

Covington Elementary



Ryan Preis, Principal

Husky Student-Parent Handbook 2021-2022

MISSION

Successfully Preparing All Students for Their Futures

25811 156th Ave. SE, Covington, WA 98042 School

Phone: 253-373-7652

Attendance 24 hours a day 253-373-2124 Web

Address: www.CovingtonHuskies.com

<https://www.facebook.com/Covington415>

Covington Elementary Staff 2020-21

<u>Administration</u>	
Principal	Ryan Preis
Assistant Principal	Jonathan Chestang
<u>Office Staff</u>	
Office Manager	Mayra Reveles
Data Processor	Tina Hawley
Attendance	Opeta Sagapolutele
Nurse	Christie Welsh
Health Tech	Tatyana Gavriyuk
<u>Teaching Staff</u>	
Pre-School	Sarah Medina
	Christina Graves
Support Center	Calynda Pula (Primary)
	Susan Bailey
Kindergarten	Lola Kurtzhals Kling
	Sarah Faulk
	Deborah Cosacchi
	Kylie La Porte
1st Grade	Christy Holder
	Donna Mereness
	Laura DeBruler-Behrens
	Kathleen Mertens
	Soo Park
2nd Grade	Sally Allen

	Tiffany Weston
	Christine Mullen
	Ruth Harrison
3rd Grade	Susan Behrens
	Kayla Garcia
	Christine Karpinski
	Margaret Landry
4th Grade	Julie Hagen
	Michelle Heilman
	Emily Smith
5th Grade	Denise Baxter
	Debbie Runyon
	Michelle Jones
	Genes Seok
6th Grade	Ainalem Boyle
	Nya Savage
	Morgan Brant
	Katie Mahan
<u>Support Staff</u>	
Counselor	Alice Carrillo
School Success Coach	Julie Thompson
Librarian/Media Tech	Rachel Coker
Librarian Aide	Cameron Quinn
General Music	Jennifer Wahl
Orchestra	Jennifer Wahl
Band/General Music	Naomi Olson
P.E.	Dennis Oughton
ELL	Ashley MacDonald

ELL	Denise Lawless
IP	Susan McFarland
Psychologist	Rani Bauer-Pugmire
OT/PT	Cheri Scarff
Custodian	Janice Jardine

Covington Attendance Policy

To report an absence:

Email: CovingtonAttendance@kent.k12.wa.us

Or Call 253-373-2124 24 hours a day to report absences

Covington Pledge

I'm a Covington Husky and I'm here to say, I'll be safe, kind, and responsible today. I'm a Covington Husky and I'm here to say, I'm a learner and my best is the only way!

Covington Code

Be Safe

Be Kind

Be Responsible

Be a Learner

Covington's Student Positive Behavior Intervention Support (PBIS)

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students. School- wide PBIS focuses on the development and implementation of proactive procedures and practices to prevent problem behavior for all students and improve school climate.

Traditional Learning Matrix

Restrooms	Bus	Recess	Halls	Assemblies
<p>I will go</p> <p>I will flush</p> <p>I will wash</p> <p>I will return</p>	<p>I will follow bus driver directions</p> <p>I will keep hands and feet to self</p> <p>I will use an inside conversation voice</p> <p>I will stay seated</p>	<p>I will use kind words</p> <p>I will keep hands and feet to self</p> <p>I will line up when the whistle blows</p> <p>I will listen to all adults</p>	<p>I will have a hall pass</p> <p>I will use a 0 level voice</p> <p>I will stay directly behind the person in front of me</p> <p>I will keep my hands at my side</p> <p>I will face forward</p>	<p>I will enter and exit quietly</p> <p>I will watch for quiet signal (Husky Hush)</p> <p>I will listen to speaker</p> <p>I will sit on my pockets</p> <p>I will keep hands and feet to self</p>
Drills/ Evacuations	Dismissal	Cafeteria	Building Wide	AM Arrival
<p>I will be silent and serious</p> <p>I will follow adult directions</p> <p>I will walk quickly to designated area (evacuation only)</p>	<p>I will always walk</p> <p>I will go directly to my dismissal area</p> <p>I will follow hallway expectations</p>	<p>I will use a level 2 voice or lower</p> <p>I will always walk</p> <p>I will listen for the signal from adults</p> <p>I will clean up after myself</p>	<p>I will be Safe</p> <p>I will be Kind</p> <p>I will be Responsible</p> <p>I will be a Learner</p>	<p>I will enter the building quietly and use level 1 voice</p> <p>I will go to breakfast</p> <p>I will sit in my line and keep hands and feet to self</p> <p>I will choose an activity and sit in my line until 9:15</p>

Kent School District Student & Parent Handbook

For comprehensive handbook information, please refer to the Kent website:

[Student Handbook / KSD Student/Parent Handbook \(kent.k12.wa.us\)](http://kent.k12.wa.us)

Covington Arrival and Dismissal Procedures

Please note: Students are not allowed on campus before 8:55 AM

Arrival Procedures

Upon arriving at school, all students eating Breakfast should go to the multi-purpose room and then go to the playground. We ask that walkers time their home departure to arrive at school no sooner than 20 minutes before school begins. Crossing guards will be at their crosswalks at 8:40 a.m. Any student arriving after the opening time of 9:15 a.m. should report directly to the office for a tardy notice.

Morning Drop-Off

The pull-through lane farthest from the building is for buses and daycare vans ONLY. Parents please do not use this lane during those times to drop off students. Parents who are dropping their students off should use the parking lot closest to the building. Please pull as far forward in this lane as possible to help prevent a traffic back-up on the main street. Also, it would be helpful if students are prepared and ready to be dropped off quickly in this lane. No cars are to be left unattended while in this lane. If students have heavy or bulky objects that require parents to assist them, the parent should park in a parking space. If you park, use the crosswalk to escort your child to the curb. No students are allowed to walk through the parking lot unescorted.

Afternoon Pick-Up

The pull-through lane farthest from the building is for buses and daycare vans ONLY. Parents please do not use this lane during those times to drop off students. Parents who are dropping their students off should use the parking lot closest to the building. Please pull as far forward in this lane as possible to help prevent a traffic back-up on the main street. Also, it would be helpful if students are prepared and ready to be dropped off quickly in this lane. No cars are to be left unattended while in this lane. If students have heavy or bulky objects that require parents to assist them, the parent should park in a parking space. If you park, use the crosswalk to escort your child to the curb. No students are allowed to walk through the parking lot unescorted.

If you park, use the crosswalk to come to escort your child to the car.

Students Use of School Phones

Each classroom has a telephone. There are also telephones in the office. Students may use the phones at a staff member's discretion. Students cannot use the phone to make alternate arrangements for going home or to make plans with friends after school. Those things need to be arranged in advance, and a note needs to be sent to school from a parent so we know the parent/guardian is aware of the changes.

Student Cell Phones

At the beginning of the school year and when necessary, classroom teachers will discuss the cell phone policy with students. The school recognizes the evolving nature of technology and the ability for multiple kinds of electronic devices to have cell phone capabilities (Ex: tablets, watches, etc.). Hand-held electronic devices with cell phone capabilities need to remain out of sight during school hours. Watches with cell phone capabilities may be worn provided the phone function is not used during school hours. For students to have any device with cell phone capability, this may not be used during school hours. In the event of a cell phone violation (phone is used, heard, or seen between 9:15-3:55), the school's progressive discipline steps will be followed.

If there are repeated violations, the phone will be sent to the main office for an administrator to take progressive next steps.



Pets at School

As per Kent School Board Policy 2030, pets are **not** to come to school unless they are registered service animals. Please aid us in ensuring the safety of students by keeping dogs at home. Because of state regulations, animals may not be transported on school buses. Stray dogs on the playground can be dangerous. We will make every attempt to contact the owner to come and pick it up. Otherwise, we may find it necessary to call Animal Control.

Lost and Found

Our lost and found is located in the foyer or hallway. If your child has lost something, please have him/her check to see if it has been turned in. Twice yearly, articles that have not been claimed are donated to charity. Items left on buses are usually kept by the bus driver and given to the office the next school day if not claimed. It is extremely helpful if parents put the child's name on articles in order to help us return them if lost.

Personal Items

Students should not bring ANY personal items to school (toys, sports equipment, iPods, video games, radios, cameras, extra money, etc.).

Student Placement

Our goal for the placement process is to establish a learning environment in each classroom that will enable all students to learn and grow to the best of their abilities. The process entails three steps. In the first step current grade level teachers create class lists for the following year based upon an equitable distribution of academic achievement, special education status, English Language Learner (ELL) status, behavior, and gender. Teachers then look at students' academic, personal, and leadership strengths, and any social or emotional considerations. In the last step, the administrator assigns one of the class lists to a teacher.

Students designated as Highly Capable (HiCap) are required to be with a teacher designated as a HiCap teacher for their grade level. All of Covington's teachers are eligible and capable of being the HiCap teacher and frequently teachers rotate this responsibility. Teachers are highly trained, professional, and provide rigorous instruction for all students.

Dress Code

Dress Code Expectations

- Coats designed for extreme, cold weather will need to be hung up on a coat hook upon entering the classroom. Students may wear sweatshirts with or without hoods, vests, light waist-length windbreakers, fleece jackets, shawls, ponchos, sweat jackets and cotton pullovers.

- Pants, shorts, overalls and shirts must be properly sized. Waistbands must fit securely at the waist, above the hipbone, with no underwear showing. No sagging or dragging is allowed. Straps on overalls must be fastened.
- Pants and shorts must be neatly and securely hemmed or cuffed, and may not touch the ground.
- Belts must be properly sized and worn through the belt loops.
- Shorts, skirts and dresses must at least reach the fingertips in the back and the front when hands are extended at the sides.
- Sleeveless tops, tank-top jerseys and other tank-tops must be worn with an undershirt with sleeves.
- Appropriate footwear must be worn at all times.

The following examples of inappropriate dress ARE NOT ALLOWED at Covington:

- For safety reasons, wheeled shoes, slippers, open toed shoes, and flip flops are **not** allowed.
- Clothing with pictures, symbols or words that promote or depict alcohol, tobacco, drugs, gangs, vandalism, bigotry, violence, sexual topics, suicide or have messages with inappropriate “double meanings”.
- Clothing that clings to the body, reveals a bare midriff (stomach) or torso when the students bend over or raise their arms.
- Hats, bandannas, visors, sunglasses, headbands, hoods, and other head gear.
- Clothing or accessories with spikes or chains.
- Clothing with excessive holes, cuts, or tears.
- Pajamas, beach wear and night clothes.

Students who are dressed inappropriately will be asked to correct the problem. Depending on the situation, students who cannot correct the problem may not attend class, lunch or other school activities until the problem is fixed. Repeated dress code violations will follow campus and district guidelines on progressive discipline.

Playground Expectations

We want students to have a positive, healthy, and safe play experience at Covington. We have established the following expectations to keep our students safe. All students are expected to observe the following procedures:

- Students get a pass from the playground supervisor to go into the building during recess (e.g. to go to the restroom, health room, office).
- If students are going to see a staff member during recess (counselor, classroom teacher, library aide, etc.), they need a pass from that person.

Classroom Visitations

Because of recent events occurring in other U.S. schools, we are employing a strict visitor policy to maintain the safety of all children and staff. Covington enjoys having parents or guardians visit our school, however, we ask that the following guidelines be followed:

- **Visitors need to call the office to see if a visit is possible at least 24 hours prior.** Please call and let us know when you plan to come to avoid conflicts or changes of schedule.
- ALL visitors must enter the building through the main entrance, sign in, and wear a visitor’s badge. This will enable all staff and students to readily recognize legitimate visitors. This is a security measure for the safety of all students, staff, and school visitors.
- Avoid visiting during the last few minutes of the day.

- Do not disrupt or interrupt the classroom activities or teacher. If you need to communicate with the class or individual students, ask the teacher before doing so.
- If you need to discuss something with your child's teacher, please call and make an appointment to meet with them before or after school. We work hard to keep our instructional periods uninterrupted.
- Due to crowded conditions and insurance liability, students are not allowed to bring friends or relatives with them to school for the day.

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