

Fall City Elementary School

Home of the Falcons



**STUDENT – PARENT
HANDBOOK
*2011-2012***

Fall City Elementary School

“Soaring with Knowledge on Wings of Learning”

Our Mission

To inspire a community of life-long learners

Our Motto

“Caring, Sharing, Learning, Growing”

Our School Philosophy

To promote educational partnerships involving students, staff, parents and the community

To provide a safe and nurturing learning environment

To celebrate innovation and creativity

To respect everyone’s right to learn

Snoqualmie Valley School District No. 410

“Expect the Best: From our Students, of our Staff, for our Community”

Mission Statement

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 or 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 school.

Celebrate

* Educational accomplishments and the excitement of learning.

Anti-Discrimination Statement: The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate on the basis of race, creed, religion, color, national origin, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, phone 425-831-8015.

Confidentiality: No student information will be released to individuals other than parents or a parent designee. Student records may be transferred to other educational institutions without parent consent. (*Family Education Rights and Privacy Act, 1974*)

Drug & Alcohol Policy/Weapon Policy: Fall City Elementary School is a drug free, weapon free school that adheres to the Washington State guidelines for a safe school environment. Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school, it will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case-by-case basis.

STAFF ROSTER 2011-2012

Assignment	Rm#	Name	Phone
Kindergarten – Full Day	18	Kelli Marek	831 - 4041
Kindergarten – Full Day	19	Jenni Samms	831 - 4044
Kindergarten – AM session	20	Deona Kim	831 - 4043
Kindergarten – AM session	17	Diane Tatum	831 - 4042
Kindergarten – PM session	20	Morann Johnson	831 - 4043
First Grade	7	Colleen Myers	831 - 4031
First Grade	9	Abby Ruebusch	831 - 4033
First Grade	8	Melissa Turner	831 - 4032
First Grade	10	Jolene Witsil	831 - 4034
Second Grade	12	Geri Flanagan	831 - 6036
Second Grade	11	Jan Miller	831 - 4035
Second Grade	14	Sydney Mullock	831 - 4038
Second Grade	16	Jillian Rosendale	831 - 4039
Third Grade	1	Cheryl Coleman	831 - 4024
Third Grade	2	Melissa Danberg	831 - 4023
Third Grade	3	Katelyn Irwin	831 - 4028
Third Grade	5	Barb VanOeveren	831 - 4030
Fourth Grade	4	Bonnie Beck	831 - 4027
Fourth Grade	Portable 21	Amy Jones/Laurie Shepherd	831 - 4022
Fourth Grade	6	Hailey Miller	831 - 4029
Fourth Grade	Portable 22	Kate Walsh	831 - 4021
Fifth Grade	Portable 23	Suze Bodwell	831 - 4020
Fifth Grade	Portable 24	Gary Karaica	831 - 4019
Fifth Grade	Portable 25	Ben Miller	831 - 4051
Fifth Grade	Portable 26	Betsy Sorensen	831 - 4050
School Counselor	Counseling Office	Kelly Stinson	831 - 4026
Music	Music Room	Rachel Rice	831 - 4018
Physical Education	Gym		831 - 4017
Librarian	Library	Meg Handy	831 - 4015
Library Assistant	Library Work Room	Darci Dudel/Renae Gieseke	831 - 4014
Highly Capable (Hi-C)	Portable 27	Marcia Townsend	831 - 4052
Literacy for Life	15	Katie Morris	831 - 4040
Resource Room (Special Education)	13	Suzanne Oney	831 - 4037
Instructional Assistant	13	Chris Guyer	831 - 4037
Instructional Assistant	13	Corinne Ridgley	831 - 4037
Speech/Language Pathologist	SLP Office	Jennifer Klassen	831 - 4016
Psychologist	Psychologist Office	Janelle Tuttle	831 - 4009
Nurse	Itinerant (109)	Corrinna Walter	831 - 4045
Occupational Therapist	Itinerant (109)	Patti Holladay	831 - 4045
Computer Technician	Network MDF	Dennis Lee	831 - 4025
Computer Lab	Computer Lab	Darci Dudel/Renae Gieseke	831 - 4011
Instructional Assistant	Work Room	Judy Dix	831 - 4006
Instructional Assistant	Work Room	Diane Johnson	831 - 4007
Head Cook	Kitchen	Janet Peterson	831 - 4008
Cook's Assistant	Kitchen	Dixie Smith	831 - 4008
Cook's Assistant	Kitchen		831 - 4008
Head Custodian	106	PJ Duvall	831 - 4013
Assistant Custodian	106	Kelly Bishop	831 - 4013
Principal's Secretary	Main Office	Jennie Uhles	831 - 4001
Attendance Secretary	Main Office	Julie Blaskovich	831 - 4000
Principal	Main Office	Dan Schlotfeldt	831 - 4001

SCHOOL INFORMATION AND FREQUENTLY CALLED PHONE NUMBERS

**FALL CITY ELEMENTARY SCHOOL
33314 SE 42ND STREET
FALL CITY, WA 98024**

**Phone: (425) 831-4000
Attendance Line: (425) 831-4003
FAX: (425) 831-4010**

District Office	831-8000	Chief Kanim Middle School	831-8225
North Bend Elem. School	831-8400	Snoqualmie Middle School	831-8450
Opstad Elem. School	831-8300	Twin Falls Middle School	831-4150
Snoqualmie Elem. School	831-8050	Two Rivers Alternative H.S.	888-4200
Cascade View Elem. School	831-4100	Mount Si High School	831-8100
Fall City Elementary Kitchen	831-4008	Transportation Department	831-8020

On the next pages are answers to frequently asked questions. Please call our school office if you have further questions or need clarification.

ARRIVAL & DISMISSAL PROCEDURES

The school building does not officially open for students until the first bus arrives (**8:40 - 8:55 a.m.**). Adult supervision of the school grounds begins at **8:40 a.m.** Children should not be on the school property prior to that time.

Bicycles: When a child rides a bike to school, it must be walked across the crosswalks and on school grounds. Immediately upon arrival at school, bikes are to be parked and left in the bike rack until the end of the school day. Bike locks are strongly advised.

****Students riding bicycles will be required to wear a bicycle helmet to and from school. This is in accordance with King County ordinance for bicycle safety.***

Students Who Walk To School: It is **imperative** that children who walk to school use one of the four (4) main crosswalks near the school. Our Student Safety Patrol Members monitor these. For the safety of your child, please remind them to stay on a sidewalk whenever possible, or walk in a designated walking path.

Cars: The safety of all students is very important to us. You can help to insure their safety by:

***** DROPPING OFF AND PICKING UP YOUR CHILD AFTER SCHOOL IN FRONT OF THE SCHOOL ONLY BETWEEN 8:30 - 9:00 A.M. & 3:00 - 3:30 P.M.!**

PRIVATE VEHICLES ARE PROHIBITED FROM USING THE SCHOOL BUS LANE

Picking Up Children Before School Is Dismissed: If it is necessary to remove your child from school prior to the end of the school day, please send a note to the classroom teacher. When you arrive at school, come to the

office to sign her/him out. Your child will be called to meet you. This is a precautionary measure to protect our students.

ATTENDANCE

If a student is going to be absent, please call the school absence hotline at **831-4003** before 9:00 a.m. If the student is tardy, she/he must check in at the office before going to class.

Students are required to bring a written excuse after each absence and for a late arrival (unless the parent has had previous contact with the office or teacher). The excuses are to be given to the classroom teacher who will keep them on file.

Perfect Attendance: To earn a certificate for perfect attendance, a student must show "**no attendance activity**" including **NO RECORDED TARDIES**. The student must be in attendance for a minimum of one hour prior to lunch and one hour after lunch to be counted present for a full day.

BEHAVIOR PHILOSOPHY & EXPECTATIONS

We believe children decide how they are going to behave and can choose appropriate behavior while they are at school. We believe the following statements and expectations can be understood and followed by ALL children at Fall City Elementary School:

- *Teachers have a **right** and a **responsibility** to teach.*
- *Students have a **right** and a **responsibility** to learn.*
- ***NO** student has the right to interfere with teachers when they are teaching or with students when they are learning.*
- ***EVERY** student and teacher has a right to be treated with **courtesy and respect**.*
- *All personal and school property will be treated with respect.*

When you enter Fall City Elementary School you will see students who:

- respect themselves and others, and are responsible for their own actions.
- use school equipment and property appropriately.
- act and speak appropriately.
- walk in the school building.
- are on time and ready to work.

CLUBS/ORGANIZATIONS

P.T.S.A.: The **Parent Teacher Student Association** is an active organization in our school. Meeting notices are included in the monthly publication "Falcon Flier" which is sent home via e-mail. Watch for them. Officers this year are:

Co-President	Cynthia Thompson	677-7421
Co-President	Astrid Uittenbogaard	242-1070
Vice President	Kimi Winter	222-3995
Secretary	Dana Sullivan	391-5931
Treasurer	Kathryn Hebert	837-8808

School Safety Patrol: A school safety patrol team assists children at four (4) main crosswalks near the school. Children who walk or bike to school must use one of these crosswalks. Our patrol advisor is Mrs. James.

COMMUNICATIONS

Phones: Teachers can be reached at school by phone outside their class time from 8:35 – 8:55 a.m. and 3:25 - 3:55 p.m. It is most convenient to call during those hours so classes will not be disrupted. Messages may be left on voice mail. Please refer to the staff roster for individual phone numbers. The school will not give out home phone numbers of employees.

Student Phone Use: Students will be called from class to the phone in the event of an emergency. ***Students will not be allowed to use the office phone to ask permission to ride another bus, play with other children after school, or to have articles brought to school. A student’s cell phone must remain in his/her backpack during the school day. Any phone being used during the school day will be confiscated.***

COMMUNITY SERVICES

Family Help Line	1-800-932 HOPE	Child Protection Services	425-649-4110
Children’s Response Center	425-688-5130	Poison Center	206-526-2121
Crisis Clinic	1-800-244-5767	Domestic Violence	1-800-827-8840
Teenline	1-800-562-1240		

CONFERENCES

Conferences are scheduled in November for every student. Because of the high value of the conferences, we hope for 100% participation. Conferences are by appointment as scheduled by the school and/or teacher.

Fall Parent-Teacher Conferences will be held **November 18, 21, 22 and 23**. Report cards are available online at the end of each trimester.

DRESS CODE - CLOTHING

Acceptable dress and appearance is that which does not endanger health or safety, is not offensive to others, and is non-disruptive to the educational process. Students need to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. *Students sent to the office for a dress-code violation will call home to have appropriate clothing brought to school before returning to class. Medical and religious can and will be made.*

- Hats, caps, bandanas or hoods are not to be worn except outside by both boys and girls.
- No spaghetti straps, halter tops, backless tops, off-the-shoulder, low-cut tops or tube tops unless a shirt covers them.
- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- Children are to have their midriff/navel/chest area covered while sitting and standing.
- Excessive amounts of perfume or cologne. This can cause respiratory difficulties and allergic reactions.
- Sunglasses or goggles
- Wallet/Pocket Chains
- Casual shorts/skirts are allowed but must be longer than fingers when hands are put to the side.
- Magic markers or pen markings on skin
- Shoes must be worn at all times.
- Wheelie shoes should not be worn to school.
- Undergarments must be covered.
- Clothing cannot be excessively revealing.
- Clothing must be free from large holes.
- Personal cleanliness, including clean hair, is expected.

Please label all coats, hats, boots, backpacks, and any other personal belongings with your child's name. A "Lost & Found" closet is located near the multipurpose room. Items not claimed by the end of the school year will be donated to a local clothing bank.

***** Please make sure your child is appropriately dressed for our wet Northwest weather conditions.**

EARLY RELEASE DAYS

On these early release days school will be dismissed at 1:25 p.m. Kindergarten half-day sections will rotate every other Friday.

EMERGENCY CLOSURE INFORMATION

If the morning weather appears to indicate a possible school closure, please tune your radio to one of the following information stations:

AM KVI KIRO KTAC KIXI KJR KOMO KING KMPS KLSY
 570 710 850 880 950 1000 1090 1300 1540

FM KIXI KMPS KLSY KUBE KNBQ KZOK KSEA KBRD KRPM
 95 94 92 93 97 102.5 100 103 106

The local cable companies' information channels will also carry any closure information. If you prefer to receive an e-mail regarding school closures, sign up at SchoolReport.org. Another resource is the SVSD 24-hour hotline; (425) 831-8494.

Mid-Day Emergency Closure: During the first week of school, an Emergency Release form will be sent home with your child. This form needs to be completed and returned to the classroom teacher. This form will be kept in the classroom and informs us as to where your child should go if school is closed mid-day due to unsafe road or weather conditions.

FIELD TRIPS

Your child will more than likely go on at least one field trip during the school year. The individual teachers send permission slips home. Sometimes there are fees involved, but no child will be denied an opportunity to participate due to financial challenges.

The school will make every effort to use only School District transportation whenever possible. In the event that parent drivers are needed and you wish to participate by being a parent driver, you must have a valid driver's license, auto liability insurance coverage of at least \$100,000, and working seat belts for all passengers. Driver information forms will be sent home by the classroom teacher and must be completed, signed, and returned before the field trip date. Children under the age of 12 are not allowed to sit in the front seat of a car equipped with a passenger-side air bag.

FOOD

Free & Reduced Meals: We encourage parents to apply for free or reduced-priced meals for their children. Forms are available through the school office and can be completed at any time during the school year.

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:

Full price \$1.75 (student)
Reduced price **No Charge**
Adult \$2.25

Breakfast will be served from 8:30 until 8:55 a.m.

Lunch: Hot lunches (which include milk) are available daily. **Lunches may not be charged.** It is preferred that a 10 or 20 meal ticket is purchased. This eliminates the necessity for the children to carry money to school every day. Prices are:

Full price	\$3.25 (student)
Reduced price	No Charge (K-3)
	40¢ (4-5)
Milk	40¢
Adult lunch	\$4.00 daily

* Ala carte items will be priced according to the item purchased.

Popcorn: Popcorn will be sold for 25¢ a bag on Fridays after lunch is served. It is to be eaten outside only. Any profits from the sale of popcorn go into the student body fund (ASB) but are not earmarked for any special project. Fifth grade students are given the opportunity to help with the preparation and selling of popcorn.

HEALTH

Health Room: When a child becomes ill at school, she/he will be in the office or health room until the parent (or designated adult) arrives. While we encourage daily school attendance, please keep your child home if they are running a fever or are vomiting. Our school nurse, Corrinna Walter, is not in the school building for the entire day, but is available by phone daily to assist parents with health concerns.

Head Lice: Head lice have been a problem at certain times in the past years. Appropriate shampoos, when properly applied, kill the lice, but nits (eggs) generally remain in the hair. Children with nits still attached to the hair will not be allowed to remain at school. Please call the school nurse for more information.

Medicine at School: Some parents want to send medication to school for their child. A strict policy/procedure has been established. We **cannot** administer any medication (prescription **or** over-the-counter) without proper signatures of **both parent and physician on file.** The proper form is available in the school office. Please contact the school office if additional forms are needed. (The only exception to the above policy is cough drops. These may be brought to school and left with the teacher.)

****In addition, school personnel cannot administer topical medication, eye drops, and injectables (with the exception of an EpiPen).** Please arrange to administer the above types of medication either yourself or another designated adult. Please contact Margie Blackman at the District Office with any questions at (425) 831-8024.

SCHOOL DAY SCHEDULE

Recesses: In addition to the regular lunch break we will have scheduled recesses. All recesses are scheduled for specific grade levels and are 10 or 15 minutes; except for the lunch break which is 30 minutes.

School Day: The first bell of each day rings at 9:00 a.m. A student is considered tardy if she/he is not seated and ready for school instruction by 9:05 a.m. The day ends at 3:25 p.m Monday through Thursday and 1:25 on Friday for all grades.

Payments to School and School District

The face amount of all checks made payable to school or district offices, if returned for non-payment, will be recovered electronically along with the state-allowed fee.

SCHOOL PICTURES & YEARBOOK

As a service to students and parents, pictures are taken and sold twice each year. Individual photos will be taken on **September 15 and 16**. The date for group photos has been set for **March 14 and 15**. Order forms will be sent home reminding you of the specific dates & costs. Please return the order form to your student's teacher.

We hope to offer students a yearbook again this year. This service is sponsored by the PTSA. More information will be coming in the spring.

SCHOOL POLICIES AND PROCEDURES

Sexual Harassment: This district is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. This district prohibits sexual harassment of students, employees, and others involved in school activities. - *District Policy No. 5013*

Confidentiality: No student information will be released to individuals other than parents or a parent designee. Student records may be transferred to other educational institutions without parent consent. (*Family Education Rights and Privacy Act, 1974*)

Drug & Alcohol Policy/Weapon Policy: Fall City Elementary School is a drug free, weapon free school that adheres to the Washington State guidelines for a safe school environment.

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

SPECIAL SERVICES

Speech, Language Pathologist: **Jennifer Klassen** serves children with communication disorders or impairments, such as speech, language, and hearing.

Occupational Therapist: **Patti Holladay** is available to help children with large and small muscle development problems.

School Nurse: **Corrinna Walter** is available daily by phone. (425) 831-4045

Psychologist: **Janelle Tuttle** is responsible for testing referred students for possible special education placement.

School Counselor: **Kelly Stinson** is available each day to assist students with a variety of concerns or issues they may have.

Special Education: **Suzanne Oney** is the director of our Student Services Team, which provides educational services for students who need additional academic support.

Highly Capable Program: **Marcia Townsend** is the coordinator of our building's Highly Capable Program. The Highly Capable Program is directed towards our fourth and fifth grade students who meet the criteria for participation in this program and meet once a week.

STUDENT INSURANCE

Student Accident Insurance is available through ExcelServ. Enrollment forms can be picked up in the school office.

STUDENT PROGRESS REPORTS

Our school district will use a standards-based reporting system for kindergarten – fifth grade. The standard-based reporting forms are aligned with Washington State Essential Learning Requirements and our school district's student learning expectations. The report card for each grade level is based on a continuum of skill development in the core subject areas; reading, math, and writing.

STUDENT RECORDS

District Policy H-6 describes parents' rights to access their child's school records. Please phone for an appointment if you choose to inspect your child's records for any reason. Student records may be released without parental consent to other educational institutions in which the child is enrolling.

TOYS

Nintendo games, ipods, trading cards, toys, dolls, stuffed animals, etc. can be a classroom distraction. They are not allowed at school and will be confiscated and held in the school office until a parent claims them. (See Valuables)

CELL PHONES

Student cell phones should be left in backpacks and shut off during the school day. If a disruption occurs during class time the cell phone will be taken and held in the school office.

TRANSPORTATION

Bus Rules: Attached is a copy of the bus rules. Conduct detrimental to the safety of any student either at the bus stop or on the bus may result in revocation of the bus riding privilege.

Bus Transfers: In order to ride another bus or get off at a different stop, a note from home needs to be brought into the school office where a "bus pass" will be issued.

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. (see Toys)

VOLUNTEERS & VISITORS

Many parents serve as school volunteers during the year. Parents interested in volunteer service should contact the teacher or person in charge of the area of the volunteer's interest.

Parents are always welcome at school; however the teachers appreciate classroom visits by appointment. Discussions/conferences with a teacher during class time are disruptive to your child, the teacher, and to the entire class. Please do not conference with the teacher during class time except in emergencies.

ALL VOLUNTEERS AND VISITORS ARE REQUIRED TO SUBMIT TO A BACKGROUND CHECK, SIGN-IN AT THE SCHOOL OFFICE, AND WEAR A VISITOR BADGE WHILE ON THE SCHOOL PREMISES. THIS IS MANDATORY FOR SAFETY AND INSURANCE PURPOSES.

Transportation Department
Snoqualmie Valley School District #410
(425) 831-8020

Student Conduct on Busses

Administrative Regulations

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

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 a school bus.

Prior to Loading and After Unloading

- Students are to be at their designated bus stop five (5) minutes before pick-up time.

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

While on the Bus

- Upon entering the bus, students are to go directly to their seats, sit down facing forward, with their feet out of the aisle, and remain seated.
- Students shall not be permitted to sit in the driver's seat or to the immediate right or left of the driver. Students are under the supervision of the bus driver and must obey the driver at all times. In so doing, they shall conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.
- Each student may be assigned a seat by the bus driver in which he/she will be seated at all times unless permission to change has been given by the driver.
- Students are to ride only their regularly assigned bus and leave the bus at their regular stop. To ride another bus or get off at a different stop requires written permission in the form of an official bus pass issued from the student's home school office.
- In the interest of the physical safety of the students involved and cleanliness of the bus, students shall not eat or drink on the bus, except for driver and advisor discretion while on field trips and sports activities.
- Students should open bus windows only if the driver gives permission. Hands, heads, legs, etc., are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors.
- 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.

Items not allowed on the bus include:

- All forms of animal life (except seeing eye dogs),
- Firearms, weapons (including, but not limited to knives), (RCW 9.41.250-9.41.280),
- Breakable containers (glass bottles, aquariums, etc.),
- Flammables (including, but not limited to matches, lighters, tobacco of any sort)
- Any article which could adversely affect the safety of the bus and passengers.
- Personal items, allowed on the bus shall be limited to only those items that can be contained in the student's personal seating space.

- Large musical instruments that cannot be held on the student's lap or between the student's legs, i.e. trombone.

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, and building principal, and if necessary the appropriate legal agency.

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

These rules and regulations were prepared by the State Superintendent of Public Instruction, with the advice of the Chief of the Washington State Patrol and the State Director of Highways, and apply to all public school busses operating in the State of Washington. The Superintendent of Schools has adopted them as rules and regulations for the Snoqualmie Valley School District.

Progressive Discipline

1. Driver will talk and work with student, possibly assigning a seat or separating them 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.

School District definition: (per Washington State law)

The Snoqualmie Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional act, by electronic, written, verbal, or physical means – including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics – that:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment and bullying behaviors that may occur in schools:

Harassment and bullying behaviors can be viewed in two categories:

- **Harassment: Serious, unwanted** conduct, such as threats or physical actions;
- **Bullying: Ongoing, unwanted** behavior, a pattern of behavior rather than random incidents of meanness or hurtful behavior.

The core goal of harassment/bullying behavior is **power over the victim** which is satisfied based on how the victim reacts or responds.

Harassment/Bullying can include (but is not limited to):

- Verbal – name calling, slurs, harassment, teasing, derogatory remarks, rumors, etc.;
- Non-verbal – threatening tones, gestures, inappropriate touching, or actions that intentionally humiliate or threaten a student's sense of safety;
- Violating personal space – (ex. Bouncing a ball on the back of your bus seat to bug you constantly);
- Physical – hitting, kicking, etc.;
- Exclusion – leaving people out on purpose, cliques, exclusive clubs, telling friends not to be friends with you;
- Threats –communicating to cause fear or anxiety in another person(s), trying to control another with a threat of harm;
- Gender/sexual based or individuality – harassment about gender/sexual orientation or physical appearance;
- Cyber – using technology to bully: social network sites, webpages, text messages, instant messaging, hate blogs, pictures, prank phone calls, etc.;
- Indifferent – being a bystander and not reporting, or laughing and going along with it.

FCES School-Wide Expectations for Good Citizenship



SETTINGS										
	Classroom	Hallways	Playground	Cafeteria	Assemblies	Library	Restrooms	Field Trips	Bus	
EXPECTATIONS	Safe & positive solutions	<ul style="list-style-type: none"> Put materials away in correct spot 	<ul style="list-style-type: none"> Walk on the right side Use backpacks appropriately Backpacks in hallway are lined up against the wall 	<ul style="list-style-type: none"> Return equipment Follow game rules Solve disagreements with Rock-Paper-Scissors 	<ul style="list-style-type: none"> Be ready & select what you ordered Clean up after yourself Pick up litter 	<ul style="list-style-type: none"> Walk in quietly Sit on your pockets 	<ul style="list-style-type: none"> Return books on time Choose books you can & will read 	<ul style="list-style-type: none"> If there's a problem, notify an adult 	<ul style="list-style-type: none"> Be on time with materials needed Follow field trip rules and expectations 	<ul style="list-style-type: none"> Be at your bus stop 5 minutes before pick-up time Pick up litter
	Own our actions	<ul style="list-style-type: none"> Stay on task Do not mistreat materials or equipment 	<ul style="list-style-type: none"> Enjoy displays with eyes only Indoor voices 	<ul style="list-style-type: none"> Be alert & safe No toys from home (except for balls & jump ropes) Use equipment properly Stay in the designated play areas 	<ul style="list-style-type: none"> All food stays inside 	<ul style="list-style-type: none"> Use hands, feet & voice appropriately 	<ul style="list-style-type: none"> Stay on task Do not mistreat materials or equipment Push in your chairs 	<ul style="list-style-type: none"> Wash & dry your hands Put paper towels in trashcans Use hands & feet appropriately Turn off faucets 	<ul style="list-style-type: none"> Always act as a courteous guest Use hands, feet & voice appropriately 	<ul style="list-style-type: none"> Remain seated when the bus is moving Keep hands inside the bus windows Face forward and keep feet on the floor
	Actively listen	<ul style="list-style-type: none"> Listen & follow instructions Politely ask for help if needed 	<ul style="list-style-type: none"> Follow adults' directions 	<ul style="list-style-type: none"> Do what the playground adults say the 1st time 	<ul style="list-style-type: none"> Use quiet voices & listen to adults 	<ul style="list-style-type: none"> Listen carefully Respond when appropriate Follow directions 	<ul style="list-style-type: none"> Use quiet voices Listen & follow instructions 		<ul style="list-style-type: none"> Listen carefully to teachers, chaperones, & presenters Use appropriate voices & follow adult directions 	<ul style="list-style-type: none"> Follow the directions of the driver & the monitor
	Respect yourself & others	<ul style="list-style-type: none"> Be caring Help & share with others Organize your own materials Respect others personal space & property 	<ul style="list-style-type: none"> Face forward Hands & feet to self Stay with your group Walk 	<ul style="list-style-type: none"> Share all equipment Play safely Good sportsmanship Include everyone 	<ul style="list-style-type: none"> Use good manners Only touch your own lunch Walk carefully & face forward Quiet voices in lunch line Raise hand & ask for help if you need something or need to use the restroom 	<ul style="list-style-type: none"> Use good manners Respect personal space Be courteous to the presenter 	<ul style="list-style-type: none"> Walk & move carefully Be caring & use good manners Silent passage when arriving & leaving library 	<ul style="list-style-type: none"> Flush toilets Indoor voices Respect privacy of others Use appropriate amounts (2 pumps of soap & 2 pushes of paper towel) 	<ul style="list-style-type: none"> Use good manners Be courteous 	<ul style="list-style-type: none"> Use quiet voices Respect personal space Use good manners