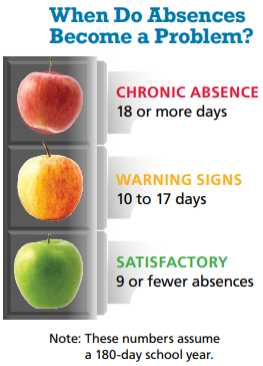
If you are facing challenges related to health care, unstable housing, transportation, or lack of food, your school can help. Let us connect you to services for the family. Contact your school or the NTPS Family & Youth Resource Center.

Check student attendance anytime online through Family Access.

Please contact Seven Oaks Elementary if your student's school directly if:

- Your student will be, is, or was absent as soon as reasonably possible.
- You have a question about an automated message you've received.

We define three levels of attendance: **regular**, **at-risk**, and **chronically absent**.



Awareness of chronic absenteeism and its potential impact will empower students, families, and communities to make informed decisions regarding missing school. Seven Oaks is dedicated to providing the best educational experience for our students, and part of that is reducing chronic absenteeism.
Seven Oaks uses a **Multi-Tiered System of Support** framework to support student attendance. Tier 1 represents universal strategies to encourage regular attendance for all students. Tier 2 provides early intervention for students who need more support to avoid chronic absences. Tier 3 offers intensive support and interventions for students facing the greatest challenges in getting to school.

Arrival Time on School Grounds

Supervision begins 7:50AM each school day. If students arrive before 7:50 AM, please remain in the vehicle until our crosswalk staff arrives. Students who arrive early may be asked to call home to be picked up. Students eating breakfast may arrive at 7:45AM.

Student Absence and Tardy Reporting

- If you child will be absent from or late to school, please send the office a message on ParentSquare or contact the school's Attendance Line at (360) 412-4700 or use our online "Attendance Reporting" in Skyward by 8:30 a.m.
- Late-arriving students **must** check in at the office to obtain a late slip, before proceeding to class.
- Students are considered tardy if they are not inside their classroom when the bell rings at 8:10 a.m. First bell rings at 8:05 a.m.
- If we do not hear from you by 9:30 a.m., you will receive an automated phone call regarding your child's absence.
- **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.**
- **Procedure 3122 (New)**: If the absence is not excused by parent/guardian/adult student **within five school days of the absence, the absence will be marked unexcused**. On a case-by-case basis, the school principal or designee has the authority to determine if an exception should be made, allowing an absence to be excused after five days have passed beyond the date of absence.

District Attendance Procedure – BECCA Bill

See the District's Student Rights and Responsibilities Handbook. Excessive absences and/or tardies, even with a written excuse or a phone call, are a concern due to the impact on learning. The Becca Law requires that excessive absences be reported to the

district office for follow-up with the court system. If your child has extenuating circumstances related to attendance, please contact our school counselor.

What you can do to support regular attendance

- Set a regular bed time and morning routine.
- Prepare for school the night before, finishing homework and getting a good night's sleep.
- Don't let your student stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- Avoid appointments and extended trips when school is in session.
- Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- Keep track of your student's attendance. Missing more than 9 days could put your student at risk of falling behind.
- Talk to your student about the importance of attendance.
- Talk to your students' teachers if you notice sudden changes in behavior. These could be tied to something going on at school.
- Encourage meaningful afterschool activities, including sports and clubs.
  Please let us know if there is any way we can help.

Discipline Policies / Procedures

Seven Oaks is a place of learning. We focus on problem-solving and understand that children learn from mistakes. Student support around discipline may include a variety of responses such as verbal reminders, cross grading (spending time in another classroom), an office referral and/or a suspension.

Severity and frequency of the discipline issue are considered. Consequences will be given based upon the unique circumstances of the incident. We also make the effort to

contact families when there is a major discipline referral.

NTPS District Discipline Policy outlines discipline in our school. Please refer to our district discipline information and the district student handbook on the NTPS website.

Students who receive an **Out or In School Suspension** **MUST** conference with parent and an administrator prior to re-entry to class. Exceptions must be made with the administrator's approval prior to the re-entry date.

Dismissal/Arrival Procedures

More than 500 students are dismissed daily in one of 3 methods: walking/biking, pick-up by private vehicle, or school bus. All students must have on file with their teacher and the office the "routine" method of dismissal. Students remaining on campus to attend Y-Care or a club should go directly to that area upon dismissal.

Bus Behavior: Arrival, Dismissal & Special Trips

Students are expected to obey all directions of the driver and follow all bus rules. Students are to:

· Listen to the Bus Driver
· Stay in Seat
· Keep Hands/Body/Objects to Self & Inside Windows
· Speak Quietly & Respectfully

Failure to abide by any rule may result in verbal warnings, private talks, assigned seat, parent contact, conferences and/or 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 (360) 412-4540.

Drop Off: Please utilize the curbside lane along the sidewalk to drop off students efficiently. All students dropped off will walk through the main entrance into the building. Additionally, for the safety of our students, **please do NOT pull into the bus loading areas to drop off or pick up students.**

Pick up: Students grades 1, 2 & 5 proceed to the flagpole area at the front of the school and grades K, 3 & 4 proceed to the side door at right side of building after a staff member is present. Students wait attentively for their ride. When students see their vehicle, they inform the supervising staff member for the "okay" to go. Students will be released to walk to their vehicle when it is one of the first 3 in line. **For student safety, drivers MUST pull to the loading zone curb in front of the school to pick up their student and leave efficiently. Students may only load in the loading zone and drivers must stay in their vehicles at all times. Students will NOT be allowed to walk into the road or parking lot to catch their ride.** Parents who wish to talk with a staff member or another parent, or who wish to greet their student are encouraged to park in designated spaces in the parking lot .

Dismissal:

Dismissal times 2:40

Kindergarten/FRK(side door) 2:35

1st/2nd (front door) 2:40

3rd/4th (side door) 2:40

5th (front door) 2:40

Don'ts in Parking Lot:

-Do not park in bus Zone

-Do not park in handicapped spot; only appropriate decal

- Do not park in fire lane

Do's of Parking Lot:

-Please remain in car at all times if using drive through.

-If your student is not out, please ***circle around***. ***Keep moving***.

-Pull all the way up to prevents gaps. It goes faster for everyone.

-If picking up student(s) by foot please park your car in a spot if available.

Pick Up/Drop Off

Walkers: Students who walk home will be dismissed at 2:40. Walkers need to leave the campus promptly and follow all instructions given to them by crossing guards or adults in the area. Walkers must have parent/guardian consent to walk home and are encouraged to walk in groups.

Bikers:

Bikes and scooters can be ridden to school **but must be walked on school grounds** and locked up at the bike racks. **Students are required to wear helmets.** Seven Oaks Elementary and NTPS are not responsible for theft or vandalism of bicycles. Roller blades, roller shoes, skateboards, etc. are not allowed at school. Please make sure your

student(s) understand and practice safe bike behavior around vehicles.

Picking Up Your Student During School Day

To avoid interrupting instructional time, please try to schedule doctor and dentist appointments for non-school hours. If your child must be excused early, please send a note of explanation to the teacher. When you arrive to pick up your child early, please check in at the office. We will call your student to the office for check out. If your child returns to school the same day, an authorized adult must check the child back into school. **Please note that early pickup of your student is considered a tardy in the second period and is counted as such on your child's attendance record.**

To ensure only authorized people pick up a student from school, **we require a note** 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. It is very important that you keep the office staff up to date on any changes to your student's emergency contacts and phone numbers. We will not release students to an unauthorized person.

Tardiness/ Early Dismissal

Students are expected to be in class on time and to stay throughout the instructional day until school is dismissed. When a student's tardiness or early dismissals become frequent or disruptive, the student's teacher shall notify the principal or designee. If counseling, parent conferencing or administrative intervention is ineffective in changing the student's attendance behavior, additional disciplinary action may follow.

Change of Plans

All students must have a note or if they are going to do anything different than their normal routine from school to home. The notes will be sent to the office and a dismissal slip will be given to the student. If a student does not have a note, we will follow the regular routine.

Please understand for the safety of your child we can not allow a student to change their after school plans; the school needs written clarification from a parent/guardian. If a change in plans arise at the last minute, please make a phone call to the office before 2:00 p.m. *Please understand that there are sometimes late changes are not reliable.*

General Information

Mobile Device Expectations/Policy:

Cell phones and smartwatches, "Off and away, all day!" Please contact the office or teacher if you have important information to relay to your child.

North Thurston Public Schools has Off and Away, All Day mobile device expectations at all of our schools.

- Cell phones and headphones are put away in backpacks or left home.
- Smartwatches are set to airplane mode or put away or left home.

Students may use their devices before and after the regular school day. During classes, lunch, and passing periods, devices must remain off and away. The purpose is to support student focus on learning, increase attention span, reduce bullying and conflicts, and improve student mental health.

In an emergency, parents may call the school office to reach their students. Students may also get permission to go to the office to contact a parent. All students have an assigned Chromebook for school-related technology usage. In addition, schools have family-wide communication methods in an emergency.

Research has found that mobile devices distract students from learning, contribute to peer conflict and bullying, and enable some students to engage in dangerous, high-risk interactions online.

- In 2023, the U.S. Surgeon General issued a public health advisory on the growing concerns about the effects of social media on youth mental health.
- Supporting students in "unplugging" from social media during the school day can benefit students' mental health.
- Studies show that student use of cell phones and other mobile devices, such as smartwatches, during school is distracting and is linked with lower grades and test scores.

With our *Off and Away, All Day* mobile device expectations, we strive for a higher level of school engagement and learning, a reduced level of anxiety and distraction for students, and more positive face-to-face interactions with peers and staff. Please support these expectations by having a conversation with your student and reinforcing the expectations. Thank you for your partnership!

Seven Oaks Elementary and NTPS are not responsible for lost, stolen or damaged cell phones or other electronic devices brought to school. Students may not use phones or any electronic device during school hours until buses depart without explicit staff teacher permission. Pursuant to district policy, phones may be confiscated. Devices will be kept in the office for parent pick up.

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.

Earthquake Preparedness and Safety Drills

We practice our earthquake preparedness, evacuation, and lockdown at least twice each school year. Fire drills and lockdowns are held regularly. Procedures for orderly evacuation in case of fire or other emergencies are taught in each classroom.

Gum

No gum is allowed at school. Students arriving at school with gum will be asked to dispose of it in the trash.

Hats and Hoods

Hats and hoodies are allowed in the hallways and at recess. In the classroom, hats and hoods are subject to teacher discretion. Exceptions apply on school-wide spirit days.

Lost and Found

Please label all articles of clothing and personal property. The lost and found is located at the bottom of the stairs by the main entrance. At the end of each semester and at conference times, we line up items in the hallway by the library. Unclaimed items are donated to charities regularly. Smaller items are kept for a limited time in the office. Students or parents may provide a description of a lost item, and a staff member will look through the small item lost and found.

Parent Teacher Association (PTA): If you cannot volunteer in the classroom during the day, consider becoming involved with the school's PTA. PTA is a separate organization that supports the school. Volunteers are needed throughout the year for various school fundraisers, activities, and social events. If you are unable to volunteer, please consider becoming a PTA member to show your support. Membership forms are available in the office. A Volunteer Application must be on file for PTA volunteers. Please contact the office at (360) 412-4700 with questions.

Physical Education (P.E.) Attire

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.

Pets

Pets or animals are only allowed at school under specific circumstances with principal

permission per School Board Policy 2029 and 2029B.

Pictures

To respect the privacy of other families, please refrain from posting pictures of other students.

Student Telephone Use

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

School Newsletters and Information

Be sure to read our monthly school newsletters. The newsletter is emailed to all families and are a great way for you to keep informed about what's happening at our school. Teachers may send home classroom newsletters, too.

Tobacco/Substance Use

Tobacco use, including smoking and vapor use material is prohibited on North Thurston Public Schools District property. This includes athletic fields.

Toys, Money, and Valuables

Toys, trinkets and valuables are not allowed at school. Students will use school-provided equipment at recess and may not bring in their own balls, etc. Staff may confiscate distracting items. The school is not liable for lost, stolen or broken personal property. Money brought to school should only be for specific school activities. Please put money in an envelope with the student's full name and teacher, clearly marked with purpose for the money (field trip, lunch, etc.) Envelopes containing money should be given to a staff member in the office or the student's classroom teacher at the beginning of the day.

Vandalism

Please call Crime Stoppers at 360-407-0222 if you see anyone vandalizing school property.

Visitors

North Thurston Public Schools has adopted a policy requiring that **all** visitors, including parents and volunteers, sign-in at the front office and receive a visitor badge before entering the building or grounds. Forgotten lunches and homework, etc. may be dropped off at the office to be delivered to your child at a time that does not impact learning.

Please contact your child's teacher, 24 hours prior to your visit. Former students who wish to visit the school must plan with a staff member to visit after school.

Volunteers:

Volunteers are welcome, encouraged and contribute to the success of our students. **In order to volunteer in our school for any purpose, volunteers must fill out a Volunteer Application at least two weeks prior to volunteering. The application is available online on the district website**. Approved volunteer applications are generally valid for 2 years. Family members should contact their student's teacher to find out about teacher's volunteer needs. An electronic sign-in system is utilized on a computer located in the office. Come to the school, sign in, and make a difference for our children!

When you arrive at school to volunteer or visit, please sign in at the office and wear a visitor or volunteer badge.

North Thurston Public Schools

2026–27 Planning Calendar

SEPTEMBER 2026						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

OCTOBER 2026						
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NOVEMBER 2026						
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22	23	24	25	26	27	28
29	30					

DECEMBER 2026						
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27	28	29	30	31		

JANUARY 2027						
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24	25	26	27	28	29	30
31						

FEBRUARY 2027						
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28						

MARCH 2027						
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28	29	30	31			

APRIL 2027						
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MAY 2027						
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30	31					

JUNE 2027						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Important Days

September 3: First Day for Grades 6–12
September 3–4: Family Connections for Grades K–5
September 8: First Day for Grades K–5
September 14: First Day for Preschool
January 29: End of First Semester–*half-day release*
June 11: Last Day for Preschool
June 17: Last Day of School–*half-day release*

ACT Days

Academic Collaboration Time, 50-minute early release
Wednesdays, October 7–May 12

No-School Days

September 7: Labor Day
October 29–30: Conference Days
November 2: Teacher Professional Development Day
November 11: Veterans Day
November 25–27: Thanksgiving Break
December 21–January 1: Winter Break
January 18: Martin Luther King Jr. Day
February 5: Teacher Professional Development Day
February 15: Presidents' Day
April 1–2: Conference Days
April 5–9: Spring Break
May 28: Weather Closure Makeup Day, *if needed*
May 31: Memorial Day

ntps.org/calendar

Updated June 23, 2026