

Coupeville Elementary School

Family Handbook

2026-2027

At Coupeville Elementary, we envision a thriving learning community where every student—regardless of background, identity, or ability—feels safe, valued, and empowered to reach their fullest potential.



At Coupeville Elementary, we serve all K-5 students, their families, and our greater Coupeville community by nurturing the whole child—academically, socially, and emotionally.

We are committed to: Meeting every student where they are, treating them as whole people with unique backgrounds and experiences, and guiding them with love and high expectations. We serve as role models who inspire confidence, teach key life skills, and prepare students not only for their next grade level but for success as compassionate, capable, and engaged citizens. Because all means all—every child matters, and every child can thrive.

Table of Contents

Principal's Message.....	1
Attendance and Daily Schedule.....	2
Daily Schedule.....	2
Early Release Wednesdays (ERWs).....	2
Office Hours.....	2
Attendance Policy.....	2
Types of Absences.....	3
2026-27 School Year Policy Updates.....	4
Parent/Guardian Resources.....	5
School Contact Information.....	5
Board of Directors.....	8
Especially for Parents/Guardians.....	9
Parents/Guardians Contribute to School Success.....	9
How to Stay Informed.....	9
Report Cards & Progress Reports.....	9
Parent/Teacher Conferences.....	9
Parent/Guardian Participation Nights*.....	10
Opportunities to Volunteer.....	11
Visiting the School.....	12
Change in After School Plans.....	12
Student Drop Off/Pick-Up Procedure.....	12
School Programs and Services.....	14
Health Screening.....	14
Extracurricular Activities.....	14
Library.....	14
Field Trips.....	14
Especially for Students.....	15
Homework Policy.....	15
Reading Homework.....	15
Connected Food Lunch Program.....	15
Specialists for 2026-2027.....	16
Special Education/Resource Room.....	16
LAP/Title I Reading & Math.....	17
Student Safety & Health.....	18
Annual Student Health Information.....	18
Dress Code.....	18
Emergencies.....	20
Safety Drills.....	20
Scent-Free Zone.....	22

School Closures.....	22
Students Leaving School Early.....	22
Student Medication at School.....	22
General Information.....	23
Cell Phones and Smart Watches.....	23
Drinking Fountains/Access to Drinking Water.....	23
Party Invitations.....	23
Personal Belongings.....	23
Pets at School.....	24
School Pictures.....	24
Student Visitors.....	24
Student Volunteers.....	24
Student Conduct/Student Success Guide.....	25
Philosophy.....	25
Corrective Actions.....	25
Playground Procedures.....	27
Playground Expectations.....	27
Transportation Rules.....	30
Extracurricular Activity Code.....	35
Required Notices.....	37
Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB).....	37
Our School Stands Against Discrimination.....	39
Washington State Governor’s Office of the Education Ombuds (OEO).....	42
Our School is Gender-Inclusive.....	43
Pest Management.....	43
Dangerous Weapon Regulation - Policy No. 4210.....	45
Electronic Resources and Internet Safety - Policy No. 2022.....	46
Civility in the Workplace - Coupeville School District Policy 5161.....	48
2026-2027 School Calendar.....	51
Student Pickup.....	52
Car Rider Pick-Up Map.....	52
Walker Pick-Up Map.....	52
FAMILY HANDBOOK SIGNATURE PAGE.....	53

Principal's Message

Dear Coupeville Elementary Families,

Welcome back to a brand-new school year! I hope your summer was filled with sunshine, laughter, family time, and plenty of opportunities to make wonderful memories. As we prepare to welcome our students back through our doors, I am filled with excitement and gratitude for the year ahead.

As I begin my first year as principal at Coupeville Elementary, I want you to know how honored I am to be part of this incredible school community. While this is my first year as principal at Coupeville Elementary, I have been working in education for many years. Education has always been more than a career for me—it is something I truly love. I feel incredibly fortunate to have the opportunity to work alongside students, families, and staff each day.

A little about me personally: **I am a proud parent of four children and a very proud grandparent of three grandchildren.** My family is a huge part of who I am, and being a mom and grandma has taught me so much about the importance of relationships, patience, encouragement, and celebrating each child for who they are. I bring that perspective with me every day as an educator and school leader.

I have already seen so much of what makes Coupeville Elementary special—the strong relationships, caring staff, supportive families, and, most importantly, the amazing children who bring our school to life each day.

My goal is to create a school where **every child feels known, valued, safe, and excited to learn.** I believe children do their best when they know they belong, when they are encouraged to take risks and make mistakes, and when the adults around them work together to support their growth.

This year, I look forward to getting to know our students and families, celebrating their successes, listening to their ideas, and building strong partnerships with you. **I hope you will stop by, introduce yourself, and say hello.** I want to know the people who make up our Coupeville Elementary family!

There will certainly be new adventures, challenges, and opportunities for growth along the way. We will face them together—with kindness, curiosity, patience, and a commitment to doing what is best for our students.

Thank you for trusting us with your children. It is a privilege we do not take lightly. I am so excited to begin this journey with you and to make this a wonderful year for our Coupeville Elementary community.

Here's to a fantastic school year filled with learning, laughter, friendship, and discovery!

Warmly,

Lisa Ferguson-Hipolito
Principal
Coupeville Elementary

Attendance and Daily Schedule

Daily Schedule

- 8:50 a.m. - Students may arrive and enter the MPR to eat breakfast and/or access the track for our daily walking club.
- 9:05 a.m. - School doors open: K-2nd grades may enter through the main entrance or side doors. 3rd-5th must walk around the outside of the main building and report to class by following the exterior hallways/sidewalks.
- 9:10 a.m. - Class Begins - Students arriving after the 5-minute grace period (9:15) must report to the office for a tardy slip.
- 3:40 p.m. - Dismissal & 5-Minute Passing Time

Early Release Wednesdays (ERWs)

For the 26/27 school year, we will dismiss from school at 2:40 p.m. on Wednesdays. *However, the first Wednesday (September 9th) is a full day.*

Office Hours

The school office is open from 9:05 a.m. to 4:00 p.m. **All visitors and volunteers must check in at the office and secure a name badge.**

Teachers may be available for meetings and/or phone calls 30 minutes prior to the start of the school day and 30 minutes after the end of the school day (8:40 a.m.-4:10 p.m.).

Attendance Policy

Students who arrive after **9:15 a.m.** must come to the office to receive a tardy pass before going to the classroom. If your student is going to be absent or late please update PickUp Patrol (PUP), email csimpson-pilgrim@coupeville.k12.wa.us, or call our office at 360-678-2474 to excuse attendance. A **note signed by you or a licensed health care provider, including reason and date(s) of absence/tardiness, is required for appointments.** **Attendance must be excused no later than the second day of the student returning.**

In the state of Washington, [RCW 28A.225.010](#) outlines mandatory school attendance for all children 8-17 (under 18). Parents/Guardians shall cause their student or students to attend school and students have the responsibility to attend full time. If parents/guardians enroll their 6 or 7 year old, the student must attend full-time.

If your student has a high number of absences and/or tardies, excused or unexcused, he/she will be identified as a "student of concern" and action will be taken to develop a plan to address this concern.

Types of Absences

Excused Absences and Tardies

Although we expect students to be in school on a daily basis, exceptions to this rule occur. A student's absence from school will be excused:

- Participation in a school-approved activity;
- The student is physically or mentally unable to attend school, provided that a written note is received as noted above, no later than the second day of the student's return to school;
- The student is serving a discipline related exemption, court proceedings, migrant status, homelessness or foster care status;
- Deployment activities of an active duty parent;
- Family emergencies, provided that a written note is received as noted above, no later than the second day of the student's return to school; or
- "Pre-planned absences" upon advance request by the student's parent/guardian for purposes recognized by the district, provided that the absence does not cause a serious adverse effect upon the student's educational progress. Purposes recognized by the district include, but are not limited to, dental or health appointments, religious observances, and educational trips or activities.

See [WCA 392-401-020](#), and [CSD Policy 3122](#) for more information.

Will your student be gone for 2 or more days?

If so, you will need a Pre-Planned Absence Form and maintain academic expectations (class work/assignments).

Prior to the absence the parent needs to complete a [CES Preplanned Absence Form](#). Forms are linked in the previous sentence, available in our office, and can be sent home with students or emailed upon request. Guardians fill out Section 2

and return the form to the teacher. The teacher fills out Section 1 with make-up assignments and sends the form to the office. The completed form is kept on file in our attendance office with all absence notes for the year. Forms must be turned in 48 hours prior to the first date of the absence.

Absences without a completed and approved form, are subject for your students absences to be unexcused.

If you have questions concerning this process, please contact Student Services Secretary Courtney Simpson-Pilgrim.

When an absence is excused, the student will be permitted to make up all missed assignments, having the same number of days as the student was absent to complete make-up work.

Unexcused Absences

An absence is unexcused if it does not qualify under the above criteria. Washington State truancy laws, often referred to as the “Becca Bill,” dictate that **eight (8)** unexcused absences (truancies) in a month or **fifteen (15)** in a school year must be reported to the Island County Superior Court for possible legal action. The school may require students and/or families to appear before a "District Community Engagement Board (CEB)" to hear an explanation for the student's poor school attendance. See [RCW 28A.225.030](#) for more information.

2026-27 School Year Policy Updates

Excused Absences:

- 48-hour clearance requirement for all excused absences
- Intervention Points:
 - 5 excused absences in one month → Conference required
 - 10 cumulative excused absences → Conference required

Unexcused Absences:

Definition: Any absence not cleared via PickUp Patrol entry, email, call, or note to registrar

Progressive Intervention Steps:

1. Single unexcused absence → Phone call home
2. 3 unexcused absences in one month → Conference required
3. 7 unexcused absences:
 - Cumulative: Conference required
 - Students with IEP/504: Additional meeting required

- In one month: Conference and family contract required
- 4. 8+ unexcused or 15 cumulative absences → Referral to:
 - Community Engagement Board (CEB)
 - And/or truancy court

Parent/Guardian Resources

School Contact Information

School Address

Coupeville Elementary School
6 South Main Street
Coupeville, WA 98239

School Phone/Fax

Phone: 360-678-2470
Fax: 360-678-6810

- All staff emails begin with the first initial of their first name and full last name followed by @coupeville.k12.wa.us. For example, Principal Lisa Ferguson-Hipolito can be reached at lferguson-hipolito@coupeville.k12.wa.us.
 - We encourage parents/guardians to reach out to their classroom teacher should they have any questions. Unless otherwise available, staff will respond within 2 school days of receiving email/phone messages.
- In addition to calling the main school number (360-678-2470), you may also directly dial the administrative and specialist staff members whose numbers are listed below. If a direct line is not provided below, please call the main office line and request to be transferred to your party's voicemail as we do not send calls directly into the classroom during instruction time.

Administration

Ms. Lisa Ferguson-Hipolito, Principal	360-678-2470
Ms. Shelly LaRue, Principal's Secretary/Office Manager	360-678-2471
Ms. Bridget Littlefield, School Counselor	360-678-2475
Mrs. Courtney Simpson-Pilgrim, Student Services Secretary/Registrar	360-678-2474

Specialists

Ms. Sara Baldwin, Occupational Therapist	360-678-2590
Ms. Hilary Blubello, Physical Therapist	hblubello@coupeville.k12.wa.us
Mrs. Brighid Carlson, Special Education Teacher	360-678-2492
Mrs. Erin Coxsey, Special Education Teacher	360-678-2492

Mrs. Annalisa Hiroyasu, Title I Teacher	ahiroyasu@coupeville.k12.wa.us
Ms. Christine (CC) Maifeld, Health Room Assistant	360-678-2441
Mrs. Jennifer Mostafavinassab, Art	jmostafavinassab@coupeville.k12.wa.us
Mrs. Kelly Pierce, Resource Room/Special Education	kpierce@coupeville.k12.wa.us
Mrs. Courtney Sollars, School Psychologist	360-678-2443
Mrs. Gwen Styke, Speech-Language Pathologist	360-678-2588
Mrs. Kristin Wagner, Physical Education	360-678-2579

General Education Teachers

Kindergarten	
Mrs. Lindsey Helm	lhelm@coupeville.k12.wa.us
Ms. Christi Messner	cmessner@coupeville.k12.wa.us
Mrs. Kerry Western	kwestern@coupeville.k12.wa.us
First Grade	
Mrs. Courtney Alwine	calwine@coupeville.k12.wa.us
Mrs. Caitlin McGowan Rusch	crusch@coupeville.k12.wa.us
Mrs. Corinn Parker	cparker@coupeville.k12.wa.us
Second Grade	
Mrs. Kathy Bayne	kbayne@coupeville.k12.wa.us
Mrs. Jessica Graham	jgraham@coupeville.k12.wa.us
Second/Third Split Class	
Mrs. Nicole Bailey	nbailey@coupeville.k12.wa.us
Third Grade	
Mr. Brett Casey	bcasey@coupeville.k12.wa.us
Mrs. Holly Dooley	hdooley@coupeville.k12.wa.us

Fourth Grade	
Mrs. Grace Castle	gcastle@coupeville.k12.wa.us
Mr. Jon Gabelein	jgabelein@coupeville.k12.wa.us
Mr. Ryan Jones	rjones@coupeville.k12.wa.us
ASCENT (4th & 5th)	
Mrs. Sarah Boin	sboin@coupeville.k12.wa.us
Fifth Grade	
Mrs. Stephanie Gebhard	sgebhard@coupeville.k12.wa.us
Mr. Joe Kemmer	jkemmer@coupeville.k12.wa.us

<u>Paraeducators</u>	<u>Custodians</u>	<u>Food Service Staff (CES)</u> 360-678-2488
Mrs. Amanda Black Mrs. Kari Habeck Mrs. Pita Magdaleno Ms. CC Maifeld/HRA Mrs. Wendy McCormick Mrs. Starla Seal Mrs. Courtnie Deckwa	Mr. Jon Dale (Evening) Mr. Brandon Gorup (Daytime, MPR)	Food Services Director, Mrs. Laura Luginbill Production Supervisor, Chef Andreas Wurzrainer Mrs. Crystal Carter Mr. Tyler Ley Mr. Chris Hilliard Mrs. Audrey Meek

District Office

Mrs. Shannon Leatherwood, Superintendent	360-678-2404
Ms. Stacy Larsen, Business Manager	360-678-2407
Dr. Heather Ireland, Special Services Director	360-678-2427
Ms. Sherry Bonacci, District Administrative Assistant	360-678-2404
Mrs. Donna Bailey, Fiscal Specialist	360-678-2403

Board of Directors

Unless scheduled otherwise, the Coupeville School District Board of Directors meets on the last Thursday of each month, beginning at 5:30 p.m. in the District Office building (501 S. Main St., Annex Room 305). The meetings are open to the public and your attendance is encouraged. Board agendas are posted on the [Coupeville School District website](#). For more information, please contact Sherry Bonacci at 360-678-2404 or sbonacci@coupeville.k12.wa.us.

Especially for Parents/Guardians

Parents/Guardians Contribute to School Success

You are your student's primary teachers. Good habits and positive attitudes towards school begin at home. Parents/Guardians can contribute to their student's school success by:

- Staying informed about your student's education and communicating with the school by promptly reading all notices from the school/school district, (to include those sent home with your student), and responding as appropriate.
- Assuring prompt and regular school attendance and complying with attendance rules and procedures.
- Talking with your student daily about school activities and showing an active interest in their assignments.

How to Stay Informed

- Visit our district/school website for information and teacher page links: <http://www.coupeville.k12.wa.us/>
- Check your email for principal messages, family bulletins, and/or monthly newsletters
- Like us on Facebook and follow us on Instagram!

Report Cards & Progress Reports

Progress reports will go home with your student in November and April.

Report cards are mailed home in January and June, as well as posted in Qmaltiv Family Access. Dates are as follows:

- November 13, 2026 (Progress Report)
- January 29, 2027 (Report Card)
- April 2, 2027 (Progress Report)
- June 21, 2027 (Report Card)

Parent/Teacher Conferences

2026-2027 Parent/Teacher Conference Dates

The fall Parent/Teacher Conferences will be conducted on October 28th, 29th, and 30th. Students will not have school on these days. Teachers will contact you to schedule a conference.

Spring Conferences are by teacher invitation or parent/guardian request only. They will be conducted on March 12th; students will not have school on this day.

Parent/Guardian Participation Nights*:

Back To School Night/Ice Cream Social

September 3rd 5-6:30 p.m.

Drop off your school supplies, meet your student's teachers, visit with community youth partners, and enjoy some Kapaws Iskreme (sponsored by our amazing PTA)!

Student Spotlight Night

January 13th 5:30-7:30 p.m.

Hear from your student's homeroom teacher and grade level staff on expectations, grade level standards, and initial district assessments, as well as intervention and enrichment opportunities.

Incoming Kindergarten Whole Child Assessments

Spring 2027

Our kindergarten staff will conduct a Whole Child Assessment of each of our prospective kindergarten students beginning in the spring. This is a tool our teachers use to help measure student knowledge, skills, and behaviors. Incoming kinder students will have an opportunity to meet the teachers and tour the classrooms. Additional information and assessment dates are published in the spring.

Cultural Appreciation Night

March 18th 5:30-7 p.m.

Student and community-led performances and cultural presentations, displays of art and traditional clothing, and food tasting (showcasing international cuisines)

Welcome to the Pack Night - TBD

New Wolf Pup Families are invited to attend, and learn about our various operations, apps, and programs we use at CES and in our District. Current families are more than welcome to attend too.

Spring Open House - TBD

New and current Wolf Pup Families are invited to visit our campus.

*Events dates and times are subject to change. If a change must occur, we will notify families as soon as possible.

Opportunities to Volunteer

Volunteering

We welcome and appreciate parent volunteer support. Our [volunteer application](#) procedures help ensure a safe school environment and provide important information in case of emergency. You are an integral part of our school system. Please contact Bridget Littlefield, School Counselor, if you wish to become a regular volunteer to help struggling students.

If you want to volunteer in the classroom, or go on field trips, your volunteer paperwork must be current. The forms are good for two years; however, if your form expires mid-year it's easy to overlook renewing your form. If you fill out the volunteer form at the beginning of each school year then you are cleared for the entire school year. *Volunteer clearance must be received two full weeks prior to the activity.*

When you volunteer in the classroom you will need to check in at the front desk. Field trip volunteers will need to check in at the front desk or with the supervising field trip staff. You will be notified prior to the trip of where to check in. Volunteer badges will be available to pick up when signing in and must be worn while on the CES campus. *Siblings are not permitted on field trips or in the classroom.* Volunteers need to concentrate on supervision of the students, not a younger child. Volunteers are not permitted at recesses without prior principal approval. If you are new to the district, or need to renew your clearance, please complete the double-sided volunteer form linked above (also available thru the CSD website or in the office) and return it to Courtney Simpson-Pilgrim. To check the status of your volunteer status or your clearance expiration date, you can contact Courtney or your classroom teacher. Volunteer forms take approximately 8 business days to process, so we encourage you to submit it early in the school year, prior to volunteer opportunities beginning.

Coupeville Elementary School PTA

Our PTA plays a vital role in enhancing the quality of education provided at Coupeville Elementary by sponsoring special programs, teacher grants, and service events for our students, like field trips! To join or otherwise get involved, please contact coupevillepta@gmail.com.

Visiting the School

If you wish to visit a classroom, please make arrangements with the teacher at least 24 hours in advance. ***For school security, you must sign-in if you are entering the school for any reason.*** Please do not stand outside the classroom doors to wait for your students; you may wait for them outside the front doors or in the parent pick-up area.

Change in After School Plans

When it's necessary to change your student's default (usual) after school plan, please enter the daily plan change in PickUp Patrol. Daily entry cutoff times are 30 minutes prior to our scheduled dismissal. Monday, Tuesday, Thursday, Friday at 3:10pm and Early Release Wednesday at 2:10pm. When we dismiss on half days at 12:10, the cutoff time is 11:40am. PUP entries will eliminate confusion on your student's part, as well as interruptions to their classroom. All staff applicable with your student's dismissal, including substitutes, receive dismissal plans for the day. If you miss the entry cutoff time, or have extenuating circumstances that prevent PUP entries, please call our office to make plan changes. *Last minute change requests cannot be guaranteed and your child may be sent home their default (usual) way.* We appreciate your understanding and cooperation. We understand emergencies happen and we will do what we can to assist in such circumstances.

Student Drop Off/Pick-Up Procedure

Our front circular driveway is for buses only. Vehicle parking in the bus loop area is not allowed. School buses fill the loop between 8:45-9:15 a.m. and 3:15-4:00 p.m. daily (2:15-3 on ERW's). If you park near the office you will be blocked from exiting during these times.

Students are to be dropped off in our main parking lot on the left side of the main school building. Cars are to pull up on the outside lane closest to our chain link fence line to drop off students. Parking is not permitted in this lane. If you wish to park and get out during arrival, please pull around to designated parking areas. Students who are being dismissed as a car rider will gather in our Multi-Purpose Room (MPR) and be released by staff when the designated pick up person arrives. Staff will use the car tag displayed in the vehicle to determine which student is being picked up. Car tags will be issued by our front office. Returning families can use the same car tag as the previous school year. If someone arrives without a car

tag, they will be required to show identification that matches the PUP dismissal entry note for that student.

Students being picked by as walkers will meet the designated pick up person in our walking area which is located in the grass area closest to our portables on the corner by Highway 20 and Main St.

School Programs and Services

Health Screening

The district provides health screenings for students each fall. Letters are *not* sent home in advance. The dates for the screenings are listed in school newsletters.

Extracurricular Activities

There is a \$20.00 per student participation fee for elementary students to participate in board-approved activities. Please see School Counselor Bridget Littlefield if you need assistance with fees. Current clubs are: Science/STEM (TBD), Drama, Young Authors, and Leadership. Please note in school years when we also have Robotics Club, Robotics Club participants must also be members of the Science Club.

Library

Students receive instruction in library skills approximately once each week. Students are encouraged to use our library. It is important for students to understand the necessity of returning books by the due date and in good condition. Students may be required to pay for lost or damaged books and the ability to check out books may be withheld while their book is overdue or while a fine is outstanding.

Field Trips

Teachers take students on walking field trips to various places in Coupeville and a permission form must be signed each school year in order for your student to participate. For field trips requiring transportation, a specific permission slip will be sent home with the student. If the form is not signed and returned, the student will not be allowed to go on the field trip. These forms are kept on file with your student's teacher. *Siblings are not permitted on walking field trips or bus field trips.*

Especially for Students

Homework Policy

In order to communicate our expectations for students and to help every student and family experience success, homework assignments are based on activities that are necessary, useful, and appropriate to the ability and maturity level of the student. The State Essential Learnings and recent assessments are tools used to guide homework assignments.

Reading Homework

All students are expected to read, or be read to, 15 to 20 minutes daily. Reading time may include reading aloud to a child by an adult, a sibling or another child; reading by taking turns; reading labels, ads, directions, recipes; independent reading when age appropriate; or other family choice.

This daily reading is included in the homework guidelines listed below.

Grade Level	Suggested Time
Kindergarten	10 minutes
First	15 minutes
Second	20 minutes
Third	30 minutes
Fourth	30 minutes
Fifth	30 minutes

Connected Food Program

We believe food and nutrition are connected to learning, behavior, and health. We also believe it's important to have a connection with our community's values when it comes to the food we offer our students. Therefore, we offer scratch-based breakfast and lunches made with whole foods (locally sourced, when possible), under the direction of Food Service Director, Laura Luginbill.

All CES student breakfast and lunch meals are no charge to families. Applications for free and reduced-price meals are available in all Coupeville School District schools and district offices, and on our district website under the [Child Nutrition](#)

[Department](#). If your family qualified for free or reduced-price meals last year, *you must reapply each September* to qualify for this resource. ***Reapplying each year ensures we continue to qualify under Washington State law to have no charge student meals at our school.***

Students with cash or adequate funds on their Qmlativ Food Service account may purchase milk (\$0.50) or second entrees (\$2.25, when available). No student is allowed to charge additional items without adequate funds in their account. All visitors/guests must first check in at the Front Desk and wear a visible visitor's badge at all times. Guest meal prices are \$3.25 for breakfast and \$6.25 for lunch.

New/Updated **Cafeteria Procedures for Visiting Parents 2026-2027**

We've updated our check-in process for parents joining students for meals. Please review the new procedures below:

Breakfast Visitors

- Sign in at the MPR door upon arrival.
- Sit with your student at the designated visitors' table- your student may invite one friend to join you both at the table.
- Students must remain on campus after arrival. In the event you need to take your student back home during or after breakfast, you must come to the office to sign them out first.

Lunch Visitors

- Sign in at the front office first to receive a visitor badge.
- Once badged, join your student at the visitor table – your student may invite one friend to join you both at the table.

Only authorized parents/guardians and authorized visitors may eat breakfast or lunch with students.

Reminder: When visiting with your student, please keep this time focused on them – cell phones should stay tucked away, both so you can be fully present together and for safety, as some students are on a no-photos list. If you'd like to bring a treat for your child, that's welcome, but please don't share it with other students, as we need to be mindful of food allergies that can be severe.

Thank you for helping us keep our campus safe and organized. We look forward to seeing you at breakfast and lunch!

Dietary Accommodations

The Connected Food Program aims to provide a variety of meal options that meet the dietary needs of most students. Per federal law, districts operating the National Breakfast and Lunch programs must provide dietary accommodations for students. Accommodations are made for confirmed medical needs that substantially limit a major life activity, which can include allergies and digestive conditions, but does not include personal diet preferences. Connected Food Program staff work hard to provide students requiring dietary accommodations with a close alternative that meets their needs, and works closely with families to develop appropriate dietary plans. Please notify your student's teacher, School Nurse, or Food Service Director if your student is in need of dietary accommodations. Reference the [Special Dietary Accommodation Procedure](#) for additional guidance.

Specialists for 2026-2027

All students participate in Art, Library (optional), and Physical Education classes each week. Teachers will inform you of your student's specialist schedule.

Special Education/Resource Room

Our school provides special education services for students PreK-5th grade, for children who qualify. Support services include academic assistance, speech, fine motor, behavior, and gross motor therapy.

LAP/Title I Reading & Math

Students needing extra help with interventions and enrichment in reading and math are selected on the basis of screening results. Our school provides targeted intervention, extra assistance, enrichment services for math and reading in grades K-5.

Students are identified for Title I support through a comprehensive review of multiple data sources, including:

- DIBELS Progress Monitoring (K–3)
- i-Ready assessments
- Smarter Balanced Assessment (Grades 3–5)
- Classroom-based assessments
- Teacher recommendations
- Parent input

When additional support may be needed, the classroom teacher, interventionist, or case manager carefully reviews the student’s progress data and specific areas of need. If the school team determines that a referral to the Multi-Tiered System of Supports (MTSS) is appropriate, parents/guardians are formally notified with a letter outlining the process and next steps.

Student Safety & Health

Annual Student Health Information

Parents/Guardians whose student has a health condition should fill out the annual health information form in Qmlativ. *If your student experiences any health condition changes during the year, please update this form as needed.* This allows our nurse to have the most up to date and accurate health information in your student's health file. It is also helpful for our health room staff to know what medication(s) your student is taking regularly at home in the case of a medication side effect or adverse reaction. This is a form that we need filled out each year to help best take care of your student.

If you know that your student has a health plan, we ask that you sign the health plan in Qmlativ. The students that would have a health plan are students who have diabetes, asthma, life-threatening allergies, or seizures as well as those that take scheduled medications at school.

Throughout the year, please contact the school nurse preferably by email (below) if there are any changes in your student's health condition such as: newly diagnosed ADHD/ADD, asthma, diabetes, seizures, allergies, an upcoming medical procedure/surgery, changes in medications or newly added medications, recent concussions/major accidents. This will help us take care of your student while at school.

If you have any questions, please contact CSD Nurse Kristen McCrae, MSN-ed, RN, CPN at kmccrae@coupeville.k12.wa.us or (360) 678-2421.

Dress Code

Students and their parents are expected to determine appropriate dress and grooming for use at school or school sponsored events.

If a student's dress or grooming is objectionable, the principal or his/her designee will request that the student make appropriate corrections. If the student refuses to do so, the principal will notify the student's parent/guardian and request that the necessary corrections be made. If both the student and parent refuse, the principal is authorized to take appropriate corrective action, including suspension if circumstances warrant and providing the requirements of WAC 392-400 have been met. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from participation in the

activity for such a period as the principal may determine. All students are to be accorded due process safeguards before corrective action is taken.

We believe that our educational responsibilities include helping students develop positive and appropriate habits for their dress. Students are expected to wear clothes that are neat and suitable for school. Clothing that interferes with and/or detracts from the educational process will be subject to review.

Costume and Dress-Up Policy

To maintain a safe and focused learning environment, costumes and dress-up attire are not permitted during regular school hours except during designated special events approved by school administration. This includes but is not limited to:

- Full or partial costumes
- Animal accessories such as tails, ears, or paws
- Masks or face coverings (except for health or religious purposes)
- Character-themed clothing that significantly alters a student's appearance
- Accessories that may pose safety hazards or cause classroom disruptions

Students are expected to follow the regular dress code policy at all times unless participating in pre-approved school activities such as spirit days, themed educational events, or school performances where costumes are specifically requested.

Inappropriate clothing may be clothes that are:

- Too tight, excessively form-fitting, or too revealing, e.g. no belly-buttons showing
- Too short; skirts, shorts, and skorts must be at or below fingertip length when arms are extended straight down
- Too baggy/saggy
- Excessively torn or ripped to a degree of indecency
- Considered unsafe, such as chains, flip flops, or shoes with rollers in the heels for skating.
- Gang or violence related

Additionally, clothing that contains objectionable graphics or words (including sexually suggestive language), or that has drug, alcohol, or tobacco advertising is not allowed. Hats, hoods, and scarves may be worn to school, or on the playground, but must be removed indoors.

In such cases, parents will be contacted and asked to bring suitable clothing to school for their student to change into.

Emergencies

In the case of serious injury or illness of a student, it is our policy that parents are promptly called. If a parent or guardian cannot be reached at that number, the person listed as the emergency contact is called next.

Please keep your parent and emergency contact information up-to-date.

Hazardous Weather Procedures

When weather conditions require transportation delays or adjustments and/or school delays or closures, the following stations provide information every 15 minutes about our schools and programs:

AM Radio	KOMO 1000	KRKO 1380	KIRO 710	KIXI 880
FM Radio	KKWF 100.7	KUOW 94.9	KQMV 92.5	KSER 90.7
Television	KOMO TV 4	KING TV 5	KIRO TV 7	KCPQ 13

Standard Emergency Messages

SCHOOLS CLOSED: All schools are closed for one day; no before or after-school activities; no community education; no Boys & Girls Club.

TWO HOURS LATE: Schools will open two hours later than normal and students will be dismissed at the regular time. School activities that take place before school are cancelled.

LIMITED BUS TRANSPORTATION: Students will be picked up and returned only to specified stops, and schedules may be affected by weather conditions. Parents must transport their child to/from the closest alternate bus stop or to/from school. No out of district transportation will be provided. Updated hazardous weather bus route schedules will be available from the Transportation Department after October 31.

Safety Drills

Coupeville Elementary School complies with local, district, and state mandated drills, including: fire drills, lockdown drills, earthquake drills, and emergency evacuation drills. Coupeville School District's Safety Response Protocol follows the *I Love You Guys Foundation*.



STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:

- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:

- Close and lock the door
- Account for students and adults
- Do business as usual



SECURE

"Get Inside. Lock outside doors"

Students are trained to:

- Return to inside of building
- Do business as usual

Adults and staff are trained to:

- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual



LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:

- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:

- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend



EVACUATE

"To a Location"

Students are trained to:

- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:

- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.



SHELTER

"State Hazard and Safety Strategy"

Hazards might include:

- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:

- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:

- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:

- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.



Scent-Free Zone

Coupeville Elementary School strives to be a scent-free zone. Help us keep the air we share healthy and fragrance-free. The chemicals used in scented products can make some of our students and staff sick, especially those with fragrance sensitivities, asthma, allergies, and other medical conditions. Please do not wear perfume, cologne, aftershave, or scented body lotions. Please choose unscented personal care products. Thank you for your cooperation.

School Closures

If it is determined that students must be sent home early due to weather, severe safety or health factors, parents of elementary children will be contacted by telephone.

Students Leaving School Early

For safety reasons, parents/guardians are requested to contact the school office to sign their student out if they must leave early. Please note that you may be required to come to the door and show a government issued ID if you are not well known to the front office staff member assisting you. Teachers will not release students directly to parents/guardians unless the office has notified them. By board policy, nonresident students whose parents allow them to ride Island Transit are required to attend school through 3:40 p.m.

Student Medication at School

Whenever possible, please arrange to administer medication to your child outside of school hours. If a child must take medication during school hours, school personnel must dispense the medication. The medication must be labeled with the original prescription including the student's name, dosage, physician, and directions for dispensing the medication. **A medication form must be completed by the parent and signed by the prescribing physician; the form must accompany the prescription and state the exact dates and times the medicine is to be taken. A new request to administer medication is required each school year and for any change in medication.**

General Information

Cell Phones and Smart Watches

Students who carry cell phones and/or wear Smartwatches for safety reasons must have them on silent/airplane mode and in their backpacks *at all times* while at school. Students may **NOT** use cell phones or smart watches before school, in classes, during lunch, or at recess. This includes watching videos and sending texts on watches.

- First offense - Device confiscated by the teacher (can be retrieved at the end of the day), teacher informs parent/guardian
- Second offense - Device confiscated, must be picked up at school by an adult
- Third offense - Meeting with the principal, possible cell phone/electronic device contract

Drinking Fountains/Access to Drinking Water

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

Party Invitations

Please do not send party invitations to school unless you are inviting all the children in the class. When only part of the class receives invitations, it causes hurt feelings and interferes with our learning environment.

Personal Belongings

PLEASE LABEL ALL ARTICLES OF CLOTHING, BACKPACKS, LUNCH BOXES, ETC. WITH YOUR STUDENT'S NAME. Personal toys, pets, any type of cards (Pokémon, Magic, etc.) and hazardous items will not be allowed at school except for pre-arranged classroom "show and tell" times. The show and tell toys will remain in student backpacks at all other times.

Pets at School

Typically, pets are not allowed on school grounds unless communication has occurred with the classroom teacher and approval has been received by the building principal ahead of time.

School Pictures

School pictures will be on September 15th and 16th. Picture retakes will be March 30th.

Student Visitors

Coupeville Elementary School does not allow visiting students to stay for extended periods. Short visits must be arranged ahead of time and approved by the principal. Visiting students must be accompanied by an adult and remain in the presence of staff members at all times. *Visitors (students and adults) are not allowed at any recesses.*

Student Volunteers

Middle/High school students that wish to volunteer need to complete a Student Volunteer Application. The student will need to complete the information on the form, have a parent/guardian sign (if the student is under 18), then turn it into their school office for principal approval. If approved, the form is then sent to the District Office and the Coupeville Elementary office will receive a notification of the approved student volunteer. Student volunteer forms are available in all Coupeville School District school offices. Approved student clearances are valid for one school year. Student volunteers are not permitted at recess unless approved by the CES Principal. Student volunteers must sign in at the office when arriving. If middle/high school students wish to volunteer, they are welcome to contact Bridget Littlefield for volunteer placement assistance.

Student Conduct/Student Success Guide

Philosophy

At Coupeville Elementary School, we believe that students need to be taught (and have opportunities to practice) appropriate social and personal behavior. We expect students to follow the PAWS Promise while at school and on the bus.



PAWS Promise

Corrective Actions

All disciplinary actions will be in accordance to district policy #3241. This document is available on the school district website (www.coupeville.k12.wa.us) under District/Board of Directors/Policies & Procedures.

Possible Consequences for Inappropriate Behavior

Depending on the severity or repetition of the misconduct, steps in the normal progression may be omitted.

Classroom and General Misconduct

1. Student receives classroom redirection
2. Student is asked to step in the hallway and reflect/conference with staff
3. Student may lose privileges within the classroom and/or attend WIN time
4. Teacher contacts the student's guardian
5. Student may be referred to the principal

Logical Consequences for Inappropriate Behavior

Logical consequences for inappropriate conduct reported to the principal or staff member may include, but shall not be limited to, the following:

1. Restorative conversation
2. Loss of privileges
3. Reflection Room
4. Referral to the principal
5. Suspension

STUDENTS CAN BE REFERRED IMMEDIATELY TO THE PRINCIPAL FOR THE FOLLOWING INFRACTIONS:

- Willful disobedience
- Willfully creating a disturbance that interrupts the educational process
- Physically and or emotionally hurting anyone
- Engaging in any illegal activity, including possession of drugs, alcohol, or weapons, or destroying school property

When a Coupeville Elementary School staff member refers a student to the principal, the student will confer with the principal as soon as possible following the reported infraction.

First Visit: The principal will discuss the referral with the student. The student may help to determine the plan of action. This plan may include both an alternative approach to an incident and or an assigned logical consequence. Guardians will be contacted and informed of details.

Second Visit: The principal will discuss the referral with the student. A logical consequence will be employed. Guardians will be notified of the incident and the consequences employed as well as the plan of action for future situations.

Third Visit: The principal will discuss the referral with the student. A logical consequence will be employed. Guardians will be notified of the incident and the consequences employed; they may be invited to meet with the student, principal, and appropriate staff, to discuss the situation.

Fourth Visit: The principal will discuss the referral with the student. A logical consequence will be employed. Guardians are expected to attend a conference with the student, principal and appropriate staff to discuss the situation. A contract may be developed and will require the commitment of all involved.

A discipline referral for severe or continual misbehavior may result in suspension from school.

Long-term Suspensions, Emergency Removals and Expulsions

Long-term suspensions and expulsions will be administered in accordance with board policy #3241.

This document is available on the school district website (www.coupeville.k12.wa.us) under District/Board of Directors/Policies & Procedures. Copies are also available from the school and district offices. All appeals of corrective action(s) imposed upon a student will take place in accordance with this policy.

Corporal Punishment

Corporal punishment is any act that willfully inflicts or willfully causes the infliction of physical pain on a student. Corporal punishment is not an acceptable form of corrective action to be used by a school employee on a student. Corporal punishment does not include:

- Use of reasonable force is not to be used as a corrective action, but is authorized under policy 3244 to maintain order or to prevent a student from harming him/herself, other students, school staff, or property.

Playground Procedures

PLAYGROUND EXPECTATIONS

Goal: Students are to play in a safe and respectful manner in all games and on all equipment.

GENERAL RULES

- Students are to remain inside the fenced playground area.
- Personal toys are not allowed at school.
- Students are to stop playing when the whistle blows and promptly line up.
- Safe and reasonable behavior and activities are expected. Unsafe activities include, but are not limited to: tackle football, chicken fighting, spitting, wrestling or similar rough play.

- Students are expected to share and/or take turns with all playground equipment.
- Students are expected to use all playground equipment correctly.
- In rainy and wet conditions, students are expected to stay away from water puddles and muddy areas.
- Students are to solve all conflicts peacefully.
- Students at recess may not leave the playground without permission from a playground supervisor.
- Students will leave rocks, sticks and other dangerous objects alone.

EQUIPMENT RULES

SWINGS:

- Only one person per swing
- Students are to swing back and forth, not side-to-side or twisting.
- Remain seated while swinging.
- Stop the swing before getting off (no bailing out).
- Students pushing others on the swing are to do so from behind.

TEETER-TOTTER: Students are to sit down at all times. Standing in the middle of the teeter-totter is not permitted.

MONKEY BARS: Students playing on the bars must hold on to the bars at all times.

SLIDES:

- Slides are for sliding down only.
- One person may go down the slide at a time.
- Keep arms and legs inside.
- As soon as you get to the bottom, move aside so the next person may slide.
- Students are not to block the top or bottom of slides.

JUNGLE GYM:

- Climbing on top of tunnels and towers is not allowed.
- The tunnel is for crawling through only.
- The firefighter pole is down only.

BOUNCY ANIMALS may only be used by one student at a time. Students are to be properly seated on the saddle.

JUMP ROPES AND BALLS

- 4-square balls and basketballs are not to be kicked.
- Jump ropes are to be used for jumping only and may only be used on the blacktop by the building.
- Students are not to sit or swing on the tetherballs.

GAGA BALL:

Rules Of The Game

Starting Game:

- ✓ All players put 1 hand on wall
- ✓ Ball is rolled/bounced into pit
- ✓ Players say “Gah!”-“Gah!”-“Ball!” during the first 3 bounces then play begins!

Ways To Get Out:

- Getting hit by ball on knee or below
- Hitting ball before it bounces
- Using your fist to hit the ball
- Hitting ball 2 times in a row
- Catching or kicking the ball
- Hitting ball out of pit
- Sitting on the wall
- Stopping the ball

- ❖ Games end when only 3 players are left.

LINE RULES

WHEN THE RECESS WHISTLE BLOWS:

- All playing stops
- Line up with your class.

WHEN IN LINE:

- Face forward
- Stay in your spot.
- Keep your hands and body parts to yourself.
- Voices are off.
- All playing has stopped.

CONSEQUENCES FOR INAPPROPRIATE PLAYGROUND BEHAVIOR **PLAYGROUND MISCONDUCT**

1. Students receive a warning and redirection.
2. Student takes a time-out in a designated location on the playground
3. Student is referred to his/her teacher by a playground supervisor.
4. Student is referred to the principal.

TRANSPORTATION RULES

Expectations when walking to/Waiting for the Bus:

- Use safe walking routes
- Arrive at the bus stop approximately 5-10 minutes before the bus is due to arrive. Drivers will not wait for students.
- Demonstrate safe and courteous behavior while waiting.
- Form a line with other students, standing at least 10 feet back from the road while waiting to board the bus.
- Wait for a signal from the bus driver before crossing the street; **always cross in front of the bus, never behind.**
- Board the bus at your assigned stop, unless a bus pass has been issued.

- Students may not bring possessions that might cause injury to another, such as sticks, breakable containers, animals, oversized parcels, skateboards/scooters or weapons of any kind.
- **Students must not run up to, beside or behind the bus if they are late.** Only approach a bus if it is completely stopped, eye contact has been made with the driver and the driver signals that it is OK to approach.
- Parents/guardians should arrange to drive their child to school if the student misses the bus. **It is extremely dangerous to attempt to catch and/or pass a bus. Services may be refused for unsafe practices.**

Expectations when Leaving the Bus:

- Wait for a signal from the bus driver before crossing the street; **always cross in front of the bus; never behind.**
- Leave the bus at the assigned stop unless a bus pass has been issued.
- From the bus, go straight to the place your parent expects you to go, whether that's home, a childcare provider, or your parent's place of work.
- Students, choice transfer or 1st grade and below, are required by district policies to have a designated person meet their student at the bus stop.
 - For safety purposes, this designated person is **required to meet the student at the door of the bus** before the driver will release them.
 - Your student may get off the bus if an approved student (older sibling) is riding the bus.
 - Written waivers, on a case by case basis, may be approved by and required to be on file with the transportation department.
- **If a student requires a designated person to meet them at the bus stop and no one is present upon arrival, the student will be returned at the end of the bus route to the elementary school for pickup.**

Expectations while Riding the Bus:

- Students must obey the driver promptly and willingly.
- Students must ride their regularly assigned bus and get off at their regular stop unless the school office has issued a bus pass.

- Bus passes requesting a student to ride to/with another student must have verification from both student's parents/guardians prior to the pass being issued.
 - All requests should identify at which stop the student is to leave the bus.
 - A pass will only be issued for current stops on a route and not be issued if it requires a new stop to be added to the route. Contact the transportation department for situations that may require route changes.
 - Students are to have written requests into the school office before noon on the day needed. For everyone's safety, students and parents are asked to prearrange all transportation changes whenever possible.
- Students are expected to demonstrate responsible behavior, such as;
 - Follow all directives of the bus driver;
 - Remain in their seats and stay out of the aisle until it is time to exit;
 - Keep their papers, personal items, and refuse in their possession, preferably in their lap or in a bag under their seat. Items should be easy to carry and may not extend into the aisle. Band instruments may be placed on the floor and held between the knees if too large to fit on the lap;
 - Keep hands, arms and head inside the bus, whether it is moving or stationary;
 - Be respectful to their classmates, including no foul language or name calling;
 - Ask permission before opening windows a maximum of two notches;
 - Follow emergency exit procedures if the situation warrants, or if asked to do so by the bus driver.
- Students may not:
 - eat, drink, or chew gum on the bus;

- bring skateboards, glass or sharp items on the bus;
- distract the driver, sit in the driver's seat or stand next to the driver;
- use cell phones, cameras, or other electronic devices;
- smoke, light matches or ignite lighters on the bus;
- vandalize any part of the bus.
- Some school projects may not be able to come aboard the bus and therefore arrangements must be made for parents to pick them up at school.

Field Trips or Extracurricular Activities Rules:

The same rules apply as noted prior except;

- Personal listening devices may be used with headphones if the advisor or teacher grants permission.
- Any use of cameras or recording devices while on the bus is prohibited.
- Food is allowed on the bus, as are beverages in non-breakable, resealable containers; No eating or drinking while on the bus, unless prior permission has been granted by transportation (driver/supervisor); typically only for extenuating circumstances.
- Students using district transportation to get to the destination are expected to use district transportation to return to school, unless the student's parent/guardian has given written permission prior to the trip for the student to leave the destination with another individual. The teacher and the bus driver must be notified prior to leaving school that the student will not be riding the bus back to school, and the person transporting the student must confirm with the teacher at the event that they are taking the student.
- The bus may make one interim stop on the return to school to drop off students at the Greenbank Post Office (when returning via Mukilteo) or the Bible Baptist Church (when returning via Deception Pass). A student may leave the bus at this interim stop only if the student's parent/guardian or other authorized person is present to pick up the student.
- The bus driver must be on the bus before the student's board.

Bus Misconduct Progressive Response

Level 1 – Driver Redirection

- Multiple (2-3) verbal redirections given on the bus;
- Driver may conference briefly with the student at a safe stop or school;
- Students may be moved to a temporary assigned seat and/or utilize safety seats or seat belt (when available);

Level 2 – Documentation & Parent Contact

- Continued or moderate behavior and corrective actions are documented by the driver on a bus conduct report.
- The driver will contact the parent/guardian to inform them of the incident, outline any consequences employed, and work together to establish a plan for handling similar situations in the future.
- The written bus conduct report is submitted to the Transportation Supervisor for review, and shares it with the school administrator (Principal).

Level 3 – Administrator Involvement

- Ongoing behavior concerns will result in contact from the Transportation Supervisor or Principal. The parent/guardian will be informed of the repeated incidents, the consequences imposed, and the plan of action moving forward.
- Conference may be held with student, administrator (Transportation Supervisor/Principal), counselor, and/or transportation staff, parent
- Consequences may include loss of bus privileges, permanent seat reassignment, restitution, safety seats/seat belts, or behavior contract

Logical Consequences for Bus Misconduct

Consequences for misconduct reported to the principal or transportation supervisor may include—but are not limited to—the following:

- Separation on the bus

- The use of a safety seat or seat belt
- Temporary loss of bus privileges (1–5 days)
- Permanent seat reassignment
- Restitution for damages
- Written behavior contract
- Suspension from all bus transportation services
- Referral to law enforcement (if applicable)

Immediate Referrals to Principal/Administration

The following behaviors may result in immediate referral to Administrators (Transportation Supervisor/Principle) and possible suspension from bus privileges:

- Willful disobedience toward the driver or aide
- Creating a serious disturbance that compromises bus safety
- Physical or emotional harm to another rider
- Threatening, harassing, or bullying behavior
- Possession or use of alcohol, drugs, or weapons
- Vandalism or destruction of the bus or school property
- Inappropriate exposure or sexual misconduct

Extracurricular Activity Code

Coupeville Elementary School offers activities, which can contribute to student growth in the areas of leadership, teamwork, and citizenship. This Code provides guidelines for student attendance and citizenship. By affirming their intentions to live by this Code, our students will learn self-discipline, accept responsibility, and develop character traits that lead to a productive future. Coupeville Elementary School students are expected to demonstrate exemplary behavior at school, in their community, and while visiting other schools and communities. Once a student affirms his or her intention to follow the Code, the student is committed for a period of one calendar year.

Leadership Club Goals (Advisors Mr. Jon Gabelein and Mr. Ryan Jones):

The goals of the Coupeville Elementary School Leadership Club include:

- Providing various positive school spirit activities,
- Encouraging all students to be a positive contributor in their schools,
- Being positive role models and positive resources for all students, and
- Demonstrating how hard work, positive attitudes, and being responsible makes our school and community a much more rewarding environment.

Behavior Standards: As a member of the Leadership Club, I realize that my behavior and attitude will be noticed by all students and staff at our school. With this in mind, I know my attitude and the choices I make each day must always represent our school in a positive way. *This is an expectation of all students participating in any Coupeville Elementary School extracurricular activity.*

Responsibilities of Member:

- I understand that attending all club activities is mandatory. This means I must get myself to these activities on time and arrive prepared. Meeting time: Every Wednesday from 8:10-8:55 am.
Note: In previous years when we received over 70 applications, we had one half of the students participate during the first half of the year and the others participate in the second half of the year. The level of interest shown will determine if 2 different sessions will be needed again.
- I understand that I will be responsible for following through with specific tasks within the various projects we complete and being accountable to the group is essential.

Requirements:

- Be in the 4th or 5th grade
- Return completed application by the Friday, October 2nd deadline.
- Maintain positive academic performance
- Maintain positive behavior/attitude without any discipline referrals

Attendance

Students must be present in school their entire scheduled day in order to participate in an activity or practice on that day. Exceptions will be made for medical appointments and extreme family emergencies (i.e., death, accident, funerals, and surgeries). Exceptions for other family crisis will be decided on an individual basis by the school principal.

Required Notices

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Lori Atlas, latlas@coupeville.k12.wa.us) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you

feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's *HIB Policy 3207 and Procedure 3207P*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P, visit: <https://www.coupeville.k12.wa.us/about-us/legal-notice/non-discrimination-notice>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P, and Sex Discrimination and Sex-Based Harassment of District Staff Policy 5011 and

Procedure 5011P visit:

<https://www.coupeville.k12.wa.us/about-us/legal-notices/non-discrimination-not-ice>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Stacy Larsen, Director of Business and Finance,
slarsen@coupeville.k12.wa.us

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Willie Smith, Athletic Director
wsmith@coupeville.k12.wa.us

Concerns about disability discrimination:

Section 504 Coordinator: Dr. Heather Ireland, Director of Special Services,
hireland@coupeville.k12.wa.us

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Dr. Heather Ireland, Director of Special Services, hireland@coupeville.k12.wa.us

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure

a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to [identify the decision maker on appeal identified in board policy (e.g., the School Board)] and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure 3210P and the HIB Procedure 3207P to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change

- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy 3211 and Procedure 3211P, visit:

<https://www.coupeville.k12.wa.us/about-us/legal-notices/non-discrimination-notice>.

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Dr. Heather Ireland, Director of Special Services, hireland@coupeville.k12.wa.us

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

Pest Management

The district provides written notification annually, and upon enrollment or employment, to parents/guardians of students and to all employees describing the district's pest control policies and methods.

As a general practice, the district will schedule pesticide applications, if needed, to occur during school breaks, when students and employees are not scheduled to be on the premises.

The district will notify district parents/guardians and employees at least 48 hours before a pesticide application to a school facility, provided the facility is scheduled to be occupied during the 48 hours following the application. Notification will include posting a written notice in a prominent place in the main office or entry of the school in addition to being provided to parents/guardians and employees. The written notice must include the heading "Notice: Pesticide Application" and, at a minimum, will state:

- the intended date and time of application;

- the location to which the pesticide is to be applied;
- the pest to be controlled; and
- the name and phone number of the maintenance supervisor, as the district contact person, regarding pesticide use.

If the pesticide application is not made within 48 hours following the intended date and time stated in the notification, the notification process must be repeated. The notice will remain posted for 24 hours following application, or longer if required by the label of the pesticide used.

The district will, at the time of application, post notification signs for all pesticide applications made to school facilities unless the application is otherwise required to be posted by a certified applicator under the provisions of RCW 17.21.410(1)(d).

Notification signs for pesticide applications made by school employees will be placed at the location of the application and at each primary point of entry to the school grounds. The signs will be a minimum of four inches by five inches and will include the words: “THIS LANDSCAPE HAS BEEN RECENTLY SPRAYED OR TREATED WITH PESTICIDES BY YOUR DISTRICT” as the headline and “FOR MORE INFORMATION PLEASE CALL” as the footer. The footer will provide the name and telephone number of the maintenance director, as the district contact person.

Notification signs for applications made to district facilities other than school grounds will be posted at the location of the application. The signs will be a minimum of eight and one-half by eleven inches and will include the heading “Notice: Pesticide Application” and, at a minimum, will state:

- the product name of the pesticide applied;
- the date and time of application;
- the location to which the pesticide was applied;
- the pest to be controlled; and
- the name and phone number of a contact person at the school

A school facility application does not include the application of antimicrobial pesticides or the placement of insect or rodent baits that are not accessible to children.

These notification requirements do not apply to any emergency school facility application for control of any pest that poses an immediate human health or safety threat, such as an application to control stinging insects. When an emergency school facility application is made, notification consistent with the district’s notification system will occur as soon as possible after the application.

The district will make the records of all pesticide applications to school facilities required under this chapter, including an annual summary of the records, readily accessible to interested persons.

The district is not liable for the removal of signs by unauthorized persons, and may not be held liable for personal property damage or bodily injury resulting from signs that are placed as required.

Inquiries regarding pesticide use should be directed to: Jon Beck, Maintenance Supervisor, Coupeville School District, 501 South Main Street, Coupeville WA 98239, 360-678-2408 or jbeck@coupeville.k12.wa.us.

Dangerous Weapon Regulation – Policy No. 4210

To protect the safety and wellbeing of students and staff, it is a violation of state law and district policy for any person to carry, exhibit, display, draw, or store for any period of time any weapon apparently capable of producing bodily harm, including:

- firearms, as defined in RCW 9.41.010,
- slingshots or air guns designed to propel a BB, pellet, or other projectile,
- daggers, swords, knives, or other cutting or stabbing instruments,
- metal, wood, or plastic pipe or bar capable of being used or intended to be used as a club, or
- any weapon containing poisonous or injurious gas, while on school property, at school-sponsored functions, or in district-owned vehicles. It is also prohibited to aim, point, or discharge a firearm at or towards any person, or to carry, exhibit, explode or ignite any incendiary or explosive device, on school property, at school-sponsored functions, or in school-owned vehicles. This policy also applies to “look-alike” weapons.

The following persons may carry firearms into school buildings, as necessary:

- Persons engaged in military, law enforcement, or school district security activities;
- Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students, and

- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons over 18 years of age, and persons between 14 and 18 years of age with written parent/guardian permission may possess personal protection spray devices on school property, provided they are retained and used only in self-defense as defined by state law. Possession, transmission to any person under the age of 14, or to persons between 14 and 18 years of age who do not have parent/guardian permission, or use of personal protection spray devices under any other circumstances is a violation of district policy and state law.

Students who violate this policy are subject to district corrective action policies. Students who violate the firearms provisions are subject to a minimum one calendar year expulsion, subject to appeal, with possible case-by-case modification by the superintendent.

School officials must notify the appropriate law enforcement agency and the student's parents of known or suspected violations of this policy.

Electronic Resources and Internet Safety - Policy No. 2022

The Coupeville Board of Directors recognizes that

- students who are globally aware, civically engaged, and capable of managing their lives and careers. The board believes that students and employees need to be proficient users of information, media, and technology to succeed in a digital world.

The district will develop and use electronic resources as powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals do in workplaces and other real-life settings. The district's technology enables educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives.

The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for

staff and students as to use of district electronic resources, including those that access Internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

Responsible use of electronic resources is expected of all students and employees. The superintendent ensures that access to secure sites moderated by the district is managed using:

- security protocols that enable appropriate levels of access for each individual,
- appropriately secure login/password protocols, and
- a schedule of required password changes.

Internet Safety

To help ensure student safety and citizenship with electronic resources, all students will be educated about Internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response.

To promote Internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the Internet, the superintendent or designee is authorized to develop or adopt Internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account District electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Further, when students use the Internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the Internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

Adopted October 25, 2021

Civility in the Workplace - Coupeville School District

Policy 5161

The Coupeville School board believes that a safe, civil environment of mutual respect and orderly conduct contributes to a quality educational environment. Conversely, uncivil conduct, similar to other forms of disruptive behavior, may interfere with an employee's ability to accomplish their work and a school's ability to educate its students.

The board of directors commits the district in its entirety to the core value of mutual respect for each person regardless of individual differences or characteristics. The district expects this value to be manifested in the daily behavior of all constituents. When differences exist, stakeholders will use clear, concise, and courteous communication with the goal of arriving at a goodwill solution. Uncivil conduct on district property or at district-sponsored activities by school directors, staff, parents, volunteers, contractors, or visitors is prohibited.

Expectations of Stakeholders (Board of Directors, Employees, Parents, Volunteers, Contractors, and Visitors)

In support of this policy, the board of directors expects its members and all stakeholders to:

- Treat each other and students with dignity and respect;
- Exercise reasonable, good judgment in handling interpersonal disputes;
- Exercise respect, courtesy, and concern for the dignity and cultural background of others;
- Refrain from use of abusive language;
- Model respectful problem-solving;
- Reduce actions or behaviors that might provoke fear, anger, frustration, or alienation;
- Use clear, concise, and courteous oral and written communication to arrive at goodwill solutions;
- Extend common courtesy to others such as saying please and thank you;
- Practice civility in all conversations and behavior;
- Be respectful of others even when in a disagreement;
- Address incivility when it is observed; and
- Seek to understand others' points of view and cultural perceptions.

Definition of Uncivil Conduct

For the purposes of this policy, “uncivil conduct” includes but is not limited to, the following:

- Using vulgar, obscene or profane gestures or words;
- Using insulting or disrespectful nonverbal behaviors toward or in connection with another;
- Taunting, jeering, or inciting others to taunt or jeer an individual;
- Raising one’s voice at another individual, and/or repeatedly interrupting another individual who is speaking;
- Using personal epithets or slurs,
- Gesturing or behaving in a manner that puts another in fear for his/her personal safety, including invading the personal space of an individual after being directed to move away, physically blocking an individual’s exit from a room or location, or remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. Nor does “uncivil conduct” include regular supervisory-subordinate interactions, including but not limited to, corrective action, discipline, unsatisfactory evaluations, plans for improvement, or probation.

Addressing Uncivil Conduct

Stakeholders are expected to:

- Calmly and politely caution or warn any speaker who is engaged in uncivil conduct. If the conduct does not cease, politely end the conversation;
- Attempt to resolve differences with another employee first in a private conversation. If that is not feasible or successful, request an appropriate administrator to conduct a private conference with all parties of concern;
- Resolve personal complaints or grievances with a supervisor’s decision or action by requesting a problem-solving conference with the supervisor or with the administrator’s supervisor.
- Persons who observe or experience uncivil behavior have an obligation to intervene, share their reflection with the offender about the impact of that behavior, or report the uncivil behavior to a supervisor.
- Supervisors have an obligation to address reports of uncivil behavior.

Employees who engage in uncivil behavior may be subject to corrective action or discipline. Retaliation for reporting allegations will result in discipline.

Legal References:

RCW 38A.330.100 Additional powers of board

Coupeville School District Policy No. 3210 - Nondiscrimination WSSDA Policy 3210

Coupeville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The board designates the superintendent to serve as the district's coordinator regarding: Title IX, Section 504/ADA, Civil Rights Compliance, and to handle questions and investigate any complaints communicated to the district of alleged discrimination.
Superintendent, 501 South Main Street, Coupeville, WA 98239, 360-678-2404

ESSA Notice

In accordance with federal legislation, the Every Student Succeeds Act (ESSA), school districts that receive Title I federal funds are required to notify parents of their right to request information regarding the professional qualifications of their child's teacher including degrees and certifications held and whether the teacher is certified in the area he/she is teaching. If you wish for more information regarding your child's educators, please contact Principal Lisa Ferguson-Hipolito.

2026-2027 School Calendar

Coupeville School District

2026-2027 School Year Calendar

August 2026							September 2026							October 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					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

November 2026							December 2026							January 2027						
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						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30
														31						

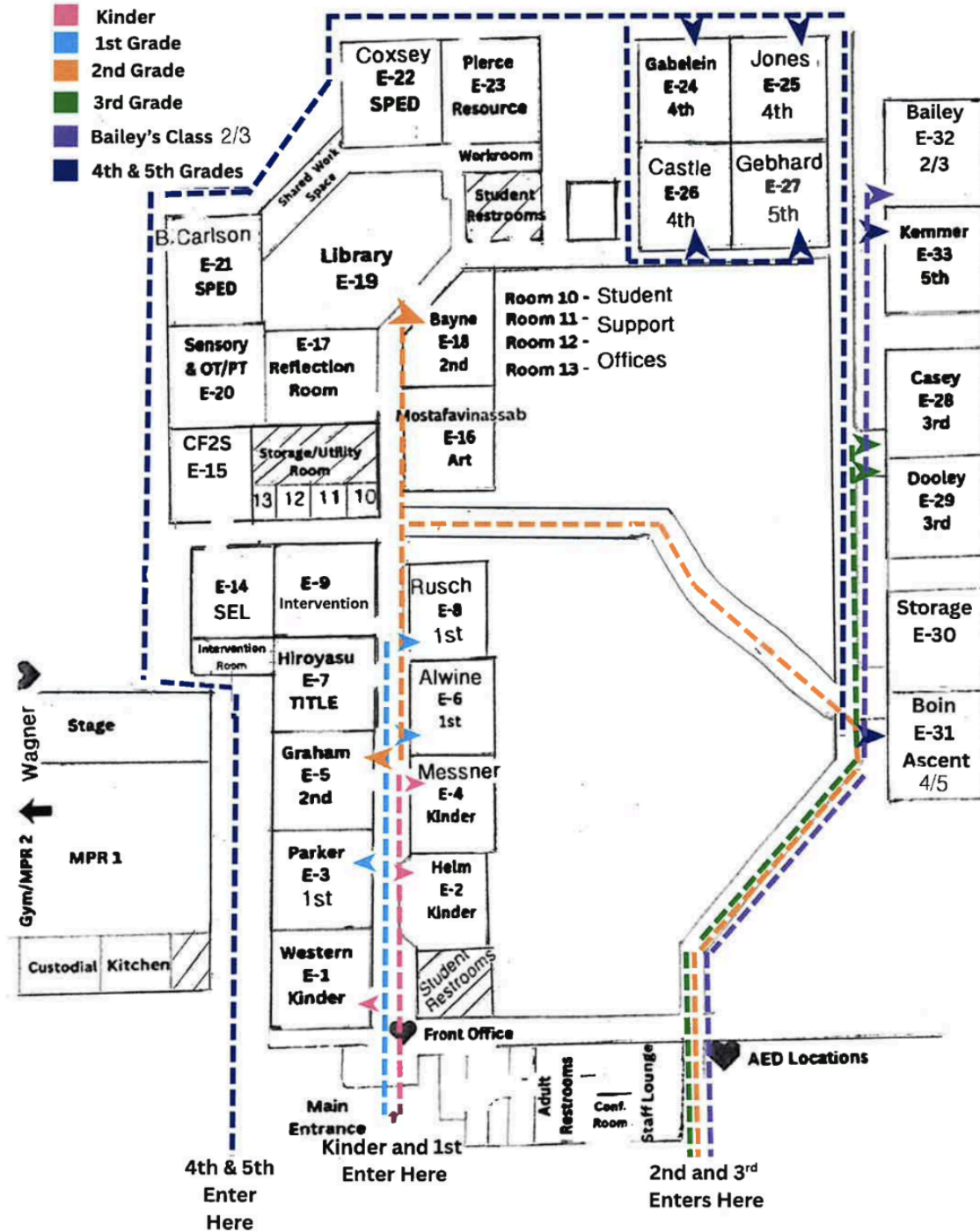
February 2027							March 2027							April 2027						
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6		1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	21	22	23	24	25	26	27	18	19	20	21	22	23	24
28							28	29	30	31				25	26	27	28	29	30	

May 2027							June 2027							July 2027						
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					1	2	3
2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31
30	31																			

	School Closed		Half Days		Weather Make-Up Days
	First and Last Graded Day of School		Early Release Wednesdays (ERW)-CES End 2:30 pm, CMHS End 1:30 pm		
	Parent/Teacher Conferences (No School)		Teacher Professional Learning (No School)		
September 7	Labor Day, No School	February 16	Teacher Professional Learning, No School		
September 8	First Day of School	March 12	Spring Conference Day, No School		
October 28-30	Fall Conferences, No School	April 5-9	Spring Break, No School		
November 11	Veteran's Day, No School	May 31	Memorial Day, No School		
November 25-27	Thanksgiving Break, No School	June 15 & 16	Half Days		
December 21- Jan 1	Winter Break, No School	June 16	Last Day of School		
January 18	Martin Luther King Jr. Day, No School	June 17 & 21	Weather Make-Up Day, No School		
January 22	Half Day	June 18	Juneteenth - Holiday Observed		
January 29	End of 1st Semester	July 4	4th of July		
February 15	President's Day, No School				

Arrival Map

Coupeville Elementary School Arrival Map 2026-2027

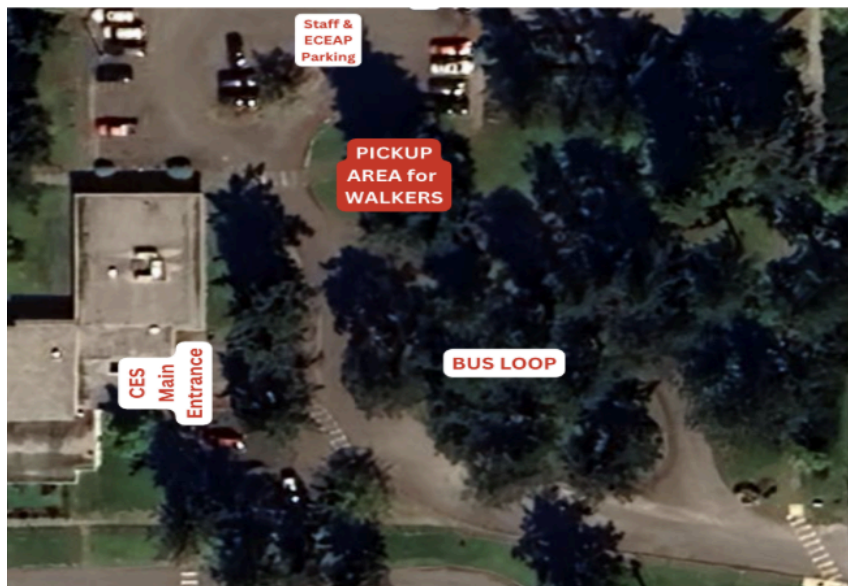


Student Pickup

Car Rider Pick-Up Map



Walker Pick-Up Map



FAMILY HANDBOOK SIGNATURE PAGE



Coupeville Elementary School

Please return this completed page to Coupeville Elementary School's Main Office by September 25, 2026, or within one week of enrollment for new students.

I have read and understand the contents of Coupeville Elementary School's Family Handbook. I have reviewed this document with my student and we agree to follow the policies outlined in the Family Handbook. I understand that the school reserves the right to amend policies and procedures when necessary, and that we will abide by changes. Any changes made to the Family Handbook during the school year will be placed in an addendum of the live document; parents/caregivers will receive reasonable notice when changes are made. I further agree to cooperate and partner with the school in any possible means to make teaching and learning successful for positive outcomes in my student's educational efforts.

(Please note: You will complete one form for each student; the signed form will be kept on file in that student's school office.)

NAME OF STUDENT: _____

GRADE: _____

NAME OF PARENT/GUARDIAN: _____

SIGNATURE OF PARENT/GUARDIAN: _____

TODAY'S DATE: _____

Coupeville School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The board designates the superintendent to serve as the district's coordinator regarding: Title IX; Section 504/ADA; Civil Rights Compliance; and to handle questions and investigate any complaints communicated to the district of alleged discrimination. Superintendent, 501 S. Main Street, Coupeville, WA 98239, 360.678.2404