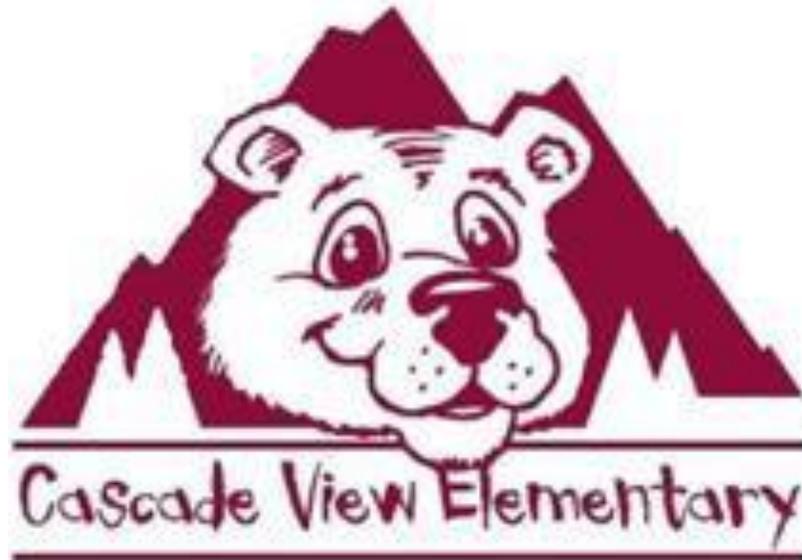


Cascade View Elementary School Student & Parent Handbook 2019-2020



School Motto: We challenge every student to think, to learn, to care, and to succeed

Snoqualmie Valley School District No. 410

“Expect the Best: From our Students, of our Staff, for our Community.”

Mission Statement:

Our mission is to educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.

Vision Statement:

Our vision is to become the best School District in Washington State by any

We are working to reduce paper use; if you wish to receive a hard copy of this handbook, please contact the front office.

I understand the importance of parent involvement and I am committed to being involved in my child's education.

_____ I have read and reviewed the handbook with my child.

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, PTAs), 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 re-leased 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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ABSENCES / ATTENDANCE

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 831-4108**, before 9:15 a.m. We will call all parents regarding absences if the office has not heard from you by 9:15 a.m. Please notify both the office and your student's teacher for each absence. You must come into the office to sign in/out your student if they arrive late or leave early.

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.

BICYCLES / ROLLERBLADES / SKATEBOARDS / SCOOTERS/HEELIES

Once a permission slip is signed by both parents and students, students may ride their bikes to school. Bikes must be walked across the crosswalks and on school grounds. Immediately upon arrival at school, bikes must be parked and left in the bike racks until the end of the school day. Bike locks are strongly advised. ***Students riding bicycles will be required to wear a bicycle helmet to and from school. This is in accordance with King County ordinance for bicycle safety. Failure to follow the rules may result in losing biking privileges.**

Heelies, roller blades, skateboards and scooters, either gas, human-powered, or electric are not permitted on school grounds.

CLOSED CAMPUS

Once students arrive at school in the morning, they may not leave the school grounds without a parent signing them out. The school campus is closed to students who do not attend Cascade View Elementary. Visitors **MUST** sign in at the main office.

DISCIPLINE PROCESS

The staff at Cascade View 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.

Positive Behavioral Interventions and Supports (PBIS) is an approach that concentrates on essential features and data-based decision-making in schools. PBIS systems, interventions, and individ-

ualized supports help students enhance and improve their productive social behavior while reducing any problematic behavior on the part of students. Cascade View Elementary applies essential features of PBIS through clear social expectations within each area of the school.

All staff members focus on teaching, modeling, and reinforcing these expected behaviors across the school settings; we feel it is more important to prevent rather than remediate problems. Sustained use of essential PBIS features has been found to enhance the social and academic outcomes of students.

Minor behavior infractions are handled in the classroom by the teacher, who will inform you if deemed necessary. Some behaviors (including but not limited to: hitting, kicking, unsafe physical behavior, bullying/harassment) are infractions and may result in a conference with the Principal, assistant principal, loss of recess, parent-school conference, or other, more serious consequences.

DRESS CODE - STUDENT

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 sent to the office for a dress-code violation will call home to have appropriate clothing brought to school before returning to class.

- 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.
- Undergarments must be covered.
- Clothing should be free from large holes.
- No wallet/pocket chains.
- Wheeled shoes should not be worn to school.

Please label all 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.

EMERGENCY SITUATIONS: Early Dismissal & Lock-down Procedures

Dismissal Procedures

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

1. Parents will be notified through the District Messaging System.
2. Parents/designated adults are to park at Snoqualmie Community Park to allow school driveways and streets surrounding the school to remain free for any necessary vehicles to access the school grounds.
3. Parents/designated adults must report to the Student Reunification Area designated below, based on type of evacuation or emergency.

Building evacuation (earthquake, fire): Reception table located at entrance gate to the school from the Snoqualmie Community Park parking lot.

Other situations not requiring evacuation (snow, wind, power): Reception table located in the multipurpose room (MPR).

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.

4. Parents/designated adults provide photo identification to the secretary and indicate student(s) to be picked up. ONLY THOSE 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.

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 conditions, you may listen to a local area radio station, watch the news 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 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
"Schools Open, One Hour Late"	Students (grades 1-5) arrive one hour late; No AM Kindergarten Staff comes at regular time – as safe travel allows
"Schools Open, Two Hours Late"	Students (grades 1-5) arrive two hours late; No AM Kindergarten Staff comes at regular time – as safe travel allows
"School Open, Limited Transportation"	Limited transportation due to road or flood conditions.

In the event we have early dismissal due to an emergency situation, parents will be notified via the district messaging system. If we do not reach anyone on your call list, we will hold your child here at school until you or someone on the emergency contact list signs them out of the office.

Limited transportation means CVES has NO BUSES.

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 needs 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 CVES and SVSD rules and policies apply to field trips.

GRADES/PARENT-TEACHER CONFERENCES

Grades K-5, using the Standards Based Reporting System

4= Exceeding Standards at Trimester

3= Meeting Standard at Trimester

2= Working Towards Standards

1= Below Standard

X= Introduced (No Basis for Evaluation at this time)

N.A. = Not addressed this trimester Parent-

Teacher Conferences

Parent-Teacher conferences will be held in the fall. Additional conferences are appropriate, at teacher discretion, whenever a student falls below expected standards.

At the end of each trimester, report cards are prepared and are available online through Family Access.

GUM

Students are **not** allowed to bring or chew gum at school.

HARASSMENT, INTIMIDATION & BULLYING

The Snoqualmie Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional act, by electronic, written, verbal, or physical means – including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics – that:

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

Harassment and bullying behaviors can be viewed in two categories:

- Serious, unwanted conduct, such as threats or physical actions;
- Ongoing, unwanted behavior, a pattern of behavior rather than random incidents of meanness or hurtful behavior.

Harassment/Bullying can include (but is not limited to):

- Verbal– name calling, slurs, harassment, teasing, derogatory remarks, rumors, etc.;
- Non-verbal– threatening tones, gestures, inappropriate touching, or actions that intentionally humiliate or threaten a student’s sense of safety;
- Violating personal space– (ex. Bouncing a ball on the back of your bus seat to bug you constantly);
- Physical– hitting, kicking, etc.;
- Exclusion– leaving people out on purpose, cliques, exclusive clubs, telling friends not to be friends with other students.
- Threats– communicating to cause fear or anxiety in another person(s), trying to control another with a threat of harm;
- Gender/sexual based or individuality– harassment about gender/sexual orientation or physical appearance;
- Cyber– using technology to bully: social network sites, webpages, text messages, instant messaging, hate blogs, pictures, prank phone calls, etc.;
- Indifferent– being a bystander and not reporting, or laughing and going along with it.

- Sexual Harassment, defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - Submission to such conduct is made either explicitly or implicitly as a term or condition of a student’s participation.
 - Submission to or rejection of such conduct by an individual is used as the basis for the student’s participation or decision affecting the student.
 - Such conduct has the purpose or effect of unreasonably interfering with the student’s school performance or creating an intimidating, hostile or offensive environment.”

At CVES, our practice for handling harassment and bullying is for students to report to their teacher, the school counselor, or the principal if they are being bullied and/or harassed or if they have witnessed bullying/harassment. We work with students, parents, and teachers in a cooperative, problem-solving manner, and this typically results in a positive outcome for all parties. We continue to monitor the situation and take all necessary actions to remedy any ongoing problems.

HOMEWORK

District Policy No. 2430

The Board of Directors of the Snoqualmie Valley School District believes that education should be a process of creating lifelong learners. Homework has a specific place in helping students to recognize that learning opportunities exist in the home and community. The Board adopts a broad definition of homework which includes not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities.

Homework should be supportive of one or more of the following purposes:

- To complete work started in class
- To expand or enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To promote parent awareness of student learning
- To provide opportunity to pursue special interests or skill areas
- To increase learning time
- To increase the amount of time in class available for direct instruction
- To reinforce independent study skills
- To pursue projects for extra credit
- To enhance retention of skills

Detailed guidelines for homework will be explained by each grade level at Curriculum Night.

ILLNESS / ACCIDENTS / IMMUNIZATIONS / MEDICATION AT SCHOOL

Illness &/or Accidents

Limited nursing services are available in the Snoqualmie Valley School District. The school nurse visits our school on a regular basis. The Health Room is available to students should they become ill or have an accident during the day. Students should report to the secretary prior to entering the Health Room. The school nurse will administer all necessary treatments and/or first aid. If it is determined that your child needs to go home due to illness and/or injury, you or someone on your emergency contact sheet will be called (please make sure your phone numbers and emergency contact information is updated and current). Please arrange for your child to be picked up as soon as possible.

Illness: When Your Child Should Stay Home

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 at School (District Policy #3416)

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 which is available in the school office.

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. This includes cough drops. If you have questions, please call the school.

INTERNET USE

All students will use the Internet and the many valuable technological resources available to them as they progress with their education at Cascade View Elementary. 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.

LOST AND FOUND

Please label all 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 at that time.

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¢	
Reduced price (4-5_	40¢	
Adult lunch	\$4.00 daily	
Breakfast (8-8:30am)	\$1.75 (or buy individual items)	

Make Payments Online for Food Service

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 be charged a \$1.50 service fee per use.

To access the convenience of making an online payment, you simply need:

- Internet access
- A VISA or MasterCard debit or credit card
- A Skyward/Family Access Login and Password (school office can give you your password if forgotten)

For more information or to put money on an account, click on the [Family Access](#) icon located on the homepage of the district website.

PARTIES

At the teacher's discretion, 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 needs to include all students. We are promoting healthy minds and bodies at CVES; as such, here are some healthy classroom party suggestions:

- Special classroom game or activity
- Low-fat yogurt
- Fresh fruits

Please check with your child's teacher before bringing any food items to ensure the safety and well-being of all students. He/she can tell you of any allergies within that classroom.

Party invitations, goody bags, /gifts, balloons, and thank you notes may not be distributed at school.

PETS

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

PLAYGROUND EQUIPMENT & RULES

Playground equipment will be provided for the students to use during recess time. Students may bring the following personal equipment for use on the playground: balls (excluding hard baseballs), gloves, and jump ropes. Other items may be allowed with approval by the principal. Electronic devices –such as cell phones, iPods, Kindles/e-readers, Game-boys, etc. –will not be allowed for use on school grounds. If you have questions or concerns regarding the use of playground equipment, please check with the playground supervisors.

We believe that an enjoyable recess experience requires students/staff to interact in a RESPECTFUL, SAFE and RESPONSIBLE manner.

RESPECTFUL MANNER

- Cooperate, make good decisions, and use self-control.
- Be a good sport! Remember to say “I’m sorry!”
- Give personal space; keep hands and feet to self.
- Choose to use appropriate language and tone of voice at all times.
- Settle differences peacefully (Use Rock, Paper, Scissors Game).
- Follow Directions: Stop all activity when a whistle blows or verbal instruction has been given.
- Games are open to everyone, but, in most cases, are separated by grade level.

SAFE MANNER

- Play in designated areas only; orange safety cones mean CAUTION!
- Black top/Covered area: No running, chase or tag games in these areas. No ball kicking of any kind in these areas.
- Field area: Must be supervised by an adult. Soccer, two-finger touch football, and tag/running games may be played on the field.
- Play within sight of the recess supervisors at all times.
- Proper outdoor clothing attire is very important for safety and comfort.
- Keep hands/feet to self at all times.

UNSAFE MANNER

- Do not play on/in rock areas, flower gardens or on hill area along the field.
- Do not play near classroom windows, bike rack area, around portable classrooms or in the bathroom/sink area.
- Do not enter parking lot areas or re-enter building without adult permission.
- Avoid tripping, pushing, kicking and grabbing.

RESPONSIBLE MANNER

- Use play equipment the way it was designed to be used.
- Jump ropes are for jumping, not “horsy”, “helicopter” or “tying up”; jump ropes should be used on the black-top area. Hula hoops are for one person at a time and should be used on the black-top area.
- Play equipment must be returned to the grey buckets after use....this also means picking something up that you may not have played with! Grey buckets are not toys and should not be used for hide/seek or as scooters.

FOR BIG TOYS: Take turns, watch for other students around you and leave enough space between each other to prevent accidents.

- No jump ropes or balls in these areas
- No pushing, rough-housing, or cutting in line
- One student at a time on the slides and climbing equipment
- Follow arrows in one direction on all sections of the toy

SLIDES: Walk up steps, slide down facing forward, with feet first and staying seated at all times. Keep area clear at bottom of slide. Do not climb up the slide.

Monkey Bars: No climbing/sitting on top of bars or hanging from bars upside down. Swing in one direction.

CLIMBERS: One person at a time on any climbing piece of equipment.

PLEASE NOTE: In order to help with congestion in Big Toy Areas, recess supervisors may close off certain structures for particular reasons when necessary. The “Green Toy” has been designated mainly for primary grades at different times during the day. The “Blue Toy” is open to all grade levels the majority of the day.

Consequences for Disregarding Playground Rules

For minor issues, all or some of these consequences may be used for teaching appropriate recess behavior.

- Verbal reminder/warning
- Redirect student to a better choice of activity
- Time out for “Stop and Think”
- Loss of recess time
- Problem-solving discussions between students, practicing the art of apologizing
- Follow up with teacher, parent or principal, when necessary

For more serious violations, student will be immediately referred to the principal.

Positive reinforcement of respectful, safe and responsible behavior will be given in the form of praise and school award programs.

RESPECT TO THE FLAG

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 required to ~~stand and~~ maintain a respectful silence.

SAFETY PATROL

School Safety Patrol is made up of 5th grade students and must be at least 10 years old. Students are required to follow directions from patrols. The patrols' job is to ensure student safety on our campus.

SCHEDULE

Your student's attendance is important. School starts at 9:15 a.m. each morning Monday-Friday. Students are dismissed at 3:36 p.m. Monday-Thursday; Fridays are 'early release', with dismissal time of 1:36 p.m. Fridays are not a 'half day' and are still important instructional days. Please do not schedule any appointments or early dismissals during school hours on Fridays. There will be an early release the first week of school.

Please plan to drop your child off by 8:55 a.m. and pick-up promptly at 3:36 p.m. (M-Th) and 1:36 p.m. (Fri).

SCHOOL SUPPLY LIST

As school supply lists change with each grade level and each school-year, please consult the school website for an updated and current school supply list for your child(ren).

SEARCH AND SEIZURES

Student's possessions shall be secure from unreasonable searches and seizures; however, general searches of school property may be conducted at any time provided there is reasonable cause for school authorities to believe that the item sought constitutes a crime, rule violation, or health or safety hazard. Illegal items (firearms, weapons, or other possessions reasonably determined to be a threat to the safety/security of others) are not permitted and will be seized by school authorities.

SIBLING GUIDELINES

Cascade View Elementary sibling policy is one that considers the needs of students, faculty, and families. To support participation and to ensure both teachers and parent volunteers can focus entirely on the children in the classroom, the following policy has been adopted.

Siblings may accompany parents:

- To after-school events and assemblies.
- In the lunchroom for special occasions. Make arrangements ahead of time with teacher.
- other activities as directed by the teacher or principal

Siblings are not allowed:

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

SPECIAL SERVICES

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

Counseling: A school counselor provides academic, social, and emotional support to students.

STREAM: Gifted program for students who qualify – located at Snoqualmie Elementary.

Occupational Therapy: Qualified students receive services to address gross & fine motor needs.

Student-Teacher Assistance Team (STAT): A multi-disciplinary team that supports students who encounter academic, motor, social, emotional, or behavioral difficulties that persist in spite of regular classroom interventions.

Psychologist: A district psychologist provides Special Education assessment and other services for referred students.

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

Speech and Language Services: Qualified students receive support with/for communication disorders, language, speech and/or hearing impairments.

English Language Learner: Qualified students receive extra academic and English-language assistance.

STUDENT GOVERNMENT - ASB

The Associated Student Body (ASB) council will act as the governing body of Cascade View Elementary, with each class electing representatives to the council. Students will be elected to serve either fall term or spring term, offering lots of student leadership opportunities. Students must maintain good-standing in academics and behavior in order to be elected and serve on ASB. The purpose of student council is to propose, discuss, and vote on legislation for the good of the school.

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 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 pupil shall be deprived of educational opportunity by the district without due process of the law.

SUBSTANCE ABUSE

District Policy No. 5201

Because the use of alcohol, tobacco, and other drugs by children and adolescents is harmful and illegal, we will not allow their use. We support chemical abstinence for all adolescents and children so that they can reach their full intellectual, emotional, social, and physical potential. All school personnel will enforce the prohibition of alcohol, tobacco, and other drugs. Prevention services and other resources are available through community agencies and consultation with school staff.

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

TELEPHONES

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.

TOYS/VALUABLES/ELECTRONICS

Playground equipment will be provided for the students to use during recess time. Students may bring the following personal equipment for use on the playground: balls (excluding hard baseballs), gloves, and jump ropes.

Electronic devices (such as cell phones, smart watches, 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.

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.

Student Drop-Off and Pick-Up: Please visit our website and click on the Drop-off/Pick-up Map button for more information: <http://cves.svsd410.org>

The front area of the school is for bus loading, staff parking, and disabled parking. We have reserved spots in the main parking lot along the sidewalk for parents and school visitors.

Crowded Hallways: Parents who are meeting their child(ren) after school are asked to meet them outside in front of the building. Adults who are waiting in the hallway will be asked to meet their child outside in the front of the school. Students will wait for their parents underneath the walkway until they are picked up by their parent/designated adult.

Students who walk should leave immediately for home once school is dismissed; there is no after school supervision provided. Students using the playground, dome, or play structures before 8:55 a.m. or after 3:36 p.m. MUST be supervised by an adult. Children are not permitted to walk through coned off areas and sidewalks. Students or younger siblings are not permitted to climb on the ledge in the front of the school building. Your cooperation in following and obeying all safety patrol members and CVES staff is greatly appreciated.

Use of Security Cameras

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. (Policy 6608)

Use of Mass Automated 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, 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).

VOLUNTEERS / VISITORS

For the safety and security of our students, all visitors in the building must sign in with the office and wear visitor badges while on the school premises. This includes all parent volunteers who must also complete volunteer training.

WEAPONS

District Policy Manual: Policy No. 3601

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