

GLENWOOD ELEMENTARY SCHOOL
FAMILY INFORMATION HANDBOOK
2019 -2020



"EVERYONE LEARNS, EVERY DAY"

www.lkstevens.wednet.edu/glenwood

**2221 103rd Avenue SE
Lake Stevens, WA 98258
425 - 335 – 1510**

In accordance with RCW 49.60, the Lake Stevens School District does not discriminate in employment and schools. The Lake Stevens School District provides Equal Educational and Employment Opportunity without regard to race, creed, color, national origin, sex, handicap/disability, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, use of a trained dog to guide or service animal by a person with a disability, and provides equal access to the Boy Scouts and designated youth groups. The district complies with all applicable state and federal laws and regulations to include, but not limited to, Title IX, Title VI of the Civil Rights Acts, Section 504 of the Rehabilitation Act, RCW 49.60 "The Law Against Discrimination," and RCW 28A.640 "Sex Equity," and covers, but is not limited to, all district programs, courses, activities, including extracurricular activities, services, access to facilities, etc. Inquiries regarding compliance procedures should be directed to Lake Stevens School District, 12309 22nd St. NE, Lake Stevens, WA 98258, Attention: Title IX Officer, John Balmer, or ADA Compliance Officer and Section 504 Compliance Officer, Miriam Tencate, 425-335-1500.

**GLENWOOD ELEMENTARY
BELL SCHEDULE
2019-2020**

	Mon-Thur	Friday
Teacher day begins	7:45am	7:45am
Doors open, breakfast begins	8:25am	8:25am
Students begin lining up	8:30am	8:30am
Students dismissed to class	8:40am	8:40am
Instruction begins	8:45am	8:45am
AM Recess:		
K & 1st grades	9:55am-10:10am	10:30am-10:45am
2 nd & 3 rd grades	10:10am-10:30am	10:15am-10:30am
4th & 5th grades		10:00am-10:15am
Lunch/Recess:		
4th & 5th grades	Lunch 11:20am-11:40am Recess 11:40am-12:00pm	
2nd & 3rd grades	Lunch 11:40am-12:00pm Recess 12:00pm-12:20pm	
K & 1st grades	Lunch 12:00pm-12:20pm Recess 12:20pm-12:40pm	
PM Recess:		
K & 1st grades	1:50pm-2:05pm	
4th & 5th grades	2:05pm-2:25pm	No recess
Regular Assembly		12:45pm-1:15pm
Instruction ends, students dismissed	3:00pm	1:35pm
Friday meetings begin		1:50pm
Teacher day ends	3:15pm	3:15pm

Welcome to Glenwood Elementary School!

We are pleased to have your family as a member of our learning community. This Family Information Handbook is a collection of the most important procedures, routines and expectations we have established which are intended to improve your child's and family's experience at Glenwood.

We will teach these procedures to your student and provide opportunities for students to practice them. You can help. Please read through this booklet at home together - particularly the building-wide expectations in Appendix A. Discuss and clarify those items which may be new or challenging expectations.

Thank you for supporting these common procedures and for helping your child understand what is expected at Glenwood. Thank you, too, for being an involved partner in our shared responsibility to raise happy, healthy, well-educated children.

Sincerely,

Jen Johnson, Principal

425-335-1510

jennifer_johnson@lkstevens.wednet.edu

GENERAL INFORMATION ABOUT GLENWOOD

SCHOOL HOURS

Doors open and breakfast is served at 8:25 AM. Students begin lining up by classroom in back of the school at 8:30 AM. The first bell rings at 8:40 AM, dismissing students to class. The second bell rings at 8:45 AM to signal the start of instructional time. Dismissal is at 3:00 PM. It is important that students arrive at school between 8:30-8:40. Student supervision begins at 8:30 and arrival at 8:40 enables us to begin instruction promptly at 8:45. Teachers are available to conference before school by appointment only. Your adherence to this policy allows us to maximize instructional time.

Early Dismissal Each Friday: Each Friday during the school year, students will be dismissed at 1:35 PM. Please make sure your family has made the necessary arrangements for pick up and child care to accommodate this change from our normal schedule. It is imperative that this time be used for improving teaching and learning, and not for supervision. Teachers are not available to conference between 1:50-3:15 on Fridays. Thank you for your advanced planning.

ATTENDANCE

Regular school attendance is essential to your child's progress. However, if your child is running a temperature of 100.4 degrees or higher, is vomiting, or has diarrhea, please keep them home. If your child misses school due to illness or for some other reason, please call the school attendance line (425-335-1519) before 8:45 AM to let us know that they will be absent. Thank you for communicating with us so we can stay compliant with state attendance laws and work with you to ensure success for your child with good attendance habits.

Our attendance team meets regularly to monitor student attendance. Families will be contacted if student attendance becomes a concern. The goal of this communication is to collaborate with students and families to create a plan that will support improved attendance and learning.

LEAVING SCHOOL EARLY

We value your child's learning time and work to minimize disruptions to it. If you need to have your child dismissed early, please send a note indicating what time you will be picking your student up. All students must be signed out through the office. Students will be signed out only to a parent/guardian or another adult as designated by the parent/guardian. Your child will be called from class when you arrive to pick them up.

EMERGENCY CONDITIONS

In the case of severe or hazardous weather conditions, stay tuned to local news stations for information regarding school closure or late-start times. Information can also be found on the district website. Sign up for Flash Alert for text messages or email regarding closure information.

DROPPING OFF AND PICKING UP STUDENTS

Traffic pattern: Street parking is not allowed on the east side of 103rd Avenue south of Glenwood between the hours of 8:15-9:00 AM and 2:30-3:15 PM. Left turns from 103rd into the parking lot are also prohibited during these times. Please follow direction of the attendant. This will allow space for a "holding" lane for drop-off and pick-up. This will support safer traffic on 103rd Avenue in both directions. Families driving south on 103rd Avenue will turn into the holding lane at the entrance of the Pasadera development. Please don't block the exit and entrance to the parking lot as we need to keep the area clear for arriving and departing buses.

Drop-off: The drop-off area/loading zone is located along the front of the school between the two marked islands. Parking is not allowed in the drop-off area between the hours of 8:15-9:00 AM and 2:30-3:15 PM. Please remain in your vehicle and move forward as directed. Families are to drop off their child quickly and then merge into the exit lane, allowing the next car to pull forward. Please follow directions from attendant.

Pick-up: The pick-up area/loading zone is located along the front of the school between the two marked islands. Parking is not allowed in the drop-off area between the hours of 8:15-9:00 AM and 2:30-3:15 PM. This area is monitored by adult supervisors. Please discourage your child from walking between cars. Wait until you are able to pull forward to the designated area and your child will be directed to your car by an attendant. Please remain in your car. If your child needs your help in order to get seated properly, please park as to ensure a quick and orderly pick up. If you wish to park, please avoid parking on the east side of 103rd Avenue south of the school. Parking is available in our parking lot and on 103rd Avenue SE.

If you do park or walk to pick up your child at the end of the school day, we ask that you wait for your child outside of the school building. Also, please use the stairs and crosswalk to access the building from 103rd. This will help us to safely and efficiently complete our end of day procedures and direct students (particularly our younger children) to their departure areas.

Visitor parking: Visitor parking is allowed along the east side of 103rd Avenue and in the marked stalls in front of the building between 9:00 AM and 2:30 PM on Monday through Thursday. Parking is allowed in these locations between 9:00 AM and 1:20 PM on Friday. Please do not park in any red curbed areas or along the west side of 103rd Avenue.

Note: We do not have access to park at the Grange this year. All visitors to Glenwood must sign in and out at the office and pick up a visitor's lanyard when they enter the building.

Thanks in advance for your patience and cooperation! Remember, our goal is to get everyone on their way in the safest and most efficient way possible.

SCHOOL BREAKFAST, LUNCH AND SNACKS

Breakfasts are \$1.75 and lunches are \$2.75 per day. Milk is available for \$0.50. Extra portions cost \$1.25. A free or reduced-price lunch program is available for those families who qualify. Details are sent home via our electronic system, Peachjar, at the beginning of the year and are available throughout the year from our office. If your child brings a lunch from home, please remember that glass containers are prohibited and that we are unable to reheat food at school. The school day can be long for some students. You may want to send a healthy snack from home for your child. Please check with your child's teacher.

STUDENT DRESS

Student dress is the responsibility of the student and parent. At Glenwood, it is expected that students wear clothing that is appropriate for our weather and also in consideration of the wide range of activities we have in a day. On PE or running club days, students should wear tennis shoes.

Clothing with profanity, suggestive comments/designs, advertisements for alcohol, tobacco or drugs are not acceptable. Clothing or jewelry with sharp points pose a danger to students and furniture within the learning environment and should not be worn at school. Shorts and skirts may be worn only if they are no higher than the fingertips when arms are held at the student's side. Halters, "spaghetti" straps, tank tops, and clothing that expose the torso are not considered appropriate, as they are a distraction to the educational process. T-shirts under spaghetti strap tank tops are okay. Undergarments should be fully covered.

LOST AND FOUND

Please be sure to mark all of your child's clothing and other belongings (such as lunch boxes, backpacks, coats) with their first and last name. Lost and Found items are located to the left of our office. It is a good idea to check there when you are visiting the school - there are always many items waiting to be claimed. Items that are not claimed by the end of each month will be donated to local charities.

PERSONAL ITEMS

Personal items such as cell phones, toys, electronic games, card collections, radios/CD players, etc. should be left at home. Unauthorized items that are out during the school day will be collected by staff members and returned to the student at the end of the school day. The school is not responsible for lost or damaged personal items brought to school.

PETS

Pets should remain at home. Animals, other than service animals, should not be brought to school.

BICYCLES

The streets surrounding our school can be very busy; especially in the mornings and afternoons around arrival/dismissal time. If your family does choose to have your student ride a bicycle to school, please make sure they have a helmet on and obey all traffic rules. Students may not ride motorized bicycles or scooters to school or on school grounds. Additionally, students will need to have a lock in order to secure their bike. For safety reasons, bike riders will be asked to walk their bike while on school grounds.

RIDING THE BUS

Your child's safety is the top priority for our bus drivers. It is expected that students will act in a safe and appropriate manner when riding the bus. The bus drivers will review the bus rules at the beginning of the school year and periodically during the year. Bus privileges will be suspended if students are not able to be in charge of themselves, or ensure the comfort and safety of those around them. Parents are encouraged to supervise their children at the bus stop both before and after school. This will ensure your child's safety in arriving to school in the morning, and home in the afternoon.

It is sometimes necessary to change the bus routes due to inclement weather. Please listen to your local radio/TV station or check the transportation webpage on the district website for information regarding alternate bus routes, limited transportation or late start/early release times. A list of alternate bus stops/routes is also located on the transportation webpage.

It is our policy that students who normally ride the bus will not be allowed to walk home, ride with other adults, or ride a different bus unless we have written or verbal (phone call) permission from you. If the student does not have a signed note from home or phone call from parent/guardian, they will be directed to ride their regular bus. Students who do not usually ride the bus will also need to bring a note from home in order to do so.

The following procedures are in place to ensure the safety of our youngest riders:

- Kindergarten students have identification tags on their backpacks.
- Kindergarten classes to leave the school building first so that they can get outside and to their line without any obstacles and with additional adult support.
- Bus Buddies, when used, ride the same bus to maximize support.
- There are two lines per bus, one line is for kindergartners and the other is for 1st-5th graders. These lines stand side by side. The kindergartners get on the bus first.
- Once students exit the building, they are expected to walk directly to, and then stay in, their bus line. Supervisors monitor this and direct students to form groups.
- When escorting lines to the bus, teachers avoid crossing lines over on each other. This eliminates confusion and reduces the possibility of students getting in incorrect lines.
- Students are taught to identify themselves to staff members when asked. This helps staff locate students quickly in case of emergency.

While these procedures focus on kindergarten students, our staff provides additional support to any student that needs it.

GLENWOOD PTA

Glenwood PTA is a very active organization that provides many exciting events and programs for our students and families throughout the school year. We would love to have you join us! Details about membership are sent home at the beginning of the year and there is a PTA link on the school website. Forms are also available in our office at any time for our new families joining Glenwood after the school year begins.

PARTY INVITATIONS/GIFTS

To ensure the emotional well-being and a positive learning attitude for our students, please contact your child's teacher to discuss the distribution of party invitations. Problems occur in the classroom when some students receive an invitation to a party and others do not.

We ask that flowers and balloons not be delivered to the school for students. We realize that this is a nice way to recognize your child on their special day; however, these beautiful flowers and balloons cause a disruption to our classrooms and interfere with the learning process. In addition, some students and staff members are also allergic to pollen and latex (latex balloons). It is with regret that we cannot deliver them until dismissal time, and your child really isn't able to enjoy them at school. In addition, balloons are not allowed on school transportation. It is best if flowers, balloons, etc. be delivered to your child's home rather than the school.

Most teachers have procedures for recognizing students on birthdays and also recognize students with birthdays outside of the school calendar. Please check with your child's teacher if you plan on making a birthday visit. These visits are generally scheduled during lunch time. We respectfully request that food brought to share at such events be prepared from a commercial source, as our district follows the guidelines recommended by the Snohomish Health District. Following these guidelines protects our students with food allergies both known and unknown.

SCHOOL SUPPLIES

A list of school supplies is posted on our web page: www.lkstevens.wednet.edu/glenwood as well as on our district's website. After the year begins, our building secretary will be happy to provide you with a list.

VISITING SCHOOL

We welcome and invite you to visit and/or volunteer at Glenwood. However, to ensure the safety of our students and to avoid disrupting the learning environment, we ask that you make prior arrangements with the teacher before visiting a class. If items need to be delivered to students during the school day, they should be dropped off at the office with our attendance secretary. There are private adult restrooms located in each wing and in the office for staff and volunteer use. If you are interested in volunteering at Glenwood (in the classroom, at recess, with PTA, on field trips, as a WatchDOG, etc.), you must first complete a volunteer application and background packet. The background check process takes about 24 hours, must be completed prior to volunteering, and is valid for two years. This is all done online. You can find the information at the Lake Stevens School District website, under Community and then under Volunteering. If you do not know if you have had a background check done or to see if it is still valid, please check with the office staff.

We are committed to protecting the privacy of our students and families. District privacy policies do not allow visitors to take pictures or videos of students while at school or on field trips. The school must receive permission before a child's name or photograph is included in any school or district publication or shared with the media.

All visitors to Glenwood must sign in and out at the office and pick up a visitor's lanyard when they enter the building. As a district-wide policy, lanyards are to be worn around the neck so that staff, students and law enforcement can quickly identify visitors from far away distances. Thank you in advance for understanding the reason for our policy.

COMMUNICATION BETWEEN SCHOOL/HOME

PARENT-TEACHER COMMUNICATION

Good communication between school and home is essential for the success of our students. We encourage you to contact your child's teacher whenever you have questions or concerns about school. You may call the office (425-335-1510) to talk with your child's teacher or to leave a message for them. The best time to reach a teacher is before or after the school day. We take pride in our prompt response to your calls. You can also email your child's teacher. Email addresses are located on our website.

GATOR GREATS!

Great things happen each day here at Glenwood, and our students exhibit wonderful behavior, acts of kindness, and sound decision-making. It would be nearly impossible to recognize all of these great decisions every day, but our staff members are committed to doing so as much as we can. Gator Greats are notes sent home to families that recognize an act or a pattern of behavior that needs an extra special recognition. Every student demonstrates these victories in different ways, at different times, but we want to acknowledge and celebrate these as much as we can!

GATOR POWER "SLIPS"

We want to ensure to ensure that families are kept in the loop when those moments or opportunities to learn something new emerge during a given school day. POWER "slips" are called "slips" for a reason – they are simply "slips." Learning from mistakes is a vital part of your child's educational process. Please understand that the intention of these slips is to communicate challenges when they arise and to allow you to process these situations with your child so they may reflect and grow.

Help us support your child in learning from this occurrence by setting a goal to make the necessary adjustments moving forward. We ask that you sign the POWER "slip" and that your child returns it to her/his teacher the next day. We appreciate your time with this!

PeachJar/THURSDAY FOLDERS

Each Thursday your student will come home with a folder containing important papers. Please make time in your busy day to look through the contents of that folder. Folders are to be returned on Friday.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all students twice a year. Information about conference dates, schedules, and dismissal times will be sent home as conference time approaches and discussed at our Open House or KinderGator BBQ.

REPORT CARDS

Report cards are another method of communicating your child's progress at school. Our teachers use a variety of assessments on a semester schedule. Report cards will be sent home one week after the end of the first semester, and again at the end of the school year. Student progress may also be monitored online through Skyward Family Access.

HEALTH AND SAFETY ISSUES

MEDICATION/HEALTH CONCERNS

If your child needs prescribed or over-the-counter medication during school hours, the medication may be dispensed by the school personnel or self-administered. In a situation when parent, physician, principal, and school nurse believe it is in the best interest of the student to carry medication, the medication is to be accompanied by written permission on a Medical Authorization form from the parent indicating the name and dosage of the medication and the dates and times to be administered. It is the responsibility of the parent to inform the principal or school nurse, in writing, that the child will be self-medicating. While attending school, students are not permitted to carry more than one day's dosage of any medication, whether prescription or over the counter (Tylenol, cough drops, antacids, etc.).

If the medication is to be dispensed by the school, it will be kept in the health room and you may send more than one day's supply. The parent and doctor must complete a Medication Authorization form (available in the office and on the district health services webpage) before any medication may be administered or taken at school. Medication must be in original prescriptive container and labeled with student's name, name of medication, dosage, time to be administered, and expiration date. Parents must transport all medicine to school if it is to be administered by the school.

If you have any concerns about your child's health that relate to school, please feel free to call our school nurse at 425 335-1568.

EMERGENCY INFORMATION

It is very important the school be kept informed of a student's current home telephone number, address and emergency contact information. Any time there is a change in this information, please send a note to school with your child or call our office.

If a student is injured at school, the school nurse or a trained staff member will give him/her first aid. Parent/guardians will be notified immediately in case of serious injury or illness. If a parent cannot be reached, the person listed as an emergency contact will be called. Children who have a temperature of 100.4 degrees or higher, are vomiting, or have diarrhea will not be allowed to remain at school. Children should be fever-free without fever reducing medication, vomit-free, and diarrhea-free for at least 24 hours before returning to school.

SAFETY AND EMERGENCY DRILLS

The staff at Glenwood has developed an Emergency Response Plan for use when the school is confronted with a natural disaster or emergency. We conduct regular drills for the procedures we would take in the case of fire, earthquake, environmental hazard, violent intruder, or bus incident.

CURRICULUM, SPECIAL PROGRAMS, AND HOMEWORK

CURRICULUM

Our district has developed a special guide for parents that outlines the curriculum for each grade level. Parents can contact the district educational service office if they would like a copy.

COMMON CORE STATE STANDARDS

The Common Core State Standards are a real-world approach to learning and teaching. The CCSS encourage deep understanding of key concepts and require a practical, real-life application of knowledge that prepares students for success in college, work and life.

The CCSS define what students should know and be able to do and what a learning environment should look like. The standards are aligned across grade levels and provide a way to monitor progress from kindergarten through 12th grade. The goal of CCSS is to provide teachers and schools with the information and tools they need to improve teaching and learning so that all students leave high school college and career ready.

English Language Arts and Literacy standards include the reading of informational text, challenging text complexity, and a focus on academic vocabulary. Students will learn to provide text-based answers and increase their writing from sources and real-life scenarios. Literacy instruction is shared by all content areas.

Mathematics standards have been focused to narrow scope and deepen attention. Increased coherence connects learning within and across grades for solid conceptual understanding of core content and future building. Rigor is increased through greater emphasis on higher order skills and abilities. Students develop conceptual understanding, procedural skill and fluency, and the ability to apply skills to real-life scenarios.

Additional information on Common Core State Standards can be found on the district website and on OSPI's website (www.k12.wa.us).

PROGRAMS TO MEET THE NEEDS OF EVERY CHILD

It is our belief that each and every student can learn at high levels at Glenwood. Our goal is to meet the learning needs of each student within the regular instructional program. We have developed an academic enrichment and intervention program that is timely, directive, and systematic. We continue to focus on social, emotional, and behavioral support, as well. We also provide special programs such as Highly Capable, Learning Assistance, Special Education, and Section 504

to help some students be more successful in their learning. We will notify you if your child is eligible for these programs or if we anticipate a program change.

CO-CURRICULAR AND EXTENDED LEARNING PROGRAMS

Before and after-school programs are sometimes offered for Glenwood students during the school year by staff. Flyers are sent home from school in Thursday Folders regarding available co-curricular activities and advertised to students at school as well. Families may sign up to ride the activity bus on Tuesdays and Thursdays once clubs start.

Extended Learning Opportunities: These are before-school opportunities provided to students who are identified by staff to extend the learning day. Some students simply need additional time to learn, or a different type of instructional model. Families will be communicated with directly by a staff member in this case.

COUNSELING PROGRAM

Our full-time counselor, Mrs. Kaitlyn Dawes, provides a variety of special programs to help meet the needs of our students. These include class presentations, small support groups, daily progress reports/check-ins, and individual conferences. Mrs. Dawes also facilitates our Glenwood Intervention Team and is in charge of Section 504 Plans-developing and working with students, their families, and teacher in monitoring these plans to ensure student's needs are being met. Parents are urged to contact Mrs. Dawes regarding student guidance and family support needs at 425-335-1510.

HOMEWORK

Homework is assigned because it allows students to practice important skills and to develop good study habits. Homework should extend the learning from the classroom, and not be new material. If your child experiences difficulty with homework, please make a note of it to your child's teacher, as this is a signal to her/him that additional instruction is needed. Projects are wonderful opportunities for students to organize, plan, and set goals. Students can break up the project (with support) over a given timeline and create a plan to do small pieces of it each night.

The length of time your child spends on homework varies with each grade level. Generally speaking, first graders can be expected to spend about 10-20 minutes per night, second graders from 20-30 minutes, third graders 30-40 minutes, and fourth and fifth graders, 40 minutes to an hour. Each grade level team sets the guidelines for homework and teachers assign within their classroom. Your support and encouragement with your child's homework is appreciated. As always, do not hesitate to contact your child's teacher if you have questions or concerns regarding homework.

STUDENT CONDUCT AND DISCIPLINE

BUILDING-WIDE EXPECTATIONS

Students are taught and encouraged to show their Gator POWER by being Purposeful, taking Ownership, demonstrating Warmth, giving full Effort, and acting Respectfully. Students will learn how Gator POWER pertains to the different aspects of their day – classroom, hallways, lunchtime, recess, etc. They will also practice these concepts in terms of their learning and achievement. Our building-wide expectations matrix is shown in Appendix A of this handbook. Students will be recognized at assemblies and classroom celebrations with certificates and seals for POWER, attitude, improvement, effort, service, ownership, fitness, reading, math, writing, and leadership.

CLASSROOM EXPECTATIONS

Students will follow building-wide and classroom expectations. Every teacher will create a safe, caring learning environment with their own routines, procedures, and expectations for work and interpersonal behavior. Teachers will instruct students on expectations and share this information with families.

ELEMENTARY DISCIPLINE

In order to ensure a safe, challenging learning environment that nurtures self-esteem, maintains good student conduct and control, and administers discipline on a fair and consistent basis, the Lake Stevens School District establishes that corrective action will be taken for misconduct and exceptional misconduct as outlined below.

Misconduct

Misconduct includes, but is not limited to: gambling, mischief, obscenity, failure in a passive manner to follow reasonable direction, profanity, stealing (less than \$20), truancy, and vandalism (less than \$50).

Misconduct Corrective Actions

First Offense: No student may be suspended for a first offense for misconduct. Counseling with student and/or parent; loss of privileges; detention; restitution.

Second Offense: Additional counseling with student and/or parent; loss of privileges; detention; restitution and/or short-term suspension.

Repeated Offenses: Short-term suspension.

Exceptional Misconduct. Exceptional misconduct includes, but is not limited to: active or intimidating failure to follow reasonable direction, corrective action, or punishment imposed by a school employee; arson; assault and battery; burglary; criminal act; possession, sale, or use of controlled substances (drugs), alcohol, or tobacco; possession or use of an explosive device or weapon and/or firearms, loaded or unloaded; extortion; false alarm; fighting; harassment; immoral conduct; malicious mischief; stealing or possession of stolen property (more than \$20); and vandalism (more than \$50).

Exceptional Misconduct Corrective Actions.

First Offense: Students may be suspended for exceptional misconduct on first offense although it is not required with the exception of firearms or dangerous weapons infractions. Student/parent conference and/or short-term suspension.

Second Offense: Short-term, long-term suspension or expulsion.

Repeated Offenses: Long-term suspension or expulsion.

Weapons Offense: In cases involving any student who is determined to have carried a firearm onto or to have possessed a firearm on public school premises, public school--provided transportation or areas of facilities being used exclusively by public schools--shall be expelled from school for not less than one year under RCW 28A.600.010. The Superintendent of the school district may modify the expulsion of a student on a case by case basis.

AND FURTHER:

- Authorizes each elementary school to establish other reasonable rules and regulations and sanctions thereof regarding student conduct.
- The jurisdiction of behavior and resultant corrective action shall be applicable during any program or activity controlled by or in behalf of the school district regardless of its location.
- Students who are suspended as a result of repeated misconduct or exceptional misconduct while participating in a school-sponsored activity off campus may be denied further off campus participation in school-sponsored activities by the principal.

DOCUMENTATION OF DISCIPLINE INCIDENTS

A record is kept of all discipline incidents requiring administrative intervention and the actions taken to resolve them. Whenever possible, we attempt to apply a natural consequence to infractions of the rules. We treat each discipline incident as an opportunity for learning. Actions taken in the discipline process are in keeping with Lake Stevens School District discipline policy. A copy of this policy is available upon request. Parents are notified whenever a major discipline incident occurs, or if there is a pattern of repeated minor incidents.

BULLYING/HARASSMENT

The Lake Stevens School District is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers, and patrons free from harassment, intimidation, and bullying. "Harassment, intimidation, or bullying" means an intentional written message or image, including those that are electronically transmitted- verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion,

ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages a student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly environment of the school.

The teacher and/or school principal should be immediately notified of any act rising to the level of bullying/harassment. Bullying Incident Report Forms may be requested or found online on the district website:

<https://www.lkstevens.wednet.edu/cms/lib/WA01001468/Centricity/shared/docs/5580-Incident-Report-form.pdf>

SEXUAL HARASSMENT

The Lake Stevens School District is committed to providing a positive and productive learning environment for students free of all forms of discrimination, including sexual harassment. Sexual harassment is any unwanted, uninvited, nonreciprocal sexual attention from peers, staff or anyone in which the student may interact. It includes, but is not limited to:

- Abusing the dignity of another person through insulting remarks or conduct;
- Threats, demands, or suggestions that a student's status is contingent upon the tolerance or acquiescence to sexual advances;
- Retaliation in any form against a student complaining about the described behaviors.

The teacher and/or school principal should be immediately notified of any act rising to the level of sexual harassment.

DRUG-FREE CAMPUS

Glenwood Elementary and the Lake Stevens School District strive to make school a safe place for all our students. The unlawful possession, use, or distribution of illicit drugs or alcohol on school grounds is strictly prohibited. The unlawful use of alcohol and illegal drugs is seriously harmful to the health and education of children. All students must comply with this rule or face corrective actions including, but not limited to, short or long-term suspension or expulsion.

The school can assist in arranging access to drug and alcohol counseling, treatment, rehabilitation and re-entry programs. If you have any questions or would like assistance please contact the school counselor or principal.

WEAPONS ON CAMPUS

It is against the law to bring any object to school that is considered a weapon. Weapons can include knives, firearms (including BB, pellet, or air guns), throwing stars, clubs, fist packs, metal knuckles, sling shots, etc. If a student brings a weapon to school or uses any object as a weapon to create harm or threat towards another person, they may be suspended or expelled from Glenwood. Law enforcement agencies must be notified and involved in every instance of weapons on school property.

Appendix A - Building-wide expectations matrix

I Will...	Everywhere & All the Time	Recess	Library	Hallways & Walkways
Purpose	Be on time and ready to learn; Be prepared with supplies and a positive attitude.	Follow rules at recess; Stay in areas supervised by adults; Line up immediately following the whistle at the end of recess.	Explain my learning; Stay focused on the task at hand; Ask thoughtful questions.	Know where I need to be and get there quickly.
Ownership	Take ownership of my learning, actions and attitude; Fix my mistakes, own my successes, and admit my failures along with honesty.	Pick up garbage and equipment at the end of each recess; Turn in equipment that I check out.	Enter and exit quietly; Leave my space in good condition; Return my library books on time; Value the books, materials, and space.	Follow the rules even when no one is watching.
Warmth	Be friendly, patient, and use positive language; I will strive to participate and cooperate.	Be kind and respectful to others; Share equipment.	Be kind to others; Cooperate with my partners and group; Include others in learning; Be polite.	Share friendly greetings; Smile when passing someone; Offer assistance when someone needs it.
Effort	Put forth my best effort by being a problem-solver, active listener and active participant.	Consider others while playing and using equipment; Show good sportsmanship.	Participate in lessons and activities; Do my personal best; Take risks and learn from mistakes.	Exercise self-control by managing my voice level and keeping my hands and feet to myself.
Respect	Show respect with my body, voice, and attitude; Take care of school, classroom, and peer property; Follow directions from all adults.	Care for equipment; Follow rules; Be mindful of games that are in play; Solve problems using positive strategies.	Listen and follow all directions; Be aware of others and adjust noise level accordingly; Treat books and materials with care.	Walk quietly with eyes forward, arms at sides, and hands to self.

Appendix A - Building-wide expectations matrix (continued)

I will...	Restrooms	Lines	Assemblies	Cafeteria	Classrooms
Purpose	Go, flush, wash, and leave.	Line up promptly to get to the next area quickly, quietly, and safely.	Learn, share, and celebrate appropriately	Focus on eating for the first 8 minutes of lunch; Socialize with a level 2 voice.	Be an active listener; Be engaged in my learning.
Ownership	Report any problems immediately to an adult; Conserve resources like water and paper products.	Keep hands by my side, eyes forward, level 0 voice.	Use active listening; Control my body.	Take responsibility for my table area.	Take care of supplies; Be on time; Be prepared with materials.
Warmth	Keep my voice level 0 to support learning in nearby classrooms and at tables in the hall.	Be courteous by holding the door for others and respecting each others space.	Provide positive support at appropriate times.	Include others and make room; Be patient and wait my turn.	Use polite language; Treat others the way I want to be treated; Keep hands and feet to myself; Include others in activities and learning.
Effort	Clean up after myself; Use the restroom during non-academic time.	Will set a good example for others; Be OK with being 2nd, 3rd, 4th, etc.	Follow directions; Use a level 2 voice when responding to speakers.	Clean up after myself and help classmates and adults.	Do my personal best; Take risks; Learn from your mistakes.
Respect	Wash my hands with soap; Use the paper towel dispenser quietly; Respect others' privacy.	Use a level 0 voice so that classrooms aren't disturbed; Listen and follow the directions of the adults who are in charge of the line.	Track the speaker; Listen carefully; Stay in my own space.	Raise my hand if I need to get up or want help.	Listen carefully; Follow directions; Respect people and property.