



# **The Otter Way Cedar River Routines and Expectations 2017-2018**

## **Parent/Student Handbook**

Cedar River Elementary School  
22615 Sweeney Road SE  
Maple Valley, Washington 98038  
Phone: 425-413-5400

**Principal: Fritz Gere**

**Dean: Tina McDaniel**

# **Cedar River Routines 2017-2018**

## The O3's

- *Show Respect*
- *Make Good Decisions*
- *Solve Problems*

## Mission/Vision

Cedar River Elementary School is committed to creating  
HOPE for all.  
We believe in...

**H**igh Expectations

**O**pportunities that are Endless

**P**ositive Partnerships

**E**mpowering Excellence

## PBIS Common Area Matrix

The Otter Way for Success	Arrival	Hallway	Lunchroom	Recess	Dismissal	Bathrooms
<b>Show Respect</b>	Voice Level 2	Voice Level-Silent(0) unless directed by adult	Voice level 2	Take care of recess equipment and put it away.	Walk in LINES on the bus lane or pick-up.	Voice level 0-silent
	Drop-off students wait in courtyard	Give silent waves to others & smile	Use kind manners.	Stop at the whistle.	Be polite and allow others to merge.	Throw trash away and keep bathroom clean.
	On time 9 am	Stay single file and to the right side	Wait patiently in line and to be dismissed.	Show kindness and empathy to others.	Let younger students board the bus first.	Respect privacy of others.
<b>Make Good Decisions</b>	Drop off in front of school	Walk showing LINES behavior.	Keep hands, feet and objects to self	Follow CRES recess rules.	Keep hands, feet and objects to self	Wash hands to Happy Birthday (silently)
	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep legs under the table.	Ask permission to use the bathroom.	Wait for your bus or pick-up using LINES behavior.	2 pumps of soap and 2 pulls of paper towels.
	Walk calmly to class at the 9 am bell.	Stay on sidewalk and to the right.	Clean tables and the floor.	Walk in the walk zones and coned area.	Check with an adult for pick-up.	Wait turn quietly in line.
<b>Solve Problems</b>	Be on time each day.	Keep hands to sides as you walk	Compost and recycle carefully.	Play safely and kindly w each other.	Enter your bus or car safely.	Use bathroom supplies appropriately.
	Ride a bus or carpool.	Keep hall pass with you	Make room for others.	Have a pass to enter the building.	Stay single file and to the right side of the bus lane.	Return to class quickly and quietly.
		Stay on the colored bus lines.	Use a re-usable container.	Report concerns to an adult.	Be patient and calm.	Flush the toilet.

## **PBIS**

A proactive strategy for defining, teaching and supporting student behavior resulting in academic and social gains and a positive culture and climate in school. Research shows that when a school environment is positive and predictable, students feel safer, have better academic performance, higher test results and make better behavior choices. Schools also show a gain in instructional time, reduction in out of school suspensions and discipline referrals and show a decrease in referrals to Special Education. Here at Cedar River, we utilize the PBIS framework to support the efforts to have a sustainable, positive culture and climate.

### **VOICE LEVELS at CRES**

- 0...**    **Stealth Mode or Silent** (*Absolute Silence/ No One Is Talking*)
- 1...**    **Spy Talk or Whisper** (*Whispering/ Only One Person Can Hear You*)
- 2...**    **Low Flow** (*Table Group Voice/ Only Your Group Can Hear*)
- 3...**    **Formal Normal** (*Conversation Voice/ Only People Nearby Can Hear*)
- 4...**    **Presenter Voice** (*Loud Crowd/ Everyone Can Hear*)
- 5...**    **Outdoor Recess** (*Never Used Inside*)

## **Student Attendance**

Students are expected to attend school on time each day. Late arrivals, AM and PM absences and early pick up are included in determining absence rates. In an effort to support reduction of chronic absenteeism in Washington state, our legislature has changed parts of the law that govern expectations for school districts. As a result, some of our school policies and procedures have changed. State law for compulsory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home-school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

Basic Guidelines for absences include:

- Two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. School staff work with parents to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.
- In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference or workshop at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note or pre-arranged the absence in writing, and the parent, student and school have made plans so your student does not fall behind academically.

- If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.
- Seven or more unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the juvenile court, alleging a violation of RCW 28A.225.010, the compulsory attendance laws. The petition may be automatically stayed and your student and family may be referred to the Tahoma Community Truancy Board, or you and your student may need to appear in juvenile court. If your student continues to be truant, you may need to go to court.
- We notify parents when absence is 10% or more days in a month and after three months of 10% or greater absences, we will work with parents and students to develop an attendance contract.
- For more information on attendance rules, please visit this web page:  
[http://www.tahomasd.us/pages/Tahoma\\_School\\_District\\_409/For\\_Families/School Attendance](http://www.tahomasd.us/pages/Tahoma_School_District_409/For_Families/School_Attendance)
- **Tardy:**
  - If a child is picked up early, it will be marked as an Early Dismissal Tardy.
  - Students who are late in the morning are marked tardy. If students arrive after 9:56, it is considered a half day absence.
- **Vacation:**
  - A request form is available in the office for pre-arranged. It is signed off by the Cedar River administration for recommended or not recommended. It is also available on our website.

<b>Bell Schedule</b>	
First Bell	9 am –students may go to class
Start of the School Day	9:10
AM Tardy	1-45 minutes past the start of school (9:11-9:55)
Morning Absence	46 minutes or more past the start of school (9:56-12:25)
PM Tardy	1-45 minutes before the end of the day (2:55-3:40)
PM Absence	12:25-3:40
End of School	3:40

**IF your student is going to be absent, contact the office to report the absence at Safe Arrival/Pass Line at 425-413-5454 OR Email at [CROffice@tahomasd.us](mailto:CROffice@tahomasd.us) .**

**Leave the following information:**

- Child’s complete first name
- Child’s complete last name
- Teacher’s name

**Drop off**

- Supervision is limited before and after school. We have supervision at 9 am when school begins.
- Gate is unlocked at 8:50 in the courtyard to encourage breakfast for students in the cafeteria. Students not eating breakfast should enter at 8:55-9:00 am.

- Students enter through the gate closest to the cafeteria. Prior to 9:00, all drop off students remain in the courtyard and will be released at 9:00. Student expectation is calm and quiet behavior.
- No students are to walk through the parking lot unsupervised.
- Parents are not allowed to walk through the gate, they must check-in at the office and sign in per the volunteer expectations.

### **Student Park and Pick-UP**

- Parents park cars in designated areas.
- All students wait in the courtyard in grade level lines for pick up.
- NO car drive-up-pick up.
- Parents walk to the table at the front of the courtyard and verify with para.
- Students are considerate, calm and patient around others- quietly waiting for your parent or guardian.
- Always act in a safe, respectful and responsible manner. Show the O3's.

### **Change in Transportation**

We must be notified of exceptions to a student's regular transportation routine. If the school does not receive a written note or a message on our Pass Line from the parents (before 3:00 PM), the student will be sent home per his/her usual arrangement. **Please** send a note with your child in the morning to notify the school of a change to the regular routine. Notes are preferable because it gives us a written record of your request. If something comes up during the day and a change is necessary, you may do one of the following:

- Call the Pass Line directly at 425-413-5454
- Email [CROffice@tahomasd.us](mailto:CROffice@tahomasd.us)

**The quickest & simplest way to make your request throughout the day is by calling the Pass Line directly. The Pass Line will not be checked after 3:00 PM. We cannot accept changes after 3:00 pm in order to insure the safety, safe dismissal and accurate headcount of students.**

### **Food Service and Student Lunchroom Expectations**

- Student Breakfast is served from 8:50-9:10 in the cafeteria.
- Breakfast and or lunch can be purchased daily with cash, check or charge to the student pre-paid account.

Link for TSD Food Services:

[http://www.tahomasd.us/pages/Tahoma\\_School\\_District\\_409/Departments/Food\\_Service](http://www.tahomasd.us/pages/Tahoma_School_District_409/Departments/Food_Service)

Each day your child needs to have a lunch from home or money to purchase lunch. Any student who does not have a lunch or money can charge lunch up to three times. Students are encouraged to eat their lunch and discouraged from trading food items. An allergy table is provided.

Families may apply for free or reduced lunch and breakfast and may qualify if within the income requirements. Applications are available online or in CRES office.

- L...Leave Hands, Feet and FOOD to Yourself
- U...Use Manners
- N...Number 2 Voice
- C...Clean Area Before Dismissal
- H...Help with Composting/Recycling & Lunch Tubs

### Student Bus Lane and BUS Expectations

Teachers- teach and enforce the following bus lane expectations:

- Always WALK on the bus lane.
- LINES behavior
- Stay SINGLE FILE in line with your teacher until you are released at your bus.
- If a bus is rolling up to the sidewalk, keep the sidewalk clear in that area.
- No umbrellas
- Keep to the right of the middle yellow line to allow others to walk in the opposite direction.
- Never step off of the sidewalk and into the road.
- Be considerate, calm and patient around others. Wait your turn to board the bus.
- Always act in a safe, respectful and responsible manner. Show the O3's.
- Parent support as students line up and board the bus in the morning is greatly appreciated.

Students participate in a BUS Tour during the month of September to review the bus expectations. Bus drivers visit for the day and students tour the buses.

### Positive Reinforcement

- **Otterly Awesome Class Awards** are for WHOLE CLASS recognition. This is an award given by STAFF to WHOLE CLASS GROUPS who are caught modeling the O3's such as LINES behavior, cooperative group behaviors, exceptional group management, on-task group behavior, etc. Some classrooms collect ###s to earn a group celebration. OACA forms can be located in the admin office cupboard under the mailboxes, labeled RECOGNITION
- **Otter Paws**—Otter Paws are for INDIVIDUAL STUDENT RECOGNITION. This is an award given by STAFF to INDIVIDUAL STUDENTS. Otter Paw recognition can be given to any student who has been caught using the O3's a model citizen at CRES.
  - Positive behaviors are choices, such as: helping others without expecting anything in return, using exceptional manners, allowing others to go first, standing up for what is right, random acts of kindness, exceptional effort with school work and behavior, showing respect consistently, handling a hard situation with integrity, acting responsible, taking the initiative to solve a problem in a respectful way, and the list goes on!
  - Otter Paws are located in the admin building cupboard under staff mailboxes labeled recognition.
  - Please mark why the student has earned the Otter Paw and tell the student to put in the folder to the office or the bin through the Attendance door.
  - Monthly drawings, Eagle Spirit Assembly drawings, Lunchroom Drawings, along with possible prizes through our PTO are all part of the reinforcement routine.

- **Otter Grams**—Otter Grams are for individual recognition. This is an award given by STUDENTS to OTHER STUDENTS when they notice each other modeling the O3's. Otter Grams are drawn and announced on the morning announcements and returned monthly to students.
- **Teacher AWARDS**—Teacher awards (to be renamed) are for TEACHERS who are modeling the O3's. This is an award given by STUDENTS to STAFF MEMBERS. Soar Awards are drawn and announced on the morning announcements and delivered to the teacher monthly.

### Hallways

- L... Looking Forward**
- I... In Control of Hands and Feet**
- N... Number 0 Voice**
- E... Equipment and Materials Held**
- S... Step Out of Line to Solve Problems**

- Students are taught to always walk in a single-file, calm, quiet, and straight line down the right side of the hallway.
- If a student is walking down the hall without a teacher, he/she must have a hall pass in hand.
- ALL students volunteering in teacher rooms or in the hall must have a pass and pre-arranged.

### Playground

- Students currently adhere to our RECESS expectations.
- All of the rules aren't listed, but it is a good outline of the most important ones.
- Once students have left the classroom to head to the playground, we do not let them re-enter the classroom unless another staff member is present to assist. Forget your coat? Forgot your popcorn quarter? Bummer 😊
- If a student chooses to bring a ball/jump rope, etc. from home. They will need to be prepared to share it with others who want to play. LABELED with his or her name.
- Recess equipment is provided on the playground in our recess tubs. Help us keep all of the equipment in our recess tubs. **Students should not bring CRES equipment back to the class** to "save it" for next recess.
- Recess teachers wear brightly colored safety vests so that students can easily find them.
- Teach/reinforce with your students to seek out recess teacher support as needed on the playground.

### Visitors

For the safety of the children, we require all visitors, including parents, to check in at the office when they come to school. Please do not go directly to the classrooms, playground, lunchroom or other areas of the school before checking in. When visitors sign in at the office they will be given a visitor badge. Visitors not wearing a badge will be asked to return to the office and check in. Since all Tahoma staff, substitute employees and visitors wear badges, every adult in the building should be easily identified. Please understand that this request is made in order to provide the safest possible environment for all of our students. Your cooperation is greatly appreciated.



- Specific guidelines have been established by our school board to permit visitors to observe the educational program with minimal disruption to the learning environment. Copies of the guidelines are available in the office upon request.
- Parents bringing lunch money, lunches, homework, coats, etc. to students that are already in class are asked to bring the item to the office and not to the classroom. The teacher will be notified and a classroom messenger will be sent at a time that is not disruptive to instruction.
- Younger siblings (i.e. pre-school age or younger) ***may not*** be on the playground during recess times, due to safety and liability concerns.

**Deliveries – No flowers, balloons or gifts will be delivered to students during the school day.** Everyone likes to get a special delivery gift, but, we ask that you have flowers, balloons, or gifts sent to your home and not to school. Local florists have been notified about this policy.

### Food Policy

- School Board Policy is that students may not bring edible treats for birthday treats. Each child at CRES is given a birthday card and pencil from the office to recognize birthdays.
- Classrooms are welcome to recognize birthdays such as sharing a sticker, pencils, erasers, or a book that the entire class may enjoy.
- All staff reward systems need to also exclude all edible treats. Something other than food (like a prize or pencil) can be used as classroom rewards.
- **New food policies for Tahoma School District will be communicated as we get the information.**

### Dress Code

1. Clothing and/or accessories displaying or making reference to alcohol, tobacco, weapons or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming that indicates gang membership, affiliation or promotion thereof is prohibited.
3. Hats and/or other headgear (certain scarves, hoods, sweatshirts, bandannas) and sunglasses (unless medically justified) shall not be worn in the school building during the school day. Hats and/or headgear of students in violation of this policy may be confiscated and sent to the school office and returned to the owner at the end of the school day. In cases of repeated violations, the confiscated items may be kept in the school office until the end of the semester.
4. Halter-tops, see-through clothing or clothing that does not cover undergarments is not appropriate for school. Tops with 2" straps are acceptable. No spaghetti straps, please.
5. Pants will be worn at waist level even if a shirt covers the body.
6. Jewelry and other accessories or clothing that may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet chains and spiked accessories).
7. Spandex clothing worn as outerwear is not permitted during the instructional day.
8. Shorts and skirts must be hemmed and be **below fingertip level** when the student's arms are relaxed and hanging down at their sides.

9. Shirts or blouses must be free from holes and pants must not be cut or have holes above mid-thigh.
10. Dress and/or appearance that cause interference with work, or create a classroom or school disruption will not be permitted.

*\*\*Violations of this dress code may result in a phone call home for a change of clothes, or in repeated cases, in a corrective action.*

*\*\*Remember **no flip flop shoes on PE days**. Please wear shoes that protect your feet and allow you to participate in all activities.*

## Harassment and Bullying

### **Prohibition of Harassment, Intimidation, Bullying, Physical Aggression, and Threats**

Tahoma School District policy, its educational philosophy, and Washington state law prohibit harassment, intimidation and bullying in school. The school district is committed to a safe and civil environment for all students, employees, volunteers and patrons. Incidents should be reported immediately to an appropriate school employee, such as a classroom teacher, dean of students or school principal, for investigation. To find out more about anti-bullying, harassment and intimidation policy, please visit the Tahoma Web site, click on the BoardDocs link (listed with School Board contacts) and go to the Policy menu to search for Policy 3207. You may also speak to our dean of students or contact the Central Services Center, 425-413-3400.

### **Recognizing Normal Peer Conflict and Bullying**

Just like adults, children sometimes experience conflicts with peers. Not all conflicts are bullying. Following are examples of normal peer conflict and bullying.

<b>Normal Peer Conflict</b>	<b>Bullying</b>
Equal power of friends	Imbalance of power, not friends
Happens occasionally	Repeated negative actions
Remorse – will take responsibility	No remorse – blames others
Effort to solve the problem	No effort to solve problem

**Tattling** is when you report something because you want to get someone in trouble.

**Social responsibility** is when you report something because you want someone to get help.

**Harassment, Intimidation, or Bullying** is defined as any intentional 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; 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.

**Physical Aggression** is defined as someone using or threatening to use force or violence upon another person, including the use of an object.

**Threats:** Students shall not threaten to use force or violence upon any school staff, student or property. All threats will be taken seriously.

**Student Responsibilities**

1. Use the “3 Rs of Bullying” (Recognize, Refuse, Report) from Steps to Respect.
2. Try “The Big Ten” Strategies to Cope with bullying behavior (avoid the area, be assertive, find a friend, get busy, get help, include others, make a plan, own it, use self-talk, use humor).
3. Make a point to include students who become easily left out. Use your friendship skills.
4. Use verbal problem solving skills, not physical aggression to solve a problem.

**Bystanders’ Responsibilities**

1. Do not join in.
2. If it is safe, speak up and refuse it.
3. Don’t watch bullying. Leave the area.
4. Report to the nearest adult.

Tahoma School District is committed to a safe and civil educational environment for all students free from harassment, intimidation, or bullying. A student who believes that he or she, or another student, is being subjected to harassment, intimidation, or bullying may use the procedures outlined in Policy and Procedure 3207 to report and resolve the concerns. All incidents are taken seriously and an investigation will occur to determine the appropriate course of action. Parents will be notified.

**Weapons and Dangerous Instruments.** Any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for not less than one year subject to the provisions of RCW 28A.600.010.

**Tobacco, Alcohol and/or Drugs.** A student shall not possess or use tobacco, alcohol and/or controlled, illegal, addictive or harmful substances on school property or during any school sanctioned function. Consequences for infractions of this policy include suspension and expulsion.

**Safety**

**Custody Concerns** – In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians. If a restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, a copy of that order or documentation must be filed with the child’s school. We request that a custodial parent or guardian sign all permission slips/school forms, and only the custodial parent or

guardian contact the school to make changes to after school pick up or transportation instructions, or excuse a child's absence.

**Emergency Cards** – At the beginning of each school year, student emergency cards will be sent home with each student. We ask that you look over the information, make any changes and return it to your child's teacher as soon as possible. This information is necessary in order for us to contact you in the case of an emergency, student illness, or early dismissal.

**Emergency Early Dismissal Form** – It is imperative that you fill out the emergency dismissal procedure form that will be sent home the first week of school. In the event that we are unable to reach you by phone, we will need to contact someone who has been designated by you to give us directions as to where we should send your student in case of an emergency early dismissal.

**Safety Drills** – Drills are scheduled during the year to practice for emergencies such as fire, earthquake, intruders, lockdown, and bus exit. These are taken seriously and done on a routine basis.

**Money, Toys and Valuables** – Because of danger of loss, students are requested not to bring more money to school than is needed during the school day. **Jewelry, cameras, electronic devices such as cell phones, smart phones, smart gadgets, games & iPod-like players should not be brought to school.** If a student is carrying a cell phone at a parent's request, it must be turned off and stay in the student's backpack during the entire school day. **Personal items of any kind are brought at student's own risk of damage or loss.** This includes toys and personal playground equipment.

- Borrowing, bartering, trading, selling or buying of any items is not allowed. Please leave Pokemon, football, baseball, and basketball collection cards (or similar collections) at home.
- Students may bring safe sporting equipment (wall balls, basketballs, soccer balls, etc.) to school if it is properly labeled and the student takes responsibility for it.
- Scooters, bikes and skateboards must be carried or walked on school property and cannot be used at school.
- Heelys (shoes with wheels) are not allowed at school unless the wheels have been removed.

## **Curriculum**

The mission of the Tahoma School District is "to develop a learning community where all students, staff, and patrons continually teach and learn." We at Cedar River Elementary School, believe that everyone, every day, teaches and learns, no matter what age or grade.

The Tahoma School District has identified Future Ready Skills we feel are necessary for students to be successful. These skills are Complex Thinker, Quality Producer, Self-Directed Learner, Responsible Decision Maker, Effective Communicator, Collaborative Teammate, Community Contributor, Conscientious Worker. With these skills, our students will be better able to achieve success as they continue their schooling and enter the workplace.

Cedar River Elementary delivers an exciting integrated curriculum that is aligned with Common Core Standards.

## **Communication**

Open communication is important. We encourage parents to call the office at any time if questions or concerns arise. If the office staff cannot resolve the issue, we will put you in contact with the person that will best be able to help you. If you have a concern that you would like to discuss with your child's teacher, please set up an appointment with the teacher by sending an e-mail, or calling the school and leaving a message on his/her voice mail. The teacher will return your call or e-mail as soon as they are able, usually within 24 hours.

Please understand that teachers and school administrators have extremely full schedules and that their time is committed days, weeks and sometimes months in advance. If you want to meet with a school staff member, please call and make an appointment rather than stopping by hoping to find the person available.

**The following forms are communication are utilized throughout the year:**

- **Newsletters** – School newsletters will be e-mailed throughout the year. Short updates and reminders will also be sent home as necessary. These may include emails or Robo-phone calls.
- **Classroom newsletters** from teachers may be sent home routinely describing curriculum and classroom happenings.
- **PTO newsletters** are e-mailed on an as needed basis and provide updates on PTO sponsored events.

**Current E-mail and Telephone Numbers** – The school has both a telephone and an e-mail notification system for CRES families. The telephone notification system is the one used to notify you of a late start or emergency closure. The telephone and e-mail system is also used throughout the school year to remind you of early release days or special events.

**Please make sure your current telephone number and e-mail address are on file with the school.** You can check what is currently on file by going to the school website and logging into Skyward Family Access to check your personal information.

**Student Phone Calls** – Because of the disruption to the learning environment, our policy is not to transfer phone calls to students into classrooms. However, the office will take a message for a student. A message concerning bus passes or any change in your child's after-school transportation can be called into our pass line.

### **Inclement Weather**

It is imperative that you fill out the emergency info and dismissal procedure form that will be sent home the first week of school. In the event that we are unable to reach you by phone, we will need to contact someone who has been designated by you to give us directions as to where we should send your student in case of an emergency or illness.

Students should be prepared for any type of weather condition that may occur while at school. This means having a coat, hat and/or gloves in cold weather, and an umbrella for rain. Because our weather is very unpredictable and can change quickly, students can be caught unprepared if not dressed appropriately. Even when it is raining lightly, children need the exercise and fresh air that

recess provides. When it is raining heavily outside, we have alternate plans such as indoor rainy day recess or covered play area recess.

Inclement weather may cause cancellation or a delay in the start of the school day. Hazardous weather or unexpected emergencies may force changes in bus transportation times and pick up/drop off points for school children. Tahoma Transportation sends home a list of student pick up/drop off locations if emergency/snow bus routes are required.

### **NO ANNOUNCEMENT MEANS SCHOOL AS USUAL**

→ → → If students are picked up on emergency/snow route they will be dropped off on emergency/snow routes, **EVEN IF WEATHER IMPROVES DURING THE DAY.** ← ← ←

You should receive a phone call to the phone number that you've designated as your primary phone in the event of a school closure or delay. You can also listen to the radio, watch the news, or check the Tahoma website at [www.tahomasd.us](http://www.tahomasd.us) for information about school cancellation or delay.

### **Health Information**

It is important for the school to have up-to-date information about what parents would like the school to do in case of an emergency. Each fall parents are asked to fill out an emergency card that gives information about any student health problems, as well as emergency phone numbers. Please be sure we have an emergency telephone number where you, or a person you designate, may be reached and keep us informed of any change in your child's health status and activity restrictions.

**Infectious Illnesses** – To prevent the spread of infectious illnesses, we ask that you keep your child home from school until signs of any such illness subside. Your child must be fever-free for 24 hours before returning to school. In the event that your child is identified at school as having an infectious illness, you will be informed and asked to pick up the student.

**Student Illness** – If your child is ill to the extent that it will be difficult for him/her to participate in the activities of a normal school day, including recess, it is best to keep the child home. We do not have adequate facilities to care for ill children for long periods of time, nor are teachers always able to stay in and supervise students during breaks or lunchtime. Due to lack of space and the need for extra supervision we are unable to accommodate requests for students to stay in during recesses.

**Health Screening** – Vision screening for near sightedness and hearing screening are given at school. Parents are advised if the results show a need for additional follow up.

**Medication** – For the safety of all students, medications must be brought to school by parents or another responsible adult. Students may not bring medication to school. A parent must pick up any leftover medication or the school nurse will dispose of it at the end of the school year. We are unable to give any medication to a student at school without written permission from a parent and a doctor or dentist. This applies to all over-the-counter medications including Tylenol, aspirin, etc., as well as prescription medication. Inhalers are categorized as medication and will require written instruction.

This is a Washington State and Tahoma School District policy. Medication authorization forms are available in the school office or on the district website.

**Immunizations** - Washington State law requires that all students, K-12, be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles (rubeola) rubella (three-day/German measles) and mumps. A second dose of measles vaccine is required for all children entering sixth grade. All kindergartners must have begun a series of three hepatitis B immunizations and have a second MMR before entering school. All students entering Kindergarten or 5th grade must have either had the chicken pox or received the immunization.

**No Lice or Nit Policy** – In the Tahoma School District we maintain a “no-nit” policy in efforts to control the spread of lice among classmates. This means that students will not be admitted to school if there is any visible sign of lice or lice eggs (nits). If evidence of lice/nits is discovered while the student is at school, a parent will be called and asked to take the child home. Students may return to school when they have been treated for lice, no nits are visible in the hair, and the student has passed a head check by the school nurse or health room assistant. The student must be driven to school, not take the bus, for the initial head re-check. Once the student has been cleared to return to class the student can ride the bus, but must come to the health-room for the following 10 days for head checks to make sure the student continues to stay free of lice or nits.

*The law states that parents must fill out and sign a certificate of immunization status form that is available in the school office. The immunization form must be filed with the school by the student's first day of attendance at school.*

### **Volunteer and Parent Involvement**

Parents are a child's first teacher. The public schools extend a cooperative and educationally professional hand to continue working toward the development of life-long learning skills and interests. We welcome your involvement at school and your attention to the program at home.

**Volunteers** – We welcome parent volunteers at our school. Many of our teachers set up a rotating schedule to incorporate parent volunteers in the classroom, usually starting the beginning to the middle of October. In addition to classroom volunteers we welcome building volunteers that work in the library, office, reading programs and other areas helping with student instruction, inventorying supplies, organization of materials, etc.

**Volunteers need to make childcare arrangements for younger siblings when volunteering at school, helping on the playground, or chaperoning a field trip.**

- **Volunteer Requirements** – The law requires that each person working with children submit to a Washington State Patrol background check. In addition, the Tahoma School District requires each volunteer to complete a volunteer application, available online at the district website. You may find this at <https://tahomavolunteers.hrmplus.net/>

- This is a precautionary measure for the safety of all our students and volunteers. Volunteer requirements need to be completed and submitted to the district at least 10 days prior to the first day of volunteering. Volunteer clearance is good for 2 years.
- **Field Trip Volunteer Information** –All volunteer requirements must be met if you plan to chaperone a class field trip. Field trips are an extension of the classroom learning environment and enhance the curriculum. For this reason, **volunteers need to make childcare arrangements for younger siblings when chaperoning a field trip.** Volunteer requirements need to be completed and submitted to the district **at least 10 days prior to the field trip.**
- **PTO** – Our Parent-Teacher Organization is a vital part of the Cedar River team. The PTO plays an active role in our school community in a variety of ways. Many one-time and on-going activities need your help. Please consider supporting our school by joining the PTO.

## Discipline

*Staff at Cedar River strive to recognize and reinforce the O3's. Within this, a fair and consistent discipline plan is instituted. We make every attempt to provide restorative solutions and problem solving methods for discipline procedures.*

### **Progressive and corrective disciplinary action may involve any of the following actions:**

**Informal Warning:** An administrator or staff member will talk with the student to explain expectations for future situations, revisiting the expected behaviors and problem solving how to make good decisions.

**Student Conference and/or Warning:** A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations. Students problem solve with staff and discuss appropriate choices and potential consequences.

**Parent Involvement:** Parent/guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her parent/guardian and staff members.

### ***Possible Disciplinary Actions considered, depending on severity include:***

- **Community Service** -Student is assigned to assisting the school in some determined manner, such as helping clean the lunchroom, assisting a staff member with organizing or sorting, taking care of the school grounds, or other contributions that may help Cedar River.
- **Loss of Recess Time or Privilege**- Student is assigned to an alternative location during designated recess time(s) and provided an alternative task that helps them reflect on the O3's.
- **After School Detention**- Student is assigned to a supervised detention area after school until a designated time in which the parent picks the student up from school. The student is given assignments to complete.
- **Partial Day In-school Suspension**- Student is assigned to a supervised in-school suspension room for part of the school day. The student is excluded from school activities during the



suspension period. The student is expected to complete school work during this time and reflect on the RC3.

- **Full Day In-school Suspension-** Student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete school work during this time and reflect on the RC3.
- **Short-Term Suspension from School (1-10 days)-** Student is excluded from school and related school activities.
- **Long-Term Suspension from School (more than 10 days)** Student is excluded from school and related school activities.
- **Emergency Expulsion from School-** An Emergency Expulsion means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Expulsion from School-** An Expulsion means the removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Restitution-**Payment for replacement or repair of theft, damage or vandalism.

**Nondiscrimination Statement**

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

Title IX Officer  
Director of Human Resources  
25720 Maple Valley Highway  
Maple Valley, WA 98038  
425-413-3400  
TitleIX@tahomasd.us

ADA Coordinator  
Director of Human Resources  
25720 Maple Valley Highway  
Maple Valley, WA 98038  
425-413-3400  
ADA@tahomasd.us

Section 504 Coordinator  
Director of Special Services  
25720 Maple Valley Highway  
Maple Valley, WA 98038  
425-413-3400  
Section504@tahomasd.us