

KOKANEE ELEMENTARY



STUDENT ~ PARENT HANDBOOK

Principal: Cathi Davis

Assistant Principal: Joel Fagundes

Office Manager: Karen Johns

Secretary/Registrar: Peggy Aguilar

Attendance/Secretary: Karen Axon

23710 57th Avenue SE
Woodinville, Washington 98072
Phone: 425-408-4900
Fax: 425-408-4902



Welcome to Kokanee Elementary School!

Table of Contents

| <i>Section</i> | <i>Page Number</i> |
|---|--------------------|
| Mission Statements | 3 |
| Behavioral Expectations, Philosophy and Policy | 3-4 |
| School Hours and Schedule | 4 |
| Office Hours and Contact Information | 4-5 |
| School Arrival and Dismissal Procedures | 5-7 |
| Visitor, Volunteer and Chaperone Procedures | 8-9 |
| Attendance Policy | 9-11 |
| Technology Responsible Use Policy | 12 |
| Dress Code Policy | 12-14 |
| Electronics & Items from Home Policy | 14-15 |
| School Safety and Playground Policy | 16 |
| Report Cards, Conferences and Contacting Teachers | 16-17 |
| Health Room Information | 17-19 |
| Breakfast and Lunch Program Information | 19-20 |
| Student Registration, Withdrawal and Change of Information | 20 |
| Special School Events, Programs and Field Trip Opportunities | 20-22 |
| Emergency Preparedness and Drills Information | 22 |
| Before and After School Activities and Sports | 22 |
| Library-Media Center Procedures | 23 |
| School Closures and Emergencies | 23-24 |
| Lost and Found Items | 24 |
| PTA Contact Information | 24 |
| Addendums | 25-28 |
| -Medication Authorization and Life Threatening Conditions and Behavior Matrix | |

Kokanee Elementary School Mission Statement

At Kokanee Elementary School, we, in partnership with families, provide a safe, inclusive environment challenging each student to learn, grow and apply their knowledge to contribute positively in our diverse society.

Northshore School District Mission

Strengthening Our Community Through Excellence in Education

Behavior Expectations, Philosophy and Policy

Kokanee Elementary is a school-wide *Multi-Tiered System of Supports* school. MTSS refers to a systematic approach to proactively teach school expectations and routines while also providing all students with the necessary supports to be successful academically, socially, emotionally and behaviorally. Our staff has worked to implement three key behavioral expectations and provide students with clear examples of what these expectations look like in all aspects of the school day (see matrix on last page) . Throughout the school year, we review these expectations and routines to ensure all students receive timely support to be successful in our school community.

Our three *school-wide expectations (Kodiak Code)* at Kokanee Elementary are:

Show respect

Make good choices

Solve problems

We emphasize six essential character traits to encourage all Kokanee students as an element of our MTSS program. We seek to recognize the positive behaviors and contributions our students make to the Kokanee learning community and to celebrate these accomplishments publicly.

Our six character traits spell the word PRAISE. Each week students are eligible for PAW PRAISE prize drawings to recognize their positive behaviors at our school. Students are also recognized quarterly at our school-wide assemblies.

The **six character traits** of focus at Kokanee are:

Perseverance

Respect

Accountability

Integrity

Service

Empathy

Our team of administrators and teachers regularly participates in sessions focused specifically on ways to support your children, interventions to meet specific academic and behavioral needs and strategies for implementing school-wide systems. We seek to provide your child with every opportunity and support available to ensure success each day. If your child has difficulty following a specific behavioral expectation, our staff will employ a variety of positive behavior supports to encourage a change in behavior. Students will be given opportunities for reflection and logical consequences for their behaviors. Any student discipline measures taken will be employed within the parameters of the Northshore School District Code of Conduct, described in the Student Rights and Responsibilities Handbook, available online at: <http://wwwnew.nsd.org/Page/6088>.

School Hours and Daily Schedule

Students are **NOT TO ARRIVE ON CAMPUS BEFORE 9:00AM.** No supervision is provided before 9:00AM. Before school recess will run from 9:00AM - 9:17AM.

| KOKANEE DAILY SCHOOL SCHEDULE | | | | |
|---|-----------------|-----------------|---------------------------------------|--|
| 9:00AM-9:17AM BEFORE SCHOOL RECESS 9:17AM FIRST BELL 9:20AM TARDY BELL 3:50PM DISMISSAL BELL/2:20PM EARLY DISMISSAL BELL ELEMENTARY CONFERENCE DISMISSAL TIME 12:30PM LAST DAY OF SCHOOL DISMISSAL TIME 11:20AM | | | | |
| <i>GRADE LEVEL</i> | <i>LUNCH</i> | <i>RECESS</i> | <i>EARLY DISMISSAL WED. LUNCH</i> | <i>EARLY DISMISSAL WED. RECESS</i> |
| Kindergarten | 10:45 – 11:15AM | 11:15 – 11:45AM | 10:50 – 11:20AM | 11:20 – 11:50AM |
| 1st Grade | 11:15 – 11:45AM | 11:45 – 12:15PM | 11:50 – 12:20PM | 12:20 – 12:50PM |
| 2nd Grade | 11:15 – 11:45AM | 10:45 – 11:15AM | 11:50 – 12:20PM | 12:20 – 12:50PM |
| 3rd Grade | 12:15 – 12:45PM | 12:50 – 1:20PM | 12:20 – 12:50PM | 12:50 – 1:20PM |
| 4th Grade | 12:50 – 1:20PM | 1:20 – 1:50PM | 12:50 – 1:20PM | 12:50 – 1:20PM |
| 5th Grade | 12:45 – 1:15PM | 12:15 – 12:45PM | 11:20 – 11:50AM | 11:50 – 12:20PM |

All students must be picked up **by 4:00PM.** ***No supervision*** is provided after 4:00 p.m. and the main office closes at 4:30pm daily. All students must be picked up **by 2:30PM** on early release days.

Office Hours and Contact Information

The Kokanee Main Office will be open M-F from 8:30am to 4:30pm. You may leave a message for any staff members at any time at 425-408-4900. We will return your call as soon as possible or direct your message to the correct staff member.

Messages for Students

We understand that changes in afternoon dismissal plans are sometimes unavoidable. We make every effort to assist families when this occurs by attempting to get messages to students before dismissal. In order to ensure that your student receives your message, we will take calls only until 3:00 p.m. Changes in transportation made after 3:00 cannot be guaranteed.

Phone Calls for Students and Staff

Phone calls into the classroom can be disruptive to instruction. With the exception of emergencies, we will not disrupt a classroom for phone conversations. Parents and guardians will be transferred to voicemail or asked to leave a message for the intended recipient. Information that students do not need until the end of the day will be delivered to classrooms before students leave at 3:50 p.m.

School Arrival and Dismissal Procedures

Morning Arrival Information

- All students should go to the playground from the bus, or down the stairs by the office if coming from the parking lot. Do not use the walkway between the portables and library to go to the playground.
- There is no supervision in the pods, classrooms, or the amphitheater area before the bell rings.
- Please refrain from walking your child down to the playground, pod area, or their classroom. If you proceed onto the campus, you are required sign in at the office and wear a visitor badge.
- Students and parents should not walk into the pod area or classrooms before the bell rings. Teachers may be planning with other teachers, have a meeting, or have an appointment with another parent.

Parking Lots Procedures for Morning and Afternoon

The parking lot procedures for mornings and afternoons are outlined below. Familiarization with our parking lot procedures will help everyone and lessen congestion at these busy times.

Please, drive with caution and watch for pedestrians. Be courteous to the other drivers. Be courteous to staff and parent volunteers who are helping with traffic flow and ensuring student safety. Remember the 5 mph speed limit through the parking lot at all times.

Morning Unloading Procedures

- **Drop-off time is 9:00 a.m. There is no supervision before 9:00 a.m.**
- Students must be dropped off in the upper parking lot only. It is not safe to drop students off in the driveway entrance or the bus circle.
- Never park your car in the Loading Zone. The Loading Zone is for student drop off only.
- **Do NOT leave your car unattended in the Loading Zone.**
- Use crosswalks at all times. An adult should accompany children when using the crosswalks if Safety Patrol is not present.
- Only buses are allowed in the Bus Loading/Unloading Zone.
- Only vehicles displaying disabled parking stickers, placards, or license plates are allowed to park in the disabled parking area. It is illegal for unauthorized vehicles to be in the disabled parking area under any circumstances for any length of time.

Afternoon Pick-up Procedures

- **Dismissal time is 3:50 p.m.** If you need to pick up your child earlier, you must check him/her out through the office. The staff will call your child to the office from the classroom. Do not go directly to the classroom.
- Never park your car in the Loading Zone. The Loading Zone is for student pick up only.
- **Do NOT leave your car unattended in the Loading Zone.**
- Children must wait behind the yellow line on the sidewalk for pick up. Children must load through the passenger side of the car. Do not have your child step into the lane of traffic to get into your car.
- If your child is not waiting at the yellow line, please park your vehicle in the parking lot and come find him/her or circle around the lot until your child is standing in the Loading Zone.
- Use the crosswalk at all times. An adult should accompany children when using the crosswalks if Safety Patrol is not present.
- Only buses are allowed in the Bus Loading/Unloading Zone.
- Only vehicles displaying disabled parking stickers, placards, or license plates are allowed to park in the disabled parking zone. It is illegal for unauthorized vehicles to be in the disabled parking area under any circumstances for any length of time.

Bicycle, Scooter and Roller-skating Policy

Bicycles, roller skates/blades, shoes with wheels (wheelies), scooters and skateboards are prohibited to use on campus during school hours. For safety reasons, we have had a policy prohibiting riding any of these to and from school. We are currently looking into safe routes to and

from school that bicycles may be ridden. Students may ride to school if a parent or adult guardian accompanies them. We currently do not have a good place for bicycles to be stored on campus. We are looking into a new location to place bike racks on our campus. The bike racks that are near the bus circle may only be used outside of school hours when accessing the play areas and field. If you are interested in helping us develop a safe plan, please contact our school.

Arrival and Dismissal via Bus Transportation

Transportation information can be found on the Northshore School District website by visiting wwwnew.nsd.org/bus. Proper behavior while waiting for the bus and riding the bus will help ensure that every student arrives safely. Parents should supervise their children at the bus stop.

Each year, a copy of the Bus Safety Rules goes home in the 1st day packets. The Northshore Transportation Department will notify parents of infractions and consequences occurring on the school bus. Please keep the district informed of any inappropriate behavior or safety concerns. The Transportation Department can be reached at 425-408-7900.

Anytime it is necessary for your child to take a bus other than the one regularly assigned, a note from home must be given to your child's teacher. This note including date of bus riding event must include the first and last name of the student your child is riding with as well as the drop off location. The office will issue a Bus Pass. The student will give the pass to that bus driver. Please remember that bus passes are issued on a space-available basis. You can consult the school office or the school website for information about buses not currently available for additional riders.

After School Changes to Routine or Procedures

Changes in your students after school routine should be communicated to the classroom teacher at the beginning of the day. Parents/guardians should send a note or an After School Authorization to school with their student. Students feel more secure during the school day when they know what they are doing at the end of the day. If you have an unanticipated change in after school plans, please contact our office prior to 3pm. All contacts made after 3pm may not be delivered to your student due to the dismissal routines and the availability of classroom messengers. If we receive your message late, and your child has already boarded the bus, we will not be able to change the transportation plan. Likewise, if your child is regularly a car rider, we cannot call any bus back to campus due to a last minute desire to use bus transportation.

Visitor, Volunteer and Chaperone Procedures

Volunteer and Chaperone Procedures

Parent and community volunteerism is a crucial aspect of our school community. We welcome volunteers on campus and in our classrooms on a regular basis. The following procedures apply to all volunteers, including:

- Classroom volunteers
- Field trip chaperones
- Community volunteers
- Anyone who has contact with students without direct staff supervision
- Non NSD employees
- WATCH Dogs program volunteers

All persons who volunteer at Kokanee (who are non NSD employees and volunteers on campus) will need to submit a background check/volunteer packet to the office at the beginning of each school year, regardless of their previous volunteer status. The completion of this packet allows our school to provide annual assurance of volunteers possessing clear backgrounds for contact with students in the school setting.

After background check and volunteer paperwork is completed, approved volunteers, for school or on field trips, will be issued a printed nametag to wear while on the premises. NSD employees who are KO parents can contact the office to get a nametag as well.

If you are interested in volunteering at Kokanee, please visit the Kokanee volunteer web page at:

<http://wwwnew.nsd.org/volunteer>

Visitor Procedures

Our school also has a number of opportunities for parents and family members to visit campus during the school year for special events. Visitors are required to check-in at the main office each time they arrive on campus. Visitors should be scheduled with classroom teachers prior to coming to the campus. Visitors are required to list specifically where they will visit on campus and to check out upon completion of the visit. All visitors will be provided with a bright yellow visitor sticker to display when on the premises. This will differentiate background check approved volunteers from visitors.

What is the difference between a volunteer and a visitor?

School volunteers have completed volunteer packets and background checks, allowing them to be left with students for periods of time unattended (i.e. escorting students to the restrooms or around a field trip venue, working in a small group in the pods or library). Visitors are granted rights only to visit on campus and cannot be left with students unattended.

Attendance Policies

The importance of prompt and regular school attendance by students is emphasized at Kokanee Elementary School. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Students miss significant instruction when they are absent from school, therefore, any absence affects student learning. Frequent absences and tardies will be addressed by the principals. The school may take a variety of actions to help improve a student's attendance and timeliness, including the conversion of 3 unexcused or unacceptable tardies to an unexcused absence. The Principals monitor rate of attendance and tardiness on an on-going basis. If there are extenuating circumstances causing increased tardiness and/or absences, please notify the office.

If your child will be absent or late, please call the school at 425-408-4900 or email koattendance@nsd.org. You may call our message line at 425-408-4910 between the hours of 4:00 p.m. and 8:00 a.m. We value your child's safety and would like to know where he/she is if not in school. The school requires a written note or phone message from the parent explaining the absence or late arrival. No notification within 5 days of absence will prompt the notation of an unexcused absence on the child's record. Please see Unexcused Absences below for more information.)

Tardies

Children arriving late to school are listed as tardy on the attendance record. The following are considered unexcused tardies: missed bus, late ride, overslept, babysitting, meals, appointment for person other than the student, errands, taking a sibling to school, etc. Excessive tardies are disruptive to a child's education and disrespectful to the classroom teacher who begins teaching right at 9:20 am. Students who arrive in their classrooms after the 9:20 a.m. bell rings will be considered tardy and must check into the office before going to the classroom. They will be asked to state the reason they are late and a Tardy Slip will be issued. Students arriving after 9:20 a.m. because the bus arrived late will not be marked tardy but must check into the office to verify attendance before going to class. Students who are picked up early will have a tardy listed on their

attendance record. Similar to late arrival tardies, some early dismissal tardies will be unexcused based on the reason provided. Early dismissals will be excused for student illness, family emergencies, special religious observances, medical/dental appointments, and school-sponsored activities.

Excused Absences

Excused absences or late arrivals considered appropriate by the school district include student illness, family emergencies, special religious observances, medical/dental appointments, and school-sponsored activities. We urge you to make certain these are the only reasons for your child missing school. Absences or tardies not covered in the above stated instances may be deemed appropriate at the discretion of the principal.

Unexcused Absences

The following are considered unexcused absences: no call or written response from the parent within 5 days of absence, missed bus, late ride, overslept, babysitting, meals, appointment for person other than the student, errands, taking a sibling to school, etc. Field trips are an extension of the classroom. When a family decides that a student is unable to attend a field trip, the student is expected to be in school. If a student has either seven unexcused absences in any month or ten unexcused absences during the school year, the school must file a truancy petition with the King County Court. *(Please see the Northshore School District website, www.nsd.org, for the full text of the NSD Board Policy on Excused and Unexcused Absences Policy No. 3122).*

Extended Absences from School

Families who take extended vacations (greater than two school days) must inform the office and teachers ahead of time in writing. Please ask the front office for a "Notification of Extended Absence" form to fill out, or visit our website to fill out the form electronically (www.nsd.org/kokanee). Please note, if your child is going to miss more than 20 consecutive days of school, it is Washington State policy that we must withdraw your child and then re-enroll them upon returning. Upon returning, students are not guaranteed the same class placement. We **STRONGLY** discourage extended absences from school. There is no replacement for school attendance, and with the depth and variety of components included within the Northshore School District curriculum, it is not possible for teachers to provide work to cover missed instruction and group learning.

Early Dismissal

We realize that it is sometimes not possible to schedule medical appointments outside of school hours. If your must leave school early, please:

- Inform your child's teacher. Notes from home help teachers plan for the early dismissal and assist the office in locating students more quickly. Early dismissals require written permission, in-person contact or a phone call from parents/guardians before 3pm. If notice is not received by 3pm, we may not be able to accommodate an early dismissal request.
- Parents, guardians or others who are authorized to pick up a student must report to the office to sign the student out. Parents may not go to the classroom for pick up. No student will be released to a parent or guardian directly from the classroom.
- To insure that students are released to authorized persons only, students are sent to the office before leaving school for any early dismissal. The office will call the classroom for the student when parents arrive at school. Please allow at least 5 minutes for students to collect belongings and walk to the office.
- If a student is returning to the campus, he/she must check in with the office before going back to class.

Becca Bill/Attendance Law

Northshore School District implements provisions of the revised Compulsory Attendance Law, RCW 28.A225, known as the "Becca Bill". The intent of this legislation is to direct schools to initiate a series of corrective steps when a student is absent and unexcused from school. School attendance, by law, has been and continues to be compulsory.

In brief, Becca truancy laws require schools to:

- Inform parents in writing or by phone after one unexcused absence in one month.
- Schedule a parent conference after two unexcused absences in one month.
- Enter into a formal agreement with the student and parent regarding attendance; or referral to a Community Truancy Board; or, file a truancy petition, if a student has five unexcused absences in a month.
- File a truancy petition, if a student has seven unexcused absences in a month, or ten unexcused absences in a year.
- File a contempt motion if a student is not in compliance with a court order resulting from a Truancy Petition.

Technology Responsible Use Policy

Please also see Responsible Use Procedure 2022P (<http://wwwnew.nsd.org/Page/25466>)

The Rights & Responsibilities Handbook Concerning Student Conduct prohibits the misuse or inappropriate use of technology (including Web sites and e-mail) that interferes with or disrupts the educational process. The inappropriate use of electronic communication, whether initiated at school or not, that violates district policies against harassment, discrimination, intimidation and bullying is not permitted. It is a violation of student codes of conduct to invade the privacy of or to misrepresent someone through electronic communications. The Northshore School District takes these violations seriously and those who are found to have committed such violations will face harsh disciplinary actions.

The Responsible Use Procedure applies to staff, students and guests who utilize: district-owned technology on the NSD network, on non-school networks and offline; non-district technology, including privately owned technology that is connected to the NSD network or non-district networks while on school property.

Users of the District's network should not have any expectation of privacy when using the District's network. The District reserves the right to disclose any electronic messages to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.

Use of the computer network and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network temporarily limited or terminated. The District may also take other disciplinary actions as appropriate. All users of the District's electronic resources are required to comply with the District's policy and procedures (and agree to abide by the provisions set forth in the RUP would be cause for revocation of network and computer access privileges.

Dress Code Policy

A safe and respectful learning environment is essential to a high quality learning program. Standards regarding student attire are intended to support a focus on instruction and learning at school. We recognize that our students have the right to express themselves through their dress and personal appearance, however, we request that students adhere to the following guidelines during the school day or at any school sponsored activities in order to prevent disruption to the learning environment:

- Clothing should not expose back, midriff, undergarments or areas typically covered by undergarments. Skirts and shorts should be at least as long as the length of the fingertips when arms are extended to their sides.
- Any items (clothing, jewelry, head wear or accessories) with words or pictures that promote any activities prohibited by the NSD Student Code of Conduct, including use of drugs, tobacco, alcohol or weapons or any items that might otherwise disrupt the teaching and learning process are prohibited.
- Hats/stocking caps may be worn outdoors, not in the main office or pods. Hats *may* be worn in the classroom at the *teacher's discretion, based on their specific classroom policies*. Classroom teachers will provide parents and students with their specific policy at the beginning of the school year. Regardless of location, students may not wear hats that violate the dress code guidelines listed above or cause a disruption to the learning environment. Students *may not* wear hats during any specialist periods given the movement and activities involved in these classes.
 - Students will receive ONE warning regarding the hat policy. After one warning, students will have their hat taken for the remainder of the school day. Teachers may hold the hat in the classroom or send it to the office. After the second warning, students will lose their hat rights for the remainder of the semester, and parents will be asked to pick up the hat at the main office at their convenience.
- Dress code exceptions may be made for any student with a required special education accommodation for specific clothing, hats or other accessory. These accommodations should be determined by communication between staff and families first.

While the elementary school setting is not often an environment where dress code violations occur, some students make unwise choices with regard to their clothing and shoes for the elementary school day. Students spend time at recess outdoors daily and also participate in PE and Health class weekly. Both of these aspects of the elementary school day are important for learning and social development, therefore we ask that all students also adhere to the following guidelines:

- Students should bring appropriate outdoor clothing (rain jackets, winter coats, mittens or gloves and winter hats) with them on a regular basis depending on the season. Please mark these clothing items with your child's name on the tag, if possible. Students wearing clothing not resistant to the rain may be asked to stay under cover during recess times.

Recess will only be cancelled in the event of extremely inclement weather such as thunder and lightning.

- It is essential that students have secure footwear for running and playing without increased risk of injury. Therefore, we ask that students do not wear any high-heeled shoes or flip-flops to school. Students wearing these types of shoes will not be able to participate in their PE or Health classes. Students are permitted to wear other closed toe shoes or sandals during the school day.

Any student deemed in violation of the dress code policy by school principals will be given a change of clothing or supported to make arrangement for a change of clothes to be brought to school immediately. Students may also be subject to progressive discipline for disruption of the educational process, based on NSD Code of Conduct.

Electronics and Other Items from Home Policy

Electronics

In order to minimize disruption to the learning process, electronic devices (with the exception of cell phones, smart devices and E-readers) are not allowed on school grounds. Electronic devices not approved for use on school grounds include handheld video games and portable music devices, such as an iPod. The school is not responsible or liable for any damage or loss of any electronic devices brought to school. Any specific exceptions to this policy must be arranged with agreement from the school principal, teacher and parents. Due to the potential of damage and possible theft, students should not tell others about any approved devices brought to campus and must keep them turned off and in their backpacks unless otherwise permitted by their teacher. Electronics exceptions may be made for any student with a required accommodation for specific items in the classroom or school setting. These accommodations should be determined by communication between staff and families first.

Approved (with limitations) electronic device use:

- Students are permitted to bring and use E-readers on campus. All E-readers require the completion of a technology permission form and the approval of the building principals prior to bringing them on campus.
- Students are permitted to bring cell phones and smart devices (Smart watches, etc). Cell phones and any other Smart devices with cellular data or wifi access must remain OFF or silenced in the student's backpack at all times during the school day. Students who need to contact a parent/guardian during school hours may use a school phone. Cell phones may

be used in the office at the end of the day to contact parents. Cell phone use *in bus line or on the curb near the loading zone* is not allowed. Cell phone use in the before school recess period is also prohibited.

Students who do not comply with our electronics policy will be given a warning and the item will be taken from the student for the duration of the school day. Students may pick up the device from the staff member or in the office prior to leaving school for the day. If there is a second occurrence of electronics violation, the electronic device, including a cell phone, that is used during the school day will be confiscated and stored in the main office for a parent or guardian to pick-up. After a second warning has occurred, students will have electronics device use revoked for the remainder of the semester.

Other Items from Home

- *In the classroom setting*
 - Items brought from home, including toys and potential valuables, can create a substantial disruption to the learning environment. The school cannot take responsibility for these items. Items from home are not allowed at school and should be left at home to avoid loss, damage or theft. Arrangements must be made with your child's teacher prior to bringing any special items to school based on specific, scheduled classroom events. Any item brought to school *without* the teacher's permission will be taken from the student and held by the classroom teacher or in the school office for parent pick up.
- *In the recess setting*
 - Students are provided recess supplies, including jump ropes and balls, on a daily basis. If your child would like to bring one of these items from home, specifically for use on the playground, please clearly mark the items with your child's name. During recess, it is expected that all students demonstrate respect and responsibility for recess equipment provided as well as equipment brought from home. Likewise, students are not permitted to bring equipment from home and exclude other children from play. Other recess items, such as card games, Rubik's cubes or books, may also be brought to school for recess time only, provided that students use these items in the bench and table areas and do not engage in trading of items with other students. Our staff reserves the right to revoke recess items privileges should students be unable to maintain our school expectations with them. We are not responsible for loss or damage of any items brought to school for recess play.

- *Pets and Animals*
 - *No pets or animals are allowed in the classroom, with the exception of service animals. If your child requires a service animal, please provide this information to school administration. Campus visitors requiring service animals should check-in at the office and service animals should be clearly identified. Animal Control will be called to pick up stray animals found on campus.*

School Playground Use

Our playground area includes a big toy area, a covered area with basketball courts, blacktop area with tetherball, hopscotch and four square courts, a swing set area and a large fenced field area for games, soccer and running. Our school assistant team provides supervision for students during before school recess and designated recess times throughout the day. Students are expected to adhere to the school-wide expectations and to respect the oversight of our school assistant team. Please discuss the importance of being safe and following rules at school and on the playground. If you are intending to visit campus, and specifically to come to recess, please complete a volunteer packet and Washington State Patrol Check.

Our community members and some specific programs utilize our playground area on a regular basis during the evenings and weekends. Any community member can access unlocked playground areas on evenings and weekends. Students will *not* be released to the playground area as a dismissal plan and must be accompanied by an adult to the play area in order to access the equipment immediately following the school day. Kokanee Elementary School and the Northshore School District are not responsible for student supervision during those times.

Report Cards, Conferences and Teacher Contact Information

Parent/Teacher Conferences

Parent/Teacher conferences take place in November (November 17, 18, 21, 22 and 23). All NSD elementary schools are on a half-day schedule for 5 days to allow teachers sufficient time to conference with parents. On these dates, school is dismissed at 12:15 p.m. Buses run regular routes but drop off times are adjusted to accommodate the early dismissal time. Breakfast and hot lunch are served on half-days. If you wish to meet with your child's teachers at another time, please contact the teacher via phone or email to arrange a meeting. During the instructional day, our teaching staff is focused on working with students and cannot meet with parents without a pre-arranged appointment.

Report Card Information

NSD uses a standards-based elementary report card. Families will receive a fall quarterly progress report and two formal report cards at the end of first and second semesters. There is an opportunity to conference with teachers in November. Parents are encouraged to contact the teacher with any questions about progress reports/report cards or their child's progress throughout the year. The progress report/report card provides parents with three types of information about their student:

- *Behaviors that Promote Learning* such as effort, participation and cooperation.
- *Academic Performance* related to the Common Core Standards in each subject area such as reading, writing and math.
- *Progress* measures how much growth the student has demonstrated during the semester

Health Room Information

Kokanee has a full time registered nurse who provides:

- Health Care Services
- Illness and injury care during the school day
- Administration & monitoring of prescribed medication
- Monitoring of immunizations and communicable diseases
- Health care planning for acute & chronic illnesses
- Basic Screenings for vision and hearing
- Nursing assessment & consultation for physical and mental health
- Health education for students, families and educational staff
- Emergency planning
- Advocates for prevention and wellness
- Advocates for safe and health learning environment
- Promotes parent/community involvement

Our school nurse also provides resources & referrals to:

- Health care and/or Health insurance for children & families
- Family and community services

Children with Life Threatening Conditions (see Addendum - Children with Life Threatening Conditions)

The attendance of a child with a life threatening condition at a Washington public school shall be dependent upon receiving medication or treatment orders before or on the child's first day of attendance at school. The law defines life-threatening condition as "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place."

Medication at School (see Addendum – Authorization for Medication)

The Northshore School District recommends that medication be taken at home whenever possible. When it is essential that medication be administered during the school day, it must be brought by the parent to the nurse and accompanied by a Physician's Order for medication form signed by both the parent/guardian and the physician. Please do not put any kind of medicine, including over-the counter pain medication (ie: Tylenol, vitamins, and cough drops) in your child's lunch box, backpack or pockets. For the protection of all the students and to comply with Washington state law, the district has a policy and procedures in place for the handling of ALL medications in the schools.

Immunizations

All immunization must be up to date before children will be allowed to attend school.

When to keep your child home from school

If children are showing signs of illness in the morning, please consider not only their health, but that of their classmates and teachers as well. If you are not sure whether or not to send your child to school, you are welcome to call the health room (425-408-4906) for a consultation.

Please follow these guidelines:

- If your child has vomited during the previous night or in the morning, keep him/her home.
- Children with a fever should be kept home for at least 24 hours -fever free- before returning to school. Please do not give medication to mask the fever.
- If your child cannot manage his bodily secretions, keep him home.

If your child becomes sick at school, we require that you or an emergency contact pick him/her up within one hour. It is important for the school to have a list of local emergency contacts that are available to pick up your child in the event that we are not able to reach you. Please notify the school any time there are changes to your emergency contacts.

Accidents and Injuries

If a child is injured at school, our school nurse, the office staff, principal or an adult competent in first aid will administer first aid treatment. If the injury is of a serious nature, the parent/guardian will be contacted immediately. If we cannot reach you, we will call the emergency contacts you have provided. We will use our best judgment to determine when and if 911 should be called. **It is imperative that you keep us informed of current work telephone numbers and emergency contacts!**

Northshore School District cannot carry medical insurance for students. It is the responsibility of the parents/guardians to provide payments for medical expenses incurred by students as a result of accidental injury or illnesses on School District property or at school approved activities.

Breakfast and Lunch Programs

Northshore School District offers a nutritious and well-balanced breakfast and lunch program each day.

Breakfast

Breakfast is offered daily at a cost of \$1.75. Students can report directly to the kitchen area to purchase a breakfast after arriving to school. Students are supervised for breakfast consumption in the gym area by Kokanee staff.

Lunch

Students may choose either a meat or a vegetarian meal. Lunch prices are \$3.00 for students. Milk is included in the cost of lunch. Milk is \$0.50 when purchased separately. If you plan to eat lunch at school with your child, please call or send a note to school. The cost for an adult lunch is \$4.00.

We ask that you use exact change to purchase your lunch. For more information, please visit:

<http://wwwnew.nsd.org/Page/333>

Bank-A-Meal

Student lunches are purchased using the "Bank-a-Meal" program. Parents can send a check or cash to school with students. Payment can also be made online using PayPAMS, our credit card payment system. Register at **www.paypams.com**. The first time you contact this service they will ask you to register your information and choose the student(s) you wish to link to your credit card payments. The student number you will need to register is available through the Kokanee office. The PayPAMS program accepts VISA (credit/debit), MasterCard and Discover cards. PayPAMS will charge a \$1.95 processing fee for each payment transaction. There is no charge for parents to sign their students up with PayPAMS in order to check student balances or view cafeteria purchases.

Fees are not charged when a family pays by cash or check (made out to the Northshore School District) at school. The student's ID number should be included with all payments. The school district does not accept credit card payments via the Food Service phone number.

Your child will be issued a lunch card that is effective the day you send in the initial payment. No one else may use this card. When the account reaches \$5.00 or less, a reminder notice will be sent home with the student. If a sibling is out of lunch money, a parent can request money to be

transferred from one child's account to a sibling's account within the same school. For questions about your child's account balance or our breakfast/lunch program, please call our kitchen at 425-408-4908.

Free and Reduced Meal Pricing Program

Applications for Free /Reduced-Priced meals are available in the office. Parents/Guardians may apply for benefits at any time during the school year. If you receive Basic Food, FDPIR or TANF or have a decrease in household income or become unemployed, you may be eligible for Free or Reduced-priced meals. Families who received Free/Reduced meals during the previous year must submit new applications every year. Please contact our kitchen or school administrators with any questions or concerns regarding accessing regular daily meals for students.

Student Moves, Withdrawal and Changes of Information

Moving During the School Year/Living Outside the Attendance Area

If you move outside of our attendance area during the school year, or are currently not living in our attendance area, it is school board policy that you register your child in your new home neighborhood.

Withdrawing Your Student

It is important to notify our office if you are planning to move from our service area. Early notification enables the teacher to collect classroom materials and district materials and make sure your student has time to say goodbye to classmates. Prior to leaving Kokanee, our office will also provide you with information on any outstanding fines or balances due for your child. The office can also provide you with information and documents that you will need to register your children in their next school.

Changes in Family Information

Please immediately notify the school of any changes in custody, address, home, cell or daytime work numbers or those of your emergency contacts. In instances of custody or other legal actions, court documentation is required in order for the school to make changes in contacts, release of students or release of student information.

Special Events, Programs and Field Trip Opportunities

Field Trips

All grade levels arrange field trip opportunities throughout the school year, specifically aligned to learning standards and district curriculum. Students are required to have a completed field trip

permission form prior to the day of the field trip event. Field trips are considered a privilege, and students are expected to maintain NSD and Kokanee behavioral expectations for the duration of the trip. Chaperones for field trips are required to complete Kokanee volunteer application packets and submit Washington State Patrol Check information prior to the field trip date. All students are transported by bus for field trips in grades K-3, and in grades 4-5 students may be transported via approved parent drivers or buses, according to Northshore School District policy.

Assemblies

A variety of assemblies are provided for students during the school year. Due to the content of assemblies and the large size of our student population, some assemblies are provided only for specific grade level bands. All students participate in quarterly assemblies aligned to our school-wide positive behavior program in an effort to build community and recognize the great efforts of our students. Due to fire code and safety considerations, our school assemblies are not open to the public and community members. When assemblies involve specific performances or recognition of students, we will make every effort to include families as space allows.

Outdoor Education Overnight Experience (OEOE)

This is an outdoor education program for 5th grade students held at Camp Cedar Springs near Lake Stevens. This experience offers a program that emphasizes environmental education and outdoor living skills. All classes are aligned with Washington State's Essential Academic Learning Requirements. Students stay at Camp Cedar Springs for 3 days and 2 nights. NSD personnel and Cedar Springs staff teach classes. Parent volunteers supervise students. Parents are asked to pay a fee for students to cover a portion of the cost. Parent volunteers are asked to pay a fee to cover the cost of food only. Families who qualify for Free/Reduced priced meals are eligible for a reduced fee for Camp Cedar Springs.

Celebrations

Our school team has developed a set of school-wide celebration agreements that will guide us in planning parties for our students. The agreements are as follows:

- Our grade levels will have one celebration party per semester in addition to an end of the school year celebration.
- Each grade level teacher will work together with the grade level team to develop a semester celebration plan, including a consistent date and theme for the celebration, similar to the shared same experiences provided for field trips at each grade level.

- Grade level teams will develop their celebration theme plan based on data collected about our students and work to ensure that the planned party is inclusive to all students at the grade level.
- If grade levels choose to do so, they may hold their celebration across classrooms within the grade. Grade level teams may also choose to offer different options related to their celebration, if necessary, to promote inclusivity.
- Semester celebration parties will last approximately one hour. Set-up and clean up time will not impact instructional time.

Emergency Preparedness and Drill Information

Federal, state and district policies require all schools to develop and maintain specific procedures for emergency evacuation and response. Each year, staff is trained in the procedures for a variety of emergency scenarios, and each month, our staff leads students through emergency drills to prepare for any possible emergency situations that could occur during the school day. In the interest of maintaining safety and the security of our campus, our emergency drill information is not made public, nor is the specifics of our emergency procedures. If you are interested in more information about our emergency readiness or procedures, please contact the school administrative staff to discuss your questions.

Before and After School Activities and Sports

Kokanee offers a variety of after school academic clubs and sports activities that occur throughout the year. Information about activities and clubs can be found in the Kodiak Express and on the Kokanee website on a monthly and quarterly basis.

Activities and Clubs

Our activity and club schedule changes from year to year. Each year the staff determines what clubs and activities will be available. Our current clubs have included, but are not limited to:

- Chess Club
- Math Club
- Green Team Club
- Garden Club
- Girls on the Run
- Circus Arts
- Choir

Northshore School District Sponsored Elementary Sports (Grades 3-6)

- Cross-Country
- Track and Field

The Kokanee PTA also generously plans and contracts with outside community programs to provide additional early dismissal Wednesday activities. These activities are available by the quarter or semester and can be reviewed on the Kokanee PTA site: www.kokaneepta.com. PTA members receive a SPECIAL EARLY ENTRANCE into sign-ups for these much sought after programs!

Library and Media Center Information

Our Kokanee library is the center for borrowing books for enjoyment, for learning and for research. Students come into the library regularly for a period of 45 minutes. We have a centralized catalog whereby students can access Kokanee's collection as well as other NSD school library collections. Students learn to select appropriate books using a web-based program that can also be accessed from home. Check the school's webpage for the link or have your child bring home a bookmark that also gives the link. Materials are checked out for two weeks.

School Closures and Emergencies

Emergencies and weather-related problems can alter school schedules and affect bus transportation for students. Families will receive a telephone message from the district if there is a change to the school schedule. (Morning calls will be made before 6 a.m.) Families who do not want the interruption of an early morning or evening inclement weather call can opt out of receiving them by contacting the Communications Department at 425.408.7670. You will still receive general announcement and emergency phone calls. If no schedule change information is posted, schools and buses are on their regular schedules. For the most up-to-date information, please visit the NSD site related to weather information at: <http://wwwnew.nsd.org/domain/1991>

If it is announced that Northshore #417 is running late, Kokanee will start at 11:20 a.m. and elementary school buses will be 2 hours late. Do not bring your child to school or permit your child to walk to school until the designated time. For road closure information and changes in bus stop locations due to emergency weather conditions, check the Northshore Transportation Guide. Should parents feel conditions are too hazardous, they may keep their children home. Please notify our office to let us know your child will be absent.

If students are dismissed early in the event of an emergency, *(loss of electricity, unexpected*

snowstorm, etc), it is essential that an emergency plan be worked out with your child when you are not able to be at home. Please make arrangements with neighbors or family; perhaps a key left in a safe place for entry or an older neighborhood child who can help your youngster. Practice your plan ahead of time so that your family knows what to do in the event of an emergency early dismissal.

YOUR EMERGENCY PLAN SHOULD NOT BE DEPENDENT ON THE USE OF A TELEPHONE!

Kokanee uses School Messenger, an automated calling system, to contact families in case of emergency early dismissals. This system will call parent/guardian phone numbers, leaving an automated message explaining the nature of the emergency. **Please update your contact information any time there is a change.** We cannot guarantee that your child will be able to call you from school.

Lost and Found Items

Please mark your child's name on all articles of clothing, especially jackets, hats and sweatshirts as well as lunchboxes and backpacks. We make every effort to return items that are identified with a student's name. Items that do not have names written on them are displayed in the hallway between the gym and the music room. Parents are encouraged to check regularly for lost items. We will donate unclaimed items during Winter Break, Mid-Winter Break, Spring Break, and at the end of the school year.

PTA Contact Information

The Kokanee Elementary PTA provides opportunities for parents to support and participate in the school setting through a variety of avenues. Our school is enriched and supported by the generous donation of time, talents and funding for programs and events throughout the school year. We strongly encourage parents and family members to visit the Kokanee Elementary PTA program website to learn more information and considering joining this important organization! The Kokanee PTA website can be found at: <http://kokaneepta.com/Home>

ADDENDUMS

Children With Life-Threatening Conditions

In order to provide a safe learning environment, the State of Washington passed a law that requires children with life-threatening conditions to have medical orders and a nursing care plan in place **BEFORE the first day of school attendance**. (Chapter 101, Laws of 202, amending Chapter 28A.210 RCW)

The law defines life-threatening condition as “a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” These orders are to be updated annually. Children with life-threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizures, etc., are required to have a medication or treatment order in place before they start school.

*At the time of enrollment, complete the health information form and if your child has a life-threatening health condition requiring medical services at school, notify your school nurse. **The nurse will provide with you with the necessary forms for your doctor or health care provider to complete and schedule a time to meet with you to develop a health care plan. It is advisable to get medical appointments/orders completed well before school begins.***

If you have any questions or would like further clarification, you may call the district nursing supervisor at 425-408-7728 or call the nurse at your school

AUTHORIZATION FOR MEDICATION



The following section is to be completed by the PARENT/GUARDIAN:

(please print)

Student's Name: _____ Birth Date: _____ Sex: M ☐ F ☐
 School: _____ Grade: _____
 Health Care Provider (HCP) Information: Name: _____
 Address: _____ Phone: _____ Fax: _____

- ! I request that my child be assisted by authorized personnel in taking the medication prescribed below at school, or be permitted to self-medicate according to Health Care Provider (HCP) instructions and School District Policy 3416
- ! I understand that my signature on this form constitutes a waiver by me to the school district and authorized supervising personnel for liability for adverse reaction when medication is administered in the proper manner.
- ! Changes to the time and/or dose of medication require written authorization from the HCP and Parent/guardian.
- ! I understand that a medication dosage could be delayed or missed due to unexpected circumstances or changes in the student's schedule. If I am unable to accept this condition the district is not obligated to honor the request for administration of medication by school staff.
- ! **Medication must be provided to the school in a properly labeled prescription bottle or the original over-the-counter container. Ask the pharmacist to supply a second prescription bottle for school use.**
- ! I give permission for exchange of information between the school and HCP.

Please give routinely scheduled noon medication on district half day: Yes ☐ No ☐

 Parent/Guardian Signature Date Home Phone Emergency Phone

- ☐ I request permission for my child to **self-administer medication for asthma or anaphylaxis**. By law my signature indicates that I understand the district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and parents or guardians shall hold harmless the district and its employees or agents against any claim arising out of the self-administration of medication by the student (3419).

 Parent/Guardian Signature

The following section is to be completed by the HEALTH CARE PROVIDER: (please print)

Diagnosis or reason for medication: _____

| | <u>Name of Medication</u> | <u>Dose</u> | <u>Route</u> | <u>Time/Frequency</u> |
|-----|---------------------------|-------------|--------------|-----------------------|
| #1: | _____ | _____ | _____ | _____ |
| #2: | _____ | _____ | _____ | _____ |

If medication is to be given AS NEEDED, describe instruction: _____

Significant side effects: _____

Is child authorized to carry and self-medicate? Yes ☐ No ☐

If yes, for asthma and anaphylaxis medication, I have trained this student in the proper Administration and Frequency of use.

If ordered and the School Nurse is NOT AVAILABLE (e.g. field trip, after school activity etc.):

***Epi-Pen WILL be given for ANY allergy symptoms or known ingestion.**

***Glucagon and Diastat WILL NOT be administered by other school staff, 911 will be called.**

Start Date: _____ Discontinue Date: _____ or end of school year ☐

 Health Care Provider Signature Date Phone

Return to: _____
 School Nurse Phone # Fax #
 School: _____

Revised 11/6/08-ST(KG)

NORTHSHORE SCHOOL DISTRICT

MEDICATIONS POLICY

If your student will be taking ANY medication at school, you must confer with the school nurse.

The Northshore School District recommends that medication be taken at home whenever possible. We recognize, however, that in some cases it is essential that medication be administered during the school day. For the protection of all the students and to comply with Washington state law, the district has a policy and procedures in place for the handling of ALL medications in the schools.

Please do not put any kind of medicine, including aspirin, vitamins, and cough drops in your child's lunch box, backpack or pockets. Unidentified medicine can never be given at school.

School Staff Administered - The following conditions must be met:

- ✓ All medications, whether over-the-counter or prescription, need a current Northshore Medication Authorization Form signed by the student's physician/dentist and parent/guardian.
- ✓ Medication must be delivered to school in a properly labeled prescription or original over-the-counter container. The student's name must be on the label with proper identification of the drug, dosage, and directions for administration.
- ✓ A quantity sufficient for one month only can be sent to school.
- ✓ The medication order is effective for the current school year only.
- ✓ If changes in the medication order occur, the parent is responsible for notifying the school and providing verification from the physician/dentist.

Field Trips: For students on daily medication, request an extra labeled empty bottle from your pharmacy that can be used for field trips.

Student Self-Administered Medication - The following conditions must be met:

In appropriate cases and with the knowledge of the school nurse, the parent/guardian can delegate the responsibility for self-administration of medication to the student. In doing so, the parent releases the school district from any obligation to monitor the student and assumes full responsibility for the student's use of the medication.

- ✓ Self-Administration does not apply to controlled substances, e.g. codeine, vicodin
- ✓ The student may only carry a one-day supply (1 - 2 doses) of the medication.
- ✓ The medication must be in the original container.
- ✓ The student must have written permission to self-medicate signed by the parent/guardian.

Medication to be self-administered for more than fifteen (15) consecutive days whether over-the-counter or prescription, requires a current Northshore Medication Authorization Form signed by the student's physician/dentist and parent/guardian stating that the student may self-medicate. The student must also demonstrate his/her ability to the School Nurse to correctly evaluate his/her symptoms and use the medication appropriately.

Asthma and Anaphylaxis medications:

When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis (severe allergic reaction), a Medication Authorization Form must be filled out and signed by the Health Care Provider and parent/guardian. The permission form must contain a treatment plan for what to do in case of an emergency. The Health Care Provider must also provide training for the student to recognize symptoms and the correct use of medications. Additionally the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medications to the school nurse including how to access help when needed. (RCW 28A.210.370 and School District Policy 3419)

Kokanee Elementary Behavior Matrix

[illegible]

| | Technology | Lunch | Arrival | On the Bus | Dismissal | Home & Community | LINES |
|-------------------|--|--|--|--|--|---|--|
| Show Respect | Use device correctly Log out Follow teachers' directions | Use polite manners Appropriate conversations Return trays promptly | Arrive between 9:00am and 9:15am Listen and obey all instructions given by adults | Listen and follow directions the first time Appropriate noise level | Join at the end of the line (Bus) Stay in designated area and listen for name (Pickup) Use level 1 or 2 voices | Treat others as you would want to be treated | <div style="color:red;">L</div> isten to adult directions <div style="color:red;">I</div> n control of body and objects <div style="color:red;">N</div> oise level 0 or 1 <div style="color:red;">E</div> yed forward <div style="color:red;">S</div> tay in a straight line |
| Make Good Choices | Keep away from food and liquids Use only approved websites/apps | Eat your own food Stay seated Clean up | Go directly to the playground Stay on the blacktop and away from classrooms | Stay seated in your assigned seat Face forward | Report dismissal changes first thing Know your dismissal plan | Follow directions Practice the PRAISE character traits | <div style="color:blue;">STEP</div> <div style="color:blue;">S</div> ay the Problem (without blame) <div style="color:blue;">T</div> hink of Solutions (safe and respectful) |
| Solve Problems | Small → STEP Big → Report | Small → STEP Big → Report | Small → STEP Big → Report | Small → STEP Big → Report | Small → STEP Big → Report | Small → STEP Big → Report | <div style="color:blue;">E</div> xplore Consequences (What could happen if...) |