



# Rock Creek Elementary School

## Family Handbook 2018-2019

*Fostering relationships and teamwork for student success.*

25700 Maple Valley Black Diamond Rd. SE  
Maple Valley, WA 98038

Phone: 425-413-3300  
Fax: 425-413-3355

Pass/Safe Arrival Line: 425-413-3309

Website: [http://www.edline.net/pages/Rock\\_Creek](http://www.edline.net/pages/Rock_Creek)

Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Rock Creek Families!

Our school year is off to a great start. The students have already warmed up to the daily routines and Eagle Pride can be felt everywhere.

Like every year, our goal is for each student to gain at least a full year of academic growth. For students to excel at this level, we recognize they must feel safe and confident to do their best thinking on a regular basis; this will be at the heart of our work.

Along our journey this year, please know our partnership with parents will help us maintain the high expectations as well as high support. We are in this together, to help make this the best school year yet!

Warm Regards,  
Chris Thomas  
Principal



## Communication

Open communication is important. We encourage parents to call the office at any time if questions or concerns arise. If the office staff cannot resolve the issue, we will put you in contact with the person that will best be able to help you. If you have a concern that you would like to discuss with your child's teacher, please set up an appointment by sending an e-mail, or calling the school and leaving a message on his/her voice mail. The teacher will return your call or e-mail as soon as they are able, usually within 24 hours. If you want to meet with a school staff member, please call and make an appointment rather than stopping by hoping to find the person available.

**Newsletters** – School/PTO newsletters will be e-mailed weekly. Short updates and reminders will also be sent home as necessary.

Classroom newsletters from teachers will be sent home routinely describing curriculum and classroom happenings.

**Current E-mail and Telephone Numbers** – The school has both a telephone and an e-mail notification system for Rock Creek families. The telephone notification system is the one used to notify you of a late start or emergency closure. The telephone and e-mail system is also used throughout the school year to remind you of early release days or special events. **Please make sure your current telephone number and e-mail address are on file with the school.** You can check what is currently on file by going to the school website and logging into Skyward Family Access to check your personal information.

**Student Phone Calls** – Because of the disruption to the learning environment, our policy is not to transfer phone calls to students into classrooms. However, the office will take a message for a student. Messages concerning bus passes or any change in your child's after-school transportation can be called into our pass line at **425-413-3309 before 3:00 PM**. If a student carries a cell phone, the phone must be turned off and stay zipped up in the student's backpack while at school.

## Positive Behavioral Intervention and Supports

As many of you know, Rock Creek is a PBIS school. PBIS provides students with a positive focus that encourage students to be at their best as a learner and peer. A set of universal expectations (see chart below) known as the **RC-3s** have been established for all students in all locations of the school. These expectations include:



**Show Respect**



**Make Good Decisions**



**Solve Problems**

## Rock Creek Eagles' Guidelines for Student Success

	Arrival/ Drop Off (8:50-9:10)	Hallway & Center Areas (during school)	Lunch- room	Recess	Dismissal Bus Lane	Bathrooms	<b>Home</b> (optional for families)
<b>Show Respect</b>	Voice Level- (2) <del>TableTalk</del>	Voice Level- (0) Silent (unless working with an adult)	Voice Level- (2) Table Talk	Be kind	Walk in lines on the bus lane	Voice Level- (0) Silent	
	Drop-off & Walker students wait in the covered area until 9:00	Give silent waves to others & smile	Use kind manners	Include others	Be polite and allow others to merge	Throw trash away & keep bathrooms clean	
		Stay single file and to the right side	Wait patiently in line	Show good sportsmanship	Let kindergarten students board the bus first	Respect Privacy of others	
<b>Make Good Decisions</b>	Stay seated <del>criss-cross</del> up to wall	Walk showing LINES behavior	Hands/Feet/Food to self	Use equipment safely	Keep hands, feet, and objects to self	Wash hands to Happy Birthday Song (silently)	
	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep legs under the table	Clean up (coats, trash, equipment)	Wait for your bus using LINES behavior (number 2 voice)	2 pumps of soap & 2 pulls of paper towels	
	Walk calmly to class at 9:00 bell	Stop at stop signs	Clean table & floor	Have a safe, calm body (follow walk zones)	Be patient and calm	Wait turn quietly in line	
<b>Solve Problems</b>	Be on time to school each day	Keep hands to sides as you walk	Compost & recycle carefully	Use rock, paper, scissors	Board your bus safely and quietly	Use bathroom supplies appropriately.	
	Ride a bus or walk if possible	Keep hall pass with you	Make room for others	Wait your turn	Stay single file and to the right side of the bus lane	Return to class quickly and quietly	
		Step out of line to solve a problem		Listen and talk it out	Report BIG problems to adults	Flush the toilet	

### System for Acknowledging Expected Behavior

- Adults in the building acknowledge appropriate student behavior with *Eagle Feathers*, *Eagle Grams*, *Eagle Wings*, *Positive Postcards*, and/or positive and specific verbal praise.
- **Eagle Feathers:** White copy goes home to parents, yellow copy is turned into at the office.
- **Eagle Grams:** Eagle Grams are for INDIVIDUAL STUDENT RECOGNITION. This is an award given by STUDENTS to OTHER STUDENTS when they notice someone modeling the RC3.
- **Eagle Wings:** Eagle Wings are for WHOLE CLASS recognition. This is an award given by STAFF to WHOLE CLASS GROUPS who are caught modeling the RC3. Some classrooms collect Eagle Wings to earn a group celebration (teacher decision).
- Postcards: Filled out by teacher and mailed home.

## Measures of Support

If and when students show a need for support, we will notify parents by telephone, personal contact or letter. When necessary, a conference may be arranged with the student, his/her parent/guardian and staff members. We are committed to teaching and problem solving with students whose behavior indicates the need for support. We also follow a district sanction chart which may include loss of recess, community service, in-house discipline, school suspension, and, in rare instances, expulsion.

## 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
Equal power of friends	Imbalance of power, not friends
Happens occasionally	Repeated negative actions
Remorse – will take responsibility	No remorse – blames others
Effort to solve the problem	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.

### Rock Creek Elementary School Prohibition of Harassment, Intimidation, Bullying, Physical Aggression, and Threats

**Harassment, Intimidation, or Bullying** is defined as 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 race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability, 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

**Physical Aggression** is defined as someone using or threatening to use force or violence upon another person, including the use of an object.

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

### **Student Responsibilities**

1. Use the “3 Rs 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 verbal problem solving skills, not physical aggression to solve a problem.

### **Bystanders’ 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.

Tahoma School District is committed to a safe and civil educational environment for all students free from harassment, intimidation, or bullying. A student who believes that he or she, or another student, is being subjected to harassment, intimidation, or bullying may use the procedures outlined in Policy and Procedure 3207 to report and resolve the concerns. All incidents are taken seriously and an investigation will occur to determine the appropriate course of action. All parent involved will be notified.

## **Attendance – School Policies and State Law**

In an effort to support reduction of chronic absenteeism in Washington state, our legislature has changed parts of the law that govern expectations for school districts. As a result, some of our school policies and procedures have changed. State law for compulsory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home-school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time.

<http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. School staff work with parents to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

In elementary school after five excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference or workshop at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor’s note or pre-arranged the absence in writing, and the parent, student and school have made plans so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the juvenile court, alleging a violation of RCW 28A.225.010, the compulsory attendance laws. The petition may be automatically stayed and your student and family may be referred to the Tahoma Community Truancy Board, or you and your student may need to appear in juvenile court. If your student continues to be truant, you may need to go to court.

We notify parents when absence is 10% or more days in a month and after three months of 10% or greater absence will work with parents and students to develop an attendance contract. For more information on attendance rules, please visit this web page:

[http://www.tahomasd.us/pages/Tahoma\\_School\\_District\\_409/For\\_Families/School Attendance](http://www.tahomasd.us/pages/Tahoma_School_District_409/For_Families/School_Attendance)

**Safe Arrival** – The goal of our Safe Arrival Program is to account for the whereabouts of each student who is not in attendance on a school day. Please use the following procedure to inform the school every time your child will be absent or late to school:

- Call Rock Creek Safe Arrival at **425-413-3309** and leave a brief message if your child will be late or not attending school. **It is critical that you call to notify the school of each absence.**
  
- Please leave the following information:
  1. Student's name, grade, and name of teacher
  2. Your name and relationship to the student
  3. Date of absence
  4. Reason for the absence.

If your child is absent and no message is left, you will receive an automated call from our school. Please return the call as soon as possible so that we are able to account for your child and excuse the absence. If we do not have contact from a parent/guardian, the absence will be unexcused.

**Tardy/Late Arrival/Early Pick Up** - Students arriving late or leaving early are missing valuable instruction time and are 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 is not impacted.

**Tardiness is another form of poor attendance that negatively impacts student success.** Please help your child by getting to school on time.

Late arrivals, a.m. and p.m. absences, and early pick up are included in determining absence rates. The following guidelines are used to track student attendance.

First Bell	9:00 a.m. – Students may go to class
Start of school day	9:10 a.m.
AM Tardy:	1-45 minutes past 9:10 (9:11-9:55)
Morning Absence:	46 minutes or more past 9:10 (9:56-12:25)
PM Early Release:	1-45 minutes before dismissal (2:55-3:40)
Dismissal:	3:40 p.m.

### Student Dress Code

1. Clothing and/or accessories displaying or making reference to alcohol, tobacco, weapons or clothing displaying profane, vulgar, discriminatory or sexual language or pictures shall not be worn.
2. Apparel, accessories, or manner of grooming that indicates gang membership, affiliation or promotion thereof is prohibited.
3. Hats and/or other headgear (certain scarves, hoods, sweatshirts, bandannas) and sunglasses (unless medically justified) shall not be worn in the school building during the school day. Hats and/or headgear of students in violation of this policy may be confiscated and sent to the school office and returned to the owner at the end of the school day. In cases of repeated violations, the confiscated items may be kept in the school office until the end of the semester.
4. Halter-tops, see-through clothing or clothing that does not cover undergarments is not appropriate for school. Tops with 2” straps are acceptable. No spaghetti straps, please.
5. Pants will be worn at waist level even if a shirt covers the body.
6. Jewelry and other accessories or clothing that may present a safety hazard or danger to the welfare of self or others shall not be worn (including wallet chains and spiked accessories).
7. Spandex clothing worn as outerwear is not permitted during the instructional day.
8. Shorts and skirts must be hemmed and be **below fingertip level** when the student’s arms are relaxed and hanging down at their sides.
9. Shirts or blouses must be free from holes and pants must not be cut or have holes above mid-thigh.
10. Dress and/or appearance that cause interference with work, or create a classroom or school disruption will not be permitted.

Violations of this dress code may result in a phone call home for a change of clothes, or in repeated cases, in a corrective action.

Remember, no flip flop shoes on PE days. Please wear shoes that protect your feet and allow you to participate in all activities.

## 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 always available on our district website as well as in the school office. The policy including definitions, expectations, and step-by-step procedures to follow if an employee, parent or student feels they have been treated in an uncivil manner.

Excerpt from the Tahoma School District's Student Discipline Policies and Procedures Manual.

**Weapons and Dangerous Instruments.** 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.

**Please sign the signature page to show that you have read each of these pages. Your teacher will be looking for your signature.**

## Safety

**Custody Concerns** – In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians. If a restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, a copy of that order or documentation must be filed with the child's school. We request that a custodial parent or guardian sign all permission slips/school forms, and only the custodial parent or guardian contact the school to make changes to after school pick up or transportation instructions, or excuse a child's absence.

**Emergency Cards** – At the beginning of each school year, student emergency cards will be sent home with each student. We ask that you look



over the information, make any changes 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.

**Safety Drills** – Drills are scheduled during the year to practice for emergencies such as fire, earthquake, intruders, lockdown, and bus exit. These are taken seriously and done on a routine basis.



**Money, Toys and Valuables** – Because of danger of loss, students are requested not to bring more money to school than is needed during the school day. Jewelry, cameras, electronic devices such as cell phones, smart phones, smart gadgets, games & iPod-like players should not be brought to school. If a student is carrying a cell phone at a parent's request, it must be turned off and stay in the student's backpack during the entire school day. Personal items of any kind are brought at student's own risk of damage or loss. This includes toys and personal playground equipment.

- Borrowing, bartering, trading, selling or buying of any items is not allowed. Please leave Pokemon, football, baseball, and basketball collection cards (or similar collections) at home.
- Students may bring safe sporting equipment (wall balls, basketballs, soccer balls, etc.) to school if it is properly labeled and the student takes responsibility for it.
- Scooters, bikes and skateboards must be carried or walked on school property and cannot be used at school.
- Heelys (shoes with wheels) are not allowed at school unless the wheels have been removed.

### **Food Policy**

Our school board approved procedures for supporting students with allergies, along with new guidelines for the use of food in school. It is our responsibility to take every step possible to ensure that every child is safe at school. Each time food enters the classroom there is the potential for children with food-related allergies or illnesses to be exposed to ingredients that could be harmful. Due to this, along with other health risks, **Rock Creek Elementary will not allow students to bring edible birthday treats.** Each child at Rock Creek is given a birthday card and pencil from the principal to recognize his/her birthday here at school. In addition, classrooms are welcome to recognize birthdays in other ways, which might include sharing stickers, pencils, erasers, or a book the entire class may enjoy. Along with the discontinuation of edible birthday treats, Rock Creek staff has been asked to use something other than food in their reward systems.

However, food will not be totally discontinued as part of our classroom learning experiences. There are a limited number of classroom celebrations which will still include food, along with some food-related activities tied to the curriculum. In such situations, teachers will notify the families of 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 parties and/or curriculum activities.

## Curriculum

The mission of the Tahoma School District is “to develop a learning community where all students, staff, and patrons continually teach and learn.” We at Rock Creek believe that everyone, every day, teaches and learns, no matter what age or grade.

The Tahoma School District has identified Future Ready Skills that we feel are necessary for students to be successful. These skills are Complex Thinker, Quality Producer, Self-Directed Learner, Responsible Decision Maker, Effective Communicator, Collaborative Teammate, Community Contributor and Conscientious Worker. With these skills our students will be better able to achieve success as they continue their schooling and enter the workplace.

Rock Creek Elementary delivers an exciting integrated curriculum that is aligned with Common Core Standards.

## Breakfast and Lunch

Each day your child will need to have a lunch from home, or money to purchase lunch. Students are encouraged to eat their own lunch. Trading of food items is discouraged. Food is only allowed in the lunchroom, and in classrooms as permitted. Snacks and lunches may not be taken to the playground area.

Breakfast and hot lunches are served daily. Menus are available at [www.tahomasd.us](http://www.tahomasd.us).

Food service encourages prepayment for meals so students don't have to handle money and keep track of change. Food service records the amount and deducts from that amount each time the student goes through the lunch line. You can send money with your child, mail it directly to the food service office, or load money onto your account using your credit card by going into Family Access from the school website. If you write a check, please make the check out to Tahoma Food Service, and write the student's name and the teacher on the memo line. Students may qualify for free or reduced priced lunch and breakfast if your family meets income requirements. Application forms are available in the school office or on the webpage.

## Inclement Weather

It is imperative that you fill out the emergency information and dismissal procedure forms that are sent home the first week of school. In the event that we are unable to reach you by phone, 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 or illness.

Students should be prepared for any type of weather condition that may occur while at school. This means having a coat, hat and/or gloves in cold weather, and an umbrella for rain. Because our weather is very unpredictable and can change quickly, 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, we have alternate plans such as indoor rainy day recess, or covered play area recess. Inclement weather may cause cancellation or a delay in the start of the school day. Hazardous weather or unexpected emergencies may force changes in bus

transportation times and pick up/drop off points for school children. Tahoma Transportation sends home a list of student pick up/drop off locations if emergency/snow bus routes are required.

#### NO ANNOUNCEMENT MEANS SCHOOL AS USUAL

➔ ➔ ➔ If students are picked up on emergency/snow route they will be dropped off on emergency/snow routes, EVEN IF WEATHER IMPROVES DURING THE DAY. ← ← ←

You should receive a phone call to the phone number that you've designated as your primary phone in the event of a school closure or delay. You can also listen to the radio, watch the news, or check the Tahoma website at [www.tahomasd.us](http://www.tahomasd.us) for information about school cancellation or delay.

#### Parents, Volunteers, Visitors and Deliveries

**Visitors** - For the safety of the children, we require all visitors, including parents, to check in at the office, prepared to show photo identification. When visitors sign in at the office they will be given a visitor badge. Visitors not wearing a badge will be asked to return to the office and check in. Since all Rock Creek staff, substitute employees and visitors wear badges, 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. Your cooperation is greatly appreciated.

Specific guidelines have been established by our school board to permit visitors to observe the educational program with minimal disruption to the learning environment. Copies of the guidelines are available in the office upon request.

Parents bringing lunch money, lunches, homework, coats, etc. to students who are already in class are asked to bring the item to the office and not to the classroom. The teacher will be notified and a classroom messenger will be sent at a time that is not disruptive to instruction.

Younger siblings (i.e. pre-school age or younger) **may not** be on the playground during recess times, due to safety and liability concerns.

Deliveries – No flowers, balloons, gifts and/or invitations to private parties will be delivered to students during the school day.

#### Arrival and Dismissal Procedures

**Supervision** – There is generally no supervision of students before or after school. Classrooms open at **9:00 AM**, ten minutes before our scheduled start time. We ask that students not arrive before that time, unless directed to do so by a staff member. If a child is involved in a Zero Hour activity, siblings may not accompany them to school. Students who arrive at school between 8:50-9:00 will be sent to the covered area outside where there will be staff supervision. Prior to 8:50 there will be no supervision available.



**Bus** – When students arrive at school they should go directly to their exterior classroom door where their teacher will be waiting. When school is dismissed teachers will escort students to the bus zone.

**Bus Lane** - Only students and staff are allowed on the bus lane. If a parent or guardian needs to contact a student out at the bus lane or on a bus, we ask that they notify the office and not go out to the bus lane. The office and bus lane personnel are in radio communication and can call a student off a bus if necessary.



**Drop-off/Pick-up** – Students must be dropped off and picked up in the front of the school, by the office doors. Please follow these procedures for **Drop-off**:

- Follow the sign for RCES Drop-off.
- Pull into the designated area; follow staff member or volunteer instructions.
- When at a complete stop in the designated drop-off area, dismiss your child(ren) **SIDEWALK SIDE ONLY**.
- A staff member will be located in the designated area to supervise children entering the building.
- Exit the designated area carefully.
- If you are accompanying your child(ren) into the building, you must park your vehicle in the parking lot and walk them in to the building

**In order to expedite cars exiting our parking lot and reduce congestion, a right turn only will be allowed from 8:45-9:15 a.m.**

Please follow these procedures for **Pick-up**:

- Pull into the designated area; follow staff member or volunteer instructions.
- Students will be waiting behind the gate with a staff member.
- Wait for another staff member to ask you who you are picking up; that staff member will communicate that with the gate staff member.
- Your child(ren) will be dismissed to you at that point.
- Exit the designated area carefully.
- If you are coming inside to pick up your child(ren) **DURING THE DAY**, you must park your car in the parking lot and come inside. **STUDENTS WILL NOT BE DISMISSED TO PARENTS PARKED IN THE PARKING LOT DURING THE DAY.**
- **AT THE END OF THE DAY**, parents who want to park and pick up their children, may walk to the designated **PARENT WAITING AREA** at the front doors.
- **PINK PICK-UP CARDS FOR REGULAR PICK-UPS**: Any student who is a regular pick-up (daily, twice a week, once on the same day every week) will be given a pink pick-up card with the child's name and grade on the front. Please place this card into the **PASSENGER SIDE DASHBOARD** to help expedite student pick-up. Students who are **NOT** regular pick-ups will have a paper pass issued to them at the end of the day to give to our Pick-up Monitors.

**Walkers** – Any student that will be walking to and from school must have written parental permission on file in the school office.

Walkers must have a prearranged meeting place on the sidewalk near the portables to meet siblings after school. All walkers must check in with the bus monitor and remain on the sidewalk while walking off the school grounds.

**Bicycles** – Any students who will be riding a bike to and from school must have written parental permission on file in the school office. Upon arriving at school, students with bicycles will **dismount and walk the bike down the length of the bus lane**, immediately park the bike in the designated areas and follow the front door arrival procedure. Students with bicycles must check in with the front foyer supervisor prior to picking up their bike and leaving the school grounds. They must WALK their bicycle across the playground until they have cleared the bus lane. Although the school cannot require students to wear helmets, we strongly recommend students do so.

**Change in Transportation**– Parents must notify the office about any exception to a student's regular transportation routine. If the school does not receive a written note or a message on our Pass Line from the parents (before 3:00 PM), the student will be sent home per his/her usual arrangement. Please send a note with your child in the morning to notify the school of a change to the regular routine. Notes are preferable because it gives us a written record of your request. If something comes up during the day and a change is necessary, please call our Pass Line at 425-413-3309 before 3:00 p.m. to notify us of the change. The most efficient way to make your request throughout the day is by calling the Pass Line directly at (425.413.3309). The Pass Line will not be checked after 3:00 PM. Unfortunately, we cannot accept any pickup/transportation home request changes after 3:15 PM as the Dismissal Folders will need to be compiled and distributed to the classrooms at this point in time.

### Health Information

It is important for the school to have up-to-date information about what parents would like the school to do in case of an emergency. Each fall parents are asked to fill out an emergency card that gives information about any student health problems, as well as emergency phone numbers. Please be sure we have an emergency telephone number where you, or a person you designate, may be reached and keep us informed of any change in your child's health status and activity restrictions.

- **Infectious Illnesses** – To prevent the spread of infectious illnesses, we ask that you keep your child home from school until signs of any such illness subside. Your child must be fever-free for 24 hours before returning to school. In the event that your child is identified at school as having an infectious illness, you will be informed and asked to pick up the student.
- **Student Illness** – If your child is ill to the extent that it will be difficult for him/her to participate in the activities of a normal school day, including recess, it is best to keep the child home. We do not have adequate facilities to care for ill children for

long periods of time, nor are teachers always able to stay in and supervise students during breaks or lunchtime. Due to lack of space and the need for extra supervision we are unable to accommodate requests for students to stay in during recesses.

- **Health Screening** – Vision screening for near sightedness, hearing screening, and dental screening are given at school. Parents are advised if the results show a need for additional follow up. Screening for scoliosis (curvature of the spine) is done in fifth grade.
- **Medication** – For the safety of all students, medications must be brought to school by parents or another responsible adult. Students may not bring medication to school. A parent must pick up any leftover medication or the school nurse will dispose of it at the end of the school year.

We are unable to give any medication to a student at school without written permission from a parent and a doctor or dentist. This applies to all over-the-counter medications including Tylenol, aspirin, etc., as well as prescription medication. Inhalers are categorized as medication and will require written instruction. This is a Washington State and Tahoma School District policy. Medication authorization forms are available in the school office or on the district website.

- **Immunizations** - Washington State law requires that all students, K-12, be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles (rubeola) rubella (three-day/German measles), and mumps. A second dose of measles vaccine is required for all children entering sixth grade. All kindergartners must have begun a series of three hepatitis B immunizations, and have a second MMR before entering school. All students entering Kindergarten or 5<sup>th</sup> grade must have either had the chicken pox or received the immunization.
- **No Lice or Nit Policy** – In the Tahoma School District we maintain a “no-nit” policy in efforts to control the spread of lice among classmates. This means that students will not be admitted to school if there is any visible sign of lice or lice eggs (nits). If evidence of lice/nits is discovered while the student is at school, a parent will be called and asked to take the child home. Students may return to school when they have been treated for lice, no nits are visible in the hair, and the student has passed a head check by the school nurse or health room assistant. The student must be driven to school, not take the bus, for the initial head re-check.

The law states that parents must fill out and sign a certificate of immunization status form that is available in the school office. The immunization form must be filed with the school by the student’s first day of attendance at school.

### **Parent Involvement**

Parents are a child’s first teacher. The public schools extend a cooperative and educationally professional hand to continue working toward the development of life-long learning skills and interests. We welcome your involvement at school and your attention to the program at home.

- **Volunteers** – We welcome parent volunteers at our school. Many of our teachers set up a rotating schedule to incorporate parent volunteers in the classroom, usually starting the beginning to the middle of October. In addition to classroom volunteers we welcome building volunteers that work in the library, reading programs, and other areas helping with student instruction, inventorying supplies, organization of materials, etc. **Volunteers need to make childcare arrangements for younger siblings when volunteering at school, helping on the playground, or chaperoning a field trip.**
- **Volunteer Requirements** – The law requires that each person working with children submit to a Washington State Patrol background check. In addition, the Tahoma School District requires each volunteer to complete a volunteer application, available online at the district website. This is a precautionary measure for the safety of all our students and volunteers. Volunteer requirements need to be completed and submitted to the district at least one week prior to the first day of volunteering. Volunteer clearance is good for 2 years.
- **Field Trip Chaperone Parking** – We ask all field trip chaperones to park in the grass area at the west end of the building. You can access this lot by entering the bus lane behind the school and making an immediate right. Our parking is very limited and having you park in the west lot allows regular district office and school business to continue throughout the day.
- **PTO** – Our Parent-Teacher Organization is a vital part of the Rock Creek team. The PTO plays an active role in our school community in a variety of ways. Many one-time and on-going activities need your help. Please consider supporting our school by joining the PTO.