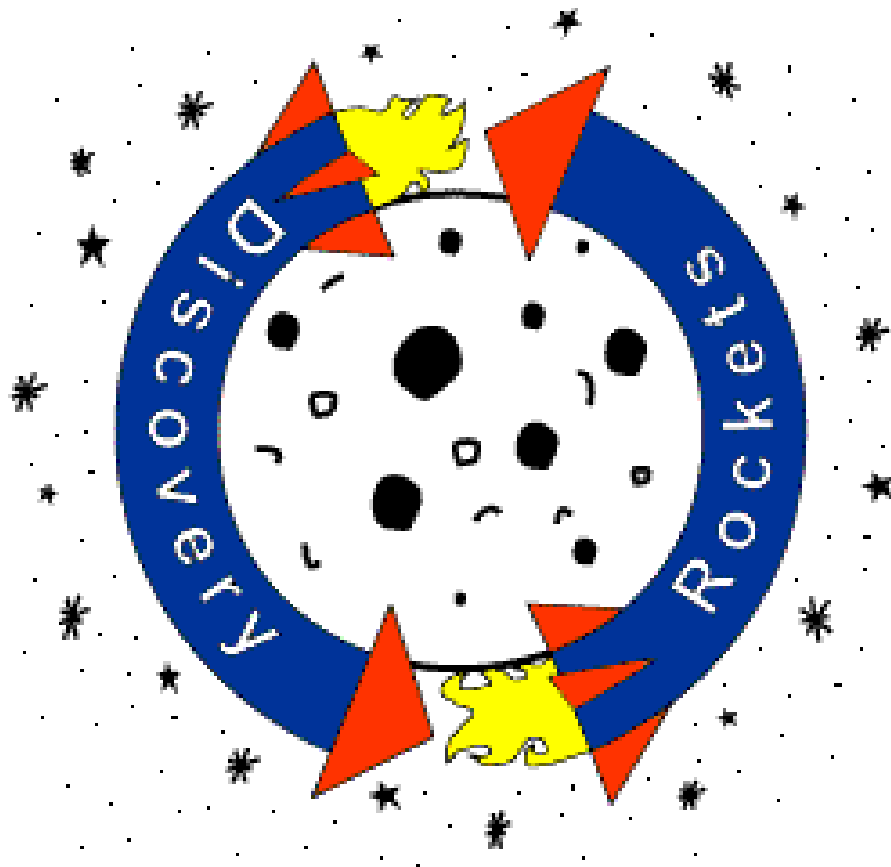


Discovery Primary School



Student and Family/Caregiver Handbook 2026-2027

1205 19th Avenue
Milton, WA 98354

253.517.1200

Fax 253.517.1205

Web Site: www.fifeschools.com

Alisha Maulding, Principal / Danielle Waters, Assistant Principal

Welcome to Discovery Primary School

Dear Families and Caregivers,

Welcome to Discovery Primary School! We are excited to partner with you in ensuring our mission of high levels of learning and success for every student everyday. We believe in educating the whole child, focusing not only on academics but also on social-emotional development and character education. Our **AIM** expectations guide us in the classroom, on the playground, on the bus, and beyond: **Always be respectful, I solve my problems, and Make responsible choices.**

This handbook outlines expectations that enable us to maintain a safe, caring learning environment for all students. Please read the handbook, review important expectations with your child, and use this as a reference throughout the school year. If you have questions or we can be of further assistance, don't hesitate to reach out.

Together, we can create a positive and successful school year. We encourage students, parents, and staff to work as a team, fostering an environment where every child can thrive. Let's make this year one of growth, discovery, and success for all students. Go rockets!

Warmly,
Mrs. Maulding, Principal
Mrs. Waters, Assistant Principal

Discovery Primary Mission Statement
High levels of learning for all students.



Discovery Primary Vision Statement

Kid by kid, skill by skill. Discovery Primary School staff will collaboratively serve every student within a multi-tiered system of supports preparing them to achieve in 3rd grade and beyond.

Important Rules and Expectations

(In alphabetical order)

Absences

It is expected that students will attend class every school day, all day. State law (RCW.28A.225.010) and district policy (3122/3122P) require daily attendance of all students, unless officially excused. Parents and students are responsible for assuring attendance. Parents must provide the school with a valid reason for an absence before it can be excused. In accordance with the state's mandated attendance laws (RCW.28A.225.020), if a student has seven (7) or more unexcused absences within a 30 day period or fifteen (15) unexcused absences during the school year the school district may file a petition with the juvenile court seeking the court's jurisdiction over the student's attendance.

When your child is going to be absent from school, please contact the school office at (253) 517-1200, send a message via ParentSquare, or email our attendance secretary svandyken@fifeschools.com on the day your child is absent. For the safety of your child, if we do not hear from you the morning of the absence, we will have the automated out-dialer contact you. Please send a note to the teacher the day following the absence or contact the office as soon as possible.

Absences are excused for illness, family emergency and legal appearances in court. Absences because of vacations or other family activities must be approved ahead of time in order to be excused. **In all cases, the school administrator determines whether an absence is excused or unexcused.** The school will keep a record and report absences and tardies to the State.

Attendance Tiers at Discovery Primary School

To help families track and support consistent attendance, Discovery Primary School classifies absenteeism into the following support tiers based on a standard 180-day school year:

- **Tier 1: Good Attendance** (0-5% absence | 0-9 days per school year)
The student is on track for academic success.
- **Tier 1: On Watch** (5-10% absence | 9-18 days per school year)
Attendance is slipping; early intervention or communication may begin.
- **Tier 2: Chronic Absenteeism** (10-20% absence | 18-36 days per school year)
Absences are significantly impacting learning; an attendance plan may be required.
- **Tier 3: Extreme Chronic Absenteeism** (20%+ absence | 36+ days per school year)
Critical learning loss; immediate administrative intervention and support are necessary.

Pre-arranged Absences:

Discovery Primary strongly discourages students taking extended vacations during the semester or leaving school prior to the normal closing date. Students missing

class lose essential instruction and place increased demands on classroom teachers in the areas of record keeping, administering make-up work, etc. In order to ensure that students and families may not be misled and suffer possible disappointment, it must be clearly understood that:

1. A notification of request that outlines reasons for the absence, expected duration and departure date, must be submitted to the Attendance Secretary at least two weeks prior to the first date of the absence.
2. A "Prearranged Absence Form" will be issued from the office to be presented by the student to his/her teachers.
3. The responsibility for completion of all make-up requirements rests with the student and the family.
4. Final clearance must be completed in the office by returning the "Pre Arranged Absence Form" to the Main Office.

Please refer to: Fife School District Rights and Responsibilities: Attendance

Parents are requested to make medical and dental appointments outside the school day or during non-school time.

Excused Absences:

Absences are excused when a parent/legal guardian provides the school office with a valid reason for an absence (preferably in writing or via e-mail). The following are considered valid reasons for an excused absence:

- Personal illness
- Medical/dental appointments or the student only
- Death in a family
- Extreme family emergencies
- Educational trips
- Funerals, religious or other special observances.

***Please note that if a student accumulates an excessive number of absences, the school may require an official note from a healthcare provider in order to excuse any future absences related to illness.**

Please notify the office within 48 hours of any unplanned absences. If your child has an upcoming medical/dental appointment please notify the office in advance so we can have the most updated attendance information for your child.

Unexcused Absences:

Parents/guardians must provide a written notice explaining a specific reason for any absence: otherwise it will be listed as unexcused. When a student has accrued seven (7) unexcused absences in one month or **fifteen (15)** unexcused absences in a year, the district will file a truancy petition in the juvenile court to order the student to attend school. A notice of the truancy court petition will be sent by certified mail with return receipt of by in-person delivery.

Court decisions in regard to the BECCA Bill have considered the following UNEXCUSED even with a note from the parent/guardian

- Overslept
- Babysitting
- Finishing homework
- Excursions – such as attending the fair, sports events, movies, etc...

- Appointments for someone other than the student
- Not reporting to school when the school is delayed (power outage, weather, etc.)
- Missed bus/ off bus for discipline reason

The BECCA Bill

The "Becca Bill" (SB 5439) (WAC.28A.225.020) is our state's truancy law. It is intended to stop truancy before it becomes a problem. If a student has unexcused absences, this law requires that schools and school districts take the following actions:

1. **One (1)** unexcused absence: The school must inform the parent in writing or by phone when there is one unexcused absence on a child's attendance record. This is often done by a phone call home.
2. **Two (2) Three (3)** unexcused absences: After the second third unexcused absence, the school is required to schedule a meeting with the parent or legal guardian and student to discuss the causes of the unexcused absences and to find solutions to prevent further absences. This is a team effort.
3. **Five (5)** unexcused excused absences within 30 days or **ten (10)** excused absences within the school year: The school must enter into a written truancy agreement schedule a conference with the family, where the parent, student, and school agree to identify barriers to attendance on and implement the necessary steps to resolve the student's attendance problem.
4. Between the **second (2)** and **fifth (5)** cumulative unexcused absence in a school year: Convene the 504 or IEP team (if applicable) and take data-informed steps to reduce the student's absences.
5. Not later than the **seventh (7)** unexcused absence in a month, the district shall enter into an attendance agreement with the student and parent OR refer the student to a Community Engagement Board OR file a truancy petition consistent with RCW.28A.225.030
6. After **seven (7)** unexcused absences during a month 30 day period or at the tenth (10th) and not later than the **fifteenth (15)** unexcused absence within a school year: The school district will file a petition in the juvenile court to order the student to attend school. A notice of the truancy court petition will be sent by certified mail with return receipt or by in-person delivery.

The school district may also refer the family to a "Community Truancy Engagement Board." A Truancy Board C.E.B. consists of a group of citizens, school personnel, and a representative from the juvenile court who help resolve truancy cases away from the court.

Tardies

Students are expected to arrive at school on time. Late arrivals slow down not only your student's learning, but also interrupt valuable instructional academic time. If your child is going to be late because of a doctor or dentist appointment, please notify the office. Late arrival will be excused when the student arrives with a note from the doctor or dentist. Because late arrivals are so disruptive to instruction, every 6 unexcused tardies will become an unexcused absence and BECCA procedures may be implemented.

Animals/Pets

Animals are never to be brought to school without the principal's permission. Under no circumstances are animals ever permitted on school buses. Animals brought on campus to the "Family Pick-up Zone" during arrival and dismissal shall be clean and healthy so that the risk of transmitting diseases to students is minimal. Children tend to be more susceptible to zoonotic diseases (diseases which can be transferred from animals to man) and parasites than adults as they are less likely to carefully wash

hands and are more apt to put their hands in their mouths. Animals that children handle should be well groomed and free of internal parasites and disease.

Procedures Animals as Part of the Instructional Program - Board Policy 2029P:

Animals are not allowed on District campuses during school hours unless specifically approved by the Principal. Prior to granting or denying requests to include animals in the school's instructional program the principal will evaluate the following issues:

- Whether there is an educational benefit to be gained by the inclusion of the animal in the instructional program;
- Whether there is an appropriate plan for the control of the animal, especially for wild or poisonous animals;
- That any health concerns involving students, staff or other animals have been thoroughly addressed, for instance allergies, the vaccination status of the animal, if relevant, or the transmission of disease from the animal;
- The animal's health, safety and well-being have been appropriately evaluated; and
- Sanitary issues have been addressed, including the treatment of animal wastes and the personal hygiene of students or staff who will come in contact with the animals.

BEFORE bringing any pet to stay in the classroom, the employee must submit a completed Animals in Classroom Request Form 2029F form to the Principal. The form includes the following information:

- Location of pet, cage/other containment device.
- Educational objective.
- Plan of Care.
- Safety and health considerations, including a notification and permission to parents.

Assembly and Presentation Expectations

Students will:

-Give attention to the presenter, especially when they say "Give me 5" which means:

1. Eyes looking at the speaker
2. Mouth is silent
3. Ears listening to the speaker
4. Hands are empty and not touching others
5. Body is still

- Follow entrance and exit procedures quietly.
- Sit in assigned areas.
- Maintain sitting position and respect other's space.
- Be respectful listeners and only use applause to show appreciation.

Attendance

Regular attendance is essential to the learning process. When a student is absent, he/she misses out on valuable learning experiences and it is impossible to make up the missed classroom experience.

As a caregiver, you play a vital role in helping us reach our school-wide goal of 85% attendance by ensuring your child is at school on time every day, engaged in learning. When attendance concerns arise, families will receive an attendance letter in the mail. In the case that attendance does not improve, the assistant principal will set up a meeting with the family and student to create a Student Success Plan.

Behavior and Consequences

Students are expected to treat everyone with respect and to be responsible for their behavior. Student misbehavior is viewed first as a teachable moment and not a reflection on student value or worth.

When possible and where appropriate, we employ restorative practices. Some choices may require additional consequences in order to reinforce the need for mindfulness, self-control and safety. This section outlines how those consequences are handled.

Possible consequences for misbehavior may include:

- Proximity, adult moves closer to the student
- Verbal reminder
- Positive practice (have the student do it the right way)
- Stay with duty/teacher for a short time
- Calming corner reflection time
- Student writes a behavior improvement plan and signs it
- Office referral
- Loss of privilege
- Conference with student
- Family/caregiver contact
- Individual instruction
- Restitution
- In house or at home suspension (return to class as soon as possible)

Bicycles/Scooters

Discovery Primary is not considered a “walking” school, as it does not have sidewalks conducive to safety. Students must have their guardians’ written permission to ride a bike or walk to or from school. These notes will be kept on file in the office. Students who ride bicycles must wear approved bicycle helmets. Bicycles are not to be ridden on the school grounds. Students must walk their bicycles on campus to the bike racks. The school assumes no responsibility for loss of or damage to bicycles. We recommend bikes be chained to the bike rack. Students should immediately report any accident to the staff member on duty.

Buying, Selling, Trading

Please, no buying, selling or trading of items on school grounds. Items being sold, bought or traded will be taken and not returned to students. Parents will need to claim the items from the Principal.

Bus Expectations

Fife Public Schools Bus Expectations: Be Safe, Be Respectful, Be Responsible

Students will:

- Sit in your assigned seat.
- Talk quietly.
- Keep hands, feet, and objects to yourself.
- No heads, hands, or spitting out of the window.
- Respect other's feelings and property.
- Do not throw anything anywhere on the bus or out the window.
- Wait for the driver to signal to cross in front of the bus.
- Cooperate with the driver.

Possible consequences for misbehavior include but are not limited to: an assigned seat, loss of privilege for a specific number of days, immediate removal from the school bus.

If your child reports conflict or misbehavior on the bus, please reach out to transportation within 24 hours. The sooner the bus driver and administrators are made aware, the sooner we can problem-solve. Bus video will be retrieved when necessary.

Care of the School

Looking after the school and care of the school environment is the responsibility of everyone in the school. This means leaving no litter and not writing or marking on walls, furniture or other school property. It means avoiding behavior that may cause damage to property (i.e. tugging door handles, slamming doors, putting paper towels in the toilet). If any damage is caused, it should be reported at once to a teacher or a staff member.

Change of Address or Phone

When changing your address or phone number, immediately notify the school office. This is important in case of an emergency.

Class Placement

Student placement is one of our more important tasks at Discovery. Every spring, we work hard to collaboratively create balanced classrooms for the following school year, where students and staff will be successful. This is a challenging task because the needs of our students are so diverse.

In the spring our staff begins the involved process of creating class assignments for the following school year. Our goal is to develop heterogeneous groups and to provide for each child's needs. Many factors play a part and are carefully considered in decision-making. These factors include:

- Program needs of each child
- Balanced levels in academic achievement in each classroom
- Balanced ratio of girls to boys
- Motivation level of each student
- Behavior factors regarding each student
- Compatibility of students in the classroom
- Independent work habit of students
- Students social needs and leadership abilities

While we do welcome family input regarding a preferred learning environment, we will not guarantee placement with a specific teacher or peer. The Family Input Form, along with a deadline for submitting the form, will be included in the family newsletter in April. The best information we can receive from you is a specific description of your child's needs. Your input, coupled with what we know about your student will help us to make an appropriate class placement. The principal makes the final decision on student class placement.

Parental appeals for change of placement, clearly indicating why the placement of the child is inappropriate, are to be directed in writing to the principal. Upon receipt of a written request for a change of placement, the following process will be used: The principal will discuss the request with the parent(s); The Placement Team will meet, evaluate the request, and make a recommendation; Based on the Placement Team recommendation, the principal will either: Keep the original placement, determine a six week trial period for the original placement, and establish criteria for further review after the trial period, or grant a change of placement.

Contacting a Teacher

Teachers are available before and after school to confer with you. The best way to contact a teacher is via ParentSquare. The best time to contact teachers is between 8:35 and 8:55 a.m. or 3:45 to 4:05 p.m. During class time if you call, please leave your number so the teacher may return your call. Sending a note or email with your child can also alert a teacher that you wish to be contacted. Teachers will be happy to get in touch with you as soon as possible. However, they cannot adequately answer your concerns during class time.

Custody Orders

Fife School District is not the enforcing agency for court orders between parents (i.e. divorce decrees and parenting plans). In general, the schools will not attempt to implement such orders except when presented with a certified copy of a clear "no contact at any time" type of order, or one which specifically limits a parent's rights at school. (A certified copy may be obtained only from a court clerk and is clearly stamped and imprinted as such.) In such cases, the school will act to protect the safety of students and contact police regarding violations of court orders if, in the judgement of the school officials, the circumstances warrant such action. The District prefers that disputes between parents regarding court orders be resolved in court, not in school.

Dress and Appearance (Policy 3224)

At Discovery Primary School, we want students to respect themselves and others. While we encourage individuality, the school dress code aims to foster a positive and healthy environment. Students in the Fife School District are expected to dress in a manner that reflects pride and respect for themselves and their school. Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.

The student dress code shall prohibit the following:

- Clothing presenting a reasonable expectation of a material or substantial disruption of the educational process, damage to school property, or a health or safety hazard.

- Clothing/accessories displaying obscene or sexual works, pictures, messages, or innuendoes.
- Clothing/accessories displaying drug or alcohol-related words, pictures, messages, or innuendoes.

The student dress code shall require the following:

- Except for t-shirts, undergarments must be covered at all times;
- Clothing will cover torso, midriff and backside, and have sleeves or straps;
- Drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include: drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendos, offensive words or graphics.
- Skirts and shorts must not be any higher than the middle of the thigh;
- Holes in jeans, pants, etc. are not to be higher than mid-thigh;
- No pajamas, slippers, blankets or pillows (except for school authorized special events).

Please assist us by ensuring that your child is appropriately dressed for school. Students who are inappropriately dressed will be asked to make appropriate corrections. Special circumstances will be considered on a case by case basis. Students who fail to comply may be subject to discipline. Parents shall be notified. If you are uncertain as to the appropriateness of a garment or dress code choice, please call the school office for clarification.

Due Process

Students may be subject to discipline, suspension, or expulsion, including emergency expulsion, for violating district policies and regulations and school rules. The procedures for appealing this action are found in WAC 392-400-310. In general, these require that student discipline be administered fairly and equitably and will be subject to due process considerations. Copies of regulations and Washington Administrative Codes are available at each school and at the district office.

Electronic Devices

We discourage students from bringing cell phones, air pods, and other electronic devices on the bus and/or to school. This includes "smart watches" if used for calling, texting, or emailing. The use of cell phones and electronic devices during the school day is prohibited without explicit permission of a supervising staff member. Cell phones or electronic devices will be confiscated from students if they are used during the school day without express permission from the supervising staff member. Cell phone or electronic devices will be held in the school office until an adult can pick it up. The school is not liable for, nor investigates the loss or theft of any cell phones or electronic devices that are brought to school. Students should make phone calls from the front office.

Emergency Procedures

In the event that we would need to send the children home early, it is important that each child knows what to do and where to go. We send home our Registration Emergency Information Form for you to complete. On this form we ask you to provide information as to where to send your student if school is dismissed early with or without bus transportation. Also, have the correct number listed as your emergency

number for our auto dialing system as we will use this in the event of an emergency. Please take time to review this with your student.

If the District decides to dismiss early, ParentSquare, website, radio and television stations will be used to announce the information. (Please see Weather Emergency Procedures section for a listing of stations.) There are some emergencies, such as in the case of a bad storm, earthquake, or road closure, where we could not transport students by bus. In such cases all parents will be directed to check their students out through the office. The non-parent pick up information in this handbook will be utilized, or the parent will have the opportunity to give the principal the authority to release their student to a responsible adult who is known both to the student and the principal.

Field Trips

Extending the classroom outside the walls of the school, in the form of field trips, has become an important option for learning. These trips focus on an integrated curriculum. Families/caregiver(s) will always be informed of field trips ahead of time.

Harassment, Intimidation, and Bullying (HIB)

Definition: Harassment, intimidation, and bullying means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic because of race, religion, creed, color, national origin, sex, sexual orientation including gender expression or identity, the presence of any sensory, mental or physical disability, veteran or military status or use of a trained dog guide or service animal by a person with a disability.

When an act:

- A. Physically harms a student or damages the student's property;
- B. Has the effect of substantially interfering with a student's education;
- C. Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- D. Has the effect of substantially disrupting the orderly operation of the school.

The district will take prompt and equitable corrective measures within its authority on findings of harassment, intimidation or bullying. Depending on the severity of the conduct, corrective measures may include counseling, education, discipline, and/or referral to law enforcement. Corrective measures for a student who commits an act of harassment, intimidation or bullying will be varied and graded according to the nature of the behavior, the developmental age of the student, or the student's history of problem behaviors and performance. Corrective measures that involve student discipline will be implemented according to district policy 3241, Classroom Management, Corrective Actions or Punishment.

Health Room (Next to Office)

The health room is reserved for the following situations:

- An emergency station for the severely ill or injured student.
- A waiting area for the ill or injured student before he/she is transported home or to the doctor.
- A first aid station for those that are injured at school.
- An area for students who are on prescribed medication. (See medication criteria for taking medication)

If your child has specific medical needs, please contact the school nurse, Chelsi Allard.

Illness

Please follow the department of health guidelines around when to keep your child home sick ([LINK](#)). Unless we have a note from a physician, your child will be expected to participate in all school activities, including movement and recess. Children must not have had a high temperature (over 100° degrees) for 24 hours prior to returning to school. When a student becomes ill or injured during school hours, the nurse or secretary will contact the parent or emergency contact person. Your student will remain in the nurse's office until you or the emergency contact arrives. The adult picking up your child must sign the student out at the office.

Immunizations

Students attending public schools must, by state law, have been immunized against certain communicable diseases. If you do not meet those requirements, the school is forced to exclude you until you have had the mandatory immunizations. You must have on file with the school a certificate of immunization status that shows the dates you have had the shots. If your child has not had the required immunizations, you must have a medical exemption signed by a physician or a religious exemption signed by a parent..

Lost and Found

Discovery Primary has a lost and found area, which is located in the hallway next to the main office. Parents and students are asked to claim lost articles. **Please mark your child's personal property with their name.** This will help us return lost property. All lost and found is donated to charity in July after school ends.

Meals

Breakfast is available to all students at no charge.

Student lunch is available to all students at no charge. The price for adult lunch is \$3.50. Milk is included with the price of lunch. The price for milk only is \$.60.

Hot lunches are served daily. Menus are available on the Fife website (www.fifeschools.com). A count of lunches ordered is taken first thing each day.

It is the parent's responsibility to make sure your child has a lunch provided by bringing a lunch from home or the child will be provided a hot lunch at school.

Medication at School

Oral medication will only be administered at school upon a written request from your physician. Medication must be in the original container from the pharmacy, listing your child's name, the name of the medication, the dosage and the frequency of administration. Oral medication includes all prescription and non-prescription (over the counter) medications. Medication request forms are available through your doctor's office or through our school office. Students may not keep any medication on their person or in their belongings. All medication is kept and dispensed through our nurse's office. We would be happy to provide you with a Physician's Authorization for Medication at School, which we can fax directly to your doctor's office for you.

Nondiscrimination Policy

Fife School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

Title IX Coordinator
Lillie Torres
1720 Oak Street
Milton WA 98354
253-517-1000

Section 504/ADA Coordinator
Rachel Dickson, Director of Student Services
1720 Oak Street
Milton WA 98354
253-517-1000

Family Conferences

Families/caregiver(s) are encouraged to confer with teachers if they have a concern. They should first contact the teacher via ParentSquare or call the school office to schedule an appointment. In addition, we have two regularly scheduled conferences during the school year.

- Fall Conferences, October 14-16 (no school)
- Spring Conferences: March 24 (early dismissal), March 25-26 (no school)

Party Invitations / Class Parties

Please refrain from sending birthday invitations to be passed out at school. If you are bringing invitations to school, there must be one for each student in the class. If you are not inviting the entire class, then invitations need to be mailed or arrangements made in another way. In addition, school staff cannot share family information such as email addresses or phone numbers.

If you would like to send a treat to school to celebrate your child's birthday, arrangements must be made with the teacher in advance. To help prevent allergic reactions, all food brought to school that is meant to be shared is to be store bought and brought to school in the store packaging that clearly shows all ingredients.

Homemade food is not allowed. Again, please check with your child's teacher prior to sending snacks and coordinate with your child's teacher prior to the birthday.

As a school and staff, we are making efforts to support healthy eating habits for our students. Healthy snacks/treats and/or portion appropriate snacks would be ideal whenever possible. Costumes are not allowed at school unless a specific event has been arranged through, or by the school. There is also the option of putting together a goody bag of stickers, pencils, etc. as an alternative to food as well.

Personal Items/Valuables

Students should bring only those items to school that are necessary for the completion of school work. **Discovery Primary School is not responsible or liable for the loss, theft, or damage of personal items brought to school that are not requested for school activities.** Items brought to school should be clearly marked with the student's name. Please remember to also mark clothing and lunch boxes.

PTO (Parent Teacher Organization)

Discovery Parent Teacher Organization is a fabulous group of volunteers who work together to provide supplies and activities for the students at Discovery. This

organization is very strong in promoting and caring for the needs of our students. We encourage parents to become a member. Please contact the school if you are interested in learning more or email: discoveryptoboard@gmail.com

The objectives of our PTO are as follows:

- Volunteerism of parents/guardians
- Encouragement of teachers and students
- Community involvement
- Welfare of students and their families

Recess and Playground

Children go outside for two 15-minute recesses each day. Recess provides students with fresh air, exercise, and the opportunity to develop and practice social skills. Because we believe outdoor play is vital, students will go outside even on rainy days. Sending your child with a jacket/coat and appropriate weather gear daily is incredibly important.

- **Need a coat?** We want to ensure every student is warm and comfortable. If your child is in need of a winter coat, please contact the school office and we will gladly provide them with one to keep.

In the rare case of extremely inclement weather, students will enjoy recess indoors. Since our weather can change very suddenly, our recess personnel monitor weather constantly. All recess personnel carry a walkie-talkie so they have instant communication with office staff. All children are expected to participate in recess activities. Exceptions will be made for extenuating circumstances, such as a temporary injury or medical condition. If your child requires a temporary accommodation for recess, please provide a doctor's note or contact the school office so we can arrange an alternative.

Retention and Promotion Policy

At Discovery Primary School, our primary goal is to ensure that every student develops the academic, social, and emotional skills necessary for long-term success. We understand that parents have deep concerns when their child experiences learning gaps, and we share your dedication to finding the right solution.

What the Research Says About Retention

When a student falls behind, a common question from families is whether repeating a grade (retention) will give them the time they need to catch up. However, decades of educational and psychological research show that **grade retention is not an effective intervention for closing academic learning gaps.**

Studies consistently demonstrate that retaining a student:

- Does not result in long-term academic gains compared to peers who are promoted.
- Can negatively impact a child's social-emotional well-being, self-esteem, and attitude toward school.
- Is one of the strongest statistical predictors of a student later dropping out of high school.

Because research shows that retention does not solve the root causes of learning gaps, Discovery Primary School strongly favors a model of **promotion with targeted intervention**. Providing intensive, individualized support at the next grade level is far more effective than asking a child to repeat an entire year of the same curriculum.

The Multi-Disciplinary Due Process

Because of the significant impact retention can have on a child's future, Discovery Primary School **will never utilize retention without a rigorous, multi-disciplinary due process**. A single request or a single data point is not enough to determine a child's placement.

If retention is being considered—whether initiated by school staff or requested by a parent—the following structured process must take place:

1. **Data Collection:** The school will compile comprehensive data, including standardized test scores, classroom assessments, intervention history, social-emotional evaluations, and developmental age indicators.
2. **Team Consultation:** A collaborative meeting will be held, including the student's classroom teacher, intervention specialists, counselors, administration, and the parents/guardians.
3. **Alternative Intervention Plan:** The team will thoroughly explore alternative support systems, such as modified instructional plans, intensive reading or math interventions, and summer learning opportunities, before any final decisions are made.

Final Decision Authority

We deeply value the insights of our school parents and view families as vital partners in education. While parent input is an essential piece of our collaborative due process, **the ultimate and final decision regarding a student's grade placement lies with the building principal**.

This authority is exercised with the utmost care, prioritizing objective educational research, comprehensive student data, and—above all—what is proven to be in the absolute best interest of the individual child.

School Closure and Emergency Information

Emergency Procedures

We want to provide a safe and caring learning environment. Staff at Discovery Primary School have developed emergency procedures for the following:

- Earthquakes
- Fire/Evacuation
- School Lockdown
- Shelter in Place

If you have any questions about any of these procedures please ask one of our staff members.

Earthquake and Other Natural Disaster Procedures

Each classroom is equipped with an "Emergency Can" containing food, supplies, radio, etc. to help us deal with the situation. Children routinely take part in safety drills to become familiar with safety procedures. We are prepared to care for your child. After an emergency, parents must not take their children from the school grounds unless they have checked their child out from the check-out point marked in the school with a large red X or the school office. We keep attendance records that help us know who is missing. If you remove your child without checking them out, others may take needless risks in searching for your child. Please do not call the school. The phones, if they are in working condition, will be needed by emergency school personnel. We will have first aid trained staff to help injured children until help arrives. Tune in to the emergency broadcast radio station (KIRO 710 AM) for information.

Weather Procedures

Occasionally, weather conditions do not permit normal operation of the school schedule. Please study the following instructions for such operations and save them for future reference. The Fife School District web site (www.fifeschools) will have all emergency information posted as soon as possible. Families will also receive a message via Parent Square.

In the case of extremely inclement weather, local TV stations can serve as a resource. While listening to one of these stations, one of the following will occur:

1. No announcement will be made. If there is no announcement, school will operate on its normal schedule.
2. An announcement will say, "Schools in the Fife School District are closed." When this announcement is made, there will be no school for that day.
3. An announcement says, "Schools in the Fife School District will start two hours late this morning." We will operate as follows:
 - Discovery Primary will start at 11:20 a.m.
 - Lunch will be served.
 - Bus pick-up will occur 2 hours later than normal.
 - Dismissal will occur at the regular time, 3:30pm

If it starts snowing at mid-day requiring early dismissal, families will receive a message via a robocall and/or Parent Square. When icy roads or poor visibility exist, it is possible that buses could run late even though no late start announcement has been made.

Student Pick-Up/ Drop-Off Information

The beginning and ending of the school day are important to instruction as this is when goals are set and lessons are reviewed. Please plan appointments outside the school day whenever possible. It is disruptive to the whole class when students are tardy or leave early. While it is understandable that there will be occasional need to be tardy or leave early, chronic situations will require a conference with the principal to discuss solutions. (see also the absence and tardy section of this handbook).

Arrival/Drop-off 9:05-9:15 am

The tardy bell rings at 9:20am. If your child eats breakfast at school, we encourage you to arrive no later than 9:05am so they can eat and be in class on time.

Dismissal/Pick-up 3:30-3:45pm

If you pick up your child in a vehicle at the end of the school day please display your designated pick-up tag in your window. This helps us load vehicles more efficiently.

Our Parent/Student pick-up area is at the South end of our building. There is a parking lot designated for parents and visitors. We have a staff member stationed outside to supervise students during the arrival and dismissal times listed below. Outside of those times, parents are required to park and walk their child to and from the office/building.

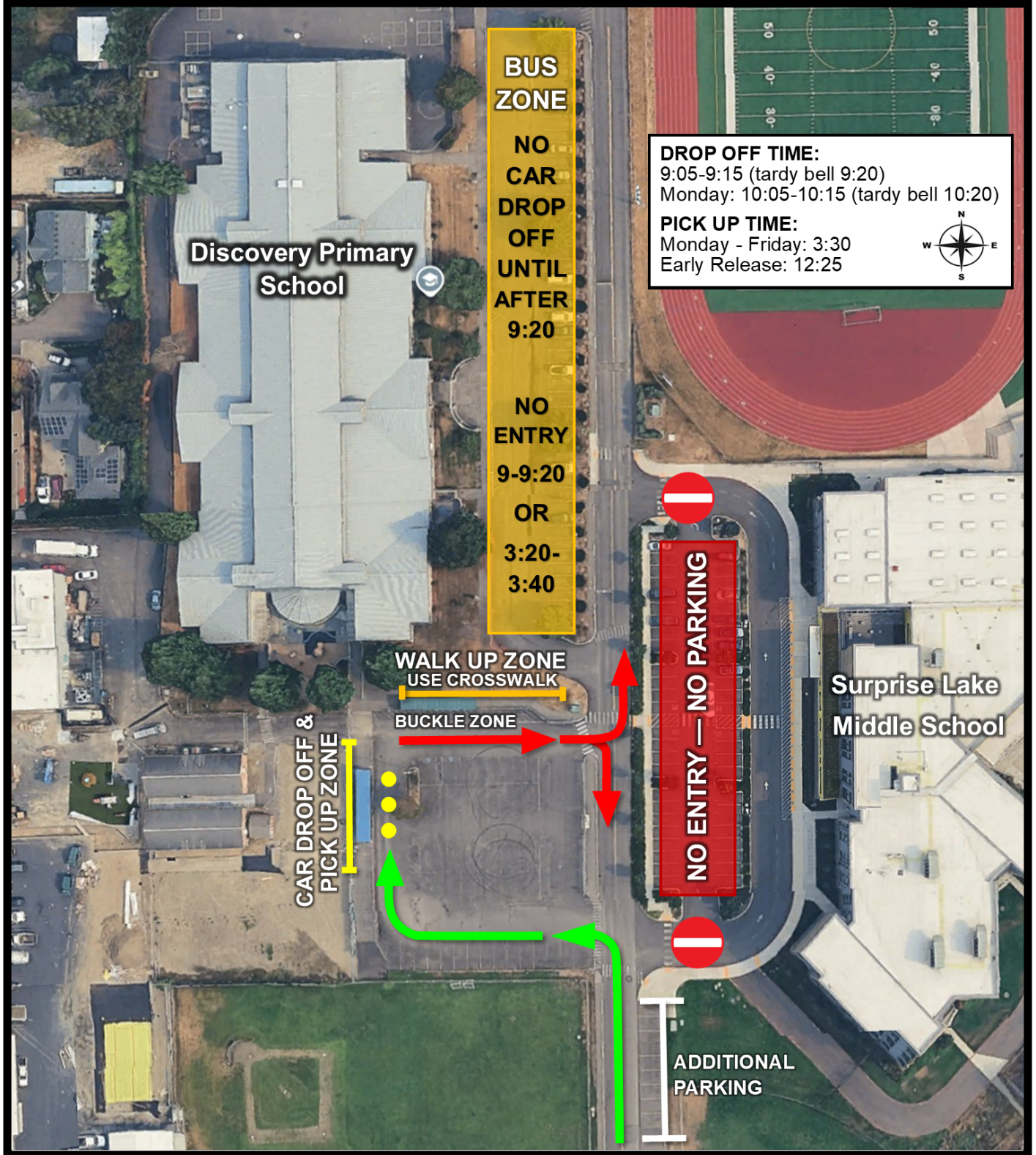
*Parents must park their cars in legal parking spots if they want to get out of their cars and come into the building. **(No parking in bus area or fire lane. Please refrain from parking at Surprise Lake Middle School).**

*All students must have a written note when their after school plans are different from their usual routine.

At certain times of the day there is a lot of traffic around the school. Our priorities are:

1. The safety of students, parents, and staff
2. The efficient movement of traffic.

DROP OFF & PICK UP PROCEDURES



Please notify the school office of any changes in your child's transportation needs/changes **before 2:30**, so we can make sure the teacher and your child are notified. Please do not leave voice messages. You need to speak directly to a secretary when making changes to procedures. We cannot accept information as to pick up and bus changes from students; we need adult confirmation.

Transportation

Our School District has a fantastic Transportation team. Our bus drivers have hours of training and experience and are more than happy to transport your child to and from school. We encourage every parent to use the transportation options provided by the district.

In the event that your child is unable to ride the bus, we have areas of the parking lot that are designated as children Drop-off and Pick up areas. Please keep in mind, these areas are congested and will require patience, manners, and safety precautions. **The following procedures are for the safety of your children:**

OBEY THE RULES OF THE ROAD: Please drive slowly and safely.

SPEED LIMIT: Please obey the speed limit signs.

CROSSWALKS: Please use designated crosswalks. This is the **SAFEST** place for all of us to cross, even when there is not a crossing guard outside. When there is a crossing guard, cross only when the crossing guard is helping you.

SCHOOL PERSONNEL: Please respect the School Personnel that are out at the crosswalks and parking lot. They care for you and your children, and want to keep everyone safe.

CELLPHONES: It is illegal to use cell phones while driving. Please refrain from using cell phones while dropping off or picking up children.

PARKING LOT IN FRONT OF SCHOOL: This area is for **Buses only** between the hours of 9:00 – 9:20 a.m. and 3:00 – 3:50 p.m. Walking between buses is prohibited.

SOUTH PARKING LOT (side of school): Please do not leave your car or park in the drop off/pick up area. If you need to park and/or leave your car, please park in a parking space. You may let your children out of the car only at the South Parking Lot.

Morning Student Drop-off Procedure

1. Children can be dropped off between 9:05 a.m. and 9:15 a.m. A staff member is on duty to assist your child. If you arrive late, or do not see a staff member, please park and escort your child into the building.
2. As you arrive at the drop off area, please pull as far forward as you can. This helps with traffic congestion.
3. Drive up to the school staff person who will then let your child out on the right side of the car. For your child's safety, please do not let them out on the left side. A staff member will assist your child exiting your vehicle.
4. Do not pass other cars when dropping off. This increases the risk of accidents.
5. If you are parking your car, please use the crosswalks. This can be one of the first lessons you can model for your child.

Afternoon Student Pick-up Procedure

1. Children can be picked up at approximately 3:25 p.m. – 3:45 p.m.
2. The pick-up area is designated with “No Parking Loading Only” signs.
3. Do not pass other cars when picking up. This increases the risk of accidents.
4. Have your “car tag” displayed in your window.
5. Pick up your children on time.
6. Please use the crosswalk when possible.

Student Pictures

In September, individual pictures of all of our students are taken. Retakes for these pictures are generally rescheduled for November. Classroom pictures are usually taken during February. Information about specific dates and picture purchase will be sent home ahead of time. All students are encouraged to participate even if they choose not to purchase.

Technology & Network Use - For Students

Fife School District Procedures 2022P

Goal:

The Fife School District believes the Internet and other electronic systems offer vast, diverse, and unique resources to both students and staff. Our goal in providing these services to students and staff is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to a global network also comes the potential availability of material that may be inappropriate for a school setting. The Fife School District, in accordance with its policies and procedures, will take reasonable precautions to ensure the appropriate use of its network by staff, students, and visitors to the district. However, it is not technically possible to control all materials and users may encounter inappropriate information either by accident or through intentional misuse of the system. The Fife School District believes the educational value of information and interaction through electronic systems outweighs the risk of inappropriate use. The procedures below outlines terms and conditions of system use that must be followed by students, staff, and visitors to the district.

refs.

Board Policy 2022

Board Procedure 2022P

Board Policy 3245

Responsible Use:

Electronic resources provided by the Fife School District are to be used in a manner consistent with the district's educational mission and goals. Students and staff are encouraged to use the systems in support of research, instruction, collaboration, and other forms of academic work. Use of these resources is governed by federal, state, and local regulations. Use of the district's electronic resources in an illegal or unethical manner may result in disciplinary action, including loss of privileges to use the system, school or district sanctions, and referral to appropriate law enforcement authorities. The following

guidelines illustrate the types of things that users should and should not do with electronic systems.

Personal Security:

Personal information such as complete names, addresses, telephone numbers and identifiable photos should remain confidential when communicating on the system. No user may disclose, use, or disseminate personal identification information regarding students without appropriate authorization.

System Security:

1. System logins or accounts are to be used only by the authorized owner of the account for the authorized purpose. Users may not share their account number or password with another person or leave an open file or session unattended or unsupervised. Account owners are ultimately responsible for all activity under their account.
2. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, misrepresent other users on the system, or attempt to gain unauthorized access to any entity on the network.
3. Communications may not be encrypted so as to avoid security review.
4. Users should change passwords regularly and avoid easily guessed passwords.
5. No use of the system shall serve to disrupt the operation of the system by others. System components including hardware or software shall not be destroyed, modified, or abused in any way. Malicious use of the system to develop programs or institute practices that harass other users or gain unauthorized access to any entity on the system and/or damage the components of an entity on the network is prohibited.
6. Only district approved software shall be installed on district computers.
7. Only district approved computers (or other network devices such as cell phones) shall be allowed to connect to the district network including wireless networks without authorization.

Appropriate Content and Behavior:

1. The unauthorized installation, use, storage, or distribution of copyrighted software or materials on district computers is prohibited. All users of the network shall comply with current copyright laws.
2. The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
3. Users are responsible for the appropriateness of the material they transmit over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.
4. Use of the system to access, store, or distribute obscene, graphic, or pornographic material is prohibited.

Filtering and Monitoring:

1. In accordance with federal, state, and local regulations, filtering software is used to control access to the Internet. This blocks or filters visual depictions that are obscene and other content that is harmful to students. Parents are advised, however, that filtering technology is imperfect, and that the possibility exists of obtaining access to prohibited materials. Educational

staff will, to the best of their ability, monitor students' use of the Internet, and will take reasonable measures to prevent access to inappropriate materials.

2. From time to time the district will make a determination on whether specific uses of the network are consistent with the regulations stated above. For security and administrative purposes the district reserves the right for authorized personnel to review network use and content. The district reserves the right to remove an individual's network access privileges to prevent further unauthorized activity.

Google Apps for Education for Students:

The Fife School District is providing online accounts for students through a service provided by Google called Google Apps for Education. These accounts include email, an online calendar, web-based documents, and other communication/collaboration tools. The purpose of these accounts is to help students better communicate with teachers and each other for learning purposes, giving students practice in using the types of technology tools essential to their future.

Google Apps for Education is similar to the tools you can use when signing up for a personal Gmail account but it is specially designed for schools to provide extra management and monitoring tools.

Acceptable use of Google Apps in Fife includes the following:

1. Email - Participating students will be assigned a district email address. This account will remain active while the student is enrolled in the Fife School District at the discretion of district staff.
2. Prohibited Conduct - Fife Google accounts should only be used to support educational activities. Fife Google accounts may not be used in the following ways:
 - a. Unlawful activities
 - a. Commercial purposes
 - b. Personal financial gain
 - c. False identity in email communication
 - d. Misrepresentation of the Fife School District
 - e. Interference with Fife technical operations
 - f. Harassment, bullying, intimidation
 - g. Disruption of educational processes
2. Access Restriction - Access to and use of a Fife Google account is a privilege. The district maintains the right to withdraw account access should there be reason to believe that the account has been misused. Further discipline may follow as with other network use violations. Any violation of policies or laws will be referred to the proper authorities as needed.
3. Security - The Fife School District cannot and does not guarantee the security of the electronic files on the Google system. Although Google does have a powerful content filter in place, the district cannot assure that users will not be exposed to unsolicited information such as spam.
4. Privacy - The district maintains the right to access any information stored on a student's Fife Google Apps account for the purposes of performing maintenance, diagnosing problems, or investigating potential misconduct.

Students should not share their account information with other students. A legal guardian has the right to access their student's account.

By using Fife School District technologies and networks, staff, students, and visitors agree to all applicable policies and procedures (ie Board Policy 2022, Board Procedure 2022P). I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Committing any violation may result in revocation of access privileges, disciplinary action, and/or appropriate legal action.

Visitors

As a safety precaution, all visitors on campus must check in at the main office. Families/caregivers who wish to visit the school will need to prearrange visits with the classroom teacher and remember to check in at the office at the time of the visit. We encourage you to visit our school, but appreciate your assistance in reducing interruptions by making an appointment through your child's teacher and the school office for class visits. **Students from other schools may not visit during the school day, except as pre-arranged with school administration.** For elementary non-student days, older students who wish to return and visit or help a staff member may only do so with a written permission from that staff member and must check in at the office with their permission note.

Volunteers

School volunteers play an important part in the services provided in our school. We encourage you to volunteer at our school, but ask you to make an appointment through the school office or with the teacher prior to doing so. In order to ensure the safety and security of our students, volunteers are *required* by state law to complete Fife Public School's online volunteer application *each school year*.

The link for this application can be found on the district website fifeschools.com. Search volunteer application in the search bar. The application is an online program and will also require you to upload a copy of your driver's license. If you do not have access to the internet, you may make arrangements with the district office to utilize a computer.

Please remember, you must be completely approved and cleared by the District Office before you can begin volunteering at the school. Thank you in advance for your cooperation in complying with these requirements.

- Schools will allow volunteers but will be limited to space availability
- Volunteers must complete appropriate paperwork and online [volunteer application](#).
(<https://fifevolunteers.hrmlplus.net/>)
- Volunteers must check in and out at the main office.

Withdrawal/Transfer from School

In the event of moving, please inform the office at least one week prior to your student's last day of school.

NOTE: Student records cannot be hand carried; they must be requested by the receiving school. (We can provide you with a copy, if requested.)

School Expectations

Discovery Primary...Responsibility and Discipline Policy for Common Areas. Our goal is to have responsible behavior from all students.

Discovery Staff believe all students can behave appropriately. Students, parents, and staff work together in providing a school environment where effective learning can take place. Staff members focus on teaching and rewarding responsible behavior, rather than trying to "control or punish" irresponsible behavior. Students will learn to solve their problems in constructive ways and be accountable for their actions. School expectations are being used in all classrooms. Parents should review these guidelines with their child.

A. General School Rules

AIM Expectations:

- Always be respectful
- I solve my problems
- Make responsible decisions

B. School Rules about Bullying (Be a Buddy)

We will be kind to one another

We will help other students if someone is being unkind.

We will include students who are left out.

If we know that somebody is being unkind, we will tell an adult.

C. School Expectations

Discovery PBIS	At School	Hallway	Bathroom	Lunch	Recess	Dismissal
A Always be respectful.	Be kind. Be positive. Do your best.	Voice level 0. Use walking feet.	Use voice level 1 (if need to talk.) Respect others' privacy.	Sit appropriately. Voice level 2 (Normal talking voice)	Be kind. Be a buddy.	Listen for directions. Be ready to go on time.
I I solve my problems.	Use Kelso choices. Get help for big problems.	Give others personal space. Use Discovery wave.	Report problems to staff.	Use lunchtime to eat. Put trash in trash cans. Pour out milk.	Small problem use Kelso choices. Big problem get an adult.	Small problem use Kelso choices. Big problem get an adult.
M Make responsible choices.	Come to school on time. Be well rested. Follow directions.	Keep hands to self. Know stopping points.	Go. Flush. Wash. Leave.	Keep area clean. Stay seated. Follow directions.	Follow the recess rules. Hands to self. Listen to staff.	Backpack and coat on. Nothing in hands. Use level 1 voice.

C. Possible consequences for misbehavior may include:

- Proximity, Adult moves closer to the student
- Verbal reminder
- Positive practice (have the student do it the right way)
- Stay with duty/teacher for a short time.
- Calming corner reflection time
- Student writes a behavior improvement plan and signs it
- Office referral
- Loss of Privilege
- Conference with Student
- Parent Contact
- Individual Instruction
- Restitution
- In house or at home suspension (return to class as soon as possible)

D. Possible Positive Reinforcement Strategies

Discovery staff believes it is important to recognize and reward students for following our school wide rules.

Always be respectful
I solve my problems
Make responsible choices

Students will collect blue dot stickers on an individual tens sticker sheet. When their sheet is filled up with ten AIM stickers, students can turn them in for a reward and sign their name to the class's tens frame poster.

When a class fills up their tens frame poster they will turn it into the principal. The principal will announce classes who complete tens frame posters during daily morning announcements. The classes will earn a puff ball to be deposited in the large rocket. When the group fills up the rocket, a whole school celebration will occur.

E. Supervision Responsibilities – Staff members reward AIM behavior frequently with specific feedback

1. Students should be supervised at all times.
2. When a student violates a rule, give a gentle verbal reprimand first, using a firm but respectful voice. For subsequent infractions, implement as mild a consequence as reasonably fits the infraction.
3. Use an office managed referral only for major behavior: illegal, physically dangerous, insubordinate, or chronic behavior.
4. Teachers will be responsible for escorting their classes to and from recess, to and from specialist classes, and to the dismissal area after school.

F. Discipline Procedures

Most students at Discovery Primary School will never experience serious discipline problems. To protect the rights of all our children, it is vital that parents and students understand the consequences of behavior and our school's framework for addressing them.

Discovery Primary School follows the **Fife Public Schools Behavior Matrix (Procedure 3241F)**, which provides definitions and clear parameters for behavioral interventions. This system helps reduce the effect of implicit or unconscious bias and ensures disciplinary responses are equitable, consistent, and developmentally appropriate.

Leveled Responses to Behavior

When a student exhibits a behavioral violation, our staff uses a continuum of leveled responses. Most misbehavior is addressed where it occurs using classroom-level interventions:

- **Minor Behavioral Violations:** Most minor infractions are handled immediately on the spot in the classroom, hallways, lunchroom, or playground. Staff members focus on discussion, re-teaching expectations, positive practice (having the student do it the right way), or mild classroom-based consequences. Chronic minor behaviors may lead to an administrative referral.
- **Office-Managed Referrals:** Office referrals are strictly reserved for dangerous, severe, or chronic misbehaviors. When a referral is made, the staff member documents the incident using a Behavior Referral Form. Administrative responses focus on safety, learning, and restoration, and may include temporary classroom exclusion, In-School Suspension, or Short-Term Suspension.

Severe or Dangerous Misbehavior

Certain actions pose an immediate safety risk and require administrative intervention. These include:

- **Physically Dangerous Behavior & Fighting:** Engaging in physical altercations. Staff will firmly instruct students to stop. If students do not respond, staff members use professional judgment to determine whether or not to intervene physically.
- **Harassment, Intimidation, and Bullying (HIB):** Students are expected to speak and act respectfully at all times. Language or actions intended to harm, humiliate, or demean others—including slurs or bias-based behaviors—will be addressed immediately with an administrative review and necessary intervention protocols.
- **Weapons and Prohibited Items:** Real or replica items that cause alarm or safety concerns are strictly prohibited. *Toy weapons of any kind are not allowed at school.*

Primary Grade Protections & State Law

In strict accordance with Washington State Law and the Fife Public Schools Matrix, disciplinary options for elementary students (Grades K–5) heavily emphasize keeping young children in a learning environment:

- **Exclusion Restrictions for Grades K–5:** Options such as long-term suspension or expulsion are not permitted for elementary-aged students.

- **Firearm Exception:** Per state law (RCW 28A.600.420), the only violation requiring mandatory community-based threat assessment and law enforcement protocols for all grade levels involves the possession of a firearm. For all other severe behaviors, alternative forms of discipline must be considered first.

Vulnerable Decision Points

Our staff is trained to recognize "vulnerable decision points"—situations where fatigue, stress, or subjectivity can inadvertently introduce bias into disciplinary choices. When dealing with subjective behaviors (such as defiance or disruptions), staff pause and reflect to ensure responses remain fair, calm, and objective.

Communication and Partnership

Except for routine, minor classroom redirections, parents will be kept informed regarding behavioral concerns. Any office-managed behavior referral will include a notification or phone call home. Parental involvement is highly valued and is required for any chronic or severe misbehavior.

For a full description of behavioral definitions, student rights, and disciplinary limitations, please refer to the complete Fife School District Rights and Responsibilities Manual.