

# Rock Creek Elementary School



## Parent/Student Handbook 2011-2012

“The mission of our Rock Creek community of students, staff and parents is to create an environment of trust, respect, and support gained through our shared responsibility for teaching and learning.”

**25700 Maple Valley–Black Diamond Rd. SE,  
Maple Valley, WA 98038**

**Phone 425-413-3300**

**Fax 425-413-3355**

**Safe Arrival 425-413-3310**

**Pass Line 425-413-3309**

**Web Address [www.tahomasd.us/subsite/rces](http://www.tahomasd.us/subsite/rces)**

This planner belongs to:

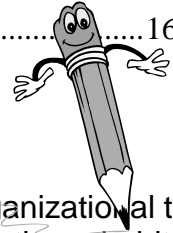
Name: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Teacher: \_\_\_\_\_

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## *Dear Parent/Guardian of Rock Creek Student,*

Welcome to a new school year. Rock Creek uses 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 the teacher will communicate these to you directly.

The school and the Rock Creek PTSA provide a planner for each student. If the planner is lost or destroyed, the student will be responsible to pay for a replacement. The cost of the planner is \$5.



# Rock Creek 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 Rock Creek believe that everyone, everyday, teaches and learns, no matter what age or grade.

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.

Rock Creek Elementary delivers an 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

### 1<sup>st</sup> Grade

Community Concepts, Australia, Marine Life

### 2<sup>nd</sup> Grade

Early Americans, South America, Early Earth

### 3<sup>rd</sup> Grade

Puget Sound Communities, Africa, Human Body

### 4<sup>th</sup> Grade

WA State History, Asia, Astronomy

### 5<sup>th</sup> Grade

Early American History, Europe, Body Systems

## Communication

Open communication is important. We encourage parents to call the office at any time if questions or concerns arise. If the office staff can not 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.

**Newsletters** – School newsletters will be e-mailed throughout the year. Short updates and reminders will also be sent home as necessary.

Classroom newsletters from teachers will be sent home routinely describing curriculum and classroom happenings. PTSA newsletters are e-mailed on a monthly basis and give updates on PTSA sponsored events such as skating parties, book fair, fund-raisers, membership meetings, etc.



**Current E-mail and Telephone Numbers** – The school has both a telephone and an e-mail notification system for Rock Creek 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 at 425-413-3309 before 3:00. If a student carries a cell phone, the phone must be turned off and stay zipped up in the student’s backpack while at school.

## Breakfast and Lunch



Each day your child will need to have a lunch from home, or money to purchase lunch. Any student who does not have a lunch or money will be allowed to charge up to 3 times. After 3 charges the student will be offered a cheese sandwich and milk. Students are encouraged to eat their own lunch. Trading of food items is discouraged.

Food is only allowed in the lunchroom, and in classrooms as permitted. Snacks and lunches may not be taken to the playground area.

Breakfast and hot lunches are served daily. Menus are available at [www.tahomasd.us](http://www.tahomasd.us) or in the Voice of the Valley newspaper.

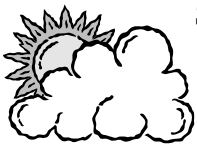
Food service encourages prepayment for meals so students don’t have to handle money and keep track of change. Food service records the amount and deducts from that amount each time the student goes through the lunch line. Students are given a notice to take home after their first charge.

You can send money with your child, mail it directly to the food service office, or load money onto your account using your credit card by going into Family Access from the school website. If you write a check, please make the check out to Tahoma Food Service, and write the students name and the teacher on the memo line.

Students may qualify for free or reduced priced lunch and breakfast if your family meets income requirements. Application forms are available in the school office or on the webpage.

## 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.

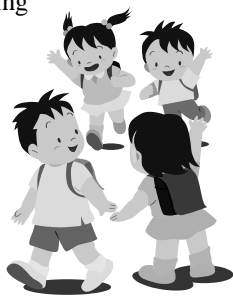
### NO ANNOUNCEMENT MEANS SCHOOL AS USUAL

**➔ ➔ ➔ 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.

## Student Dress Code

1. Clothing and/or accessories displaying or making reference to alcohol or tobacco, 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 justifies) 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



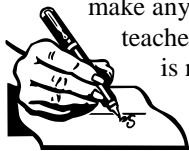
- school. Tops with 2” straps are acceptable. No spaghetti straps, please.
5. Pants will be worn at waist level even if a shirt covers the body.
6. Jewelry and other accessories or clothing that may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet 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.

## 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 games & music 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 school day. Personal items of any kind are brought at student’s own risk of damage or loss. This includes toys.



- Borrowing, bartering, trading, selling or buying of any items is not allowed.
- 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 can not be used at school.
- Healys (shoes with wheels) are not allowed at school unless the wheels have been removed.

## Visitors and Deliveries

**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 Rock Creek 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.

### **Deliveries – No flowers, balloons or gifts will be delivered to students during the school**

**day.** Everyone likes to get a special delivery gift, but the number and size of deliveries at school have increased dramatically over the past couple of years. If your child is celebrating a special day, we request that you have gifts sent to your home and not to school. Local florists have been notified about this policy.



## Arrival and Dismissal Procedures

**Supervision** – There is no supervision on the school grounds before or after school. Therefore, we ask that students arrive at school no earlier than 9:00 AM, ten minutes before our scheduled start time, unless directed to do so by a staff member. If a child is involved in a Zero Hour activity, siblings can not accompany them to school.

**Bus** – When students arrive at school they should go directly to their exterior classroom door and wait for their teacher to arrive. When school is dismissed teachers will escort students to the bus zone.



**Bus Lane** - Only students, RC staff and bus drivers are allowed on the bus lane. If a parent or adult needs to contact a student that is out at the bus lane or on a bus the adult must come to the office and talk to the office staff. The office and bus lane personnel are in radio communication and can call a student off a bus if necessary.

**Private Vehicle** – When students are driven to school they should be dropped off at the **main entrance in front of the building only**. Students should enter the front door and wait in the foyer until the 9:00 bell sounds. Students who arrive after school begins must check in at the office for a tardy pass.



When school is dismissed, parents may park in designated spots and walk to the front door to escort their child to the car, or join the “loop” and students will be dismissed as their car arrives at the front of the school. Students may not walk through the parking lot to a waiting car. To assure proper supervision and safety, students may not be picked up or dropped off by private vehicle anywhere but the main school entrance in the front of the school. **Please do not drop off or pick up students in the grass parking lot at the west end of the building.** No private vehicles should enter the bus zone behind the school at any time.

**Walkers** – Any student that will be walking to and from school must have written parental permission on file in the school office. Walkers must have a prearranged meeting place on the sidewalk near the portables to meet siblings after school. All walkers must check in with the bus monitor and remain on the sidewalk while walking off the school grounds.



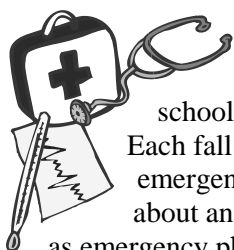
**Bicycles** – Any students who will be riding a bike to and from school must have written parental permission on file in the school office. Upon arriving at school, students with bicycles will immediately park their bike in the designated areas and follow the front door arrival procedure. Students with bicycles must check in with the front foyer



supervisor prior to picking up their bike and leaving the school grounds. They must WALK their bicycle across the playground until they have cleared the bus lane. Although the school cannot require students to wear helmets, we strongly recommend students do so.

**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, 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, please call our Pass Line at 425-413-3309 before 3:00 to notify us of the change.

## 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, hearing screening, and dental screening are given at school. Parents are advised if the results show a need for additional follow up. Screening for scoliosis (curvature of the spine) is done in fifth grade.

**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.

**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 healthroom for the following 10 days for head checks to make sure the student continues to stay free of lice or nits.

**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 5<sup>th</sup> grade must have either had the chicken pox or received the immunization.



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.

## Food Policy

Recently, our school board approved new procedures for supporting students with allergies, along with new guidelines for the use of food in school. It is our responsibility to take every step possible to ensure that every child is safe at school. Each time food enters the classroom there is the potential for children with food-related allergies or illnesses to be exposed to ingredients that could be harmful. Due to this, along with other health risks, Rock Creek Elementary will no longer allow students to bring edible birthday treats. Each child at Rock Creek is given a birthday card and pencil from the principal to recognize his/her birthday here at school. In addition, classrooms are welcome to recognize birthdays in other ways, which might include sharing stickers, pencils, erasers, or a book the entire class may enjoy. Along with the discontinuation of edible birthday treats, Rock Creek staff has been asked to use something other than food in their reward systems.

However, food will not be totally discontinued as part of our classroom learning experiences. There are a limited number of classroom celebrations which will still include food along with some food-related activities tied to the curriculum. In such situations, teachers will notify the families of children with food allergies and life threatening health conditions related to food so that accommodations can be made for them to participate during the planned parties and/or curriculum activities.

## Attendance

Washington State's attendance law (RCW.28A.225.010) mandates that once children are enrolled in school, or if they are between the ages of 8 and 18, their attendance is compulsory. It is the philosophy of the Tahoma School District that attendance is essential for students to receive full benefit of their education. Chronic absenteeism drastically reduces the student's chance of receiving such benefits. Tahoma policy and procedures include:

- Any student absent or tardy in excess of 20% in one month will receive notification from the school. The notification is designed to inform parents and establish opportunities to resolve attendance concerns.
- A pattern of excessive 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 upon return.
- 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 social worker. 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. Unexcused absence is truancy. Notification should occur through Safe-Arrival or the Pre-Arranged Absence Form. If the school does not receive notification by a parent/guardian 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.



**Safe Arrival** – The goal of our Safe Arrival Program is to account for the whereabouts of each student who is not in attendance on a school day. This program takes a great amount of effort from our office staff, but we feel it is very important. It also takes a very small, yet important effort from the parents of each Rock Creek student to make the system really work. Please use the following procedure to inform the school every time your child will be absent or late to school:

- Call Rock Creek Safe Arrival at **425-413-3310** and leave a brief message if your child will be late or not attending school. **By calling us, you save the office staff from calling you to verify the absence. It is critical that you call to notify the school of each absence.**

- Please leave the following information:

1. Student’s name, grade, and name of teacher
2. Your name and relationship to the student
3. Date of absence
4. Reason for the absence.

If your child is absent and no message is left, an office staff person will call your home. If no one can be reached at home, we will call all work and cell numbers. With a school our size and so many students to account for, these phone calls become very time-consuming. We really do appreciate your efforts to reduce the office call load by notifying the school of student absences.

**Tardy/Late Arrival/Early Pick Up** - Students arriving late or leaving early are missing valuable instruction time and are 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 is not impacted.

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.

<b>First Bell</b>	9:00 AM – Students may go to class
<b>Start of School Day:</b>	9:10 AM
<b>AM Tardy:</b>	1-45 minutes past starting time of school ( <b>9:11-9:55</b> )
<b>Morning Absence:</b>	46 minutes or more past the starting time of school ( <b>9:56-12:25</b> )
<b>PM Tardy:</b>	1-45 minutes after PM Kindergarten begins ( <b>12:56-1:40</b> )
<b>PM Absence:</b>	46 minutes or more after PM Kindergarten begins or when a student is picked up more than 46 minutes before the end of the day. ( <b>1:41-2:54</b> )
<b>PM Early Release:</b>	1-45 minutes before the end of the day ( <b>2:55-3:40</b> )
<b>End of School Day:</b>	3:40 pm

**Pre-Arranged Absence Form** – If you know that your child will be absent from school for three days or more, either for a vacation or some other reason, please fill out a pre-arranged absence form available in the office at least 2 weeks before the absence.

## Discipline

Our student expectations (page 15) are designed to recognize students who consistently respect our mission and commitment. The plan is balanced by infraction forms which communicate to teachers, parents, and administrators both minor and exceptional misconduct.

**Corrective Action Intervention Forms** – The “For Your Information” (FYI), and the “Incident Report” (IR) are methods of documentation. The FYI documents minor infractions. The IR documents incidents of exceptional misconduct and can lead to an in-house discipline intervention or suspension. The IR becomes a part of the student’s permanent file and is entered into the Washington School Information Processing Cooperative.

**In-House Discipline** – In-house discipline allows the student time to problem solve. The student will spend time completing independent work and devising a proactive plan to improve his/her ability to make better choices. In addition, staff may assign the student to participate in a problem-solving group to learn appropriate strategies to resolve conflict.

**Threats of Harm, Bullying, Weapons, Drugs and Alcohol** - In our desire to provide a safe learning environment, Rock Creek practices a “zero tolerance” policy regarding threats of harm, bullying, weapons, drugs and alcohol. There will be corrective action follow up on all incidents of concern. See page 16 for more details.

**Behavioral Expectations** – At the beginning of the school year, and at intervals throughout the year, classroom teachers and instructional assistants review school/recess expectations with the students.

### Acknowledgement of Information

An explanation of expectations can be found on page 15-17 of this planner. Please read these pages, discuss them with your child and sign the acknowledgement on page 17.

## 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 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 an application form, as well as view two informative videos. 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 1 week prior to the first day of volunteering. Volunteer clearance is good for 6 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 1 week prior to the field trip.**

**Field Trip Chaperone Parking** – We ask all field trip chaperones to park in the grass area at the west end of the building. You can access this lot by entering the bus lane behind the school and making an immediate right. Our parking is very limited and having you park in the west lot allows regular district office and school business to continue throughout the day.

**PTSA** – Our Parent/Teacher/ Student Association is a vital part of the Rock Creek 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. Please read about our PTSA on the following pages and see how you can be a part of it.

## Rock Creek P.T.S.A Pages

### President's Letter

On behalf of the Rock Creek P.T.S.A., we would like to welcome you to Rock Creek Elementary School. Our P.T.S.A. involves volunteers from all walks of life whose main purpose is to advocate for children.

We have had great success in fostering an atmosphere of open communication in our school community and friendly teamwork with our teachers. We have many ways and programs for people to volunteer their time and energy. We value any amount of participation one can share no matter how much or how little.



We hope that you'll take the time to read more about the specifics of our PTSA. If you are interested in helping, we'd love to talk to you. Please join us in building a strong learning environment for all of the kids at RCES.

If you have any questions, please call the PTSA phone at 425-413-3308 and someone will be happy to contact you and answer your questions.

Respectfully,  
Carmen Lucero and Jennifer Walker  
2011-2012 Co-Presidents

### Washington State P.T.S.A. Objectives

- \* To promote the welfare of children and youth in home, school, community and place of worship.
- \* To raise the standards of home life.
- \* To secure adequate laws for the care and protection of children and youth.
- \* To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the education of children and youth.
- \* To develop between educators and the general public such united efforts as will secure for all children and youth the highest advantages in physical, mental, social and spiritual education.

### General Information

Adults may join P.T.S.A. throughout the year. Dues are kept at a minimal amount. Members may be parents, teachers, or community members. General membership meetings are held four times per year and usually include special presentations or events which may be of interest to our school communities. The board of directors meet once a month. Rock Creek P.T.S.A. is a non-profit 501(c)3 organization. It is recommended that all payments to the P.T.S.A. be in check form. All persons involved serve in a volunteer capacity with no personal profit. The following positions and committees historically comprise the Rock Creek P.T.S.A. Board of Directors.

### Executive Positions

**President** - This role is to facilitate meetings and to maintain compliance to P.T.S.A. rules and regulations. This position supports and provides guidance to committee chairpersons and other elected board members.

**Vice-President** - The chief responsibility of this position is to organize and be responsible for any fund raising projects throughout the year. Also, this person fulfills the presidency responsibilities should that position become vacant.

**Treasurer** - Paying invoices, budgeting, taxes and managing the income is the treasurer's main job.

**Secretary** - The secretary records the minutes at all meetings and types correspondence as necessary. This position maintains files, posts notices and agendas, and takes the attendance at any meeting.

**Cashier** - The cashier receives and money and then passes the appropriate paperwork to the treasurer for proper recording.



## 2011-2012 PTSA Officers

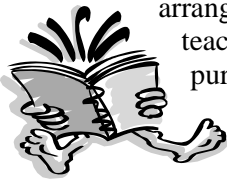
Presidents	Carmen Lucero Jennifer Walker
Vice Presidents	Rebecca Downer Laurie Willis
Secretary	Laura Farish
Treasurer	Tia Boccock
Cashier	Jana Toomey

## Committees

**Art Docent Program** - This program is designed, organized and executed by volunteers to acquaint the classrooms with various artists and their mediums. A discussion regarding an artist, examples of their work, and a hands-on project occur approximately once a month.



**Book Fair** - At least once per year, a book fair is arranged to give students, parents and teachers the opportunity to view and purchase a wide variety of books. Sale proceeds may be books chosen to benefit the Rock Creek library, classrooms, or individual students. Any monetary proceeds are treated as fund-raising income.



**Box Tops** – Volunteers collect box tops which are turned into cash to benefit the many PTSA sponsored programs.

**Directory** – The PTSA publishes a directory that is distributed to PTSA members. It includes names and phone numbers (with permission) of students by class along with other important information.

**Display Cases** – Volunteer makes sure all display cases are filled with art, teacher items, promotions for upcoming events, fundraising information, etc.

**Drama/Theater** – Volunteers are needed to support Missoula Children's Theater residency programs. Volunteers provide housing for residency actors, sell tickets, provide backstage help, sell t-shirts, and many other tasks.

**Health Screening** - Volunteers assist the school nurse with school-wide vision and hearing screenings and fifth grade scoliosis testing. Each of these tests occur once per year.



**Labels for Education** - Certain brand labels are collected and organized by committee volunteers. Once a sufficient amount of labels have been collected, they are exchanged for educational support materials.

**Laminating** – Our laminating volunteer comes in weekly to laminate materials for teachers and support staff.

**Landscaping** – This committee helps maintain our school grounds by weeding and providing bark and plants for our school's flowerbeds.

**Lost and Found** – Parent volunteers organize and maintain the school's lost and found.

**Membership** - Membership applications are processed and recorded as per Washington State P.T.A. requirements. Applications can be made by parents, teachers or other community members throughout the year. Membership offers voting privileges and the opportunity to serve Rock Creek in various capacities.

**Newsletter** - Information pertaining to school functions and P.T.S.A. events is printed in the "Eye of the Eagle" approximately once a month. Relevant articles can be submitted by chairpersons or other community members, but are subject to editor's approval.



**Popcorn** - Popcorn is available throughout the year for general sale, and also for classroom incentive or rewards.

**Reader Board** – This committee works with the school administrative secretary to keep the reader board current with helpful school and community information.

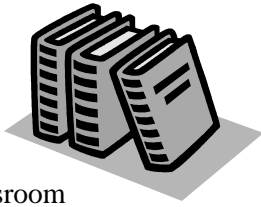
**Recess Success/Mileage Monday** – Our PTSA sponsors recess programs, including Mileage Club, that help promote self-esteem and provide additional activity options at recess.



**Reflections** - We participate in a national arts competition where students design an entry in one of four categories-literature, visual arts, music, and photography. Rules and deadlines are available in the fall.

**R.I.C.H. (Reading is a Cool Habit)**

- RICH is a program designed to encourage students to read. Students record the amount of time spent reading outside the classroom and receive incentive awards based on the minutes read.



**Roller Skating Parties** - Throughout the year, roller skating events are arranged with a local rink at a reasonable cost. These are for Rock Creek students only. Transportation and chaperones are not provided.

**Science Fair** – We sponsor a family-oriented, non-competitive fair to encourage an interest in science as well as to provide a fun family event.

**Spirit Wear** - Clothing displaying the school’s name and logo is available during the school year. During these times, order forms are available in the office and should be returned via your child’s teacher along with payment. Examples will be displayed at some school and P.T.S.A. events.

**Staff Appreciation** - Creative volunteers plan special moments that support, encourage, and recognize the staff for their commitment and hard work.

**Student Recognition** - Encouraging positive behavior is a goal of our student recognition committee. We work with the school administration to recognize those students throughout the school year. Rock Creek students may be recognized for their exceptional achievement or participation in a program in written or picture form. Please remember that should a guardian/parent choose to sign the form “Family Education Rights and Privacy Act of 1974 - Tahoma School District Policy #3250 and Policy #3600, we can not publicize your child’s name or picture. This holds true even if your child has earned this opportunity through an achievement or program.

**Yearbook** – This committee is responsible for compiling a Rock Creek yearbook for our students.

**Additional Programs Supported**

Money received from fund raising activities are also used to supplement the cost of student field trips, school assemblies, visiting authors, field day, academic scholarships, and the fifth grade trip to Camp Casey. Occasionally, staff has a special need and requests a certain item. Past examples include lice shampoo and nit combs, T-shirts for athletic events, and steel drums for the music department. P.T.S.A. funds have provided financial support of this planner since it began.

Thank you for your continued financial support. If you have volunteered your time, we appreciate you sharing your talents for the benefit of our kids. If not, we encourage you to become involved as “every child’s advocate.”

# Rock Creek Elementary School Behavior Expectations

Within the community of Rock Creek Elementary, all adults and students strive to demonstrate the skills of **empathy & effective problem-solving**. Together we support one another through modeling and providing support and instruction in these important skills.

Students who demonstrate school responsibility receive positive recognition at Rock Creek.

We are committed to teaching and problem solving with students whose behavior indicates the need for support. We also follow a district sanction chart which may include loss of recess, community service, in-house discipline, school suspension, and, in rare instances, expulsion. A copy of the sanction chart is sent home in the packet at the beginning of the school year.

## ***Behavioral Expectations and Student Conduct***

*Specific behavioral expectations, in accordance with our school commitment, will be discussed in the classrooms and reminders will be emphasized throughout the school year.*

Rock Creek policies are in accordance with Tahoma School District policy (3240) which states that students are expected to:

1. Conform to reasonable standards of socially acceptable behavior;
2. Respect the rights, person and property of others;
3. Preserve the degree of order necessary for a positive climate for learning; and
4. Submit to the authority of staff and respond accordingly.

## **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.

## **Harassment, Intimidation and Bullying Prohibited**

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, playground supervisor 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.

## Rock Creek Commitment to Zero-Tolerance of Threats of Harm, Tobacco, Alcohol, Drugs and/or Weapons Possession &/or Bullying

Together we teach and model positive behaviors that are necessary to be responsible and respectful citizens. Our Rock Creek Commitment says that I respect and care about:

- my own learning,
- others learning, and
- our school community.

“**Commitment**” is defined as an agreement to do something.

“**Respect**” is defined as the act of giving consideration. People who show respect are considerate.

Anyone who makes a harmful threat is not taking his or her Rock Creek commitment seriously. Our goal is to have everyone work together to keep the Rock Creek commitment.

Our school is in the Tahoma School District.

The Tahoma School District *will not tolerate threats of harm or bullying.*

“**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.

“**Bullying**” is defined as harassment typically performed by a child who is older, stronger, or more powerful socially, upon peers.

Not all conflicts are bullying. Following are examples of normal peer conflict and bullying.

<b>Normal Peer Conflict</b>	<b>Bullying</b>
<ul style="list-style-type: none"> <li>• Equal power of friends</li> <li>• Happens occasionally</li> <li>• Remorse – will take responsibility</li> <li>• Effort to solve the problem</li> </ul>	<ul style="list-style-type: none"> <li>• Imbalance of power, not friends</li> <li>• Repeated negative actions</li> <li>• No remorse – blames others</li> <li>• No effort to solve problem</li> </ul>

**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.

Rock Creek prides itself on the hundreds of responsible and respectful citizens that attend this school. Please do your part to teach and model respect. Thank you!

Excerpt from the Tahoma School District’s Student Discipline Policies and Procedures Manual.

**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.** 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.

# Anti-Bullying Pledge

We will not accept bullying at our school. Our goal is to create a safe, caring, respectful school. We agree that it is everyone's responsibility to stop bullying. It is up to each of us to make sure that bullying does not happen.

## We will:

- Treat others with fairness and respect.
- Find ways to help others join games and other activities.
- Speak out against bullying.
- Refuse to let others be bullied.
- Report bullying to an adult.
- Refuse to bully others.
- Be responsible bystanders who are part of the solution.
- Help others feel safe and comfortable at our school.

## Acknowledgement of Information

Please sign and retain this page in your planner

### Behavior Expectations

My son/daughter and I have read, discussed, and understand the Rock Creek Behavioral Expectations found on page 15 of this planner.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### Zero-Tolerance Policies

My son/daughter and I have read, discussed, and understand the Rock Creek Commitment to Zero-Tolerance of Threats of Harm, Tobacco, Alcohol, Drugs and/or Weapons Possession &/or Bullying found on page 16 & 17 of this planner. Incidents/infractions will be addressed through corrective action practices and documented in the Tahoma School District computer database.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

### Truancy/Attendance Policy

My son/daughter and I have read, discussed, and understand the attendance and truancy policies given on page 9 and 10 of this planner.

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date