

**WELCOME MESSAGE**

We are pleased to welcome you to Toutle Lake Elementary. Our staff is committed to helping your child have a successful year. In order for this to happen, all of us will need to work together. This handbook was developed to help you become familiar with the facilities, activities and guidelines. It is recommended that you keep this handbook for reference.

Please take time to read through with your child(ren). Our hope and challenge for you is that you leave Toutle Lake Elementary more successful and more prepared for the future than when you arrived. We will help you toward that goal and hope you will strive to be the best you can be.

If you have questions or concerns, please call us. We are happy to help.

**MISSION STATEMENT**

We believe all children at Toutle Lake Elementary can be successful.

It is our mission to foster a safe positive and caring environment, which promotes the social and academic growth of all and encourage a life-long love for learning.

At Toutle Lake Elementary, responsible and respectful behavior is expected, nurtured, and enforced. Responsible and respectful behavior results in a safe and orderly environment and uncompromised opportunities for learning.

A Toutle Lake Student is a person of character.

**A Person Of Character.....**

Knows the difference between right and wrong and always tries to do the right thing.

Lives according to the 10 characters: responsibility, citizenship, honesty, trustworthiness, self-discipline, perseverance, respect, integrity, compassion, and fairness.

Is a good person; sets a good example for everyone; is someone to look up to and admire.

Makes the world a better place!

**STAFF**

**Administration & Office Staff**

Principal..... Jerry Johnson  
Secretary.....Melanie Hall  
Assistant Secretary/Attendance...Debbie Schroeder

**Classroom Teachers**

Kindergarten	Tammy Benson Jennifer Celentano
1 <sup>st</sup> Grade	Shelly Hoisington Michelle Stankey
2 <sup>nd</sup> Grade	Don Merzoian Robin Spinneberg
3 <sup>rd</sup> Grade	Sally Johnson Barbara Streeter
4 <sup>th</sup> Grade	Rhonda Buswell Shawn Clark
5 <sup>th</sup> Grade	Todd Paget Shelly Kent
6 <sup>th</sup> Grade	Katie Hockett Linda Wick

**Specialists**

Special Education	Robert Charlton Chad Russom
Physical Education	Ed Kondro
Music / Band	Yuliya Vlasova

**SCHOOL COUNSELOR**

The Elementary School Counseling Program provides a variety of services to students. Counselors are professionals who schedule their days to seek better ways of helping children enjoy school. They help children develop the social and academic skills needed to become successful people. In short, elementary school counselors help children learn new things about themselves and the world around them.

**What Does A Counselor Do?**

- Provide individual and group counseling
- Assists teachers and parents in helping children
- Helps identify needs of children

- Encourages better student relationships
- Promotes positive attitudes and choices
- Assists in making better use of community resources
- Coordinates efforts with other school specialists
- Coordinates referrals to outside agencies

If you are interested in finding out more about our School Counseling program, please contact Alicia Jackson at 274-6142 ext. 231.

### **ARRIVAL AND DISMISSAL**

These rules are necessary to ensure the safety of our students. If you have any questions regarding this policy, please give us a call.

#### **Children should not arrive to school before 7:45.**

We don't have programs and/or personnel to accommodate students before this time.

#### **Dismissal time is 2:55 for students in grades K –**

**6.** Students are expected to leave school campus at the end of the school day unless they are involved in a supervised after-school activity or are supervised by an adult.

If there is to be any change from the usual time or procedure that a student is to go home, he/she **must have a note or phone call from a parent or guardian.** This includes: riding home on a different bus, walking or riding a bike instead of going home on a bus, or being picked up from school.

Any change from the normal routine requires a note or parent phone call. **Children without consent will be sent home in the normal way.**

### **PICKING YOUR CHILD UP AT SCHOOL**

If you pick up your child from school for any reason, before dismissal time, you **must check in at the office and sign your child out.**

Please do not park between the buildings and leave your car unattended.

If you have arranged ahead of time to pick up your child at dismissal, your child will meet you in front of the Elementary Office.

Written parental permission is required for any other person to pick up a child. Students may not be picked up by older siblings unless special arrangements, on an individual basis, are made in advanced by the parent or guardian.

Please try to schedule appointments outside of the school day whenever possible. Tardies and early

pick-ups are a major disruption to our classroom routines. Please respect our 8:25-2:55 times. Early pick-ups will be tracked and counted against attendance, just like tardies. Pick up your child early only for appointments or emergencies. Thank you.

### **EMERGENCY INFORMATION**

The office makes every attempt to maintain up-to-date school records. It is very important the office has accurate information on how to reach the parent if an injury or illness occurs during school hours. Please keep the office informed of address, home phone, work phone, and emergency number changes. Should sickness or injury occur at school, accurate information is essential.

### **ATTENDANCE PROCEDURES**

School Board Policy and Washington State law concerning pupil attendance states that "...pupils shall be punctual and regular in attendance." The regularity of attendance is a major contributing factor in reaching the instructional objectives of any class. Absences, for any reason, result in lost learning experiences. Regular school attendance is a vital "part" of preparation for being a success in life. We understand that on rare occasions appointments, family emergencies, 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 so that student learning time is not impacted. It is important schools and family's work together to encourage the development of responsible attitudes toward regular attendance. We strongly encourage you to arrange, whenever possible, family vacations around the school schedule.

The Becca Bill, passed by the State Legislature in 1995, requires school districts and schools to report any students who have unexcused absences. In order to comply with Becca Bill our school will be notifying parents, by telephone or in writing, when a student misses school.

Toutle Lake School Board Policy 2421P limits the number of days a student can miss school and still be promoted to the next grade level. Students must attend school at least 85% of the time; this is 153 days. This allows them to be absent 27 days before they are retained or must attend summer school. Five (5) tardies will be equal to one (1) absence.

### **All Absences**

To ensure the safety of each child, parents are asked to participate in a “child check” program when their child is absent from school. Please call the Elementary Office by 8:30 am. If you reach a recording please leave your name, your child’s name and the reason for the absence so it can be properly logged in the computer. We accept phone calls in place of a note. If we do not receive a call from you we will attempt to contact you. If contact is not made a note will need to be sent with a reason listed for the absence when the student returns to school.

### **Excused Absences**

A student who presents a written excuse for absence(s) will be considered excused provided the absence occurred for one of the following reasons:

- Illness or Health Condition
- Family Emergency
- Pre-Arranged Absences
- Suspensions

### **Unexcused Absences**

A student will be regarded as unexcused if:

- The student fails to bring a note excusing the absence or a parent does not call the school to report absences.
- The reason for the absence does not fit the criteria for an excused absence.
- A student leaves school without properly checking out of school.

Late arrival (tardies), AM and PM absences and early pickups are included in determining absence rates. The following guidelines are used to track student attendance.

First Bell	8:25
School Starts	8:30
AM Tardy	8:35-9:30 (5 = 1 absence)
AM Absence	Gone from 9:30 – 11:45
PM Absence	Arriving after 1:30
Leaving Early	Gone from 1:30-2:50 (5=1 absence)

The Toutle Lake School District believes **Attendance Is Vital To Learning**. Eliminating unexcused absences and limiting excused absences creates the best learning situation for your children.

### **Pre-Arranged Absences**

In the event a family need requires students to miss school a pre-arranged absence form will need to be filled out. A week’s notice will need to be given so teachers have time to get work together. Please contact the Elementary Office so the absences can

be excused. Pre-arranged absences count as part of the total number of days a student can miss and still move to the next grade level.

A student whose absence is excused earns the right to make up missed work within a reasonable period following his/her return.

### **Tardiness**

Students are strongly encouraged to be prompt to school. Delays and interruptions disturb the learning process. If however, your student is tardy, he/she must report to the office before going to the classroom. If, for some reason, your child is not able to be on time, he/she will need to be signed in at the office before reporting to class. If you are unable to sign your child in at the office, your will need to send a note when he/she arrives at school.

### **WITHDRAWING YOUR STUDENT**

If you are withdrawing your student from school, please inform the office staff at least on week before the withdrawal date. This will allow the preparation of grades, files and transfer forms. Informing the office with the name of the new school will facilitate the transfer of files. A Withdrawal Form will need to be signed by the parent/guardian. All Classroom and Library Books that have been checked out to the student must be returned before withdrawing from school. Additionally, any textbook fines, library fines, or cafeteria balances must be paid.

### **FOOD SERVICE**

A lunch menu is sent home each month with the students. The food service program is on a computerized system so you are able to put any amount of money you would like on your child’s account. You will be notified when his/her balance becomes low. It is the responsibility of the parents and the students to see that they have either a cold lunch or money for lunch.

### **Free and Reduced Applications**

Free and Reduced Priced Meal Applications must be filled out yearly. Forms are mailed home before the beginning of the school year or you may pick one up in the school office. You only need one form per family. Check with Mrs. Hall in the Elementary Office to see if your family qualifies for free or reduced meals. At the beginning of the year students with applications on file from last year may receive temporary free or reduced rates to allow time to process new applications.

### **Lunch and Breakfast Prices**

Breakfast	\$1.75
Reduced Breakfast	.40
Elementary Lunch	\$2.75
Reduced Lunch	.40
Milk	.50

### **LOST AND FOUND**

**All lunch boxes, hats, gloves, coats and other articles of clothing should be plainly labeled with your child's name.**

Articles of clothing or other items found on the school grounds are brought to the office. Any article that is marked with a child's name is immediately returned to him/her. Unidentified items are kept in the "lost and found" located in the hall next to the Elementary Office. Students are encouraged to check for lost items in this area. Twice a year unclaimed items are donated to a local agency.

### **VISITORS AND VOLUNTEERS**

For safety reasons it is necessary for the school to know who is in the buildings at all times. All Visitors and Volunteers must sign in at the office and obtain a visitors pass.

Parent volunteers are always needed. Parent volunteers are used mostly in reading, math, field trips and with office help. Please talk to your child's teacher or the Elementary Office if you are interested in volunteering your valuable time. Many parents find helping at school enjoyable and rewarding.

We require Volunteers to stop by the office and fill out a background check application. All parents working in the school or attending field trips must have a current WA State Patrol check on file. Background checks need to be updated every 2 years.

Visiting school age children may not attend classes with friends, unless advanced arrangements are made.

### **PTO**

The PTO is an organized group to support education at our school. Our PTO plans various fund raising activities, carnival and father-daughter ball to provide money to be used to help Toutle Lake students. If you are interested in being involved in the PTO please contact the PTO president.

### **STAYING IN AT RECESS**

As a general rule, if a child is well enough to come to school, he/she is well enough to play outside during recess. During inclement weather, the children play in the covered area. We encourage you to help your child dress appropriately for the varying weather. A doctor's note is required for students to remain in at recess time.

### **TELEPHONE USE**

The classroom and office phones are used for business and emergency calls only. Plans for after school activities should be made at home before the child comes to school for the day. Students are discouraged from using the phone for forgotten homework, supplies or musical instruments.

### **FINES AND CAFETERIA BALANCES**

Students are responsible for all textbooks and library books that are checked out to them. Charges will be made for lost and damaged textbooks, library books and school property. **All fines including cafeteria balances must be paid before students can participate in field trips.**

### **MONEY AND VALUABLES**

Over the years, students have brought items that are lost, stolen, sold or distract students or others. Such items should not be brought to school. Toy weapons of any kind are prohibited at all times. Leave Radios, MP3 players, cameras, **cell phones**, tape/CD players, electronic games, and other valuables at home. These items have little or no use at school and the school will not accept responsibility for them. These items may be confiscated and not be returned to the student until the last day of school. However, parents may claim them in the office at any time. We also ask that you limit the amount of cash students carry to school. Please bring only the amount needed for the day. It would be helpful if money (preferable a check) were placed in an envelope with name, amount, and purpose stated on the outside.

### **STAFF GIFTS**

Parent and students sometimes honor staff members with a card or gift during the holiday or at the end of the school year. If you should choose to send a token of appreciation, please remember that it is really the thought that counts. Our staff members treasure cards and notes written with sincerity. If you should decide to send a gift please remember that it is not appropriate to send one with a high monetary value.

## **PARTIES AND BIRTHDAYS**

Each room generally has three parties per year: Halloween, Christmas, and Valentines Day. Parties usually last one hour and consist of refreshments, games and other activities.

Birthdays may be acknowledged with treats (cupcakes, ice cream, etc.). Please check with the teacher before sending any refreshments. Out of sensitivity to all students, party invitations and gifts are not to be brought or sent to school unless an invitation is given to every student in the class.

Flower arrangements and balloons can be delivered to school but they are not allowed on the school bus. Please arrange alternate transportation home.

## **PARKING**

Parents are advised that the driveway areas between the Elementary and High School buildings are for service/delivery and emergency use only. We want everyone to be safe and would greatly appreciate your patience and cooperation.

## **COMMUNICATION WITH PARENTS**

We communicate with parents and guardians in a variety of ways: Friday folders, newsletters, parent/teacher conferences, half sheet reminders of important information, school district website and Facebook. We value your communication, please do not hesitate to write or call.

## **CONFERENCE DAYS**

During November (check school calendar) teachers will invite parents to school for an individual conference regarding school progress. In addition, school will be dismissed early on these days to further provide conference time opportunities. We urge all parents to attend conferences; it is a vital meeting regarding the success of your child(ren).

## **PHOTOGRAPHS**

Occasionally, photographs may be taken of students for use in the news media, newsletters or our school Facebook. If you do not want your child to appear in a photograph, videotape, film or slide, please let the office know.

## **FIELD TRIPS**

Out of class activities can reinforce learning and reach different learning styles. There are two kinds of field trips: 1) Curriculum-based and 2) Reward.

All students are eligible for their class Curriculum-based field trips. During the course of a school year, students may become ineligible if they have proven

to be a danger to themselves or others through documented discipline referrals.

Students may make themselves ineligible for Reward field trips if they receive discipline referrals throughout the school year.

The Principal makes the final decision for field trip eligibility.

## **STUDENT OF THE MONTH/YEAR**

Each classroom has criteria for becoming student of the month. Your child's teacher sends this information home with your child at the beginning of the school year. To qualify for student of the month, students may not have bus slips, playground or office referrals and may not be absent more than 5 days during the month (5 Tardies = 1 Absence). Students who are student of the month seven or more times will be student of the year. These students will be honored with a special field trip at the end of the year.

## **FAMILIES OR YOUTH IN TRANSITION**

If you are currently in transition or in a temporary living arrangement (living in a motel, shelter, with another family, or in a camper/trailer) due to financial hardship or similar reason, you may qualify for support services under the McKinney-Vento Act. If you have questions please contact the office.

## **MEDICAL INFORMATION**

### **Health Screenings**

Vision and hearing screenings are done for all students in kindergarten through third grade and fifth grade. If a child should fail either screening, parents will be notified. If a professional exam would be a financial burden, please call the school office.

### **Oral Medication Policy**

In accordance with the oral medication requirements of the State of Washington, the Toutle Lake Elementary will give medication at school only if the following steps have been completed:

- Medication form must be completed for each medication **PRESCRIPTION OR NON PRESCRIPTION**. (These forms are available in the office.)
- Medication form is for the current school year.
- The medication form must be completed by both the **PARENT AND LICENSED HEALTH**

PROFESSIONAL before medication can be given at school.

- There must be a valid health reason that makes administration of medication advisable during school hours or during such time that the student is under supervision of school officials.
- Medication must be supplies in the original container.
- The medication and completed form are to be brought to the office by the parent.

Medication cannot be given at school unless the above conditions have been met.

### **Student Carried Medication**

Any medication carried by a student must have a completed Medication At School Authorization Form on file. See instructions above.

### **Illness or Injury**

A student who becomes ill or injured at school at school should come directly to the office. We will allow students to rest in the health room and/or excuse them from school after contacting a parent depending upon the severity of the illness. If we can't reach the parent, we will try contacting someone on the emergency contact list.

Emergency Health Services are available at the school and are limited to those accidents and illnesses, which happen at school. It is essential that we have an emergency name and phone number and that all contact information are updated. Please contact the school if your child has any unusual medical condition.

A Health History Form is sent home at the beginning of each school year. It is important the school be informed of any allergies, reactions, chronic illness, or serious physical problems, epilepsy or diabetes, so that proper measures can be taken if something happens at school. If a child is taking medication, the school should be given this information.

All students' health records are reviewed for compliance with state immunization requirements. In addition, the health conditions of all students are reviewed. Students with health conditions will be requested to provide the school with a physician designed Health Care Plan.

### **DRESS STANDARDS**

Although the primary responsibility for school dress and grooming rests with the parents of our students, the school's responsibility is to prohibit dress and grooming practices which disrupts the educational process, pose a health or safety threat, or offend standards of propriety. The Principal will determine if questionable attire is acceptable.

Specific dress requirements include:

- Shoes must be worn at all times. No flip flops (shoes without heel strap), platform shoes or Heelys (shoes with wheels); they are a safety hazard on playground and P.E.
- Students will be fully clothed from shoulder to mid-thigh. Skin tight clothing, spandex, leotards, pajamas, cycling shorts, and tops with spaghetti straps (1 ½" minimum), tops exposing the midriff or undergarments are not adequate.
- Dress that portrays profanity, illegal or inappropriate innuendo act, or substances (drug/paraphernalia, alcohol, tobacco), or gang-related (altered clothing, excessive baggy clothing) is not accepted.
- Hats are not allowed to be worn inside the building.
- When hands are placed at your side skirts, dresses and shorts must go below the fingertips.

### **STUDENT BEHAVIOR**

Students are expected to behave in a manner that supports the learning and the learning of others. We are committed to helping each student learn at the highest level possible and will make every effort to provide an environment in which all students can succeed. Behavior that interferes with the learning process will not be allowed. In the classroom, each student is responsible for working hard and staying on task throughout the day. Students are expected to be sensitive to other's needs and to support them. We do not allow bullying, harassments and put-downs.

### **HIGHLY CAPABLE PROGRAM**

Toutle Lake Elementary receives a small grant each year to be used for highly capable students. This year the elementary will use the money to help fund an after school math or science program for 4-6 graders. Students who are selected for the program will work with a math or science coach after school on advanced math or science concepts and strategies for 8 – 10 weeks (meeting at least once a week) and then compete.

Anyone can nominate a child to the program, including teachers, other staff, parents, students,

and members of the community. To be considered students must have the following:

- Math or Science MSP score of 3 or 4
- Be in the top third of their class in math or science
- Show a desire to go beyond the usual grade level work

All nominated student's names will be presented to the selection team composed of a district administrator, psychologist and/or counselor, and two teachers. They will select those students who would receive the most benefit from participating in the program.

Parents of students not selected will be notified and given details on the appeal process. Parents of selected students will be notified and invited to attend a meeting where they will be given a full explanation of the program.

### **BUS INFORMATION**

It is extremely important that riders understand and follow all the bus regulations. Please acquaint yourself and your child(ren) with the bus regulations to assist in making bus riding safe and enjoyable to all children. If you are unsure of what bus your child rides, please call the Bus Garage at 274-6182 ext. 606. Your child is expected to ride the bus home unless other arrangements are made through the office. Students will not be permitted to get off at any stop other than their own unless they have a written permission from their parents, which has been approved by the office. Students in Kindergarten – 3<sup>rd</sup> grade will not be allowed off the bus unless a parent or an older sibling is with the child.

#### **Common Questions From Parents**

*What is the Kindergarten – 3 policies?*

- K-3 students need a parent/guardian present in order for us to drop off. They may be dropped off with an older sibling (4<sup>th</sup> grade or older).

*What happens if I am not home or didn't hear the bus when they drop off?*

- We will attempt to locate the parent (home/cell/work) and try calling someone on your emergency contact list. If no contact is made we will bring your child back to the school and he/she will need to be picked up at school.

*What time do I need to be at the bus stop?*

- You should plan on 5 minutes before the bus arrives.

*How is discipline handled and what are bus slips?*

- Parents will receive a copy via mail. Students will speak with the Principal on how to behave on

the bus. Parents may be called depending on the situation.

First bus slip is a warning.

Second bus slip suspension for 2 days from riding the bus.

Third bus slip suspension for 5 days from riding the bus.

Fourth bus slip suspension for 15 days from riding the bus.

Fifth bus slip suspension for remainder of the school year.

*What if my child needs to go to a different location after school?*

- Send a note with your child that tells us whose house he will be riding to and the address.
- Do not wait until the last minute to call in a note for your student.

If your child does not get off at the bus stop do not panic. Contact the school office immediately. Most likely sleeping on the bus, got on the wrong bus, or he/she is at school.

Parents that continuously NO SHOW for receiving their K-3 students may have their bus privileges removed for a period of time.

Make sure we have your current information, emergency contacts, and necessary medical information.

Advanced notice is needed for new bus stops. The buses are only allowed to stop at designated bus stops on their route.

As always feel free to call the transportation department with any questions.

### **EMERGENCY PROCEDURES**

#### **Fire Drills**

We are required by State Law to practice fire drills. These drills ensure that in an actual emergency, we can exit the building safely, quickly, and gather in a specific location to take roll and await further instructions. The drill is signaled by the fire alarm. Students are to leave the classroom in an orderly line taking the prescribed exit path. If the alarm occurs during recess, students are to report to their assigned area.

#### **Lockdown**

There may be an occasion when for the protection of students and staff, it will be necessary to lock down the school, or a part of it. An announcement will be made over the intercom, providing specific instructions. In general, all students will be removed from the halls and returned to their rooms. Those students in music, P.E. reading, library, etc. will remain with that teacher. The classrooms will

be locked and students and staff members will remain away from doors and windows until receiving further instructions.

### **Earthquake**

In an earthquake, all students and staff shall crawl under their desks. This protects them from falling debris. If there isn't anything to crawl under, the next best action is to stand under a doorframe or against a wall. DO NOT EXIT the building until receiving instructions.

### **DISCIPLINE POLICY**

Each student and situation will be handled individually. Infractions of Student Behavior Expectations will invite consequences that may differ from one student to another depending on the severity of the infraction, age of a student and/or number of infractions made previously by a student. Students, who follow school expectations regularly, will receive monthly rewards. Classroom teachers have a discipline program in their classroom for disruptive behavior, which your child will learn on the first day of school. Serious behaviors, such as the following, will be handled by the Principal. Parents will be contacted as well as the proper authorities when appropriate.

- Possession of weapons (or any object used as a weapon) this also includes toy weapons.
- Possession/use of drugs, drug paraphernalia, tobacco, or alcohol
- Vandalism and/or Arson
- Fighting
- Skipping School
- Blatant defiance/disrespect
- Harassment/bullying (verbal, physical, racial, sexual)
- Physical Assault
- Threatening to use weapons to harm anyone
- Criminal Activity

### **Due Process Rights**

In the event that actions of the staff appear to be unfair, you need only visit with the staff member involved and present your case. In the event that our case has merit, consequences will be adjusted accordingly. This is our guarantee that your right to due process will be observed and respected in this school.

### **Student Behavior Expectations**

Minimum of 1 year mandatory expulsion for firearm infraction.

Consequences of Violent Threats - All threats will be taken seriously. This is necessary to protect the safety of all students and staff members.

The proper authorities will be contacted, and the student will be suspended from school until the school is satisfied that the student poses no threat.

No Violence – Do not threaten, fight, push, kick, intimidate or behave in any violent physical way.

Follow All Adults' Directions – Do not argue, defy, ignore, or verbally abuse anyone.

You Are To Respect Everyone's Property – Do not litter, write graffiti, steal or destroy anything.

Discipline Referrals / Usually Handled By Staff Other Than Principal

- Do not use bad language or bad gestures.
- You are responsible for your own behavior and learning.
- Treat everyone with respect. This means yourself, all other students, and adults (everyone). Do not call people names, spread rumors, tattle, or make fun of anyone.
- It is your responsibility to be honest and solve your own problems. You must fix your mistakes. Do not blame others.
- Be at school on time, leave on time, and attend regularly. You need to be ready to learn. Do not come early or late. Do not leave early or late.
- Do not chew gum, eat candy, or drink pop at school unless permitted by a teacher.
- All students participate in a Rules Rodeo at the beginning of the school year. The rules are taught to new students and reviewed by returning students.

### **Responsible Before and After School Behavior**

*Goal: Students will arrive and depart school in a safe and orderly manner.*

#### **Before School**

- Students will unload from the buses in an orderly manner, keeping their hands and feet to themselves.
- Students eating breakfast will go directly to the breakfast areas and follow all cafeteria expectations.
- Students who choose to play on the playground will follow all playground expectations.
- When the whistle blows, all students will immediately walk to their classroom-keeping hands and feet to themselves.



### **After School**

- Students taking the bus will go directly from class to bus loading area.
- Students will wait quietly in line, keeping their hands and feet to themselves, refrain from giving or taking cuts in line, and follow bus expectations.

### **Responsible Behavior During Assemblies**

*Goal: Students will manage themselves in assemblies by listening to the speaker, participating when appropriate, and following directions.*

- Students will enter the assembly area on time and sit quietly.
- When given the signal, stop talking and look at the speaker.
- Listen carefully
- Everyone will wait quietly for the program to begin. Quiet talking will be allowed until the program begins.
- Communicate with the performers with your eyes and ears.
- Never boo, whistle, yell, or put someone down.
- At the end of the program, the speaker will conclude the assembly and the students will remain seated.
- Each class will walk quietly and safely back to the classrooms.

### **Responsible Hallway Behavior**

*Goal: The halls and open areas will be a safe and quiet environment where people interact with courtesy and respect.*

- Students will move safely through the building.
- Quiet voices will be used in the buildings at all times.
- During class time, students must have a pass.
- Stay to the right of the hallway.
- Students will travel as a class quietly, hands and feet to themselves, and in an organized line.
- Everyone will be treated with respect.
- If an adult requests that you correct a behavior, do what the adult asks you to do.

### **Responsible Cafeteria Behavior**

*Goal: The cafeteria lines and cafeteria area will be a safe and clean environment where people interact with courtesy, respect, and kindness.*

- Students will arrive for breakfast no earlier than 7:50 a.m. due to the lack of adult supervision.
- Students will wait patiently in line, keeping hands, feet, and objects to themselves.
- Students will stay seated while eating.

- Students will raise their hand and wait for an adult if they need to leave their seat.
- Students will be excused by grade level for buying snacks (Elementary students are not allowed to purchase drinks from the vending machines) and dumping trays.
- Students will leave their area clean.
- Students will treat Cafeteria Staff respectfully and use polite words such as “please” and “thank you”.

### **Responsible Restroom Behavior**

*Goal: The restroom will be clean and safe.*

- Students must have a pass during class time.
- Restrooms will be used appropriately and left clean.
- Toilet paper goes in the toilet. All other paper is put in the garbage can.
- Flush the toilet
- Wash your hands.
- Respect the privacy of others.
- Students will not write or deface the restrooms.

### **Responsible Recess Behavior**

*Goal: The playground will be a safe and clean environment where people interact with courtesy, respect, and kindness.*

- Students will not play rough on the playground.
- Students will show respect for others and follow instructions given by staff.
- Students will stay outside and within the boundaries of the playground unless directed by playground supervisors.
- Students are to stop doing what they are doing when the bell rings and go into the classroom immediately.
- Students will leave rocks, bark, sticks and other dangerous objects alone.
- Students will use playground equipment in the proper fashion.
- Students will not throw or kick balls in the play shed area.
- Students will show pride in their school by keeping the building and grounds free of litter.
- Students will not eat on the playground.
- Have Fun!

Each piece of equipment should be used in the manner it is designed. Rough play is not allowed on the playground.

### **Swings**

Users are not allowed to: Twist, stand, jump out of, double swing, swing sideways, climb on, run under, or throw things at or from swings.

**Slides**

Users are not allowed to: Walk up, slide on feet, slide backwards, or sideways, push on ladder, or place items on the slide.

**Playshed**

Users are not allowed to: Climb on roof or railings, jump off building, and push on stairs.

**Jungle Gym And Bars**

Users are not allowed to: Stand or walk on top of bars, push others from bars, jump from bars, and step on fingers of climbers, and pull children from bars. All users must wear short or pants while using the bars.

**Covered Play Area**

Users are not allowed to: Throw footballs or baseballs under the covered area, climb on any apparatus in the covered area. Users may play basketball, four square, or tetherball in the covered area.

Failure to follow these rules will result in loss of playground privileges.

**INTERNET USER POLICY AGREEMENT**

As a condition of my right to use the Washington Education Network, (K-20), including use of computers on the campus of Toutle Lake Elementary School to access the Internet, I understand and agree with the following:  
My signature to the User Agreement Form is a requirement prior to use and represents my commitment to proper use.

Access is a privilege which may be revoked by Toutle Lake Schools or their representative at any time for abusive conduct or violation of the conditions of use set forth in the User Agreement Policy 8700P.

Abusive conduct is defined in the User Agreement, neither the computer nor the access structure shall not be altered in any manner.

That Toutle Lake School District staff have the right to filter and review any material stored in files to which students have access and to block access, edit or remove any material believed to be unlawful, obscene, abusive, or otherwise objectionable and students waive any right of privacy to such material.

That all information contained on school accessible workstations is placed there for general

informational purposes and is, in no way, intended to refer to, or be applicable to, any specific person, case, cause or situation.

That Toutle Lake School District will not be liable for any direct or indirect or consequential damages due to information gained and/or obtained via access to public networks.

That student users assume full financial liability up to the sum of \$2500.00 the cost of repairs to or replacement of the hardware and/or software used by Toutle Lake School District to provide internet access should it be damaged by improper use.

That Toutle Lake School District does not warrant that the technologies will be error free or uninterrupted; nor shall Toutle Lake School District be liable for any damages sustained or incurred in connection with the use, operation or inability to use these networks.

To abide by classroom rules of usage as may be promulgated from time to time by Toutle Lake School District staff, without limitation.

Hereby release Toutle Lake School District and its staff from any and all claims and damages of any nature arising from my use, or inability to use, the K-20 network.

**SEXUAL HARASSMENT  
Board Policy 8700**

This district is committed to a positive and productive educational and working environment free from discrimination, including sexual harassment. The district prohibits sexual harassment of students, employees and others involved in school district activities. Sexual harassment occurs when:

Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit; submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to student, student to adult, student-to-student, adult-to-adult,

male to female, female to male, male-to-male, and female-to-female.

The district will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the district, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate school district services made reasonably available to them and adverse consequences of the harassment shall be reviewed and remedied, if appropriate.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff and contractors. Anyone else who engages in sexual harassment on school property or at school activities will have access to school property and activities restricted, as appropriate.

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The district will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

The superintendent shall develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff members are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate district personnel of the complaint or report for investigation and resolution. All staff members are also responsible for directing complaints to the formal complaint process.

The superintendent shall develop procedures to provide age-appropriate information and education to district staff, students, parents, and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum, sexual harassment recognition and prevention and

the elements of this policy will be included in staff, student and regular volunteer orientation.

This policy shall be posted in each district building in a place available to staff, students, parents, volunteers and visitors. The policy shall be reproduced in each student, staff, volunteer and parent handbook.

The superintendent shall make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, shall be included in the report. The superintendent is encouraged to involve staff, students, volunteers and parents in the review process.

Cross-References:

Board Policy 3210	Nondiscrimination
Board Policy 3240	Student Conduct
Board Policy 3421	Child Abuse . . .
Board Policy 5010	Nondiscrimination
Board Policy 5255	Disciplinary Action an

Legal References: RCW 28A.640.020

Regulations, guidelines to...

WAC 392-190-056-058 Sexual harassment

#### NONDISCRIMINATION CLAUSE

The Toutle Lake School District No. 130 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in education programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the school district's Title IX Officer and/or Section 504

Coordinator:

Mr. Scott Grabenhorst, Superintendent  
Toutle Lake School District  
5050 Spirit Lake Highway  
Toutle, Washington 98649  
(360) 274-6182

