




# Beacon Hill Elementary

257 Alpha Drive  
Longview, WA 98632

360-501-1450



## 2020—2021 Parent / Student Handbook

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# Welcome!

## Directory Information

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the Kelso School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, the Kelso School District may disclose appropriately designated “directory information” (which consists of name, age and photo likeness) without written consent, unless you have advised the district that you wish to opt out of the disclosure of directory information regarding your student. The primary purpose of disclosures of directory information is to allow the Kelso School District to include student information in school related publications.

**To request withholding of information pursuant to FERPA, please complete a Non-Disclosure Form (one form per family) and return it to the Student Services Office (601 Crawford Street, Kelso, WA 98626). Forms are available in school offices or online.** If this form is not completed and filed with the District, it will be assumed that the directory information listed below maybe disclosed. If this form is completed and filed, it will remain effective for the duration of your student’s enrollment in the District unless you notify your school office in writing that you would like to revoke this nondisclosure form.

# Emergencies

In the event of emergencies, we ask that parents/guardians refrain from calling the school. We know how difficult this is when you are concerned, but in such events all of our resources are directed to ensuring student safety. Our district office staff will communicate information and instructions to parents as quickly and efficiently as possible.

Evacuations, unscheduled dismissals and pertinent emergency information will be broadcast as follows:

Radio:	KLOG 1490 Rocket 107 FM	KEDO 1400 Magic 94.5 FM	KBAM 1270AM
Recorded Phone Message:	360-501-1990		
FlashAlert System:	<a href="http://www.flashalert.net">http://www.flashalert.net</a>		
Online Emergency Link:	<a href="http://www.newsbridge.net/kelso/">http://www.newsbridge.net/kelso/</a>		

## Harassment, Intimidation or Bullying

All Kelso schools take the Harassment, Intimidation and Bullying (HIB) of students very seriously. The majority of students in Kelso schools indicate that they feel safe at school. The Kelso School Board has recently updated district [policy](#) and [procedures](#) regarding HIB to strengthen our prevention and reporting of HIB. Any student, parent or other interested adult can report an incident of HIB using the Kelso Incident Report Form (which is available on the website and in all school's main office).

Harassment, Intimidation or Bullying (HIB) is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

If you have any questions about this policy please contact the principal of your child's school, or the Director of Supervision and Student Services at the Kelso district office.

## School Rules & Safety

**Respectful to ALL**

**Safe for ALL**

**Responsible to SELF**

Classrooms strive to create conditions that focus on 3 main expectations Students participate in fostering these practices through weekly class meetings. Teachers use behavior concerns to create "teachable" moments to assist students with taking responsibility for their actions. Students who present a danger to the safety of others or a significant disruption to the positive learning environment are issued a written referral. At that level we use progressive discipline in the hopes we can achieve positive outcomes at a very low level. First offenses result in a conference with the principal with subsequent referrals involving a loss of privilege, which can include suspension from school. The district's *Rights and Responsibilities Handbook* is distributed to all families at the start of every school year and provides detailed information on more serious offenses. Parents are considered an important part of the discipline process and will be included in the planning for corrective action.

# Daily Schedule

Currently Remote Learning 2.0

An updated schedule will be emailed to parents when we transition to In-Person Learning.



## Family Access

We recognize that parents would like to play a greater role in their student's education. To make it easier to get involved, we are providing you with the ability to access information anytime on-line, day or night, as it relates to your student. The Family Access website is [www.family.kelso.wa-k12.net](http://www.family.kelso.wa-k12.net) Contact the school office to get your login emailed to you.

## Medicine

If your child requires medicine at any time during the school year they will need:

- a doctor's note for the medication **and**
- a signed "Permission for Administration of Oral Medications" form with parent's signature **and**
- medication in original container with pharmacy label attached



Medication is **NOT** to be brought to school by or sent home with students. Parents need to transport medication to and from school. If you have any questions please call the Health Room at 501-1453.

## Breakfast / Lunch Accounts



Applications for free or reduced lunch programs are available at the school office anytime during the school year. Lunch money can be deposited before school in the cafeteria or after 8:45am in the school office.

Prices:	Breakfast	\$1.75	(reduced is free)
	Lunch	\$2.95	(reduced is \$.40 4-5; free for K – grade 3)
	Milk	\$.35	

# Volunteers / Visitors



If you plan on visiting/volunteering in your child's class or on any of the field trips, you are required to have a background check. The online form is available at <http://www.kelso.wednet.edu/volunteer-opportunities/>. Volunteers are also responsible for getting their fingerprints taken at law enforcement offices. **The clearance process takes at least 2 weeks. You will not be notified when your clearance is no longer valid. Please call the office at anytime to see if your clearance is still current.**

For the safety of our students, all visitors and volunteers are required to sign in at the office and receive a bright yellow pass before going to a classroom. Any visitor on campus without a bright yellow pass will be asked to return to the school office.

## Absence Guideline

Please call 501-1450 before 8:30am if your child will be absent or late for school. If your child will be late, please indicate whether they will need a hot lunch. The answering machine is available between 4pm and 8am for your convenience.

Tardies      5-7 Tardies = phone call home  
               7-9 Tardies = 1<sup>st</sup> letter sent home  
               10+ Tardies = 2<sup>nd</sup> letter sent home requesting a meeting with principal

Absences    10+ Absences = letter sent home  
               20+ Absences = letter sent home, doctor's note required for further absences.

For the districts policies please see the Student Right & Responsibilities Handbook; Compulsory Attendance Policy #3121 and Excused and Unexcused Absences Policy #3122.

All tardies and early releases count against your child's attendance.

Please sign in and out at the office if you are taking or returning your student during the school day.

## Pre-arranged Absences

Pre-arranged absence slips are available in the office. A slip needs to be completed any time you know in advance that your student will be absent. We appreciate knowing well in advance that your child will be away from school. The classroom teacher will make every effort to provide work for the time the student will miss. It is difficult for the teacher to predict the pace of the learning ahead of time. This means there may be additional assignments to complete when the student returns.

## After School Transportation Plans



ALL after school transportation changes need to be made in **WRITING ONLY!** Notices of changes can be sent with student to school, you can fax them to the office at 501-1455 or you can email us at [bhoffice@kelsosd.org](mailto:bhoffice@kelsosd.org). All changes need to be into the school office ONE HOUR before dismissal to ensure your student receives the notice.

Transportation changes include riding a different bus, walking home, going to a daycare or being picked-up by an adult. Without a note, your student will be required to take their normal transportation after school.

# Dress Code Guidelines

The Beacon Hill dress code is established to foster a sense of pride and provide a model for appropriate attire in your child's place of work. Clothing should be clean, neat and suited to a productive learning environment. Clothing should allow for safe and active play at school and not create a disruption to the learning community. The following guidelines are to assist you in helping your child make good decisions about appropriate attire:

- Articles of clothing should be free of offensive language, logos and designs. Advertising of tobacco, drugs or alcohol is not allowed.
- The length of shorts and dresses should extend past the child's finger tips when arms are rested at their side. Pants should be firmly attached to the child by the waistband or a belt.
- Shirts should cover the child's midriff and adequately cover the chest area. Shirts must also have **wide 2 inch straps** that go over each shoulder. **No thin straps!**
- Much of the school program is devoted to active play. Shoes should be suited to this activity by being firmly attached to the foot. Flip flops or high heeled shoes pose a safety concern and cannot be worn to school.
- Chains, pointed studs and other accessories that could cause injury should not be worn.
- Make-up is not to be worn or brought to school. If a student comes to school wearing make-up, they will be asked to wash it off.
- Gum and baseball caps are not allowed at school unless under the direct supervision of the classroom teacher in the classroom.



The final determination of appropriate attire will be the responsibility of the Assistant Principal. Students will be given the opportunity to change into appropriate attire or the parent will be contacted to bring a suitable alternative. It is our hope that by working together we can help our children make clothing choices that will help them feel good about themselves and that support the health and well-being goals of the school.

# Lost & Found

Parents are strongly encouraged to label outer clothing with their child's name. In the event items are misplaced, they may be claimed in the LOST & FOUND box in the undercover play area. Items not claimed will be donated to charity three times a year (winter break, spring break and end of school year). Every attempt is made to return clothing to students if their name is printed inside the item.



# Deliveries

Deliveries of gifts, balloons, flowers, etc. for students are not allowed at school and will not be accepted at any time.

# Staff Phone Numbers

Kindergarten		4th Grade	
Mrs. Atkins	501-1471	Miss Boultinghouse	501-1485
Mrs. Booth	501-1474	Mrs. Parsons	501-1489
Mrs. Freeman	501-1472	Miss Taylor	501-1490
Mrs. Schult	501-1473	5th Grade	
1st Grade		Miss Andrechak	501-1487
Mrs. Andreasen	501-1497	Miss Schill	501-1477
Mrs. Carroll	501-1475	Mrs. Uhrlaub	501-1488
Miss H King	501-1494	Specialists	
Mrs. Phipps	501-1496	Mrs. Beard	Lib/Tech 501-1460
2nd Grade		Miss. Golden	Music 501-1462
Mrs. Mendoza	501-1479	Mr. Sims	PE 501-1468
Mrs. Treadway	501-1476	Support Staff	
Miss Venegas	501-1482	Ms. Luczek	Speech 501-1466
Mrs. Watkins	501-1495	Mrs. Muir	LAP 501-1491
3rd Grade		Mrs. Owsald	Asst. Prin. 501-1451
Miss Fischer	501-1478	Mrs. Owens-Birch	Asst. Prin. 501-1456
Mrs. Johnson	501-1481	Ms. Rothwell	Coun. 501-1470
Miss S King	501-1486	Mrs. Davis	Resource 501-1462
Mrs. Pettit	501-1484	Mrs. Tanya	Nurse 501-1453

## Non-Discrimination

Kelso School District #458 complies with all federal rules and regulations and 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 listed in Title 36 of the United States Code. The following employee(s) has been designated to handle questions and complaints of alleged discrimination: Holly Budge, Director of Human Resources, the school district's Title VII Officer and ADA Coordinator. People of disability may request reasonable accommodation in the hiring process by contacting, Holly Budge, Director of Human Resources, 601 Crawford Street, Kelso, WA 98626 or (360) 501-1924.

Inquiries regarding compliance procedures regarding students may be directed to Don Iverson, Director of Student Services, the school district's Title IX & Section 504 Coordinator, 601 Crawford Street, Kelso, WA 98626 (360) 501-1900.

KELSO SCHOOL DISTRICT IS A DRUG AND TOBACCO-FREE WORKPLACE



## Electronic Devices



We seek to create rigorous learning opportunities for students. The presence of electronic devices and toys creates distractions as well as security issues in the classroom. Students are asked to leave Cell Phones, gaming systems, ipods, MP3 Players and other assorted electronics at home.

If there is an emergency situation that necessitates the need for a child to carry a cell phone, arrangements may be made with the principal of the school. Once permission is granted, the student will be allowed to carry the phone turned off, in a back pack.