

# SNOQUALMIE ELEMENTARY SCHOOL

39801 SE Park Street  
Snoqualmie, WA 98065

Phone (425) 831-8050 Fax (425) 831-8047  
Attendance (425) 831-8046

<http://www.svsd410.org/Domain/12>



## **Cougar Handbook 2013-2014**

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and 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. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, phone 425-831-8015.

# **Snoqualmie Elementary School**

## **OUR MISSION**

Working together to provide a safe, nurturing and engaging environment which inspires creativity, academic excellence and enthusiasm for learning.

## **OUR VISION**

Snoqualmie Elementary is a school where we:

- develop creative and individual talents.
- think critically, solve problems and make informed choices.
- take responsibility for our actions.
- foster an atmosphere in which the diversity of all individuals is accepted and respected.

## **Snoqualmie Elementary School 2013-14 Daily Bell Schedule**

9:00	Call Bell
9:05	Tardy Bell
10:10-10:25	Preschool Recess
10:25-10:40	2 <sup>nd</sup> & 3 <sup>rd</sup> Recess
10:40-10:55	Kindergarten & 1 <sup>st</sup> Recess
10:55-11:10	4 <sup>th</sup> & 5 <sup>th</sup> Recess
11:45 (No Bell)	A.M.-PS, A.M.-K Dismissal
11:45-12:20	Kindergarten Lunch
11:50-12:25	1 <sup>st</sup> Grade Lunch
12:00-12:35	2 <sup>nd</sup> Grade Lunch
12:15-12:50	3 <sup>rd</sup> Grade Lunch
12:20-12:55	4 <sup>th</sup> Grade Lunch
12:25-1:00	5 <sup>th</sup> Grade Lunch
12:45	PM-K start time
1:55-2:10	Kindergarten & 1 <sup>st</sup> Recess
2:10-2:25	4 <sup>th</sup> & 5 <sup>th</sup> Recess
2:25-2:40	2 <sup>nd</sup> & 3 <sup>rd</sup> Recess
2:40-2:55	Preschool Recess
3:25	School Dismissal

# **GENERAL INFORMATION**

Students and Parents:

This information has been prepared to help you understand important information about Snoqualmie Elementary School. You will also receive additional information from your teacher. It is important that you carefully read the entire handbook. Please keep it to use as a reference throughout the year. If you have any questions, please ask your teacher or call the school office.

## **ACCIDENTS**

If you are injured at school, report it to a staff member or the office immediately. In case of an injury or emergency, it is important that phone numbers and emergency information is up to date. Please inform the office of any changes as soon as possible.

## **ATTENDANCE**

Regular and prompt attendance is very important to student progress and success. **When a student is absent, a written note explaining any absence is required upon the child's return to school. A telephone call to our attendance line (425-831-8046) on the morning of the absence is appreciated, and replaces a written note.**

All absences must be approved by a parent/guardian. An absence is considered unexcused until the child's parent/guardian has called the school or sent a note. The school is legally required to conference with the parent/guardian after two unexcused absences and to file a court petition after ten unexcused absences. Multiple excused absences may also force the school to file a court petition. An attendance letter will be sent once a trimester to students with 10% or more days absent.

Students who have been absent have the right to make up the assigned work they missed during their absence. It is the responsibility of the student to obtain the work from the teacher. Failure to make up missed assignments may affect a student's grade and progress.

### **When to Keep Your Child Home from School**

If your child has pinkeye or conjunctivitis, he or she should stay home. (The eye would have a "bloodshot" appearance, often accompanied by itching and watering, and may be "crusty" in the morning.)

If your child has head lice, he or she must stay home until treated with special shampoo and until he/she is nit free. Please call the office so that your child's classmates may also be checked. Your call will be kept confidential.

Also, if your child has a serious viral infection or a temperature over 100 degrees, they should stay home. Students should not return to school until they have been free of a fever for 24 hours.

### **Morning Arrival**

School begins at 9:00 a.m. **STUDENTS ARE NOT TO ARRIVE AT SCHOOL PRIOR TO 8:45 a.m. We do not have supervision for students prior to that time.**

### **Early Dismissal**

Parents: If you need to pick up your child before the regular dismissal times, please come to the school office to sign your child out. We will call your child from class.

### **Tardy Policy**

It is extremely important that students arrive to school on time. Promptness demonstrates responsibility and consideration for others. If a student is late, he/she must come to the office for a late pass upon arrival in order to be admitted to class. If a student is more than one hour late or is dismissed more than one hour early, he/she will be counted as a half day absent.

If students are tardy multiple times, one or more of the following actions will occur:

Each Quarter:

- Letter to parents
- Call to parents
- Parent conference
- Develop plan for improvement

## **BEHAVIOR EXPECTATIONS**

Being a "Pawsitive" student at Snoqualmie Elementary School means showing Respect, Safety, Effort, and Responsibility for Self, Others, and Property.

**Respect:** Treating others like you want to be treated.  
Showing kindness.  
Sharing, caring, and empathizing for others.  
Knowing and feeling like you matter.

**Safety:** Keep yourself, others, and property safe.  
Stop and think before acting.

**Effort:** Try your best.  
Challenge yourself.  
Use positive self-talk.

Give encouragement and put-ups to others.  
Ask for help.

**Responsibility:** Make good choices.  
Accept responsibility for your choices.

## **BEHAVIOR MANAGEMENT**

The staff at Snoqualmie Elementary School believes that behavior management involves teaching students how to deal positively with problems and how to make positive choices. This philosophy guides our behavior management policy, and includes components of positive recognition, clear and consistent expectations and guidelines, and fair and relevant consequences.

An essential component of our management system at Snoqualmie Elementary is recognition of the positive things students do. We believe it is extremely important to recognize students for their efforts, improvements, and accomplishments.

Within each classroom, teachers recognize the positive efforts and contributions of students. In addition to classroom programs, at the building level, positive recognition includes:

- Positive phone calls home
- Positive notes home
- Hallway displays, showcases of students' work
- Very Important Cougars (VIC) program
  - Each teacher chooses one student each month as the class VIC. Students are chosen for improvement, leadership, citizenship, behavior, attitude, or the positive contributions they make to the classroom.
- Class of Distinction program
  - An honor awarded to one primary and one intermediate class each month for their positive behavior and attitude throughout the building.
- Recognition celebration assemblies
  - Trimester celebrations of various student achievements

## **BREAKFAST AND LUNCH SERVICES**

Breakfast is available in the cafeteria from 8:45-9:00 a.m. The price is \$1.75 for student breakfast, and there is no cost for reduced-price breakfast. Adult breakfast is \$2.25.

Hot lunches, including milk, are available daily at school. You can pay with cash or deposit money online at our District website [www.svsd410.org](http://www.svsd410.org). Prices are \$3.25 for student lunch and no cost for reduced price lunch for grades K-3. Reduced-price student lunches are \$.40 for grades 4 and 5. Adult lunch is \$4.00.

Free and Reduced price lunch is available for students that qualify. Parents must submit a new application at the **beginning of each** school year. Free and Reduced lunch forms are available in the office.

### **CLOSED CAMPUS**

Once students arrive at school in the morning, they may not leave the school grounds without permission. The school campus is closed to students who do not attend Snoqualmie Elementary School.

### **CLOTHING**

Students should label all coats, hats, boots, gym shoes, gloves, and any other clothing with their name. Any lost articles should be checked for in the lost-and-found box.

Students are expected to dress appropriately for school. During warm weather Bermuda length pants are appropriate. **Please no short shorts, crop tops, or flip-flops. Tank tops may be worn as long as the straps are two fingers wide. Shorts may be worn if they are below the fingertips when arms are at your sides. No clothing with alcohol, tobacco, sexual, or drug related messages is allowed.**

**Students are asked not to wear hats/caps in the school or classrooms. Students may wear hats/caps on the playground.**

**Students are asked not to wear or bring any attire, accessories or makeup that cause a distraction or disruption at school.**

Students are outside for recess except in severe weather, so it is important that they are dressed accordingly.

### **CONFIDENTIALITY**

No student information will be released to individuals other than parents or a parent designee. Student records may be transferred to other educational institutions without parent consent. (Family Education Rights and Privacy Act, 1974)

### **DIRECTORY INFORMATION**

The district and the school will not release any records concerning a student without parental consent. The district may, however, release the following information without consent: Student's name, address and phone number; date and place of birth; field of study; participation in sports and activities; height and weight of players on teams; dates of attendance, degrees and awards; most recent educational agency attended; and photographs for public information purposes.

If you do not want any information released, you may submit a written request that information not be released. A form is enclosed in the back of the handbook.

## **DISCIPLINE POLICY**

The discipline system at Snoqualmie Elementary is a progressive system. We view discipline situations as learning situations. The purpose of the discipline system is two fold: to help students learn to make positive choices and practice positive problem solving strategies and to provide fair and consistent corrective action.

### **Classroom**

Each teacher has a behavior management policy, which will be taught to students and shared with parents at the beginning of the school year. Chronic violations of the classroom management policy will result in corrective action according to the school-wide system.

### **Level one - minor misconduct**

Incidents of minor misconduct will result in corrective action. Minor misconduct includes the following behaviors:

- Chronic classroom disruption
- Disruptive behavior
- Refusal to follow directions
- Talking back or arguing with staff
- Verbal arguments with others
- Non-compliance with school or class rules
- Minor peer conflicts
- Intimidation
- Put-downs
- Any other incident which, in the considered judgment of the school staff, is harmful to the best interest of Snoqualmie Elementary School.

The corrective action will depend on the frequency, severity, and consequential detrimental impact upon others and/or the learning environment, but may include:

- Student Conference
- Parent phone call/contact
- Parent conference
- Behavior plan
- Contract
- Detention
- Work duty
- Problem solving
- In school suspension

### **Level 2 - major misconduct**

Incidents of major misconduct will result in corrective action. Major misconduct includes the following behaviors:



Chronic minor misconduct  
Hitting/Pushing  
Harassment  
Truancy  
Leaving school grounds without permission  
Profanity  
Stealing  
Defiance  
Disrespect  
Vandalism  
Threatening/Verbal Abuse  
Tobacco products (possession, use)  
Any other incident which in the considered judgment of the school staff, is harmful to the best interest of Snoqualmie Elementary School.

The corrective action will depend on the frequency, severity, and consequential detrimental impact upon others and/or the learning environment, but may include:

Conference with student  
Conference with parent  
Behavior plan  
Contract  
Detention  
Work duty  
Problem solving  
In-school suspension  
Short term suspension  
Long term suspension

### **Level 3 - exceptional misconduct**

The following misconduct will result in immediate corrective action by an administrator ranging from in school suspension to expulsion. The corrective action will depend upon the frequency, severity, and consequential detrimental impact upon others and/or the learning environment.

Possession and/or use of a dangerous weapon or facsimile as described in RCW 9A1-280 (firearms, air guns, BB guns, knives, throwing stars, daggers, etc.)  
Expulsion from the Snoqualmie Valley School District  
Referral to law enforcement  
Fighting  
In school suspension to long term suspension  
Sexual Harassment  
In school suspension to long term suspension  
Alcohol, drugs, or mind-altering chemicals (possession and/or consumption)  
Short term suspension to expulsion  
Referral to law enforcement

Vandalism/destruction of property  
In school suspension to long term suspension  
Referral to law enforcement  
Gang related violence  
In school suspension to expulsion  
Chronic major incidents  
Short term suspension to expulsion  
Any other offense which, in the considered judgment of the school staff, is harmful to the best interests of Snoqualmie Elementary School.

When students are referred to the office for Exceptional Misconduct, parents will be contacted by either a phone call or a notice describing the infraction and the corrective action.

## **EMERGENCY PARENT AND STUDENT DISMISSAL PROCEDURES**

Should we have any type of emergency which requires us to dismiss students, we will use the following steps to reunite the parents with their students:

1. Parents must report to the reception area.

### **Reception Areas:**

Building evacuation: Reception table at northwest corner of the building, out front, near playground entrance.

Other emergencies: Reception table in front hallway by office.

Parents provide identification to the receptionist indicating student(s) to be picked up. **ONLY THOSE PEOPLE LISTED AS EMERGENCY CONTACTS WILL BE ABLE TO TAKE A STUDENT HOME.**

Parents wait in reception area!

2. The receptionist will complete a form and give it to a runner who will have the responsibility to take the form to the appropriate teacher. The teacher keeps the form when releasing the student. The runner will then take the student(s) indicated to the reception area to be reunited with their parent(s).

Any parents entering the school grounds from other areas will be directed to the reception area.

The parking lot will be blocked off for emergency vehicles. Parents must park on Park Street. **Once you have received your child(ren), please leave the area immediately.**

## **EMERGENCY SCHOOL CLOSURES**

Emergencies such as snow, ice, power outages and floods can alter school schedules and affect bus transportation for students.

Whenever possible, decisions regarding school closure or delay are made by 5:00 a.m. During inclement weather, check one of the following places between 5:00 and 8:30 a.m. for school schedule updates:

- Snoqualmie Valley School District website: [www.svsd410.org](http://www.svsd410.org)
- 24-hour Emergency Hotline: **425-831-8494**
- **[www.schoolreport.org](http://www.schoolreport.org)** (Subscribe to [schoolreport.org](http://schoolreport.org) if you'd like to be sent an email message automatically regarding school schedule changes.)
- Puget Sound area radio and television stations:
  - Television:** KOMO-TV4; KING-TV5/KONG-TV6; KIRO-TV7; KCPQ-TV13; PSETV26
  - AM Radio:** KCIS 630; KIRO 71-; KIXI 880; KOMO 1000; KYCW 1090; KLAY 1180; KRKO 1380
  - FM Radio:** KPLU 88.5; KSER 90.7; KVTI 90.0; KMPS 94.1; KUOW 94.5; KBSG 97.3; KMMT 103.7; KCMS 105.3; KRWM 106.9

If there is no message about Snoqualmie Valley School District #410, schools are open on a normal schedule.

## **FIREARMS & WEAPONS**

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or school-provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis.

## **HEALTH ROOM**

When a child is ill, he/she will be held in the Health Room or office until a parent or emergency contact person can pick up the child.

The district nurse for our school is Anne McGavran. Kathy Cruz is the nurse's assistant. Anne McGavran is on call for emergencies and is available, by appointment, to discuss health problems with students.

## **HOMEWORK POLICY**

Homework is an integral and important component of each child's education. It provides additional practice, extends and reinforces classroom instruction, and provides information to parents about what the child is learning. Our **nightly** homework expectations for each grade level are:

Kindergarten	15 minutes of reading 5 minutes of math fact practice (number recognition) Intermittent homework activities
First Grade	15 minutes of reading 5 minutes of math fact practice Approximately 10 minutes of other assigned activities
Second Grade	15 minutes of reading 5 minutes of math fact practice Approximately 10-15 minutes of other assigned activities
Third Grade	20 minutes of reading 5 minutes of math fact practice Approximately 15-20 minutes of other assigned activities
Fourth & Fifth Grades	20 minutes of reading 5 minutes of math fact practice Approximately 20 minutes of other assigned activities

## **IMMUNIZATION**

Washington State Immunization Law (RCW 28A.210) requires parents to give schools a Certificate of Immunization Status before a child can attend school. Please refer to the SVSD website for immunization information @ [svsd410.org](http://svsd410.org)

## **INCLEMENT WEATHER**

Inclement weather, such as snow, ice, and flooding can alter the school schedule. In the case of inclement weather, please refer to the following resources: District Website [www.svsd10.org](http://www.svsd10.org), Emergency Hotline 425-831-8495, Public schools emergency website [www.schoolreport.org](http://www.schoolreport.org), or local Puget Sound area radio and TV stations.

## **INTERNET**

Students at Snoqualmie Elementary have the opportunity to access the Internet. Before a student is allowed to access the Internet, the student and parents must read and sign the Snoqualmie Valley School District Internet Use Agreement. This agreement remains valid throughout the student's enrollment at SES.

## **LIBRARY/MEDIA CENTER**

Snoqualmie Elementary's library has books, resources, and technology to assist teachers and students and to enhance learning. It is a place for students to read, research, and study.

**Checkout:** Books in the general collection may be checked out for one week, and may be renewed if necessary. Kindergarten and first grade students may check out one book at a time. Second through fifth grade students may check out two books at a time. Students are responsible for all books checked out in their name. Students with overdue books may not check out other books until the overdue books are returned. The Librarian and/or teacher will notify students of any overdue books. The library is also open to parents for book checkout.

## **LOST AND FOUND**

**Please be sure all clothing items are marked with the student's name. If students find items on the school grounds, please turn them in to the Lost and Found box. All unclaimed items will be donated to charity around January and in June.**

## **MEDICATION AT SCHOOL**

If a student must take medication at school, either prescription or over the counter, the medication must be kept and administered through the office. According to Washington State Law and district policy, we CANNOT dispense any medication at school without a completed "Physician Orders for Medication at School" form.

All medications must be labeled by the pharmacy and must be in their original container. The prescription label and the physician's orders must match. Please do not send medications, either over the counter or prescription, to school with your child to take on his or her own. Medication forms are available in the school office. If you have questions, please call the school.

## **PARENT VOLUNTEERS & VISITORS**

Parents are encouraged to volunteer at Snoqualmie Elementary School. **Each time parents volunteer, they must sign in at the office.** They will be given a volunteer badge to wear while they are working in the building. As of January, 2007, anyone wishing to volunteer must fill out a Disclosure Form for Prospective Volunteers and present their Washington State Driver's License for a Washington State Patrol check. These forms will be sent home at the start of school for volunteers to complete and return to the office.

For safety and instructional purposes, siblings of students are not allowed in the classrooms, workroom, staff lounge, or on field trips while the parents are volunteering.

Parents and Siblings attending school assemblies will be asked to sit at the rear or side to minimize distractions to our students.

All other visitors, including parents bringing items to school during the school day (band instruments, homework, lunches, classroom treats, etc.), are asked to check in with the office upon arrival. **Please do not go directly to the classroom.** If you will be visiting in the school, you will need to wear a visitor badge during your stay. All visitors and volunteers without badges will be asked to check-in at the office.

## **PERSONAL ITEMS**

Students are asked not to bring toys, iPods, radios, tape recorders, CD players, Pokemon or other trading cards, skateboards or any other valuable items to school. Cell phones must be turned off and remain in backpacks during school hours. Students are asked not to bring any item to school that might cause a disruption or distraction. Students need to get their teacher's permission before bringing items for "sharing."

**Any personal items that cause a disruption or distraction at school or on the bus will be confiscated.**

## **PETS**

Due to concern for possible injuries to students, we request that dogs and other pets be kept away from the school grounds.

## **PTSA (PARENT TEACHER STUDENT ASSOCIATION)**

We encourage every parent to join the PTSA. The PTSA officers will be sending meeting and activity notices to all parents during the year. Meeting dates are also on the district calendar. PTSA enrollment forms are available online. You can access their site [here](http://www.septsa.com) (www.septsa.com). You can also view extra-curricular activities and enrollment there as well.

## **REPORTING STUDENT PROGRESS**

Report Cards will be issued three times during the year, at the end of each trimester, to inform parents and students of each student's progress. In addition to the report cards, teachers may send progress reports home during the trimester.

## **REVIEW OF RECORDS**

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights regarding their student's educational records:

1. Parents have the right to inspect and review their student's education records. Parents should submit a written request to the principal. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected. According to state law, a response must be made within five business days.

2. Parents have the right to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the Snoqualmie Valley School District to amend the record by writing a request to the principal, specifying the part of the record they want changed and why it is inaccurate or misleading. If the district decides not to amend the record, they will notify the parent of the decision and advise them of their right to a hearing.

3. Parents have the right to consent to disclosure of personally identifiable information contained in their student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions include school officials who have legitimate educational interests.

4. Parents have the right to file a complaint with the US. Department of Education concerning alleged failures by the District to comply with requirements of FERPA:

Family Policy Compliance Office  
U.S. Department of Education  
600 Independence Avenue, SW  
Washington, DC 20202-4605

## **SCHOOL DISTRICT POLICIES AND PROCEDURES**

### **Alcohol/tobacco & other substance abuse**

In the Snoqualmie Valley School District, we believe we have an important responsibility to our students to take the necessary steps to prevent the use of alcohol, tobacco and other mood-altering substances capable of or intended, purported, or presumed to be capable of altering a student's mood, perception, behavior, or judgment, other than properly used over-the-counter pain relievers and medications prescribed by a physician for an individual student and used at school in accordance with district procedures regarding dispensing medications. Nor shall the student possess, use, sell, or transmit paraphernalia associated with such drugs, alcohol, tobacco, or other such substances. Further, we believe that the use and abuse of mood-altering substances, including alcohol, tobacco, and other drugs, interferes with the learning, health and safety of all students. Possession, use, or being under the influence of drugs, or any other controlled substance, or possession of paraphernalia leading to the use of drugs is harmful, illegal and strictly prohibited on or about the school grounds and at all school-sponsored activities, be they at school or at some other location. Students who are in a group of students one or more of whom is in possession of drugs, alcohol, or any other controlled substance, are also violating the drug/alcohol policy.

Because the use of alcohol, tobacco, and other mood-altering substances by children and adolescents is harmful and in most cases illegal, we will not condone their use. We support abstinence from all moodaltering substances for all adolescents and children so that they can reach their full intellectual, emotional, social, and physical potential. Additionally, we recognize that students suffering from untreated substance abuse and dependency impair the educational environment by serving as a conduit of substances into the school population and by rationalizing substance consumption to other impressionable

children and adolescents. All school personnel will enforce the prohibition of alcohol, tobacco, and other mood-altering substances. Violations of the district alcohol, tobacco and other substance abuse policy will be considered cumulative; therefore, any infractions will be carried over from primary to secondary levels. Prevention and Intervention services and other resources are available through community agencies and consultation with school staff. (District Policy #5201)

### **Harassment, intimidation and bullying**

The District is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying. “Harassment, intimidation or bullying” means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

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

(District Policy #3207)

### **Sexual harassment**

The district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. The District prohibits sexual harassment of students, employees and others involved in school district activities. (District Policy #6590)

## **SPECIAL SERVICES**

The Snoqualmie Valley School District offers a full range of services for students who have special needs.

### **Counseling:**

Snoqualmie Elementary School has a counselor who provides support to students.

### **Highly Capable (Hi-C) Program:**

Students who qualify receive enrichment services weekly.

### **Title I:**

Remedial services are available for qualified students.

### **English Language Learners (ELL):**

English as a second language services are available to students recently moving to the United States who do not speak English or who speak limited English.



## **SPECIAL EDUCATION SERVICES**

### **Occupational Therapy Services:**

Qualified students receive services to address gross and fine motor needs.

### **Preschool:**

Special Education Preschool is offered for qualified children ages 3-5.

### **Psychologist:**

District psychologists provide Special Education assessment and other services for referred students.

### **Resource Room:**

Special Education teachers and para-educators provide Resource Room services to identified Kindergarten through 5th grade students in the areas of Reading, Math, and Written Language.

### **Speech and Language Services:**

Our Speech Language Pathologists (SLP) serve identified students with communication disorders, language, speech and/or hearing impairments.

## **STUDENT GUIDELINES**

### **Playground**

Following the school expectations on the playground means:

#### **1. Stay in the designated playground areas**

**Kindergarten-1st grade:** Do not pass the first goal post.

**2nd-5th grade:** Do not pass the far goal post.

-Please stay away from the loading ramp by the kitchen, all driveways, stairways, the dumpsters, the tall grass and bushes, and any of the area in the front (north side) of the school.

-Treat the neighbors' property and animals with respect. Please do not touch their things.

#### **2. Play safely and treat others safely and kindly.**

-Use only approved equipment.

-Do not throw objects which could hurt someone.

-Use all equipment in a safe, appropriate way.

#### **3. Listen and follow directions**

Follow the playground supervisor's directions without arguing.

Line up immediately when the bell rings. Students will be dismissed by the playground supervisor or a teacher to enter the building.

If a student chooses not to follow the playground expectations, he/she will first be warned and redirected. If the misbehavior continues, the student will be timed out for a short period of time. If the behavior does not change, the student will receive a referral to the office.

## **Lunch time procedures**

Following the school expectations at lunch means:

1. Tables are identified for each grade level. When you have selected a place to sit at your assigned table, stay seated until excused.
2. Go through the serving line quickly and quietly and walk to your table.
3. Do not to share or sell parts of your lunch with other students.
4. When you are finished eating, empty your tray by putting any garbage in the garbage can, and stacking your tray on the counter.
5. Once you have finished eating and have cleaned your area, you will be excused by the adult supervisor. There will be a required minimum time for students to stay in the lunchroom.
6. All food is to be eaten in the lunchroom. No food, except popcorn, will be allowed on the playground. (No popcorn is allowed in the classroom.)

## **Bicycle guidelines**

For the safety of you, your bicycle, and others:

- Walk your bicycle on school property and to and from the crosswalk.
- Keep bikes off the bus ramp.
- Park your bicycle in the bike rack.
- Lock your bike.
- Put your name or other identification on your bicycle.
- Wear your helmet.

## **Hallway guidelines**

Following the school expectations in the hallway means:

- Walk quietly to destination.
- Please do not touch artwork on the walls, etc.
- Walk facing forward to avoid collisions.

## **TEACHER CONTACT**

Parents are encouraged to communicate regularly with their child's classroom teacher.

Teachers can be reached outside of their class time, from 8:25 a.m. to 9:00 a.m. and 3:25 p.m. to 3:55 p.m. Messages can be left on a teacher's voice mail at any time. Also, teachers are available via e-mail.

## **TRANSPORTATION**

Students are to ride their assigned bus. Bus changes will be allowed for emergency purposes only. Prior parent written permission and a bus pass from the office are necessary. Your child may bring a note from his/her parent to the office to obtain a bus pass. Transportation does not accept bus passes on Fridays except for emergencies or daycare changes. Any changes to your child's afterschool plans must be made prior to 11:45am.

For the safety of all our students, parents who pick up their children after school are asked to meet them at the flagpole. **Please do not wait outside the classroom door.**

If you need to pick up your child from the bus at the end of the day, you must check in at the office. For the safety of our students, parents, guardians, siblings and visitors are not allowed onto the bus ramp at the end of the day.

For kindergarten bus riders, please review the procedures at <http://www.svsd410.org/departments/transportation/kindergarten.asp>. Procedures and policies for all other bus riders can be found at <http://www.svsd410.org/departments/transportation/StudentConduct.asp>.