

Butler Acres Elementary School

2019-2020

Student/Parent Handbook

“Improving tomorrow by learning today.”

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August 2019

Dear Parents,

Welcome to Butler Acres Elementary School! We are a learning community committed to excellence in education. At Butler Acres, we are dedicated to improving student learning and preparing our students for successful futures. I view this important work as a partnership between staff, students, and parents. I invite and encourage your participation in this rewarding endeavor.

The staff and I are excited about working our students and challenging them to new heights. We will maintain our dedication to viewing children as unique individuals with varying needs and abilities. We will work to challenge them at their individual level. It is our hope that the experiences that children have with us are rewarding and meaningful. We are committed to improving tomorrow by learning today!

Please accept my warmest welcome to this great school. If I can ever be of assistance to you, please call on me. Again, welcome to Butler Acres Elementary School.

Sincerely,

Cindy Cromwell
Principal

Staff and District Information

Kelso School District Board of Directors

Leah Moore	President
Karen Grafton	Vice President
Mike Hass	Director
Darr Kirk	Director
Howard Sharples	Director

Kelso School District Administration

Mary Beth Tack	Superintendent
Holly Budge	Director of Special Programs
Don Iverson	Direct of Support Services & Assessment
Tim Peterson	Director of Human Resources
Scott Westlund	Director of Business Services
Kim Yore	Director of Teaching & Learning
Kaydee Harris	Food Service Supervisor
Gary Schimmel	Maintenance & Transportation Supervisor

Butler Acres Elementary Staff Roster 2019-2020

Cindy Cromwell	Principal	Office
Christie Hoskins	Assistant Principal	Office
Stephanie Lubbers	Psychologist	Office
Sarah Marlow	Counselor	Office
Meghan Green	Speech	Room 20
Carrie Boucher	Kindergarten	Room 7
Lisa Jones	Kindergarten	Room 18
Marci McCoy	Kindergarten	Room 19
Kelcey Loreth	First Grade	Room 3
Kelly Sims	First Grade	Room 4
Jennifer Ulrich	First Grade	Room 2
Jesse Atkinson	Second Grade	Room 5
Debbie Music	Second Grade	Room 6
Signe Sause	Second Grade	Room 1
Brooke Hieter	Third Grade	Room 8
Erin Long	Third Grade	Room 9
Kristal Paul	Third Grade	Room 15
Kayla Davis	Fourth Grade	Room 16
Amy Meeker	Fourth Grade	Room 17
Koko Musgrove	Fourth Grade	Room 11
Deborah Collucci	Fifth Grade	Room 10
Gianne Curry	Fifth Grade	Room 13
Parker Dean	Fifth Grade	Room 14
Brenda Crawford	LAP	Room 21
Tammy Ramseth	LAP	Room 26
Brenda Angelico	Special Education	Room 12
Megan LeBaron	Special Education	Room 23
Billea Smith	Special Education	Room 22
Rhiannon Fanning	Music	Music Rm
Bethny Webb	Media Specialist	Library
Jon Webb	Physical Education	Gym

Super Support Staff

Brittney Rister	Secretary
Susan Dorcheus	Health Specialist
Teresa Almer-Aloe	Instructional Assistant
Larry Barr	Head Custodian
Bobbi Beavers	Instructional Assistant
Deanne Carr	Instructional Assistant
Jason Culbertson	Instructional Assistant
Wendy Dykstra	Instructional Assistant
Cindy Fleming	Cook
April Huff	Instructional Assistant
Andrew Jackson	Night Custodian
Melissa Jones	Instructional Assistant
Janette Kessler	ELL/Instructional Assistant
Lisa Knox	Instructional Assistant
Heather Kyle	Instructional Assistant
Angie McDougall	Cook
Tracey Munger	Cook
Lorri Ramey	Instructional Assistant
Connie Scoggins	Instructional Assistant
Jackie Sunday	Instructional Assistant
Linda Zandi	Instructional Assistant

General School Information

Attendance

Kelso School District must comply with state law that requires all public schools to report the number of excused and unexcused absences. The law also requires school districts to file cases with the juvenile court against students who reach seven unexcused absences in a month or ten in a year. Excused absences include illness, school activities, absences excused by the principal on prior approval (vacations etc.), and absences requested by parents for religious observances.

School begins at 8:45 and ends at 3:25 with the exception of Wednesdays that are a 1:55 early release.

- Tardiness And Leaving Early

Students are encouraged to be prompt. Delays and interruptions are disturbing to the learning process. If, for some reason, your child is not able to make it to school on time, please call 501-1600 before 9:00 to report the tardiness and to order lunch if necessary. The child should then arrive at school as soon as possible. Please try to schedule appointments for after school. Leaving early causes a child to miss learning time and disrupts the classroom. Students who consistently violate this expectation will serve consequences and make up their time at recess.

- Calling In

To ensure the safety and whereabouts of each child, parents are asked to participate in a "calling in" program when their child is to be absent from school. If you are unable to call in, please send a note with a brother, sister or neighbor's child. If the school does not hear from you and your child is absent, an attempt will be made to contact you. The absence will be unexcused.

- Student Release During School Hours

All requests for the removal of a child from school will need to be arranged through the school office. The student will be called to the office to meet the person requesting the removal. A person appearing on the school grounds or in a classroom to remove a child from school will be sent to the office to request the removal and to sign the child out from school. A person appearing in the school office to remove a child from school must be identified by the office personnel or the principal, as a parent or legal guardian of the student whom they ask to remove. A person appearing in the office with a written or vocal authorization from a parent or legal guardian, to remove a child from school may have the authenticity of the authorization checked by the office personnel or the principal. All persons who call the school to authorize the release of a child must give the name of the person to whom the child is to be released. The person appearing at school to pick up this child may need to present some form of identification before the child is released.

Breakfast/Lunch Program

Breakfast and hot lunches are prepared and served daily. Free and reduced lunch applications are available in the school office and must be renewed each year. Lunch menus are posted in each classroom, on our web site, and in our monthly school newsletter. Our lunches are partially prepared at Kelso High School therefore we must call in our lunch count each day by 9:00. If your student is arriving after 9:00 and needs a hot lunch, call 360.501.1600 and we can arrange to order a lunch for your child.

Butler Acres operates on a cashless system for lunches. Each student is given an account that money is put into, then withdrawn as the child purchases food through the cafeteria. The student will be assigned a four-digit pin number to access their account to purchase breakfast, lunch, and milk. Money is not used during meal time and the cafeteria cannot make change. This helps speed up the line.

If your child eats breakfast and/or lunch on a regular basis, it is much easier to send enough money for the week or even a month. If you have more than one student, even in different schools, you can write one check and have it divided among the different accounts. To do that please send a note with the check listing your students by their full name and how much money you want each student to receive. All the money you send goes into their account or you may make a payment via online through the district webpage. If you have questions please call the Food Service Office at 360.501.1807.

Remind your student that their pin number is their own, is confidential, and should not be shared. Students can find out daily how much is left in their account.

Change of After School Plans

So that both parents and school are aware when a child departs from his normal procedure going home from school, we require you to send the school a note stating that you have given your permission for a change of plan. Students are to bring the note to the office before school begins.

We encourage parents to call the office before 2:00 (11:00 on Wednesdays)

to provide time to notify student and teachers of any afterschool arrangement changes that were not pre-determined before the student arrived to school.

Bikes - Skateboards - Scooters

Helmets are required to be worn at all times by students who ride their bike or scooter to school. Riders are to park and lock their bikes and scooters as soon as they arrive at school. Bikes and scooters are not to be used again until dismissal time. NO bikes or scooters are to be ridden on the school grounds. Bike and scooter riders are to go straight home after school. **Skateboards are not to be brought or ridden to school.**

Visitors

For safety reasons, it is necessary for the school to know who is in the building at all times. ALL visitors must check in at the office. All visitors will enter the building from the lower doors and sign in to receive a required visitor's badge. Visiting children may not attend classes with friends.

This causes unnecessary interruptions and disrupts the learning process of others. Additionally, for the safety of students, visitors are to wait at the office and are not to wait in the hallways or go to their child's classroom to pick them up or visit.

At no time are visitors allowed on the Butler Acres playground during school hours. Only school district employees are allowed on the playground.

Change Of Address & Contact Information

We attempt to keep up-to-date school records. Should sickness or injury occur at school, accurate information is essential. Please help your child and school by keeping us informed of address, phone number, email contact, and emergency number changes.

Lost And Found

Label your child's clothing and other belongings with first and last names. Lost articles that have been found can be claimed in the school lost and found.

Parties

Students may not have surprise parties for teachers. The school discourages handing out birthday party invitations at school. (Feelings are hurt whenever children are excluded.) We prefer that invitations be done by mail or telephone. Students may not have birthday parties at school, but may bring treats for all students in the class if the teacher is notified a day ahead of time. **The delivery of flowers and balloons at school for students is not allowed for any reason.**

Valuables

Students who bring valuables or extra money to school invite problems for themselves, fellow students, and the school staff. Parents are asked to monitor items and money their children bring to school. Non-school related items shall not be brought to school. Examples are: **toys, electronic devices, ipods, electric pets, trade cards, or skateboards.** On sharing days, students need their teacher's permission and these items are to be left in the classroom on that day. Students **may not** bring things to school to trade with another student.

Cell Phones

We encourage students to leave all cell phones at home. If phones are brought to school they must be turned off and stored in the students back pack throughout the day. Students are not allowed to use cell phones at any time during the school day. If a student needs to make a critical phone call to a parent/guardian they may do so in the office at an appropriate time. If a parent/guardian needs to get a hold of their student they must do so by contacting the office 360.501.1600 and we can have the child call their adult.

Home and School Connection

Parent Roles and Responsibilities

Parents are encouraged to participate in the educational process and help their student reach the fullest potential. Parents assist with school discipline, and support their child in learning. Our partnership with parents is important to the student's learning and well being. We will keep parents informed of student responsibility and efforts through conferences, report cards, phone calls, notes, emails, and newsletters.

Students need to be at school on time and ready to learn.

Parents will be asked to help their child with specific skills such as remembering homework, learning to be independent, managing anger in a mature way, and to practice specific academic skills.

Parents are asked to notify the teacher if there is a specific issue or changes in the child's home that impacts the learning of the student. (Examples include: medications the student is taking, allergies, mental health issues, medical problems, change to family structure, etc.)

If there is a problem with a specific staff member, parents are asked to discuss the problem with the staff member first. If further discussion is necessary, or the problem seems difficult to resolve without help, please contact the Principal to schedule a phone conference or meeting with the teacher.

By working together, we can provide the most optimal learning experience for students.

Family Access

All Butler Acres families with internet access can sign up in the office for "Family Access" which is an online communication tool. Families will have access to a variety of information regarding their student including food service balance, discipline information, health room visits, assessment data, and other key school related information. Stop by the office to sign up.

Email Updates

One of our most used methods of communication with families is through email. Make sure we have an accurate email address that you check often to ensure that you receive our office emails that will help you keep up to date on the activities, events and happenings at Butler Acres Elementary School.

Annual Notification Regarding Parents' Right Of Access To Student Records

Each year parents and students are to be reminded of the student records policy of the Kelso School District. Parents of students or 18-year-old students who wish to review any or all of the school records pertaining to the student should contact the building principal for an appointment. The records will be reviewed with school personnel, and parents may have copies of the records for the cost of copying. (The original student record is not released to the parents.)

If parents or adult students believe something in the records is inaccurate or misleading, they may request that it be corrected or they may have comments added to the records. If the principal and the parent or adult student cannot agree, the latter may contact the superintendent for a hearing.

Record information will not be released to most persons or agencies without the written consent of parents. Nonetheless, it is the policy of this district to forward school records, without parent consent, to schools in another district to which a student transfers. This is to facilitate the prompt placement of the student in the new school. However, parents may request a copy of the record. Similarly, without parent consent, the district forwards transcripts, or other information requested by high school students, to authorized representatives of the comptroller general of the United States; the Secretary of Education; an administrative head of an educational agency or state educational authority in connection with the audit and evaluation of federally supported education programs, or in connection with the enforcement of the federal legal requirements for such programs; to colleges and other educational institutions to which students are applying.

For a complete copy of the district's student record policy, contact your school principal. Parents who have questions or concerns about the student record policy may direct them to the building principal, the superintendent of the United States Office of Education.

Section 438 of the General Privacy Act, as amended, permits a school district to identify certain information as "directory information" which may be publicly released without permission of the parents. Kelso Public Schools identifies this information as the following: name, address, telephone number, date and place of birth, major field of study, participation in activities and sports, weight and height of members of athletic teams, dates of attendance, diploma and awards received, and most recent previous school attended. If you do not want this information released, please contact the school. We believe that it is in the student's best interest to have such information released in school and community newspapers because of the recognition it gives them. We make every reasonable effort to protect our student's privacy. For example, it is our policy not to release information to businesses for commercial purposes or to individuals without good reason. Therefore, most parents do not restrict the release of directory information.

Student Records

The Kelso School District has the obligation to collect and maintain student record data necessary for the fulfillment of educational purposes to assure orderly and efficient operation of the schools, and to promote and protect the welfare of students and their parents. The student record is the property of Kelso School District No. 458, but parents and others who are eligible have the right of access to the student record as set forth in the district's policy and regulations.

The Kelso School District has established its student record policy in compliance with the regulations of PL 93-380, the Family Educational Rights and Privacy Act, and PL 94-142, the Education for All Handicapped Children Act of 1975 (a revision of Part B of the Education for Handicapped Act), and applicable state laws and regulations (WAC 180-52-025).

The district maintains two types of information - a student record and a confidential student record - for use by the certificated staff in planning programs for individual students. These records are confidential and are reviewed annually to ensure that only purposeful data is recorded and maintained. The student record contains all information about a student which is collected and maintained on a routine basis, such as identifying information; enrollment, attendance, and withdrawal records; grades and credits earned; student learning objectives assessment record; test results, pupil health record and certificate of immunization status; and record of student extra curricular activities. A confidential record is maintained for student with special needs. Records may be transferred to other schools; but parent/guardian consent is required before a record may be released to a third party, unless requested by court order or civil subpoena. Parents/guardians or student 18 years of age may review contents of the student's records and may request deletion of material if they feel inaccurate or misleading information is contained therein.

Kelso School District Non-Discrimination Policy

Kelso School District #458 complies with all federal rules and regulations and does not discriminate in any programs or activities on the basis of race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation (including gender expression or identity), marital status, the presence of any sensory, mental or physical disability, participation in the Boy Scouts of America or the use of a trained dog guide or service animal by a person with a disability. District programs shall be free from sexual harassment. This holds true for all district employment and opportunities. Inquiries regarding compliance procedures regarding students may be directed to Don Iverson, Director of 504/ADA Coordinator, 601 Crawford Street, Kelso, WA 98626 360.501.1905. Compliance procedures regarding employees should be directed to Tim Peterson, Executive Director of Human Resources, the school district's Title VII and Title IX Officer. People of disability may request reasonable accommodation in the hiring process by contacting, Tim Peterson, Executive Director of Human Resources, 601 Crawford Street, Kelso, WA 98626 or 360.501.1924.

Communicating With Your Child's Teacher

Teacher Contact

All teachers have a district email address that can provide you with an alternative way of communicating with your child's teacher. Please see our school website for a list of email addresses for your use. Teachers can also be reached by phone outside of their class time from 8:15-8:40 and 3:30-3:45. It is most convenient to call during these times so classes will not be disrupted. Voice mail messages may also be left for most staff members.

Parent-Teacher Conferences

In November, school will not be in session for 3 days to provide time for each classroom teacher to conference with the parents or guardians of students. Letters of invitation are sent home in early November to explain the online appointment system to allow for families to choose a convenient time that works for their schedules. Conferences are held for the purpose of reporting student progress. Special projects and any questions you may have will be discussed. It is important that parents or guardians attend these conferences and try to meet the time schedules established. Other conferences may be held at the request of parents, teachers or administration, at other times, as needed.

Health Services

A Health Room Clerk will be at school each day. The health clerk or office staff will determine if the student needs to be sent home. If so, parents are contacted. Fevers and vomiting are a few reasons we will be calling for you to pick up your child from school. **If your child exhibits some symptoms of illness in the morning, it is probably best to keep him/her at home for the day.**

Some additional reasons to keep your child home are:

- Temperature (fever free for 24 hours without medicine before returning)
- Stomach ache or vomiting
- Cough and cold that will spread to other students

In case of an accident, only a parent, family doctor, or someone with written approval may authorize emergency treatment beyond the first aid status. **It is essential that we have emergency names and updated phone numbers in case a parent cannot be contacted.** Please contact the school if your child has any medical condition which has not been reported.

Washington State law requires that all school-age children be current in their immunizations. If you have any questions or need shots, please check with the Cowlitz County Health Department, your own doctor, or Mrs. Dorcheus our school health clerk.

Vision and hearing screening is done early in the school year. State law also requires that all students in grades 5 through 8 be checked annually for scoliosis or lateral curvature of the spine. Parents of any students having a problem will be notified as soon as possible.

All students are expected to go outside during recess. **If a child is well enough to go to school, they should be well enough to go outside during recess** to get the necessary exercise and fresh air that youngsters need. Exceptions for up to two days will be made for students returning to school from an extended illness with a written note from home or with a written recommendation from a medical doctor.

How I Can Help My Child Learn?

Parent Volunteer Helpers

Parent volunteer helpers are always needed. After completing the volunteer form and the approval of a background check you are welcome to contact your child's teacher and arrange the details. This form must be completed every two years and can take several weeks for approval. This process is also required before a parent/guardian is able to chaperone school activities or field trips. We welcome your involvement and are thankful for any support you can offer at our great school.

Butler Acres Homework Policy

Homework Philosophy

We believe that homework requires a partnership between the home and school which helps students develop responsibility, independence, strong study skills and good work habits.

Homework is defined as preparation for classwork, an extension of class assignments, and enrichment or expansion activities.

Homework Purposes

1. To practice and refine skills for mastery.
2. To prepare for the next class meeting.
3. To complete unfinished work.
4. To extend assignments beyond simple recall by using concepts and skills in new situations.
5. To broaden the students' knowledge.
6. To foster good work and study habits.
7. To integrate many skills in long-range projects, i.e. book reports, research reports, etc.
8. To encourage creativity.
9. To develop a home/school partnership that encourages parents to share expertise.

Homework Guidelines

1. The homework assignments should be well defined with directions and due date clearly understood by students.
2. The quantity of the homework should be realistic. It should consider the students' other assignments and responsibilities.

3. The assignments should be based on class developed concepts and skills or to prepare for the next class meeting.
4. The materials needed for the assignments should be easily accessible to students.
5. The students should know that the homework assignments will be evaluated.
6. Suggested time allotments for homework per night as needed:
K-2 15 minutes
3-4 30 minutes
5 30-60 minutes
It is suggested that homework may be more appropriate if broken up into 15 minute segments.

Homework Responsibilities

Homework provides an opportunity for parent involvement in the learning process of their child(ren). This involvement is beneficial to a child's academic growth and achievement. Homework is a constructive activity which helps develop independent study habits.

Homework involves shared responsibilities between teacher, parent and student. For homework to be effective and not become a burden to the teacher, parent or student, we must all share in the responsibilities.

Student Responsibilities

1. Take home all necessary homework and materials to complete the assignments.
2. Complete homework assignments carefully and neatly and return on time.
3. Have an organized means of keeping and carrying homework to and from school.
4. Consider homework as a job.

School/Staff Responsibilities

1. Each school will develop a homework plan and communicate this plan to parents and students.
2. Teachers will assign homework lessons as needed based on student(s) needs.
3. Teachers will monitor homework assignments.
4. Teachers will communicate homework assignment concerns to parents.

Parent Responsibility

1. Provide assistance and support for completion of homework assignments.
2. Ensure that assignments are returned to school.
3. Provide an appropriate time and place for the student to study.
4. Communicate homework assignment concerns to the teachers.
5. Request and pick up homework if your child has been absent from school.
6. Monitor student activities to insure enough time for homework.

Student Expectations

Butler Acres Elementary School Rules and Expectations

The learning community of Butler Acres Elementary will be **Respectful**, **Responsible**, and **Resilient** in their actions and words. Students will be expected to demonstrate these "**3 R's of Success**" as they work on being positive citizens within our school community.

As educators, we also recognize that social skills and expectations must be taught. Just like the academic areas, the staff at Butler Acres is committed to intentionally teach social emotional skills and the expectations that are to be demonstrated.

In order to be **respectful**, students will be taught to show kindness, listen to others, and value our learning community. **Responsible** students will self-manage, be a learner, and remain safe. Blue Jays demonstrate **resilience** by having a positive attitude, doing their best, and solving problems.

Around our Campus, students will recognize and respect our Voice Levels

- 0 = Voices Off
- 1 = Whisper
- 2 = Conversation
- 3 = Presenting
- 4 = Outside

In our Hallways, students will:

- Use a level 0 Voice
- Face Forward
- Walk Single File
- Walk with Purpose

In our Bathrooms, students will follow the "Rule of 2" (whenever possible):

- 2 minutes or less
- 2 people
- 2 pumps of soap
- Count to 20 two times (washing hands)
- 2 paper towels
- 2 points (garbage)

On the **Stairs**, students will demonstrate:

- Right is Polite
- Quiet Feet
- One stair at a time
- Hand on Rail (as needed)

In the **Bus Line**, students will:

- Walk to the bus line.
- Use a level 1 voice
- Stand in line wearing their backpack.
- Ensure food, drinks, and electronic devices are put away.
- Allow K-2 students to be in the front of the line.

On the **Playground** students will:

- Be safe, careful, and courteous playing on equipment and all areas of the playground.
- Call others only by the name their parents gave them.
- Use appropriate language.
- Demonstrate the 3Rs.
- Solve Problems
- Use equipment appropriately.
- Stay within the designated playground areas

Discipline Philosophy at Butler Acres Elementary

We believe that the learning community at Butler Acres Elementary is a successful one because we have high standards and hold ourselves accountable for achieving those standards. We work in a community that expects and accepts only our best efforts. We believe that the partnership between staff, students and parents is vital in collectively practicing, modeling, expecting, and recognizing appropriate and positive behaviors. When it comes to discipline, fairness and consistency are practiced so that the experience maintains the student's dignity and can serve as a learning opportunity for them.

Positive development will continually be encouraged and recognized at Butler Acres. Those students who meet the expectations of the "3 R's of Success" on a regular basis will be recognized for their positive efforts. Various forms of positive reinforcement will occur. A few examples are:

- extra privileges awarded
- positive phone call home
- visit to principal, or assistant, to be recognized for strong efforts
- awards given by teacher, support staff, or principal
- numerous other positives!

It is an expectation that students will earn additional privileges or participation opportunities based on following the three R's, class effort, and completing assignments. Opportunities may include extra recesses, class rewards, and school wide/grade level celebrations.

Though promoting positive behavior is our focus, negative behavior must also be addressed. The students referred to the principal or assistant principal's office for discipline will be handled on a "case by case" basis.

The severity and/or frequency of the problem will determine the outcome. A few examples of negative consequences are:

- problem solving and/or restitution
- loss of privileges to resolve problem
- phone call home
- positive planning time
- time out
- interventions and supports considered
- other consequences deemed necessary

Students will be encouraged to make positive choices. Just as negative behavior yields negative results, positive behavior yields positive results. The positive results represent what we are striving for at Butler Acres Elementary.

Refer to Kelso School District [Student Rights and Responsibilities Handbook](#) for more information.

Buses

Many buses serve Butler Acres School. It is imperative that riders understand their responsibilities to the bus, the driver, and to fellow passengers. Parents are urged to acquaint themselves and their children with bus regulations and assist in making bus riding safe and enjoyable for all children. The following rules are posted on buses:

For safe transportation

#1 OBEY THE DRIVER PROMPTLY

DO

- Remain seated while bus is in motion.
- Maintain orderly conduct.
- Keep bus clean.
- Keep aisle clear at all times.
- Cross road only in front of bus.
- Leave bus only at regular stop

DO NOT

- Smoke, light matches or chew tobacco.
- Throw objects of any kind.
- Possess any dangerous item or illegal substance.
- Use obscene language or gestures.
- Lower windows more than designated.
- Eat without permission.

REMEMBER: Misconduct may result in seat assignment or suspension of riding privileges!

Adapted from WAC 392-145-035

Students needing to ride any bus except their regular bus to their regular stop must have a note from their parent, which they take to their school office for a bus pass.

Dress Code

Students' dress and grooming shall be neat, clean and appropriate to a productive learning environment. Dress and appearance which cause disruption of the educational process, or present health or safety problems shall not be permitted. Safe shoes and clothing should be worn to school. For example, clogs, flip flops, and long dresses are a safety hazard on the stairs and during P.E. classes and should not be worn. Otherwise dress and appearance are the responsibility of parents.

Butler Acres students are expected to conform to the following guidelines:

1. Shorts and other attire are an acceptable form of dress as long as they are hemmed and not: (a) gym shorts, (b) short shorts, (c) running shorts, or (d) other attire of similar length such as very short, short culottes, rompers or skirts. Apparel shorter than mid-thigh is considered too short.
2. Articles of clothing which have straps over the shoulder and cover the midriff are acceptable: (a) tube tops, halter tops and strapless dresses are not appropriate attire; (b) half-shirts are not appropriate attire.
3. Out of respect for the learning institution, students will not be permitted to wear hats or other head covering in the building. Additionally, any article of clothing with inappropriate language, drug or alcohol or other offensive logos or designs will not be permitted.
4. Makeup is not to be worn or brought to school. If students come to school with makeup on, they will be asked to wash it off.

Under these guidelines the final determination of appropriate attire in each building is the responsibility of the principal. Students who are in violation of the dress code will have an opportunity to change into appropriate clothing. If suitable clothing cannot be obtained, they will be excluded from class for the remainder of the day. Repeated violations by a student could result in disciplinary action.

Internet Policy

The Kelso School District is pleased to offer students internet access within the school district. The internet may be used in classrooms for a limited educational purpose, including classroom activities. Students are expected to follow the rules set forth in Kelso School District Acceptable Use Procedures. This document will be sent home for both you and your student to read and sign before your student is allowed to use the internet.

Butler Acres Elementary School

Programs

Special Services

Butler Acres students are entitled to all services offered by the Special Services Department of the Kelso School District. Programs for all handicapping conditions are available directly to the school or by special arrangement. Evaluations for the student and consultation for the parent are offered. Parents, as well as school staff, may request these services. If you, as a parent, feel you have a child who has special needs, please contact the school principal or psychologist.

Music

General music is taught to all students, grades kindergarten through fifth, by our music specialist, Ms. Fanning. Each student in grades kindergarten through fifth have music twice a week for two 30 minute sessions.

Media Center

Our media specialist is Mrs. Webb. Each student at Butler Acres will visit the Library/Media Center twice a week for two sessions. During this time, students will have the opportunity to check out books, listen to stories, research classroom and media center projects, and learn library and technology skills.

Our library has many wonderful books to read. When students check out their books, they will need to take care of them responsibly. Books need to be carried to and from the library in a backpack or clean bag to protect them from the weather. Students, along with their parents, should find a safe place for their library books at home. Books need to be kept away from food, animals, and small children who do not know how to care for them. Fines will be levied as the result of improper treatment or loss.

Students in grades K-3 may keep their books for one week. Students in grades 4 and 5 are allowed to have their books for two weeks at a time. Once a book is checked out of the library, it becomes the full responsibility of the student. Books need to be returned on time so that other students may enjoy them. If books are not returned when due, you may receive a library fine postcard. These are sent after the books are overdue two weeks or more. If you receive a reminder, please help your child look for the book at home or send the fine payment in a timely manner. If the books are not returned or the fine goes unpaid, students will not be able to have the privilege of checking out another book until the matter is resolved. At the end of the school year your child's report card may be withheld until payment is received or the book is returned.

By being responsible you will be able to read and enjoy many exciting books during the school year.

PE

The Butler Acres PE program offers a fun and exciting success-oriented curriculum that promotes health and fitness for a lifetime. Your student will have PE with Mr. Webb two times a week. Appropriate PE attire must be worn on those days so that your student will be allowed to participate safely.

Shoes must have flat soles and cover toes and heels. Shorts must be worn under dresses and skirts. Exceptions will be made on field trip and musical program days. If your student is unable to participate fully in PE due to injury, please send a signed doctor note stating limitations to PE activity to Mrs. Dorcheus, health specialist, in the office.

Parent Teacher Organization

The parents of Butler Acres School have organized for the purpose of helping the students at our school. They assist with health clinics, getting room volunteers, book fairs, and other activities to provide monies to be used to help the school. A few activities that they have been held in the past are a Family Olympics, Walk A Thon, silent auction, fall fund raiser, along with selling school T-shirts and sweatshirts. The PTO has purchased playground equipment, computers, and many supplies for the school. The organization has no national or state affiliation. There is no financial cost for membership. We would love to have your time and talent.

Emergency Information

General

The district will cooperate and coordinate with the Department of Emergency Services and with county and city police. All communication will flow from building to district office to the media. If possible the building will additionally communicate via family access through email to share updates with Butler Acres families.

Inclement Weather Procedure -phone number 360.501.1990

In the event of hazardous weather, school may be either canceled or scheduled to begin two hours late. Inclement weather during the day may necessitate an early dismissal of school. Bus drivers may, on occasion, depending on road safety, have to alter bus routes. **The information concerning changes of school schedule will be carried by our local radio stations, KEDO, and KLOG.** The stations will normally be notified by 7:00 a.m. Parents and students are advised to listen to these stations for this information, rather than call the school as **telephone lines must be kept open for emergencies only.**

Families are encouraged to sign up for FLASH ALERTS which will send your cell phone a text message regarding any school closures or delays. Please see the Kelso School District webpage for sign up information.

Natural Disaster Emergency Procedures

In the event that a natural disaster occurs, such as earthquake or mountain eruption causing a flood, or heavy ash fallout, Butler Acres School has instructed its personnel and students to follow these procedures:

Earthquake

- A. If inside the building
 1. Remain inside the building. Do not attempt to run outside the building.
 2. Get under desks.
 3. Protect your head.
 4. Listen to instructions of teacher or person in charge.
 5. Attempt to move desk toward a weight-bearing wall and away from windows or glass.
 6. Teachers are to close curtains and turn lights off.
 7. Stay protected inside until told to do otherwise.

- B. If outside the building
 1. Remain outside the building. Do not attempt to run inside.
 2. Stay away from under power lines, poles, trees and covered play area.
 3. Move to an open area to where teacher or playground supervisor is located. Sit down and protect your head.
 4. Listen to instructions of the teacher or person in charge.
 5. Remain in position until told to do otherwise.

Picking Up Students At School During Emergency Procedure

All students are to remain at school until they can be safely bused home. Students will only be released to parents or recognized responsible adults after they have checked out through the school office. Keep your list of people who can pick your child up current in the office, with up to date phone numbers. It is our hope that each family will discuss emergency procedures at home so that students know whether you will pick them up at school or what they are to do when they get home if they are bused. It is important that the telephone lines be kept clear and used for emergency calls only during emergency procedures.

It is essential that the school have current phone numbers. **Remember anytime you move or change jobs or phone contact numbers, be sure to call or send a note to the office with address and phone number changes as well as email updates.**