2019-2020

Cougar Valley Elementary



13200 Olympic View Rd

Silverdale, WA 98383

Phone: 360-662-8400

Website: <http://cougarvalley.ckschools.org>

[](https://www.facebook.com/CougarValleyElementary/)Visit us on Facebook

[@CougarValleyElementary](https://www.facebook.com/CougarValleyElementary/)

Office Hours – 8:00 am – 4:00 pm

School Hours: 9:15 am - 3:30 pm

Early Release Hours: 9:15 am – 2:00 pm

**We are the Cougar Valley Cats. We are Respectful, Responsible, and Safe.**

# **Our** **Staff**

Jacque Crisman – Principal [jacquec@ckschools.org](mailto:jacquec@ckschools.org)

Megan Ladrillano - Asst. Principal meganl@ckschools.org

Penny Timm – Learning Specialist [Pennyt@ckshools.org](mailto:Pennyt@ckshools.org)

Sandra Skillman – Office Manager [sandras@ckschools.org](mailto:sandras@ckschools.org)

Jennifer Little -Support Secretary [Jenniferli@ckschools.org](mailto:claudiab@ckschools.org)

Sandy Hardy – Clerk Typist [sandyha@ckschools.org](mailto:sandyha@ckschools.org)

Alyson Lunceford- Nurse [alysonl@ckschools.org](mailto:alysonl@ckschools.org)

Custodians:

* Jeff Taylor – Head
* Ryan Ringler – Night Custodian

## **IN THE CLASSROOMS:**

### Kindergarten

* Megan McAllister
* Rachel Logan
* Shelly Ortyn
* Lisa Williams
* Jessica Behlke

### First Grade

* Debra Shibsted
* Emily Fratantuono
* Nicole Swanson
* First/Second Split
* Amy Griffin

### Second Grade

* Kerianne Kuebler
* Cindy Wilson
* Karen Laberge
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* Kerianne Kuebler
* Cindy Wilson
* Karen Laberge

### Third Grade

* Gage Kindberg
* Justine Zeitler
* Wendy Tedford

### Fourth Grade

* Donna Bittner
* Donna McCormick
* Brenda Newell

### Fifth Grade

* Chelsea Rodriguez
* Natalie Salstrom
* Jamie Devine

### Specialist

* Sarah Santana - Music
* Tim Cathart – PE teacher
* Kelli McAuley – Orchestra
* Jennifer Jennings – Band

### Counselors

* TBD (Military Family Life) TBD@ckschools.org
* Kate Fletcher Katef@ckschools.org

### LAP

* Susan Middleton, Reading Intervention Teacher
* Cheryl Wright – para educator
* Wendy Sears – para educator

### Resource Room

* Anne Miller– RR teacher
* Julie Kasper – RR teacher
* Denese Ruffin – para educator
* Kim Wimberly – para educator
* Alyssa Knight - para educator

### District Program

* Shelley Sears – teacher
* Joyce Pobanz – para educator
* Rebekkah Johnson – para educator
* Julietta Hokanson – para educator
* Carey Stack – para educator
* Spenser Ashcraft - para educator

### District Program

* Sarena Whitten – teacher
* Tiffany Manavie – para educator
* Alyssa Searer – para educator
* Tracie Taylor – para educator
* Haylie Mabe - para educator

### District Program

* Susan Severson – teacher
* Sarah Edwards – para educator
* Kaaren Jensen – para educator
* Jennifer Hooper - para educator
* Jennifer Hooper - para educator

### OT/PT

* DeAnne Jacobson – PT
* Rachel Jordan – OT

### Speech

* Ellen Norris – speech pathologist
* Sharon Foraker – speech pathologist

### Library

* Jen Roger - Librarian
* Lisa Birkenfeld – Library Clerk

### English Language (EL)

* Kari Six

### Noon Assistance (Playground and Lunchroom)

* Kari Six
* Dana Collins
* Jennifer Casias

### Cooks

* Lori Quy
* Amy Avis

# **Good Attendance**

Success in school depends on regular attendance. Washington State law requires all children to attend school daily unless they are ill or there is an emergency in the family. Schools are required to act on any unexcused absences. Excused absences are as follows: illness, doctor’s appointments, school business and family vacations. ***A family vacation is only excused if there is prior written approval by the building principal. Please obtain an extended leave form from the office for any vacation of 3 days or longer.***

# **Absence**

Our office keeps attendance records for each child. To help us with this task we ask that you do the following before 9:00 am…

* Telephone the school @ 360-662-8400 when your child will be absent.
* If we do not hear from you, you will receive a telephone call at your home to notify you that we have your child absent. You must call or send a note regarding your child’s absence when they return to school. **If we do not get verification of your child’s absence, within 2 school days, the absence will be recorded as unexcused.**

After two unexcused absences within one month a conference will be scheduled with the parents. After five unexcused absences in any one month or seven absences in total, a petition will be filed with juvenile court.

**Tardy**

Any student arriving after 9:15 must report to the office **with a parent/adult** to receive an admit slip. Please call or email the office by 9:00 am if your child will be late. You may order hot lunch if you call by 9:00 am.

# **Early Dismissal**

Please send a note to your child’s teacher if you will be picking up a student for early dismissal. The school will call your child to the office when you arrive. Do not go to the classroom. **Parents MUST sign students out from the office. No child will be released from the classroom until a staff member has verified their dismissal**.

# **TIPS for Improving Attendance!**

Did you know that your child needs 9-11 hours of sleep a night? Inadequate sleep can lead to:

* Mood swings
* Behavior problems
* Exacerbating symptoms of ADHAD or misdiagnoses of ADHD
* Problems learning
* Illness
* And other problems at school and personally

Here are some tips:

* Minimize activities involving bright lights, excitement, or stress in the hour before bedtime.
* Restrict cell phones and other electronics form your child’s bedroom during sleeping hours.
* Keep regular and consistent sleep schedule and bedtime routine, even on weekends.
* Make your child’s bedroom conducive to sleep – dark, cool, and quiet.
* Avoid your child having caffeine during any time of the day.
* Avoid your child having large meals before bedtime.

These tips are from the **National Sleep Foundation and Centers for Disease Control.**

# **Coming To and From School!**

## **Student Drop-off**

* The speed limit is 5 MPH – drivers are expected to adhere to this limit for the safety of ALL students and staff.
* Please pull forward along the curb to allow other vehicles space for dropping off students.
* If you need to come into the building, please park in a designated parking space.
* NO PARKING along red curbs. These are fire lanes and must be kept clear.
* Handicap spaces are blue. Please do not block these spaces or the crosswalk next to them.
* Students should not be dropped off before 9:05 a.m. unless they are in the Martha & Mary (M&M) Program.

## **Student Pick-Up**

* The speed limit is 5 MPH – adhere to this limit for the safety of ALL students and staff.
* Students will be lined up on the sidewalk waiting for your arrival.
* Please keep pulling forward along the curb to allow other vehicles space.
* Once you reach the pick-up area your student will be allowed to load.
* If you must leave your car, please park in a designated parking space.
* Please do not ask your child to cross the parking lot to meet you. They are not allowed to do so.
* Once buses leave at approximately 3:37 pm, all unclaimed students will be escorted to the office.

## **Parking**

Please be aware that parking is a challenge here at Cougar Valley. To avoid getting a ticket and for the safety of students and parents, do take notice of the “no parking” signs that are posted along Olympic View Drive

## **Bus Transportation**

****Not sure what bus your child should be riding? Contact Transportation at 360-662-8800 or check out the website at <http://www.ckschools.org/services/bus_stops_and_times> They can help you with pick up and drop off times.

Riding the bus is a privilege by the Central Kitsap School District. Good behavior on the bus is very important. Safety on the bus must be considered before anything else. Students who create a discipline problem on the bus may lose their privilege of bus transportation to and from school.

### **Changes in transportation?**

Student schedules change from time to time. When this occurs it is VERY important that the office staff is notified. Please send a note in with your student and they will drop it off at the office. If the student schedule changes in the middle of the day please call the office by 3:00 pm to let the office know**. The office does not guarantee that your student will receive their note if you call after 3:00pm.**  In cases where a student might “go home” on Tuesdays and Thursdays, but goes to a “Sitter” on Mondays, Wednesday, and Fridays, arrangements must be made with the office and transportation. A clearly written schedule can be provided to the teacher. The office must be notified of any changes to the set schedule. **Students MUST have an office note to disembark off a bus stop other than their regular stop.**

# **Positive Behavior Intervention Supports!**

Support, Assistance, Service, Help

PBIS is a framework that uses interventions that are proven by research to work. The goal is to help students improve behavioral and academic behaviors that support learning. The PBIS framework helps schools to organize systems and train staff on how to use the interventions. PBIS **IS NOT** a package curriculum, scripted intervention or manualized strategy.

PBIS IS

* prevention-oriented
* positive focused
* seeks to support the success of ALL students

## **PBIS is Positive**

Although PBIS has no specific restrictions on the use of consequence-based strategies designed to reduce serious problem behavior, the focus is on teaching-oriented positive and preventative strategies for all students. These positive strategies have been shown by research to be the most effective approach to address even the most severe problem behaviors.

Most students will succeed when a positive school culture is promoted, informative corrective feedback is provided, academic success is maximized, and use of prosocial skills is acknowledged.

## **Who do you go to if your child needs support?**

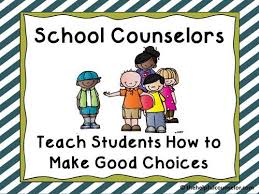
First and foremost, you should always contact your child’s teacher. Our teachers are open and willing to help if there is a problem at school. Please remember that during the day your child’s teacher is teaching, so please make sure to give some time, either before or after school for a response. It is best to leave a message on the phone, or to email your concerns. The teachers will get back to you as soon as they have a moment without children.

## **Who else can help support your child?**

### **ACADEMICS…**

* Our Learning Specialist, Penny Timm, is there to answer questions and to help guide you and your child with academic questions. 360-662-8415 or [pennyt@ckschools.org](mailto:pennyt@ckschools.org)

### **SOCIAL EMOTIONAL…**

We are fortunate to have two counselors in our school who can help with social emotional or behavior needs.

* Kate Fletcher, 360-662-8457

[katef@ckschools.org](mailto:shiobhanf@ckschools.org)

* TBD, Military Family Life Counselor, 360-662-8460 [TBD@ckschools.org](mailto:traceyb@ckschools.org)

# **Cougar Valley Cats are Respectful, Responsible, and Safe**

|  | Classroom | Hallways | Recess/Play area | Lunchroom | Bathroom | Arrival and Dismissal | Assemblies | Bus |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| I am  Respectful | Take care of school and personal property  Cooperate and treat others kindly  Listen carefully while others speak. | Walk quietly without bothering classroom or touching artwork on the walls.  Voice level 0-1 | Follow all teacher/adult directions  Use kind words and actions  Stay in assigned areas | Follow directions from lunchroom staff  Use kind words and actions  Voice level 1-2 | Respect others’ privacy  Voice level 0-1 | Follow all teacher or Safety Patrol directions  Use kind words and actions.  Voice level 1-2 | Listen carefully while others speak.  Voice level 0 | Follow all teacher/adult directions  Use kind words and actions  Voice level 0-1 |
| I am  Responsible | Follow directions  Take care of materials.  Do your job. | Walk directly to your destination | Report problems, accidents, and injuries to an adult  Return equipment  Line up right when it’s time  Dress appropriately for the weather | Stay in your expected spot  Eat your lunch  Clean up after yourself- Throw away garbage  Put lunch box in tub and report any messes | Clean up after yourself  Flush the toilet/urinal  Report disruptions to an adult  Return to room promptly | Get in line quickly.  Report any safety issues to driver | Pay attention to the presenter. | Report problems, accidents, and injuries to the bus driver  Stay seated when the bus is moving  Enter and exit the bus quickly and safely |
| I am  Safe | Keep hands, feet, and objects to yourself  Walk  Use equipment/furniture correctly | Keep hands, feet, and objects to yourself  Walk at a safe pace  Walk single file on the right side | Keep hands, feet and objects to yourself  Take turns  Use playground equipment the expected way  Walk on blacktop and cement | Walk  Keep hands, feet and objects to yourself.  Sit down at tables | Wash hands with soap  Place paper towels in the garbage can  Keep feet on the floor | Stay in your space.  Keep hands, feet, and objects to yourself | Keep hands, feet, and objects to yourself.  Sit so others can see.  Stay with your class. | Keep hands, feet and objects to yourself  Stay seated when the bus is moving  Enter and exit the bus quickly and safely |

**Safety at Cougar Valley**



Our priority is to keep all kids safe at Cougar Valley! We have structures in place in case of emergencies. Teacher and students prepare and practice evacuation, earthquake, shelter in place, and also what to do in case of an intruder. Each month we will practice at least one drill.

## **Visitors/Volunteers:**

Cougar valley loves its visitors and volunteers! Please arrange your visits ahead of time by calling your child’s teacher since the class may be having a test or involved in an activity that would not lead itself to visitors. All visitors must report to the office to sign in and receive an identification badge. If you wish to discuss a matter with your child’s teacher, please call ahead of time, and arrange a time that is good for the conference.

To volunteer, you must complete a Washington State volunteer disclosure form and it must be approved before you can volunteer in a classroom. Please note, it takes time to get this processed, so please plan ahead.

**Health Services:**

Our school nurse is Alyson Lunceford, 360-662-8400.

She is at Cougar Valley only one and ½ days a week. She meets with parents and creates Student Health Plans for students with health issues. If you have a concern about your child’s health please contact our school nurse.



## **Student Medication at School:**

Parents are encouraged to give all necessary medication to students before and after school. For those occasions when medications must be administered during the school day, a Physicians Order for Medication Form signed by the doctor and parent is required for the medication to be administered at school. All such medications are to be kept in the office at all times. The medication must be in its original container with complete instructions for when it is to be taken. This includes over the counter medications such as Tylenol, cough drops, and cold medications. All medication must be delivered to the office and picked up by an adult.

# **Student Dress Code:**

Our school recognizes that student dress and appearance is the primary responsibility of the parents. However, in view of a positive correlation between student dress, student behavior and academic achievement, the district has adopted a policy (3244) on student dress. Student dress and appearance must not present a health and safety problems, or risk of disruption at school or school sponsored activities. The following guidelines are to be used in choosing clothing to wear:

* Clothing design must prevent exposure to undergarments.
* Clothing that depicts violent language or images, drugs, tobacco or alcohol, hate speech or any symbols or language that creates a hostile or intimidating environment cannot be worn to school.
* Shoes that are safe for PE and Recess. Students must have sneakers for PE days!

Are hats OK?

* Students may wear hats and hoodies to school and wear them outside. Once inside the building we ask that they take them off.

A good rule of thumb:

* Elementary school is a very active place. Make sure that your child is dressed so they can be comfortable and safe for all the activities that happen here at school



# **Breakfast and Lunch:**

Breakfast is available in the multipurpose room from 8:55 – 9:15 each day. The cost is $2.25. Students may choose between cereal and a hot item plus milk and graham crackers.



LUNCH: District menus are sent home monthly to students. They are also available on the school website. Two lunch choices are offered most days. Lunch prices are $3.25 including milk. Milk/Juice is $0.75. Each student has an individual food service account in which money is deposited throughout the school year.

## FREE AND REDUCED LUNCHES/BREAKFASTS:

A federally supported free and reduced lunch program is available. Forms are sent home at the beginning of the school year and are available in the office at all times. If you have questions about qualifications please call Food Services at 360-662-1090.