

# Opstad Elementary Student/Parent Handbook



**Caring About Learning  
Learning About Caring**

**2016-2017**

Opstad Elementary Student/Parent Handbook

# **Snoqualmie Valley School District No. 410**

## **Vision and Mission Statements**

**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.**

## TABLE OF CONTENTS

Staff Roster	4-5
Daily Schedule	6
Transportation Schedule	7
General Information	8-11
Discipline Policy and Student Behavior Expectations	12-14
Medication Policy, Discrimination, Civility and Drug, Tobacco and Alcohol Policy	15
Transportation Guidelines/Procedures	18
District Mission Statement	20
Immunization Requirements	23
Parent Sign-Off and Emergency Procedures Forms	25
Parent/Child Handbook & Emergency Information signature page	26

# Opstad Elementary Staff Members

Principal:

Ryan Hill

Assistant Principal:

Katelyn Long

Principal Interns:

David Ramseyer

Kindergarten:

Stephanie Corell

Shellie Groscost

Wendy Harrison

Rebecca Nowak

Grade 1:

Danielle Johnson

Nancy Pastrana

Damaris Melton

Tammy Williams

Grade 2:

Kate Christenson

Hannah Ferguson

Molly Haggerty

Amy Sampley

Ashley Seiser

Grade 3:

Marianne Bradburn

Brittany Chaffeur

Chris Harting

Sharon Miller

Grade 4:

Julia Dorn

Mary Haase Harmon

Alex Henry

Barb Koefod

Grade 5:

Marty Cloud

Jennifer Engdahl

Keith McHenry

Librarians:

Amy Bonner

Nancy Huestis

Music Teacher:

Carol Heitt

Occupational Therapist:

Erin Treiber  
PE Teacher: Mark McConnell  
Special Education Teacher: Marie Aydelotte  
Ryan Vidos  
Counselor: Steve Bates  
Psychologist: Anne Pair  
Speech Language Pathologist: Kathleen Clancy  
Computer Tech: Bart Durbin  
Computer Lab Tech: Stephanie Bailey  
Cooks: Pam Orr  
Cheryl Tracy  
Stacey Chable-Xool  
Custodians: Ron Alm  
Derek Murtagh  
Para-Professionals: Susan Baysinger  
Robin Coppo  
Karen DeBellis  
Barbara DiTrani  
Jennifer Hofmann  
Rene Landreneau  
Melanie Miller  
Rhonda Treglown  
  
Special Programs Para-Professionals: Brian Lamonte  
Hillary Vance  
Keely Wayne  
District Nurse for OES: Carol Gunning  
Health Room Assistant: Holly Cowan  
Principal's Secretary: Lori Eubank  
Secretary/Registrar: Kristi Aman

# Opstad Elementary School

## Daily Schedule 2016-17

Teachers Hours:	8:25 AM - 3:55 PM
8:45 AM	Students arrive
8:45-9:00 AM	Breakfast is served
9:05 AM	School commences—Students arriving after 9:05 AM must be accompanied to the office by a parent for an Excused Tardy Pass.
10:35 – 10:50 AM	Recess for grades K, 3, 4
10:50 – 11:05 AM	Recess for grades 1, 2, 5
11:45 AM	AM Kindergarten dismissal
11:45 AM-12:20 PM	Lunch for grade K
11:50-12:25 PM	Lunch for grade 3
12:00-12:35 PM	Lunch for grades 1
12:05-12:40 PM	Lunch for grade 2
12:20-12:55 PM	Lunch for grade 4
12:25-1:00 PM	Lunch for grade 5
2:10-2:25 PM	Recess for grades K, 3, 4
2:25-2:40 PM	Recess for grades 1, 2, 5
3:26 PM	Dismissal for K-5
1:26 PM	Friday Early Dismissal Time

## TRANSPORTATION SCHEDULE

Route 1: Snoqualmie Pass, Oallalie St. Park
Route 2: Edgewick, Truck Town,
Route 4: SE Tanner Rd., Alpine Estates, Maloney Grove/432nd Ave. SE Loop, SE Cedar Falls Way
Route 5: TFMS, SE Middle Fork Rd, Wood River, River Ridge, Tannerwood, North Bend Way
Route 6: Si View Community Center (AM), River Bend-serving the back half
Route 7: River Bend-serving the front half, Cedar Village, Cedar Falls Road up to and including SE 160th
Route 8: PM ONLY RT- NBE, Si View Community Center
Route 9: Wilderness Rim (front loop, Cedar Falls side), Wilderness Rim cut-through..
Route 10: Wilderness Rim (back half and around lake) & Cedar Falls Rd. above SE 160th.

For more detailed information please check the District website Transportation at [www.svsd410.org](http://www.svsd410.org) or call 425-831-8020.

## General Information

### Attendance

School begins at 9:05 AM. Students need to arrive at school no later than 9:00 AM to ensure prompt arrival to their classroom. Students arriving after 9:05 AM should come to the office with their parent to provide a written excuse for their tardiness. Please make every effort to ensure students arrive on time.

Students may be dropped off between 8:45 and 9:00 AM.

**Regular attendance is extremely important for your child's educational progress.** In the event of an illness, please call our attendance line at 831-8303 in order for the absence to be excused. If you know ahead of time that your child will be absent for more than three days, please be sure to complete an “excused absence form” prior to the date of the absence.

If absences or tardies become excessive, the school will require a doctor’s note to excuse absences or tardies.

### After-School Arrangements

Please make every effort to have all after-school arrangements settled with your child **before school**. Changes made by parents during the middle of the day cause unnecessary interruptions and confusion.

Students are not allowed to call parents to change after-school arrangements for social reasons. The telephones are for student emergency use only. Students need permission of a school staff member to use the telephone.

If you are planning on picking up your child from school, please send a note to the teacher. It will be forwarded to the office, and a “Pick-Up Pass” will be issued to the student. If you are picking up the student at the end of the school day, your child will be waiting at the Kindergarten fence with a supervisor.

Our district transportation office asks that parents ask to change bus arrangements only for valid emergency reasons. If you have such an emergency, please send a signed note from home that day, with your child’s name and teacher, specifying the name, address and phone number of where the child will be going, and stating the nature of the emergency. If an emergency arises during the school day, please be sure to call the office prior to 2:00 PM. Bus passes shall not be issued past 2:00 PM. Passes are not issued for play dates or after school activities such as Scouts, Camp Fire etc. Bus passes shall only be issued for valid emergencies.

Anyone picking up a child for an early dismissal must check in at the office, and sign out the child. I.D. will be required at that time. If someone other than parent/guardian will be picking up your student, advance notice (in writing) is required. The student will then be called to the office. Taking your child off the parked bus before it departs school is not allowed. Please make arrangements ahead of time if you intend to pick up your child after school, by calling the school office at 425-831-8300.



## **Bicycles**

Only 4th and 5th Graders may ride bikes or scooters to school (No Motorized Scooters Allowed). Helmets must be worn. Bikes are to be walked on and off campus. All bicycles must be locked into the bicycle rack in front of the school during the day. (Experts agree that students of 4th grade age and above are mature enough to ride independently, and make appropriate judgments and reactions to traffic.)

## **Parent Transportation and Visitor Parking**

Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. Do not let students enter or leave the car in any space other than the drop off/pick-up area, and ALWAYS from the curb side of the vehicle; the safety of students is our primary concern. If students need parent assistance getting out of the car, please park the car. It is unsafe for parents to get out of the car in the drop-off/pick-up zone. Please continue to pull forward as space allows when loading or unloading students to help ease congestion. Remember that you are a role model for students who are watching you. Last year we began a new pick-up system. The role of the driver hasn't changed! Please continue to pull forward in the drive-up lane as the car in front of you progresses.

## Drop Off

- Please have students exit the vehicle if your car is at the curb.
- If you use a parking space for drop off please walk with your student(s) to the school building.
- Remember to use the crosswalk, do not walk between cars that are dropping off students.



## Pick-up

- Don't leave your car unattended in the pick-up lane unless you see your child at the fence and you're just going to get them and go right back to your car. If you need to go into the school please find a parking spot.
- Please use the crosswalk when walking your student(s) to your parked car.
- The parking lot can be congested at the end of the day, please plan accordingly if you wish to pick your student(s) up before the end of the school day.

Thank you for helping keep our parking lot safe by ensuring that students always walk with an adult across the parking lot.

## Dogs/Pets

No dogs on campus please, except required personal guide dogs. "Show and tell" pet visits should be pre-arranged with teacher, and then be on a leash or in a carrier.

## Conferences

Conferences are scheduled by the school in the fall and will be optional in spring (as needed). See the School District Calendar or our website at <http://oes.svsd410.org>. Teachers are available to conference during the school year with appointment.

### **Emergency Preparedness**

All students are asked to pay \$5.00 to purchase an emergency preparedness kit for the school year. It is imperative that we have updated emergency contact information on your student. Please provide your information at the start of the school year and update our office in the event of any changes.

### **Fines**

Students shall be responsible for the cost of replacing school materials or property which are lost or damaged due to negligence.

### **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; parents and law enforcement will also be notified. The expulsion may be modified by the school district on a case-by-case basis.

## **School Policy**

### **Visitors**

All visitors need to sign in at the office upon arrival, and wear a Visitor Badge at all times. When you are dropping off items at school (lunches, lunch money, books, etc.) please come directly to the office. Your child's teacher will be notified of the delivery at their next class break or recess. If you wish to visit the playground, ask for a playground pass in the office. You must be on the approved volunteer list (see below) to get a playground pass. Younger siblings or children not enrolled are not permitted on the playground during school hours.

### **Volunteers**

We welcome volunteers. All volunteers are required to complete a disclosure form for a background check and have their picture taken for a volunteer badge. Sign in at the office upon arrival, and always wear your volunteer badge. When working in your child's classroom, or any other part of the building, please make childcare arrangements for young siblings or children not currently enrolled. Siblings or children not currently enrolled are not allowed in the staff lounge, workrooms, playground, or office work areas.

### **Parents on the Playground (P.O.P Stars)**

We are happy to have parents on the playground to teach or supervise specific games with students. If you would like volunteer on the playground to teach or supervise specific games we will have a playground orientation early in the year and on an as-needed basis throughout the year. Please let the front office staff know if you would like to help on the playground to arrange a training session.

### **Use of social media by the Opstad Community**

In order to support a positive school environment and build a trusting community, we ask that questions/concerns/complaints related to Opstad Elementary School- whether a concern about a student, staff member, a policy or an initiative- be directed to and addressed individually with the appropriate person or group rather than being communicated broadly over social media or via email blast. We believe all people (staff, students, parents, community members) deserve the courtesy and respect of a direct and confidential, private conversation about a concern - "going to the source." In order to build a positive, trusting community for our students, the Opstad staff commits to practicing respectful communication practices with parents and community members, and we value the same from our community.

### **Dress Code**

Our goal is to show respect for the learning environment and to alleviate distractions in the classrooms. Modesty, neatness, and cleanliness are requested as a part of the dress code for students, staff, and visitors.

Consequences may include being asked to change clothing, cover up, or go home if necessary.

Head: Opstad students must remove all headgear in the building. This includes hats, hoods, bandanas, sweatbands and head-wraps (exceptions will be made for medical, religious, and other approved reasons).

Neckline: Low cut blouses, tops, sweater, etc. with plunging necklines are not allowed. Shoulder straps must be wider than 2 inches.

Torso: Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures or writing is prohibited.

Legs: Shorts, skirts and dresses must be longer than mid-thigh or fingertip.

### **Clothing Guidelines**

Clothing must cover stomachs, backs, shoulders, chests, and undergarments while standing, sitting, bending, or reaching.

Jewelry or other accessories that may pose a safety hazard is prohibited.

Exceptions to dress code standards may be made for PE or school activities.

\*\*\* Please make sure your child is appropriately dressed for our wet, windy, and cold Northwest weather conditions.

### **Homework Policy**

To ensure uniform understanding of homework policies among students and parents, the Opstad staff has created a general statement of purpose for homework.

Our hope is to help your child develop the patterns and study skills needed for lifelong learning. The Opstad staff views homework as a way to make a connection between home and school. It is a way to share and support your child's efforts in school. Homework will vary between grade levels and individual teachers. However, we share a common philosophy here at Opstad for the purpose and focus of homework. We have also provided some guidelines to assist you in helping your child develop responsibility and organization toward his/her homework routine.

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

- To complete work started in class
- To expand or enrich regular classwork
- 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

## **Homework Guidelines:**

1. Help your child set up a proper study area with minimal distractions and materials needed.
2. Establish a daily homework time - approximately 10 minutes for every year your child has been in school (10 minutes - 1st grade, 50 minutes - 5th grade). If you feel that the time it takes your child is excessive, please discuss this with your child's teacher.
3. Encourage your child to complete homework independently.
4. Consistently praise your child's effort.
5. Use incentives if necessary.
6. Communicate so that your child will really listen.
7. Contact your child's teacher, if necessary, for clarification or concerns.

## **Internet Use**

It is our goal to have all students using the Internet and the many valuable resources available to them as they progress with their education at Opstad. 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. Students and staff are expected to adhere to our [District Acceptable Use Guidelines](#).

## **Lunch and Breakfast Program**

Students may pre-pay into their school lunch account in the cafeteria, or bring cash daily. Breakfast is available in the cafeteria from 8:50 AM to 9:00 AM. The price is \$1.75 a for student breakfast, and \$2.25 for an adult breakfast. Hot lunches, which include milk, are available daily at the school. The price is \$3.25 for a student lunch and \$4.00 for an adult lunch. See the district website for the menu. Lunch times vary depending on grade.

You will be notified by the kitchen staff (via note), when your account balance is low. As a reminder, meals cannot be charged. You can put money on your student's account through our [online system](#) or bring a check/cash to the school.

Adults wishing to buy lunch must inform the kitchen by 9:30 AM that day (425-831-8298).

Free and reduced price meals are available for those who qualify. Forms are available in the office, and are sent home on the first day of school with all students in grades 1-5.

## **PTA**

The PTA is an active parent organization in our school. PTA officers will be sending meeting notices to all parents. We encourage you to create an account on the [PTA website](#) to stay up to date on all PTA events and meetings. We encourage your attendance.

*2016-2017 PTA Officers are:*

<i>Co-President</i>	<i>Jennifer Fierling</i>
<i>Co-President</i>	<i>Liz Schomber</i>
<i>Co-President</i>	<i>Heidi Beth Billingsley</i>
<i>Vice-President</i>	<i>Karen DeBellis</i>
<i>Vice-President</i>	<i>Todd Schuerman</i>
<i>Vice-President</i>	<i>Tracy Holmes</i>
<i>Secretary</i>	<i>Nancy Yost</i>
<i>Treasurer</i>	<i>Tonja Hummel</i>
<i>Membership</i>	<i>Alexis Danshita</i>

## **Classroom Parties**

Classroom parties are held by agreement between teachers, and their classes. Volunteer room helpers work with the teachers on those occasions. Donations are never mandatory, but do help defray costs of refreshments and supplies. Students are not to plan parties without the permission of their teacher and/or principal. Note: The Federal Educational Rights Privacy Act prohibits the school from releasing names of students. Please do not ask teachers for names or addresses of classmates. Private party invitations will only be distributed at school if the invitation is addressed to the entire class.

## **Photographs and Student Work Samples**

As part of our instructional activities, Opstad School will photograph and videotape students at work. These pictures may be used for classroom and/or school-wide displays or presentations. These pictures, work samples or video clips may be posted on a classroom or school website (last names are not listed on any of our websites). Photographs of students may be released to video clips, which include your child, or samples of their work or performances. If this is a concern, you must write a letter to the school specifically indicating what you do not want us to release. Please send the letter to your child's teacher.

## **Report Cards**

First Trimester report cards will be given out at the Fall Conference. Second Trimester report cards will given out to parents during the Spring Parent Conference. Third Trimester report cards will go home with the student on the final day of school. Parents, please feel free to make return comments on the report cards.

## **School Safety Patrol**

School safety patrol is made up of 5th grade students. Students are required to follow directions from patrols. The patrol-person's job is to ensure student safety on our campus.

## **Teacher Contact**

Teachers can be reached at school by phone outside of their class time, from 8:30-9:00 AM, and 3:30-3:50 PM. Please do not interrupt teachers during the instructional day (9:00AM-3:26PM). Please do schedule appointments to meet with teachers.

## **Cell Phones**

Grades K-12 students are allowed to have cell phones and other electronic signaling devices in their possession while at school. However, cell phones and other electronic signaling devices must be off during school hours, shall not be visible and shall not be used during school hours unless the teacher allows it for educational purposes. Students should not take video or pictures on any electronic device at school unless instructed to by staff for educational purposes.

## **Opstad Behavior Expectations**

Opstad Elementary School is moving implementing **Positive Behavior Intervention and Support** model. **PBIS** is a way to establish behavior and discipline systems needed for successful learning and social development of all students. The school-wide system includes proactive strategies for identifying, defining, teaching and supporting appropriate student behaviors to foster a positive school environment for ALL STUDENTS. This will include the intentional teaching of positive behaviors, expectations, rules and procedures school wide.

The **PBIS** strategies acknowledge students, motivate students and encourage others to represent the Otter Code. The three expectations that students are able to identify and exhibit within the classroom and throughout the school are known as the Otter Code.

### The Otter Code. . .

- Be **R**espectful
- Be **R**esponsible
- Do the **R**ight Thing

## **Otter Actions**

Otter Action is a program whereby students are recognized for positive actions demonstrated during the school day. On Fridays, students who have received an Otter Action award during the week have their names announced school-wide, their picture taken as a group, and then the picture is displayed in the office for the school year.



## **Playground Rules**

Students have the right to a safe environment. All faculty and student property and equipment are to be treated with respect. It is the responsibility of the students to follow the playground rules:

1. Be **R**espectful:
  - A. All games are open to all students.
  - B. Equipment is to be shared. Items brought from home should be shared if brought out onto the playground.
  - C. Equipment repair (e.g. patching and pumping up balls) will be done with permission only.
2. Be **R**esponsible:
  - A. Students will follow the directions of the adult in charge.
  - B. Passes to re-enter the building are required.
  - C. Students are to return to the outside classroom door at the sound of the whistle/bell.
3. Do the **R**ight Thing:
  - A. Invite other students to join playground games and activities.
  - B. Offer to lend a hand to other students who may need help.
  - C. Pick up recess equipment when the recess whistle blows.

Students obeying the above expectations and exhibiting exemplary behavior on the playground may be awarded an Otter Ticket. Otter Tickets are submitted to the office for a drawing for lunch with a special staff or community member (i.e. the principal, counselor, local firefighter).

## **Transportation Guidelines**

Transportation Department: (425) 831-8020

### **Student Conduct on Buses**

The bus is an extension of the school and all students should abide by the Otter Code when riding the bus.

The superintendent shall establish written rules of conduct for students riding school buses. Such rules shall include, as a minimum, the requirements of WAC 392-145-035 and shall be reviewed annually by the superintendent and revised, if necessary. If the rules are substantially revised, they shall be presented to the Board for approval.

A copy of the rules of conduct for students riding buses shall be provided to students at the beginning of the year. The classroom teacher and/or bus driver shall review the rules with the students at or near the beginning of each school year. A copy of the rules shall be posted in each bus and shall be available upon request at the district office.

### **Administrative Regulations**

These rules and regulations have been established under the guidelines of the Washington Administrative Code (WAC 392-145-035) for the safety and well being of the students riding school buses.

Any misconduct by a student, which in the opinion of the bus driver or transportation management is detrimental to the safe operation of the bus or the safety of other students on the bus, shall be sufficient cause to suspend transportation privileges. Following are basic expectations of acceptable bus behavior:

\*\*\*\*\*

**Follow bus driver's directions the first time they are given.**

**Respect yourself and others' space and property.**

**Talk in a quiet voice.**

**Keep your hands and feet to yourself.**

**Make safe choices for yourself and safety of others.**

\*\*\*\*\*

**Student passengers are expected to conduct themselves in the following manner when loading, unloading, and riding a school bus.**

## **Prior to Loading and After Unloading**

- Students are to be at their designated bus stop five (5) minutes before pick-up time.
- At the bus stop, while waiting for the bus, students are to stay off the traveled portion of the roadway and respect private property.
- Students are to cross the street in front of the bus and not behind it.
- Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic or as often found in non-sidewalk areas on the best side of the road (RCW 46.61.250).
- Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolman on duty. There shall be no pushing or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.

## **While on the Bus**

- Upon entering the bus, students are to go directly to their seats, sit down facing forward, with their feet out of the aisle, and remain seated.
- Students shall not be permitted to sit in the driver's seat or to the immediate right or left of the driver. Students are under the supervision of the bus driver and must obey the driver at all times. In so doing, they shall conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.
- Each student may be assigned a seat by the bus driver in which he/she will be seated at all times unless permission to change has been given by the driver.
- Students are to ride only their regularly assigned bus and leave the bus at their regular stop. To ride another bus or get off at a different stop requires written permission in the form of an official bus pass issued from the student's home school office.
- In the interest of the physical safety of the students involved and cleanliness of the bus, students shall not eat or drink on the bus, except for driver and advisor discretion while on field trips and sports activities.
- Students should open bus windows only if the driver gives permission. Hands, heads, legs, etc., are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors.
- **Items not allowed on the bus include:**
  - All forms of animal life (except seeing eye dogs),
  - Firearms, weapons (including, but not limited to knives), (RCW 9.41.250-9.41.280),
  - Breakable containers (glass bottles, aquariums, etc.),
  - Flammables (including, but not limited to matches, lighters, tobacco of any sort), and
  - Any article which could adversely affect the safety of the bus and passengers.
  - Personal items, allowed on the bus shall be limited to only those items that can be contained in the student's personal seating space.
  - Large musical instruments which cannot be held on the student's lap or between the student's legs (i.e. trombone).

- Student conduct on buses shall be the same as standards for student conduct in the classroom and other school sponsored activities.
- Any student sitting in a seat that is equipped with lap belts must use them.
- Students shall not tamper with emergency doors or equipment and shall follow the emergency exit drill procedure as prescribed by the driver (WAC 393-040 and 045).
- Students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing damage may be suspended from transportation privileges.
- Student misconduct shall constitute sufficient reason for suspending transportation privileges.

### **Bus Disciplinary Procedures**

The Bus Driver and Transportation Management will follow a progressive discipline procedure for responding to students who do not follow bus-rider rules. If the violation is of such a serious nature that it would cause danger or unlawful action toward the driver or students, the violation may result in immediate loss of bus riding privileges, plus notification of parent/guardian and building principal, and if necessary, the appropriate legal agency.

Open lines of communication will be maintained and encouraged among students, bus drivers, transportation supervision, school officials, and parent/guardian.

The driver will talk and work with students, possibly assigning a seat or separating them from a problem area or other student(s).

The driver will call parents and explain the unacceptable behavior that is occurring on the bus and how the driver has worked with the student in an attempt to correct the unacceptable behavior. The driver will ask for assistance and suggestions from the parent. At this time parents should also be told that the behavior must improve or bus privileges may be lost in the future should the child receive a 3<sup>rd</sup> Referral.

**1<sup>st</sup> Referral:** Driver will write Referral, call parent, notifying the parent of problem and telling them the referral will be brought home by their child. Student takes the Referral home and returns it, signed by parent, to the bus driver. Should the Referral not be returned, the driver shall call the parent and advise his/her supervisor and the student's principal.

**2<sup>nd</sup> Referral:** Follow same procedure as 1<sup>st</sup> Referral.

**3<sup>rd</sup> Referral:** Follow same procedure as 1<sup>st</sup> and 2<sup>nd</sup> Referrals except the 3<sup>rd</sup> Referral will generate a letter home to parents denying bus privileges for 3 days. The driver will call parent telling them of 3<sup>rd</sup> Referral and bus suspension letter notifying them of bus suspension. The letter will include dates of bus suspension and the phone number of transportation office should there be any questions or possible adjustments to dates of the bus suspension.

Serious offenses, not limited to fighting, flagrant displays of disrespect toward a driver, or possession of drugs or alcohol will result in immediate loss of bus privileges for a minimum of five (5) school days. Assault on a bus driver will result in indefinite suspension of bus riding privileges and possible criminal charges. These and all other displays of exceptional misconduct

are covered in *District Policy 3240*.

Dangerous conduct that threatens the safety of the driver and students will result in immediate suspension. Notification will be by phone, or appropriate police authorities.

## District Policies

### Discrimination

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. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Office and Section 504/ADA Coordinator: Nancy Meeks, PO Box 400, Snoqualmie, WA 98065, or phone 425-831-8015.

### Civility

The Snoqualmie Valley School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students. The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and,
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

For purposes of this policy, “uncivil conduct” includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one's voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically

blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), texting or posting information online about an individual or individuals that interferes with a school's ability to educate its students, or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process. In all cases, individuals who perceive they have been treated in an uncivil manner should resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from the school principal, principal designee, work site administrator, or the Director of Human Resources. *(District Policy No. 4011)*

### **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)*

### **Alcohol/Tobacco and 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 mood-altering 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*)

## Student Health

School Nurse: Carol Gunning, 425-831-8302

**The following immunizations will be required for school attendance.**

### **Immunization**

Hepatitis B

DTP

Polio

Measles, Mumps, Rubella

Hepatitis B

Varicella

### **Kindergarten through 5th**

3 doses

5 doses, or 4 if the last dose was on or after 4th birthday

4 doses, or 3 if the last dose was on or after 4th birthday

2 doses Measles; 1 dose Mumps, & 1 dose Rubella given on or after 1st birthday, and at least 28 days apart.

3 doses

2 doses upon entering Kindergarten or Date of Disease (had chickenpox)

## **Student Health**

The district follows Health Services Operating Guidelines:

GO to school--- If your child has any of the following symptoms, they are allowed to go to school:

- sniffles, a mild runny nose with minimal drainage, mild cough without a fever
- vague complaints of aches, pains, or fatigue

STAY home from school--- If your child has any of the following symptoms, they need to stay home from school:

- a fever of 100-degrees or more within the last 24 hours. Your student may return to school after they have been fever free for 24 hours. This needs to be 24 hours without the use of fever-reducing medications such as acetaminophen and ibuprofen.
- vomiting within the last 12 hours. Your student may return to school after they have not vomited in 12 hours AND they have been able to eat a meal without vomiting afterward. sick children.

When a child is ill, a parent or emergency contact person will be notified to pick up the student. The student needs to be picked up as soon as possible.

## **Medications at school**

It is very important for parents to obtain the "Physician Orders For Medication at School" form from the school. Take it to your physician to be filled out with specific dates, and times that medication is to be dispensed during the school day. It must then be signed by the treating physician.

According to District policy, we cannot give medications (including over-the-counter) at school



without having this form completed by both the physician and parent.

All medications must be labeled by the pharmacy, and in their original containers.

Please do not send medications, over-the-counter (including cough drops) or prescription, to school for children to take on their own.

If additional medical information is needed please contact the school nurse or review the district guidelines at:

<http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/3416%20Medication%20at%20School.pdf>

Principal, Ryan Hill  
Assistant Principal, Katelyn Long  
Counselor, Steve Bates

Phone 425-831-8300 Fax 425-831-8333  
<http://www.svsd410.org/opstad>

**Edwin R. Opstad Elementary School**  
**1345 Stilson Avenue S.E.**  
**North Bend, Washington 98045**

*“Caring About Learning, Learning About Caring”*

---

STUDENT HANDBOOK

Student Name \_\_\_\_\_ Teacher \_\_\_\_\_ Grade \_\_\_\_\_

Parent Name \_\_\_\_\_ Primary Email: \_\_\_\_\_

Parent Name \_\_\_\_\_ Primary Email: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

My child and I have reviewed the Opstad Student Handbook, including the Behavior Expectations, Discipline Policies, Dress Code, and Bus Transportation Guidelines. We share an understanding of the guidelines and will work together to keep our school a wonderful place to learn and grow.

Parent Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_

EMERGENCY INFORMATION PROCEDURES:

In the event of an emergency such as fire, flood, earthquake, power outage, etc., it could be necessary to close school and send students home early.

- Please arrange an alternative destination within your neighborhood for your child to go in the event that school closes and you are not home.
- Discuss the arrangements clearly with your child.
- Walking students will be dismissed when we receive early closure instructions from the Superintendent's Office.
- Buss riders will remain on the school grounds until their bus or other transportation arrives to take them to their regular stops.

We would like to emphasize the importance of these procedures. your child will need to know where to go, what to do, or how to gain entrance to your house.

IN THE EVENT OF AN EMERGENCY SCHOOL CLOSURE< MY CHILD WILL FOLLOW THESE INSTRUCTIONS:

- \_\_\_ RIDE THE BUS HOME
- \_\_\_ WALK HOME
- \_\_\_ MY CHILD WILL GO TO THE FOLLOWING  
(Please give name, address, relationship, e-mail, and phone#)

---



---



---



---

Please list siblings, grade level and teacher name

---