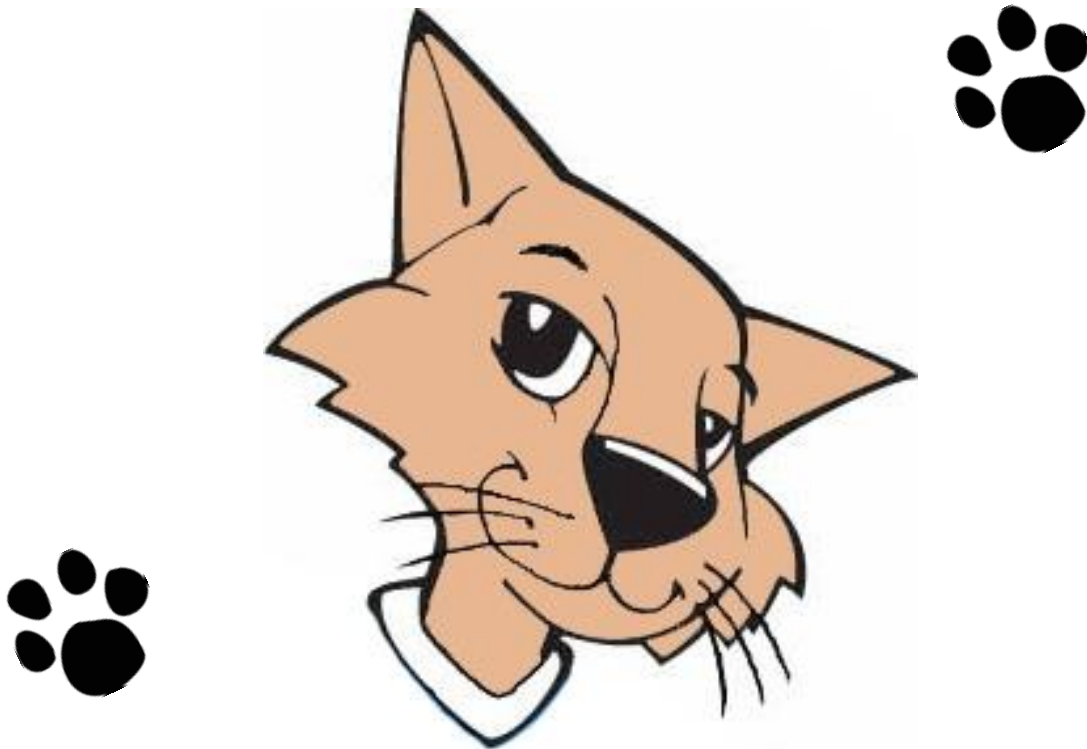


WESTGATE ELEMENTARY SCHOOL



Student Handbook

2514 West Fourth Avenue
Kennewick, Washington 99336
Telephone: (509) 222-6300 FAX: (509) 222-6301

ATTENDANCE LINE: 509-222-6302

Dale Kern, Principal

SCHOOL SCHEDULE

STUDENT DAY AND CLASS SCHEDULE:

8:40	Class Begins
3:17	Dismissal
2:00	Early Release EVERY Wednesday



Children who walk or are brought to school **should not arrive before 8:40 a.m.** unless they are coming for the breakfast program.

We cannot provide supervision for students prior to 8:40 a.m.

RECESS

10:45-11:00	4 th and 5 th grade Recess
2:00-2:15	K, 1, 2, 3 Recess

LUNCH

LUNCH RECESS

(Times are approximate)

K	11:05	12:00-12:30
1st	11:25	12:00-12:30
2nd	11:40	12:15-12:45
3rd	11:50	12:20-12:50
4 th	12:00	12:30-1:00
5 th	12:10	12:30-1:00

SCHOOL CLOSURE

In cases of severe weather, school closures or late starts will be announced over the local radio stations between 6:00 a.m. and 8:00 a.m. You may also visit www.ksd.org. Please do not call the school for late start or closure information.

ATTENDANCE

Westgate Wildcats who come to school on time every day have a much greater chance of succeeding than those who don't. We encourage all of our students to come to school well prepared every day. At the end of the school year perfect attendance awards will be given to students who have been at school and on time every day.

WHAT TO DO IF YOUR CHILD IS SICK

When students are tardy, or will miss school due to illness, the school needs to be notified in writing (by sending a note to the teacher) or by telephone (please call the attendance line at 222-6302).

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, for a doctor's appointment etc. you will need to come into the school office and sign your child out. This helps us to know who is picking a child up from school, and allows us to protect the safety of your child. Please do not ask us to release a child by phone or with only a note.

If there are any legal restrictions about the custody of children, you must provide a copy of the court document to the school.

VISITING SCHOOL

We welcome and invite you to visit Westgate at any time! If you'd like to observe your child's classroom, we ask for a 24-hour advance notice. If you're volunteering or visiting, we ask that you sign-in at the office when you arrive. If you would like to join your child for lunch and want to purchase a school lunch, please inform the office by 9:00 a.m. and we will have a lunch available for you.

School Services



SCHOOL BREAKFAST & LUNCH PROGRAM

A school breakfast is available for your child at Westgate. The **breakfast is available from 8:00 to 8:30 a.m.** Current breakfast and lunch prices can be found online at www.ksd.org.

Meals may be paid for daily, weekly or monthly.

If you wish to pay weekly or monthly, please send check or money order in an envelope marked with your CHILD'S NAME, ROOM NUMBER, And AMOUNT OF MONEY AND NUMBER OF BREAKFAST AND/OR LUNCHEs YOU ARE PURCHASING. Your child can give this to his/her teacher in the morning. You may also choose to pay online by visiting www.mymealtime.com

You will receive an application form for free and reduced lunch. If you think you may qualify, fill out the form and return it to school. Forms are available in the school office throughout the year.

WITHDRAWAL PROCEDURES

If it is necessary to withdraw your child from school, we ask that you (the parent or guardian) notify his/her teacher either by a note or a personal visit to school. We will issue your student a withdrawal slip on his/her last day at Westgate. This withdrawal slip must be presented to the student's new school when he/she enrolls.

MEDICATION AT SCHOOL

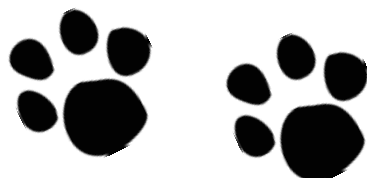
Most medication can be given at home. However, we will be happy to give your child medicine which must be taken at school, once you have filled out the proper forms. State law and school policy only allow oral medications and inhalers to be given at school. School personnel (other than the nurse) are not authorized to give eye and/or ear drops or ointments. If the medication *must be* taken at school, it must be in the original, labeled bottle (envelopes and plastic bags are not acceptable), and a "Medication at School" form must be on file at the school. The pharmacy will provide you with an extra bottle if needed. Please speak to our school nurse if you need a "medication at school" form for your child, or more information.

MEDIA

Many of the programs and activities at Westgate get media attention. We have been televised promoting activities such as our all-day Kindergarten program, technology, classroom practices and other programs or events. Throughout the school year we receive requests from TV stations to videotape the children engaged in various activities. Please let us know in writing if you **do not** want your child to participate in such events.

PARKING LOT/PICK UP AREAS

We need your help to keep our students safe in the parking lot! If you pick up your child, Please enter by the church on the East side of the building and exit by the gymnasium. **THIS IS A ONE-WAY DRIVEWAY!** If you will be patient and **wait to pick up your child until you pull up to the CROSSWALK**, it will help all of us prevent students from running into traffic and getting hurt. We also have a bus drop off and pick up in the back of the school on Conway Street. ONLY busses will be allowed in the bus zone. Your help is appreciated! Let's do it for the safety of our kids.



What We Expect From Wildcats

DISCIPLINE

A safe and pleasant school climate is the main goal of Westgate staff and students. Children are encouraged to learn and practice appropriate school behavior. The good news at Westgate is that most students do this!

In order to achieve excellence at Westgate, students are asked to observe the following rules:

1. Be prepared to learn each day and have necessary supplies and materials.
2. Arrive and leave at the appropriate time.
3. Be respectful and cooperative with staff and other students.
4. Be kind and considerate of others during work and play.
5. Be safe by following classroom, playground and school safety rules.
6. Use school and personal property properly.

Each classroom has its own set of rules and consequences. Parents are encouraged to learn the rules of their child's classroom and to work with the teacher to help the child learn to manage himself/herself.

Students who choose not to follow the rules may experience the following:

1. A discussion of the problem with student and teacher.
 - a. Appropriate consequences according to teacher's judgment and disciplinary steps will be given.
2. Teacher contact with parent.
3. Office referral to principal. Principal or teacher may use any of the following:
 - a. Contract or plan developed by student and teacher/principal.
 - b. Student, teacher, parent conference.
 - c. In-school Time-Out.
 - d. After school detention (with parent notification).
 - e. Other alternatives deemed appropriate including suspension or expulsion.

Once in a great while a student chooses ongoing behavior which jeopardizes the learning environment or the safety of Westgate. In such rare cases, the principal will implement the Kennewick School District Disruptive Student Policy (# 3314). This may result in a behavior plan for the student, and ultimately, possible alternative placement.

WEAPONS

(Kennewick School District Policy 3314)

The Kennewick School District has a zero-tolerance for weapons violations, violence, threats, acts that could result in bodily harm, or any other conduct that results in a disruption of the educational process. As a matter of practice, law enforcement may be

called anytime a student possesses a weapon at school. Please see the Kennewick School District website at www.ksd.org more information.

DISCIPLINE – KENNEWICK SCHOOL DISTRICT POLICIES

STUDENT RIGHTS AND RESPONSIBILITIES (KSD POLICY 3200)

Students who attend Kennewick Schools

- Shall obey the written policies, rules and regulations
- Shall take the required subjects;
- Shall obey teachers and other school personnel and;
- Shall receive corrective action or punishment as school officials shall determine

Students who willfully interfere with the orderly operation of the school shall be subject to discipline, short or long-term suspension, or expulsion.

STUDENT RESPONSIBILITIES AND LIMITATIONS (KSD POLICY 3240)

It is the intention of the Kennewick School District to provide a safe, productive, positive and disruption-free classroom and learning environment. General rules of conduct are as follows:

1. A student shall be on time and attend school regularly.
2. A student must:
 - a) attend all classes assigned unless excused
 - b) follow school bus rules of conduct
 - c) identify him/her when asked

A student shall not substantially disrupt any operation of the school or classroom.

3. Students are expected to be honest; lying and cheating will not be accepted.
4. Students are expected to:
 - a) Respect self and the rights of others
 - b) Treat others as they would like to be treated
 - c) Respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences.
5. Dress and appearance must not present health or safety problems or cause a disruption.
6. Oral or written defamation, obscenity, profanity, verbal and physical attacks, harassment and intimidation, are prohibited.
7. Any student, individually or with others shall not intimidate by threat of force or violence any school employee or student.
8. The use, sale, or distribution or possession of the following are not allowed:
 - a) Drugs and narcotics
 - b) Alcohol beverages and tobacco products
 - c) Fireworks
 - d) Weapons
 - e) Pornography
 - f) Stolen property
9. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed.
10. Activities defined by federal, state or local law as criminal are not allowed.
11. The forging of any signature or alteration of any document is not allowed.
12. The legal requests or orders given by school or civil officials shall be obeyed.



CORRECTIVE ACTIONS OR PUNISHMENT (KSD POLICY 3300)

All students shall obey the reasonable rule of the school district. Refusal to obey written rules and regulations shall be sufficient cause for discipline, suspension or expulsion.

- "Expulsion" is the removal from school or individual classes for an indefinite period.
- "Emergency expulsion" is the immediate removal of a student from school for actions which endanger students, staff or the educational process.
- "Suspension" is the removal from school, individual classes or other school activities for a specific period of time, after which the student has the right to return. A suspension is "short term" if it is for a period of ten (10) consecutive school days.
- "Discipline" means all other forms of corrective action or punishment.

DISRUPTIVE STUDENT POLICY (KSD POLICY 3300)

This policy was created to handle disruptive students whose physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

Incident #1: Parent notification

Incident #2: Parent notification

Incident #3: Parent conference to share the Disruptive Student Policy and the child's potential placement.

Incident #4: Teacher and principal conference to discuss whether to place the child under the Disruptive Student Policy and prior offenses are reviewed. If the child is placed under the Disruptive Student Policy, then:

- Paperwork is copied
 - The Disruptive Student contact form is filled out and services as a cover to all other documents
 - A Remedial Discipline plan is written
- Incident #5: Out-of-class alternative plan
Incident #6: Expulsion

ALCOHOL AND OTHER DRUG USE/ABUSE (AODA) KSD POLICY 3418

This policy was created to handle disruptive students who physical or verbal behavior substantially inhibits the learning process. The teacher has to take his/her focus off the class to deal with a particular student's behavior repeatedly.

STUDENT WEAPONS VIOLATIONS (KSD REGULATION 3300.1)

The Board of Directors has a no toleration policy toward students who are in any way involved with a weapon on school property or at a school activity. (See Policy 3314 – Student Conduct)

In Kennewick School District elementary schools, pocket knives can be considered a weapon and are to remain at home. If a pocket knife is brought to school the following will occur: If the carrier of the knife self-reports, the knife is taken, the family notified and the child remains in school.

If the carrier of the knife is reported by another, the knife is taken, the family notified and the child is suspended for one day. If the carrier of the knife uses it in a threatening manner (verbally or physically), then the incident is treated as a weapons violation which will result in disciplinary action. (Refer to – Student Weapons Violations and Student Conduct).

STUDENT CONDUCT (KSD 3314)

Students who engage in the following will be subject to corrective action or punishment:

1. Substantial disruption of school
2. Damage or theft of property
3. Extortion, assault or causing physical injury
4. Possession of weapons or dangerous instruments (see Regulation 3300.1 – Student Weapons Violations)
5. Possession of narcotics, alcoholic beverages and stimulant drugs.
6. Possession of cigarettes, cigars, tobacco (See Policy 3418 – Alcohol and other Drug Use/Abuse {AODA})
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations

Harassment and intimidation (See Policy 5013 – Sexual Harassment)

RESPECT THE DIFFERENCE

Racial, Ethnic, Sexist or other derogatory remarks are NOT WELCOME HERE. If your child experiences such remarks they should report it to an adult at school immediately.

RECESS EXPECTATIONS

1. Please don't bring toys from home for recess. Playground equipment is distributed to each classroom for recess use.
2. Inappropriate or unsafe behavior will usually result in the child being "parked". Parents should ask their child to explain the "Park It" program. (See "Park It" program in this booklet).
3. If a student is "parked" more than once during a recess he/she may be asked to go to the "Walk of Peace" area to think about his/her behavior.
4. Continuing problems may result in missed recess time or a more severe consequence such as suspension. (in-school or out-of-school)
5. Fighting or disrespect to adult supervisors always results in a direct referral to the principal.
6. MP3 players, iPods, cell phones, and other electronics should be left at home. Items that are brought to school will be taken away, and a parent will be required to pick them up.



STUDENT DRESS

Students should wear clothing to school that is safe and promotes a healthy lifestyle. Clothing should be appropriate for participation in school activities (including P.E.) and current weather conditions. Examples of clothing that are not allowed include: tube tops, spaghetti straps, tops that show the stomach, high heels, sandals or open heeled shoes that flip-flop, untied shoe laces, or any clothing that is gang-related, baggy or advertises tobacco, alcohol or other drugs. Belts may not hang more than 4 inches past the buckle. Hats must be removed in the building during the school day. See policy # 3224

WILDCAT HOMEWORK

Most Westgate teachers will assign homework on a regular basis. Homework assignments will be given for work which is incomplete or not finished during class time, missed as a result of absences, or as reinforcement when more practice is needed.

1. Generally, students who are performing up to their individual abilities will have no more than the following amount of homework on any given day. Adjustments may be made with respect to individual performances.

Grades K-1	15-30 minutes
Grades 2-3	15-45 minutes
Grades 4-5	30-60 minutes

2. It is recommended that students having less than this amount of homework should spend time reading, practicing math facts, studying spelling words, or extending areas that they are studying in the classroom.

BIKE SAFETY MATTERS

PLEASE DISCUSS THIS INFORMATION WITH YOUR CHILD.

Children who walk to school should stay on the left side of the road. Bicycles should be ridden single file on the right side. Bikes must be placed in the bike rack at school. Locks are recommended since the bike rack is not supervised throughout the school day. Bicycles are to be WALKED across the street in front of the building both before and after school. Bicycle helmets are required by state law.

The Kennewick School District No.17 does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all students who are interested in participating in all education programs and/or extra-curricular school activities in the Kennewick School District.

Kennewick School District's & Westgate Elementary

Discipline Policy Acknowledgement

We have read the Kennewick School District's policies regarding student behavior: Student Rights and Responsibilities, Student Responsibilities and Limitations, Corrective Actions or Punishment, Student Weapons Violations, Student Conduct, Alcohol and Other Drug Use/Abuse, Bus Transportation, Sexual Harassment, School Safety and Discipline. We have also read the Westgate School Rules.

We are aware of the consequences for inappropriate behavior.

Student Name

Room #

Student Signature

Parent/Guardian Signature

Date

Please detach from packet, sign and return form to school.

KENNEWICK SCHOOL DISTRICT & WESTGATE ELEMENTARY

Student Computer Use Information/Acknowledgement

The Kennewick School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary action, and may have civil, and/or criminal consequences. KSD and Westgate supports and respects each family's right to determine an appropriate level of computer usage and Internet access.

Please read carefully below, and sign indicating whether or not your child may have access to school computers/internet.

I have read and understand the Student Computer Use Information as outlined above. By signing below, I am allowing my child to have access to school computers/internet.

Parent/Guardian Signature

Date

NO, I do not wish my child have access to school computers/internet, please sign below.

Parent/Guardian Signature

Date