



Parent and Student Handbook 2023-2024

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Hello Glacier Park Students and Families,

Welcome to the 2023-24 school year. We are committed to building a strong partnership with our students' families and we welcome and appreciate your support and involvement. It is our firm belief that by working together we will, in fact, engage and empower each of our students.



This handbook is designed to help acquaint you with Glacier Park and should answer many of your questions. The information found within this handbook may be updated as needed throughout the school year. Please take time to read through the information and review the school expectations with your child.

If you have any questions that are not answered in this handbook, please contact us any time. Thank you for your collaboration!

Sincerely,

Shelly Gaston
Principal

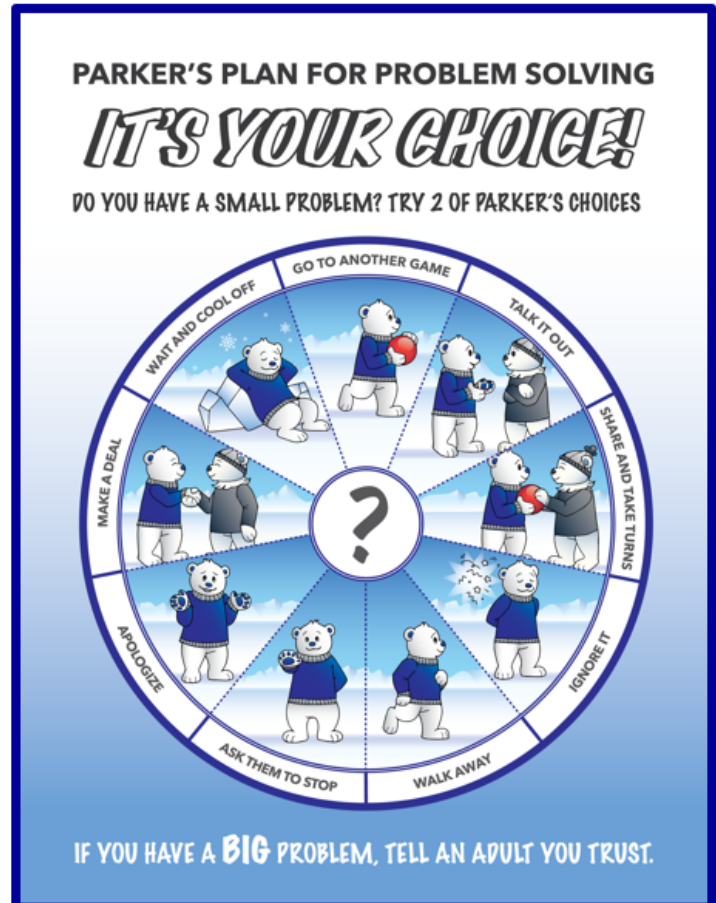
Natalie Goodale
Dean of Students

Student Behavior Expectations

Students are the most important members of our school community. We want all of them to be engaged and empowered. By following the Polar Bear Way, our students are doing their part to ensure that all are engaged in learning.

Our students are taught the behaviors we expect at Glacier Park, positively recognized when they succeed, and re-taught when unexpected behaviors arise. Just like adults, children sometimes experience conflicts with peers. We empower our students to solve problems using Parker's Plan for Problem Solving and we support them when big problems occur.

Of course, there are times when , despite all of our best efforts, students are unable to solve their own problems and adults need to intervene . While most conflicts are considered normal peer conflicts, some are considered bullying, harassment, and/or intimidation and we take those very seriously following our school district's policy, which is described on the next page.



Tahoma policy summary regarding harassment, intimidation and bullying

Glacier Park Elementary and the Tahoma District are 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.

Sexual Harassment Policy - Click [here](#) to view Policy 3205 regarding Sexual Harassment.

Student Dress Code

While we do not require school uniforms, we definitely encourage students to wear Glacier Park Spirit Wear or our school colors (blue, gray and white) on Tuesdays. We know that student dress can impact classroom learning and for this reason, Tahoma School District does have a [policy](#) and [procedure 3224](#) that we follow at Glacier Park.

Valuables, Electronics and Toys

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. 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. Personal items are bought at your own risk and the school and teachers are not responsible for lost or stolen items. Of course items brought from home need to be school-appropriate. Electronic toys and toy weapons are not allowed.

Behavior Management Procedures

As consequences or responses to student behavior become required, we follow the district sanctions chart as our guide. This is listed on the next page. Please know that we treat all disciplinary actions as learning opportunities for our students.

ELEMENTARY SCHOOL SANCTION RANGE CHART

The shaded areas 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 of misbehavior warrant more severe sanctions. District officials have the discretion to depart from the sanction chart based on the context of the situation, a student's developmental level, age or past discipline history, as well as taking into account any exceptional or extenuating circumstances. Discipline for students with disabilities may be subject to review by student support, IEP or 504 teams.

Misconduct (Elementary)	School Service	Loss of Recess / Detention	In School Suspension	Short Term Suspension 1-10 days	Long Term Suspension 11-45 days	Emergency Removal	Expulsion	Intervention Follow Up	Restorative Practices
Aggressive Behavior									
Alcohol / Illegal Chemical Substances (dependent on age, intent & severity of offense)					Grade 5 Only				
Alteration of Records									
Arson, assault/battery, extortion, theft, gambling, threats					Grade 5 Only				
Attendance / Tardiness / Truancy ¹									
Unauthorized use of cell phones or any other electronic device	Remove device	Remove device							
Cheating									
Damage or destruction of property	& Restitution	& Restitution	& Restitution	& Restitution					
Defiance of School Authority									
Disruptive Conduct									
Dress Code Violation									
Extortion					Grade 5 Only				
False Accusations									
False Alarm									
Fighting									
Forgery/Falsification									
Gang Behavior					Grade 5 Only				
Harassment/ Intimidation/ Bullying					Grade 5 Only				
Inappropriate Language									
Inappropriate Social Behavior									
Lying to Authorities									
Multiple Infractions									
Possession, use or sale of drugs or alcohol, explosives, weapons and dangerous instruments/weapons					Grade 5 Only				
Possession of Firearms on school premises, transportation or school facilities							1 Year		
Reckless Physical Behavior									
Theft									
Threats									
Tobacco; Possession, Distribution and/or Use									
Trespassing									
Unauthorized Computer Use		Remove internet access and/or computer use							
Vulgar or Lewd Conduct									

¹) Truancy Petition will be filed with the Juvenile Court System (through the Tahoma Community Engagement Board). Dependent upon individual circumstances based on intent/age.

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
TitleIX@tahomasd.us	ADA@tahomasd.us	Section504@tahomasd.us

Attendance

Good school attendance has a tremendous and long term impact on a student's school achievement and success. At Glacier Park Elementary we would ideally like to see every student here and on time every single day. Of course, we want students to stay home if they are sick, and return to us as soon as possible. We also recognize and understand that families have emergencies and out of the ordinary situations arise. Whenever possible in those cases, there is a pre arranged absence form that will need to be filled out and on file.

Anytime your child is out, we would ask that you please call or email by 8:00 a.m. to let us know at 425-413-3700 or gpoffice@TahomaSD.US.

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. Please be prepared to show a photo ID

We will routinely request that our attendance system send updates to families where attendance is a concern, not to be punitive, but rather to seek to work with you to improve the pattern of concern. We will also be sending out letters to celebrate attendance improvements with families throughout the year as well.

Absences are considered unexcused if we have not had information from a family within three days of an absence. There are some extreme circumstances where we will be required to enlist the help of a third party to work together with us in situations where attendance is a concern.

Being tardy and dismissed early both fall under the same category of “tardy.” This occurs anytime more than 20 minutes of class time is missed. For either, we ask that you please bring your child to the office to sign in or out.

Nutrition Information and Food Policies

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 separately.

The National School Lunch Act provides free and reduced priced lunches for children of families who qualify. For current prices or for information regarding free and reduced lunches, please visit our [food service website](#).

Food Policy

While many of us remember our elementary school days where birthday treats were shared, this is no longer a practice that is allowed by school board policy. Please work with your child's teacher to look for alternate ways to celebrate if you'd like (some have brought fancy pencils to share, for example.) A final note is that balloons are also not allowed as part of any birthday or other celebrations.

There are a limited number of times throughout a year where food may be part of a classroom experience. In such situations, teachers will notify parents ahead of time so that appropriate accommodations can be worked out if this causes you concern.

Student Health

Allergies – Please note that we have staff and students with life threatening allergies to fragrances and certain food items who attend Glacier Park. If your child is in a classroom with a student with a life threatening allergy, you will receive an email from our school nurse.

Health Information - We need current emergency information on file for your child, including names and telephone numbers of alternative people to contact for any emergency situation. Please call the office to update your child's emergency information if changes occur. It is also important to let us know of any health concerns your child has.

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, they will need to be taken home. Please 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 their 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.

Transportation

Buses - Professional and caring bus drivers provide our students with reliable and safe transportation to and from school. We expect our students to follow the Polar Bear Way on the bus just like they do at school. If you have any questions for our transportation staff, you can find contact information [on the transportation department's website](#).

The bus loading/unloading zone at Glacier Park Elementary is on the north side of the building. **(Zone 2)** The buses will arrive and unload our students there each day. In order to ensure the safety of our students, the bus lane is for buses only. Thank you for your understanding and cooperation.

Bus Passes - Parent 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 note with your child or call the office if your child needs to make a change to their regular bus route.

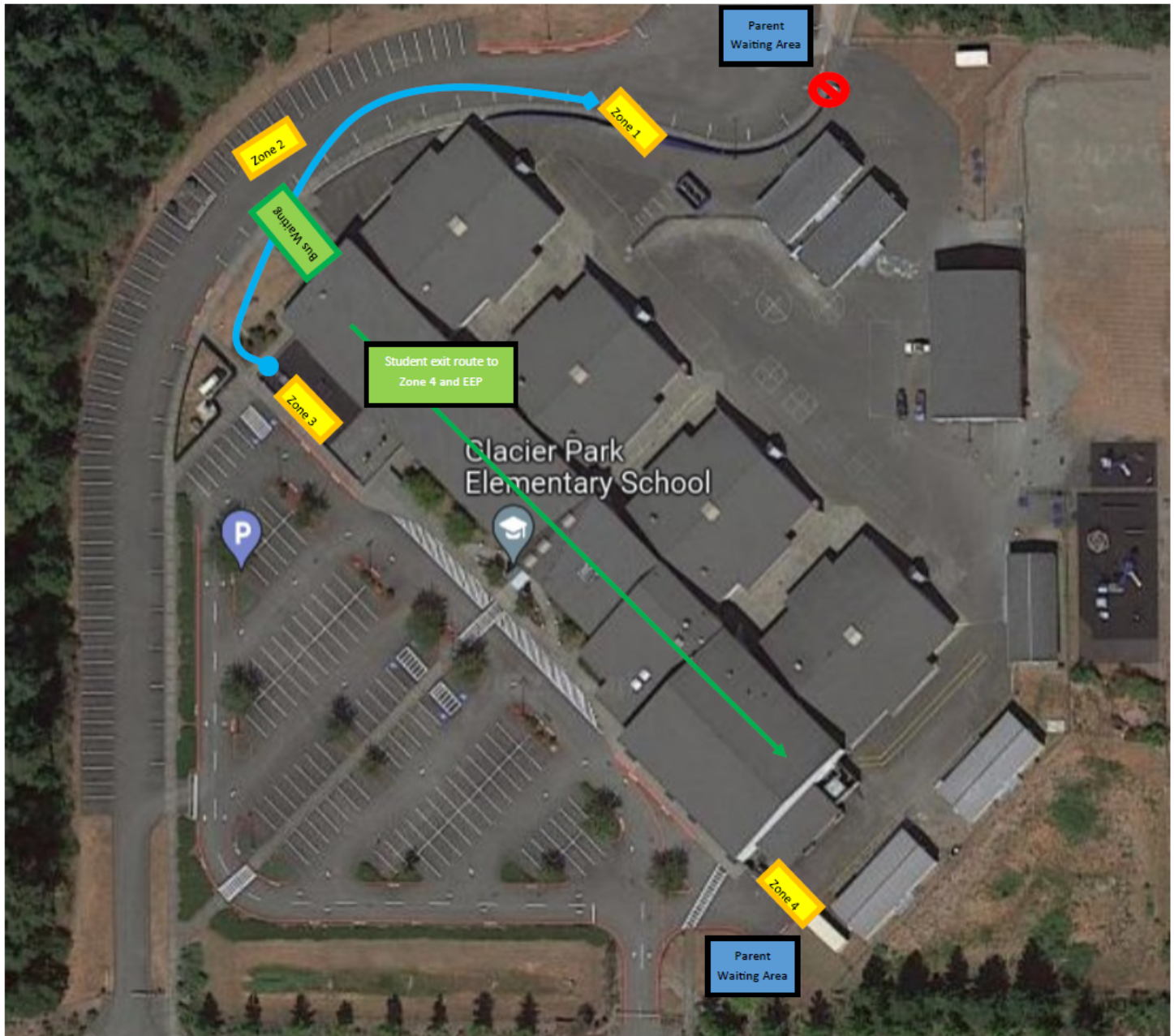
Vehicle Drop Off and Loading (Zone 3) - The vehicle drop-off and loading zone is at the front of the school. Students may be dropped off beginning at 8:25. Students must exit and enter vehicles on the **passenger side** of the car **only**. If you are running late (after 8:45 AM), please park your car and walk your child to the main office. 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. Please use the crosswalk and sidewalks and please do not park or wait in the fire lanes. (See map on next page)

Walking to and 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, there are two meeting points:

- **Zone 1**: Walkers in the neighborhood to the north of Glacier Park (See map on next page)
- **Zone 4**: Walkers in neighborhoods accessed by 280th Street

Alternate Modes of Transportation - Students may ride bicycles and scooters to school. If your child will be riding a bike/scooter, please ensure that they wear a helmet and that they lock their bike/scooter in the bike rack in the bus lanes. Bikes, scooters and skateboards need to be dismounted and walked while on campus and shoes with wheels must have the wheels put away while on the school campus.

Arrival/Dismissal Map



Zone 1– Parent Pick up for walkers, and independent walkers **only** for the path toward SE 277th that is behind the school. For safety reasons, only families coming from the neighborhood behind the school may pick up in Zone 1. Pedestrians are not allowed to walk from the front of the school to Zone 1 or from Zone 1 to the front or side of the school.

Zone 2– Bus lanes. Only students and staff are allowed in the bus lane.

Zone 3– Parent CAR pick up

Zone 4– Parent pick up for walkers, and independent walkers who cross SE 280th. If you plan to park in the parking lot and pick up your child, please choose Zone 3.

Safety

Skyward Annual Registration – Beginning on August 1st each school year, Annual Registration will open to families via [Skyward](#). At the beginning of each school year, family contact information must be reviewed and updated for all district students. Providing this updated information is required prior to you having access to your student's schedule when that becomes available in mid-August. This annual update ensures that:

- we have your most current contact information
- all emergency contacts are up to date
- all appropriate services are available to your student
- only authorized family members have access to student information

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.

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.** 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.

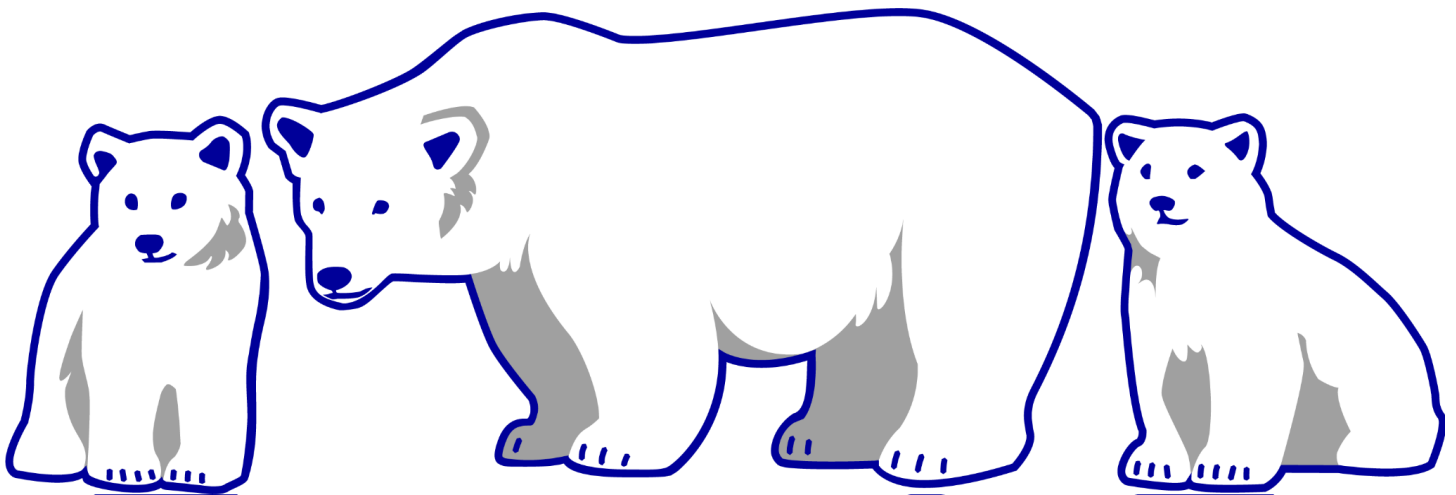
Parent Involvement

Volunteers – Volunteers play an important role in helping us to empower and engage each of our students. In addition to classroom volunteers, we also have many school wide volunteer opportunities. Please look for those opportunities in our weekly Polar Bear Bytes. Your child's teacher will reach out to you regarding classroom volunteer opportunities.

Siblings may not accompany chaperones or parent volunteers who are chaperoning a field trip or are working in classrooms, but are welcome for various PTSA volunteer activities during the year. The PTSA representative for those activities will identify those as they come up.

Volunteer Requirements – If you are interested in volunteering, please click [here](#) for more information and to begin the volunteer application process. We encourage you to complete the requirements as soon as possible as the process must be completed and you must be approved prior to any volunteering, including field trips.

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 and we need your help to ensure the success of the multitude of activities and opportunities our PTSA sponsors. We encourage you to become involved in our PTSA. For more information please visit our [PTSA Website](#)



Once a Polar Bear, Always a Polar Bear