

# Covington Elementary



**Ryan Preis, Principal**

## **Husky Student-Parent Handbook 2023-2024**

### **MISSION**

***Successfully Preparing All Students for Their Futures***

**25811 156<sup>th</sup> Ave. SE, Covington, WA 98042**

**School Phone: 253-373-7652**

**Attendance 24 hours a day 253-373-7652 Option 1**

**Web Address: [www.CovingtonHuskies.com](http://www.CovingtonHuskies.com)**

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

# Covington Elementary

## Staff 2023-24

<b><u>Administration</u></b>	
<b>Principal</b>	Ryan Preis
<b>Assistant Principal</b>	Jonathan Chestang
<b><u>Office Staff</u></b>	
<b>Office Manager</b>	Mayra Reveles
<b>Data Processor</b>	Tina Hawley
<b>Attendance</b>	Opeta Sagapolutele
<b>Nurse</b>	Christie Welsh
<b>Health Tech</b>	Beth Yanez
<b><u>Teaching Staff</u></b>	
<b>Pre-School</b>	Sarah Medina
	Christina Graves
	Kausar Sadaat
<b>Support Center</b>	Calynda Pula (Primary)
	Susan Chavez (Secondary)
<b>Kindergarten</b>	Deborah Cosacchi
	Sarah Faulk
	Kathleen Mertens
	Christine Mullen
<b>1<sup>st</sup> Grade</b>	Laura DeBruler-Behrens
	Tiffany Weston
	Katie Reed
<b>2<sup>nd</sup> Grade</b>	Sally Allen
	Ruth Harrison

	Christine Karpinski
3 <sup>rd</sup> Grade	Margaret Landry
	Emily Smith
	Nya Savage
4 <sup>th</sup> Grade	Julie Hagen
	Michelle Heilman
	Genes Seok
5 <sup>th</sup> Grade	Denise Baxter
	Debbie Runyon
	Michelle Jones
<b><u>Support Staff</u></b>	
Counselor	Alice Carrillo
School Success Coach	Julie Thompson
Librarian/Media Tech	Rachel Coker
Librarian Aide	Laura Goldsmith
General Music	Jennifer Wahl
Orchestra	Jennifer Wahl
Band/General Music	TBD
P.E.	Dennis Oughton
ELL	Denise Lawless
ELL	Tina Chui
IP	Susan McFarland
Psychologist	Rani Bauer-Pugmire
ECE Psychologist	Cara McQuaid
OT/PT	Cheri Scarff
Custodian	Janice Jardine

## **Covington Attendance Policy**

**To report an absence:**  
**Email: [COAttendance@kent.k12.wa.us](mailto:COAttendance@kent.k12.wa.us)**  
**Or Call 253-373-7652 Option 1- 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**

<b>Restrooms</b>	<b>Bus</b>	<b>Recess</b>	<b>Halls</b>	<b>Assemblies</b>
I will go	I will follow bus driver directions	I will use kind words	I will have a hall pass	I will enter and exit quietly
I will flush		I will keep hands and feet to self	I will use a 0 level voice	I will watch for quiet signal (Husky Hush)
I will wash	I will keep hands and feet to self	I will line up when the whistle blows	I will stay directly behind the person in front of me	
I will return				

	I will use an inside conversation voice  I will stay seated	I will listen to all adults	I will keep my hands at my side  I will face forward	I will listen to speaker  I will sit on my pockets  I will keep hands and feet to self
<b>Drills/ Evacuations</b>	<b>Dismissal</b>	<b>Cafeteria</b>	<b>Building Wide</b>	<b>AM Arrival</b>
I will be silent and serious  I will follow adult directions  I will walk quickly to designated area (evacuation only)	I will always walk  I will go directly to my dismissal area  I will follow hallway expectations	I will use a level 2 voice or lower  I will always walk  I will listen for the signal from adults  I will clean up after myself	I will be Safe  I will be Kind  I will be Responsible  I will be a Learner	I will enter the building quietly and use level 1 voice  I will go to breakfast  I will sit in my line and keep hands and feet to self  I will choose an activity and sit in my line until 9:15

## **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 Policy and Procedures**

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

**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 allowed on campus** 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

- 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 and dresses must have straps that are 3-fingers-width, spaghetti straps worn with an undershirt.
- For safety reasons, appropriate footwear must be worn at all times. Students wearing slippers, slides , open toed shoes, and flip flops will not be allowed to participate in PE or recess. Crocs worn with a heel strap are okay.
- Clothing that reveals a bare midriff/stomach when the students bend over or raise their arms over their head, are not allowed.
- Clothing with excessive holes, cuts, or tears, are not allowed. No holes, cuts, or tears should be above fingertip length.
- Hats, bandannas, visors, sunglasses, headbands, hoods, and other head gear.
- Clothing with offensive or inappropriate messages are not allowed.

Students violating dress code may be asked to change. If no change of clothes is available, parents may be called to bring appropriate clothing to the school.

### 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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