



# **SNOQUALMIE ELEMENTARY SCHOOL STUDENT/PARENT HANDBOOK**

**2019–2020**

***“Working together to ensure all students, staff,  
and parents learn”***

***Snoqualmie Valley Schools***

**Vision: To become the best school district in Washington State by any measure.**

**Mission: Educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.**

## **STUDENT INFORMATION RELEASE**

### **Use of Directory Information and Photos**

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Snoqualmie Valley School District identifies the directory information as: name, address, telephone number, date and place of birth, grade level, participation in activities and sports, weight and height of athletic team members, dates of attendance, diplomas and awards received, schools attended, and parent(s) name and email. The district may also release photographs or video of students taken in school-related circumstances not generally considered harmful or an invasion of the privacy of the students.

Directory information or photos may be used for purposes such as publication of a student directory, school-related fundraising (Snoqualmie Valley Schools Foundation, PTSAs), parent organization mailing lists, school yearbook, newspapers, commencement programs, and publishing honor rolls. Photos, videos, and information about students may be used in school and district newsletters, email, websites, social media sites or released to the news media, as there are many opportunities to recognize student accomplishments and activities throughout the year. Information will not be released for commercial purposes.

Parents who DO NOT want directory information or photographic images released must submit an OPT-OUT request in writing to their student's school office ANNUALLY—by September 15 each year. More information regarding FERPA and the opt-out process is available online at: <http://www.svsd410.org/Page/201#FERPALink>. If the school does not receive a written request by September 15, the school will assume that there is no objection to releasing such information.

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## Snoqualmie Valley School District No. 410 2019 - 2020 District Calendar

M	T	W	TH	F
<b>SEPTEMBER</b>				
2	3	*4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

<b>OCTOBER</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

<b>NOVEMBER</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

<b>DECEMBER</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

<b>JANUARY</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

### High Schools

First Semester Ends: 1/24/20

Second Semester Ends: 6/19/20

### Middle Schools

First Semester Ends: 1/24/20

Second Semester Ends: 6/19/20

### Elementary Schools

First Trimester Ends: 11/15/19

Second Trimester Ends: 3/6/20

Third Trimester Ends: 6/19/20

<b>September, 2019</b>	
2	Labor Day
4	First Day of Classes for 1-12
9	First Day of Kindergarten, Preschool, and TLC

<b>October, 2019</b>	
14	Non-Student Professional Development Day

<b>November, 2019</b>	
11	Veterans Day-Observed
22	K-12 Parent Conferences
25	K-12 Parent Conferences
26	K-12 Parent Conferences
27	K-12 Parent Conferences
28	Thanksgiving Day
29	Thanksgiving Holiday

<b>December, 2019</b>	
December 23, 2019 through January 3, 2020 - Winter Break	

<b>January, 2020</b>	
1	New Year's Day
6	Classes Resume
20	Martin Luther King, Jr. Holiday
27	Non-Student Professional Development Day

<b>February, 2020</b>	
17	Presidents' Day
17-21	Mid-Winter Break

<b>March, 2020</b>	
9	Non-Student Professional Development Day
16-17	Kindergarten Parent Conferences

<b>April, 2020</b>	
13-17	Spring Break

<b>May, 2020</b>	
25	Memorial Day

<b>June, 2020</b>	
10	Graduation - Two Rivers School
11	Last Day of Classes and Celebration - TLC Students
TBD	Graduation - Mount Si High School
18	Last Day of Classes for Preschool
19	Last Day of Classes for K-12 Students
<b>Make-up days if necessary: June 22, 23, 24, 25, 26</b>	

M	T	W	TH	F
<b>FEBRUARY</b>				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

<b>MARCH</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

<b>APRIL</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

<b>MAY</b>				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

<b>JUNE</b>				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	*19
22	23	24	25	26
29	30			

### Legend

- \* First/Last Days of School
- No School/Holidays
- Parent Conferences
- Make-up Days if Needed

*Semester dates determined at District level and subject to change.*  
Please check the District website for more detailed and updated information.

Adopted 5/10/18  
Revised 5/13/2019

### **SES Curriculum Night**

Curriculum night will be held in the fall for parents to visit classrooms, ask questions and gain understanding about the curriculum and information taught over the course of the school year. Please watch for dates in newsletters distributed in August and September.

### **PARENT/TEACHER CONFERENCES**

Fall Parent-Teacher Conferences will be held in November. Spring conferences are conducted for parents of children in kindergarten in March. Additional conferences are appropriate, at teacher discretion, whenever a student falls below expected standards. Report cards or progress reports are prepared for grades K-5 and will be issued at the end of each trimester to inform students and parents of academic progress. Report cards are available online through Family Access.

- Fall Parent-Teacher Conferences will be held in the afternoons from 11/22/19 through 11/27/19. School will dismiss early on these dates, at 11:55am.
- Schedule your conference online through Family Access. More information will be provided in the Fall.
- Kindergarten Spring Parent-Teacher Conferences will be held on 03/16/20 - 03/17/20. There is no school for kindergarten students on these two dates.

### **CONCERT SCHEDULE**

**November 7 – Fourth Grade Concert – 6PM**  
**November 8 – Veterans Day Assembly – TBA**  
**November 21 – Third Grade/Band Concert – 6PM**  
**February 27 – Kindergarten Musical – 6PM**  
**March 5 – First Grade Concert – 6PM**  
**March 31 – Second Grade Concert – 6PM**  
**May 7 – Fifth Grade Concert – 7PM**  
**May 29 – Variety Show – 6PM**

*\*Students will be asked to arrive no sooner than 5:45PM for 6:00PM concerts and no sooner than 6:45PM for 7:00 concerts. Students will meet in the New Gym.*

# STUDENT SAFETY

## SECURITY (SVSD Policy #6608)

The Snoqualmie Valley School District supports the use of video cameras throughout the school district to preserve district assets, enhance school safety and security for students and staff, and allow visitors access to district buildings. Security cameras are installed in public areas throughout district buildings, grounds and school buses. This supports the District's goals to foster a safe and secure teaching and learning environment, to ensure public safety for community members who visit or use school property, and to diminish the potential for personal or district loss or destruction of property.

## SECURE 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 SES. **All visitors must sign in at the main office.**

## VISITORS

If you plan to step onto school grounds, either in the playground area or inside the front doors, a visitor's badge needs to be obtained from the electronic sign-in system in the office. You will need your driver's license to sign into the system. SES utilizes a high-tech camera system at the school's main entry to monitor and grant access to visitors. Visitors will need to use the camera entry system to be allowed into the building. This safety feature will enable SES to keep the front doors in a locked position and monitor who is granted access to the building from 9:05am-3:25pm. The camera console includes a built-in doorbell.

Guests to the school can expect and should follow this procedure:

- Visitors to the building should depress the doorbell and look into the camera.
- Once the doorbell is rung, the main office is notified that someone is at the door. The console allows the school office staff to speak with visitors. The school's secretaries might ask guests to state the purpose of their visit and possibly additional probing questions before visitors will be "buzzed in" to the school.
- When guests are "buzzed in", there is an audible clicking sound, which indicates that visitors can pull the doors on the far right and enter the building.
- Enter the building and go straight to the office on your right.
- Anyone coming onto school grounds will still need to sign in at the office with a driver's license.

**ALL VISITORS need to sign in at the office upon arrival, and wear a Visitor Badge throughout their stay.** Visitor's badges are generated by our electronic sign in system. A driver's license is necessary in order to sign in with our system.

We make every effort not to disturb classes in progress. Items being dropped off (lunches, lunch money, books, food for the class, etc.) for individual students or a class can be left at the office. Your child's teacher will be notified of the delivery at their next class break or recess.

## **VOLUNTEERS & CHAPERONES (SVSD Policy #4200)**

SES keeps a list of pre-approved volunteers and chaperones who have successfully passed a background check. To be added to this list, please fill out the district's [Volunteer Background Form](#) online.

Parents are welcome to join their children in the lunchroom for lunch. Please see the visitor guidelines above for the check-in process.

### **Sibling Guidelines**

To support participation and to ensure both teachers and parent volunteers can focus entirely on the children in the classroom, the following guidelines have been adopted.

Siblings may accompany parents for:

- Assemblies and concerts during school hours
- After-school events
- In the lunchroom for special occasions. Make arrangements ahead of time with the teacher.

Siblings are not allowed:

- In the workroom/staff lounge.
- At recess.
- When parents chaperone field trips.
- When parent volunteers are in the classroom.

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## **TRANSPORTATION TO AND FROM SCHOOL**

It is expected that students will travel to and from school in the same way each day. Should an emergency arise and a change is needed, please send a note to your child's teacher no later than the morning of the change.

The school's supervision team is on duty beginning at 8:55am. Students and/or parents should not arrive on campus before **8:55am**, unless an appointment has been made with a staff member, or if they are signed up for a morning activity/club. Students eating breakfast may go directly to the lunchroom at **8:55am**. The first bell will ring at 9:05am, and then a second bell rings at 9:15am, by which time all students are expected to be in their classroom for attendance

- The first dismissal bell will ring at 3:36, Monday -Thursday.
- The first dismissal bell will ring at 1:36 on Friday.

### **Bus Riders (SVSD Procedure #6605P)**

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

### **Walkers**

Students who walk should leave immediately for home once school is dismissed; there is no after school supervision provided.

## **Car Safety: Pick-Up and Drop-Off Procedures**

When picking up your student, please use the pick-up/drop-off lanes (NO IDLING PLEASE) or park your car and walk up to the front of the school.

Please plan on plenty of extra time to get in and out of the parking lot if you are bringing students to school or coming to pick them up. The lane closest to the curb in front of the school is for loading and unloading only. When picking up or dropping off from the loading/unloading lane, please stay in your car and have your child(ren) load or unload from the passenger side of the vehicle. If you elect to park your car in our school's parking lot, please walk your child across the parking lot and loading/unloading lane to ensure their safety.

Any parents wishing to meet their child on the front steps at pickup may park in a designated space and walk across the pickup lane to meet them. Please do not park your car in the loading area and leave your car unattended; this creates a backup of traffic and does not allow the traffic to move forward.

Bus lanes and the entry and exit for the bus loop needs to remain clear at all times. We ask that parents picking up their child from school enter the school's parking lot via Third Street. Downing Street is to be kept clear so that our buses can easily enter the bus loop and ensure students are loaded onto the buses in a timely manner. Please do not drive in or drop off students in the bus loading zone.

Unless you have a permit, parking is prohibited in the handicapped parking spaces.

## **Safety Patrol**

School Safety Patrol is made up of 4th and 5th grade students. Students are required to follow directions from patrols. The patrols' job is to ensure student safety on our campus.

## EMERGENCY PROCEDURES

### Dismissal

### Procedures

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

1. First and foremost, remain calm.
2. Parents will be notified through the District Messaging System. Look out for communication about where the student reunification area will be located as this area will be determined based on the type of emergency.
3. Parents/designated adults must report to the Student Reunification Area designated below, based on type of evacuation or emergency. Any parents entering the school grounds from other areas will be directed to the Student Reunification Area and will not be allowed to take their child until they have signed their student(s) out through proper procedures. This is in the best interest and safety of all of our students.
4. Parents/designated adults provide photo identification to the secretary and indicate student(s) to be picked up. **Only people listed as emergency contacts will be able to take a student home.**
5. The secretary will complete a form and give it to a runner who will 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 Student Reunification Area to their parent/designated adult.
6. Parents/designated adults and student(s) will then leave the school grounds immediately for the remainder of the day.

### Lockdown Procedures

Building lockdowns can be issued for a variety of reasons: an environmental hazard, hazardous material or gas leak, or suspicious person in the vicinity. An order to lock-down will be issued by local authorities. While under their direction, staff, students and parents will not be allowed to enter or exit the building until the school has been cleared to resume all normal activities or to begin early student dismissal process. If directed to resume normal activities, school will dismiss at the regular time. If an early dismissal has been ordered, families will be notified through the district messaging system and the early dismissal procedures (see above) will be put into place.

In the event of a lock-down, please do not call the school so we can maintain open lines. If it is imperative to communicate with the school, do so through the Snoqualmie Valley Police Department. Our "Emergency Procedures" are reviewed annually to best prepare and protect our students for a safe learning environment.

### Emergency School Closures

Emergencies, such as snow, ice, power outages, and floods can alter school schedules and affect bus transportation for students. If you are in doubt about the conditions, you may listen to one of nineteen area radio stations, or watch the news between 5 and 8:30 a.m. on TV: Channels 4, 5, 7, 11 for school closure information. Or you may check for information on the district's WEB page @ [www.SVSD410.org](http://www.SVSD410.org) under the Emergency Information button.

If there is no message about Snoqualmie Valley School District No. 410, schools are open on a normal schedule. If an announcement is made, it will say:

"Schools Closed"

All scheduled activities canceled



## **MANDATORY REPORTING**

Any person who has cause to believe that a child has suffered abuse or neglect should report such incidents.

All SES staff are legally required to report child abuse or neglect.

The following links provide more information on mandatory reporting:

- [Washington Law Help](#)
- [Who is required to report child abuse?](#) (From DSHS)
- [Know your rights when CPS comes knocking](#)

## **STUDENT RECORDS**

The district and the school will not release any records concerning a student without written parental consent. The district may, however, release the following information without written 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.

### **Review of Records**

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

Parents have the right to inspect and review their student's education records; to do so, parents should submit a written request to the principal. The principal will make arrangements for access and review of their child's records. According to state law, a response must be made within five business days.

Parents have the right to request an amendment of the student's education records if they believe information is inaccurate or misleading. Parents may ask the 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.

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. 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]

# STUDENT GUIDELINES

## APPEARANCE AND DRESS CODE (SVSD Policy #3224)

Acceptable dress and appearance is that which does not endanger health or safety, is not offensive to others, and is non-disruptive to the educational process. Students need to give proper attention to personal cleanliness and wear clothes that are suitable for the school activities in which they participate.

Students who are wearing clothing that is deemed inappropriate by Administrators may be asked to change.

- Hats, caps, bandanas or hoods are not to be worn, except outside.
- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- No excessive amounts of perfume or cologne. This can cause respiratory difficulties and allergic reactions.
- Shoes should be durable, and appropriate for running, playing and climbing at recess, and for P.E. For safety purposes no open-toe shoes, flip-flops or platform shoes.
- Shoes must be worn at all times. Wheelie shoes are NOT be worn to school.
- Undergarments must be covered.
- Clothing must be free from large holes.

Please label all lunch bags, water bottles, coats, hats, boots, backpacks, and any other personal belongings with your child's name. A "Lost & Found" area is located near the multipurpose room. Items not claimed by the end of each trimester will be donated.

\*\*\*Please make sure your child is appropriately dressed for our wet Northwest weather conditions

## ATTENDANCE (SVSD Policy #3122 and #3124)

The school district expects regular and punctual student attendance. Regular attendance is extremely important for your child's educational progress. **Our office must receive a call or email when your child is going to be tardy or absent.**

To report your child's absence, please call our **24hr. Absence Hotline at (425) 831 8046**, before 9:00a.m. If you make this call, it will not be necessary to write a note after the absence. We will call all parents regarding absences if the office has not heard from you by 9:00 a.m.

Students who have been absent have the right to make up the assigned work upon their return to school. It is the student's responsibility to obtain the assigned work from their teacher upon returning. Failure to make up the missed assignments within the designated time may result in a reduction of the student's grade. We ask that parents/families strongly consider planning vacations around our school calendar to have the least academic impact on your child.

**Late Arrival or Early Dismissal:**  
You must come into the office to sign in/out your student. Students will be called out of class for early dismissal by the main office once parents are on campus.

**Attendance Time Frame:**  
Tardy: 9:15a.m. to 10:25a.m., AM Absence: 10:16a.m. to Lunch, PM Absence: Lunch to 2:30p.m., Friday Absence: Leaving before 12:00p.m.

### **Friday Early Release**

Your student's attendance is important. Students will be released each Friday at **1:36 p.m.** This is not a half day. Please do not schedule any appointments or early dismissals during school hours on Friday.

### **After-School Messages or Pick-Up Changes:**

Please notify the office as soon as possible of a change in your student's after-school plan or pick-up. Please try to notify the office by 2pm if any changes are being made.

### **BECCA Law**

Daily student attendance in school is one of the cornerstones of academic success. SES will comply with the Washington State Attendance BECCA Law. Any student with 5 unexcused absences within any month or 10 unexcused absences during the current school year is referred to the school district, which must file a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law by the parent, by the child, or by the parent and the child. We urge everyone to be in attendance 180 days per year.

### **Unexcused Absences and Truancy**

Any student arriving late to school, after 9:05 am, is considered tardy. If you are tardy to school in the morning you must report to the office to check in with the attendance secretary and sign in. Tardy students must have a pass from the office in order to be admitted to their classrooms. We will emphasize to all students the importance of punctuality. School playground opens at 8:45 a.m. First bell is at 9:00 a.m. and students should be in their seats and ready for learning at 9:05 a.m. Persistent occasions of tardiness may result in the student having to make up the time missed.

### **Withdrawal from School**

Please notify the office if a student will be withdrawing from school. The office will issue the withdrawal form and all books and outstanding fees or deposits must be resolved. Records will not be sent to another school until all fees, or fines, have been paid.

## **BEHAVIOR MANAGEMENT AND EXPECTATIONS (SVSD Policy #3240)**

Snoqualmie Elementary School uses **Positive Behavioral Interventions and Supports (PBIS)** to support student behavior and increase positive learning outcomes.

### **What is PBIS?**

**PBIS** is a systemic school-wide approach that focuses on encouraging positive behavior through prevention rather than punishment. Students learn about behavior, just like they do math or reading. **PBIS** is part of an interconnected Multi-Tiered System of Support, that includes social/emotional, academic, and behavioral instruction. PBIS focuses on the behavioral arm of this global system of supports.

### **Why PBIS?**

PBIS builds a school environment that is

- Predictable
- Positive
- Safe
- Consistent

PBIS can help increase time students spend in instruction, improve academic outcomes and decrease discipline problems.

### **What is The Cougar Way?**

**The Cougar Way** refers to universal PBIS supports that are provided to all students.

The Cougar Way Behavior Expectations

- Be Safe
- Be Respectful
- Be Responsible

For more information on PBIS, please visit: <http://pbisnetwork.org/> .

An essential component of PBIS support 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. Building level positive recognition includes:

- Cougar Grams – Individual student recognition for Cougar Way behavior
- Very Important Cougars (VIC) program - Each teacher chooses one student per 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.
- Play the Cougar Way Award – Recognition for one primary and one intermediate student per month for demonstrating the Cougar Way on the playground
- Cougar Way Recognition Assemblies - Once per trimester celebrations of various student achievements

## **Consequences (SVSD Policy #3241)**

Teachers and administrators apply consequences that naturally follow the behavior as much as possible. For example, if a student is off-task and is unable to complete their work, they might need to stay behind and continue working while their peers move on to the next activity. The severity of the consequences depends on the intensity and frequency of the problem behavior. All consequences are intended to help students learn from their choices and are accompanied by opportunities for students to reflect on their behavior and make a plan to move forward positively.

## **BREAKFAST/LUNCH PROGRAM**

The hot lunch program is run on a cash or online payment process. Prices are:

Full price	\$3.25 (student)	(\$65.00 for 20 meals)
Reduced price (k-3)	0¢ 40¢	
Reduced price (4-5)		
Adult lunch	\$4.00 daily	

Breakfast (8-8:30am)      \$1.75 (or buy individual items)

## **Online Payments**

Adding money to a student's lunch account at any Snoqualmie Valley public school is now more convenient with online payments. The district has contracted with RevTrak, a national credit card payment processor, to provide parents a secure site for making online payments.

Parents will be able to pay student food service fees, view account balances, and see their transaction history online. Online payments will immediately be posted to a student's food service account. Parents who choose this option will need a Visa or MasterCard debit or credit card. Parents will be charged a \$1.50 service fee per use

To make online payments:

- Log into the [Online Payment System](#). Parents will need their Login and Password – the same that they use for Skyward Family Access. (Contact your child's school if you do not have a login/password.)
- Select student name.
- Select Items at Student's School.
- Verify information for accuracy.
- Payment will be submitted for processing and a receipt can be viewed and printed.
- Visitors can also check a student's account history.
- Logout

Students purchasing a single breakfast/lunch will pay the cashier each day. A hot lunch count will be taken each morning. Students who qualify for free or reduced lunch also qualify for free or reduced breakfast. Free/Reduce forms need to be filled out each year in order to qualify. You may pick up a form in the school office. Please no pop or glass bottles brought for lunch. Please call the office in the morning by 9:30 a.m. to place your order when you are joining your child for lunch. Thank you!

Each student will have a personal account and pin. The students PIN will be their student code number (six digits) this is the same number they are currently using for student ID. The students scan the number when purchasing a meal.

We encourage students/parents to deposit money to their accounts instead of bringing money daily. This speeds up the process and reduces lines at breakfast and lunch. We suggest sending a check with the students name and or PIN number on it. All cash and checks brought in to food service will be deposited to the students food service account. No change will be given. Cashiers will notify students in advance when their deposited funds are getting low. Please check your student family access accounts for balances. Account balances will rollover to the next year unless a written request for a refund is made.

## **FIELD TRIPS**

There are many points of interest off the school grounds to which teachers may wish to take students.

- Permission form will be sent home- parental permission, in writing, is required for attendance.
- If there is a fee involved, it can be paid online. Steps for online payment are the same as listed in the Breakfast/Lunch section above. Fees need to be paid prior to the day of the trip. No child will be denied the opportunity to attend due to financial challenges; if you need assistance with the fee, please inform the teacher.
- Attendance is at principal/teacher discretion. Students not attending will be placed in another classroom with prior teacher arrangements.
- All field trip chaperones must complete a background check through the front office no later than one week before the field trip.
- District transportation (school buses) will be used. Chaperones must ride the bus.
- Purchased school sack lunches need to be arranged with the kitchen ahead of time.
- All SES and SVSD rules and policies apply to field trips.

## **HOMEWORK POLICY (SVSD Policy #2422)**

Homework is assigned at the discretion of individual teachers. View district policy #2422 re: homework on the district website.

## **LIBRARY PROCEDURES**

### **When does my child get to check-out books?**

Students can check-out on their assigned check-out day or they may stop by in the morning before school (8:45-9:00) if there is not a meeting in the LC.

### **How many books can my child check out?**

Kindergarten & first grade check out one book. Second through fifth grades can check out two books (an may periodically earn a 3rd 'bonus' book).

### **My child said they put a book on hold today. What does that mean?**

If a student has an overdue book or has reached their check-out limit they will not be able to check out a new book. We understand that the 6-day rotation can be challenging so we will hold \*ONE\* book for them until the following day. Students should bring their over- due/forgotten books into the LC first thing in the morning so we can give them their new books. We find this hold policy is added incentive to get those books in the next day.

### **When are books due?**

Books are due the next check-out day. We understand that things happen so books become overdue if has been checked out for more than two rotation cycles. If students haven't finished a book yet they can always renew a book just by bringing it in and checking it out again. Overdue notices will be sent out periodically. If your child receives a notice, please have him/her check at home, in the car, in the school desk, in their classroom book collection and we will double check the library shelves.

### **What happens if my child loses or damages a book?**

If a library book is ever damaged, please remind your child to bring the book to us so we can try to repair it. Majority of the books in our collection are specially designed for library use and may not be available commercially, so our goal is to find/repair books before trying to replace them. If the book is beyond repair or is lost, it will need to be replaced. In these cases, a

fine will be assessed to the student which can be paid via Family Access or we will work together to come up with a solution to replacing the title. If replacing the book is a hardship, just let us know and we will work something out.

### **Are you open during recess time for students to check out?**

The library is open at certain recesses for students. A sign is posted on the door to inform students whether the library is open.

### **Are there fines for lost, damaged, or overdue books?**

A book will be considered overdue after it has been checked out for 90 days, at which point a fine will be automatically assessed. This also applies to lost or damaged books. Once a fine has been assessed it will stay on the student's account until it is paid. The fine will follow them to any school they attend in the district. Some schools may require a fine to be paid before participating in a school activity.

### **What if I pay a fine for a lost book and then I find the book?**

Return the book to the library, and if it has been less than 30 days a refund will be issued. After 30 days, or if the book is found after school closes in June, refunds will not be issued for paid library fines.

## **LOST AND FOUND**

Please label all lunch bags, water bottles, coats, hats, boots, backpacks, and any other personal belongings with your child's name. Parents and/or students should check for lost items before the end of each trimester. Unclaimed items will be donated to charity throughout the year. **Notices will be sent out through Enews at least two weeks prior to the donation.**

## **RESPECT TO THE FLAG (SVSD Policy #2333)**

State law requires that appropriate flag exercises be held in each classroom at the beginning of the school day. Students not reciting the Pledge of Allegiance are asked to maintain a respectful silence.

## **TECHNOLOGY AND INTERNET USE (SVSD Procedure #2022P)**

All students will use the Internet and the many valuable technological resources available to them as they progress with their education at SES. We have a security and filtering system that very effectively controls access to inappropriate material by students. In addition, teachers and

instructors are present whenever students are working on computers at school. With this educational opportunity also comes responsibility.

The office phone is a business phone and is not to be used by children for planning play-dates, parties, etc. A student is not to use the phone without a note from his teacher, and only then in EMERGENCIES. In case of illness of a child, school staff will make the call home. Children will be allowed to use the phone any time a teacher gives a child a note. Please remind your child to ALWAYS leave a message when they call home from school.

Cell phones may be used outside the buildings before school and after school. They must be turned off and stored out of sight at all other times.

**Electronic devices** (such as cell phones, iPods, cameras, Kindles/e-readers, electronic games) should be left at home. Students who choose to bring such devices to school do so at their own risk, and accept that they are to be used before/after school only. All electronic devices should be off and away during the school day. Inappropriate use of electronic devices during the school-day will result in confiscation of the item and potential disciplinary action.

**Camera / Recording**- Students are prohibited from using cameras/phones to document, instigate, or support undesirable behaviors; any student using photographic equipment/apps for inappropriate purposes may receive disciplinary consequences. Students should obtain permission from their teacher before making recordings and/or taking pictures.

**Buying, trading, and selling** between students is not allowed. Any personal possession that becomes a classroom distraction will be confiscated and held until claimed by a parent.

# Health and Safety

## **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.

## **NURSE'S OFFICE**

The nurse's room is available if you become ill during the day. You should report to a secretary in the office prior to being placed in the nurse's room.

## **ILLNESSES**

Specific symptoms for which a child should remain at home are:

**FEVER:** A child, who has had a fever of 100 degrees F. or over, should stay home for at least 24 hours after fever has passed without the use of fever-reducing medications.

**VOMITING:** Students who have vomited should remain home for at least 12-24 hours from the last episode and have been hungry for and kept down 2 normal meals.

**DIARRHEA:** Students who have loose/liquid stool should remain home until normal bowel patterns return.

**SECRETIONS:** Children with significant runny noses and/or profuse cough need to remain home until the secretions have diminished to a controllable/containable level.

**GENERAL ACHES/PAINS:** If your child has any physical discomforts (i.e.: stomach ache, headache, sore throat, etc.), carefully assess your child. Your child should stay home if they have any of the above accompanying symptoms or are too uncomfortable to be able to concentrate in class.

This is a brief sampling of common reasons children should be kept home. There are many more contagious conditions which would merit exclusion.

## **IMMUNIZATIONS**

Washington State Immunization Law (RCW 28A.210) requires parents to give schools a Certificate of Immunization Status before a child can attend school. Children entering elementary school are required to have had the following immunizations: DTP, Polio, Measles, Mumps, and Rubella. In addition, as of September 1997, all children entering kindergarten are required to have the Hepatitis B vaccination. Parents may opt out of the vaccine requirements through the medical or personal exemption form.

## **MEDICATION IN SCHOOL (SVSD Policy #3416)**

If medication must be taken at school, an AUTHORIZATION FOR ADMINISTRATION OF MEDICATION form must be completed by the attending physician and your parent/guardian, and turned into the school office. These forms are available in the office or on the district website at <https://www.svsd410.org/Page/200>.

All medication must remain in the office, this includes over the counter medication (except for Sunscreen – see below for more details). According to District policy, we CANNOT give medications at school without this form completed by both the physician and parent. Please do not send medications, over-the-counter (including cough drops) or prescription, to school for children to take on their own. This creates a danger to other students at school because of the lack of supervision in the dispensing of their medication.

### **New State Law Allows Rub-on Sunscreen at School**

As the weather improves, we are happy to share that Washington State recently passed a law that allows students to bring sunscreen to school and to self-apply it. Parents are welcomed to take advantage of this opportunity to better protect their child's health. Please see the important directions below before sending sunscreen with your student.

1. **Students will apply the sunscreen to themselves.** (School personnel are not required to assist students in applying sunscreen.)
2. Parents should instruct students not to share sunscreen with others, since many people are allergic to paba, a common ingredient.
3. Write the student's **name** on the sunscreen container with a permanent marker.
4. Send **ONLY rub-on sunscreen** to school.
5. Many students do not have the coordination to effectively apply spray sunscreen only on themselves.
6. Spray sunscreens in crowded school settings are a recipe for getting sunscreen in the eyes, mouths and noses of other students.
7. Spray sunscreens are also particularly risky for students with asthma and other respiratory conditions.
8. Parents of younger children are encouraged to apply sunscreen to their students before school.

## **ALLERGY GUIDELINES**

### **Family's Responsibility**

- Notify school of child's allergies
- Provide written medical documentation, instructions, and current medications as directed by a physician
- Submit Dietary Prescription Request form if dietary alternatives are required
- Provide alternatives for student when needed (eg. class projects, parties, holidays with celebrations etc)
- Provide emergency contact information

### **School's Responsibility**

- Review health records submitted by parents and physicians
- Complete an individual health plan (IHP) and/or emergency care plan (ECP) for students diagnosed with severe or life-threatening food allergies prior to the student attending school.
- The school nurse will organize and train school staff, including classroom teachers and lunchroom staff, regarding their responsibilities and care under the guidance of the written care plan(s), including recognizing symptoms and knowing what to do in an emergency

- Coordinate with school nurse to ensure medications are available and properly stored and that all relevant staff know how to access medication and are trained to administer them
- Provide a nut-free table in the lunchroom. All students may sit at the table as long as their lunches are nut-free. Lunchroom staff will supervise the table to ensure that all students have nut-free lunches.
- Provide dietary alternatives for school lunch if a Dietary Prescription Request is filled out with physicians orders documenting student's food allergy
- Teachers will communicate with parents ahead of time to ensure alternatives are available for students when needed (eg. class projects, parties, holidays with celebrations etc)
- Teachers will discuss field trips with parents ahead of time to decide appropriate strategies for managing the food allergy
- Increase school-wide awareness amongst students about food allergies through whole-group teaching

### **Student's Responsibility**

- Eat only own food
- Notify an adult immediately if they eat something they believe they may be allergic to or if they feel an allergic reaction

### **CLASSROOM PARTIES (SVSD Policy #6700)**

Several classroom celebrations may be scheduled during the school year. The intent of classroom parties is for the students to have an opportunity to have fun together in a socially acceptable manner and need to include all students. Please work through your classroom teacher for appropriate arrangements. Please remember to keep parties simple and expenses at a minimum. We are promoting healthy minds and bodies at SES. Due to food safety issues, allergies and the rise of childhood obesity, classroom celebrations, holidays and birthdays should be celebrated with healthy snacks or non-food items and activities. Food served at school should meet District Nutritional Guidelines (no foods of minimal nutritional value). Please check with your classroom teachers for any classroom allergies. Siblings are not allowed at classroom functions, **please make child care arrangements for young siblings.**

### **PETS**

Due to concern for possible injuries, student allergies, and overall safety reasons, dogs and other pets are not allowed on school grounds.

### **GUM**

Gum will only be allowed if listed as an accommodation or medical necessity for a student.

### **LANGUAGE HEARING ASSISTANCE**

To access language and hearing interpreters, please contact the Snoqualmie Valley School District office at 425-831-8000 by 4:30 pm, three days prior to any public meeting.

# COMMUNICATION GUIDELINES

*\*For urgent matters or same-day changes to transportation, please call the school office at 425-831-8400*

## **SETTING UP CONTACT INFORMATION**

Families of new students should enroll and provide important personal information through the [Online Enrollment](#) process accessible from the district website.

Parents/guardians can update personal information through [Family Access](#), also accessible from the district website.

## **TELEPHONE CALLS**

Teachers will not answer phone calls from parents when class is in session. For urgent communication, please call the front office instead.

Please keep your contact information (including emergency contacts) updated and inform the school immediately of any changes.

## **EMAIL**

Certified staff (eg. teachers, counselors, nurses etc) will respond to emails no later than 2 school days after receiving the email, barring unexpected illness or other circumstances. ***For urgent matters or same-day changes to transportation, call the school office instead of emailing.***

Parents/guardians should communicate with their classroom teacher if they would like emails sent to more than one email address per student

## **IN PERSON MEETINGS AND CLASSROOM VISITS**

Parents/guardians are requested to set up meetings and classroom visits with teachers at least 24 hours in advance of the visit, in order to respect classroom and teacher schedules.

All classroom visitors and volunteers must have background check clearance

- A ***volunteer*** is any non-employee who provides scheduled assistance in the school and may or may not have direct contact with children.
- A ***visitor*** is any non-employee who enters the school for a specific purpose such as a conference with a staff member, a brief visit with a class or student, or to provide a one-time service (such as a presentation to a class)

*For more information on background clearance, please see section on [Volunteering at SES](#) .*

## **NEWS UPDATES**

### **Classroom news**

Teachers will communicate classroom news with parents through newsletters or emails. The frequency of communication will vary by teacher and grade but teachers will provide updates at least once a month.

### **School-wide news**

News from the Principal and other building-wide information is shared weekly through a variety of methods.

#### **E-NEWS**

E-News (Constant Contacts) is the primary method of communication all Snoqualmie Valley schools and the District use to keep parents informed of timely school news and important dates. To subscribe, select E-News on the website, add your email address and select your schools and District. Please note that if you choose to “unsubscribe” from receiving School E-News or District E-News, you may miss important information about your student’s education. If, however, your student has moved on to another school this year and you no longer want information from the previous school, simply select the “unsubscribe” button at the end of the next message you receive from that school.

#### **Facebook**

#### **School Website**

### **District news**

Check the district website at [www.svsd410.org](http://www.svsd410.org) for district-wide information (eg. information about emergency school closures, district calendar etc).

## **USE OF MASS CALL OUT NOTIFICATIONS**

Snoqualmie Valley schools use an automated mass notification system (School Messenger) to contact families by phone regarding emergencies, unexcused absences, and other school-related information. The Federal Telephone Consumer Protection Act (TCPA) allows parents to opt out of receiving general information calls from the District and schools. **Families who DO NOT want to receive general automated phone calls need to let their school office know in writing (form), by September 15 each year.** Please note that families who choose to opt out from phone calls may miss important information about their student(s).

# Student Services

## **STUDENT RIGHTS**

Students are guaranteed certain rights under the Constitution of the United States. No person, however, is guaranteed the right to commit acts which materially and substantially interfere with the appropriate discipline and operation of the school, or which interfere with the rights of others. No student shall be deprived of educational opportunity by the district without due process of the law.

**More information can be found on the district website about the following student services:**

- [Special Education](#)
- [Section 504](#)
- [English Language Learners](#)
- [Title 1/LAP](#)
- [Mc-Kinney Vento](#) (Homeless program)

# DISTRICT POLICIES

SES and SVSD operations are governed by board-approved district policies. The complete list of [policies](#) are available on the district website. We would like to call your attention to the following list of select policies.

- [#3205](#): Prohibition of Sexual Harassment
- [#3207](#): Prohibition of Harassment, Intimidation, and Bullying
- [#3210](#): Anti-discrimination Act
- [#3230](#): Search and Seizure
- [#4011](#): Civility
- [#4210](#): Weapons
- [#5201](#): Drug Free Schools
- [#6895](#): Integrated Pest Management