

Lincoln Elementary

Parent - Student Handbook

2013-2014



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Parent - Student Handbook
Lincoln Elementary School

Douglas Campbell, Principal

201 S Garfield St
Kennewick, Washington 99336
(509) 222-5700 FAX (509) 222-5701

Dear Parents and Students,

Welcome to Lincoln Elementary! We are excited to begin the 2013-2014 school year and are looking forward to working with you for the benefit of your child's education.

I encourage you to go through this handbook, discuss it with your child/children and if you have questions feel free to call me.

I urge you to become involved in Lincoln's parent group. With the help of parents and volunteers we are able to do a number of activities which benefit children.

Sincerely,

Douglas Campbell, Principal

Handbook Table of Contents

Staff and Time Schedule
Food Allergy Guidelines
Arrival and Departure Information
Attendance
Bicycles/Scooters/Rollerblades
Breakfast/Lunch Prices
Bus Information
Bus Policy
Custody Concerns
Discipline - Lincoln Rules - Procedures
Emergency Planning - Exit Drill and Lock Down
Homework Policy
Immunizations
Library Rules
Lunch/Recess Schedule
Medication at School
Music and Physical Education Rules
New Contact Information
Parent Teacher Organization - LEAP
Personal Items
Reading Goal
Reporting Student Progress
School Closures/Delays
School Deliveries
School Insurance
School Pictures
Student Dress
Student Health Information
Students going home for lunch
Students in News Stories
Taking Students out of Class
Telephone Use
Traffic Safety
Visitors
Volunteers
YMCA Before/After School Care
Kennewick School District Student Policies

ARRIVAL AND DEPARTURE INFORMATION

Our schedule does not permit us to supervise children who arrive early. Please see that your child's departure from home will have him/her arrive close to our 8:40 a.m. bell. Students participating in our breakfast program may eat from 8:15 - 8:40 a.m.

ATTENDANCE

Regular and prompt attendance is a key factor to success in school. If your child is attending Lincoln as a transfer student, excessive absences will result in your student returning to their home school. According to the laws of the State of Washington, the only legal reason for absence is illness. If an emergency does come up which requires the whole family, please let the school know. Whenever your child is absent, a written excuse must be sent with the child upon returning to school. For very special circumstances, children who may be in school but are not able to go outside will be allowed to stay in during recesses **only** if they have a note from a parent. A letter will be sent after 8, 15, and 22 absences.

DISTRICT POLICY: Students are allowed 15 excused absences. All absences after that are considered unexcused and will be treated as truancies and dealt with under current laws and policies.

BICYCLES/SCOOTERS/ROLLERBLADES (will not be allowed at school this year)

Students riding bicycles to school must observe all safety rules. Only students in grades 1-5 should ride bicycles to school. NO HEELIES ARE ALLOWED ON THE SCHOOL GROUNDS.

1. Bicycles/Scooters/Rollerblades must be walked/carried on school grounds.
2. Bicycles must be ridden alone. No riding double.
3. Bicycles are to be locked to bicycle rack.
4. Helmets are strongly encouraged for all bikers, scooters, and bladers.
5. Scooters and blades may not be kept in the office.

BREAKFAST/LUNCH PRICES AND INFORMATION

We encourage parents to purchase students lunches in advance. Students should bring lunch or milk money/checks in an envelope with their name, room # and amount of money for each child (if more than one) recorded on the envelope. These will be sent to the lunchroom Each morning and credited to your child's account before lunchtime.

	<u>Breakfast</u>	<u>Lunch</u>	<u>Milk</u>
Full Price	\$1.25	\$2.50	.55
Reduced	\$.00	\$.40	.55
Adult	\$2.25	\$3.50	

Application forms for free or reduced meals are available in the school office. A new form needs to be filled out each school year. If your child was on the program the previous school year, you have until October 12, to turn in your new form. If your form is not in by October 12, your child will be charged a regular lunch price until the form is received.

BUS INFORMATION

Only eligible students living in areas designated for bussing will be allowed to ride the school bus. Students who ride the school bus must follow the safety rules as established by the Kennewick School District Transportation Dept. The driver is in complete charge while students are on the bus. (District Policy follows).

Kennewick School District Policy #3240

Bus Transportation: Rules for Students Riding School Buses

"Don't lose your riding privilege"

1. Observe same conduct as in the classroom.
2. Be courteous and use no profane language.
3. No eating or drinking on the bus.
4. No littering - keep the bus clean.
5. Cooperate at all times with the driver.
6. Stay out of the driver's seat.
7. Don't be destructive. Parents will be responsible for reimbursement to the district.
8. Stay in your seat and face forward.
9. Keep head, hands, and feet inside the bus.
10. Bus driver is authorized to assign seats.
11. Those students who ride the bus home, must have a note for any alternate transportation arrangements. If the student does not have a note from home they will be placed on the bus.

REMEMBER: The bus driver is a professional, trained in techniques designed for the safe transportation of school children. Drivers have ultimate authority while in operation of the vehicle.

CUSTODY CONCERNS

In order to protect your child from an unauthorized adult taking him/her from school, we must have a copy of a restraining order on file, issued in the State of Washington. Contact your lawyer or the court for assistance.

DISCIPLINE

A pleasant school climate is a major goal for the Lincoln staff and students. Children are encouraged to learn and practice appropriate school behavior. Inappropriate behavior could determine your child's participation in school activities. Student discipline can and will affect the student's ability to participate in any school or PTO sponsored activity.

Disruptive Students- A disruptive student is defined as one whose behavior, either physical or verbal, inhibits the learning process. Disruptive behavior will not be tolerated in the classroom, on the playground or on any other area or activity at Lincoln. Students who display disruptive behaviors will be dealt with using the Kennewick School District Disruptive Student Policy #3240, which may include suspension or alternative school.

Weapons- Lincoln and the Kennewick School District have a no tolerance policy towards students who are in any way involved with a weapon on school property. Students who bring an alleged weapon to school will receive an emergency expulsion while an investigation takes

place. If it is deemed to be a weapons violation, the student will be expelled for the remainder of the school year at a minimum. (Policy R300.1)

We believe that all students have a responsibility toward their education. Students, parents, staff must be cooperative in providing a school environment where effective learning can take place. To accomplish this, students are asked to observe Lincoln rules.

LINCOLN RULES

1. Students will be prepared to learn each day and have necessary supplies and materials.
2. Students will arrive and leave at the appropriate time.
3. Students will be respectful and cooperative with staff and other students.
4. Students will be considerate of others during work and play.
5. Students will follow classroom, playground, and school safety rules.
6. School and personal property will be used and cared for properly.
7. Students will be expected to use self-control and monitor behavior in any situation.

DISCIPLINE PROCEDURES-BULIDING

Each classroom operates with a written set of rules and consequences. Parents are encouraged to learn the rules of their child's room and to actively work with the teacher to help the child learn to manage himself/herself.

Students not observing the rules may experience the following:

1. A discussion of the problem with student and teacher
 - a. Appropriate consequences according to teacher's judgment will be given.
 - b. A disruptive behavior form being filled out will follow more severe disruptions

EMERGENCY PLANNING/EXIT DRILL and LOCK DOWN

On a regular basis, we will practice evacuating the school so all students are aware of the fastest and most efficient way to do this if necessary. Exit drills are also practiced on our school buses. If the school is in a lockdown situation, no one will be allowed to enter or exit until the lockdown situation has concluded. Lincoln is very serious about the safety of our students and staff. By practicing evacuations and security situations, we hope our staff and students will respond by being alert to any potential problems.

HOMEWORK POLICY

If you know in advance that your child will be absent, your child's teacher may be able to assign work to do during the absence. **We ask that parents give a day's notice for this request.**

IMMUNIZATIONS

The state of Washington has laws governing minimum inoculation standards for children in grades K-12. The purpose of this law is to protect every child from disease. Our school nurse will be in contact with you if there are questions regarding your child's immunization records.

LIBRARY RULES

Respect the library!

1. Students learn book care and check-out procedures during their weekly library class.
2. Books damaged or lost will be paid for or replaced by parents or student.
3. Children are encouraged to carry library books in a sack or backpack.

MEDICATIONS

If a child needs to take medication during school hours, these guidelines will be in effect:

1. All medication must be in the original prescription bottle, clearly labeled with all pertinent information.
2. All meds will be kept in a locked cabinet in the nurse's office.
3. All meds must be brought to school for inventory by the responsible parent or guardian.
4. Medications are to be dispensed only in the nurse's office.
5. The "Parent Request for Giving Medication at School" form must be completed and signed by parent and doctor.
6. Students are responsible for coming to the office for their medications.
7. Medications not claimed by the parent at the end of the school year will be counted and destroyed, as will the permission forms.

MUSIC AND PHYSICAL EDUCATION RULES

1. No food or gum will be allowed in the music room or gymnasium.
2. In P.E. and music, proper shoes and clothing for movement, exercise, and running should be worn.
3. If your child needs to be excused from PE or music for medical reasons, please send a note for the day.
4. Cooperate with classmates and teacher.
5. Good sportsmanship will be emphasized.
6. The same behavior will be expected in P.E. and Music as in the regular classroom.

NEW ADDRESS/PHONE NUMBER/DAYCARE

If any of these change during the school year, please notify the secretary immediately. Current, accurate information is very important. In the event of an emergency if current information is not available we will need to contact the authorities.

PARENT TEACHER ORGANIZATION (PTO)

You are invited to be an active part of Lincoln Educators and Parents, our PTO. Notices will be sent home regarding L.E.A.P. meetings, all are welcome. Meetings are usually the 2nd Tuesday of each month.

PERSONAL ITEMS

Personal items, such as cellular phones or other electronic devices, make-up, playground balls, trading cards, jewelry items, or any other collectable items are not allowed in school. The school/staff will not be responsible for lost, stolen or traded items. On the first offense, items confiscated from students, on the bus, playground or in the classroom will be kept in the Principal's office until a parent can pick them up. The second time items are

confiscated; they will be kept in the Principal's office until the last day of school in June, when a parent may pick them up.

READING GOAL

Kennewick School District Reading Goal: 90% of our students reading at grade level by the end of 3rd grade. Parents will be asked to help us achieve this goal by reading at home with their children at least 20 minutes a day. Reading is the key to success in school. It is very important that parents help support us on this goal. Children will benefit for a lifetime.

REPORTING STUDENT PROGRESS

Report cards and mid-trimester reports are issued three times during the school year. At the end of the first and second trimesters, parent conferences are held to discuss student progress. Please feel free to contact your child's teacher to schedule other conferences.

SCHOOL CLOSURE -Check the school district website at www.ksd.org

In winter, poor weather or unusual situations may necessitate the delay or closure of schools. PLEASE DO NOT CALL THE SCHOOL. Listen to your favorite radio station, or tune in your television for announcements regarding school operations.

SCHOOL DELIVERIES

We ask that family and friends refrain from having flowers, balloons, or individual gifts delivered to children at school. It is difficult to maintain quality teaching time with the interruption and would like to prevent hurt feelings of others. We appreciate your cooperation in honoring this policy. Balloons are not allowed on the school bus.

SCHOOL INSURANCE

School insurance is available to those who wish to participate. Information will be sent home at the beginning of the school year and is available in the school office.

SCHOOL PICTURES

Individual student photographs are taken in the fall and group class photographs in the spring. Information will be sent to you prior to "picture day". Individual pictures are scheduled for September 20. Spring classroom pictures will be April 12.

SCHOOL PROPERTY

In support of our adopted curriculum, in addition to textbooks and library books, additional supplies may be assigned to students. If these items are lost or damaged, fines will be assessed.

STUDENT DRESS

Students should wear clothing to school that is in keeping with safety, health, and decency standards and is appropriate for participation in school activities including PE, recess, and weather conditions. Examples of clothing which are not allowed are halter tops, spaghetti straps, undershirts, short shorts, or any clothing that advertises or encourages use of tobacco, alcohol or other drugs. For safety reasons we would like students to avoid wearing open toed or shoes that may slip off while playing on indoor or outdoor equipment and

participating in PE or music activities. Hats are not to be worn inside the school building. Costumes, colored hair, etc. are only allowed on scheduled special days, notes will be sent home notifying parents of the day.

STUDENT HEALTH INFORMATION

Information in student health records may be shared with school staff on a need to know basis to protect the student's health, safety and educational interests. This will be done at the discretion of the district's certificated nursing staff. Parents wishing this information not be shared should notify the nurse in writing.

STUDENTS GOING HOME FOR LUNCH

A parent signed permission note must be received if a student is to go home for lunch.

STUDENTS IN NEWS STORIES

Kennewick School District policy allows our students to appear in news stories, including pictures, regarding our schools and school related topics. We are, at times, asked by the media to participate in these stories. Parents who do not want their children to participate may fill out a "Use of Student Likeness" denial form, available in the Lincoln office.

TAKING STUDENTS OUT OF CLASS

In the event that you need to have your child released during the school day, such as a doctor appointment, it is necessary that you come into the school office and sign your child out. Please do not ask for your child to be released by phone or written note. An advance note is welcome if it is understood that the parent must still come into the office and sign their child out.

TELEPHONE USE

Our phones are very busy. Under normal circumstances students should not need to use the phone during the course of the school day. Parents can help by making sure children know each morning what they are to do after school. Please do not leave messages for students except in an emergency. Student cell phones must be turned off during school hours and kept in backpacks. Cell phones will be confiscated if they become disruptive to the educational environment. We are not responsible for lost or stolen cell phones.

TRAFFIC SAFETY

U-turns and speeding in school areas are very dangerous. We are concerned about this activity taking place in our school neighborhood. We ask that parent's who drop their children off, use the drop off area along brick wall on the eastside of the parking lot. Please do not use the parking lot as a loading zone, we do not allow students to cross the parking lot to get to a car unless escorted by an adult. Please do not park in marked bus zones. Traffic congestion and children walking across lawns and gardens are all situations that our neighbors should not have to bring to our attention. **Follow the 4 P's: Please practice parking lot patience!**

VISITORS

Periodically a student will ask to bring a friend or relative to school for the day. **We do not allow this practice.** Our first responsibility is to your child and the educational program being offered. No visitors other than pre-approved adults. Thank you for your help in adhering to this policy.

VOLUNTEERS

Lincoln welcomes parent volunteers! If you would like to help, please notify your student's teacher or the office. Volunteers are needed in the classroom, library, and other areas. All volunteers must complete a registration packet, which includes a background check through the Washington State Patrol. We ask all volunteers to sign in each time they visit the building and to wear an identification badge. Please pick up your application form, available in the school office.

YMCA BEFORE/AFTER SCHOOL CARE

YMCA will not be housed at Lincoln this year, contact the YMCA office at 374-1908 for more information. Our school day begins at 8:40 a.m. Our para-educator schedule does not allow us to supervise children who arrive early or stay late.

STUDENT POLICIES

STUDENT WEAPONS POLICY

For the safety and protection of all, students are explicitly forbidden from bringing weapons or items that are intended to be used as a weapon to school. Kennewick school district policy #3314-Exceptional Misconduct, explicitly defines the district policy regarding weapons. The policy states in part:

Weapons and Dangerous Instruments - Weapons may include, but are not limited to air, aerosol, gas or pump-action chemical agents; air, aerosol, gas or pump-action firearms; nunchuk sticks; throwing stars, clubs, knives of any kind, silencers and objects similar in form or use to those listed above. Any item used with the intent to threaten, intimidate, or harm another person would be considered a weapon.

Blunt or heavy objects used or displayed during a fight may be considered weapons for purposes of enforcing this policy.

Weapon use, transmission or possession shall result in emergency expulsion by building administrators. Such expulsion shall continue until appropriate investigation has been made by school and law enforcement authorities.

Administrators shall use discretion and may select alternative disciplinary measures when investigating incidents involving small pocketknives not used or displayed as a weapon.

STUDENT CONDUCT

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. Weapons or dangerous instruments

5. Narcotics, alcoholic beverages and stimulant drugs
6. Cigarettes, cigars, tobacco (see policy #3418)
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations
15. Harassment and intimidation (see policy #5013)

STUDENT RIGHTS AND RESPONSIBILITIES

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
- Shall receive corrective action or punishment as school officials determine

ALCOHOL AND OTHER DRUG USE/ABUSE (AODA)

Alcohol and other drug use are a serious health problem and the Kennewick School District is committed eliminating it from the school environment. The use, possession, transfer, or being under the influence of illegal. Illicit drugs, chemicals, alcohol or tobacco in or on school property or at school-sponsored events is prohibited.

SEXUAL HARASSMENT

The Kennewick School District is committed to a positive and productive education and working environment free from discrimination, including sexual harassment.

Sexual Harassment occurs when unwelcome sexual or gender-directed conduct or communication interferes with a student's performance or creates an intimidating, hostile or offensive environment.

SCHOOL SAFETY AND DISCIPLINE E2SHB 1841

Washington State Legislation (1997)

GANG ACTIVITY: A student may be suspended or expelled if the student is a member of a gang knowingly engages in gang activity on school grounds. A person who threatens another person with bodily injury because the other person refuses to join a gang or has attempted

to withdraw from a gang is guilty of the crime of criminal gang intimidation. Gang intimidation is a class C Felony.

DRESS CODE: Dress codes may prohibit wearing gang-related apparel, but the school must notify the students and parents of what clothing and apparel the school considers to be gang related and may not impose disciplinary action against a student without providing the notice.

SUSPENSION AND EXPULSION POLICIES: Schools must adopt policies to restore discipline to the classroom. The policies must allow teachers to take disciplinary action to correct a student who disrupts classroom activities. If a student commits certain offenses, such as an assault against a teacher, the student must not be assigned to the teacher's classroom. Similar restrictions apply if a student commits an offense against another student. A principal must consider long-term suspension or expulsion if a student repeatedly violates school rules or laws.

School districts may adopt policies that limit possession of paging telecommunications devices or cellular phones.

A teacher may suspend a disruptive student from the teacher's classroom for the day of the violation and two more days, or until the principal and teacher have conferred, whichever occurs first.

If a student is suspended for damaging property belonging to the school, a contractor, a school employee, or another student, the student may not be readmitted until payment in full has been made for the damage, or until directed by the superintendent of schools. If the property damaged is a school bus, the student may not ride on a school bus until full payment is made or the superintendent of schools readmits the student. The school may continue to provide a work program in lieu of payment of money.

EHB 1581

Washington State Legislation (1997)

FIREARMS ON SCHOOL GROUNDS: A school district may suspend a student for up to one year if the student acts with malice and displays an instrument that appears to be a firearm on public school property, public school-provided transportation, or other facilities when being used exclusively by public schools.

STUDENT RESPONSIBILITIES AND LIMITATIONS

Kennewick School District Policy #3240

It is the intention of the Kennewick School District to provide a safe, productive, positive, and disruptive-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 attend all classes assigned unless excused, follow bus rules of conduct, and identify him/herself when asked.
3. A student shall not substantially disrupt any operation of the school or classroom.
4. Students are expected to be honest and lying or cheating will not be accepted.
5. Students are expected to respect self and the rights of others, treat others as they would like to be treated, and respect other people in relation to their race, gender, religion, ethnic origin, disability, and individual differences.
6. Dress and appearance must not present health or safety problems or cause disruptions.
7. Oral or written defamation, obscenity, profanity, and verbal and physical attacks, harassment and intimidation are prohibited.
8. Any student, individually or with others, shall not intimidate by threat of force or violence any school employee or student.
9. The use, sale, distribution or possession of drugs and narcotics, alcoholic beverages, and tobacco products, fireworks, weapons, pornography, or stolen property are not allowed.
10. Students are to respect the property of others. Entry, theft or possession of another's property is not allowed.
11. Activities defined by federal, state or local law, as criminal is not allowed.
12. The forging of any signature or alteration of any document is not allowed.
13. Disregard of legal requests or orders given by school or civil officials.

CORRECTIVE ACTIONS OR PUNISHMENT

Kennewick School District Policy #3240

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

Discipline means all other forms of corrective action or punishment. 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 that 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 or less
- A suspension is "long term" if it exceeds ten (10) consecutive school days

STUDENTS

Prohibition of Harassment, Intimidation, and Bullying

The Kennewick School District is committed to a safe and civil educational environment for all students, employees, volunteer and patrons, free from harassment, intimidation or bullying.

"Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristics in RCW-9A.36.080(3), (race, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

Nothing in this policy requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying, "other distinguishing characteristics" can include but not limited to:

- Physical appearance, clothing or other apparel,
- Socioeconomic status,
- Gender identity,
- And marital status.

Harassment, intimidation or bullying can take many forms including: slurs, rumors, jokes, innuendo's, demeaning comments, drawing cartoons, pranks, gestures, physical attacks, threats, or other written, oral or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the education environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other district policies or building, classroom, or program rules.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for harassment, intimidation or bullying also constitutes violations of this policy.

The Superintendent is authorized to direct the development and implementation of procedures addressing the elements of this policy, consistent with the complaint and investigation components of procedure 5150, Sexual Harassment.

Cross-References:	Policy 3200	Rights and Responsibilities
	Policy 3210	Nondiscrimination
	Policy 3314	Exceptional Misconduct

Legal Reference: Chapter 207 Law of 2002

Adopted: November 6, 2002

STUDENT WEAPONS POLICY

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STUDENT CONDUCT

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3. Extortion, assault or causing physical injury
4. Weapons or dangerous instruments
5. Narcotics, alcoholic beverages and stimulant drugs
6. Cigarettes, cigars, tobacco (see policy #3418)
7. Truancy
8. Lewd conduct
9. Gambling
10. Repeated misconduct
11. Forgery
12. Criminal acts
13. Cheating
14. False accusations
15. Harassment and intimidation (see policy#5013)

LINCOLN ELEMENTARY STAFF

Mr. Campbell	Principal	Mrs. Earley/Nesbit	3 rd grade
Mrs. Short	Secretary	Ms. Brooks	4 th grade
Mrs. Debban	Counselor	Ms. Brewer	4 th grade
Mrs. Avila	Nurse	Miss Galpin	4 th grade
Mrs. Miller	Librarian	Mrs. Johnson	4 th grade
Mrs. Helfer	Library Secretary	Mrs. Barnes	5 th grade
Mrs. Glasford	Orchestra	Mrs. Hruby	5 th grade
Mrs. Clark	Reading Specialist	Miss Smith	5 th grade
Mrs. Scherbarth	Resource		Kindergarten
Mr. Jones	Physical Education	Miss Rogers	Primary Autism
Griffin/Menke	Music Specialist	Mrs. Bouscher	Inter. Autism
Mrs. Knight	Speech Pathologist	Mrs. Brush	Para Educator
Mr. Fleming	Psychologist	Mrs. Burris	Para Educator
Ms. Handley	Occ. Therapist	Mrs. Lien	Para Educator
Mr. Johnson	Custodian	Miss Datin	Para Educator
Mr. McPeek	Custodian	Mrs. McLaughlin	Para Educator
Mrs. Crowder	Kindergarten	Mrs. Noss	Para Educator
Mrs. Morris	Kindergarten	Mrs. Brown	OT Para
Mrs. Phillips	1 st grade	Mrs. Tranbarger	Cashier-Para
Mrs. Sorbel	1 st grade	Mrs. Praino	Para Educator
Mrs. Korson	1 st grade	Mrs. Ross	Para Educator
Mrs. Moore	1 st grade	Mrs. Samples	Para Educator
Mrs. K. Hogg	2 nd grade	Mrs. Savage	Para Educator
Mrs. Nelson	2 nd grade	Mrs. Tramel	Para Educator
Miss Anderson	2 nd grade	Mrs. Wakefield	Para Educator
Mrs. Crandall	2 nd grade	Mrs. Wilbur	Para Educator
Miss LeVan	3 rd grade	Mrs. Vopat	Para Educator
Mrs. Brown	3 rd grade	Mrs. McFadden	Cook
Mrs. Barney	3 rd grade	Mrs. Sharp	Cook

KENNEWICK ELEMENTARY - TIME SCHEDULE

	<u>Morning Kindergarten</u>	<u>Afternoon Kindergarten</u>
MONDAY	8:40 am - 11:27 am	12:30 pm - 3:17 pm
TUESDAY	8:40 am - 11:27 am	12:30 pm - 3:17 pm
WEDNESDAY	8:40 am - 10:55 am	11:45 am - 2:00 pm
THURSDAY	8:40 am - 11:27 am	12:30 pm - 3:17 pm
FRIDAY	8:40 am - 11:27 am	12:30 pm - 3:17 pm

Grades 1 - 5

MONDAY, TUESDAY, THURSDAY, FRIDAY	8:40 am - 3:17 pm
WEDNESDAY	8:40 am - 2:00 pm

NON-DISCRIMINATION STATEMENT

The Kennewick School District #17 complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or disability. This holds true for employment and program activities. Inquiries regarding compliance procedures may be directed to the School District's Title IX/Title VII/ADA Officer and/or Section 504 Officer.

Title IX/Title VII/ADA Officer:

Beverly Johnson-Torelli, Director of Personnel, Address: Kennewick School District #17, 1000 W 4th Avenue, Kennewick, WA 99336 Tel: 222-5010

Section 504 Officer:

Dottie Stevens, Assistant Director for Alternative Programs, Address: Kennewick School District #17, 1000 W 4th Avenue, Kennewick, WA 99336 Tel: 222-6522



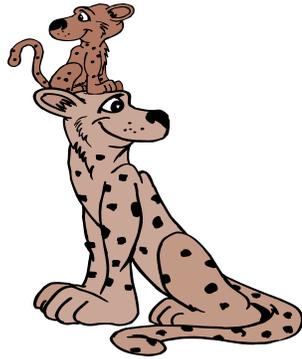
Computer Use

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. The Kennewick School District supports and respects each family's right to determine an appropriate level of computer usage and Internet access. Parents or guardians may request that their student(s) be restricted from access to school computers and/or the internet.



(Please sign below and return to your child's teacher)

September 2013

We have read together, and understand the School District's Student Policies as stated in the 2013-2014 Lincoln Elementary handbook.

Parent Signature

Student Signature

Date