



GREEN MOUNTAIN  
ELEMENTARY

3860 Boundary Trail, NW

Bremerton, WA 98312

Phone: 360-662-8700

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<http://greenmountain.cksd.wednet.edu>

2009-2010 CALENDAR

&

INFORMATION HANDBOOK

# **GREEN MOUNTAIN ELEMENTARY SCHOOL**

Green Mountain is a school community dedicated to building a caring environment where positive interactions promote student achievement and lifelong learning. Our goal is to have all students learning well.

## **ABC's of GREEN MOUNTAIN**

**A**lways do your best

**B**e respectful and responsible

**C**are and cooperate

**D**are to try

**E**ncourage others

### Central Kitsap School District

Greg Lynch, Superintendent — 662-1610

Dan Dizon, Executive Director for Curriculum & Instruction—662-1710

Transportation Department — 662-8800

Special Services — 662-1040

Food Services—662-1090

# September 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	2 First day of school Orientation for Kindergarten	<b>3</b> No early dismissal	<b>4</b>	<b>5</b>
<b>6</b> No School <b>LABOR DAY</b>	<b>7</b> No school	<b>8</b>	<b>9</b>	<b>10</b> Early Release 1:40 Dismissal	<b>11</b> 5th & 6th Grade Instrument fitting 9:30-11:30	<b>12</b>
<b>13</b>	<b>14</b>	<b>15</b>	<b>16</b>	<b>17 Curriculum Night</b> —6:00 - 7:00 PTA Mtg. 5:30-6:00 Early Release 1:40 Dismissal	<b>18</b>	<b>19</b>
<b>20</b>	<b>21</b>	<b>22</b>	<b>23 Vision &amp; Hearing Screening</b>	<b>24</b> Early Release 1:40 Dismissal	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

**GREEN MOUNTAIN ELEMENTARY**  
**2009-2010 Schedule**

**Regular School Hours:**

Grades 1-6	8:55-3:10
AM Kindergarten & Preschool	8:55-11:35
PM Kindergarten & Preschool	12:30-3:10

**Thursday Early Release (90 Minute)**

Grades 1-6	8:55-1:40
AM Kindergarten	8:55-10:50
PM Kindergarten	11:45-1:40
No Preschool	

**Lunch Schedules:**

<u>Pod</u>	<u>Study Hall</u>	<u>Student recess/teacher lunch</u>	<u>Student lunch</u>
Mountain Pod	11:15-11:45	11:45-12:05	11:15-11:35
Tree Pod	12:30-1:00	12:05-12:25	12:30-12:55
Cloud Pod	11:55-12:25	12:25-12:45	11:55-12:20

**GREEN MOUNTAIN PTA**

**2009-2010 Officers**

President .....	Bria Steele
Co-Vice-President.....	Kim Meyers, Stephanie White
Treasurer.....	Open Position
Secretary.....	Dave Osborne

**2009-2010 Committee Chairpersons**

Art Docent.....	
Back-to-School Breakfast.....	Bria Steele
Book Fair.....	PTA Officers
Box Tops For Education.....	Dawn Walker
Fall Festival.....	PTA Officers
Friday Ice Cream Sales.....	Maria Fosmo
Fundraising.....	Stephanie White
Ice Cream Coordinator.....	Stephanie White
Membership.....	Open
Newsletter.....	Open
Reflections.....	Open
Santa Fest.....	Stephanie White
Volunteer Coordinator.....	Open
Year Book.....	Bria Steele

# October 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				<b>1</b> Early Release 1:40 Dismissal	<b>2</b>	<b>3</b>
<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b> Early Release 1:40 Dismissal	<b>9</b> <b>PTA Fall            Fundraiser            Assembly</b>	<b>10</b>
<b>11</b>	<b>12</b> No school <b>Columbus Day</b>	<b>13</b>	<b>14 Picture Day</b>  <b>HGD Parent Night            @ Klahowya            7:00 pm</b>	<b>15</b> Early Release 1:40 Dismissal	<b>16</b>	<b>17</b>
<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22 4th Grade Con-            cert—6:30 PM</b> Early Release 1:40 Dismissal	<b>23</b>	<b>24</b>
	<b>National School Bus Safety Week</b>					
<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b> Early Release 1:40 Dismissal	<b>30</b> <b>Fall Festival</b>	<b>31</b>

## Parent Handbook

### SCHOOL HOURS

Normal school hours are 8:55 AM to 3:10 PM for grades one through six. Children are expected to arrive at school on time, but **no earlier than 8:45 AM. Children are considered tardy after 8:55 AM and need to report to the office before going to their classroom.**

School Office hours are 7:30 AM to 4:00 PM.

### ENROLLMENT INFORMATION

To enter Kindergarten, a child must be age 5 by August 31<sup>st</sup> of the upcoming school year. For all students entering Green Mountain proof of immunization and a birth certificate are required. Washington State law requires that all children admitted to public and non-public schools be immunized against diphtheria, tetanus, pertussis, polio, measles, rubella, mumps and chicken pox (varicella). **Immunizations must be current before your child can attend school.**

### ATTENDANCE

#### REQUIREMENTS AND PROCEDURES

It is well known that success in school depends a great deal on regular attendance. Teachers plan and develop their lessons so that one lesson builds on the previous lessons. Because of this, Washington State law requires that all children attend school regularly and that all students be in school each day unless they are sick or there is an emergency in the family.

#### REPORTING AN ABSENCE

Our office is required to keep attendance records for each child. To help us with this task, we ask that you do the following:

- Telephone the school (662-8700) when your child will be absent. Please let us know why your child is absent. If you call and leave a message that your child will be absent we will still need to contact you to find out why. ***This is a safety issue.***

- We run our attendance report around 9:20 AM. If we have not heard from you, we will first telephone your home. If we can not reach you at home, we will try to contact you at work or on your cellular phone.
- A family vacation is only excused if there is **prior written approval from the building principal** and there is not a serious, adverse effect on the educational progress of the child.

While we encourage regular attendance, we also ask that you **NOT** send your child to school when they are too ill to take part in regular school activities.

This includes:

- Vomiting 1 or more times in 24 hours
- Body rash, especially with a fever or itching
- Lice or nits
- Diarrhea, 1 or more watery stools in 24 hours
- Red, itchy eyes with thick mucus or pus draining from the eye
- Sore throat with fever or swollen glands
- Just not feeling very good, unusually tired, pain, lack of appetite, confused and/or cranky
- Temperature of 100 (F) or more and should be fever free for 24 hours

Since we do not want students coming to school when they are not well, we recognize students for “Exemplary Attendance” not perfect attendance.

#### LATE ARRIVALS

Please call the office (662-8700) if your child will be arriving late to school. To order a school lunch, it is important that you call before 9:15 AM. **Students who arrive after 8:55 AM are tardy and are to check in at the office before going to class.**

- Medication must be in an original bottle labeled with the student’s name, the name of the medication, directions for administration and the doctor’s name.

# November 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5 <b>6th Grade Concert—KSS Theatre @ 6:30 pm</b> Early Release	6	7
8	9	10	11 No school <b><u>Veterans' Day</u></b> —	12 Early Release 1:40 Dismissal 1st., 3rd & 5th Grade <b>Circus Performance</b> 6:30-9:00 pm	13 <b>Picture retakes</b> 2nd, 4th & 6th Gr. <b>Circus Perform.</b> 6:30-9:00 pm	14
15	16	17	18 <b>Vision &amp; Hearing retest</b>	19 <b>Staff Report Card Preparation</b> 11:35 dismissal	20 <b>Parent / Teacher Conferences—</b> 11:35 dismissal	21
22	23 <b>Parent /Teacher Conferences—</b> 11:35 dismissal	24 <b>Parent /Teacher Conferences—</b> 11:35 dismissal	25 <b>Parent/Teacher Conferences—</b> 11:35 dismissal	26	27	28
29	30			<b>THANKSGIVING HOLIDAY</b> No School		

### ABSENCE REPORTING

State law requires that parents are contacted when a student has one unexcused absence within any month during the school year. An unexcused absence is any absence for which an acceptable excuse has not been reported. Any unverified absence is changed to unexcused 2 days after a student returns to school. After one unexcused absence within any month during the school year a conference will be scheduled with the custodial parent, parents or guardian and child.

### WITHDRAWALS AND TRANSFERS

Please notify the Green Mountain main office as soon as you know your child will be leaving Green Mountain. This allows us enough time to process necessary paperwork. A written notice or personal contact from the parent or guardian is required before a student can be withdrawn or transferred. Student records will be forwarded to the new school upon receipt of the request from the new school. Parents may hand carry records if they are moving to another country.

### COMMUNICATION

#### NEWSLETTERS

Our newsletter is sent home, approximately, once every month with other updates and reminders as needed. A calendar of upcoming events, announcements, etc., will be included. It is an excellent way to keep informed of school happenings. The newsletter is sent home with one family member at Green Mountain. If you would prefer to receive your newsletter as an Adobe Acrobat document by email, please email [dsechrest@cksd.wednet.edu](mailto:dsechrest@cksd.wednet.edu).

#### WEB SITE

You can access the Green Mountain web site through the district web site at: [www.cksd.wednet.edu](http://www.cksd.wednet.edu). Included on our web site is a regularly updated calendar of school events, as well as links to email our staff and some class web sites. If you have any problems accessing information

on our web site, feel free to contact Debbie Sechrest at 662-8703.

### HOMEWORK FOLDERS AND BACKPACKS

All students are asked to have a backpack or bag to transport books and other materials. If you can not provide a backpack or bag for your child please contact Cyndi Garber, at 662-8700.

At the beginning of each school year, every student is given a "Homework Folder". This is used to transport student work as well as information and important papers. Please check your child's backpack daily!

### TELEPHONE MESSAGES

Please send a written note if your child will be riding a different bus home, is being picked up, or any other change to their daily routines. **This is a safety issue.** The school telephone is extremely busy during the day; therefore, messages for students must be limited to urgent or emergency situations only. Sending a note ensures your child's protection. Students are not allowed to use the school phone for personal business.

### RELEASE OF NAMES AND PHONE NUMBERS

In accordance with the Federal Privacy Act, the following student information may be released by the district **unless** a student's parent/guardian requests in writing that such information not be released:

- ✓ Student's name, address, and telephone number
- ✓ Date and place of birth
- ✓ Major field of stud
- ✓ Participation in officially recognized activities and sports
- ✓ Weight/height of members of athletic teams
- ✓ Dates of attendance

**(continued)**

# December 2009

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3 Early Release 1:40 Dismissal	4	5
6	7	8	9	10 Early Release 1:40 Dismissal	11	12
13	14	15	16	17 Band & Chorus Concert—6:30 PM Early Release	18 PTA Sponsored Santa Fest	19
20	21	22	23	24	25	26
<b>WINTER BREAK - NO SCHOOL</b>						
27	28	29	30	31		
<b>WINTER BREAK - NO SCHOOL</b>						

- ✓ Degrees and awards received
- ✓ Most recent previous educational agency or institution
- ✓ Photographs and other similar information

If you do not wish the above information released, please respond within by requesting a “Form 8” from the school office. Legal Reference 34CFR Part 99, Family Educational Rights and Privacy Act, CKSD Board Policy 3250.

## **FOOD SERVICE PROGRAM**

With current national attention being focused on children’s health and wellness issues, CKSD Food Service is offering parents a convenient, easy and secure online prepayment service to deposit money into your child’s school meal account at any time. This service provides parents the ability to view your child’s account balance through a web site called MyNutrikids.com. By having money in each child’s account prior to entering the cafeteria, we find the lunch lines move along much faster so your child has more time to eat and be with friends. Parents will also have the ability to print out a copy of their child’s eating history report for the past 30 days.

### **BREAKFAST**

Green Mountain and Central Kitsap Food Service are pleased to offer school breakfast for those students who do not have the opportunity to eat at home. Breakfast prices are \$1.00 for full-price and 30 cents for reduced price. Students who qualify for free or reduced price lunches also qualify for free or reduced price breakfasts. Keep in mind that breakfast and lunch payments are deducted from the same account; if a student is purchasing both breakfast and lunch at school they will run out of money more quickly. If your child will be eating more than one entrée at lunch, there will be an additional charge.

If you have questions concerning breakfast or lunch, you may contact the Green Mountain “lunch ladies” before 8:30 AM or Central Kitsap Food Services at 662-1090.

### **LUNCH**

District lunch menus are sent home monthly to students they are also available on the district web site. Two lunch menu options are offered most days. Students must choose each morning which lunch they prefer. Food prices are as follows:

Full Pay:	
Single hot lunch	\$2.50
Single milk	.75
Single breakfast	1.50
Grades K—3:	
Reduced price meals will be free	
Grades 4-6:	
Single reduced hot lunch	.40
Single reduced breakfast	.00
Adult lunch (without milk)	\$3.25
Adult breakfast (without milk)	\$2.25

We are not permitted to loan lunch money, and students are not allowed to charge breakfast or lunch. If your child does not have enough money to pay for lunch, they will be offered a cheese sandwich, milk and salad bar. Free and reduced lunches are available to those who qualify. Students that qualify for free or reduced lunch are also entitled to free breakfast. Application forms are available in the school office. If your income changes, feel free to submit a new form.

# January 2010

To be determined:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					<b>1 WINTER BREAK - NO SCHO</b>	<b>2</b>
<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>  Early Release	<b>8</b>	<b>9</b>
<b>10</b>	<b>11</b> HGD 5th Grade 9-10:30 AM HGD 6th Grade	<b>12</b> HGD 5th Grade 9-10:30 AM HGD 6th Grade	<b>13</b> HGD 6th Grade 1-3:00 pm	<b>14</b> No HGD Early Release 1:40 Dismissal	<b>15</b> HGD -6th Grade 1-3:00 pm	<b>16</b>
<b>17</b>	<b>18 <u>Martin Luther King Jr. Holiday</u>— No school</b>	<b>19</b>	<b>20</b>	<b>21</b>  Early Release	<b>22</b>	<b>23</b>
<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b> Early Release 1:40 Dismissal	<b>29</b> <b>No School</b> <b>Non-Student Day/ LID—</b>	<b>30</b>
<b>31</b>						

Parents are welcome to join their child(ren) for lunch. The adult hot lunch must be ordered that morning before 9:15 AM. Students who will arrive at school after 9:15 AM need to call the office before 9:15 AM to ensure a lunch is ordered for them.

## **POLICIES**

### **DRESS CODE**

We expect children to come to school ready to learn. Therefore, we request that students wear clothes that are neat, clean and suitable for school. We ask our students not to wear clothing that distracts from the educational process. Please review the Student Handbook.

### **VISITORS**

We welcome parents and grandparents as visitors. It is best to arrange a visit ahead of time by contacting your child's teacher since the class may be having a test or be involved in an activity that would not lend itself to visitors.

**All visitors and volunteers MUST report to the office to sign in and receive an identification badge. This is a safety issue!**

If you want to discuss a matter with your child's teacher, please call ahead of time to make sure that the teacher will be available.

### **VOLUNTEERS**

We welcome those who want to volunteer at our school. If you would like to volunteer you **MUST** first complete a "Volunteer Disclosure Form". This form is accessible on the District web site or at Green Mountain Elementary. Since this form takes time to process it is a good idea to complete it whether you are planning to volunteer or not. These forms are good for 2 years.

### **LOST AND FOUND**

**PLEASE LABEL ALL CLOTHING!! If items are labeled we can return them to their owner.** Found articles of clothing, hats, gloves, lunch boxes/bags, sweatshirts, etc., are put in out "Lost and Found" in the hallway adjacent to the lunchroom/gym. Children should check the Lost and Found area for missing possessions. Parents are welcome to come look for lost articles. We do ask that you check in and out with the Main Office. ***This is a safety issue!*** Eyeglasses and other delicate items are secured in the Main Office. We will donate unclaimed clothing to a local charity at the end of the school year.

### **PETS**

Pets are not allowed at school unless prior arrangements have been made. Please be sure your animals are confined at home until after school begins so they don't follow your child to school. Pets are not allowed on school busses. The Kitsap Humane Society will be contacted regarding any stray, unlicensed animal on School District property.

## **HEALTH SERVICES**

### **SCHOOL NURSE**

JoAnn DeBattista, our school nurse, is at Green Mountain one day a week, on Wednesdays. If you have health concerns about your child, please contact Mrs. DeBattista at 662-8706 or email her at JoAnnDe@cksd.wednet.edu

- A completed **Licensed Healthcare Provider's Order for Medication at School** must be on file in the school office. This form is available in the Main Office or on the School District web site – [www.cksd.wednet.edu](http://www.cksd.wednet.edu).

# February 2010

To be determined:  
6th Grade (Jr.H) Placement

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b> <b>1st Grade Concert—6:30 PM</b> <b>Early Release</b> <b>1:40 Dismissal</b>	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>  Early Release 1:40 Dismissal	<b>12 No school</b> <b>Non-Student</b> <b>Day—</b>	<b>13</b>
<b>14</b>	<b>15 No School</b> <b>Presidents' Day—</b>	<b>16</b>	<b>17</b>	<b>18 2nd Grade</b> <b>Concert—6:30 PM</b> (Except Lewis Class) Early Release 1:40 Dismissal	<b>19</b>	<b>20</b>
<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Early Release 1:40 Dismissal	<b>26</b>	<b>27</b>
<b>28</b>						

- Medication must be in original bottle labeled with the student's name, the name of the medication, directions for administration and the doctor's name.
- **Medication MUST be transported to and from school by an adult.**

The district health consultant believes that most medication can be given at home before and after school by adjusting the hourly time of dosage. Parents must pick medication up the last week of school or it will be discarded.

## **STUDENT ACTIVITIES**

### **ASB**

Our Associated Student Body (ASB) is a student council led by a slate of officers who are elected each year. Students in 5<sup>th</sup> and 6<sup>th</sup> grades are eligible to run for the ASB offices of Director, Secretary and Treasurer. Elections for officers and homeroom representatives will take place in the fall. Meeting dates and times will be announced.

### **BAND**

5<sup>th</sup> and 6<sup>th</sup> grade students can sign up for band instruction. This takes place five days a week for 30 minutes each day. Students are responsible for their own instruments unless the District has available instruments. A representative from Ted Brown comes to school at the beginning of the school year to assist in evaluating what instrument your child is suited for.

### **CHORUS**

Our chorus program is held after school one day a week. 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grade students are eligible to participate. Students must have their parents' permission and provide their own transportation home. Please contact Mr. Dahl, Chorus Director, for more information.

### **JOB SQUAD**

Students are invited to apply for various jobs around the school. These jobs help our students develop a sense of pride and belonging, as well

as providing a service to our school. Some jobs are flag raiser, green team, teacher assistant, assembly crew, pagemaster, just to name a few.

### **PEACE KEEPERS**

Peace Keepers is a program where kids help kids to solve their own problems. Once trained, Peace Keepers will work in teams of 2 on the playground and within the school. The Green Mountain Peace Keepers will choose to give up some recess time to be "on duty". They will use a problem solving model listening to each side of the story, listening to feelings, and asking the kids to come up with solutions for their problem. Mediators say, "What can you do to make this situation better?"... and that's the key word... BETTER. Peace Keepers turn win-lose situations into a win-win situation.

Peace Keepers will be taught the same mediation skills used by professional mediators. They will learn communication skills, assertiveness skills, and active listening skills. *These skills are life skills.* Many students in schools with Peace Keepers like that they, as students, can solve their own problems. Problems become an opportunity for learning for the students. Peace Keepers is pro-active; it teaches life skills to kids.

### **STUDENT RECOGNITION**

When a staff member sees a Green Mountain student doing something positive, they may give them an ICU slip (meaning 'I See You' being a good citizen). An ICU can be given to any student by any staff member (particularly if it's tied to the Green Mountain ABCs). Each week there is a drawing in each classroom where names of winners are read during our morning announcements. Along with the schoolwide recognition, the PTA sponsors a free ice cream treat for each winner

### **SAFETY PATROL**

5th and 6th grade students are eligible for the school Safety Patrol Program. Training and parent permission is required. Students must conduct themselves in a responsible manner to serve.

# March 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	<b>1</b>	<b>2</b> <b>Read Across America</b>	<b>3</b>	<b>4</b> Early Release 1:40 Dismissal	<b>5</b>	<b>6</b>
<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b> Early Release 1:40 Dismissal	<b>12 No school Non-Student Day—</b>	<b>13</b>
	<b>Classified Employee Week</b>					
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Early Release 1:40 Dismissal	<b>19</b>	<b>20</b>
<b>21</b>	<b>22 Staff Report Card Preparation</b> 11:35 dismissal	<b>23</b> 11:35 dismissal (Elementary only) <b>Parent /Teacher Conferences—</b>	<b>24</b>	<b>25 3rd Grade Concert—6:30 PM</b> (Includes Lewis' class) Early Release 1:40 Dismissal	<b>26</b>	<b>27</b>
<b>28</b>	<b>29</b>	<b>30</b>	<b>31</b>			
	<b>SPRING BREAK - NO SCHOOL</b>					

## Green Mountain Library

### Expectations

Students are expected to be **responsible, respectful, and follow all school rules** while in the library.

### Check Out

- Students are welcome to come into the library at any time with a pass from their teachers.
- Students are allowed to check out two (2) books each week.
- Kindergartners and 1st graders check out one (1) book each week.
- Students may check out up to four (4) books if they are doing research.
- Parents are welcomed to come and check out books.

### Book Care

1. **Never eat or drink** while reading.
2. Always have **clean hands** while handling a book.
3. Be sure to use a **bookmark** to save your place.
4. Store books in a **safe place**.
5. Always keep books **dry**.
6. **Never write** in library books.
7. Please return books **on time**.

### Lost, Damaged, or Overdue Materials

- The Green Mountain Library goal is for all students to enjoy reading!
- Please be a responsible user of the library.
- The person who checks out library materials is responsible for their return.
- If materials are lost, it will need to be paid for or replaced.
- If materials are damaged, please see Mrs. Clouser to assess the fine.
- Fines will be refunded if the lost materials are found and returned.
- If a parent or guardian would like to discuss his/her student's lost or damaged book, please call Mrs. Clouser @ 662-8720.
- When damaged or lost books are not paid for or replaced by the end of the school year, compensation is in line with district policy.

# Student Handbook

## MISSION STATEMENT

*All Green Mountain Students Learning Well*

## PHILOSOPHY

Green Mountain is a school community dedicated to building a caring environment where positive interactions promote student achievement and life long learning.

## DISCIPLINE STATEMENT

Every person in Green Mountain Elementary School is expected to treat every other person with dignity and respect. Staff and students will all work together to help every person in the school reach their fullest potential. Any behavior or action that helps someone grow and mature will be encouraged.

We, the staff of Green Mountain Elementary School, are committed to providing students with the behavioral and academic skills required to reason, communicate, and live with dignity in a literate society. Our staff seeks to provide instruction that allows all students to reach their fullest potential. We will assist students in gaining the academic competence and the responsibility required to find success through their school years and into the world of work.

# April 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
				<b>SPRING BREAK - NO SCHOOL</b>		
4	5	6	7	8	9	10
	National Library Week			Early Release 1:40 Dismissal		
11	12	13	14	15	16	17
	National Volunteer Week			Early Release 1:40 Dismissal		
18	19	20	21	22	23	24
				Early Release 1:40 Dismissal	<b>Take your child to work day</b>	
25	26	27	28	29	30	
			<b>Administrative Professionals Day</b>	Early Release 1:40 Dismissal		

When every person in a school is doing their best, the school becomes an exciting and warm place where every person is learning new things every single day. The staff has developed the Green Mountain ABC's which encourage students to work on the following goals:

- A**lways do your best.
- B**e respectful and responsible.
- C**are and cooperate.
- D**are to try.
- E**ncourage others.

## **RESPONSIBILITIES**

### **1. STUDENT RESPONSIBILITIES**

Follow the Green Mountain ABC's

Understand that the purpose of Green Mountain is for learning and that each student must show effort toward reaching the learning objectives set forth by the teacher.

### **2. PARENT RESPONSIBILITIES**

Read over the school expectations with your child. Send your children to school on time, well rested, in weather-appropriate clothing, and with necessary supplies.

Discuss with your children courteous behaviors, responsibilities for following adult directions, and respecting property of others.

Understand that all persons must, upon request, identify themselves to any School District personnel or authorities in the school building, on the school grounds, at school-sponsored events, or on school buses.

Contact the school if you have a concern.

### **3. TEACHER RESPONSIBILITIES**

Read and discuss rules, procedures, and expectations with students during the first two weeks of school.

# May 2010

**\*MSP—Measurement of Student Progress Testing**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 May Day
2	3 National Teacher Appreciation Week	4	5	6 5th Grade Concert—6:30 PM (Except Jaquay)	7	8
9 Mother's Day	10	11	12 MSP—Grades 3-6 Testing	13 Early Release 1:40 Dismissal	14	15
16	17	18 MSP—Grades 3-6 Testing	19	20 Band & Chorus Concert 6:30 pm Early Release 1:40 Dismissal	21	22
23	24	25 MSP—Grades 3-6 Testing	26	27 Early Release 1:40 Dismissal	28	29
30	31 No school Memorial Day Holiday					

Review rules, procedures, and expectations with students throughout the school year.  
Consistently enforce expectations.  
Keep accurate documentation of student behavior.  
Contact parents when behavior interferes with the student's education or the education of others.  
Ensure the parent is contacted by the school when severe behaviors occur.

## **SCHOOL EXPECTATIONS AND PROCEDURES**

**Overall Goal:** Students will behave in a way that respects the physical and the emotional security of others.

### **In Building Movement**

**Goal: Quiet, clean, and orderly hallway movement.**

Expectations:

1. Students will walk quietly and quickly to their destinations.
2. Students will line up quietly by doorways while waiting for entry into classrooms.
3. Passes will be used at all times, unless students are passing to daily programs or support.
4. Students will follow all adult directions.

### **Lunchtime**

**Goal: Mealtime is a quiet and polite activity, where people display proper manners and show respect for others.**

Expectations:

- with their trays in an orderly manner, walking quietly, and leave with their using designated entrances.
2. Students will be courteous and cooperative with lunchroom personnel.
  3. Students will sit and eat quietly in their classroom.
  4. Students will pick up after themselves, dispose of litter and waste in hall trashcans, and return trays properly.
  6. Students will follow all adult directions.

### **Restroom**

**Goal: The restroom is for clean, quick, and quiet use.**

Expectations:

1. Passes will be used at all times.
2. Students will keep the restroom clean and tidy.
3. The restroom will not be used for visiting or playing.
4. Students will follow all adult directions.

### **Dress Code**

**Goal: Students will come to school prepared for the weather and dressed for full participation in all school activities including P.E. and recess.**

Expectations:

1. In warm weather, shorts are appropriate when they are loose fitting (not spandex) and at fingertip length—when your hands are at your sides the hem of the shorts is not above your fingertips. No pajama bottoms.
2. Regular shoes required. Open toed sandals and flip-flops are a safety concern (especially at recess) and should not be worn. No “Heelies” : Tennis shoes are best.

# June 2010

To be determined: (Please look for these dates in our newsletter)...  
**6th Grade Promotion**  
**Field Day**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		<b>1</b>	<b>2</b>	<b>3</b> Early Release 1:40 Dismissal	<b>4</b>	<b>5</b>
<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10 KSS Graduation</b> Early Release 1:40 Dismissal	<b>11 OHS Graduation</b>	<b>12 CKHS Graduation</b>
<b>13</b>	<b>14</b> Flag Day	<b>15</b>	<b>16 Last Day of School</b>  (unless snow days are added)	<b>17</b>  Possible make-up days	<b>18</b>	<b>19</b>
<b>20</b> Father's Day	<b>21</b>	<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>
<b>27</b>	<b>28</b>	<b>29</b>	<b>30</b>			

3. Shirts with inappropriate language or humor are not acceptable. Sleeveless shirts and tops are appropriate in warm weather; however; tank tops' spaghetti, strap tops, midriff or crop tops do not belong at school.
4. Excessively torn or ripped clothing and item with inappropriate messages (i.e. slogans or messages promoting alcohol, tobacco, gang related slogans, drugs or sexual suggestions) interfere with learning and will not be allowed at school
5. Hats are not to be worn in the school building.
6. No valuables such as Game Boys or I-pods should be brought to school, as the District will not be held responsible for lost or stolen items. Cell phones are OK as long as they are turned off during class; if any object is a disruption to class, it will be removed and returned to the student's guardian.

Staff has the ability to determine if clothing or property is disruptive to the school environment. Students who are dressed inappropriately will be asked to change their clothing or be sent home.

### **Recess**

**Goal: Students will have fun at recess and follow Green Mountain's ABC's to ensure they play safe and fair.** Our school has implemented the ***Peaceful Playgrounds*** program to teach activities and positive behavior choices at recess.

### **The five components of this model include:**

1. All students follow a consistent set of rules taught by the PE Teacher.
2. Student choose from three options to resolve conflicts that include: WALK, TALK, SCISSORS-PAPER-ROCK
3. A playground that has clearly marked games to promote positive choices

4. Equipment that is available, organized, and well taken care of
5. 5. Consistent expectations.

### **Community Use and Campus Access**

**Goal: Green Mountain's educational program will have first priority to facility use. Non-profit programs that support students will then have priority over for profit organizations. Individuals and groups using the school campus with out permission may be asked to leave the premises if it interferes with these priorities.**

#### Expectations

1. No wheels are allowed on campus. Bikes and skateboards should be walked on pedestrian paths.
2. Access to the play-shed or playground is not available between the hours of 7:30 a.m. to 6:30 p.m. Access to the front paved areas is not available until after 4 p.m.

### **Parking/ Pick Up Rules**

#### Expectations:

1. Students should be dropped at 8:45 or later. (Supervision does not start until this time.)
2. When dropping off or picking up your child before or after school, please pull into a parking space. The round-about is for bus traffic only.
3. Students will walk, ride the bus, or be picked up at dismissal time, 3:10 pm.

1. Students will enter the gym under a teacher's direction

### **Arrival Procedures**

**Expectations: All students will line up at their outside classroom door upon arrival at school.**

Expectations:

1. The front doors are only to be used by parents and staff at time of arrival.
2. Students who attend breakfast in the gym are to leave the bus and go around the primary pod to the cafeteria. Students, who are still eating after the first bell, will receive a pass to go to class.
3. Students are to line up at their classroom doors. Staff will open rooms at 8:45.
4. Students in grades 3-6 are to walk to the left of the front door and follow the sidewalk to their classrooms in an orderly fashion each morning.
5. Students in grades K-2 are to walk to the right of the front entrance to line up outside their assigned classroom door.

### **Dismissal Procedures**

**Goal: Students dismissed at the end of the day will move in a safe and orderly manner using designated exits.**

Expectations:

1. Students will walk quickly to busses without disturbing other students.
2. Students will line up quietly to wait for busses.
3. Walkers will leave school grounds at dismissal times, using appropriate exit doors; stay on the sidewalk, and crossing at the appropriate crosswalk.

4. All students must leave the grounds at dismissal.

### **Changes in transportation home**

When a student plans on going home a different way than what is normal, parents must send a note to the office first thing in the morning. If a student is riding a different bus, a parent must write in the note the specific bus stop that your child will be getting off at. Students without notes will go home their regular way.

### **Electronic Systems and Internet Acceptable Use Policy**

**Goal: Use of our computers is a privilege and should be for school purposes only. Appropriate use of the computer and the Internet means I WILL:**

1. Respect school property by not disrupting, destroying, modifying or abusing computer equipment or the network;
2. Not destroy other people's files with viruses or hacking tools;
3. Only access files that belong to me;
4. Use existing software and not install any other software without permission;
5. Use only teacher-approved media or devices;
6. Obey the restrictions of the network filter;
7. Report anything inappropriate to my teacher or another adult immediately;
8. Protect myself by not giving out personal information (including my password) or leaving my computer unattended;
9. Be a good cyber-citizen and not use the computer to bully, harass or put-down others;
10. Respect the copyright of software and web sites and not plagiarize the works of others.

I understand that not following any of the above could result in disciplinary action according to district policy #2022. (The full text of policy #2022 and procedures can be viewed on the district website.)

## **SEVERE DISCIPLINE PROCEDURES**

**Goal: No one shall interfere with the learning of others. Green Mountain will be a safe place that is free of violence, weapons and illegal substances.**

Severe behavior is behavior that is considered of such a serious nature that it may cause hurt or harm to others, damage to the property, or disrupt the process of learning. The District publishes and distributes Student Handbooks to all families. This handbook explains all behaviors that are considered Big 3 Behaviors: violence, defiance, and criminal activity. Students will be referred to the principal for any Big 3 Behaviors.

## **ATTENDANCE POLICY**

Students have a responsibility to attend school. Regular and punctual class attendance is required. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

- Absences due to illness or a health condition, a religious observance, or a family emergency shall be excused absences. Parents must call the school to report such absences.
- Students shall be permitted to make up all missed assignments. Make up work should be completed and returned as soon as possible or within a week of return to school. In cases of extended absence, please make arrangements with the

teacher about a make up schedule.

The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any month during the current school year. The notification shall include the potential consequences of additional unexcused absences. A conference with the parent or guardian shall be held after five unexcused absences within any month during the current school year.

## **MAKE UP WORK POLICY**

- If a student is absent from school due to illness, parents may contact the office to request make-up work. Please allow 24 hours before expecting to pick the work up. (There is often no opportunity within a day to pull work together, as focus is on work for that day for students who are here.) Recognize that not all work missed can be made up. Projects, step-by-step lessons, board work, and other learnings are examples of work that cannot necessarily be sent home.
- Make-up work should be completed and returned as soon as possible or within a week of return to school. In cases of extended absence, please make arrangements with the teacher about a make up schedule.
- We encourage families to plan vacations around the school schedule, believing that the face-to-face contact during daily learning is irreplaceable. However, if this is not possible, work should be made up upon return to school after the vacation. During vacation a daily writing journal of activities and some good book to read can fill the extra time and be shared with the teacher as requested. Work missed should be completed and returned on the timeline above. Your child may need some extra assistance or direction from you on concepts that were taught during the absence. Working together on this policy will insure that students have the best opportunity for continued learning and growth.

NAME	Ext.	Email
Baldwin, Barbara	8731	BARBBA
Beigh, Linda	8702	LINDAB
Berry, Silas	8736	SilasB
Bower, Kelli	8744	KelliB
Bruins, Bev	8742	BEVB
Clouser, Diane	8720	dianec
Cogan, Janice	8741	JaniceC
Computer Lab	8733	
Connolly, Audrey	8740	AudreyC
Dahl, Gary	8716	GARYD
Dawson, Maureen	8742	MAUREEND
DeBattista, JoAnn	8706	JoAnnDe
DeBlois, Chris	8708	christined
Deszell, Lourdes	8721	LourdesD
Foutch, Shannon	8704	ShannonF
Frohman, Becky	8712	BECKYF
Garber, Cyndi	8715	CyndiG
Gividen, Shanna	8749	ShannaG
Goodwin, Grant	8724	GrantG
Hampton, Leigh	8700	LeighH
Head Start	8732	
Herr, Cherry	8742	CHERRYH
Heyser, Michelle	8742	MichelleH
Hidalgo, Tony	8707	TonyH
Houser, Sherry	8746	SHERRYH
Jackson, Drew	8754	DrewJ
Jaquay, Cindy	8729	CindyJa
Kay, Kim	8747	KimKay
Kitchen	8708	
Knapp, Becky	8742	BeckyK
Lancaster, Andy	8711	AndyL
Langholff, Amy	8735	AMYL
Lewis, Susan	8737	SusanL
Martin, Terry	8739	TerryM

NAME	Ext.	Email
McBrinn, Mary	8700	MaryM
McGavin, Don	8707	DONMC
Office	8700	
Osborne, Dave	8726	DAVEO
Pallin, Shelly	8708	ShellyP
Paulson, Jenny	8725	JENNYP
Portable	8754	
Prewitt, Joan	8725	JOANP
PTA	8717	
Resource Room (K-2)	8742	
Resource Room (3-6)	8725	
Reynvaan, Melinda	8705	MelindaR
Sawyer, Tricia	8743	TRICIAS
Sechrest, Debbie	8703	dsechrest
Selberg, Sally	8738	SALLYS
Sherbesman, Angela	8731	ANGELASH
Sherbesman, Lori	8745	LORISH
Short, Matt	8740	MattS
Staff Room	8713	
Stage	8714	
Sveen, Ann	8730	AnnS
Svenson, Julie	8727	JulieS
Tedford, Wendy	8728	WendyT
Toigo, Janet	8740	JanetT
Trent, MaryLou	8748	MaryLouT
Twietmeyer, Karen	8751	KarenT1
Tyner, Barb	8722	barbt
Usher, Christine	8700	ChristineU

NAME	Ext.	Email
Visserman, Suzanne	8734	SuzanneV
Workroom	8712	
Y-Kids	8714	

## 2009-2010 Staff Directory

To email: Use the email extensions (+)

@cksd.wednet.edu

Need further information ?

Visit the Central Kitsap School District website at

**[www.cksd.wednet.edu](http://www.cksd.wednet.edu)**

This website contains links to individual schools (including Green Mountain), emergency closure information, school board news and much more.

To send an email to Green Mountain or other school district employees, use the individual's first name, last initial @cksd.wednet.edu

**For example, Linda Beigh would be  
lindab@cksd.wednet.edu**