

Glacier Park Elementary School Student Handbook 2020 / 2021



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

*Official Website: [CLICK HERE](#)
Unofficial Website: [CLICK HERE](#)
TSD Calendar: [CLICK HERE](#)
GPES Daily Schedule: [CLICK HERE](#)*

Safe Arrival Phone Number: (425) 413-3788

At Glacier Park Elementary we

**e n G a g e
e m P o w e r
E v e r y
S t u d e n t**

Welcome to the 2020/2021 school year! We are committed to a strong partnership with our students' families and our community. We welcome and appreciate parent support and involvement. We know our learning community will grow stronger with your help.

Much of this handbook relates to onsite learning. Due to the complexity and changing environment due to COVID and online learning, we have provided some information that relates to online learning. However, this is not an exhaustive list for online, hybrid, or in-person information. Please do not hesitate to reach out to either of us with any questions or comments.

This handbook is designed to help acquaint you with our school and answer many of your questions. Please take time to read through the information and review the school expectations with your child.

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

Sincerely,

Shelly Gaston
Principal

Kyle Hood
Dean of Students

Nondiscrimination Statement

The Tahoma School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Officer	ADA Coordinator	Section 504 Coordinator
Director of Human Resources	Director of Human Resources	Director of Special Services
25720 Maple Valley Highway	25720 Maple Valley Highway	25720 Maple Valley Highway
Maple Valley, WA 98038	Maple Valley, WA 98038	Maple Valley, WA 98038
425-413-3400	425-413-3400	425-413-3400
TitleX@tahomasd.us	ADA@tahomasd.us	Section504@tahomasd.us

Quick Reference/Need to Know Page

- Phone Number: (425) 413 – 3700
- Address: 23700 SE 280th Street Maple Valley, WA 98038
- Tahoma School District Transportation Number: (425) 413 - 3220
- Teaching hours are Monday through Thursday 8:40 am – 3:10 pm and Fridays 8:40 am – 1:40 pm
- For **student absences during in-person learning**, please make sure to call in by 8:00 am: Call (425) 413 - 3788 - **(This is not necessary during remote learning)**
- Please do not drop off students prior to 8:25 am as supervision is not provided before this time.
- For security reasons, all visitors and volunteers must enter the school through the office, sign in and wear assigned visitor stickers. Any adult who is seen in the building without a district badge or volunteer/visitor sticker will be asked to go to the office.
- If your student arrives late to school, please have them go to the attendance window to check in for a late arrival pass (through the office to the main hallway).
- Please be prepared to show a photo ID when picking students up early from school and/or after school.
- If picking up a student before dismissal time – please sign your student out in the office. The office staff will call your student to meet you in the office.
- If your student has a **change** from their typical form of transportation home – please send a note to school with your student in the morning to give to their teacher. If you are unable to send a note – please call the school for a bus, pickup, or walking pass by 2:30 pm Monday – Thursday and by 12:30 pm on early release Fridays.
- In consideration for all of our staff and students please note that we have staff (office staff/teachers) and students with **life threatening allergies** to fragrances and certain food items (ex. peanuts, eggs, etc.). Please refrain from wearing strong fragrances in the main office. Caution should be taken when wearing fragrances and packing snacks and lunch items.
- Pets **will not** be allowed on the Glacier Park Elementary campus or in the classroom, including grass pickup areas and parking areas during operating hours.
- Use of cell phones and/or smart watches during the school day by students is not allowed. These items must be kept in backpacks during the school day.

Glacier Park Elementary Student Behavior Expectations

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

The Polar Bear Way will help you and all students at Glacier Park to be successful.



No Bullying Zone

“Harassment, intimidation or bullying” means any intentional written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 or other distinguishing characteristics, when an act:

- 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.

Prohibition of of Harassment, Intimidation or Bullying (3207):

[CLICK HERE](#)

Harassment, Intimidation or Bullying Form (3207F1-Form):

[CLICK HERE](#)

Prohibition of Harassment, Intimidation or Bullying Procedure (3207P):

[CLICK HERE](#)

Bullying: Bullying is generally defined as repeated (and with intent to harm) actions, words or other behaviors that involve an imbalance of power, with one person exerting said power over another. Bullying is generally defined as such due to persistence of behaviors, frequency of behaviors, or ganging up on the target.

With respect to the school environment these above mentioned actions manifest as intentional electronic, verbal, written and/or physical acts that:

Physically harms a student or damages the student’s property.

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

Conduct that is “substantially interfering with a student’s education” will be determined by considering a targeted student’s grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

The district prohibits active or passive support for harassment, intimidation, or bullying. Students are encouraged to support other students who walk away from these acts when they see them, constructively attempt to stop them, and report these acts to the building staff.

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.

[CLICK HERE](#)

Recognizing Normal Peer Conflict and Bullying

Just like adults, children sometimes experience conflicts with peers. Not all conflicts are bullying. Following are examples of normal peer conflict and bullying.

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

Tattling is when you report something because you want to get someone in trouble.

Social responsibility is when you report something because you want someone to get help.

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

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

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

Our school is in the Tahoma School District and the Tahoma School District **will not tolerate “threats of harm.”**

“**Tolerate**” is defined as to put up with a behavior.

Tahoma School District will not put up with threats.

Threats are taken seriously.
To threaten someone is not a joke.

If you are feeling threatened, you should...

Student Responsibilities

1. Use the "3 R's of Bullying" (Recognize, Refuse, Report) from Steps to Respect.
2. Try "The Big Ten" strategies to cope with bullying behavior (avoid the area, be assertive, find a friend, get busy, get help, include others, make a plan, own it, use self-talk, use humor).
3. Make a point to include students who become easily left out. Use your friendship skills.
4. Use problem solving skills, not physical aggression to solve a problem.

Bystander' Responsibilities

1. Do not join in.
2. If it is safe, speak up and refuse it.
3. Don't watch bullying. Leave the area.
4. Report to the nearest adult.

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

Reasonable Self Defense

It is expected that a student must always first retreat from any threat of harm and/or contact an adult staff member for assistance before engaging in any type of physical response to an assault. However, an administrator may decide not to subject a student to discipline if, following a reasonable investigation, the administrator determines that all of the following are true:

- A student who is being assaulted or witnesses another student being assaulted acts only in a manner that is defensive and protective of himself/herself or others;
- The student is acting in a manner that a building administrator determines is reasonable and necessary in light of the circumstances; and
- The student did not instigate, provoke, or promote the violence by his or her words or conduct immediately prior to the assault.

A reasonable physical response to an assault may include holding the assailant's hands or arms to prevent the assault, or pulling two fighting students apart and holding them until adult staff can arrive and intervene.

Weapons and Dangerous Instruments A student shall not possess or transmit any object that can reasonably be considered a firearm, air gun, dangerous weapon/ammunition or facsimile thereof. State law provides that possession of a dangerous weapon is grounds for expulsion. Any student who is determined to have carried a firearm onto, or to have possessed a firearm on school premises, school provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for not less than one year subject to the provisions of RCW 28A.600.010.

Tobacco, Alcohol and/or Drugs A student shall not possess or use tobacco, alcohol and/or controlled, illegal, addictive or harmful substances on school property or during any school sanctioned function. Consequences for infractions of this policy include suspension and expulsion.

Future Ready Polar Bears

In Tahoma, we are committed to our graduates leaving us with the knowledge, skills, and ability to succeed in the next steps of their lives. Our strong academic program is just one component in ensuring all students have what they need to create an individual, viable, and valued path to lifelong personal success. Our academic program is largely guided by our Tahoma curriculum and instruction model, along with Washington State's academic standards. The district's nine Future Ready Skills address the skills and dispositions that are essential to success yet aren't typically found in traditional curriculum. These skills provide teachers and students with an important focus beyond academic curriculum and content. Teachers in our district, in addition to formally and informally teaching and incorporating these skills, provide regular opportunities for students to practice and reflect upon their growth in these skill areas.

[CLICK HERE](#)

Behavior Management Procedures

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

Email Communication: Sent to parents/guardians for student behavior that may include: Physically hurting others, Inappropriate language/gestures, Harassment, Threat, or Repeated FYI slips, etc. Also known as an Office Discipline Referral.

Phone Communication: Made to parents/guardians for student behavior that may include: Physically hurting others, Inappropriate language/gestures, Harassment, Threat, or Repeated FYI slips, etc. Also known as an Office Discipline Referral.

Attendance

The Tahoma School District is continuing to place a special emphasis on attendance. Parents will receive information throughout the year that promotes good attendance. Parents can also expect to be contacted if their child is frequently absent. The state is requiring that we look at total student absences and take action, whether excused or unexcused. School board policy also is changing to encourage improved attendance and to follow state law, which reduces what qualifies as an excused absence. In Tahoma we see this as being an important part of our Future Ready initiative. Regular school attendance and a commitment to learning carry over into future education and career opportunities.

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

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

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

COVID Related Information:

Interim attendance rules from OSPI

These rules are in place during remote and hybrid learning periods. For details, please refer to the OSPI [Bulletin 064-20](#).

WAC 392-401A-015: Definition of absence from in-person learning.

(1) A student is absent from in-person learning when the student is: (a) Not physically present on school grounds; and (b) Not participating in the following activities at an approved location during a scheduled in-person learning day: (i) Instruction; (ii) Any instruction-related activity; or (iii) Any other district- or school-approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.

(2) A full day absence from in-person learning is when a student is absent for fifty percent or more of their scheduled day.

WAC 392-401A-016: Definition of absence from remote learning.

(1) A student is absent from remote learning when the student is not participating in planned instructional activities on a scheduled remote learning day.

(2) Evidence of student participation in remote learning may include, but is not limited to: (a) Daily logins to learning management systems; (b) Daily interactions with the teacher to acknowledge attendance (including messages, emails, phone calls or video chats); or (c) Evidence of participation in a task or assignment.

WAC 392-401A-018: Daily attendance taking.

School districts must take daily attendance for all enrolled students participating in remote learning and in-person learning.

WAC 392-401A-020: Excused absences from in-person learning or remote learning.

(1) Absences due to the following reasons must be excused:

- (a) Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible;
- (b) Family emergency including, but not limited to, a death or illness in the family;
- (c) Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- (d) Court, judicial proceeding, court-ordered activity, or jury service;
- (e) Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
- (f) State-recognized search and rescue activities consistent with RCW 28A.225.055;
- (g) Absence directly related to the student's homeless or foster care/dependency status;
- (h) Absences related to deployment activities of a parent who is an active duty member consistent with RCW 28A.705.010;
- (i) Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
- (j) Absences due to student safety concerns, including absences related to threats, assaults, or bullying;
- (k) Absences due to a student's migrant status;
- (l) An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent or emancipated youth;
- (m) Absences related to the student's illness, health condition, or medical appointments due to COVID-19;
- (n) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19;

- (o) Absences related to the student's employment or other family obligations during regularly scheduled school hours that are temporarily necessary due to COVID-19 until other arrangements can be made, including placement in a more flexible education program;
- (p) Absences due to the student's parent's work schedule or other obligations during regularly scheduled school hours, until other arrangements can be made;
- (q) Absences due to the student's lack of necessary instructional tools, including internet broadband access or connectivity;
- and (r) Other COVID-19 related circumstances as determined between school and parent or emancipated youth.

(2) A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.

(3) School districts may define additional categories or criteria for excused absences.

WAC 392-401A-030: Unexcused absences from in-person learning.

Any absence from in-person learning is unexcused unless it meets one of the criteria provided in WAC 392-401A-020.

WAC 392-401A-035: Unexcused absences from remote learning.

(1) Absences from remote learning must be marked as a "non truancy remote learning absence" until October 4, 2020. Such absences shall not be marked as excused or unexcused.

(2) Beginning October 5, 2020, any absence from remote learning is unexcused unless it meets one of the criteria in WAC 392-401A-020.

Tardy/Late Arrival/Early Pick Up

Students arriving late or leaving early are missing valuable instruction time and interrupting class time. We understand that on rare occasions, appointments, family emergencies, etc. make late arrival and early dismissal unavoidable. It is our hope that appointments will be scheduled outside school hours or on non-school days whenever possible and that student learning time will be respected. **Students who arrive after 8:40 must check in at the office before going to class. Parents or other visitors who arrive after 8:40 AM must check in at the office before going to a class.** Tardiness is another form of poor attendance that negatively impacts student success. Please help your child by getting them to school on time.

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

- AM Tardy: 1-45 minutes past starting time of school (8:41 AM – 9:25 AM)
- Morning Absence: 46 minutes or more past the starting time of school (9:26 AM – 11:55 AM)
- PM Absence: When a student is picked up more than 45 minutes before the end of the day. (1:11 PM – 2:24 PM)
- PM Early Pickup: When a student is picked up with less than 45 minutes in the school day. (2:25 PM – 3:10 PM)

Safe Arrival - Safe arrival is a service the school offers to guarantee student safety and communication between school and home. When your child is not going to be at school please call the Safe Arrival telephone number to report the absence. Should you receive a call and you believe your child to be at school please call the school, as the child may have been out of the classroom when attendance was taken. **SAFE ARRIVAL PROGRAM NUMBER: (425) 413-3788**

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

Student Telephone Calls for Pick or Other Reasons - Because of the disruption to the learning environment, our policy is not to transfer telephone calls to students in classrooms. However, we are happy to take messages for students, and will make sure that they receive these messages in a timely manner. Messages concerning bus passes or any change in your child's after-school transportation can be given to the office staff and will be delivered at 2:45 PM each day.

Emergency Contacts: Please choose the people that you list as emergency contacts for your student(s) carefully, as they will be allowed to pick them up from school at any time. If your child becomes sick at school, misses the bus, or is not picked up promptly after school, we will attempt to contact the primary guardians first, but will then move down the list to emergency contacts if we are not able to reach the primary guardians.

School Breakfast and Lunch Programs

Breakfast and hot lunches are served daily. Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Lunch menus can be found posted on the website.

Milk is provided with the school lunch, or may be purchased for 60 cents. We encourage you to pre-pay for lunches (\$3.25 each) as this helps our system to run smoother. The cost for breakfast is \$2.25.

Free and Reduced Lunch - The National School Lunch Act provides free and reduced priced lunches for children of families who qualify. An application form for free and reduced lunches will be sent home during the first days of school. Applications are also available in the office and on our website. If your child was on free or reduced lunches last June, their eligibility continues until September 30. If a change in your family size or income occurs during the school year, please contact the Tahoma Food Services at (425) 413-3450. The price for a reduced lunch is: K-3; \$0.00 and 5-4; 40 cents.

Additional information is available on the Food Services portion of the Tahoma website:

[CLICK HERE](#)

Food Policy

- School Board Policy is that students may not bring edible food for birthday treats. Each child at GPES is recognized on or around their birthday by the school.
- Classrooms are welcome to recognize birthdays such as sharing a sticker, pencils, erasers, or a book that the entire class may enjoy.
- All staff reward systems need to also exclude all edible treats. Something other than food (like a prize or pencil) can be used as classroom rewards.

Celebrations and Rewards (6700): [CLICK HERE](#)

Smart Snacks Reference (OSPI): [CLICK HERE](#)

Health Room

Information on COVID-19: For information about the Tahoma School District response to COVID-19:
[CLICK HERE](#)

During remote learning, we recommend that students follow public health recommendations related to COVID-19, such as frequent hand washing and wearing a mask where required to reduce the spread of coronavirus.

Allergies – Please note that we have staff and students with life threatening allergies to fragrances and certain food items who attend Glacier Park.

- You may be asked to step into another room for a conversation (due to fragrance allergies in the building).
- Also, consider packing alternative food items.

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

Medication at School - State law prohibits us from giving any child medication, prescription or non-prescription, without specific instruction from the doctor or prescribing health care provider. A form for administering medication at school is available from the office. It must be filled out completely and signed by the doctor and parent or guardian prior to the time your child will be 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) 413-3736.

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

Health Screening - Each year routine vision and hearing screenings are done at school. Parents will be advised and specific information will be sent to you prior to the screenings.

Illness at School - When your child is ill or injured at school, they will be sent to our health room for care. The health room is located in the office. You will receive a note explaining your child's visit and what care was given. If your child is too sick to stay in class, every attempt will be made to contact you or someone you have listed on your emergency card to come and pick up your child and take them home. Please make arrangements for your children if they become ill. Our facilities are limited for the care of children who become sick or injured during the school day. It will help us if you make sure your emergency information on your emergency information card is kept current with the name and telephone number of someone who may be contacted if you cannot be reached.

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

1. *Respiratory Infections* (ear aches, colds, flu): Keep the child home while acutely ill and until his temperature has returned to normal for 24 hours.
2. *Chicken Pox*: Keep the child home until all pox are dried up and crusted over.
3. *Lice*: If live bugs are found at school, the student's parent or guardian will be contacted.
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.

District Provided Transportation

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

The bus loading/unloading zone at Glacier Park Elementary is on the north side of the building. The buses will arrive and unload our students there each day. At the end of the school day, the teachers walk their

students out to the side of the building and students board the buses to go home. The bus lane is FOR BUSES ONLY! **Please do not drive cars in this area or block it.** Thank you for your understanding and cooperation.

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

Bus Pass: [CLICK HERE](#)

Transportation Questions: [CLICK HERE](#)

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

Personal Transportation

School safety is a high priority for the Tahoma School District and Glacier Park 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.

Dismissal During the School Day

- The Parent, or guardian, can send a note, call the office, OR come into the main office to sign out their student.
- When the parent arrives, the office staff will call the classroom and the student will be sent down to the main office.

Permanent Pick-Up at Dismissal Time

- 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 "Permanent Pick-Up Pass" will be issued to the parent.
- If this routine varies in any way, notification must be sent to the teacher or to the main office.
- Please DO NOT enter the school or wait by the outside classroom doors when picking up your child. Parents must wait for their child in the designated waiting area at the benches in the front of the school.
- If you have walked to school to pick up your child, please wait in the designated area/s to the north of the school.
- Please do not bring pets to this area, as they will not be allowed on school property.

Occasional Pick-Up at Dismissal Time

- Please send a note to your child's teacher in the morning or call the office before 2:55 PM. The parent/adult must check into the office to sign out the student. **The parent or adult will be required**

to show identification upon request. If requested identification is not presented, the child will not be released.

- The parent/adult will be given a pick-up slip then can then proceed to the pick-up area. Parents who have not written a note or called will need to arrive before 2:55 PM in order to complete the identification and sign-out process. It is important that there is enough time to notify teachers and for students to safely walk to the office before busses arrive. **ONLY** people designated by parents or named on the emergency card will be allowed to pick up students.
- At the end of the day, students to be picked up will go to the bench area in front of the building. The parent/adult will hand the pick-up slip to the designated staff monitor and the child is released to the adult. The office will retain a copy of all slips so there is a recorded signature of the adult who has picked up the student.
- **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 IF they have a pick-up slip. This pick-up slip can be obtained when the parent signs in to volunteer. The pick-up slip is then given to the monitor at the benches.
- Once a student has boarded their bus, they cannot be taken off the bus.
- **Group Pick-Ups:** If your child needs to stay after school for a meeting or a class (except Zero-Hour classes) please send a note to their teacher giving all of the specifics. This note will be routed to the office and if it is a permanent situation, it will be put in the student's file. The leader will need to stop in the office to get a "Group Pick-Up" form and meet the students at the benches. The children are checked off on the form; the leader signs it and gives it to the monitor at the benches.

Vehicle Drop Off and Loading Zone

- The vehicle drop-off and loading zone is at the front of the school.
- Between 8:20 AM – 8:30 AM, you may drop off your child at the curb and they will wait at the benches until 8:25 AM. This is the only time before school that the students will be supervised by an adult. **Please do not walk your child to their classroom door (interior or exterior doors).**
- If you are running late (after 8:45 AM), park your car and check in your child in the main office. Do not drop them off. They will receive an admit slip to give to their teacher.
- If you are picking up your child after school, you may use the designated curb pickup area or park in a marked parking space in the main parking lot (**you will not be allowed to park in the bus loading zone or staff parking area or firelanes**).
- Use the crosswalk and sidewalk at all times.
- See the "Permanent Pick-Up" and "Occasional Pick-Up" section of this handbook for permanent and temporary passes.



Alternate Modes of Transportation - Students may ride bicycles to school, but we have a limited number of bike racks available. If your child will be riding a bike, please send us a note to be kept on file in our office and insure that he/she wears a helmet and locks his/her bike in the morning.

- Bikes, scooters and skateboards need to be dismounted and walked while on campus.
- Shoes with wheels must have the wheels put away while on the school campus.

Walking To/From School - Many of our students walk to and from school. For their safety, we encourage them to walk in groups. If you are going to meet your child and walk home with them each day, there are two meeting points:

- Parents who come from neighborhoods behind the school should meet their student at parent pick up #1. You will see signs next to the fenced off utility box behind the school near the bus lane.
- Parents who walk from the neighborhoods across 280th should meet them at Parent Pick up #2 west of the kindergarten playground.

Teachers will lead students who walk home with parents to both of the meeting points. Students being picked up by car will exit the front foyer doors; this includes those who meet parents with parked cars and those parents who walk to the front of the building.

Arrival

- Students may arrive no earlier than 8:25 AM unless they are involved in a specific zero-hour class. There is NO student supervision before 8:25 AM.
- Only Zero-Hour participants may attend the Zero-Hour activity. Siblings and ride sharers may not arrive early.
- After getting off the bus, students will walk directly to their outside classroom door (except kindergarten), line up, and quietly wait for their teacher. Kindergarten students will line up at the North-West entry to the building (next to the bus lane).
- Students who do not ride the bus should be dropped off in front of the main entry to the building. 1st-5th grade students will then walk through the front lobby, exiting the lobby between the 200 and 300 pods, and proceed to line up at their exterior classroom door. **Kindergarten students will walk through the front door then through the building to their classroom.**
- Students transferring buses will stand and wait quietly behind the yellow line, keeping hands and feet to themselves.
- Students who eat breakfast at school will go directly to the lunchroom through the middle foyer doors. Students will go directly to class via the hallway after breakfast.

Inclement Weather/Emergencies

It is imperative that you fill out the emergency dismissal procedure form that will be sent home the first week of school. In the event that we are unable to reach you by telephone, we will need to contact someone who has been designated by you to give us directions as to where we should send your student in case of an emergency early dismissal.

Students should be prepared for any type of weather condition that may occur during recess time. This means wearing/bringing coats and hats in cold weather, and an umbrella for rain. Because our weather is very unpredictable and can change mid-recess, students can be caught unprepared if not dressed appropriately. Even when it is raining lightly, children need the exercise and fresh air that recess provides. When it is raining heavily outside, we have alternate plans such as indoor rainy day recess, or covered play area recess.

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

Safety

Emergency Cards – At the beginning of each school year, Student Emergency Care and Health Information cards will be sent home with each student. We ask that you complete the information and return it to your child's teacher as soon as possible. This information is necessary in order for us to contact you in the case of an emergency, student illness or early dismissal.

Emergency School Closure Information Form – It is imperative that you fill out the emergency dismissal procedure form on the back of the Student Emergency Care and Health Information card that will be sent home the first week of school. In the event that we are unable to reach you by telephone, we will need to contact someone who has been designated by you to give us directions as to where we should send your student in case of an emergency early dismissal.

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

School Visitors – For the safety of the children, **we require that all visitors, including parents, check in at the office when they come to school** and not go directly to the classrooms, playground, lunchroom or other areas of the school. When visitors sign in at the office they will be issued a visitor sticker. Visitors not wearing a sticker will be asked to return to the office and check in. Since Glacier Park staff wear picture identification at all times, substitute employees are given identification badges, and all visitors check in at the office, every adult in the building should be easily identified. Please understand that this request is made in order to provide the safest possible environment for all of our students. We also ask visitors to check out in the office before leaving the school. Your cooperation is greatly appreciated.

Safety and Civility in Schools

The Tahoma School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Tahoma School District Board of Directors expects administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board refuses to condone uncivil conduct on

school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

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

Parent Involvement

Parents are the first teachers of their children. The public schools extend a cooperative and educationally professional hand to continue working toward the development of lifelong learning skills and interests. We welcome your involvement at school and your attention to the program at home.

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

Volunteer Requirements – The law requires that each person working with children voluntarily submit to a check by the Washington State Patrol. In addition, the Tahoma School District requires each volunteer to complete an application form, and provide a copy of their driver’s license. This is a precautionary measure for the safety of all our students.

Field Trip Volunteer Information – All volunteer requirements must be met prior to the day of the field trip if you will be chaperoning/participating.

Siblings may not accompany chaperones or parent volunteers who are working with students or in classrooms. Siblings are welcome for various PTSA volunteer activities during the year. The PTSA rep for those activities will identify those as they come up.

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

PTSA Website: [CLICK HERE](#)

SAFE AND ORDERLY LEARNING ENVIRONMENT

School Board Procedure 4200P Community Relations/Visitors

The following guidelines are established to permit visitors to observe the educational program with minimal disruption:

- A. All visitors must register at the office upon their arrival at school;
- B. Visitors whose purpose is to influence or solicit students will not be permitted on the school grounds unless the visit furthers the educational program of the district. Military recruiters will be provided the same opportunities to meet with students as higher education and employer representatives;
- C. If the visitor wishes to observe a classroom, the time will be arranged after the principal or designee has conferred with the teacher;
- D. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be asked to confer with the teacher before or after the observation to enhance understanding of the activities; and
- E. The principal or designee may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal or designee may withdraw approval.

Disruption at School Activities

The following guidelines are suggested as basic security measures to prevent/reduce disruptive activities in the school:

- A. All visitors are required to check into the office upon entering a school building;
- B. Staff members are responsible for monitoring hallways and playgrounds; and
- C. A visitor's badge with the current date should be worn conspicuously.

District-Wide Student Dress Code

The student and parent/guardian may determine the student's personal dress and grooming standards. Administrators may regulate a student's dress and grooming when they reasonably believe that it:

- Implies gang membership or affiliation;
- Is related to hate groups or hate speech;
- Will create a health or safety hazard. Hats/hoods, if worn, must still allow for the student to be identifiable;
- Will damage school property;
- Will create a material and substantial disruption of the educational process; or
- Contains messages on clothing that are inconsistent with the educational mission of the school district, including those that are:
 - Alcohol related;
 - Drug related;

- Lewd in nature;
- Sexual in nature; or
- Tobacco related.

In addition to #1-6 above, students must wear the following:

- Tops that cover private areas with non-transparent (opaque) material. This also includes the midsection of the torso, front and back.
- Bottoms that cover private areas, including the buttocks, with non-transparent (opaque) material.
- Footwear appropriate for the given activity.

Staff will use reasonable efforts to avoid applying this policy in a way that singles out or embarrasses a student in front of other students.

Periodic training for administrators will be provided to support consistent implementation. Administrators are required to ensure that all staff are aware of and understand the guidelines of this policy and procedure.

The administrator, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the administrator reasonably believes that the student's dress or grooming:

1. Creates a hazard to the student's safety or to the safety of others; or
2. Will prevent, interfere with or adversely affects the purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the administrator will request that the student make appropriate corrections. If the student refuses, the administrator will notify the parent, if reasonably possible, and request that the parent make the necessary corrections. Students may be subject to corrective action, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the administrator may determine. All students will be accorded appropriate due process safeguards before any corrective action may be taken.

Students identified as being gang involved, influenced or affiliated will be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Implementation

This policy will be administered in all schools within the district with consideration given to the physical and social developmental level of students.

District dress code policy will be gender-neutral and will not restrict a student's clothing choices on the basis of gender.

Students have the right to be treated equitably. This policy will not create disparities, reinforce or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.

Staff will use reasonable efforts to avoid applying this policy in a way that singles out or embarrasses a student in front of other students.

Periodic training for administrators will be provided to support consistent implementation. Administrators are required to ensure that all staff are aware of and understand the guidelines of this policy and procedure.

[CLICK HERE](#)

Rights and Responsibilities

The district will annually provide policies/procedures 3240 and 3241 to district personnel, students and parents/guardians. Language assistance for students and parents/guardians with limited-English proficiency shall be provided. The Superintendent or designee will ensure that employees and contractors are knowledgeable about the District's discipline policies and procedures.

The District will develop and periodically review its discipline policies and procedures with the participation of school personnel, students, parents, families, and the community. During the development and review of discipline policies and procedures, the District will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the District's discipline policies, procedures, and practices and to update such policies and procedures to improve fairness and equity in the administration of discipline. The principal and certificated employees in each school building will confer at least annually for the purpose of developing and/or reviewing building disciplinary standards and the uniform enforcement of those standards, in accordance with RCW 28A.400.110.

The Superintendent or designee will develop procedures necessary to implement this policy.

Student Rights - All students have specific rights described in School District Policy Number 3241F-1. In part, these include:

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

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

Staff Responsibilities:

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

Parent Responsibilities:

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

Student Conduct Expectations and Reasonable Sanctions (3240):	CLICK HERE
Student Conduct Expectations and Reasonable Sanctions Procedure (3240P):	CLICK HERE
Discipline for Student Misconduct (3241):	CLICK HERE
Responsibilities, Rights and Due Process (3241-F):	CLICK HERE
Discipline for Student Misconduct Procedure and Sanction Charts (3241P):	CLICK HERE
Sexual Harassment of Student Prohibited (3205):	CLICK HERE
Sexual Harassment of Students Prohibited Procedure (3205P):	CLICK HERE

General Playground Rules

- Students will respect the rights of others.
- Students use problem solving to resolve differences.
- If a student is injured, he/she should notify the playground teacher.
- Students do not play in the pod courtyards.
- Students will not sit or climb upon backstops, goalposts, fences, or gates.
- Passes: Students must get a pass before going to the restroom, office, or health room.

- Students must share recess equipment (including equipment brought from home) and take turns.
- Students must leave unsafe and valuable objects at home.
- Students may not return to class to get coats or hats. Students who do not have coats should report to the covered area during bad weather.
- In an effort to eliminate coats and jackets being placed in lost and found students are asked to continue to wear them, tie on waist or place in an area designated by the classroom teacher. Coats and jackets are not to be left on the ground or picnic tables.
- Students should move quickly and quietly to the covered play court shed should a lightning storm begin during an outdoor recess period.
- In the event of an emergency, a three blast whistle signal will be given. Students turn to the paraeducator on duty for direction.

Valuables, Electronics and Toys

- Because of danger of loss, students are requested not to bring more money to school than is needed during the school day.
- Borrowing and trading of any toys or other items is not allowed.
- Trading cards are not allowed (including Pokémon, Sports Card, etc.).
- Students **are not** to bring electronic toys or devices to school.
- Personal items are bought at your own risk and the school and teachers are not responsible for lost or stolen items.
- Items brought from home need to be school-appropriate; students cannot bring toy weapons or perfumes.
- Shoes with wheels must have the wheels put away while on the school campus.
- Cell phones and/or electronic devices brought to school must be kept in student backpacks and turned off during school hours. Use during the school day (in class or at recess will result in the item being confiscated and returned at the end of the school day for the first offense).
- At Glacier Park Elementary we provide recess equipment and there will be a variety of activities for students during recess. Students may bring their own soccer balls, footballs, basketballs, volleyballs, lacrosse sticks, tennis or wall balls if they are properly labeled and if students are responsible for their own equipment. Balls are to be carried at all times. They are NOT to be tossed or bounced, except during recess. Only plastic bats and softballs are allowed. Equipment brought from home needs to be shared.

If you have any questions about the information found within this Student Handbook, please contact Kyle Hood, the Dean of Students.

This information found within this Student Handbook may be updated as needed throughout the school year.