Glacier Park

Elementary School

Student Handbook

2011 - 2012

23700 SE 280th Street
Maple Valley, WA 98038
Telephone: (425) 413-3700
Fax: (425) 413-3798
www.tahomasd.us

Safe Arrival: (425) 413-3795

Welcome Glacier Park Elementary Students and Parents!

Glacier Park Elementary is a partnership among students, staff, families and the community. We demonstrate a commitment to life-long learning and promote the well-being of each individual.

Welcome to the 2011-2012 school year! We are committed to a strong partnership with our students' families and our community. We welcome and appreciate parent support and involvement. We know our learning community will grow stronger with your help.

Many Glacier Park teachers use a student planner as an organizational tool to teach basic foundational skills of organization, and to begin to make organization a habit. Children need to learn, practice and reinforce the skills necessary to keep their school life organized and we believe that this planner is both a useful and fun way to achieve this goal. This is not only a useful tool for the students, but also for parents. Important information that you need throughout the year is available at all times for reference. You will be able to see at a glance what happened at school that day and what is coming up. The student will be expected to bring the planner to and from school each day. Your child's teacher will determine specific use of different aspects of the planner, and he/she will communicate these to you directly.

This handbook is to help acquaint you with our school and answer your questions. Please take time to read through the information and review the school rules with your child.
We ask you to sign and return the form you will find on pages 3 and 4 (Student Expectations, No Tolerance of Threats of Harm and/or Weapons and Firearms Possession and the Attendance Policy). Please return those by Friday, September 9, 2011.

Thank you for partnering with us to provide the best education for your child!

Sincerely,

Chris Thomas
Principal

Glacier Park Elementary School
Student Expectations

Our Mission

Glacier Park Elementary is a partnership among students, staff, families and the community. We demonstrate a commitment to life-long learning and promote the well-being of each individual.

Our Commitment

Together we teach and model these behaviors which are necessary to be responsible and respectful citizens:

- We respect ourselves and all people.
- We respect our school.
- We take responsibility for our own actions.
- We act in safe ways.

No Bullying Zone

In order to promote and protect the well-being of each individual, reported bullying behaviors will be taken seriously. Bully behavior is when someone purposefully hurts another person's body or feelings or damages their possessions. Harassment, intimidation or bullying can take many forms including (but not limited to) rumors, insults, jokes, mean comments, drawings, pranks, gestures, physical attacks, threats, or other verbal or physical actions. Please do your part to show empathy and respect for others!

Corrective Action Intervention Forms

The For Your Information (FYI) and Incident Report are methods of documentation. The FYI documents minor infractions. The Incident Report is a more formal means of communication used to inform the family of incidents of concern, and incidents of exceptional misconduct may lead to an in-house discipline intervention or suspension.

Glacier Park Commitment to No-Tolerance of Threats of Harm, Tobacco, Alcohol, Drugs and/or Weapons Possession

Glacier Park Commitment: Together we teach and model these behaviors which are necessary to be responsible and respectful citizens.

- We respect ourselves and all people.
- We respect our school.
- We take responsibility for our own actions.
- We act in safe ways.

Anyone who makes a harmful threat is not taking his or her Glacier Park commitment seriously. The goal is to have everyone work together to keep the Glacier Park commitment.

Our school is in the Tahoma School District.
The Tahoma School District ***will not tolerate "threats of harm."***

"Tolerate" is defined as to put up with a behavior.
Tahoma School District will not put up with threats.
Threats are taken seriously.
To threaten someone is not a joke.

Glacier Park prides itself with the hundreds of responsible and respectful citizens who attend this school. Please do your part to teach and model respect. Thank you!

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

Weapons and Dangerous Instruments A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun, dangerous weapon/ammunition or facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. 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.

Acknowledgement of Glacier Park Student Expectations

(see page 12)

My son/daughter and I have read and discussed the Glacier Park Student Expectations.

Parent/Guardian Signature_____ Date_____

Student Signature _____ Date_____

No-Tolerance of Threats of Harm, Tobacco, Alcohol, Drugs and/or Weapons Possession

(see page 3)

Student's signature_____ Date_____

Parent's signature_____ Date_____

Our signatures indicate that we understand the TSD policies concerning threats of harm, tobacco, alcohol, drugs and/or weapons possession (see excerpt below). Incidents/infractions will be addressed through corrective action practices and documented in the Tahoma School District computer data base

Truancy/Attendance Policy

(see pages 6-7)

Student's signature_____ Date_____

Parent's signature_____ Date_____

Our signatures indicate that we understand absences, tardies and truancies as per TSD policy and RCW.28A.225.010.

Glacier Park Elementary Student/Parent Handbook

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 Glacier Park believe that everyone, everyday, teaches and learns. We invite you to join us in our goal to be lifelong learners!

The Tahoma School District has identified outcomes and indicators that we feel are necessary for students to be successful. These six outcomes are self-directed learners, collaborative workers, effective communicators, community contributors, quality producers and complex thinkers. Our goal is to teach our students, through lessons and modeling, how to be these six very important types of learners. With these skills our students will be better able to achieve success as they continue their schooling and enter the workplace.

Glacier Park Elementary delivers a unique and exciting integrated curriculum. The focus of the curriculum is on thinking skills with three units of study per grade level and a theme that connects these units school wide.

Units of Study

Kindergarten: Communities, Our World, The Environment

1st Grade: Community Concepts, Australia, Marine Life

2nd Grade: Early Americans, South America, Early Earth

3rd Grade: Puget Sound Communities, Africa, Human Body

4th Grade: WA State History, Asia, Astronomy

5th Grade: Early American History, Body Systems

Communication

Open communication is important to us. We encourage parents to call or stop by the office at any time if questions or concerns arise regarding student progress, curriculum, discipline, or any other school related issues. If you have a student concern that you would like to discuss with your child's teacher, please set up an appointment with the teacher by calling the school and leaving a message. The teacher will return your call at his/her earliest possible convenience.

Newsletters - We will post a monthly newsletter to our website. This contains pertinent information and important school activities. Short updates and reminders will be sent home as necessary. Our most current newsletter is posted on our Glacier Park website.
Classroom newsletters from teachers will be sent home routinely describing curriculum and classroom happenings.

PTSA newsletters are sent home on a monthly basis which give updates on PTSA sponsored events, such as skating parties, book fair, fund-raisers, membership meeting, etc.

Student Telephone Calls - Because of the disruption to the learning environment, our policy is not to transfer telephone calls to students in classrooms. However, we are happy to take messages for students, and will make sure that they receive these messages in a timely manner. Messages concerning bus passes or any change in your child's after-school transportation can be given to the office staff and will be delivered at 3:15 each day.

Harassment, Intimidation and Bullying

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal or physical act:

a) Physically harms a student or damages the student's property; or

b) Has the effect of substantially interfering with a student's education; or

c) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or

d) Has the effect of substantially disrupting the orderly operation of the school.

A student who believes that he/she, or another student, is being subjected to harassment, intimidation, or bullying (whether by another student, district staff member, parent or volunteer) may use the guidelines outlined in Policy and Procedure 3207 – Prohibition of Harassment, Intimidation and Bullying, to report and resolve the concern. A copy of this Policy and Procedure is available by contacting the main office.

Attendance

Students develop attendance patterns early in their school careers. By having students stay home only when absolutely necessary, parents can help children develop good attendance habits.

Washington State's attendance law (RCW.28A.225.010) mandates that once children are enrolled in school attendance is compulsory. Tahoma policy and procedures include:

- Any student absent or tardy in excess of 20% in one month will receive notification from the school.
- A pattern of absences or tardies will be referred to the Family Advocate.
- Excused absences include medical/dental appointments, court appointments, funerals and illness.
- An absence is excused if the parent/guardian either calls Safe Arrival the day of the absence or sends a note to the school within 48 hours of the absence.
- Excused absences do not negate the 20% notification guideline.
- Excessive absences/tardies may require documentation, such as a doctor's note. A pattern of excessive absences/tardies may be cause for referral to the truancy board.
- Pre-arranged absences of more than three days require a Pre-Arranged Absence Form signed by the parent and principal. These forms are available in the school office.
- Pre-arranged absences and vacations are included in the 20% calculation.
- Unexcused absence occurs when the school was not notified of a student absence. Notification should occur through Safe-Arrival or the Pre-Arranged Absence Form. If the school does not receive notification by a parent/guardian within 48 hours of the absence the absence is unexcused and an unexcused absence letter will be sent to the parent/guardian.
- The truancy law requires school officials to send a letter advising the parent/guardian of the specifics of the truancy law after one (1) unexcused absence has been accumulated. If a student accumulates five (5) unexcused absences in a month, or ten (10) in a semester, a petition with the juvenile court will be filed.

Tardy/Late Arrival/Early Pick Up

Students arriving late or leaving early are missing valuable instruction time and interrupting class time. We understand that on rare occasions, appointments, family emergencies, etc. make late arrival and early dismissal unavoidable. It is our hope that appointments will be scheduled outside school hours or on non-school days whenever possible and that student learning time will be respected. **Students who arrive after school begins** must **check in at the office window for an admit slip before going to class.** Tardiness is another form of poor attendance that negatively impacts student success. Please help your child by getting to school on time.

Late arrivals, AM and PM absences and early pick up are included in determining absence rates. The following guidelines are used to track student attendance. These guidelines are used in grades K-5 in the Tahoma School District.

AM Tardy: 1-45 minutes past starting time of school (9:11 – 9:55)

Morning Absence: 46 minutes or more past the starting time of school (9:56 – 12:25)

Kindergarten PM Tardy: 1-45 minutes after PM Kindergarten begins (12:56 – 1:40)

PM Absence: 46 minutes or more after PM Kindergarten begins or when a student is picked up more than 45 minutes before the end of the day. (1:41 – 2:54)

PM Early Pickup: When a student is picked up with less than 45 minutes in the school day. (2:55- 3:40)

Safe Arrival - Safe arrival is a service the school offers to guarantee student safety and communication between school and home. When your child is not going to be at school please call the Safe Arrival telephone number to report the absence. Should you receive a call and you believe your child to be at school please call the school, as the child may have been out of the classroom when attendance was taken.

SAFE ARRIVAL PROGRAM NUMBER:
(425) 413-3795

Early Pick-up - Please send a note to your child's teacher if you must take him/her out of school early. When you pick up your child for early dismissal, please go to the office. You will be asked to sign your child out, and your child will be called to the office to leave with you. This is done for your child's safety. Please do not go to the classroom. For student safety teachers are directed to release students only after receiving a call from the office. Early pick ups in excess of 45 minutes will be recorded as partial day absences.

School Breakfast and Lunch Programs

Breakfast and hot lunches are served daily. Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Lunch menus can be found posted on the website. Milk is provided with the school lunch, or may be purchased for $.50. We encourage you to pre-pay for lunches ($2.50 each) as this helps our system to run smoother. Students will be allowed only two charged lunches. You will be notified after each charge.

Free and Reduced Lunch - The National School Lunch Act provides free and reduced priced lunches for children of families who qualify. An application form for free and reduced lunches will be sent home during the first days of school. Applications are also available in the office and on our website. If your child was on free or reduced lunches last June, their eligibility continues until September 30. If a change in your family size or income occurs during the school year, please contact the Tahoma Food Services at (425) 413-3450. The price for a reduced lunch is $.40.
Additional information is available on the Food Services portion of the Tahoma website.

Student Health

Health Information - We should have a current emergency information card on file for your child. We need to have names and telephone numbers of alternative people to contact for any emergency situation. Please call the office, or send a note with your child, to update your card if there are any changes. It is also important for you to let us know of any health problem your child has, and keep us informed about changes in health.

Medication at School - State law prohibits us from giving any child medication, prescription or non-prescription, without specific instruction from the doctor or prescribing health care provider. A form for administering medication at school is available from the office. It must be filled out completely and signed by the doctor and parent or guardian prior to the time your child will be being taking medication. Medication must be kept in the original container with the prescription label attached. The medication is kept in the health room. If you have any questions about this, please feel free to call our school nurse at (425) 413-3700.

Immunization Records - Washington State Law requires all students to be immunized against diphtheria, tetanus, pertussis (DTP), measles (or proof of immunity), rubella, mumps (MMR), chicken pox (varicella), and polio. The law requires that parents fill out and sign the certificate of immunization form. Without this on file, your child is not allowed to attend school.

Health Screening - Each year routine vision, hearing, dental, and scoliosis (spinal curvature) screenings are done at school. Parents will be advised and specific information will be sent to you prior to the screenings.

Illness at School - When your child is ill or injured at school, they will be sent to our health room for care. The health room is located in the office. You will receive a note explaining your child's visit and what care was given. If your child is too sick to stay in class, every attempt will be made to contact you or someone you have listed on your emergency card to come and pick up your child and take them home.

Please make arrangements for your children if they become ill. Our facilities are limited for the care of children who become sick or injured during the school day. It will help us if you make sure your emergency information on your emergency information card is kept current with the name and telephone number of someone who may be contacted if you cannot be reached.

We would like you to use this guide with regard to common infectious diseases:

1. *Respiratory Infections* (earaches, colds, flu):
   Keep the child home while acutely ill and until his temperature has returned to normal for 24 hours.

2. *Chicken Pox:* Keep the child home until all pox are dried up and crusted over.

3. *Lice:* The child is to remain at home until treated with louse medication and all nits (lice eggs) have been removed.

4. *Scabies, Impetigo, Ringworm, Pink Eye:*
   The child may return to school after prescription medication has been started. Students should be reminded not to share personal items.

Transportation

Buses - Professional and caring bus drivers provide the children in the Tahoma School District with reliable and safe transportation to and from school. In the morning your child should not arrive at the school bus stop until approximately 5-10 minutes before the bus is expected to arrive. If your child does not arrive home from school on time, please contact the school to see if the bus has been delayed.

The bus loading/unloading zone at Glacier Park Elementary is on the north side of the building. The buses will arrive and unload our students there each day. At the end of the school day, the teachers walk their students out to the side of the building and students board the buses to go home. The bus lane is FOR BUSES ONLY! **Please do not drive cars in this area or block it.** Thank you for your understanding and cooperation.

Bus Passes - Parental permission is required for your child to ride a bus other than their regular bus or to get off the bus at a stop other than their regular stop. **Please send a note with your child indicating:**

- **the bus number,**
- **person your child will be getting off the bus with and**
- **address of the requested stop change**

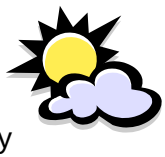
Bus, Pick-Up and Walking passes are available to print on our GPES website.

Bus pass forms are available in the office. We do not allow students to telephone home to arrange to visit a friend. We encourage you to call us in any emergency situation. A student may only be taken off a bus by office personnel, administrator or designee. **If the school does not receive a note from the parent, the student will be sent home per his/her usual arrangement.**

Walking To/From School - Many of our students walk to and from school. For their safety we ask you to send a note if your child will be walking on a regular basis. We will keep your "Walking Pass" on file in our office. If your child will walk only occasionally, we will need you to send a note on those days.

Bike Riding - Students may ride bicycles to school, but we have a limited number of bike racks. If your child will be riding a bike, please send us a note to be kept on file in our office and insure that he/she wears a helmet and locks his/her bike.
Bikes, scooters and skateboards need to be dismounted and walked on campus. Shoes with wheels must have the wheels put away while on the school campus

Inclement Weather/Emergencies



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 telephone, 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.

Students should be prepared for any type of weather condition that may occur during recess time. This means wearing/bringing coats and hats in cold weather, and an umbrella for rain. Because our weather is very unpredictable and can change mid-recess, 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.

Emergency School Closure - There may be days when unexpected emergencies or inclement weather make it necessary to close school or start later. **If there is NO announcement, then school will be held as usual.** Please listen to the radio or watch the news on television starting at 6:00 am for any information about Tahoma School District 409. You will receive information about emergency pick-up/drop off routes from the district's transportation department. You can also check the Tahoma School District website at www.tahoma.wednet.edu for current information.

Safety

Emergency Cards – At the beginning of each school year, Student Emergency Care and Health Information cards will be sent home with each student. We ask that you complete the information 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 School Closure Information Form – It is imperative that you fill out the emergency dismissal procedure form on the back of the Student Emergency Care and Health Information card that will be sent home the first week of school. In the event that we are unable to reach you by telephone, 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.

Emergency Drills- The staff at Glacier Park Elementary is knowledgeable on procedures for fire drills, earthquake drills, intruder alerts, and other situations that might require emergency action. We routinely practice drills for emergency situations. If an emergency situation does occur during the school day, the children will not be sent home until the regular dismissal time if we do not have parental permission. This is for the protection of children whose parents are working, so no children will be sent home to an empty house. We will make every attempt to call homes, but would appreciate your understanding as our telephone lines are limited.

School Visitors – For the safety of the children, we require that all visitors, including parents, check in at the office when they come to school and not go directly to the classrooms, playground, lunchroom or other areas of the school. When visitors sign in at the office they will be issued a visitor sticker. Visitors not wearing a sticker will be asked to return to the office and check in. Since Glacier Park staff wear picture identification at all times, substitute employees are given identification badges, and all visitors check in at the office, 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. We also ask visitors to check out in the office before leaving the school. Your cooperation is greatly appreciated.

Safety and Civility in Schools

The Tahoma 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 Tahoma School District Board of Directors expects 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 refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The full board policy (3205) is included in the information packet that is sent home at the beginning of each school year, and is always available in the school office. The policy including definitions, expectations, and step-by-step procedures to follow if an employee, parent or student feels they have been treated in an uncivil manner.

Parent Involvement

Parents are the first teachers of their children. 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 encourage you to volunteer in your child's classroom. Please make arrangements with your child's teacher so that activities can be planned to make your visit pleasant for both you and the students. There are many other ways for you to participate. In addition to classroom volunteers we welcome building volunteers who work in the library, office, science supply room, and other areas helping with student instruction, inventorying supplies, organization of materials, etc.

Volunteer Requirements – The law requires that each person working with children voluntarily submit to a check by the Washington State Patrol. In addition, the Tahoma School District requires each volunteer to complete an application form, as well as view an informative video. This is a precautionary measure for the safety of all our students.

Field Trip Volunteer Information – All volunteer requirements must be met if you will be chaperoning on a class field trip.

Regardless of where you volunteer (classroom, field trip, book fair, field day, etc) we cannot allow siblings to accompany you.

PTSA – Our Parent/Teacher/Student Association is a vital part of the Glacier Park team. The PTSA plays an active role in our school community in a variety of ways. Many one-time and on-going activities need your help. We encourage you to become involved in our PTSA.

Glacier Park Elementary Student Expectations

INTRODUCTION

Students … you are very important members of our school community. We want you to be happy at school and to learn all that you possibly can. We want Glacier Park Elementary to be a safe and positive environment for **all** of our students. The staff and administration want to work cooperatively with parents in creating safe learning environments for all students. Glacier Park Elementary, like all public facilities, is a Gun Free Zone. Weapons, firearms, fire crackers, explosive devices, or any objects that can be reasonably considered weapons or dangerous instruments are not allowed.

We have identified four goals for your school behavior that will help you and all students at Glacier Park to be successful. Here are some examples of what our expectations look and sound like.

1. We respect ourselves and all people.

- Be a collaborative worker
- Be self directed
- Use appropriate language
- Demonstrate empathy
- Use attending behaviors
- Always put forth best effort
- Follow staff member's direction

2. We take responsibility for our own actions.

- Be a self-directed learner
- Use self-control
- Be honest, helpful and fair
- Use problem solving skills
- Accept and learn from mistakes

3. We respect our school.

- Being a community contributor
- Pick up litter
- Use trash cans
- Stay on walkways
- Keep hands off walls and displays
- Take care of furniture and learning materials

4. We act in safe ways.

- Walk quietly in hallways, sidewalks and ramps
- Use learning tools and equipment in appropriate ways
- Report inappropriate activities to an adult
- Make wise decisions.

Valuables, Radios and Toys – Because of danger of loss, students are requested not to bring more money to school than is needed during the school day.

- Borrowing and trading of any toys or other items is not allowed.
- Trading cards are not allowed.
- Students **are not** to bring electronic toys or devices to school.
- Personal items are brought at your own risk and the school and teachers are not responsible for lost or stolen items.
- Items brought from home need to be school-appropriate; students cannot bring toy weapons or perfumes.
- Shoes with wheels must have the wheels put away while on the school campus
- Cell phones brought to school must be kept in student back packs and turned off during school hours.
- At Glacier Park Elementary we provide recess equipment and there will be a variety of activities for students during recess. Students may bring their own soccer balls, footballs, basketballs, volley, tennis or wall balls if they are properly labeled and if students are responsible for their own equipment. Balls are to be carried at all times. They are NOT to be tossed or bounced, except during recess. Only plastic bats and soft balls are allowed. Equipment brought from home needs to be shared.

District-Wide Student Dress Code

1. Clothing and/or accessories displaying or making references to alcohol, illicit drugs or tobacco or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming which indicates gang membership, affiliation or promotion thereof is prohibited.
3. Hats and/or other headgear (scarves, hoods on sweatshirts, bandannas, and sunglasses) shall not be worn in the school building during the school day. To comply with Consumer Product Safety Commission standards and for playground safety, students should not wear hooded sweatshirts with drawstrings to school. Parents must remove drawstrings from sweatshirts prior to them being worn on the playground equipment. Hats and headgear of students in violation of this standard will normally be confiscated and sent to the school office where they may be returned to the student at the end of the school day. In the case of repeated violations, the confiscated items may be kept in the school office until the end of the semester.
4. Attire that exposes the torso (i.e. halter-tops, tank tops, see-through clothing and clothing that does not cover undergarments) is not appropriate school wear. Pants will be worn at waist level even if a shirt covers the body.
5. Jewelry and other accessories or clothing which may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet chains and spiked accessories).
6. Spandex clothing worn as outerwear is not permitted during the instructional day.
7. Shorts must be fingertip in length and hemmed (not running shorts).
8. Shirts and blouses must be free from holes and pants must not be cut or have holes above mid-thigh.
9. Dress and/or appearance that cause interference with work, or creates a classroom or school disruption will not be permitted.

*Student appearance needs to be in the best interest of all learning activities.
*Student will be given an opportunity to replace inappropriate attire. A second infraction will result in an incident slip.

Rights and Responsibilities

Student Rights - All students have specific rights described in School District Policy Number 4726-P. In part, these include:

1. No student shall be denied equal education opportunity because of race, religion or handicap.
2. All students possess freedom of expression subject to reasonable limits.
3. All students have the right to be secure in their persons and possessions.
4. All students have the right to be free from interference in their pursuit of an education.
5. No student shall be deprived of the right to an education without due process.

Student, Staff and Parent Responsibilities - At Glacier Park Elementary, we desire a school with an optimum learning environment built on positive relationships between students, staff and parents. Being a responsible person is the key.

Student Responsibilities:

1. We respect ourselves and all people.
2. We respect our school.
3. We take responsibility for our own actions.
4. We act in safe ways.

Staff Responsibilities:

1. Encourage all students to recognize and make positive choices regarding their behavior.
2. Regularly communicate with parents and guardians regarding the student's behavior.
3. Work closely with parents and guardians to resolve problems concerning students or their behavior.
4. Recognize and accept each student as an individual.
5. Strive for a balance in the needs and rights of individual students and the needs and rights of groups.

6. Establish rules and procedures that encourage student responsibility and protect the rights of each student.
7. Teach and reinforce the expected student responsibility and behaviors.

Parent Responsibilities:
1. Show interest and support for your child's schoolwork and positive conduct.
2. Be responsible for your child's physical, emotional and social well being.
3. Assure your child's regular and prompt school attendance.
4. Review, discuss and support school expectations with your child, keeping the responsibility with the child.
5. Work cooperatively and with the school staff in problem solving.
6. Accept financial responsibility for your child's actions.
7. Be sure your child is picked up from school on time.

Behavior Management Procedures

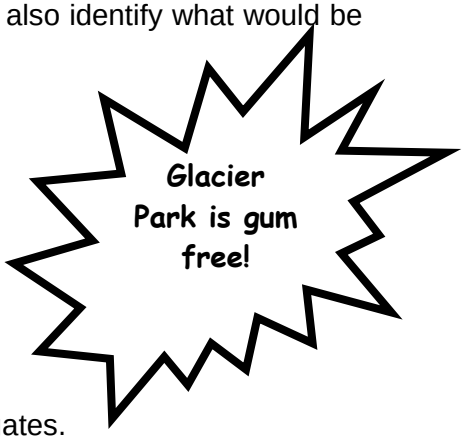
It is expected that students and staff will learn and work in a safe environment. Students who make inappropriate choices that hurt themselves, others or school property will follow discipline procedures as explained below.

The FYI Slip - Given to students who have a minor infraction of a rule. Students are given an appropriate consequence. FYI Slips concerning students' minor infractions are designed to enhance communication amongst staff and keep parents informed. At the discretion of the teacher, parents may be contacted, particularly if there is an escalation of negative behaviors. As well, a consequence appropriate to the action will be given.

The Incident Slip: Automatically given to students for: Physically hurting others, Lack of respect, Inappropriate language/gestures, Harassment, Threat, or Repeated FYI slips.

Students may complete Problem Solving Plans to identify the problem and also identify what would be better choices.

Rules For Designated Areas



1. Playground

- **<u>General Playground Rules</u>**
  1. Students will respect the rights of others.
  2. Students use problem solving to resolve differences.
  3. If a student is injured, he/she should notify the playground teacher.
  4. Students do not play in the pod courtyards.
  5. Students will not sit or climb upon backstops, goalposts, fences, or gates.
  6. Passes: Students must get a pass before going to the restroom, office, or healthroom.
  7. Students must share recess equipment (including equipment brought from home) and take turns.
  8. Students must leave unsafe and valuable objects at home.
  9. Students may not return to class to get coats or hats. Students who do not have coats must report to the covered area during bad weather.
  10. In an effort to eliminate coats and jackets being placed in lost and found students are asked to continue to wear them, tie on waist or place in area designated by the classroom teacher. Coats and jackets are not to be left on the ground or picnic tables.
  11. Students should move quickly and quietly to the covered play court shed should a lightning storm begin during an outdoor recess period.
  12. In the event of an emergency, a three-toot whistle signal will be given. Students turn to the para educator on duty for direction.

Playground Safety Rules

There will be no:

- Acts of physical aggression
- Inappropriate language
- Play fighting or rough-housing
- Throwing inappropriate objects
- Digging
- Chasing
- Littering

Bars

- Use both hands

Big Toy

- Walk only between the tire swing and big toy.
- No tag in big toy area.

Covered Area

- No soccer or footballs.
- No hanging from basketball hoops.
- No kicking balls.

Jump Ropes

- Use jump ropes appropriately.
- Jump ropes on black top only.
- Do not tie ropes together

Portables

- Walk on paved walkway away from portables to reach blacktop.
- Walk quietly through portable area.
- Walk on the ramps.

Hand over Hand Bars

- One direction only (green to red).
- No climbing on top.
- No more than two at a time.

Slide

- One direction only, down.
- No flipping over top bar before sliding down.

Tetherballs

- Do not sit on or kick the tetherballs.
- Follow the posted rules.

Tire Swing

- No more than three people at a time.
- Count 1-60 for the tire swing.

2. Restrooms

- Students will follow classroom policy for the use of restrooms.
- Use restrooms appropriately and leave them clean.
- Students will leave stalls unlocked after use.
- Students will wash hands and return to class promptly.

3. Arrival

- Students may arrive no earlier than 9:00 AM unless they are involved in a specific activity such as a zero hour class. There is no student supervision before 9:00 AM.
- Only Zero Hour participants may attend the Zero Hour activity. Siblings and ride sharers may not arrive early.

- After getting off the bus, students will walk directly to their outside classroom door (except kindergarten), line up, and quietly wait for their teacher. Students may talk quietly keeping their hands and feet to themselves.
- Students who do not ride the bus should be dropped off at the front doors of the building. Students will then walk through the front lobby and go outside to line up at their outside door.
- Students transferring buses will stand and wait quietly behind the yellow line, keeping hands and feet to themselves.
- Students who eat breakfast at school will go directly to the lunchroom through the middle foyer doors. Students will go directly to class via hallway after breakfast.
- Kindergarten students will meet their teacher at their inside classroom door at 9:00 AM or 12:50 PM. As a safety precaution the outside doors near the kindergarten rooms will be locked five minutes after class begins. Students arriving late will need to enter the school through the front door and check in at the school office.

4. Dismissal

- Students who have written permission to walk home must notify the bus lane para educator they are departing. Students will remain on the sidewalk, not in the bus lane, when walking. Siblings must wait for each other in a chosen designated area on the sidewalk, not in the building.
- Students who have written permission to ride their bicycles home are not permitted to ride them around the blacktop or play field.
- Walkers must depart for home upon dismissal.
- Students who are being picked up must wait with a para educator on the front sidewalk until dismissed to their vehicle. Students may not cross the parking lot to their vehicle.
- Without written notice, students will follow their usual departure plan.
- Students who are not picked up in due time at the end of an after school Zero Hour may be asked to discontinue the activity.

5. Library

- We respect ourselves and all people .
    - Enter and speak quietly.
- We respect our school.
    - Keep feet off chair seats.
    - Return books where they belong.
    - Put trash in the trash can.
    - Put chairs back in an orderly fashion.
- We take responsibility for our own actions.
    - Always bring a “pass” when coming to the library independently.
    - Return books in a timely manner.
    - When books are lost, pay to replace them within 30 days.
- We act in safe ways.
    - Remember to walk.