

# MULLENIX RIDGE STUDENT/PARENT HANDBOOK

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## MESSAGE TO PARENTS

Welcome to Mullenix Ridge Elementary School! The purpose of this handbook is to provide you with important information about our school. Please contact us whenever you have questions, comments, concerns, or suggestions.

Mission: To ensure high levels of learning for ALL students.

Vision: Mullenix Ridge Elementary is committed to the education of all students in the skills needed to become responsible members of society and to instill in them the value of learning as a lifelong process. We promote a positive community learning environment which fosters family involvement, cooperation, responsible decision making, and respect for self and others. We are dedicated to working with families as we prepare our diverse population to meet the challenges of the future.

Code of Conduct: While at Mullenix Ridge Elementary School, each person has the right to learn, to be safe, and to be happy. Each person is expected to take responsibility for his or her actions and to strive for excellence.

Sincerely,

Barbara Pixton  
Principal

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### ADMISSION - ENTRANCE

A birth certificate and immunization record must be presented when you register a child for kindergarten. No child will be admitted without complete immunization records, as required by Washington state law. Immunization requirements can be found at [www.doh.wa.gov](http://www.doh.wa.gov) or you may inquire at the school office. Immunization Exemptions require the signature of a licensed health care provider.

Students registering for kindergarten should be five years old on or before midnight, August 31 of that school year. Some exceptions are allowed for students transferring to the district from other areas or private schools. Early entry testing may be available through the district office.

### OPEN ENROLLMENT

The School District has a policy of open enrollment whereby parents may apply to allow their students to attend a school other than the one in their own service area. The decision is made by the building principal and the District Office of School Support, based on available space and other factors. Open enrollment is subject to district policy #3131.

### WITHDRAW/TRANSFER TO ANOTHER SCHOOL

If you move out of our school's service area, either within the school district or to a location outside of our district, please notify our school office as early as possible. This helps us process paperwork, assess fines and close our records. Student records will not be sent to the child's new school until we receive a written request from the school.

### ATTENDANCE

Regular school attendance is vital to your child's progress. Please keep early dismissals, tardiness and absences to a minimum. Help your child develop consistent attendance habits.

- **Please call the office before 9:30 a.m. to report your child's absence.** If no call is received, the school attendance office calls each morning to verify unexplained absences. This procedure assures parents that their child has made it safely to school and meets state law requirements.
- Absences will be identified as unexcused unless a phone call or note from the parent is received by the school within 30 days of the absence.
- Excessive absences for illness, and any health-related absence which lasts for 5 or more consecutive days, will require a note from a licensed health care provider.

- Students who are absent from classes without an approved excuse or are absent or tardy excessively will be subject to corrective action.
- The “Becca Bill” requires that schools notify authorities when a student receives five or more unexcused absences in a 30 day period.
- Teachers are not expected to make special preparations in advance for any student who is absent due to truancy, family vacations, etc.

### BIRTHDAYS

Classroom teachers may have their own procedures for recognizing their students' birthdays. Therefore, please get prior approval from your child's teacher to bring a **store bought** treat for the entire class to celebrate your child's birthday. **WE ASK THAT YOU DO NOT SEND GIFTS, FLOWERS, BALLOONS, ETC. TO SCHOOL FOR YOUR CHILD.** Please do not ask school staff for help in distributing birthday party invitations, or for phone numbers of other families. We are not allowed to give that information. We appreciate your cooperation with this policy.

### CELL PHONES

As cell phones are a source of distraction for students, it is preferred that they do not bring them to school. However, if parents require their child have a cell phone for safety purposes, they must adhere to our cell phone policy. Cell phones must be off and out of sight at all times on our school campus - see full policy on our website or ask for a paper copy at the school office. The school is not responsible for loss or damage.

### CHILD ABUSE

Cases of child abuse or neglect are often first suspected or detected by school personnel. The law is very specific in stating that in situations where any member of the school staff has reasonable cause to believe a child has had physical injury inflicted upon him or her by other than accidental means or is found to be suffering from physical neglect or sexual abuse, that staff member is required to report such incident to the appropriate authorities. Staff members who knowingly fail to do so shall be guilty of a misdemeanor.

It is the intent that, as a result of such report, protective social service shall be made available in an effort to prevent further abuses, and to safeguard the welfare of the children.

### CLOSED CAMPUS

The School District maintains a "closed campus" policy. Students are expected to remain at school from the beginning of the school day until the end of the school day. Visitors to campus must have the approval of the building principal and are to sign in at the office upon arrival.

**Delivery of forgotten items (lunches, books, etc.) should be brought to the school office. The office personnel will deliver items to your child at a time least disruptive to the classroom.**

### COMPUTER USE AND INTERNET ACCESS (Electronic Systems & Internet Acceptable Use Policy)

Student use of our computers is a privilege and should be for school purposes only. Appropriate use of the computer and the internet means:

- Respecting school property by not disrupting, destroying, modifying or abusing computer equipment or the network.
- Not using viruses or hacking tools
- Students only accessing files that belong to them
- Using existing software and not installing any other software without permission
- Using only teacher-approved media or devices
- Obeying the restrictions of the network filter
- Reporting anything inappropriate to a teacher or another adult immediately. Protecting privacy by not giving out personal information (including my password) or leaving my computer unattended
- Being a good cyber-citizen and not using the computer to bully, harass or put-down others
- Respecting the copyright of software and web sites and not plagiarizing the works of others

**Failure to comply could result in disciplinary action according to district policy #2022.**

As students use technology at school, many precautions are taken to guide them in appropriate use and direction.

- Students are not left alone while working on computers; adults are nearby to monitor and assist if issues arise.
- Internet safety tips are provided to students to help make good choices both at home and school.

Consequences of misuse depend on the history, severity and nature of the infraction, and are determined by the building principal on a case-by-case basis, similar to any non-technology issue.

## DISCIPLINE

The District Rights and Responsibilities handbook, available on the District website provides comprehensive coverage of District and state policies regarding student conduct. At Mullenix Ridge, we believe that good discipline is essential in the teaching-learning process. This is accomplished through respectful and safe actions and personal responsibility. We believe that discipline is a joint responsibility between the home and the school. Our goals are to be consistent, keep parents informed, and prevent issues.

### School Rules

Students will:

1. Demonstrate respect for self and others.
2. Demonstrate respect for all school and personal property.
3. Follow requests of all school staff members.
4. Follow safety rules at all times.
5. Not engage in actions that harm self or others.

At Mullenix Ridge we stress the rights and responsibilities of students. Our building discipline plan will instill that with Rights come Responsibilities. Therefore, the issue of discipline involves finding effective alternatives which leaves the dignity of students intact, teaches them how they have violated the rights of others, motivates them to do better and teaches them appropriate behavior.

#### Step 1

- Student is asked to stop the inappropriate behavior.
- The staff member states the expectation and allows the student to follow through.

#### Step 2

- If the student does not comply with staff member's instruction, the student may be written-up on a Disciplinary Report (write-up) form.

### Procedures for Disciplinary Reports

- A student who breaks any of the rules (Rules 1-5, above) may receive a Disciplinary Report (write-up).
- When a student receives a Disciplinary Report (write-up), it is directed to the office where it may be dealt with on an individual basis before it is sent home for parent signature. The write-up is sent home for a parent signature and a copy is kept in the office.
- Students are required to sit on the bench at recess until the Disciplinary Report (write-up) is returned with a parent/guardian signature.
- Student returns the signed copy to the office.
- Any student who continues to have behavior difficulties may be put on an individualized behavior plan. This plan will identify consequences appropriate for the individual. The plan will be developed by school staff in collaboration with the student's parent(s).
- Severe misconduct or dangerous behavior will result in immediate administrative action.

### Administrative Referrals

When a student is referred to the Principal for a major infraction, (see South Kitsap School District Policy #3240-Student Conduct) the Principal will use professional judgment, the individual needs of the student, and the circumstances of the offense in determining appropriate action. Consequences are based on the seriousness of the behavior and the student's past record. Mullenix Ridge Elementary School uses progressive discipline which protects students by due process. Generally, no action will be taken against a student until facts have reasonably been determined. If unsuccessful behavior continues, consequences may become progressively more severe.

Following a referral to the office, the Principal will employ one or a combination of the following consequences:

\*Problem Solving Session

\*Contracts

\*Loss of privileges

\*Short term suspension, long term suspension

\*Detention (before school, during recess, after school)

\*Expulsion

\*Law enforcement contact

Students identified as having a disability or suspected of having a disability may have additional due process rights and safeguards. These safeguards will be taken into consideration when discipline is imposed.

## SCHOOL EXPECTATIONS

### SCHOOL-WIDE

Students will:

- use appropriate language (verbal and nonverbal).
- keep hands and feet to oneself (no fighting, play-fighting, kicking, pushing).
- use good manners and quiet voices.
- not spit.
- not have gum at school.
- dress in a manner which is not disruptive to the educational process nor a threat to the health and safety of self and others.
- not wear hats (or other head coverings) in the building.

### BUILDING

Students will:

- use a pass when leaving class or playground.
- show pride in their school by keeping all areas free of litter.
- take care of all books, supplies, etc., that are issued from the school.
- clean up their own work areas.
- not throw objects.
- shut locker doors quietly.
- not use posters, stickers, or write on the lockers or desks.
- use only his/her own locker.
- help keep restrooms clean.
- walk quietly in the building.
- keep hands away from the art/displays on walls.

### ARRIVAL AND DISMISSAL

Students will:

- follow directions from staff members at the front entrance.
- watch for their rides from covered entryway or from designated area on front lawn.
- only approach their vehicles when given permission by staff members.
- walk directly to bus without playing, getting on Big Toy, etc.
- line up at designated areas for buses.
- line up in the order in which they arrive.
- only load buses when escorted or given permission by a teacher.
- follow all school bus rules and directions of the drivers.

### LUNCHROOM

Students will:

- enter the lunchroom quietly.
- once seated, remain in that seat throughout lunch.
- maintain quiet voices while eating.
- eat in a neat and respectful manner.
- not trade or share food.
- clean up his/her own eating area.
- remain seated until excused by supervisor.

### ASSEMBLIES AND LARGE GROUP GATHERINGS

Students will:

- follow entrance and exit procedures quietly.
- sit in assigned areas without disturbing others.
- maintain sitting position and respect other's space.
- be respectful listeners and only use applause to show appreciation.

### PLAYGROUND

Students will:

- play in designated areas.
- immediately stop playing after recess; put the balls and jump ropes away.
- line up quickly, and wait in line quietly.
- leave rocks, sticks, bark and other objects on the ground.
- use balls properly in designated activities and not kick the basketballs or four square balls.
- get permission to retrieve balls from off limit areas.
- use the slide one at a time, sitting position, feet first.
- not jump off of, or stand on the bars or posts of the Big Toy.
- not play "Tag". It causes too many injuries.
- go in one direction, and one at a time, when using bars and rings.
- use ropes only for jumping.
- not throw objects, including balls, at the ceiling, lights or roof.
- not play in bathroom area.
- not bring food, gum, candy, toys and personal sports equipment to recess.
- use stairs and walkways between upper and lower play areas (no walking, playing or rolling on hill.)

## **STUDENT ARRIVAL EXPECTATIONS**

### **Morning Routine**

Students being dropped off out front should only get out of the vehicle when it is pulled over and stopped at the red curb or parked in a parking space. Crossing from the parking area to the sidewalk should be done **only at the crosswalk.**

Students should not arrive at school before 8:15 a.m., but if they do, they must wait (no supervision is provided) in the covered area in front of the main doors. Dress warmly, as it is usually cold in the morning.

While waiting to come into the building, screaming, chasing, and other rough, boisterous behavior is not allowed.

At 8:15 on M, T, Th, F (9:05 W) students may go to the café for breakfast, to the gym to quietly read, or to the playground. Students will enter classroom hallways when the gate is opened at 8:25 M, T, Th, F (9:10 W).

When the bell rings at 8:25 a.m., students may go to their lockers, put their backpacks and coats away, and then into the classroom at 8:30.

Please remember to walk safely in the hallway when the gate and doors are opened so that nobody is hurt in any way.

## **STUDENT DEPARTURE EXPECTATIONS**

### **Afternoon Routine**

#### **Expectations of Students Riding the Bus:**

Students should walk directly to the bus lines without playing, getting on the Big Toy, or going to visit with friends in another line.

Students should enter the lines at the end, without cutting.

Waiting students should stand in lines politely, keeping the school rules in mind at all times.

Students should walk *quickly* to the bus if it is already loading.

#### **Expectations of Students Being Picked Up Out Front:**

Students will use the bathrooms, get drinks, and get all needed items from the classroom BEFORE leaving the building. Students will not be allowed to go back into the building or stay inside the building after dismissal without staff permission.

While waiting to be picked up, students must stay under the covered areas.

Even though school has been dismissed, students waiting for rides are still required to be respectful to each other and to staff members. Screaming, chasing, and other rough, boisterous behavior is not allowed.

Eating is not permitted

Never approach a vehicle while it is moving.

Crossing the parking lot should only be done at the crosswalk with the assistance of the crossing guard.

Students may go to their vehicles only when stopped at the curb. Adults should cross students to their vehicles in the parking lot at the crosswalk.



## DRESS FOR SCHOOL

Our two major concerns in regard to proper dress are the educational climate in the classroom and the safety of students.

- Clothing worn by students should be functional, neat, clean, and presentable.
- Clothing that includes disruptive language or that advertises gang affiliation, sex, drugs and/or alcohol is not acceptable.
- Clothing should have adequate coverage.
- Short shorts, short skirts, halter tops, tube tops, spaghetti strap shirts, tank tops less than 3 finger widths wide, and "sagging" pants (loosely fitted pants which are not adequately tightened at the waistline) are not considered appropriate attire for school.
- Clothing should cover the midriff at all times without exposing undergarments.
- For safety reasons, footwear must be sturdy and cover the foot in order to protect feet during PE and recess activities (flip flops and open-toed sandals are not allowed).
- Hats may not be worn in the building.

**Staff may determine if clothing/appearance is disruptive to the school environment.** Students who are dressed inappropriately will be asked to cover or change their clothing, or we will call home for a change of clothing. During cold and variable weather students should have warm clothing since they spend a part of every day in outside play.

## ETHNIC DIVERSITY

Students of all races and cultural diversity are represented in our student body. All students are expected to treat each other with dignity. All are encouraged to continue to develop a respect and an understanding for the contributions of all people in our society.

## HOMEWORK

Practice at home of previously taught skills helps to reinforce skill development. Homework may include the application and practice of learned skills, reading, completion of work not finished during class time, and/or make-up work due to absence. We believe that the amount of time spent on homework should be relatively small. The following guidelines have been developed:

### TIME SPENT ON HOMEWORK:

Kindergarten-Grade 3:	0-20 minutes a night.
Grade 4-6:	0-40 minutes a night.

Questions about homework assignments should be directed to your child's teacher. While homework is your child's responsibility, you can play an important role in making sure your child develops good study habits.

## ILLNESS AND INJURY

The health and safety of every student while at school is a major concern of the school staff. If a student is injured at school, he or she will be administered emergency first aid when necessary by the school nurse, office staff or principal, or 911 will be called. Parents will be notified in those cases that are serious enough to warrant communication. If the parent is unable to be reached, the emergency numbers the parent has provided will be called. It is extremely important that you provide the office with several phone numbers of persons to contact. If no one is available to come for the child, we will use our judgment on whether to call 911 or keep the child in the health room.

Children who become ill or show symptoms of illness are sent home as a protection to other students as well as themselves. Office personnel will determine if a child should be sent home. Students with an oral temperature of 100.5 degrees or above should remain at home until free of fever for 24 hours. Parents are always notified and asked to pick a child up if a health problem occurs. Parents are expected to develop an emergency plan in case they are unable to pick up a child. A school nurse is available for consultation and may be contacted through the school secretary.

Head lice and scabies are two common parasitic infestations. To prevent the spread of these conditions, please notify the school if your child contracts the problem. Children with head lice or scabies are excluded from school until treatment has been completed.

## MEDICATION

Oral medications including over the counter medications, such as cough drops, Tylenol, etc., may only be given to students for the medications and dates indicated on the "Administration of Medication at School" Form 157, which is available in the school office and must be signed by parent/guardian and a licensed health care provider. Medications must be in their original containers, labeled with student's name, name of the medication, dosage, mode of administration and name of physician.

**Students cannot carry medication with them during the school day.**

Students may bring and use their own unmedicated lip balm and sunscreen to school, but they may not share with others.

## LEAVING SCHOOL DURING THE DAY

Early dismissal of a student may be granted at the request of the parent/guardian for reasons involving the student's health or a family emergency requiring his or her presence. Please send a note to school with your child informing us of the time you plan to pick him or her up. Students are to bring the notes to the office in the morning before school. To protect the safety of your child, teachers will only release a student if authorized by the office. In order to release students from the building, they must be signed out in the office. Upon returning, they must be signed in again.

If, for any reason, a student needs to return home after reporting to school, he or she must have both parent and school permission to go home.

## LOCKERS

Lockers are the property of the school district and are on loan to students. Students are expected to keep lockers clean, free from posters, stickers and other decorations. Students will keep their school supplies in their desk. Students will only use their lockers at assigned times. Locks will not be issued nor should they be brought from home.

## **THE SCHOOL ASSUMES NO RESPONSIBILITY FOR PERSONAL ITEMS BROUGHT TO SCHOOL.**

**Students are not to bring personal items, toys, electronics, video games, etc. to school.** The only exception is when classroom teachers make specific requests for sharing. Cell phones must be turned off during the school day and should be kept out of sight. Our complete school cell phone policy is available on our website. Paper copies are available at the main office. Electronic e-readers, such as Kindles, are allowed at school, but at your own risk. Inappropriate items brought to school may be confiscated until a parent can retrieve them.

## LOST AND FOUND

All articles lost or found in the building or on the school grounds will be placed in the "Lost and Found". Articles left on the bus may be retrieved the same day from the driver, at the district bus garage, or possibly, at the school office.

**Please label personal possessions with your child's name so that we may easily locate the owner. Please check the "Lost and Found" periodically. Unclaimed items will be donated to charitable organizations if not retrieved in a reasonable amount of time.**

## LUNCH/BREAKFAST PROGRAM

Lunch and breakfast are available each school day. The cost of a student lunch is \$3.00, breakfast is \$1.65, and milk is 50 cents. Students may pay at the time the meal is served or money may be applied to student meal accounts at school or online. Student meal accounts may be monitored online by parents. Sign up at <http://myschoolbucks.com/> You will need your student's ID number (see office staff) to set up the online service. Some students are eligible for free or reduced price breakfasts and lunches. This eligibility is determined by federal guidelines; applications are available in the school office. For speedier service, apply on the District website on the [Food and Nutrition Services](#) page.

Parents are welcome to eat with their child. Please call the office before 9:00 if you would like to reserve a hot lunch at the cost of \$4.50.

Please do not send sodas and/or energy drinks with students.

**Gum is NOT permitted at school.**

## PARTIES

Classroom teachers will notify parents of parties and celebrations that may be held throughout the year.

**Due to health and safety reasons, party treats must be store bought rather than home baked.**

## PROBLEMS/CONCERNS

**If you have questions or concerns involving your child's education, we ask that you talk first with the classroom teacher.** Many concerns can be resolved simply by scheduling a conference or classroom visitation. You may schedule a meeting by calling or emailing the teacher or school office.

If a problem or concern continues, you are asked to contact the school principal for assistance.

## PROGRESS REPORTING

Reporting of student progress is done three times a year on a formal basis. Parents and students are requested to attend a parent/student/teacher conference in the fall and in the spring. The specific day, time, and place will be presented to you in advance of the actual conference. Report cards are issued in November, March and at the end of the school year.

You are encouraged to contact your child's teacher at any time if you feel a conference would be beneficial. Nothing is more valuable than a parent/teacher conference in giving you a clear idea of your child's progress, plus you have much information about your child that is of extreme value to the teacher. Please feel free to share this information so that we may work together to meet your child's needs.

## PUBLICATION OF STUDENT PHOTOS/WORK

Throughout the school year, South Kitsap School District's Community Relations Department, teachers, and other staff take photographs and video images of students participating in school activities. Student work may be posted on the official District web site and district-sponsored teacher web sites. Photographs and student work may also be used in the South Kitsap School District's newsletter and other District publications, including our own school publications. School board policy specifically prohibits the posting of student address, identification numbers, or other contact information on the official District web site or District-sponsored teacher web sites. See the district's Rights and Responsibilities Handbook on the District website for opt-out information.

## TEXTBOOKS AND SUPPLIES

Textbooks and most instructional materials are supplied by the school to each student. Supplies such as pencils, paper, rulers, scissors, etc. are the responsibility of the student unless notified otherwise. Individual teachers may have a list of additional items needed for their particular class. Students are responsible for all texts and instructional materials checked out to them and will be charged for the replacement of lost and/or damaged books and materials.

Students are expected to demonstrate reasonable care to the facility and the equipment/materials of the school. Willful damage or destruction by a student will result in appropriate disciplinary measures. Parents will be held liable for the actions of their children.

## TRANSPORTATION TO AND FROM SCHOOL

**STUDENTS ARE NOT TO ARRIVE AT SCHOOL PRIOR TO 8:15 A.M. UNLESS THEY ARE PARTICIPATING IN A SPECIFIC ACTIVITY. ON WEDNESDAYS, STUDENTS SHOULD NOT ARRIVE PRIOR TO 9:05 A.M.**

**Student dismissal time is at 3:10 p.m.**

### AUTOMOBILE:

When students are dropped off before school or picked up after school by car, drivers are requested to use the parking lot in front of the school. The bus zone is only for buses. Please follow the [parking lot pick-up and drop-off procedures](#) for the safety of all - and to keep the traffic flow as smooth as possible.

Parents must send a note or call the office when their students will be picked up by someone other than their parent.

### BICYCLES:

The riding of **bicycles to school is limited to students in grades three, four, and five**. If you allow your child to ride a bike to school, please encourage him or her to be extremely cautious. A rack for parking the bicycles is provided. It is the student's responsibility to lock and secure the bike while at school. Students riding bicycles to school will be allowed to depart at the end of the day only after the school buses have left.

**Students riding bicycles or skateboards to school are required to wear bicycle helmets.**

Students failing to follow appropriate procedures with their bicycles may be refused permission to bring their bicycles onto school grounds.

#### SCHOOL BUSES:

School bus transportation is available to most of our students. Bus transportation is a privilege and students riding buses are required to obey all established rules and regulations. Disorderly conduct while riding a school bus may result in denial of this privilege.

All children will be expected to ride their assigned bus regularly. **If it is necessary for your child to ride a bus other than the one assigned, a note or phone call to this effect must be sent to the school office.**

#### WALKING:

Written authorization notifying the school that your child is allowed to walk home must be received. Parents are encouraged to instruct their children in proper walking procedures, especially since there are no defined sidewalks or pathways in our school area. If you choose to have your child walk along Mullenix Road, please encourage him or her to exercise extreme caution.

At the end of the day, for safety purposes, students walking home from school along Mullenix Road will be allowed to leave only after the buses have departed.

**SAFETY NOTE: ANY CHANGE TO YOUR CHILD'S METHOD FOR GOING HOME REQUIRES NOTIFICATION FROM THE PARENT/GUARDIAN TO THE MAIN SCHOOL OFFICE.**

#### VISITATIONS

We appreciate your interest in your child's progress and learning experiences. You are most welcome to visit the school. To avoid classroom disruption, classroom visitations must be scheduled through the school office or classroom teacher. Individual conferences with a teacher should be scheduled before or after the school day. **When you arrive at school on the day of your visit, please check in with the office.**

**Students are not allowed to bring other children as visitors.**

#### VOLUNTEERS

Volunteers make many valuable contributions to a school! We welcome your volunteer time in the office, classrooms, and the library. When volunteering, please be respectful of the classrooms by not interrupting instruction. If you have a special talent you can share with students or staff, let us know. Volunteers are required by state law to submit to a background check to ensure the safety of our students. For more information, please contact our Volunteer Coordinator.

## SUPPLEMENTAL SERVICES AND PROGRAMS

- **COMMUNICATION DISORDER SPECIALIST (SPEECH)**

One of the district's CDS staff comes to the school on a scheduled basis to provide speech and language instruction to students with significant difficulties.

- **ECEAP (Early Childhood Education and Assistance Program)** is a comprehensive preschool program that provides free services and support to eligible children and their families. The goal of our programs is to help ensure all Washington children enter kindergarten ready to succeed. The program includes: Early learning preschool; Family support and parent involvement; Child health coordination and nutrition.

- **HOME TEACHING**

Whenever a student must be out of school for an extended period of time, usually due to prolonged illness, parents may apply for home tutoring. The district has a teacher who travels to the homes of students needing this service, providing instruction to help the student keep up with his or her studies until returning to school on a regular basis. The Home Teacher works closely with the child's regular teacher and the home.

- **INSTRUMENTAL MUSIC**

This program is available to fifth grade students interested in learning to play a band or an orchestra instrument. The band teacher at John Sedgwick Middle School provides band instruction twice a week on Mondays and Thursdays from 8:00-8:40am. The John Sedgwick orchestra teacher provides orchestra instruction on Tuesdays and Fridays from 8:00 to 8:40am. Students may ride to the Middle School on a John Sedgwick bus, or parent may transport. Following band and orchestra, students then ride a bus from the middle school to Mullenix Ridge for the start of the school day.

- **PHYSICAL EDUCATION**

Unless excused by their family physician, all students in grades K through 5 are required to participate in physical education activities. Each class is scheduled on a regular basis each week.

- **SKSD HIGHLY CAPABLE SERVICES PROGRAM**

Highly capable service options at SKSD include a variety of options per grade level. All services emphasize higher order thinking skills. A wide range of instructional strategies are utilized to ensure that the diverse learning needs/styles are met for all students.

The highly capable program was developed in order to address the special needs of highly capable students. The program focuses on academic rigor, social and emotional needs, creative and critical thinking. We strive to provide students challenging and stimulating curriculum along with the opportunity to be among their intellectual peers. We also create a positive environment where individual ideas and risk-taking are valued. Nominated students are tested each spring for services the following year. Information is available on SKSD's website under "Student Center".

K - 2nd grade: Services in the building may include but are not limited to: Classroom clusters "Walk To" options, Small group instruction, Enrichment, Academic competitions, Interest area projects, On-line enrichment.

3rd - 5th grade: SOAR PROGRAM - STUDENTS OF ACCELERATED RIGOR -Full time self-contained highly capable classrooms

(located at Orchard Heights)

6th- 8th grade: Honors Language Arts/Social Studies classes, 7th grade Algebra, academic competitions/interest projects.

9th – 12th: AP, Honors, college in the high school, Running Start, accelerated math, tech. prep courses, enrichment, academic competitions, on-line options.

- **SPECIAL EDUCATION SERVICES**

Students must be tested by the district psychologist and show a significant deficiency in an area to qualify for special education services. The referral for testing can be made by either the child's parents or a member of the school staff. Parents must give written approval for testing and consent to the placement of the child in the program before he or she can be admitted.

- **VOCAL MUSIC**

All students in grades K through 5 are scheduled for instruction in vocal and rhythmic music instruction each week. All students are expected to participate.

## PARENT, FAMILY AND COMMUNITY INVOLVEMENT

Parent, family and community participation in local schools is vital to student achievement. The South Kitsap School District recognizes that parents and families are the first and foremost teachers of their children, shaping and influencing their attitude toward learning. Recognizing this significant role, the District and every school or program providing direct instructional services to students will involve parents, families, advocates for children, and the community in the education of students. Toward that end the District and each school shall have an active, collaborative Whole Child team that will develop and oversee a plan for fostering family/community involvement. In recognition of the fact that some students do not have parents, the words "parents" or "family" are used in this policy to denote any form of extended family or concerned adult who is advocating for a student.

The District, and minimally, parents of students participating in federally funded programs including but not limited to Title I, Special Education, ELL and Learning Assistance Programs in the South Kitsap School District, shall jointly develop and agree upon a written parent/family involvement policy which will be evaluated annually by this group.

## SOUTH KITSAP NON-DISCRIMINATION STATEMENT

The South Kitsap School District provides equal educational and employment opportunity without regard to race, creed, religion, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation – including gender expression or identity, marital status, or the presence of any sensory, mental, or physical disability, the use of a trained dog guide or service animal by a person with a disability. Equal access to activities, facilities and program is provided to the Boy Scouts of America and other designated youth groups. District procedure complies with all applicable state and federal laws.

The Title IX Officer and Section 504 Coordinator with the responsibility for monitoring, auditing and ensuring compliance with this policy are: Compliance/ADA/Title IX Coordinator: Dr. Mona Johnson, Executive Director of Wellness & Support, 2689 Hoover Avenue SE, Port Orchard, WA 98366 360-874-7063, [johnsonmona@skschools.org](mailto:johnsonmona@skschools.org) Section 504 Coordinator: Andrew Cain, Principal, 2689 Hoover Avenue SE, Port Orchard, WA 98366 360-874-6022, [cain@skschools.org](mailto:cain@skschools.org)

**Revised**

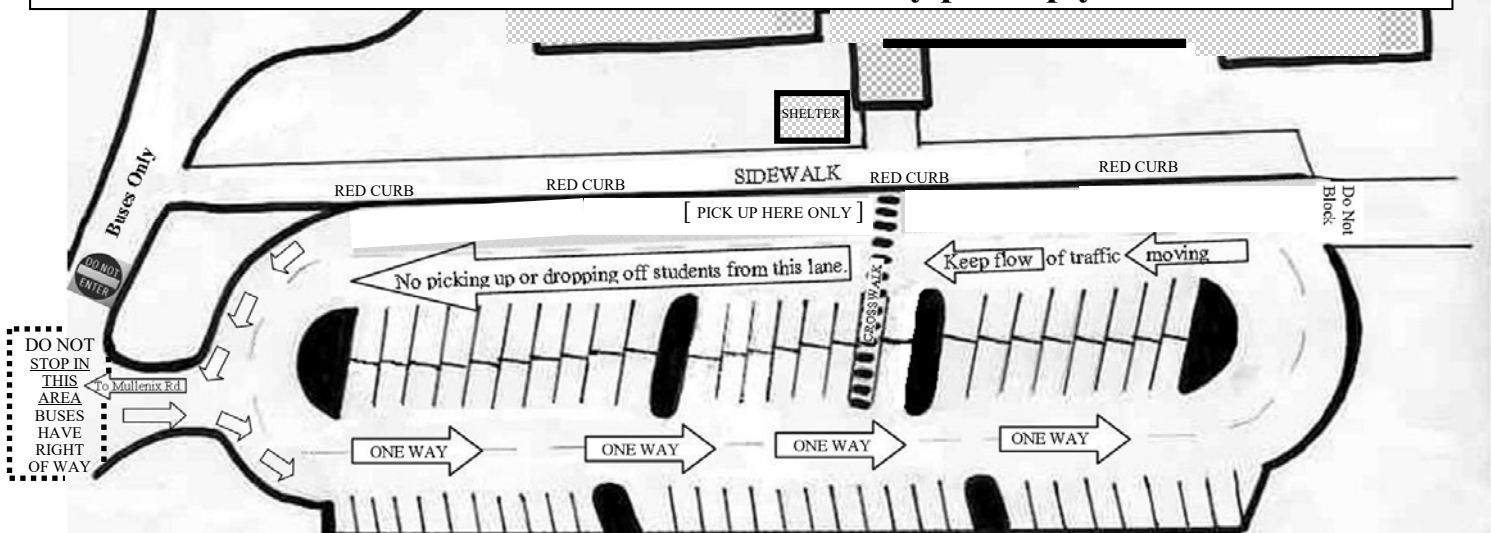
# Mullenix Ridge Elementary **PARKING LOT RULES**

## FOR STUDENT SAFETY

When picking up or dropping off students in front of the school, please follow the parking lot procedures below:

- You may pull in to any open spot in the parking lot. We ask that you do not block open spots so others may park. The red curb is for loading and unloading, quickly, as it is our Fire Zone. Loading will take place in front of the new shelter. Use your blinkers to signal your intention and use extreme caution when pulling in or out of the loading zone and when driving in the parking lot.
- Your student may get in or out of your vehicle by themselves only when you pull up to the sign that says, “Pull Forward to Here for Loading and Unloading.” Get close to the sidewalk.
- Do not leave your car while waiting by the red curb. If you must leave your car, please park.
- All students should be accompanied by an adult across the crosswalk. **DO NOT ENCOURAGE STUDENTS TO ENTER THE CENTER LANE OR RUN DOWN THE SIDEWALK TO GET IN YOUR CAR.**
- Direction of travel is one-way only. Please refer to the drawing below for traffic flow.
- If someone who is not familiar with this procedure is picking up/dropping off your student—please let them know what is expected to keep everyone safe.

**Our parking lot is very busy before and after school. Therefore it is very important that EVERYONE follow the expected procedures. Patience and respect for others is essential! Remember, the children are watching and learning from us outside of the classroom, too! Your cooperation is greatly appreciated. Share this information with others who may pick up your student.**



If there is no space in the pick-up/drop-off lane and you do not wish to keep going around until one opens up, please park in a parking stall, go meet your child and walk them safely back to your vehicle. Please be considerate to other drivers; the children are watching. Please be friendly to the environment and turn off your engine while you wait.

## ARRIVAL and DEPARTURE EXPECTATIONS of STUDENTS

### Morning

Expectations of Student Being Dropped Off Out Front:

- ⊙ Students being dropped off out front should only get out of the vehicle when it is pulled over to the red curb and stopped, or parked in a parking space. Crossing from the parking area to the sidewalk should be done **only at the crosswalk with an adult.**
- ⊙ Students should not arrive at school before 8:15, but if they do, they must wait in the covered area in front of the main doors, and dress warmly, as it is usually cold in the morning. Screaming, chasing, and other rough, boisterous behavior while waiting out front is not allowed.
- ⊙ Students may enter the building at 8:15 (9:05 on Wednesdays).
- ⊙ Students must go to the cafeteria, gym or playground at this time.
- ⊙ Students will wait until the gate is opened to go to their lockers.
- ⊙ The gate will open for students to go to lockers at 8:25.

### Afternoon

Expectations of Students Being Picked Up Out Front:

- ⊙ Students will use the bathrooms, get drinks, and get all needed items from classrooms BEFORE leaving the building. Students will not be allowed to go back into the building or hang around inside the building after dismissal.
- ⊙ Students will watch for their rides from the covered areas.
- ⊙ Even though school has been dismissed, students waiting for rides are still required to be respectful to each other and to staff members. Screaming, chasing, and other rough, boisterous behavior is not allowed.
- ⊙ Food and drinks are not allowed while waiting to be picked up.
- ⊙ Students must NOT approach the vehicle while it is still moving.
- ⊙ Crossing to the parking lot should only be done at the crosswalk.
- ⊙ Students will only go to their vehicle when it is parked at the curb in front of the new shelter, or when accompanied by an adult.