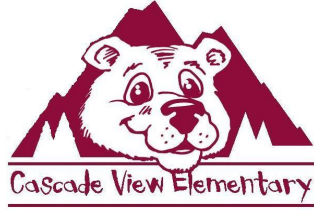


CASCADE VIEW ELEMENTARY SCHOOL



Student/Parent Handbook 2010-2011

The Snoqualmie Valley School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, disability, or sexual orientation. This holds true for all district employment and opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/Chapter 28A.640 RCW officer and/or Section 504/ADA coordinator, Nancy Meeks, PO Box 400, Snoqualmie, WA 98065, (425) 831-8000.



Cascade View Elementary School

34816 SE Ridge Street,
Snoqualmie, WA 98065
(425) 831-4100 main (425) 831-4110 fax
Ray Wilson, Principal

Dear Parents and Students:

Welcome to Cascade View Elementary School! We are excited to embark upon this journey together. This guide is intended to use as a common sense approach to fulfill the school's responsibility to adopt, publish and make available to all students, staff and parents, the general procedures, rules and regulations, and activities at Cascade View Elementary School. It will also clarify the types of misconduct for which discipline may be administered and clearly define expectations for successful growth by all students as well as act a a resource for school related information.

We want to create an atmosphere where all students can succeed. All employees of Cascade View Elementary School are here to help provide a quality educational experience for you. As a student, only one rule should be necessary for your conduct at school – do what you know is right and be accountable for you actions! At CVES, we strive to do our best in all that we do. The staff and I extend an invitation to you and your family to join our learning community here at Cascade View Elementary School. Your support will truly help your students achieve their greatest success.

We recommend you read this guide. A few minutes spent reading this guide at the beginning of the school year will prevent any potential misunderstandings in the future. As parents, students and staff, we will work together to provide an environment that is best for optimal learning. Thank you for reading and embracing the many growth opportunities and challenges laid out before you.

In support of our efforts to be more green and make process and procedures more easily accessible electronically, we have activated an electronic sign-in. please go tour website and you can then sign and upate the following information that needs to be completed return **to your classroom teacher by Friday, October 1st, 2010.** We are working to reduce paper use, therefore, our Student Handbook is available on our school website (<http://cves.svsd410.org/> and click on the STUDENT HANDBOOK link). If you wish to receive a hard copy, please contact your child's teacher.

Make it a great year!

Sincerely,

Ray Wilson, Principal

At Cascade View Elementary School, we challenge every student to think, to learn, to care, and to succeed.

TABLE OF CONTENTS

CASCADE VIEW ELEMENTARY MISSION STATEMENT	5
SNOQUALMIE VALLEY SCHOOL DISTRICT MISSION STATEMENT	6
CVES EVENTS CALENDAR- FULL YEAR	7
Daily Schedule for 2010-2011	7
CASCADE VIEW ELEMENTARY SCHOOL MAP	Error! Bookmark not defined.
ACCIDENTS	11
ATTENDANCE	11
BECCA LAW	11
BEFORE SCHOOL PROCEDURES	12
BEHAVIOR POLICY	12
Expectations	13
CVES RESPONSIBILITIES	15
BICYCLES.....	16
BOOKS.....	17
BREAKFAST.....	17
BUS INFORMATION	18
Transportation Disciplinary Procedures	19
BUS SCHEDULES	20
CHECK ACCEPTANCE POLICY	20
CLOSED CAMPUS	21
DRESS CODE - STUDENT.....	21
EMERGENCY PARENT AND STUDENT DISMISSAL PROCEDURES	22
EMERGENCY SCHOOL CLOSURES	22
FIELD TRIPS	23
GRADES	23
GUM	23
HARASSMENT AND INTIMIDATION.....	23
HEALTH PROGRAM.....	24
HOMEWORK	24
IMMUNIZATIONS.....	24
INTERNET USE	25
LOCK DOWN PROCEDURES FOR PARENTS	25
LOST AND FOUND.....	25
LUNCHES.....	25
MEDICATION AT SCHOOL.....	26
PARENT-TEACHER CONFERENCES.....	26
PARTIES.....	26
PETS.....	26
PLAYGROUND EQUIPMENT	27
PLAYGROUND RULES	27
POLICY HANDBOOK.....	28
PROTECTING SCHOOL CHILDREN.....	28
PTSA (PARENT TEACHER STUDENT ASSOCIATION).....	29
RELEASE OF INFORMATION	29
RESPECT TO THE FLAG.....	29
REVIEW OF RECORDS	30
ROLLERBLADES / SKATEBOARDS / SCOOTERS/HEELIES	30
SCHEDULE - FRIDAY EARLY RELEASE	30
SCHOOL IMPROVEMENT TEAMS.....	30
SCHOOL PATROL	31
SCHOOL SECRETARIES	31

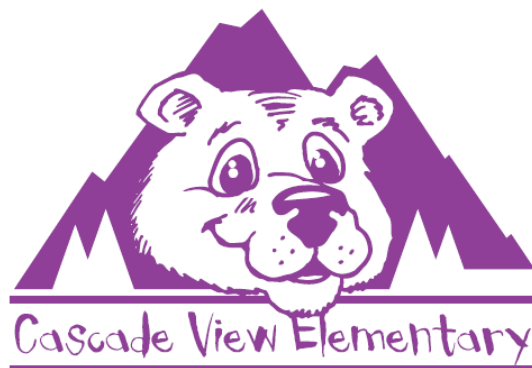
SCHOOL SUPPLY LIST.....32
SEARCH AND SEIZURES.....32
SIBLING GUIDELINES.....32
SPECIAL SERVICES33
STUDENT GOVERNMENT - ASB33
STUDENT RIGHTS33
STUDENT-TEACHER ASSISTANT TEAM (S.T.A.T.).....34
SUBSTANCE ABUSE34
TELEPHONES34
TOYS/VALUABLES35
TRANSPORTATION TO AND FROM SCHOOL35
UNATTENDED CARS AND CHILD SAFETY.....36
VOLUNTEERS & VISITORS.....36
VOTER REGISTRATION36
WEAPONS.....36
BICYCLE PERMISSION SLIP37
HARASSMENT FORMAL COMPLAINT FORM.....38

CASCADE VIEW ELEMENTARY MISSION STATEMENT

“At Cascade View Elementary School, we challenge every student to think, to learn, to care, and to succeed.”

We accomplish this through:

- *High standards for students and staff with a challenging curriculum and a strong academic focus.*
- *Use of assessment and best practices to support our commitment to continuous improvement.*
- *Instructional methods and opportunities that meet individual needs of learners.*
- *A team approach that includes parents and community.*
- *Focus on responsible behavior in an environment of caring, safety and respect.*
- *Celebrating personal success.*



SNOQUALMIE VALLEY SCHOOL DISTRICT MISSION STATEMENT

Expect the Best · From Our Students · Of Our Staff · For Our Community

It is the mission of the Snoqualmie Valley School District to meet the individual learning needs of its students, thereby enabling them: to identify and realize their potentials, to develop skills and attitudes for life-long learning, and to be knowledgeable, productive, and involved citizens.

To accomplish our mission, the Snoqualmie Valley School District will:

Emphasize - *basic skills, effective communication, ability to access and process information, responsible decision making, problem solving, critical thinking, and creative endeavors;*

Expect – *the highest and greatest development of self-esteem, intellectual and creative abilities through a diverse and integrated curriculum, using varied teaching techniques and resources in a challenging, stimulating, caring and safe environment;*

Foster - *acceptance, appreciation and respect among students for themselves and others in the tradition of the cultural and ethnic diversity of our community, nation and world;*

Promote - *understanding and appreciation of the rights, duties, privileges and responsibilities through active involvement as a citizen in an ever-changing world;*

Prepare - *students to live and work in a rapidly changing technological future;*

Cultivate - *students' environmental awareness and responsibilities;*

Involve - *parents, students, staff and community in a partnership to take responsibility for the learning process;*

Empower - *parents, students and staff in the decision-making process in matters affecting the quality of education provided in our schools;*

Celebrate - *educational accomplishments and the excitement of learning.*

BOARD OF DIRECTORS

- Scott Hodgins *District 1*
- Caroline Loudonback *District 2*
- Craig Husa *District 3*
- Marci Busby *District 4*
- Dan Popp *District 5*

CVES "EVENTS" CALENDAR- FULL YEAR- *(subject to change)*
2010-2011

8/30/2010	MEET THE TEACHER GRADES 1-5	1:30 PM	
8/30/2010	NEW STUDENT ORIENTATION	3:15 PM	MPR
8/31/2010	FIRST DAY OF SCHOOL GRADES 1-5 FIRST DAY OF SCHOOL		
9/3/2010	KINDERGARTEN		
9/22/2010	Hi-C Open House	6:00 PM	CVES
9/22/2010	CVES Open House	6:30 PM	CVES
9/23/2010	CVES Open House	6:30 PM	CVES
9/28/2010	Photos K-2		
9/30/2010	Photos 3-5		
10/20/2010	5 th Grade Challenges NW	9:00 AM	Challenges
10/21/2010	5 th Grade Challenges NW	9:00 AM	Challenges
11/1/2010	CVES Hearing/Vision Screening		CVES
11/2/2010	CVES Hearing/Vision Screening		CVES
12/16/2010	CVES Band Concert	6:00 PM	MPR/GYM
12/16/2010	3rd Grade Concert	7:00 PM	MPR/GYM
2/8/2011	1st Grade Concert	7:00 PM	MPR/GYM
3/15/2011	Class Photos K-2		
3/17/2011	4th Grade Musical	7:00 PM	MPR/GYM
3/22/2011	Class Photos 3-5		
3/31/2011	Kinder Musical-2 shows	8:30 AM	MPR/GYM
3/31/2011	CVES Band Concert	7:00 PM	MPR/GYM
4/21/2011	CVES 2nd Grade Concert	7:00 PM	MPR/GYM
5/12/2011	CVES 5th Grade Musical	7:00 PM	MPR/GYM
6/2/2011	CVES Variety Show	8:30 AM	MPR/GYM
6/9/2011	CVES Band Concert	7:00 PM	MPR/GYM

Daily Schedule for 2010-2011

Bell Times

M-Th- 8:30-2:55

AM-K- 8:30-11:15 &

PM-K- 12:15-2:55

Friday Schedule

Friday- 8:30-12:55

AM/PM K- 8:30-12:55 (rotating schedule)

CASCADE VIEW ELEMENTARY ACADEMIC CALENDAR

AUGUST 2010						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

31 First Day of Classes

SEPTEMBER 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

6 Labor Day

OCTOBER 2010						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

NOVEMBER 2010						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

7 Daylight Savings Time ends (fall back)
11 Veterans Day
12 1st Trimester ends
19-24 1st-5th Parent Conferences (early dismissal for all classes @ 11:25)
25-26 Thanksgiving Break

DECEMBER 2010						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

20-31 Winter Break

JANUARY 2011						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

1 New Year's Day
3 Classes Resume
17 M.L. King Jr. Day

FEBRUARY 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

21 Presidents Day
21-25 Mid-Winter Break

MARCH 2011						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

9-11 5th Grade @ Camp Seymour
11 2nd Trimester ends
13 Daylight Savings Time begins (spring forward)
21 Parent Conferences
22 Parent Conferences

APRIL 2011						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

4-8 Spring Break

MAY 2011						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

30 Memorial Day

JUNE 2011						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

13 Last Day for K Students
14 Last Day for grades 1-5
14 3rd Trimester ends

JULY 2011						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 Independence Day

CASCADE VIEW ELEMENTARY SCHOOL STAFF

2010-11

Principal, Counselors and Office Staff

Wilson	Ray	Principal	wilsonr1@svsd410.org
Smelser	Sandy	Counselor	smelsers@svsd410.org
Watters	Natalie	Counselor	wattersn@svsd410.org
Evensen	Betsy	Registrar	evensene@svsd410.org
McLaughlin	Becky	Registrar	mclaughlinr@svsd410.org
Mills	Terry	Principals Secretary	millste@svsd410.org

Grade Level Teachers

Anderson	Heather	First Grade	andersonhl@svsd410.org
Anderson	Linda	Fifth Grade	andersonl@svsd410.org
Axe	Cara	Kindergarten AM/PM	rileyc@svsd410.org
Bernardo	Danielle	Fourth Grade-am	bernardod@svsd410.org
Boysen	Lisa	ADK	boysenl@svsd410.org
Carter	Marilee	Second Grade	carterm@svsd410.org
Cockerham	Kelda	Third Grade	cockerhamk@svsd410.org
Cronin	Elizabeth	Fourth Grade	cronine@svsd410.org
Daniels	Julie	Third Grade	danielsj@svsd410.org
DeLurme	Joyce	Second Grade	delurmej@svsd410.org
Ellingsen	Dionne	Third Grade	ellingsend@svsd410.org
Gifford	Jan	Teacher Special Education	giffordj@svsd410.org
Guinn	Connie	Fifth Grade	guinncc@svsd410.org
Heinz	Laurie	Fourth Grade	heinzl@svsd410.org
Henley	Lauriekay	Third Grade	henleyl@svsd410.org
Johnson	Elizabeth	Fourth Grade	johnsonec@svsd410.org
Kappen	Michelle	First Grade	kappenm@svsd410.org
Kinghorn	Calla	Kindergarten-AM	kinghornc@svsd410.org
Larson	Emily	Fourth Grade	larsone@svsd410.org
Lemming	Dyame	Fifth Grade	lemmingd@svsd410.org
Linscott	Erin	Kindergarten-PM	linscotte@svsd410.org
McDade	Doreeen	First Grade	mcdaded@svsd410.org
Neyland	Marti	Fifth Grade	neylandm@svsd410.org
Ross	Jacqueline	First Grade	rossj@svsd410.org
Santosuosso	Laurie	Teacher: Self Contained	santosuossol@svsd410.org
Saxton	Jan	First Grade	saxtonj@svsd410.org
Smith	Kellie	Second Grade	smithks@svsd410.org
Thomason	Martha	Second Grade	thomasonm@svsd410.org
Wiese	Haley	First Grade	wiese@svsd410.org
Williams	Katie	Second Grade	williamsk@svsd410.org
Yoshikawa	Kristen	First Grade	Yoshikawak@svsd410.org

Specialist Teachers

Bubar	Dan	Physical Education	bubard@svsd410.org
Head	Susan	Librarian	heads@svsd410.org
Herb	April	Music	herba@svsd410.org
Townsend	Marcia	Highly Capable	townsendm@svsd410.org

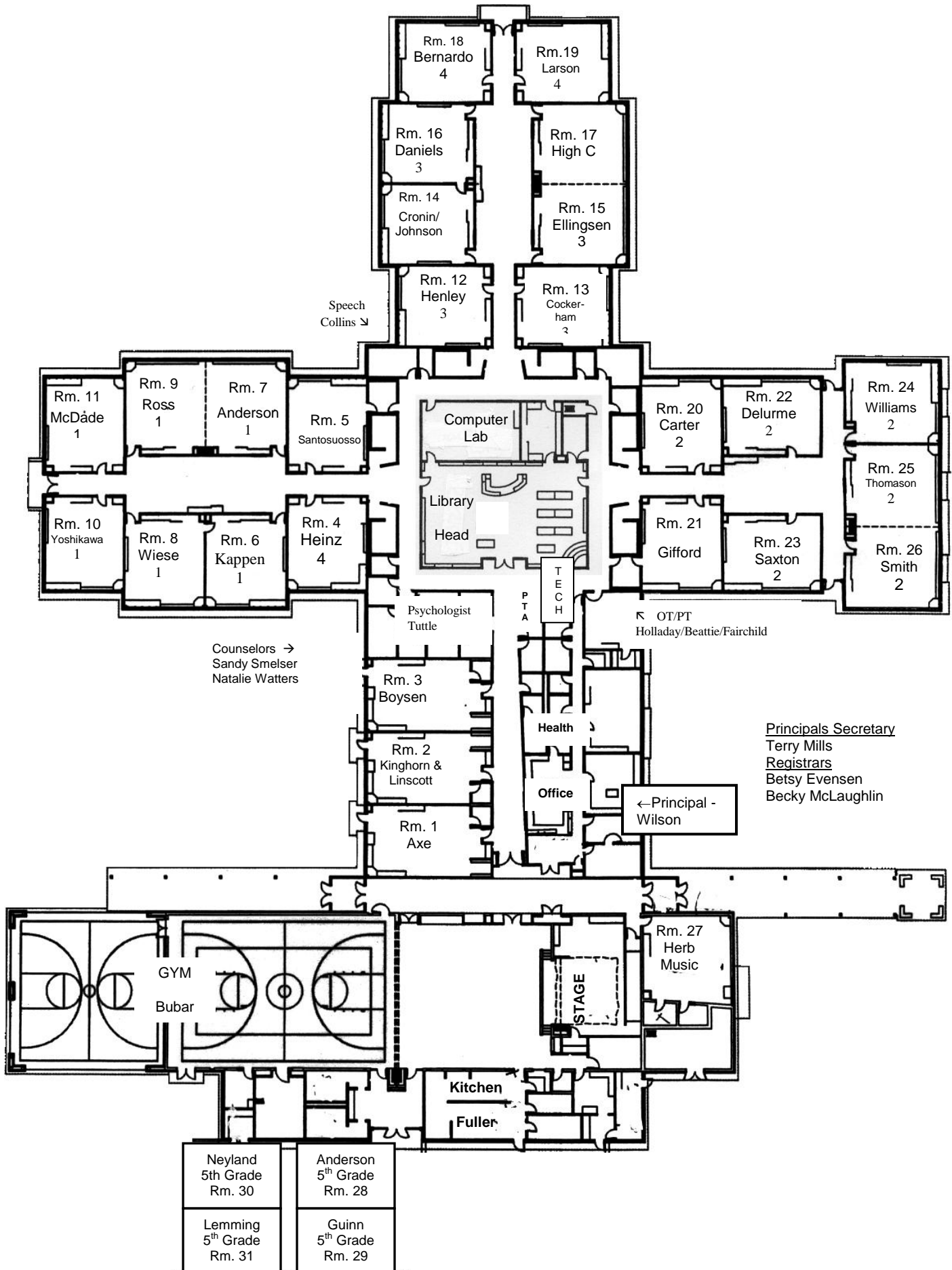
Support Staff

Bartlett	Inez	Custodian	bartletti@svsd410.org
Fritz	Tommie	Cook's Helper	fritzt@svsd410.org
Fuller	Elsie	Head Cook	fullere@svsd410.org
Lee	Dennis	Computer Tech	leed@svsd410.org
Randall	Wendy	Kitchen	randallw@svsd410.org
Turnbull	Joanne	Head Custodian	turnbullj@svsd410.org

Student Services Personnel

Beattie	Barb	OT Assistant	beattieb@svsd410.org
Collins	Jennifer	SLP	collinsje@svsd410.org
Clearman	Shawn	Para Professional	clearmans@svsd410.org
Gorrell	Carrie	Para Professional	gorrellc@svsd410.org
Gray	DeeDee	Para Professional	grayde@svsd410.org
Holladay	Patti	OT	holladayp@svsd410.org
Lelas	Ellen	Para Professional	lелase@svsd410.org
Lane	Amy	Technology IA	lanea@svsd410.org
Lutz	Joan	Para Professional	lutzje@svsd410.org
Macri	Belinda	Para Professional	macrib@svsd410.org
McGavran	Anne	Nurse	mcgavrana@svsd410.org
Tuttle	Janelle	Psychologist	tuttlej@svsd410.org
Wetmore	Jennifer	Para Professional	wetmorej@svsd410.org

CVES 2010-2011 BUILDING MAP



Counselors →
Sandy Smelser
Natalie Watters

Speech
Collins ↘

← Principal -
Wilson

Principals Secretary
Terry Mills
Registrars
Betsy Evensen
Becky McLaughlin

Neyland 5th Grade Rm. 30	Anderson 5th Grade Rm. 28
Lemming 5th Grade Rm. 31	Guinn 5th Grade Rm. 29

ATTENDANCE

Daily student attendance in school is one of the cornerstones of academic success. In recognition of this important fact, Cascade View Elementary has developed the following plan to promote maximum attendance and to comply with the Washington State Attendance BECCA Law. Any student with 5 unexcused absences within any month or 10 unexcused absences during the current school year is referred to the school district, which must file a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law by the parent, by the child, or by the parent and the child. Action taken could result in a fine of \$25 per day and/or community service. We urge everyone to be in attendance 180 days per year.

TRUANCY or UNEXCUSED TARDINESS is unacceptable. Persistent occasions of these may result in the student having to make up the time missed.

Absence for Parental-Approved Activities: This category of absence shall be counted as excused for a maximum of five school days per year. Arrangements for missed work are at the discretion of the teacher. Requests for a longer period of absence under this category must be approved by the Superintendent.

Tardiness: Any student arriving late to school, after 8:35 am, is considered tardy, and must come to the office accompanied by their parent or guardian to check in with the attendance secretary, indicating the reason for the tardiness, before going to class. Tardy students must have a pass from the office in order to be admitted to their classrooms. After four tardies students will be reported to the principal.

Early Dismissals: Children, who are leaving school early for dental, doctor appointments, etc., must have a note from home. These children will be called to the office to be signed-out by their parent when picked up. Students will only be called down to the office when the parent is present in the office.

Withdrawals: Students withdrawing from our school should bring a note to the office. The office will issue the withdrawal form and all books and outstanding fees or deposits must be resolved. Records will not be sent to another school until all fees or fines have been paid.

BEFORE SCHOOL PROCEDURES

Students and/or parents should not arrive on campus before **8:15** am unless an appointment has been made with a staff member. Students eating breakfast at school may go directly to the lunchroom after 8:00 am. The first bell will ring at **8:30** am.

BEHAVIOR POLICY

Respect

Responsibility

Resolution

Problem Solving Approach

CVES uses an approach to working with students that:

- Teaches students to think for themselves
- Raises the level of students' responsibility
- Allows students to learn from mistakes and make choices to solve their problems
- Prepares students to function effectively in a society filled with decision-making and consequences

Decision-making will occur through a series of steps that guide students in making good decisions. Possible interventions may include, but are not limited to verbal reminders, student conferences, parent involvement, goal setting, and removal from a situation, and/or principal contact. In some cases the severe clause will be enforced, as noted below.

Expectations

At CVES, we make choices that have a positive impact on ourselves and others using the 3 R's ~ Respect, Responsibility, and Resolution.

Respect:

- Treating other students and adults with kindness
- Taking care of our school and property
- Treat self with kindness and work to full potential

Responsibility:

- Be prepared each day for learning
- Take learning seriously and work hard
 - Show leadership by helping others
 - Take action to make CVES the best school it can be
 - Accept ownership for behavior

Resolution:

- Solve problems in a positive manner
- Complete tasks to the best of your ability

CVES Positive Behavior Plan Team

CVES is in the process of developing a School-wide PBS Action Plan which will help define and refine a systematic plan for improving current discipline and behavior support programs.

These programs are intended to

- a) build an increasingly positive school climate,
- b) create a safer school, and
- c) provide a system for managing misbehavior.

The CVES PBS Team Action Plan will define a sequence of activities, resources, people, schedule, etc. needed to address improvements in school discipline and behavior support practices and procedures. Integrating information from several data sources is very useful when designing an action plan. The Team is made up of representatives from each of our grade level teams.

Our plan will focus on four areas:

1. Be Respectful
2. Be Responsible
3. Be Resourceful and
4. Resolve Issues Safely

Research shows us that students achieve at a higher level when they know the expectations and feel safe. Our Positive Behavior Support system will help us improve both of these. Our plan provides detailed expectations in all areas of school while putting an emphasis on safety.

The success of our plan is dependent and will improve with time and with the participation and assessment of our staff, families and students. Research also shows us that school behavior plans that are supported in the home will improve their effectiveness in the school. Throughout this process, Cascade View Elementary will provide information to help with home implementation of the Positive Behavior Support Plan.

The 3 R's ~ what they may look like

Classroom:

- Follow teacher directions (Respect, Responsibility)
- Work as a helpful team member (Respect, Responsibility)
- Maintain a safe learning environment (Respect)
- Solve problems using problem-solving skills (Resolution)

Common Areas (halls, bathrooms):

- Walking at all times (Responsibility)
- Hands and feet to yourself (Respect)
- Quiet voices (Respect)
- Look at artwork, but do not touch (Respect)

Lunch Room:

- Students will eat their own lunch (Responsibility)
- Students will use their best CVES manners (Respect)
- Keep hands and feet to yourself (Respect)
- Clean up your own lunch area (Respect, Responsibility)
- Students will wait patiently until the supervisor dismisses them from the lunchroom – at least 15 minutes (Respect)
- Students will have the privilege of stadium seating (you may sit wherever you like) when the above behaviors are demonstrated

Playground:

- Play safely (Respect, Responsibility)
- Keep hands and feet to yourself (Respect)
- Use problem-solving skills to solve conflicts (Resolution)
- Listen to and follow directions of supervising adults (Respect)
- Put all trash in garbage cans (Respect)

Assemblies:

- Enter and wait quietly for the assembly to begin (Respect, Responsibility)
- Give your attention to the performance (Respect, Responsibility)
- Show appreciation in a positive way (Respect, Responsibility)
- Leave when dismissed in a quiet, orderly manner (Respect, Responsibility)

Library, Computer Lab:

- Follow expectations posted on wall (Responsibility, Respect)
- Respect classes in progress (Responsibility, Respect)

Field Trips:

All participants are representatives of CVES and Snoqualmie. Field trips are a privilege. Ongoing participation in these events will be earned through appropriate behavior and adherence to CVES rules and adult directions.

CVES RESPONSIBILITIES

Students:

Students will follow the Discipline Policy, make positive choices, and use problem-solving strategies as the need arises.

Teachers:

Instruction:

- Clarify expectations and rules
- Teach games and routines
- Prompt sharing and other positive (relationship) behavior
- Provide appropriate role modeling of desired behavior
- Circulate for maximum adult supervision

Warnings

- Correct behavior actively
- Provide reminders about the rules
- Intervene when conflict is observed or perceived

Consequences

- Play timeout
- Restriction of play zones, games. Playmates

Other Interventions

- Introduce new games/activities that promote positive behavior
- Review equipment/management practices (*e.g, flag vs. touch football*).

Parents:

Parents will support this process by communicating regularly with their child about her/his social development, keeping the school informed of any changes in the child's life that may affect behavior, and working with staff as a team to solve behavioral concerns.

PROGRESSIVE DISCIPLINE

In the event a student does not follow the expectations of CVES, the normal procedure for progressive discipline will be as follows:

Level 1 - Administrator reprimand, parent notification/conference, loss of recess, work assignment, teacher/adult correction of behaviors, review of CVES rules, prompting/cueing of appropriate behavior, student demonstration of correct behavior, or counselor intervention/mediation.

Level 2 - One to five day recess detention and/or work assignment, mediation activity, behavior plan with teacher or counselor supervision, parent contact

Level 3 - Short term suspension, in-school suspension (up to 2 days)

Level 4 - Short term suspension out-of-school suspension (up to 10 days)

Level 5 - Long term suspension (up to 18 weeks out of school – if applicable)

Level 6- Expulsion – if applicable

These infractions would include, but not be limited to: intimidation/bullying activity - spectator problems- lunchroom problems - failure to cooperate with school personnel- minor theft or property damage - not telling the truth about school-related situations - harassment of students - in class disturbances - throwing snowballs in-hall disturbances - use of profanity - administrative approval - students loitering on campus following dismissal - littering (e.g.. garbage, lockers) - disrespect for other student's property - leaving class without permission - chronic tardiness.

YELLOW CARD
Student Behavior Communication Card

TO _____ FROM _____

STUDENT NAME _____ DATE _____

The following behavior has occurred on the playground. A yellow card indicates multiple levels of response by the playground supervisors.

- | | |
|--|-------------------------|
| _____ Teasing or Harassment Type Behaviors | _____ Chronic Tardiness |
| _____ Inappropriate Use of Equipment | _____ Unsafe Behaviors |
| _____ Disrespect to Adults or Students | _____ Other |

Explanation:

The following course of action was taken:

- | | |
|---|----------------------|
| _____ Re-teaching of appropriate behaviors/expectations | _____ Verbal Warning |
| _____ Play Restriction | _____ Timeout |

BICYCLES

For the safety of all our children, the amount of car and foot traffic surrounding our school and limited bike storage the following bicycle procedures are being implemented.

- Fourth and fifth grade students **ONLY** will be allowed to ride bicycles to Cascade View Elementary.
- A Parent Permission Form must be on file with the school. You may find the Bicycle Permission Form on the CVES Website under School Office Forms.
- Students need to wear a helmet at all times while on their bike.
- Bikes are to be locked and stored in the bike area while at school and may not be retrieved until the end of the school day.
- Students on bikes must obey all Washington State bicycle safety laws.
- Bicyclists must dismount and walk their bikes while crossing at the crosswalks with safety patrol monitors.
- Bicyclists must yield to pedestrians on sidewalks.
- Bikes must be walked while on school grounds.
- Students who enter from the Snoqualmie Community Park side of the building will secure their bikes in the bike area in the back of the school. Students who enter from the front of the school will secure their bikes in the bike racks in the front courtyard.
- Bikes may be used only for the purpose of commuting to and from school.

Riding a bicycle to school is a privilege. Students are assuming the responsibility of being able to follow the safety laws and Cascade View Elementary School's Procedures. Privileges may be revoked if a student abuses the bicycle safety procedures at anytime. Our goal is to ensure all students arrive to and from school in a safe manner on daily basis.

BOOKS

Book club orders: All orders should be accompanied by a check made out to the appropriate company. No cash should be accepted.

Textbooks and library books: fines will be charged for damaged or lost books. Third trimester report cards will be held for nonpayment of fine.

BOUNDARY INFORMATION

For information regarding the CVES Boundaries please visit the Snoqualmie Valley School District website:

<http://www.svsd410.org/districtinfo/about/districtmap.asp>

BREAKFAST

We are offering breakfast at school. It is usually cereal or roll, fruit or juice, and milk. Free and reduced applications will be honored for breakfast and lunch. Prices are:

\$1.75 full price – student breakfast \$.00 for breakfast (*for approved free and reduced applicants*)

Breakfast will be served from 8:00 until 8:25.

We are using a computerized cashiering system or point of sale (P.O.S) in our food service program. It works like a debit account with a “PIN” (personal identification number). Breakfast and/or lunch tickets will no longer be used.

EACH STUDENT WILL HAVE A PERSONAL ACCOUNT AND PIN:

The students PIN will be their student code number (six digits) this is the same number they are currently using for student ID. This same number will follow them through their academic career within the district. The students scan the number at the point of sale. The scanner and card is user friendly for kids and only used at school for lunch.

WE ENCOURAGE STUDENTS TO DEPOSIT MONEY TO THEIR ACCOUNTS INSTEAD OF BRINGING MONEY DAILY:

This speeds up the process and reduces lines at breakfast and lunch. We suggest sending a check with the students name and or PIN number on it. This will provide you with a receipt, and help track when your child’s account is getting low. All cash and checks brought in to food service will be deposited to the students food service account. No change will be given.

WHEN A MEAL IS PURCHASED, THE ACCOUNT IS DEBITED (\$3.25 lunch / breakfast \$1.75)

CASHIERS WILL NOTIFY STUDENTS IN ADVANCE WHEN THEIR DEPOSITED FUNDS ARE GETTING LOW.

ACCOUNT BALANCES WILL ROLL OVER TO THE NEXT YEAR UNLESS A WRITTEN REQUEST FOR A REFUND IS MADE.

BUS INFORMATION

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

1. Follow bus driver's directions the first time they are given.
2. Respect yourself and others' space and property.
3. Talk in a quiet voice.
4. Keep your hands and feet to yourself.
5. Make safe choices for yourself and safety of others.

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

Prior to Loading and After Unloading

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

While on the Bus

- Upon entering the bus, students are to go directly to their seats, sit down facing forward, with their feet out of the aisle, and remain seated.
- Students shall not be permitted to sit in the driver's seat or to the immediate right or left of the driver. Students are under the supervision of the bus driver and must obey the driver at all times. In so doing, they shall conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.
- Each student may be assigned a seat by the bus driver in which he/she will be seated at all times unless permission to change has been given by the driver.
- In the interest of the physical safety of the students involved and cleanliness of the bus, students shall not eat or drink on the bus, except for driver and advisor discretion while on field trips and sports activities.

- Students should open bus windows only if the driver gives permission. Hands, heads, legs, etc., are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors.

Items not allowed on the bus include:

1. All forms of animal life (except seeing eye dogs)
 2. Firearms, weapons (including, but not limited to knives), (RCW 9.41.250-9.41.280)
 3. Breakable containers (glass bottles, aquariums, etc.)
 4. Flammables (including, but not limited to matches, lighters, tobacco of any sort)
 5. Any article which could adversely affect the safety of the bus and passengers.
 6. Personal items, allowed on the bus shall be limited to only those items that can be contained in the student's personal seating space.
 7. Large musical instruments that cannot be held on the student's lap or between the student's legs, i.e. trombone.
- Student conduct on buses shall be the same as standards for student conduct in the classroom and other school sponsored activities.
 - Any student sitting in a seat that is equipped with lap belts must use them.
 - Students shall not tamper with emergency doors or equipment and shall follow the emergency exit drill procedure as prescribed by the driver (WAC 393-040 and 045).
 - Students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing damage may be suspended from transportation privileges.
 - Student misconduct shall constitute sufficient reason for suspending transportation privileges.

Transportation Disciplinary Procedures

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

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

Progressive Discipline:

1. Driver will talk and work with student, possibly assigning a seat or separating him/her from a problem area or other student(s).
2. Driver will call parents and explain the unacceptable behavior that is occurring on the bus and how the driver has worked with the student in an attempt to correct the unacceptable behavior. The driver will ask for assistance and suggestions from the parent. At this time parents should also be told that the behavior must improve or bus privileges may be lost in the future should the child receive a 3rd Referral.

3. 1st Referral: Driver will write referral, call parent notifying the parent of problem and telling them the referral will be brought home by their child. Student takes the Referral home and returns it, signed by parent, to the bus driver. Should the Referral not be returned, the driver shall call the parent and advise his/her supervisor and the student's principal.
4. 2nd Referral: Follow same procedure as 1st Referral.
5. 3rd Referral: Follow same procedure as 1st and 2nd Referrals except the 3rd Referral will generate a letter home to parents denying bus privileges for 3 days. The driver will call parent telling them of 3rd Referral and bus suspension letter notifying them of bus suspension. The letter will include dates of bus suspension and the phone number of transportation office should there be any questions or possible adjustments to dates of the bus suspension.

Serious offenses, not limited to fighting, flagrant displays of disrespect toward a driver, or possession of drugs or alcohol will result in immediate loss of bus privileges for a minimum of five (5) school days. Assault on a bus driver will result in indefinite suspension of bus riding privileges and possible criminal charges. These and all other displays of exceptional misconduct are covered in District Policy 3300.1.2, Exceptional Misconduct.

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

BUS SCHEDULES

To access updated bus schedules for CVES, go to:

<http://www.svsd410.org/departments/Transportation/BusRoutes/CVES/index.asp>

CHECK PAYMENT ACCEPTANCE POLICY

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check payment (cash, credit card, online payment).

CLOSED CAMPUS

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

Teachers and parents should review dangers of leaving school campus without permission or supervision. Serious school consequences may apply if non-compliance occurs.

DRESS CODE - STUDENT

Students are to wear neat, clean, and appropriate clothing at school, and school-sponsored events. School staff will restrict extreme styles of clothing hair, and jewelry, or appearances which disrupt school or pose a safety hazard. Shoes should be durable, and appropriate for running, playing and climbing at recess, and for P.E.

For safety purposes please avoid flip-flop shoes, platform shoes, or light-weight sandals. Label coats, hats, boots, gym shoes, gloves, and other clothing with your child's name.

Clothes, jewelry, or adornments may not be vulgar, offensive, nor advertise or promote the use of drugs, alcohol, profane language, or other obscenities. Shirts and shorts are to be of acceptable and conservative length. Shorts/skirts must be fingertip in length. Students are to have their midriff covered. Students are to keep underwear covered.

The following is *not* permitted:

- Hats inside the building
- Make-up
- Spandex clothing
- Bare midriff clothing
- Tank tops with less than 3 finger-widths straps, tube tops, spaghetti straps
- Metal chains, heavy chokers, or dog collars
- Sagging pants
- Any dress or appearance which creates a classroom or school disruption.



EMERGENCY PARENT AND STUDENT DISMISSAL PROCEDURES

Should we have any type of emergency which requires us to dismiss students; we will use the following steps to reunite the parents with their students:

1. Parents must report to the reception area.

Reception Areas:

Building evacuation: Reception table located on campus near the Snoqualmie Community Park parking lot fence.

Other emergencies: Reception table in front hallway by office.

Parents provide identification to the receptionist indicating student(s) to be picked up. *ONLY THOSE PEOPLE LISTED AS EMERGENCY CONTACTS WILL BE ABLE TO TAKE A STUDENT HOME.*

Parents wait in reception area.

2. The receptionist will complete a form and give it to a runner who will have the responsibility to take the form to the appropriate teacher. The teacher keeps the form when releasing the student. The runner will then take the student(s) indicated to the reception area to be reunited with their parent(s).

Any parents entering the school grounds from other areas will be directed to the reception area.

The parking lot will be blocked off for emergency vehicles. Parents must park in the Snoqualmie Community Park parking lot. Once you have received your children, please leave the area immediately. Students should not return to school that day.

EMERGENCY SCHOOL CLOSURES

Emergencies such as snow, ice, power outages, and floods can alter school schedules and affect bus transportation for students. If you are in doubt about conditions, you may listen to one of nineteen area radio stations, or watch the morning news on TV: Channels 4, 5, 7, 11 for school closure information. These messages are broadcast between 5 and 8:30 a.m. Or you may check for information on the district's WEB page @ www.SVSD410.org under the Emergency Information button.

If there is no message about Snoqualmie Valley School District No. 410, schools are open on a normal schedule. If an announcement is made it will say:

"Schools Closed"	All scheduled activities canceled
"Schools Open, One Hour Late"	Students (grades 1-5) arrive one hour late; No AM Kindergarten <i>Staff comes at regular time – as safe travel allows</i>
"Schools Open, Two Hours Late"	Students (grades 1-5) arrive two hours late; No AM Kindergarten <i>Staff comes at regular time – as safe travel allows</i>
"School Open, Limited Transportation"	Shortened transportation runs due to road or flood conditions.

In the event we send students home early we will enact a call list. If we do not reach anyone on your call list, we will hold your child here at school until you or someone on the emergency contact list signs them out of the office.

FIELD TRIPS

There are many points of interest off the school grounds to which teachers may wish to take pupils.

- Attendance is at principal/teacher discretion. Students not attending will be placed in another classroom with prior teacher arrangements.
- District transportation (school buses) will be used.
- School sack lunches need to be arranged with the kitchen ahead of time.
- Parental permission must be in writing.
- Field trips should be paid for prior to the day of the trip.

GRADES

Grades K-5

Standards Based Reporting System

4= Exceeding Standards at Trimester

3= Meeting Standard at Trimester

2= Working Towards Standards

1= Below Standard

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

N.A.= Not addressed this trimester

GUM

Students should not bring or chew gum at school.

HARASSMENT AND INTIMIDATION

In today's culture, organizations address the issue of harassment/intimidation in order to assure a fair, satisfactory environment for all. The same is true of schools and CVES in particular. It is our intent to maintain a harassment free environment and we seek the support of the students, staff and parents to accomplish this goal.

Harassment is a tool used by some to gain power or advantage over another and it can involve intimidation or threatening behavior that disrupts the learning environment for the recipient. It can also be represented by a repeating pattern of negative behavior that is unresponsive to cooperative attempts to stop it, mediation to negotiate change or traditional disciplinary consequences. When this disruption occurs our mission is thwarted and learning can be seriously impacted. A pattern of unwanted behavior directed at any member of our learning community will be addressed in a systematic and progressive way as part of our general discipline procedures.

Where we may address an individual incident of teasing with our discipline system, we are prepared to employ more formal strategies if a "pattern of harassment" takes place. It is essential that concerns about potential harassing behavior be brought to our attention. There is a variety of ways to address the sensitivity often needed for responding to this behavior. It is our preference to partner with families/recipients to obtain the most positive results.

At the elementary level cooperative responses and awareness-raising with disciplinary consequences, when needed, usually will eliminate a problem. We approach with due caution as all our students learn how to navigate social relationships, but we will not tolerate ongoing noncompliance with the "no harassment" expectation. If there is a concern about harassment, please contact your child's teacher, the school counselor or the principal. We will work with you to plan the next steps in eliminating/monitoring the problem. (Formal documentation such as that provided here will be employed when school-based efforts prove insufficient toward eliminating the undesirable behavior and the issue will be addressed at the district level.)

HEALTH PROGRAM

Limited nursing services are available in the Snoqualmie Valley School District. The school nurse visits our school on a regular basis. The Health Room is available to students should they become ill during the day. Students should report to the secretary prior to being placed in the Health Room. If it is determined that your child needs to go home due to illness and/or injury, you or someone on your emergency contact sheet will be called by one of the secretaries. Please arrange for your child to be picked up as soon as possible.

HOMEWORK

District Policy No. 2430

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

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

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

Detailed guidelines for homework will be given out by each grade level at Curriculum Night/Open House.

IMMUNIZATIONS

Washington State Immunization Law (RCW 28A.210) requires parents to give schools a Certificate of Immunization Status before a child can attend school. Children entering elementary school are required to have had the following immunizations: DTP, Polio, Measles, Mumps, and Rubella. In addition, as of September 1997, all children entering kindergarten are required to have the Hepatitis B vaccination. Parents may opt out of the vaccine requirements through the medical or personal exemption form.

INTERNET USE

It is our goal to have all students using the Internet and the many valuable resources available to them as they progress with their education at Cascade View Elementary. We have a security and filtering system that very effectively controls access to inappropriate material by students. In addition, teachers and instructors are present whenever students are working on computers at school. With this educational opportunity also comes responsibility. It is important that your child has a signed Internet Use Consent Form on file with our school. This form only needs to be completed one time during a student's stay at Cascade View Elementary School.

LOCK DOWN PROCEDURES FOR PARENTS

Building lock downs can be issued for a variety of reasons: an environmental hazard, hazardous material or gas leak, or suspicious person in the vicinity. An order to lock down will be issued by local authorities. While under their direction staff, students and parents will not be allowed to enter or exit the building until the school has been cleared to resume all normal activities or to begin early student dismissal process. If directed to resume normal activities school will dismiss at regular time. If an early dismissal has been ordered, the school early dismissal phone tree will be instituted followed by the early dismissal procedures.

In the event of a lock down, do not call school so that we can maintain open lines. If it is imperative to communicate with the school, do so through the Snoqualmie Valley Police Department.

LOST AND FOUND

Parents and/or students should check for lost items before the end of each trimester. Leftover items will be donated to charity.

LUNCHES

The hot lunch program is run on a cash or online payment process. Prices are:

Full price	\$3.25 (student)	Reduced price (4-5_	40¢
Reduced price (k-3)	40¢	Adult lunch	\$4.00 daily

Please see "Breakfast" for procedures.

Make Payments Online for Food Service_Adding money to a student's lunch account at any Snoqualmie Valley public school is now more convenient with online payments. The district has contracted with RevTrak, a national credit card payment processor, to provide parents a secure site for making online payments.

Parents will be able to pay student food service fees, view account balances, and see their transaction history online. Online payments will immediately be posted to a student's food service account. Parents who choose this option will be charged a \$1.50 service fee per use.

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

- Internet access
- A VISA or MasterCard debit or credit card
- And, a Skyward Family Access Login and Password

(Parent/guardians, if you've forgotten your Family Access login or password, please contact your school's office.)

For more information or to set up an account, click on Online Payments for Food Services. This service will be available thereafter through the Family Access icon/link located on the homepage of the district website.

MEDICATION AT SCHOOL

District Policy No. 3416

If a student must take medication at school, either prescription or over the counter, the medication must be kept and administered through the office. According to Washington State Law and District policy, we CANNOT dispense any medication at school without a completed “Physician Orders for Medication at School” form which is available in the school office.

All medications must be labeled by the pharmacy and must be in their original container. The prescription label and the physician’s orders must match. Please do not send medications, either over the counter or prescription, to school with your child to take on his or her own. If you have questions, please call the school.

PARENT-TEACHER CONFERENCES

Fall Parent-Teacher Conferences will be held. Additional conferences are appropriate, at teacher discretion, whenever a student falls below expected standards. A schedule will be forthcoming.

Report cards are prepared for grades K-5 and sent home at the end of each trimester.

PARTIES

Several classroom celebrations may be scheduled during the school year. The intent of classroom parties is for the students to have an opportunity to have fun together in a socially acceptable manner and need to include all students. Please remember to keep parties simple and expenses at a minimum. Please work through classroom teachers for appropriate arrangements. We are promoting healthy minds and bodies at CVES.

HEALTHY CLASSROOM PARTY SUGGESTIONS:

- Build your own fruit parfait: low-fat yogurt, fruit selection, toppings.
- Build your own Sundae: low-fat frozen yogurt, fresh fruit, toppings
- Build a fruit kabob
- Popcorn & a movie
- Strawberry Shortcake: low-fat shortcake, fresh strawberries and low-fat sugar free toppings.

Party invitations/gifts may not be distributed at school.

PETS

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

PLAYGROUND EQUIPMENT

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

PLAYGROUND RULES

Please make sure that your class is made familiar with the playground rules. A copy of those rules will be provided to each teacher and should be posted in each room for the students. Classroom teachers are to cooperate with the playground supervisors to see that all children receive instruction regarding playground rules and the proper use of playground equipment.

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

RESPECTFUL MANNER

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

SAFE MANNER

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

UNSAFE MANNER

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

RESPONSIBLE MANNER

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

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

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

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

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

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

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

CONSEQUENCES FOR DISREGARDING GUIDELINES

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

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

For more severe issues, student will be immediately referred to the principal.

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

POLICY HANDBOOK

A copy of the Snoqualmie Valley School District Policy Manual is available online at www.SVSD410.org. Teachers should familiarize themselves with the contents of the manual and refer to it for answers to district policy questions.

PROTECTING SCHOOL CHILDREN

All visitors in the building must sign in with the office before being allowed to visit the classrooms. This includes all parent volunteers who must complete volunteer training. Observations of classrooms must be cleared through the principal's office.

PTSA (PARENT TEACHER STUDENT ASSOCIATION)

2010-2011 CVES P.T.S.A. officers are

PTSA Board

Co-Presidents: Lindsey Buckton

Secretary: Lori Hungerpillar

Treasurer: Chantal Leblanc

Co-VPs Fundraising: Kerry Anderson and Layla Anson

Co-VPs Enrichment: Lori Riffe and Annmarie Farris

Membership Chair: Lu Edwards

Volunteer Coordinator: Bernice Springings

PTSA Website: <http://www.cvesptsa.org/>

RELEASE OF INFORMATION

SEE ELECTRONIC CONSENT INFORMATION!

The district and the school will not release any records concerning a student without written parental consent. The district may, however, release the following information without written consent: student's name, address and phone number; date and place of birth; field of study; participation in sports and activities; height and weight of players on teams; dates of attendance, degrees and awards; most recent educational agency attended; and photographs for public information purposes.

If you do not want any information released, you may submit a written request that information not be released.

RESPECT TO THE FLAG

State law requires that appropriate flag exercises be held in each classroom at the beginning of the school day. Students not reciting the Pledge of Allegiance are required to stand and maintain a respectful silence. The Pledge will be lead daily by 5th grader students.



REVIEW OF RECORDS

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights regarding their student's educational records:

Parents have the right to inspect and review their student's education records. Parents should submit a written request to the principal. The principal will make arrangements for access and notify the parent of the time and place where the records may be inspected. According to state law, a response must be made within five business days.

Parents have the right to request the amendment of the student's education records that the parent believes are inaccurate or misleading. Parents may ask the Snoqualmie Valley School District to amend the record by writing a request to the principal, specifying the part of the record they want changed and why it is inaccurate or misleading. If the district decides not to amend the record, they will notify the parent of the decision and advise them of their right to a hearing.

Parents have the right to consent to disclosure of personally identifiable information contained in their student's education records, except to the extent that FERPA authorizes disclosure without consent.

Exceptions include school officials who have legitimate educational interests.

Parents have the right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with requirements of FERPA: Family Policy Compliance Office

U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20202-4605

ROLLERBLADES / SKATEBOARDS / SCOOTERS/HEELIES

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

SCHEDULE - FRIDAY EARLY RELEASE

Your student's attendance is important. Students will be released each Friday at 12:55 p.m. This is not a half day. Please do not schedule any appointments or early dismissals during school hours on Fridays. There will be an early release the first week of school.

SCHOOL IMPROVEMENT TEAMS

Purpose: The Cascade View Elementary School Improvement Team includes representatives from teachers, classified staff, and parents, who work with the principal to review data and information, develop proposals, ensure staff input, and make consensus-based decisions which impact school functioning, learning improvement, and instructional programs.

The Learning Improvement Team (LIT) will lead the staff in addressing matters related to curriculum and instruction, such as analyzing school performance, setting school goals, evaluating instructional methods and materials, and researching best practices. In addition it will address matters concerning the function of the school (apart from curriculum) such as school climate, discipline policies, scheduling, safety, and incentive plans.

SCHOOL PATROL

School Safety Patrol is made up of 4th and 5th grade students. Students are required to follow directions from patrols. The patrols' job is to ensure student safety on our campus. Elizabeth Gintz is our Patrol Advisor.

SCHOOL SECRETARIES

Head Secretary

Generally takes care of principal and teacher needs:

- **Budget/Reconciliation**
- **Ordering and distributing supplies for teachers**
- **Substitutions for employee absences**
- **Time Sheets**
- **Calendar**
- **Daily Bulletin (emailed to staff each morning to include substitutions, upcoming events, etc.)**
- **Parent communications**
- **Rentals for building/field**
- **Purchase Orders (to include field trips)**
- **Mail**
- **Help in Health Room, phone and front when needed**
- **Greeting parent/visitors**
- **Assistant to the principal/office manager**
- **Inventory management**
- **Volunteer Background Checks**
- **Other duties as assigned**

Attendance Secretary

Generally takes care of student and parent needs:

- **Registration/Withdrawal of Students (Skyward information)**
- **Kindergarten Registration**
- **Record/File Maintenance**
- **Attendance (includes reports, letters, calling parents, etc.)**
- **Tardy Students (keeps log)**
- **Maintenance of enrollment**
- **Greeting parent/visitors**
- **Health Room (immunization info., organizing medications for field trips and helping students)**
- **Telephone**
- **Inter/Intra District Transfer Information**
- **Free/Reduced Lunch Information**
- **Other duties as assigned**

SCHOOL SUPPLY LIST

You may find this information on our website at:
<http://cves.svsd410.org/school%20supply%20list%20CVES.htm>

All Grades - K-5

For the 2010-2011 school year, in conjunction with our PTSA, Cascade View Elementary School will provide the needed supplies for students. It is our effort to provide consistency with school supplies, reduce overall costs to parents, and provide a convenience for families as they start the new school year.

The following amounts will be collected on Meet the Teacher Day, August 30th for Grades 1-5 and on the First Day of School, September 3rd for Kindergarten Students. "Subject to Change"

½ Day Kindergarten: \$15
Full Day Kindergarten, 1st – 3rd Grades: \$25
4th & 5th Grades: \$30

Two items which all students will need to provide:

1 Small backpack without wheels (labeled with student's name)
Lunch box (labeled with student's name)

SEARCH AND SEIZURES

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

SIBLING GUIDELINES

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

Siblings may accompany parents:

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

Siblings are not allowed:

- in the workroom/staff lounge.
- at recess.
- when parents chaperone field trips.
- when parent volunteers are in the classroom.

SPECIAL SERVICES

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

Counseling: Cascade View Elementary has a counselor who provides support to students.

Highly Capable (Hi-C) Program: Students who qualify receive enrichment services weekly.

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

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

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

Speech and Language Services: Our Speech Language Pathologists (SLP) serve identified students and communication disorders, language, speech and/or hearing impairments.

STUDENT GOVERNMENT - ASB

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

STUDENT RIGHTS

Students are guaranteed certain rights under the Constitution of the United States. No person, however, is guaranteed the right to commit acts which materially and substantially interfere with the appropriate discipline and operation of the school, or which interfere with the rights of others. No pupil shall be deprived of educational opportunity by the district without due process of the law.

STUDENT-TEACHER ASSISTANT TEAM (S.T.A.T.)

The purpose of the Student-Teacher Assistance Team is to support classroom teachers and students who encounter academic, motor, social, emotional, or behavioral difficulties that persist in spite of regular classroom interventions. Any parent, teacher, specialist, or other person may ask for a STAT on a student. The team usually consists of the parents, the classroom teacher, a Special Ed. Teacher, a psychologist, any specialist who might already be familiar with the student, and any other who may be able to offer additional information, suggestions, or resources. Frequent options include tutoring, changing instruction, altering the classroom setting, specialist support, and assessment to determine if there is a need for specialized instruction.

The steps to follow to initiate STAT procedures include:

fill out STAT Information Form, clarifying the student's current level of performance and specifying the interventions that have already been attempted, their frequency, duration, and level of success;
submit the form to your child's teacher.

You will be notified of the date and time for the STAT meeting.

SUBSTANCE ABUSE

District Policy No. 2167

ALCOHOL / TOBACCO / SUBSTANCE ABUSE

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

TELEPHONES

The office phone is a business phone and is not to be used by children for planning parties, etc. A pupil is not to use the phone without a note from his teacher, and only then in EMERGENCIES. In case of illness of a child, we will make the call home. Children will be allowed to use the phone any time a teacher gives a child a note. Please remind your child to ALWAYS leave a message when they call home from school.

Cell phones may be used outside the buildings before school and after school. They must be turned off and stored out of sight at all other times.

TOYS/VALUABLES

Students who bring personal possessions or extra money to school invite problems for themselves, fellow students, and school staff. Parents should limit what students bring to school. Buying, trading, and selling between students is not allowed. Nintendo games, trading cards, Silly Banz, toys, dolls, stuffed animals, etc. can be a classroom distraction. They are not allowed at school and will be confiscated and held until claimed by a parent.

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

Electronic devices (pagers, cell phones, iPods, cameras, lap top computers, electronic games, laser pointers, etc.) should be left at home. Students who choose to bring such devices to school do so at their own risk. Inappropriate use of electronic devices during the school day will result in their confiscation and/or disciplinary action. Parents must then pick-up the device. Music (iPods, MP3 and CD players) may be used before school and/or after school only!

Camera and Recording restrictions: Students are prohibited from using cameras to document, instigate, or support undesirable behaviors. Students who use cameras for those purposes will receive the same disciplinary punishment as the students engaging in the undesirable behavior. No recordings (video or audio) or images of prohibited activities or inappropriate content may be shown at school. Students should obtain permission from the school and individuals before making recordings or taking pictures. Teacher permission is required for use of any camera or recording device in the classroom.

TRANSPORTATION TO AND FROM SCHOOL

It is expected that students will travel to and from school in the same way each day. Should an emergency arise and a change is needed, please send a note to your child's teacher the morning of the change.

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

The front area of the school is for bus loading and staff parking **only** (*the only exception would be reserved parking for the disabled that currently exists in the front of the school*).

We have reserved spots in the main parking lot along the sidewalk for parents and school visitors.

Crowded Hallways: Parents who are meeting their child(ren) after school are asked to meet them in front of the building. It is very difficult to get students where they need to be in the shortest amount of time and in the safest manner when the hallways are crowded with extra adults. Adults who are waiting in the hallway will be asked to meet their child in the front of the school. Students who are waiting for their parents will wait underneath the walkway until they are picked up by an adult.

Students who walk should leave immediately for home once school is dismissed as there is no after school supervision provided for them. Children will not be permitted to walk through coned off areas and sidewalks. Your cooperation in following and obeying all state safety patrol members is greatly appreciated.

UNATTENDED CARS AND CHILD SAFETY

For the safety of our children, children should not be left unattended in vehicles for any length of time or circumstances.

VOLUNTEERS & VISITORS

All volunteers and visitors must sign-in at the school office and wear visitor badges while on the school premises. This is mandatory for safety and insurance purposes.

Parents will not receive their "official" Volunteer Badge or be allowed to help in classrooms until they complete training. If they miss training with P.T.S.A. and or office personnel their homeroom teacher is responsible to train them - as teachers have time in their schedules to do so.

VOTER REGISTRATION

Materials and information concerning voter registration should be displayed in school offices, and included in registration materials for new students. Reminders to vote on Election Day should be consistently included in school newsletters and parent communications.

WEAPONS

District Policy Manual
Policy No. 3601

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

CASCADE VIEW ELEMENTARY SCHOOL

BICYCLE PERMISSION SLIP 2010-2011

SEE ELECTRONIC CONSENT INFORMATION!

Please fill out this form with your child and have them return it to school prior to riding their bicycle to school the first time.

My student _____, **grade** _____, has my permission to ride his/her bike to and from school. We have gone over the guidelines set in place by Cascade View Elementary School. My child agrees to abide by all the bicycle safety rules. We understand that privileges of riding a bike to school may be revoked at anytime these procedures are not followed.

I understand it is a privilege to ride my bike to school. I assume full responsibility and agree to abide by all the Cascade View Bicycle Procedures.

Student's Name

Student's Signature

Date _____

We assume full responsibility and agree to abide by all the procedures in allowing our child to ride his/her bike to school.

Print Parent Name

Print Parent Name

Parent Signature

Parent Signature

Date _____

Snoqualmie Valley School District

P.O. Box 400, Snoqualmie, WA 98065-0400

Phone (425) 831-8000

FAX (425) 831-8040

HARASSMENT FORMAL COMPLAINT FORM

Under the provisions of Title IX of the Education Amendments of 1972, RCW 28A.85, Title VII of Civil Rights Act of 1964, and RCW 49.60, no person shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education or employment program or activity in the public school system.

In compliance with federal and state laws, this procedure has been set up to allow employees, students, and others to alert the District of areas requiring correction or modification. (It is recommended that you attempt to resolve your concern with the individual(s) involved before filing a complaint with the Principal).

FROM: Name(s) _____

Address(es) _____

Phone Number(s) _____

Circle One: Student Employee Other

Complaint involves:

Name of alleged harasser: _____

School/Department: _____

Description of complaint (please be specific):

Date(s) of alleged harassment:

Time(s) of alleged harassment:

Location(s) of alleged harassment:

Witness(es), if any:

Complaint. (Describe incident(s) in detail. Use additional pages, if necessary).

Please indicate the corrective action desired. (Use additional pages, if necessary).

Has this matter been discussed with the teacher/building administrator or individuals or individual(s) involved?

Yes _____ No _____

If so, with whom have you spoken:

Name(s) _____ Date _____

Name(s) _____ Date _____

Results of your discussion(s). (Use additional pages, if necessary).

I (we) understand that the District may request further information about this concern, and if such information is available, I (we) shall present it upon request.

Signature(s) _____ Date _____

Signature(s) _____ Date _____

Adopted: March 26, 1992

Revised: May 11, 1995

CASCADE VIEW ELEMENTARY SCHOOL

STUDENT HANDBOOK CHECKLIST

SEE ELECTRONIC CONSENT INFORMATION!

(Parents/Guardians; in the spirit of our efforts of being green as well as developing a more efficient and accurate process we ask that you complete the following information to verify that you and your student(s) have read and understand school policies/expectations as outlined in our CVES Handbook.

If you wish to receive a hard copy, please see your student's teacher.

Deadline to complete is Monday, November 1st, 2010)

Please sign the following and return **to your classroom teacher by Monday, November 1st, 2010.** We are working to reduce paper use, therefore, our Student Handbook is available on our school website (<http://cves.svsd410.org/> click on the STUDENT HANDBOOK link). If you wish to receive a hard copy, please contact your child's teacher.

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

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

Important Points Checklist. Please initial each item.

_____ Behavior Policy.

_____ We love Volunteers! Volunteers must sign in at the office and wear a badge at all times.

_____ Bell Schedule.

_____ Attendance and Tardy Policy.

PARENT CONSENT INFORMATION

If you do not want any information regarding your child released, please read and check the appropriate line below:

_____ Do **not** release directory information on my child (PTSA Directory).

_____ Do **not** use my child's picture or work for transmission on any internet website, publicity video, or published photograph (including Snoqualmie Valley papers) other than for use within the school.

Student First Name

Student Last Name

Teacher

Grade

Parent/Guardian Signature

Date

