

SHADOW LAKE ELEMENTARY



"Home of the Shadow Lake Tigers"

Shadow Lake Mission Statement

"All Students will be Successful"

Student/Parent Handbook 2011 – 2012

Office: (425) 413-6100

Fax: (425) 413-6113

*Quality learning every day, in every classroom,
for every child*

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Welcome Shadow Lake Elementary Students and Parents!

Welcome Shadow Lake Elementary students and parents to the 2011-2012 school year. Parent support and involvement is very important to Shadow Lake Elementary School. We know our learning community will grow even stronger with your involvement. This handbook is to help acquaint you with our school and to answer some of your questions. Please take time to read through the information and review the school rules with your child. We thank you for your support and our staff is looking forward to an exciting year of learning.

Warmly,

Christina Everett

Christina Everett
Principal



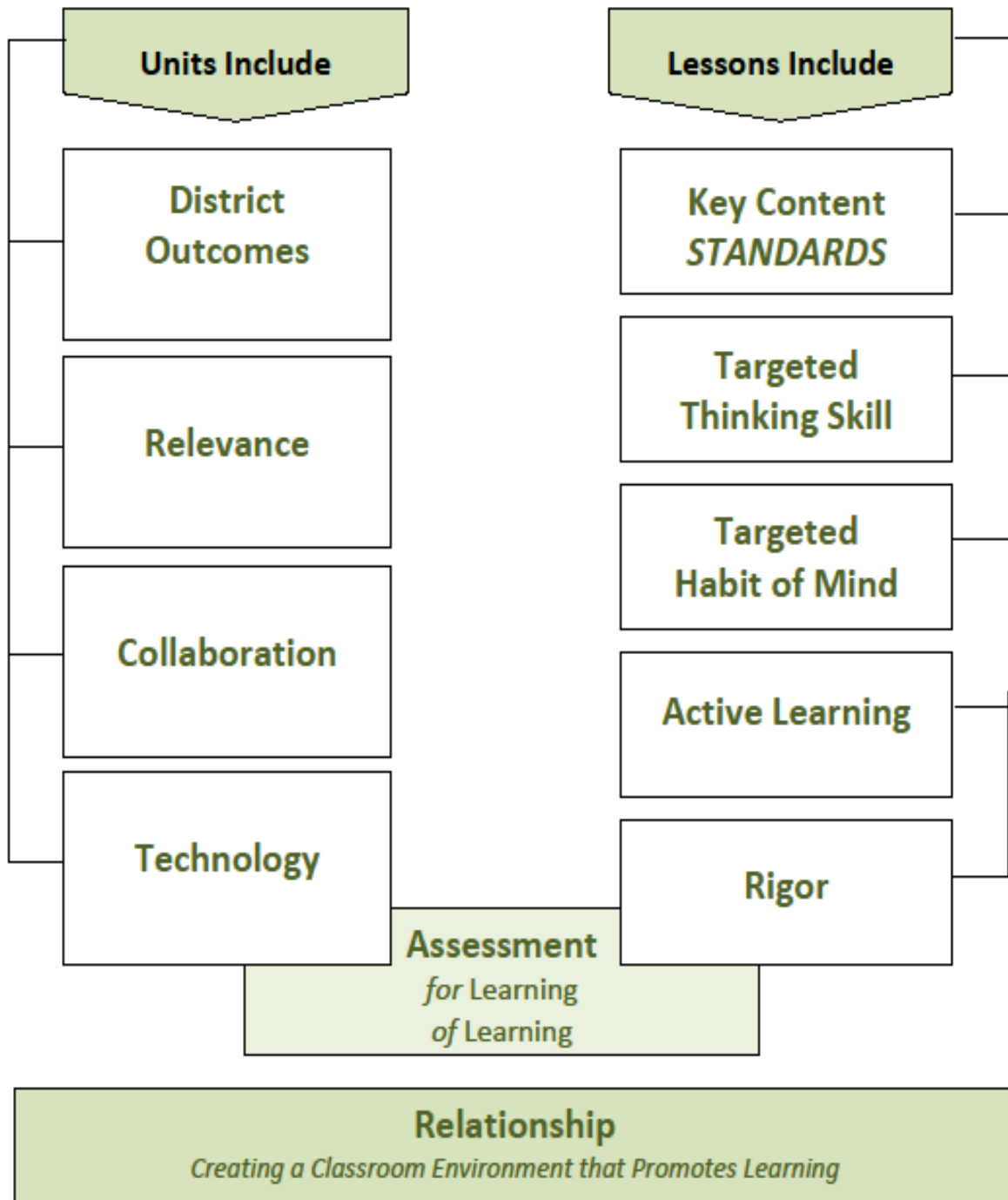
Shadow Lake Elementary
22620 Sweeney Rd SE
Maple Valley, Washington 98038

(425) 413-6100
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Tahoma School District
Standards for Quality Teaching and Learning

Classroom 10

Quality Learning
Every Day in Every Classroom for Every Child



ATTENDANCE

We encourage students to be at school EVERY day. **Regular attendance helps with success in their academic programs.** Acceptable absences may occur for illness, medical or dental appointments, or for an emergency. If you must take your child out of school for a personal reason, please talk with your child's teacher and contact the school office at 425-413-6100. If your child misses school, please call the school office at 425-413-6100 to report the absence. It is important that we know where all students are for their personal safety. Please send a note with your child when they return after their absence.

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

- **Any student absent or tardy in excess of 20% in one month will receive written notification from the school. The notification is designed to inform parents and establish opportunities to resolve attendance concerns.**

An absence is considered unexcused if there is no parent note or contact after 3 school days. The truancy law requires school officials to send a letter advising you of the specifics of the truancy law after one (1) "unexcused" absence has been accumulated. If a student accumulates five (5) unexcused absences in a month, or ten (10) in a semester, a petition with the juvenile court will be filed.

Children who are dropped off at school, or who walk, should arrive at **school no earlier than 9:00 am**, unless they are attending a zero hour class.

SAFE ARRIVAL PROGRAM

Shadow Lake Elementary participates in the Safe Arrival Program. We ask that when your student is going to be late or absent from school, you call the safe arrival line at (425) 413-6100. If we do not hear from you, we will call you at home or work to verify your student's absence.

RESPECT LEARNING TIME

Students who arrive late or leave early not only disrupt the class but also miss out on valuable instructional time. We understand that appointments, family emergencies, etc., make late arrival and early dismissal unavoidable on rare occasions. ***Please respect student learning time by keeping these times to a minimum.***

TARDINESS

Tardiness is a form of poor attendance and can become a bad habit. It is very important that your child arrives on time for school. When tardy, students must check in with the office for an admission slip before going to class. If tardiness is over 20% per month, a letter will be mailed home. When you check your student out during the last 45 minutes of school they will also be marked tardy.

EARLY DISMISSAL

Please send a note to your child's teacher if you must take him/her out of school early. When you pick up your child for early dismissal, please go to the office. You will be asked to sign your child out, and your child will be called to the office to leave with you. This is done for your child's safety. **Please do not go to the classroom.** For student safety, teachers are directed to release students only after receiving a call from the office. Please note that your child will not be called down to the office until you arrive.

RESTRAINING ORDERS

In the State of Washington, both parents have equal access to their children's school records. Both parents can ask to see their children at school. Only a current, dated restraining order from a court of competent jurisdiction gives the school authority to deny parental access. Please provide the office or the school social worker with a copy of the order if you have one.



SCHOOL LUNCH PROGRAM

Students eat lunch in our inside or outside commons area. Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Lunch menus are available online at www.tahomasd.us. Milk is provided with the school lunch, or may be purchased for \$.50. We encourage you to pre-pay for lunches (\$2.50 ea.) as this helps our system to run smoother. Breakfast is \$1.50. Students will be allowed only two charged lunches and parents will be notified after each charge. Skyward family access can be utilized to view your student's food service account or to make payments online.

FREE AND REDUCED LUNCH

The National School Lunch Act provides free and reduced priced lunches for children of families who qualify. An application form for free and reduced lunches will be sent home during the first few days of school. If your child was on free or reduced lunches last June, their eligibility continues until September 30th. If a change in your family size or income occurs during the school year, please contact Tahoma Food Services at (425) 413-3450. The price for a reduced lunch is free for grades K-3, and for grade 4 and 5 it is \$.40. If you qualify for reduced lunch then there is no charge for breakfast.

HEALTH INFORMATION

A current emergency information card needs to be on file for your child. A new card is sent home each September and it is vital that it be returned promptly to the office. We need to have names and telephone numbers of alternative people to contact for any emergency situation. Please call the office, or send a note with your child, to update your card if there are any changes. It is also important for you to let us know of any health problems your child may have, and keep us informed about changes in health.

MEDICATION AT SCHOOL

State law prohibits us from giving any child medication, prescription or non-prescription, without specific instruction from the doctor or prescribing health care provider. A form for administering medication at school is available from the health room office. It must be filled out completely and signed by the doctor and parent or guardian prior to the time your child will be taking medication. Medication must be kept in the original container with the prescription label attached. The medication is kept in the health room. If you have any questions about this, please feel free to call our school nurse at (425) 413-6110.

IMMUNIZATION RECORDS

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

HEALTH SCREENING

Each year routine vision and hearing screenings are done at school. Parents will be advised and specific information will be sent to you prior to the screenings. Volunteers are always welcome and needed to help our nurse complete these important procedures. If you are interested in being a health room volunteer, please call our health room at (425) 413-6100.

INJURY OR ILLNESS AT SCHOOL

When your child is ill or injured at school, he/she will be sent to our health room for care. The health room is located in the office. If your child is too sick to stay in school, every attempt will be made to contact you or another adult listed on your child's emergency card. It will help us if you make sure the information on your emergency information card is kept current with the name and telephone number of alternates who may be contacted if you cannot be reached. Also, in consideration of your child's comfort and due to the limited space in our health room, we request that you make every attempt to pick up or make arrangements to have your child picked up within an hour's timeframe.

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

1. Respiratory Infections (earaches, colds, flu)
Keep the child home while ill and until his/her temperature has returned to normal for 24 hrs. If he/she is experiencing a bad cough, please consider keeping them home until the cough is manageable.
2. Chicken Pox
Keep the child home until all pox are dried up and crusted over.
3. Lice
The child is to remain at home until treated with louse medication and all nits (lice eggs) have been removed. He/she must be checked by our nurse before returning to class.
4. Scabies, Impetigo, Ringworm, Pink Eye
The child may return to school after prescription medication has been started. Students should be reminded not to share personal items.
5. Timeframe
If your child is on antibiotics for an infectious disease, we ask that he/she remain at home for at least forty-eight hours.

BUSES

Professional and caring bus drivers provide the children in the Tahoma School District with reliable and safe transportation to and from school. In the morning your child should not arrive at the school bus stop until approximately 5-10 minutes before the bus is expected to arrive. If your child does not arrive home from school on time, please contact transportation @ (425) 413- 3220 to see if the bus has been delayed.

BUS LOADING ZONE / FIRE LANES

The bus loading/unloading zone at Shadow Lake Elementary is on the east side of the building. The buses will arrive and unload our students there each day. At the end of the school day, the teachers walk their students out to the side of the building and students board the buses to go home. The bus lane is **FOR BUSES ONLY! Please do not drive cars in this area or block it.** Parents picking up students need to wait outside the office. Please do not wait in the bus zone **OR LEAVE YOU CAR UNATTENDED IN ANY OF OUR FIRE LANES! THANK YOU FOR YOUR UNDERSTANDING AND COOPERATION!**

BUS PASSES

Parental permission is required for your child to get off the bus at a stop other than their own regular stop. If your child has made prior arrangements to go home with another student (maximum: two guest riders) after school, please send a note to his/her teacher. It is important to include the **name, telephone number and bus number if known**. We ask that this be arranged ahead of time through home (**students are not allowed to call from school to arrange visits**). A packet of BUS PASS NOTES is available in our school office (see example below). **Bus passes are not issued on early release days.** In emergency situations, parents may call our office at (425) 413-6100. **A student may only be taken off a bus by office personnel, administrator or designee, and only if it is an emergency.**

BUS PASS



Teacher: _____ Date: _____

Student name: _____ is going to (name): _____

after school today. She/he will need a bus pass for the following destination:

Bus #: _____ Address of destination: _____

Area (development): _____

Person in Charge: _____ Phone: _____

Parent/Guardian Signature: _____

(Please fill out **ALL** information)

BIKE/WALKING PASSES

You will need to obtain a form from the office if you are giving your son/daughter permission to bike or walk to and from school. This gives us mutual understanding of what your child is allowed to do. Thank you.

Example:

BIKE/WALKING PASS



_____ has my permission to bike and/or walk to and from School.

This will occur on a ___ daily basis, ___ one week, ___ as the need arises, ___ other (please explain): _____.

Parent/Guardian Signature: _____ Date: _____

EMERGENCY SCHOOL CLOSURE

There may be days when unexpected emergencies or inclement weather make it necessary to close school or start later, if that happens you will receive a phone call from our automatic phone system, School Messenger. For the latest information on school delays or closures, please listen to local television, or radio news broadcasts or visit the Schoolreport.org website. If there is NO announcement, then school will be held as usual. Please listen to the radio between 6:00 PM and 8:00 AM for any information about Tahoma School District No. 409. You will receive information about emergency pick-up/drop off routes from the district's transportation department.

RADIO STATIONS: KIRO, KING, KTAC, KNBQ, KJR, KMPS, KZOK, KOMO, KVI, KASY, KLSY, KIXI, KRPM, KEZX, KCMS, KCIS, KITZ, KUBE

EMERGENCY PROCEDURES

The staff at Shadow Lake Elementary is knowledgeable on procedures for fire and earthquake evacuations, intruder alerts, and other emergency situations. We routinely practice drills for these situations. Our school is also equipped with three days worth of emergency supplies, including water and food, should an extended emergency occur. If an emergency should occur during the school day, the children would not be sent home until the regular dismissal time unless an unsafe condition existed. If students needed to leave campus early, we would make every effort to call parents to inform them. However, we do not always have control over the phone lines so it is very important that additional information be available to us. Please fill out the Emergency School Evacuation information on the back of the student Emergency Care and Health Information card and designate if you would like your child picked up or transported home by bus on an emergency school closure day.

CLASSROOM VISITORS

We welcome and encourage you to visit your child's classroom. We want to make your visit to Shadow Lake Elementary a positive experience for you and for your child. To help make your visit a successful one, you will need to:

1. Pre-arrange your visit with the classroom teacher.
2. Stop in the office and register before going to your child's classroom.
3. Wear a visitor's badge while in our building on our campus.
4. Arrange your time for visiting so that it does not occur during the last few minutes of the day.

We look forward to having you as a guest in our school!

VOLUNTEER PROGRAM

Volunteers are extremely important to our school. We support and encourage the efforts of volunteers throughout the building.

Volunteers must report to the office to sign in and check out. All volunteers and visitors must wear a visible name badge for staff and student to recognize. For safety reasons, staff will question any adult(s) on campus without proper identification.

Our classroom teachers will advise parents of the room schedules. Please watch for information on volunteering in the teacher's individual newsletters. Also, our PTA recruits volunteers to help with their many programs and with school activities such as health screenings, pictures, sock hops, etc. Please contact one of our PTA board members if you are available to assist.

ADULT VOLUNTEER SCREENING PROCESS

All adults volunteering at Shadow Lake Elementary, including field trip volunteers, must go through a district mandated screening process. This includes:

1. Attending a Volunteer Orientation
2. Watching two videos
3. Having a background check completed and approved by the Washington State Patrol
4. Having verification of the above information on file

ALL VOLUNTEERS AND VISITORS MUST CHECK IN AT THE OFFICE BEFORE GOING ONTO OUR SHADOW LAKE CAMPUS. THE SAFETY OF OUR STUDENTS IS ALWAYS OUR FIRST PRIORITY.

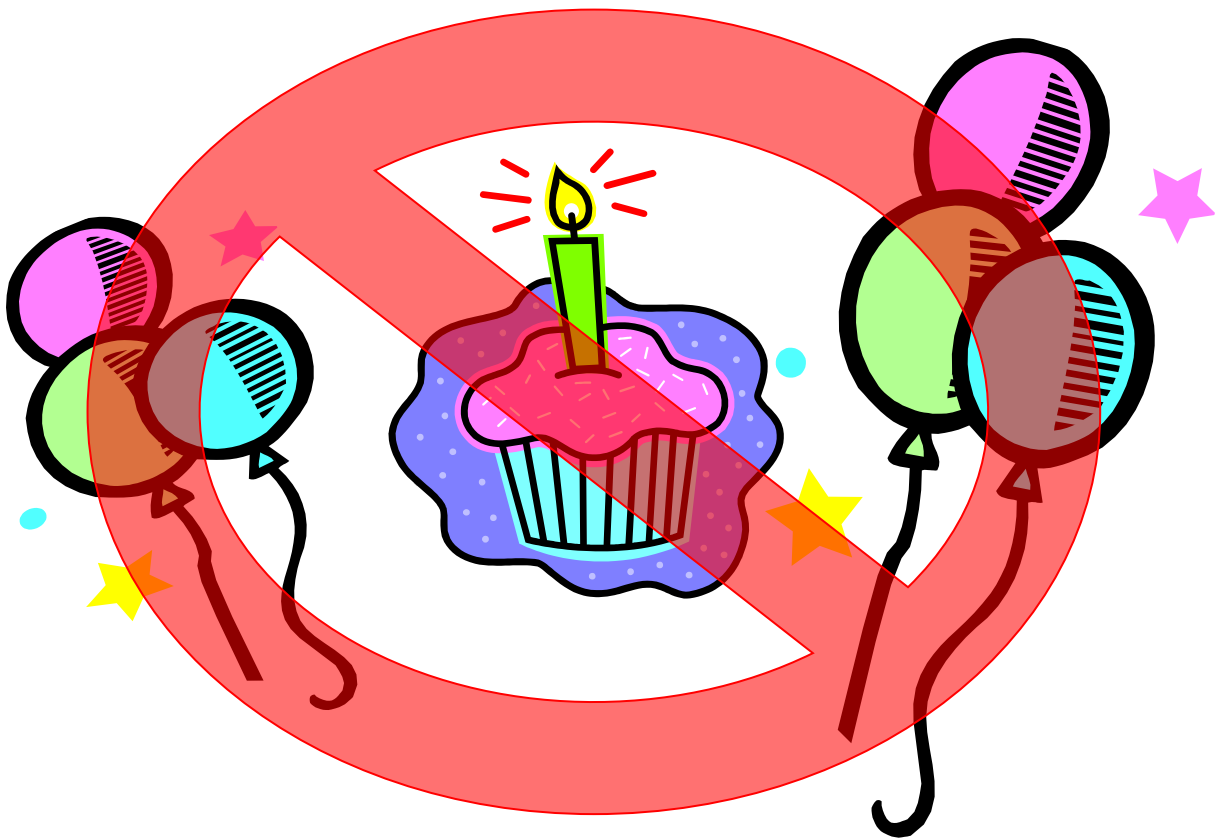


District Food Policies/Classroom Celebrations

Our school board has approved procedures for supporting students with allergies, and guidelines for the use of food in school are included in those procedures. It is our obligation to take every step possible to ensure that every child is safe at school. Each time birthday treats are brought to class, this provides up to 28 opportunities for children with food related allergies or illnesses to become exposed to harmful ingredients. Due to this, along with other health risks, **Shadow Lake will no longer allow students to bring edible birthday treats.** Each child at Shadow Lake is given a birthday pencil from the office. Classrooms are welcome to recognize birthdays in non-edible ways, which might include sharing stickers, pencils, erasers, or a book for the entire class to enjoy. Along with the discontinuation of edible birthday treats, Shadow Lake staff has been advised that foods will no longer be used as rewards.

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

Balloons: We do not allow balloons in our classrooms; they cause distraction and do not enhance learning. Balloons are also not allowed to be transported on our school busses.



STUDENT PICK-UP AND DROP-OFF PROCEDURES

School safety is a high priority for the Tahoma School District and Shadow Lake Elementary School. As a result of our commitment to providing the safest possible environment for students, our school has developed the following policy for student pick-up.

Morning Drop-Off Procedures:

We are starting fresh with a new morning student drop off procedure. The student drop off lane is next to the sidewalk-this will be clearly marked with cones. Parents remain in the car and students exit quickly. Those parents wishing to spend more time with their students (write a note, put on student's coat, other) will need to park. We will have signage and staff ready to help you transition into this new procedure. Thank you for your patience as we embark on this change.

Dismissal During the School Day:

1. The parent must send a note (or call) the office and come in to sign out the student.
2. The office staff will call the classroom. The student will be sent down. Students are not sent to the office until the parent checks in.

Permanent Pick-Up at Dismissal Time:

1. Parents who intend to pick up their student on a permanent basis will need to send a signed and dated note to the classroom teacher. This note will be kept on file in the school office and a "Permanent Pick-Up Badge" will be issued to the parent. A new pass must be issued each school year,
2. Please *DO NOT* enter the bus loading area when picking up your child. Parents must wait for their child in the designated waiting area in front of the office.
3. If this routine varies in any way, *notification must be sent to the teacher or to the office.*

Occasional Pick-Up at Dismissal Time:

1. Please send a note to the child's teacher in the morning *or* call the office, no later than 3 p.m., if the pick-up is a last minute necessity. Your child will be waiting for you at the designated area in front of the office. The parent or adult will be required to show identification if the office staff does not know them. ***ONLY people designated by parents (or named on the emergency card) to pick up students will be allowed to pick-up students.***
2. *No student will be released at the classroom door or inside the campus.* **The only exception: Volunteer parents who are in the room at the end of the day may take their child from the classroom.
3. If prior arrangements have not been made, we will not pull your student off the bus. The only exception made will be for true emergencies.

End of the Day Procedure: Parents picking their students at the end of the day will need to line up in front of the office. There are two lines, one for permanent pick ups and one for occasional pick ups. Parents in the permanent pick up line will need to have their pass with them. The students will have the passes for the occasional pick ups. All students will wait by the library and be dismissed one at a time, once an adult has determined that the proper pass has been issued. Please do not call your kids out of line before they have been checked out. We realize that this process is time consuming, but your child's safety is the primary concern.

- ***OUR PARKING IS VERY LIMITED; NEVER LEAVE VEHICLES UNATTENDED IN OUR FIRE LANES!***
- ***IF OUR PARKING LOT IS FULL PLEASE PARK ACROSS THE STREET AT THE CHURCH.***
- ***PLEASE ALLOW ENOUGH TIME TO PARK.***
- ***PARENTS MUST GET OUT OF THEIR CARS TO PICK UP THEIR STUDENTS. WE DO NOT ALLOW CHILDREN TO GO DIRECTLY TO CARS WITH OUT THEIR PARENTS.***



STUDENT EXPECTATIONS

INTRODUCTION

Students are very important members of our school community! Shadow Lake Elementary School staff and administration work cooperatively with parents and community members in creating a safe and positive environment for **all** our of our students. We want you to be happy at school and to learn all that you possibly can. **WE** believe that students are most successful academically and socially when they are held accountable, and that they expect interventions and consequences when they make inappropriate choices and decisions regarding their own behaviors. We have identified **THREE GOALS** for your school behavior that will help you and all students at Shadow Lake to be successful.



RESPECTFUL OF YOURSELF AND OTHERS

- Treat others as you want to be treated “No Bullies Allowed”
- Be honest and fair
- Follow adult requests, directions and school rules
- Help others whenever possible
-



RESPONSIBLE

- Be a positive role model
- Demonstrate a positive attitude in all you do
- School work-be a quality producer!
- Make safe decisions



COLLABORATIVE COMMUNITY LEARNERS

- Create an encouraging and inviting environment
- Be supportive of others in our SL school community
- Participate in improving our school community

***Shadow Lake Elementary and all public facilities are Weapon Free Zones.
Weapons, firecrackers and explosive devices are not allowed.***

Tahoma School District Anti-Bullying Policy

Harassment, Intimidation and Bullying

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal or physical act; a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school.

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

Shadow Lake's "Big Ten" Strategies for Coping with Bullying

Get Help

Go ask an adult for help.

Assert

Keep eye contact and give "I" messages.

Humor

Make a joke or say something funny.

Include

Ask the bully to join your group.

Avoid

Avoid the bully's area and play somewhere safe.

Self Talk

Think of something good about yourself.

Own It

Say "So?" or "I already knew that."

Get Busy

Think of something fun to do or play a sport.

Find a Friend

Find a friend to hang out with or be a friend to someone who is being bullied.

Make a Plan

Make a plan of what to do and follow through with it.

PLAYGROUND SAFETY RULES

Respect and Obey Playground Supervisors:

- *Students should respect and obey the playground supervisors at all times.*

Boundaries:

- Students should stay on the blacktop or in the fenced playground area.

Injuries:

- Students should immediately seek help from the playground teacher or if disabled, another student should be sent to notify the playground teacher. If the injury is severe, the playground teacher will radio the office.

Rings:

- Winding rings around upper bar is not allowed
- One ring per child
- One direction only
- No flips
- One person on the step bar at a time

Tether Ball

- Do not sit on the tether ball
- Students in line are judges. Respect them!
- Only two turns and then go back to line
- No kicking the tether ball

Big Toy

- NO TAG on the Big Toy
- One way traffic DOWN ONLY in a forward sitting position on slides
- No jumping off slides
- One person at a time on slides and rings
- No sitting or standing on rails of platform

Field Big Toy:

- You must be able to reach the silver and red rings by standing on the top rung of the ladder, without jumping, to cross them.
- You are only allowed to sit on the lowest bar of the three bar set. You may only hang by your arms on the two higher bars. Keep both hands on the bar whether hanging or sitting.
- Boosting other students up to any of the bars is not allowed. You must be able to reach the bar in order to play on it.
- The ladder below the red rings is to be used only for getting on those rings. Do not use it to get up on the lowest bar of the three bar set.
- No sitting on top of the chain ladder. You may climb over the top to go down the other side if you wish.

Bars:

- No "cherry" drops
- No pushing
- Both hands on bars
- Don't crawl across the top of the bars

Climbing Wall:

- No climbing over wall
- No sitting or standing on top of wall
- No playing tag or other games on wall
- Wait your turn

Absolutely NO:

Tackling	Biting	Rock Throwing	Camel Fighting
Tripping	Roping	Foul Language	Pushing and Shoving
Kicking	Spitting	Name Calling	Going out of bounds
Gymnastics	Scratching	Littering	

Students will be taught playground safety and rules during the first few weeks of school. Safety on the playground is a major concern. These rules are designed to help promote a safer atmosphere for our children. Playground rules are also used to help teach children about appropriate and responsible behavior while at school.

VALUABLES, RADIOS, AND TOYS

Students are asked to **not** bring game boys, radios, i-pods, cell phones and other electronics to school. Personal items are brought at your own risk and the school and teachers are not responsible for lost or stolen items. Any cell phones brought to school need to remain turned off and in student's back packs. If they are visible or ring during school hours they will be confiscated.

At Shadow Lake Elementary we provide recess equipment and there will be a variety of activities for students during recess. Students may bring their own footballs, basketballs or rubber balls if they are properly labeled and understand that they will be responsible for their own equipment.



DISTRICT DRESS CODE

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

STUDENT RIGHTS

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

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

STUDENT, STAFF AND PARENT RESPONSIBILITIES

At Shadow Lake Elementary, we desire a school with an optimum learning environment built on positive relationships between students, staff and parents. Being a responsible person is the key.

Student Responsibilities

1. Treat peers and adults with respect.
2. Treat our school with respect.
3. Take responsibility for your actions.
4. Act in safe ways.

Staff Responsibilities

1. Encourage all students to recognize and make positive choices regarding their behavior.
2. Regularly communicate with parents and guardians regarding the student's behavior.
3. Work closely with parents and guardians to resolve problems concerning students or their behavior.
4. Recognize and accept each student as an individual.
5. Strive for a balance in the needs and rights of individual students and the needs and rights of groups.
6. Establish rules and procedures that encourage student responsibility and protect the rights of each student.
7. Teach and reinforce the expected student responsibility and behaviors.

Parent Responsibilities

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

BEHAVIOR MANAGEMENT PROCEDURES

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

“FOR YOUR INFORMATION” DOCUMENTATION SLIP

In the case of inappropriate behavior choice during school, adult supervisors will first try interventions such as reminders or warnings to deal with relatively minor problems. If these are ineffective, or if the misbehavior is of a more serious nature, the adult will issue a “**For Your Information**” slip (a sample is listed below). One copy will go to the Dean of Students to be reviewed and one to the classroom teacher. The decision to send a copy of an “FYI” slip home is based on teacher discretion and parent preference. **Parents should notify their child’s teacher if they wish to receive a copy of any “FYI” slip that might be written.** Interventions used will be noted on the form, and the “FYI” will be filed. They do not become a part of the student’s permanent file.

SHADOW LAKE ELEMENTARY SCHOOL

FOR YOUR INFORMATION

Date _____ Time _____ Location _____

Student Name _____

Teacher _____

Problem Behavior

Observer/Action

Additional Information

Staff Signature _____

**Shadow Lake Elementary School
INCIDENT REPORT**

Date _____

Student _____

Teacher _____

Concern _____

Consequence _____

Comments _____

Please ask your parent to sign the form. Please return it during the next day's morning recess.
Parent Signature _____

“NOTICE OF SERIOUS MISBEHAVIOR” DOCUMENTATION SLIP

When a serious misbehavior in any school setting is brought to the attention of the classroom teacher, principal, dean of students and/or behavior intervention specialist (through the use of an “FYI” or other means) an **“Notice of Serious Misbehavior”** (sample is listed below) will be written and sent home. Examples of serious misbehavior would include: blatant disrespect or defiance, anger based aggression, harassment, serious threats, purposeful property destruction, or any other extremely unsafe or inappropriate behavior. A **“Notice of Serious Misbehavior”** could also be written in the case of a pattern of repeated incidents of more minor misbehavior that have not responded to interventions. The consequence/intervention for the misbehavior will be written on the notice. A parent or guardian should sign the notice and have the student return it the following school day. If it is not returned, a staff member will be placing a follow-up call to the parent or guardian informing them of the incident.

SHADOW LAKE ELEMENTARY SCHOOL

“NOTICE OF SERIOUS MISBEHAVIOR”

Date _____ Time _____ Location _____

Student Name _____ Teacher _____

Problem Behavior _____

Previous Interventions _____

Consequence _____

Reporting Staff _____ Notice Written By _____

Parent Comments: _____

Parent/Guardian (please sign here and return) _____

Student Support Center Problem Solving Sheet

Name _____ Date _____ Teacher _____

(First and Last)

1. What happened? _____

2. How were you part of the problem? _____

3. Which school rule(s) did you break? _____

4. Other than "not do it", what could you have done instead?

5. What will your parents say about your choice? _____

6. Do you owe anyone an apology? If so, who? _____
7. Describe a student goal _____

Comments

Parent Signature _____

ELEMENTARY SCHOOL SANCTION RANGE CHART

NOTE: A shaded box indicates a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms warrant more severe sanctions.

Misconduct	School Service	Loss of Recess / Detention	In School Suspension	Short Term Suspension (1-5 days)	Long Term Suspension (6+ days)	Emergency Expulsion	Expulsion
Aggressive Behavior							
Alcohol/Chemical Substances <small>(dependant on age, intent & severity of offense)</small>							
Alteration of Records							
Arson							
Assault/Battery							
Attendance/Ttruancy/Tardiness ²							
Cheating							
Damage or destruction of property	& Restitution	& Restitution	& Restitution	& Restitution	& Restitution	& Restitution	& Restitution
Defiance of School Authority							
Disruptive Conduct							
Dress Code Violation							
Electronic Listening Devices		Removal of item	Removal of item				
Extortion							
False Accusations							
False Alarm							
Fighting							
Forgery/Falsification							
Gang Behavior							
Harassment/Intimidation/ Bullying							
Inappropriate Language							
Lying to Authorities							

² Truancy Petition will be filed with the Juvenile Court System (through the Tahoma Truancy Board). Dependant upon individual circumstances based on intent/age.

ELEMENTARY SCHOOL SANCTION RANGE CHART (CONTINUED)

Misconduct	School Service	Loss of Recess / Detention	In School Suspension	Short Term Suspension (1-5 days)	Long Term Suspension (6+ days)	Emergency Expulsion	Expulsion
Multiple Infractions							
Reckless Physical Behavior							
Theft							
Threats							
Trespassing							
Use/Possession of Tobacco Products							
Unauthorized Computer Use (Level 1 or Level 2) ¹		Removal of Network Account	Loss of Computer				
Vulgar or Lewd Conduct							
Weapons, Dangerous Instruments & Explosives							

- Law Enforcement Officials will be notified in all cases of possession and/or use of weapons, fire arms, or explosive devices. (See Policy & Procedure 3240)
- Repetition of offenses would move up the sanction chart dependent upon WAC and/or Tahoma School District Policy.

1) Board Policy & Procedure 2022 will be followed.

EXCEPTIONAL MISCONDUCT

Exceptional misconduct means misconduct to 1) be of such frequent occurrence, notwithstanding past attempts of district personnel to control such misconduct through the use of other forms of corrective actions and/or punishment, as to warrant an immediate resort to short-term suspension, and/or 2) be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school as to warrant an immediate resort to short-term suspension.

Exceptional Misconduct	School Service	Loss of Recess / Detention	In School Suspension	Short Term Suspension (1-5 days)	Long Term Suspension (6+ days)	Emergency Expulsion	Expulsion
Arson, assault/battery, extortion, theft, gambling, threats							
Possession, use or sale of drugs or alcohol, explosives, weapons and dangerous weapons							

ELEMENTARY STUDENT RULES

The following definitions correspond with the Elementary School Sanction Range Chart. The shaded areas in the Elementary School Sanction Range Chart indicate a continuum of possible sanctions for certain misbehaviors. A less severe form of misbehavior would warrant a less severe sanction while more severe forms warrant more severe sanctions. District officials have the discretion to depart from the sanction chart in cases involving extenuating or exceptional circumstances.

Aggressive Behavior

Behavior towards another person that is meant to instigate a fight or cause a negative response will not be allowed.

Alcohol and Chemical Substances

A student shall not possess, use, transmit, be under the influence of, or show evidence of having used any alcoholic beverage or other intoxicant. Students may not be in possession of drug paraphernalia. Any illegal chemical substance, narcotic, hallucinogenic drug, or medicine prescribed to another student is not permitted. No counterfeit drug is permitted. Use of inhalants (huffing) is not permitted. Students may not possess over the counter (OTC) drugs or medicines prescribed for them. In addition, a student may not knowingly remain in any area where there is alcohol or drug activity taking place.

Alteration of Records

A student who falsifies, alters, or destroys school records or any communication between home and school shall be subject to corrective action.

Arson

Setting fire to a building or property is prohibited.

Assault/Battery

A student shall not use force or violence upon another person, including the use of an object or instrument for the purpose of inflicting injury.

Attendance/Truancy/Tardiness

A student absent or tardy from classes without an approved excuse shall be subject to corrective action or punishment. Leaving class without the permission of the teacher is also considered truancy.

Cheating

Any student who knowingly submits work of others represented as his/her own shall be considered to have cheated. A student who knowingly allows his/her work to be copied shall also be subject to corrective action.

Damage or Destruction of Property

A student shall not intentionally or negligently damage nor deface school or private property in any way. Students and parents shall be liable to the school district for all damage to school district property, and disciplinary consequences may be assigned.

Defiance of School Authority

A student shall comply with all lawful and reasonable instructions of any District employee.

Disruptive Conduct

A student may not engage in any conduct that causes the substantial and material disruption of any lawful mission, process, or function of the school.

Dress Code Violation

Students are expected to adhere to the Tahoma School District Dress Code – Policy and Procedure 3224.

Electronic Listening Devices

Radios, Walkmans, CD players, etc, and headphones must remain off and concealed and are not allowed on campus during the school day.

Extortion

A student shall not take another person's money or property by coercive behavior, such as the use of threats or physical violence.

False Accusations

A student shall not knowingly allege untrue wrong-doing or make defamatory statements regarding other persons.

False Alarm

A student shall not intentionally trip a fire alarm or other alarm system when there is not an actual emergency.

Fighting

A student shall not engage in mutual combat in which both parties have contributed to the situation by verbal or physical action. Both combatants involved in a fight may be subject to corrective action or punishment.

Forgery/Falsification

The act of fraudulently using (in writing or orally) the name of another person or falsifying times, dates, grades, addresses, or other data is prohibited.

Gang Behavior

A student shall not exhibit behavior or gestures or gang membership as set forth in Board Policy 3244.

Harassment, Intimidation and Bullying

The district is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" is defined as any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability) or other distinguishing characteristics, when the intentional written, verbal or physical act; a) physically harms a student or damages the student's property; or b) has the effect of substantially interfering with a student's education; or c) is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or d) has the effect of substantially disrupting the orderly operation of the school.

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

Inappropriate Language

Vulgar, obscene, and profane language, whether spoken, in writing, or in gesture, is prohibited.

Lying to Authorities

Students shall not deliberately misrepresent or omit any relevant fact when answering the questions of or conversing with school personnel.

Multiple Infractions

Violating more than one school rule or violating the same rule(s) on separate occasions may result in significant consequences, up to and including expulsion.

Reckless Physical Behavior

Any aggressive or reckless behavior, including "horseplay", which jeopardizes the health, safety, or welfare of students and/or staff, is prohibited.

Theft

Theft is defined as the unauthorized carrying away of the personal goods or property of another person or the school district. Students and parents shall be liable to the school district for the failure to return school property loaned to a student.

Threats

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

Tobacco

A student shall not possess, use, transmit, or show evidence of having used a tobacco product of any kind, or any item purported to be such. A student shall not knowingly remain in any area where such an activity is taking place. Possession of matches/lighters is also not permitted.

Trespassing

Being present in an unauthorized place or refusing to leave when asked to by a uniformed official (police, fire, etc) or a school district employee.

Unauthorized Computer Use

School board policy (Policy & Procedure 2022) states that computers are for educational purposes only and must be in support of education, research or school approved co-curricular activities. The use of computers and systems must be in conformity with all laws and school policy and commercial solicitation is not allowed. Software and hardware shall not be destroyed, modified or abused. Unauthorized access or attempts to access any computer hard drive or computer system is prohibited.

Vulgar or Lewd Conduct

Any lewd, indecent or obscene act or expression is prohibited, including those remarks with racist or sexist overtones.

Weapons, Dangerous Instruments and Explosives

A student shall not possess or transmit any object that can reasonably be considered a firearm, knife, air gun, dangerous weapon/ammunition or facsimile thereof. A student shall also not possess, use or threaten to use anything tending or serving to explode with force and violence, such as firecrackers, bullets or pipe bombs. State law provides that possession of a dangerous weapon is grounds for expulsion. ***“Any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for not less than one year subject to the provisions of RCW 28A.600.010”.*** Exceptions to this mandatory penalty may be made on a case-by-case basis by the Superintendent. **Parents, please remember that toy weapons are considered weapons. This could include plastic knives, squirt guns or Nerf type guns.**



PARENT/CHILD CHECK FOR UNDERSTANDING



1. List the three goals of successful school behavior.

1. _____
2. _____
3. _____

2. List three rules for respecting myself.

1. _____
2. _____
3. _____

3. List three ways that you can show respect for others.

1. _____
2. _____
3. _____

4. List three ways to demonstrate respect towards our school.

1. _____
2. _____
3. _____

5. Explain how you can be a responsible citizen in your classroom and school community.