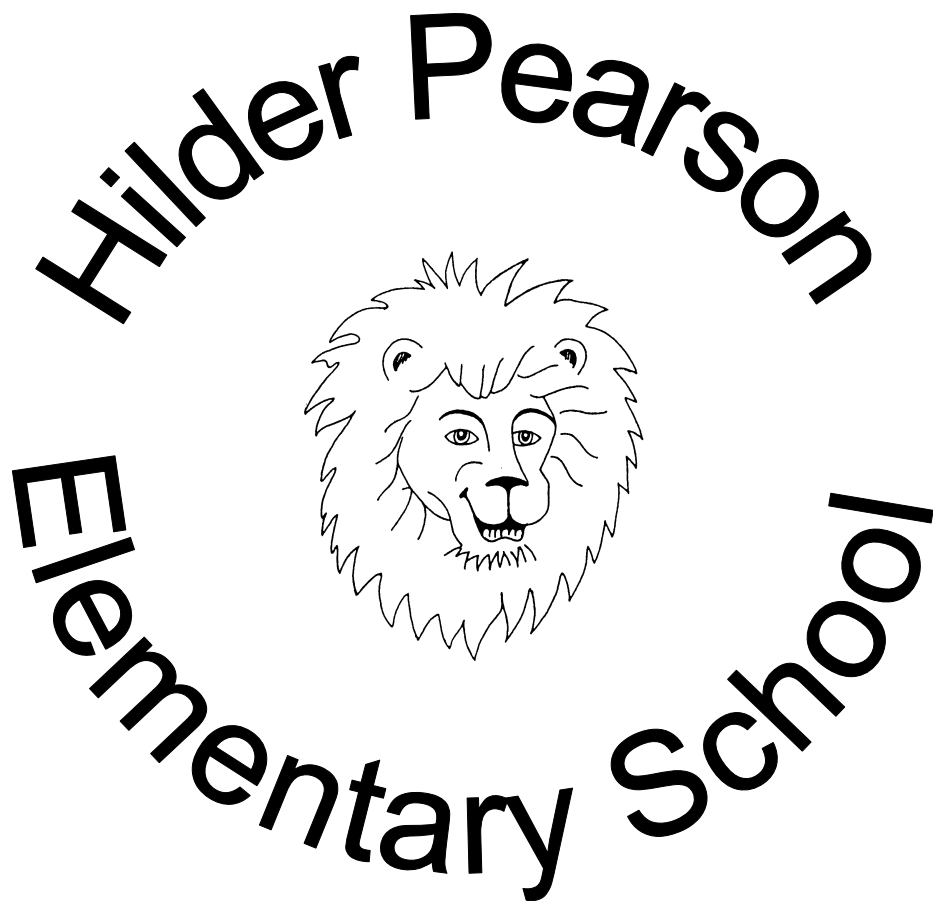


**Pearson Elementary  
Parent & Student  
Handbook**



**Hilder Pearson Elementary  
15650 Central Valley Rd. NW  
Poulsbo, WA 98370  
(360) 697-6266**

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## **WELCOME TO PEARSON ELEMENTARY**

We wish to take this opportunity to welcome you to Pearson.

We believe Pearson is a very special place for children and adults. The school has a warm, open and nurturing atmosphere where students, staff and parents are committed to working together to provide the best possible education for each of our students. Our goal is to help each child be successful and develop skills for a lifetime of learning.

We encourage parents to have an active role in the educational environment. We invite you to volunteer. There are many opportunities for you to get involved; PTA functions, Art Docent program, special projects or enrichment activities. Perhaps you have a special talent you can share or maybe you have some extra time you can donate in a classroom. Whatever your circumstances, we truly appreciate all the time and effort you put towards your children.

Communication between home and school is essential in creating a successful environment for learning. The school newsletter and web pages provide vital links between home and school. Their purpose is to keep you informed of pertinent school activities, offer tips on parenting, and provide information necessary for your child's success. We welcome any questions, suggestions or concerns. The school office number is 396-3750 and can be reached between the hours of 8:15 AM to 4:15 PM. For your convenience, voicemail will take a message when the office is not open.

We encourage you to review this handbook and keep it in a convenient location as a reference. It may help to answer many questions.

We sincerely hope you will join with us in creating a home-school partnership. Your support and involvement is greatly appreciated as we work together to invest in our children and our future.

Sincerely,

The Pearson Staff

# Pearson Pride

## School Vision Statement

Pearson P.R.I.D.E. & Passion for Learning  
P<sup>2</sup>4L

## School Mission Statement

The Pearson community educates students to be problem solvers who innovate, collaborate, and communicate!

## School Motto

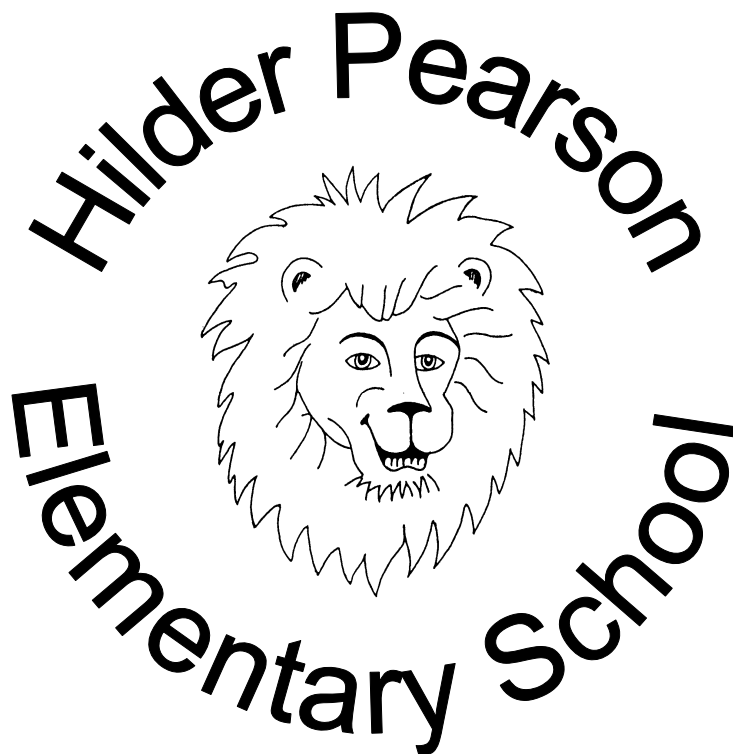
Think You Can, Work Hard, Get Smarter

## Pearson P.R.I.D.E

Positive, Respectful, Integrity, Dependable & Engaged

## School Colors and Mascot

The Pearson Elementary School mascot is a lion and school colors are royal blue and gold. We encourage students to take pride in their school. As a way of promoting school pride, every Friday is school colors day.



# Parent Information

## Hours

Office Hours:	8:15 A.M.- 4:15 P.M.
Teacher Work Day:	8:30 A.M.-4:00 P.M.
School Hours:	9:20 A.M.-3:50 P.M.
Early Release Wed.	9:20 A.M.-3:00 P.M.
Attendance Line:	396-3753 (24 hours a day)
Information Line:	396-3750 enter 1 at the prompt

The office is generally opens mid-August and closes the end of June.

## Student Drop-Off and Pick-up Procedures

**Student Drop-off between 9:05-9:20** - Students should be dropped off at the white roof covered area in the north end of our parking lot. This is our designated safe zone where there are student safety patrols and an adult supervisor to help assure a safe start to your child's school day.

Students being brought to school by private vehicle should **not arrive at school prior to 9:10 AM**. School staff is preparing for the day and are unable to provide supervision. M & M Kids Club provides before and after school care. For information regarding M & M Kids please call 394-4085.

**Do not drop students off in the visitor parking area or on Central Valley Road; it is dangerous for students to be walking in a location where cars are moving in and out.**

**Student pick up during the school day-** If you need to pick up a student during the school day (prior to 3:35 p.m.), you will need to stop in the office to sign your child out.

**To maximize student learning, your child will not be called out of class until you arrive at school to sign him/her out. The office will call the classroom and ask that your child be sent to meet you in the office.**

**Change in End of Day Plans-** If you need to make a change of plans in your child's dismissal **please send a signed note call the office by 3:30 PM** to ensure your student receives the new pick up information. **For safety reasons NO end of day changes will be made after 3:35 PM.** When calling the office please be prepared to provide the following information:

- Child's full name
- Teacher's Name
- Name of who will be picking up your child
- Bus Number & address where your child will be getting off (if bus change).

**Student Pick-up after 3:35 - Please do not wait on the sidewalk or in the building to pick your child out of their class line.** Students should be picked up at the white roof covered area in the north end of our parking lot. Teachers escort their students to the pick-up area to meet their parents. You may wait in your car in the drive-through lane or you may park on the street and walk to this area to meet your child. This is our designated safe zone where there are student safety patrols and adult supervisors to help assure a safe transition for your child at the end of the school day.

## Bus Rules and Conduct

The busses are considered an extension of our school. We expect our students to "Ride with P.R.I.D.E."

1. Get on and off safely.
2. Sit with legs and body facing forward.
3. Speak with quiet voices.
4. Keep aisles clear.
5. Follow the driver's directions.

## Bus Routes and Operating Policies

Bus routes and stops are planned and established by the Transportation Department. Safety, economy and efficiency are some of the considerations, which must be evaluated in determining bus operation policies. Parents who wish to make a request for changes in routes or stops may contact the NKSD Transportation office at 396-3099. Your application will be evaluated in the context of current economic conditions. To add or change a bus stop the North Kitsap Transportation Department requires a letter or email (nktrans@nkschools.org). In the letter you should explain the reason for the addition or change, the address or intersection where you would like the new stop, and the grade level and school your child attends.

Students and parents are encouraged to notify the Transportation Department immediately of any hazards that they have observed during bus operations.

# Parent Information

## Admissions

New kindergarten students must be 5 years old on or before August 31 of the school year in which they are enrolling. Ages must be verified by a birth certificate and immunization records must be complete.

Students in grades 1-5 who are transferring from other schools need to provide immunization information and copies of their academic record to insure their admission to the proper classes. Arrangements for the student's permanent records to be sent to Pearson will be done by our school secretaries.

## Withdrawals

An application for withdrawal should be completed by the parents of any student who is withdrawing after school begins. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school. A copy of the immunization form will be provided for the parents to take to the new school.

## Attendance

The new Washington State attendance law, WAC392-400-325, provides the following list as the definition of an excused absence.

- Participation in a district or school approved activity or instructional program
- Illness, health condition, or medical appointment
- Family emergency
- Religious or cultural purpose
- Court, judicial proceeding, or serving on a jury
- Post-secondary, technical school or apprenticeship visitation, or scholarship interview
- State-recognized search and rescue activities
- Absence related to homelessness status
- Absences related to deployment activities of a parent or legal guardian (per RCW 28A.705.010)
- Absence resulting from disciplinary action (suspension or expulsion)
- Principal and parent prior-approved activity (this must be discussed at least a week in advance and a learning plan prepared to help minimize the negative impact of the absence on their learning).

An absence for any reason that does not meet one of the criteria above is considered unexcused.

If your child has 5 excused absences in a month or 10 excused absences in a year, the school is required to contact you and schedule a conference.

If your child has 7 **unexcused** absences in a month or 10 **unexcused** absences in a year, the school is required

## Tardiness

The school day for students is 9:20 a.m. to 3:50 p.m. on Monday, Tuesday, Thursday, and Friday. The school day on Wednesday is 9:20 to 3:00. Our buildings open at 9:05 a.m. and all students should be in their classrooms by 9:20.

Students who arrive after 9:20 must report to the office to sign in and receive a tardy slip to be given to his/her teacher.

Arrival after 9:20 but before 10:50 is considered "tardy AM". Leaving after 2:20 p.m. is considered "tardy PM".

## Safe Arrival/Attendance Program

Pearson has a Safe Arrival/Attendance Program to help us know when your child is safe but will not be in school for the day. Please follow this procedure any time your student will be absent from or late to school.

- **By 9:30 a.m., call the Attendance Line at 396-3753 (a 24 hour voice mail is attached to this number).**
- **Leave a message that includes your name, your child's name, the name of his/her teacher, the reason for the absence and the date of the absence.**

This information is required by state law (the Becca Bill) and helps to insure accurate records. You will be contacted by phone if your child is absent and no message has been left on the Safe Arrival Message Line to ensure your child is safe.

## Prior Approved Absence

If your child will be absent three or more days you will need to request a Prior Approved Excused Absence Request form.

***One week prior to your child's absence, please stop by the school office to complete this form.***

Your child's teacher will prepare a learning plan that meets state requirements for an excused absence. The learning plan will need to be completed and given to the teacher when your child returns to class.

Failure to complete and return the learning plan will result in the absences being recorded and reported to the state as unexcused absences.

# Parent Information

## **Free and Reduced Meal & Food Service Information**

Free and reduced priced meals are available from the Federal government for those who meet certain requirements. Students who qualify will receive breakfast and lunch at no charge. Forms are sent home to all families once a year in the Fall and are also available, year round in the school office.

Each student has a separate food service account. For information on meal prices, payment options and monthly menu, go to our district web page at [nkschools.org](http://nkschools.org). From there select Departments and then click on Food & Nutrition Services.

## **Celebrations, Birthdays, Invitations, Gifts, Balloons**

Please contact the teacher ahead of time to make arrangements to bring commercially prepared birthday treats. The teacher will let you know the appropriate day and time for the treats to be shared in class.

To help maintain our learning focus, balloons, flowers, or other gifts will not be allowed in the classroom. Party invitations may not be distributed at school. Parents may request a copy of the classroom directory so invitations can be communicated by phone or email.

For the health and safety of all students, ***no home prepared*** foods may be served in school. This means for birthdays and celebrations foods must be commercially produced.

## **Conferences**

Parent-teacher conferences are held twice a year, and are extremely valuable to the overall educational program for your child. Teachers will work with parents on setting up a conference time. For parents who have more than one child enrolled, an effort will be made to coordinate times.

It is not necessary to wait for the regular conference time if concerns develop. Parent/teacher communication is strongly encouraged and can be arranged at any time during the school year. Please call ahead and schedule a time with the classroom teacher if you would like to have a conference.

## **Field Trips**

Field Trips are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation and facility use costs.

## **M & M Kids' Club**

During the school year, the M & M Kids Club provides before and after school care at Pearson. The program runs 6 AM-9:10 AM and 3:50 PM-6 PM. M & M Kids' Club provides a variety of activities for your children. As part of attending the program, children receive a free school breakfast in the morning and a healthy snack in the afternoon. The main office is located in the Children's Learning Center at 19282 Front Street in Poulsbo, next to Martha & Mary Nursing Home. The main office number is 360-394-4089.

## **Pictures**

Individual student and class pictures are taken during the months of September or October. Optional Spring Pictures with an outdoor background will be taken in March for interested families.

## **School Supplies**

Grade level supply lists are available in the office, and on our web page. They are also printed in the last newsletter of the year for the upcoming year and are posted in front of the school before school starts.

Some classrooms may need items in addition to those listed on grade level lists. Those requests will be shared by teachers during the first week of school. We ask that you check with your child periodically throughout the year to see if they need to have some of their supplies replenished.

If a water bottle is allowed in your child's classroom, please be sure it is filled with water only.

# Parent Information

## **Parent Volunteers**

Pearson Elementary considers its parent volunteers as a very special resource. Parents are encouraged to participate and get involved in their child's school life whether it be in their classrooms, school programs or extracurricular events. Please call the office, or contact your child's teacher if you have time or skills you can share to make our school a better place for students to learn and grow.

If you wish to be in your child's classroom or attend a field trip, you will be asked to complete three forms. The Volunteer Information Form and the Request for Background Information Form will be kept at the building site where you will be volunteering. *These forms are valid for a maximum of two years.*

The third form is the Washington State Patrol Background Information Sheet. Completion of this process ensures the district's compliance with state regulations for volunteers who work with children. You may have already been requested to complete this background check through a local youth group such as Little League. If so, please submit a copy of your WSP background check documentation to your school for verification. All information submitted by volunteers and received from the Washington State Patrol is kept confidential by the North Kitsap School District. Please allow at least 2-3 weeks to process volunteer background checks.

## **Pearson PTA**

Pearson Elementary's PTA is a group of parents and teachers which supports the programs, needs, and activities of Pearson Elementary. They supervise several fundraisers during each school year and provide the hard work and volunteers that contribute to many extras in the school program. The PTA Board invites your participation in their activities. Meetings are held monthly. Please check the Pearson calendar on our web site for meeting dates.

## **Student Information - Change of Address/ Telephone/Emergency Contacts**

School personnel need to have immediate access to a parent or other adult in case of an illness or injury at school.

At the beginning and end of each school year, all returning families will be asked to do an online check-in in Skyward for each of their students. During the check in process parents/guardians will be asked to review and /or update **the following information:**

1. Parent(s) or guardian(s) name(s).
2. Complete and up-to-date address.
3. Home phone, cell phone(s), and parent(s) work phone.
4. Emergency phone number of friend or relative.
5. Medical alert information.

**Please Note: Parents are also responsible for maintaining an up-to-date record of his or her address, home and work telephone numbers, and emergency contact phone numbers should they change during the school year. Correct and current information is vital for the office personnel to insure the safety and well being of your child(ren). Please update your information in Skyward whenever there is a change.**

## **Rainy Day Recess**

Part of living in Western Washington is learning to adapt to rain. We hope you will help your child learn to dress for our climate so that they can enjoy their free time outside and have dry clothes when coming to class. We ask that you please check to make sure your child leaves home ready for the weather. For safety reasons, please do not send an umbrella with your child.



# Parent Information

## **Pearson Elementary's Visitation Procedures**

(In Accordance with District Policy 4200P)

Thank you for requesting a visitation! The staff of Pearson Elementary enthusiastically welcomes our community to our building. We enjoy the opportunity to share with you the wonderful learning that is taking place at Pearson. The staff also takes very seriously the responsibility of providing a safe and positive classroom learning climate for students. The Pearson staff works hard to maintain a class climate that has a minimum of disruptions to the teaching and learning process. In order to ensure maximum learning opportunities for our students, we follow these policies and procedures for visitors to the classroom.

**All** visitors are required to report to the school office and sign in upon entering the building. **All** visitors are required to wear a Visitor's Badge. This helps students and staff identify those individuals who have legitimate business at school.

Parents are welcome to schedule an observation visit to the classroom in which their child is currently assigned. The purpose of a classroom observation should be to enhance an understanding of the teaching and learning activities experienced by your child. An observation visit can also enhance a parent's understanding of their child as a learner.

Observation visits to a classroom in which your child is not currently assigned will not be scheduled. Visitations by unfamiliar guests disrupt the teaching and learning, and adversely affect the classroom climate. Our office staff is happy to share information about each of our teacher's class expectations, building procedures, and district policies should you have any questions.

According to district policy, visitors should make a request to the principal at least two days in advance of the desired visitation.

The principal shall notify the teacher and arrange a time that will enhance a parent's understanding of the teaching and learning activities experienced regularly by their child. We will schedule a time that is both convenient for the parent and is not disruptive to the teaching and learning process.

If the principal and/or teacher determine the visitation to be disruptive or to be adversely affecting the teaching and learning process, it shall not take place or shall be terminated.

Due to liability, space limitations and supervision obligations, **school-aged visitors are not allowed** at Pearson during regular school hours. Any exception to this policy must be approved by the principal.

# Parent Information

## **Pearson Elementary's Policies and Procedures for Placement of Students in Classes**

The staff of Pearson Elementary takes the responsibility of placing students in a classroom very seriously. Our goal is to design well balanced classes which create the optimal learning environment for all our students. The criteria and process we use to achieve this goal are described below.

### **Student Placement Criteria:**

- Classes will be balanced by gender as much as possible.
- Classes will be balanced by academic abilities and needs as much as possible.
- Classes will be balanced equitably by number of students as much as possible.
- Classes will be balanced by social, emotional, and behavioral needs as much as possible.

### **Student Placement Process:**

- In the Spring, the principal will receive a student-to-teacher staffing ratio from the district administration for the coming school year.
- The principal will work to establish the number of classes at each grade level for the coming year based on the ratio and what best meets the needs of our students and our community.
- Grade level teams are formed to develop tentative class lists based on the placement criteria. The team places students in a balanced class group, not in a specific teacher's class. These tentative class lists are given to the principal before the end of the current school year.
- Placing students in a balanced class group instead of in a specific teacher's class is done because teacher placements may change. Teacher positions often open due to retirements in the spring and a specific teacher may not be assigned to teach at a particular grade level the next year. In addition, fluctuations in enrollment between April and September can cause grade level teaching assignments to change.
- In August, the principal reviews each class list, considers new registrations/withdrawals, and prepares the final class lists. These lists are usually posted at the school sometime during the last week of August.

## Parent / Student Information

### Phone Usage

The telephones in the school are for business use. Students will be allowed to use a phone as appropriate when supervised by an adult. Students will not be allowed to make calls for alternate after school arrangements.

USE OF CELL PHONES IS NOT PERMITTED DURING SCHOOL HOURS. We do realize some students must carry a cell phone in their backpack for emergency purposes. Phones should be off or silenced and in backpacks during school hours

Students using a cell phone during the school day will be given one warning. A second use will result in the phone being taken away for the day. A third use will result in the phone being taken away and parents may claim the phone in the office.

### Gum

Gum chewing is never allowed at Pearson. Any exception to this policy must be approved by the principal.

### Homework

Homework is important. It can be an extension of the learning that takes place during school hours and reinforces the classroom learning. Parents can help their child(ren) by providing a quiet, comfortable place free of distractions to work and by seeing that assignments are completed.

In the case of an absence, work may be available the following day. Arrangements should be made with the teacher to make up work that is missed due to an extended absence.

### Lost and Found

**Please remember to label, with your child's first and last name, all coats, jackets, sweaters, and lunch boxes.** All clothing and items found on the school campus are placed in the lost and found located in the lower building in the hallway outside the gym. Items not claimed by Winter Break and again at the end of the year are given to a local charity.

Money, jewelry or any other articles of value are turned in to the office. Students may claim lost items after proper identification.

### Money And Personal Items

Students are should not bring more money to school than is needed during the school day. Students should not bring games, toys, cameras, or electronic equipment from home. We do realize that some electronic equipment is allowed on the school bus. Upon arrival to school ALL electronic equipment must remain in the student's backpack for the **ENTIRE** day and **BE TURNED OFF**. If the above is not followed, consequences are as follows:

- First time: warn student with a reminder of proper procedure.
- Second time: item will be taken away for the day.
- Third time: item will be taken away and the parent may claim the item in the office.

Please remember that the district or school cannot accept any responsibility for lost, stolen or damaged personal property.



# Reflect Your Respect

No sunglasses

Keep you hair well groomed and without distracting inserts.

Hats ok outside only and with bill forward. No "do-rags" or bandanas .

Shoulder straps must be 1" wide. Minimize exposing skin to injury. No exposed underwear.

Shirts must not have words or images that are inappropriate for school.

No bare back or see through clothing. No bare stomach shirts.

Pants and shorts must not sag. The length should be below your fingertips.

Skirts and shorts should be below fingertips.

No skate shoes/heelies with or without the heel insert.

Shoes or sandals must be secured at the heel. No flip-flops.

## Pearson's Dress Code

Student's appearance should be clean and respectful for their learning environment. Dress and appearance which cause disruption, are disrespectful, or presents an health/safety concern shall not be permitted

# Discipline

The goal at Pearson Elementary is to promote student behaviors that are responsible and respectful. Pearson's discipline plan is proactive by teaching behaviors we want students to demonstrate. We teach students to use positive problem solving skills, to make safe and responsible choices, and to resolve conflicts respectfully. Our progressive discipline plan considers the frequency and severity of offenses when applying consequences.

## School Wide Student Expectations Pearson P.R.I.D.E.

- **Positive:** I use polite and encouraging words to help myself and others. I am a positive role model.
- **Respectful:** I show respect by using kind words and caring actions. I work and play cooperatively.
- **Integrity:** I am honest and trustworthy. I choose to do what is right and accept the consequences for my actions.
- **Dependable:** I come to school on time and have my materials ready. I turn in work on time. I follow school rules.
- **Engaged:** I listen carefully and work hard at learning. I participate in activities to support my school.

Anyone wishing a complete copy of all school rules and expectations may request one at our office.

## Classroom Expectations

In addition to the school's expectations each teacher has their own classroom expectations and consequences. Each teacher sends home a copy of these expectations at the beginning of each school year. If you do not have a copy and would like one, please contact your child's teacher.

## School Wide Consequences

Behaviors that disrupt or interfere with the education process or the safety of students and staff may result in disciplinary actions.

The following progressive steps will be used at Pearson for student misbehaviors.

- **Classroom Consequences** – Teachers/staff will deal with misbehaviors according to their classroom plan first.

- **Visit to buddy classroom** – Teachers/staff have established a discipline buddy classroom, where students can go to complete work, have a time out, or fill out a think plan.
- **Referral to the office**-Teachers/staff can refer a student to meet with the principal or use the conference room to create a positive plan, or take a time out to calm down.
- **Suspension**-In school or out of school suspensions will be arranged between the principal and the parent/guardian.
- **Expulsion**-The principal may expel a student for an indefinite period of time.

For the purposes of the school and district discipline policies, the following definitions shall apply:

- "Discipline" shall mean all forms of corrective action or consequences other than suspension and expulsion, and shall include the exclusion of a student from a class or activity by a teacher or administrator for a period of time not exceeding the balance of the immediate class period.
- "Short-Term Suspension" is a suspension from school for 10 consecutive school days or less.
- "Long-Term Suspension" is a suspension of 11 consecutive school days or more, but not to exceed 90 days.
- "Expulsion" shall mean the denial of attendance for an indefinite period of time.

Anyone who wishes to have a copy of the complete district policy or procedure dealing with a particular issue may request one at our office.

## Classroom Consequences

In addition to the school's consequences each teacher has their own classroom consequences. Each teacher sends home a copy of these consequences at the beginning of each school year. If you do not have a copy and would like one, please contact your child's teacher.

## School Wide Positive Consequences

We like to acknowledge students showing their Pearson P.R.I.D.E. through Blue Slips, PRIDE-O-GRAMS, and extra opportunities.

# Discipline

## **Lunchroom Expectations**

### **Expectations**

1. Walk at all times
2. Use inside voices
3. Clean up after yourself
4. Be respectful of others' space and property
5. Remain seated
6. Absolutely no throwing allowed
7. Wait quietly to be dismissed by an adult
8. Respond immediately to "clap, clap, clap"
9. A pass is required at all times in order to leave the lunchroom

### **Consequences**

1. Verbal Warning
2. Alternate seat
3. Loss of free sit
4. Last to be dismissed
5. Loss of recess up to 5 minutes
6. Behavior report sent to teacher and/or principal
7. Lunch in office

### **Reinforcers**

1. Blue Slips
2. Pride-O-Grams
3. Free sits
4. First to go out to recess
5. Visits to particular classrooms from the lunchroom supervisor or the principal to compliment a class in front of the teacher.
6. Other incentives as determined by the lunchroom staff.

## **Playground Expectations**

Recess is a time for children to practice their social skills and have the opportunity to be involved in outdoor activities. Participation and good sportsmanship are essential for children to have a positive experience.

### **Expectations**

1. The adults and fellow students on the playground are to be treated with respect at all times.
2. Students may not leave the playground or school grounds during recess without the permission of a playground supervisor, teacher or office. A pass is required at all times.
3. Students should not climb on fences, tetherball poles, backstops or trees. Always use the steps. No sliding down the handrails or crawling through bars on handrails. If a ball goes outside of the play area, an adult must be notified and assist in getting the ball.

4. Food, candy and gum are not allowed on the playground.
5. Books, pencils, scissors, etc. are not allowed on playground. All personal items should be left at home.
6. Respect all quiet and walk zones.
7. Hands and feet must be kept to oneself. No scuffling, pushing, karate, kickboxing, wrestling, play fighting, or rough play is permitted. No tag or violent games.
8. Recess equipment is to be shared by all. No excluding other students from games. Wait to get the equipment until the supervisors say it's OK. Students are responsible to bring back and put away all equipment.
9. Volleyballs and foursquare balls (medium and large yellow balls) are NOT to be kicked or sat upon. Red/Orange balls are for kicking games on the field.
10. Saving places or cutting in ANY line is not allowed.
11. Rocks, sticks, bark, grass, etc. are not to be picked up or thrown.

### **Consequences**

1. Verbal warning, (restate the rules).
2. Redirection (have the child do it the right way or try a new activity).
3. Loss of privileges.
4. Time out.
5. Have the child stay with an adult.
6. Behavior report sent to teacher and/or principal
7. Other consequences determined by an adult based on the offense.

### **Reinforcers**

1. Blue Slips
2. Pride-O-Grams
3. Visits to particular classrooms from the playground supervisor or the principal to compliment a class in front of the teacher.
4. Other incentives as determined by the supervision staff.

## Pearson Elementary Discipline Policies

The following process corresponds to all North Kitsap District Policies.

<u>Level I</u> Non Severe and/or Does Not have Awareness/Knowledge of Right/Wrong to make wise choice. Does NOT get entered in Skyward	<u>Level II</u> Severe and/or Does have Awareness/Knowledge of Right/Wrong to make wise choice. Chronic Misbehavior by choice. DOES get entered in Skyward	<u>Level III</u> Severe Misbehavior and/or does have awareness of inappropriateness of choice made. DOES get entered in Skyward
<ul style="list-style-type: none"> <li>• Disruptive</li> <li>• Disrespectful toward Peers</li> <li>• Profanity / Inappropriate Language</li> <li>• Non-compliance</li> <li>• Lying / Cheating</li> <li>• Not Doing Work</li> <li>• Disrespect toward any staff</li> <li>• Chronic Missing Materials or other chronic concern</li> <li>• Physically Aggressive / Rough Play (but not dangerous)</li> <li>• Verbally Aggressive</li> </ul>	<ul style="list-style-type: none"> <li>• Disruptive</li> <li>• Disrespectful toward Peers</li> <li>• Disrespect toward staff</li> <li>• Profanity / Inappropriate Language</li> <li>• Defiance/Non-Compliance</li> <li>• Bullying</li> <li>• Lying/Cheating</li> <li>• Chronic Not Doing Work</li> <li>• Physical Aggression / Harassment that is dangerous</li> <li>• Verbal Aggression/Harassment</li> <li>• Threat of harm through violence without ability to carry out</li> <li>• Intentional misuse of property (ex.– minor instance of vandalism)</li> <li>• Theft &lt; \$25</li> <li>• Failure to Serve In School Suspension</li> <li>• Accumulated Violations (Chronic and Significant Misbehaviors)</li> </ul>	<ul style="list-style-type: none"> <li>• Severe and Dangerous Physical Aggression (Fighting)</li> <li>• Assault on Staff or /Student</li> <li>• Misrepresenting drugs, alcohol, or tobacco</li> <li>• Possession/Sale/Use of drugs, alcohol, or paraphernalia</li> <li>• Possession/Use of Tobacco</li> <li>• Theft &gt; \$25</li> <li>• Forgery or Extortion</li> <li>• Malicious Mischief (Vandalism)</li> <li>• Malicious Harassment (incl. racial slurs, gender/sexual slams, threat of harm)</li> <li>• Possession / Use of Weapon</li> <li>• Threat of harm by Possession / Use of Weapons</li> <li>• Possession / Use of Look-a-like Weapons</li> <li>• Arson, False Alarm, Threat</li> <li>• Possession of Incendiary Device</li> <li>• Weapons/Firearm Look-a-likes</li> <li>• Other-Behaviors that threaten the safety and well being of students, staff, and the learning environment</li> </ul>
<p style="text-align: center;"><b><u>Consequences at Level I</u></b> Parent notification as needed</p> <ul style="list-style-type: none"> <li>• Classroom / Recess intervention (verbal redirect, time-out natural cons., etc.)</li> <li>• Buddy Classroom Time Out</li> <li>• Office Referral-With Behavior Form filled out               <ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Class Period/Activity Time-Out</li> <li>• Loss of Privilege</li> <li>• Recess Community Service (scrub walls, sweep, weed)</li> </ul> </li> <li>• Behavior Plan</li> </ul>	<p style="text-align: center;"><b><u>Consequences at Level II</u></b> Parent notification via teacher or principal if necessary. Can be a copy of Behavior Forms, Phone Call or Suspension Form</p> <ul style="list-style-type: none"> <li>• Behavior Plan</li> <li>• Office Referral-With Behavior Form filled out               <ul style="list-style-type: none"> <li>• Loss of recess</li> <li>• Class Period/Activity Time-Out</li> <li>• Loss of Privilege</li> <li>• Recess Community Service (scrub walls, sweep, weed)</li> </ul> </li> <li>• In School Suspension</li> <li>• Out of School Suspension (Short Term 1/2 to 10 days)</li> </ul>	<p style="text-align: center;"><b><u>Consequences at Level III</u></b> Parent Notification via principal. Include copy of Behavior Forms, phone Calls and Copy of Suspension Form.</p> <ul style="list-style-type: none"> <li>• In School Suspension</li> <li>• Out of School Suspension (Short Term 1/2 to 10 days)</li> <li>• Out of School Suspension (Long Term 11 + days)</li> <li>• Expulsion or Emergency Expulsion</li> </ul>

A **positive learning experience** should also be part of each disciplinary action. This can include a reading & discussion of one of the PRIDE essays, time with the counselor to teach social skills, time with a favorite staff member to discuss social stories, or watching an online video about bullying, drugs, etc.

Please remember, this discipline policy is progressive, which means that accumulated violations result in more severe consequences.



# Do NOT bring real or look-alike weapons to school

