



The Otter Way Cedar River Routines and Expectations 2023-2024

Parent/Student Handbook

Cedar River Elementary School
22615 Sweeney Road SE
Maple Valley, Washington 98038
Phone: 425-413-5400

Principal: Fritz Gere

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Cedar River Routines 2023-2024

The O3s

- ***Show Respect***
- ***Make Good Decisions***
- ***Solve Problems***

Mission/Vision

Cedar River Elementary School is committed to creating
HOPE for all.
We believe in...

High Expectations

Opportunities that are Endless

Positive Partnerships

Empowering Excellence

PBIS Common Area Matrix

The Otter Way for Success	Arrival	Hallway	Lunchroom	Recess	Dismissal	Bathrooms	Remote Learning
Show Respect	Voice Level 2	Voice Level-Silent(0) unless directed by adult	Voice level 2	Take care of recess equipment and put it away.	Walk in LINES on the bus lane or pick-up.	Voice level 0-silent	Use kind faces and words.
	Drop-off students wait in courtyard	Give silent waves to others & smile	Use kind manners.	Stop at the whistle.	Be polite and allow others to merge.	Throw trash away and keep bathroom clean.	Video on/Audio off.
	On time 9 am	Stay single file and to the right side	Wait patiently in line until you are dismissed.	Show kindness and empathy to others.	Let younger students board the bus first.	Respect privacy of others.	Be on time, ready to learn.
Make Good Decisions	Drop off in front of school	Walk showing LINES behavior.	Keep hands, feet and objects to self	Follow CRES recess rules.	Keep hands, feet and objects to self	Wash hands to Happy Birthday (silently)	Use equipment as intended
	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep legs under the table.	Ask permission to use the bathroom.	Wait for your bus or pick-up using LINES behavior.	2 pumps of soap and 2 pulls of paper towels.	Use distraction free space
	Walk calmly to class at the 9 am bell.	Stay on sidewalk and to the right.	Clean tables and the floor.	Walk in the walk zones and coned area.	Check with an adult for pick-up.	Wait turn quietly in line.	Begin class with device plugged in or charged.
Solve Problems	Be on time each day.	Keep hands to sides as you walk	Compost and recycle carefully.	Play safely and kindly with each other.	Enter your bus or car safely.	Use bathroom supplies appropriately.	Email/Chat teacher for help.
	Ride a bus or carpool.	Keep hall pass with you	Make room for others.	Have a pass to enter the building.	Stay single file and to the right side of the bus lane.	Return to class quickly and quietly.	Be present-avoid multi-tasking.
		Stay on the colored bus lines.	Use a re-usable container.	Report concerns to an adult.	Be patient and calm.	Flush the toilet.	Have materials ready.

PBIS

A proactive strategy for defining, teaching, and supporting student behavior resulting in academic and social gains and a positive culture and climate in school. Research shows that when a school environment is positive and predictable, students feel safer, have better academic performance, higher

test results, and make better behavior choices. Schools also show a gain in instructional time, a reduction in out-of-school suspensions and discipline referrals, and show a decrease in referrals to Special Education. Here are Cedar River, we utilize the PBIS framework to support the efforts to have a sustainable, positive culture and climate.

VOICE LEVELS at CRES

- 0...** **Stealth Mode or Silent** (*Absolute Silence/ No One Is Talking*)
- 1...** **Spy Talk or Whisper** (*Whispering/ Only One Person Can Hear You*)
- 2...** **Low Flow** (*Table Group Voice/ Only Your Group Can Hear*)
- 3...** **Formal Normal** (*Conversation Voice/ Only People nearby Can Hear*)
- 4...** **Presenter Voice** (*Loud Crowd/ Everyone Can Hear*)
- 5...** **Outdoor Recess** (*Never Used Inside*)

Student Attendance

Students are expected to attend school on time each day. Late arrivals, AM and PM absences, and early pick-up are included in determining absence rates. To support the reduction of chronic absenteeism in Washington State, our legislature has changed parts of the law that govern expectations for school districts. As a result, some of our school policies and procedures have changed. State law for compulsory attendance called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home-school program. Children who are 6 or 7 years old are not required to be enrolled in school. Further questions concerning enrollment can be found here: <http://apps.leg.wa.gov/rcw/default.aspx?cite=28A.225>

Basic Guidelines for absences include:

- Two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. School staff work with parents to develop a plan that may require an assessment to determine how to best meet your student's needs and reduce absenteeism.
- In elementary school, after five excused absences in any month or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference or workshop at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note or pre-arranged the absence in writing and the parent, student, and school have made plans so your student does not fall behind academically.
- If your student has an Individualized Education Plan or a 504 Plan, the team that created the plan must reconvene.
- Seven or more unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the juvenile court, alleging a violation of RCW 28A.225.010, the compulsory attendance laws. The petition may be automatically stayed and your student and family may be referred to the Tahoma Community Truancy

Board, or you and your student may need to appear in juvenile court. If your student continues truancy, you may need to go to court.

- We notify parents when absence is 10% or more days in a month, and after three months of 10% or greater absences, we will work with parents and students to develop an attendance contract.
- For more information on attendance rules, please visit this web page:
http://www.tahomasd.us/pages/Tahoma_School_District_409/For_Families/School_Attendance
- **Tardy:**
 - If a child is picked up early, it will be marked as an Early Dismissal Tardy.
 - Students who are late in the morning are marked tardy. If students arrive after 9:56, it is considered a half-day absence.
- **Vacation:**
 - A request form is available in the office for pre-arranged. The Cedar River administration signs it off for recommended or not recommended. It is also available on our website.

Bell Schedule	
First Bell	9 am –Students may go to class
Start of the School Day	9:10
AM Tardy	1-45 minutes past the start of school (9:11-9:55)
Morning Absence	46 minutes or more past the start of school (9:56-12:25)
PM Tardy	1-45 minutes before the end of the day (2:55-3:50)
PM Absence	12:25-3:50
End of School	3:50

If your student is going to be absent, contact the office to report the absence at Safe Arrival/Pass Line at 425-413-5454 OR Email at CROffice@tahomasd.us .

Leave the following information:

The child's complete first name

Child's complete last name

Teacher's name

Drop off

- Supervision is limited before and after school. School drop off begins at 9:00.
- Parents enter the drop-off line at 8:50. They follow the route and stop at the stop signs, following the parking lot attendant's directions.
- Parents let students out on the SIDEWALK SIDE when given the direction of an adult. Do not let students out before an adult provides a signal to you or before the sidewalk begins.
- The gate is unlocked at 9:00 in the courtyard to encourage breakfast for students in the cafeteria.
- Students enter through the front gates and go directly to class. Student expectation is calm and quiet behavior.
- No students are to walk through the parking lot unsupervised.

- Parents are not allowed to walk through the gate; they must check-in at the office and sign in per the volunteer expectations.

Student Pick-Up

- Parents acquire a placard with a family number from the front office. Have placard placed in dash in a visible location. Families without a placard will need to show ID and verified for pick-up.
- All students wait in the courtyard in placard number lines.
- Students are considerate, calm, and patient around others- quietly waiting for their parent or guardian. Always act in a safe, respectful, and responsible manner. Show the O3s.
- When cars arrive, students are called forward. Follow the attendants' directions to know where to let your student in. Gate A and Gate B are housing students so we can easily find them. We may have you pull forward and escort your student if it allows traffic to flow smoothly.
- Please drive slowly when exiting. Follow the traffic attendant's directions for the exit. Buses receive precedence and you may be asked to stop as buses enter or exit.

Change in Transportation

We must be notified of exceptions to a student's regular transportation routine. If the school does not receive a written note or a message on our Pass Line from the parents (before 2:30 M-Th and 1:00 on Friday), the student will be sent home per his/her usual arrangement. **Please** send a note with your child in the morning to notify the school of a change to the routine. Notes are preferable because they give us a written record of your request. If something comes up during the day and a change is necessary, you may do one of the following:

- Call the Pass Line directly at 425-413-5454-this is the easiest and most efficient.
- Email CROffice@tahomasd.us

Food Service and Student Lunchroom Expectations

- Student Breakfast is served from 9:00-9:20 in the cafeteria.
- Cost for Grades K-5 : Breakfast \$2.75 Lunch \$4.25 Milk only .75
- Link for TSD Food Services:
[http://www.tahomasd.us/pages/Tahoma School District 409/Departments/Food Service](http://www.tahomasd.us/pages/Tahoma_School_District_409/Departments/Food_Service)

L...Leave Hands, Feet and FOOD to Yourself

U...Use Manners

N...Number 2 Voice

C...Clean Area Before Dismissal

H...Help with Composting/Recycling & Lunch Tubs

Student Bus Lane and BUS Expectations

Teachers- teach and enforce the following bus lane expectations:

- Always WALK on the bus lane.
- LINES behavior
- Stay SINGLE FILE in line with your teacher until you are released at your bus.
- If a bus is rolling up to the sidewalk, keep the sidewalk clear in that area.

- No umbrellas
- Keep to the right of the middle yellow line to allow others to walk in the opposite direction.
- Never step off of the sidewalk and into the road.
- Be considerate, calm, and patient around others. Wait your turn to board the bus.
- Always act in a safe, respectful, and responsible manner. Show the O3s.
- Parent support as students line up and board the bus in the morning is greatly appreciated.
- Students are assigned seats on the bus.

Positive Reinforcement

- **Otterly Awesome Class Awards** are for WHOLE CLASS recognition. This is an award given by STAFF to WHOLE CLASS GROUPS who are caught modeling the O3s such as LINES behavior, cooperative group behaviors, exceptional group management, on-task group behavior, etc. Some classrooms collect OACAs to earn a group celebration. OACA forms can be located in the admin office cupboard under the mailboxes, labeled RECOGNITION
- **Otter Paws**—Otter Paws are for INDIVIDUAL STUDENT RECOGNITION. This is an award given by STAFF to INDIVIDUAL STUDENTS. Otter Paw recognition can be given to any student who has been caught using the O3s and modeling positive behavior at CRES.
 - Positive behaviors are choices, such as helping others without expecting anything in return, using exceptional manners, allowing others to go first, standing up for what is right, random acts of kindness, exceptional effort with school work and behavior, showing respect consistently, handling a hard situation with integrity, acting responsible, taking the initiative to solve a problem respectfully, and the list goes on!
 - Otter Paws are located in the admin building cupboard under staff mailboxes labeled recognition.
 - Please mark why the student has earned the Otter Paw and tell the student to put it in the folder to go to the office or the bin through the Attendance door.
 - Monthly drawings, Cedar River Spirit Assembly drawings, Lunchroom Drawings, and possible prizes through our PTO are all part of the reinforcement routine.
- **Otter Grams**—Otter Grams are for individual recognition. This is an award given by STUDENTS to OTHER STUDENTS when they notice each other modeling the O3s. Otter Grams are drawn and announced on the morning announcements and returned monthly to students.

Hallways

- L... Looking Forward**
- I... In Control of Hands and Feet**
- N... Number 0 Voice**
- E... Equipment and Materials Held**
- S... Step Out of Line to Solve Problems**

- Students are taught to always walk in a single-file, calm, quiet, and straight line down the right side of the hallway.
- If a student is walking down the hall without a teacher, he/she must have a hall pass in hand.
- ALL students volunteering in teacher rooms or in the hall must have a pass and pre-arranged.

Playground

- Students currently adhere to our RECESS expectations.
- All of the rules aren't listed, but it outlines the most important ones.
- Once students have left the classroom to head to the playground, we do not let them re-enter the classroom unless another staff member assists.
- If a student brings a ball/jump rope, etc. from home. They must be prepared to share it with others who want to play. **LABELED** with his or her name.
- Recess equipment is provided on the playground in our recess tubs. Help us keep all of the equipment in our recess tubs. **Students should not bring CRES equipment back to the class** to "save it" for the next recess.
- Recess teachers wear brightly colored safety vests so that students can easily find them.
- Teach/reinforce with your students to seek recess teacher support on the playground.

Visitors

For the safety of the children, we require **all** visitors, including parents, to check in at the office when they come to school. As of October 18, 2021, all visitors and persons on campus must have a vaccination or exemption record on file. Please do not go directly to the classrooms, playground, lunchroom, or other areas of the school before checking in. When visitors sign in at the office, they will be given a visitor badge. Visitors not wearing a badge will be asked to return to the office and check-in. Since all Tahoma staff, substitute employees, and visitors wear badges, every adult in the building should be easily identified. Please understand that this request is made to provide the safest possible environment for all of our students. Your cooperation is greatly appreciated.

- Our school board has established specific guidelines to permit visitors to observe the educational program with minimal disruption to the learning environment. Copies of the guidelines are available in the office upon request.
- Parents bringing lunch money, lunches, homework, coats, etc., to students who are already in class are asked to bring the item to the office, not the classroom. The teacher will be notified and a classroom messenger will be sent at a time that is not disruptive to instruction.
- At this time, we do not have visitors on campus for lunch due to the space constraints in our Commons.

Deliveries – No flowers, balloons, or gifts will be delivered to students during the school day. Everyone likes to get a special delivery gift, but, we ask that you have flowers, balloons, or gifts sent to your home and not to school. Local florists have been notified about this policy.

Food Policy

- School Board Policy is that students may not bring edible treats for birthday treats. Each child at CRES is given a birthday card and pencil from the office to recognize birthdays.
- Classrooms are welcome to recognize birthdays by sharing a sticker, pencils, erasers, or a book that the entire class may enjoy.

- Staff reward systems also exclude edible treats. Something other than food (like a prize or pencil) can be used as a classroom reward.
- **Currently, classes are not eating in their classroom.**
- **New food policies for the Tahoma School District will be communicated as we get the information.**

Dress Code

STUDENT DRESS

The student and parent/guardian may determine the student's personal dress and grooming standards. Administrators may regulate a student's dress and grooming when they reasonably believe that it:

1. Implies gang membership or affiliation;
2. Is related to hate groups or hate speech;
3. Will create a health or safety hazard. Hats/hoods, if worn, must still allow for the student to be identifiable.
4. Will damage school property;
5. Will create a material and substantial disruption of the educational process or
6. Contains messages on clothing that are inconsistent with the educational mission of the school district, including those that are:
 - a. Alcohol related;
 - b. Drug-related;
 - c. Lewd in nature;
 - d. Sexual in nature; or
 - e. Tobacco related.

In addition to #1-6 above, students must wear the following:

- a. Tops that cover private areas with non-transparent (opaque) material. This also includes the midsection of the torso, front and back.
- b. Bottoms that cover private areas, including the buttocks, with non-transparent (opaque) material.
- c. Footwear appropriate for the given activity.

Staff will use reasonable efforts to avoid applying this policy in a way that singles out or embarrasses a student in front of other students. Periodic training for administrators will be provided to support consistent implementation. Administrators are required to ensure that all staff are aware of and understand the guidelines of this policy and procedure.

If the student's dress or grooming is objectionable under these provisions, the administrator will request that the student make appropriate corrections. If the student refuses, the administrator will notify the parent, if reasonably possible, and request that the parent make the necessary corrections. Students may be subject to corrective action if circumstances warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the administrator may determine. All students will be accorded appropriate due process safeguards before any corrective action may be taken.

Students identified as being gang-involved, influenced, or affiliated will be provided assistance and/or programs that discourage gang involvement or affiliation, enhance self-esteem, encourage interest and

participation in school or other positive activities, and promote membership in authorized school organizations.

Revised: 082719

Tahoma School District

Link: <https://go.boarddocs.com/wa/tahoma/Board.nsf/goto?open&id=BFGTCP76C032>

Harassment, Sexual Harassment and Bullying

Prohibition of Harassment, Intimidation, Bullying, Physical Aggression, and Threats

Tahoma School District policy, its educational philosophy, and Washington state law prohibit harassment (including sexual harassment), intimidation, and bullying in school. The school district is committed to a safe and civil environment for all students, employees, volunteers, and patrons. Incidents should be reported immediately to an appropriate school employee, such as a classroom teacher, dean of students, or school principal, for investigation. To find out more about the anti-bullying, harassment, and intimidation policy, please visit the Tahoma Web site, click on the BoardDocs link (listed with School Board contacts), and go to the Policy menu to search for Policy 3207. To find out more about sexual harassment policies, you will click on Policy 3205. For digital users, you may click [here](#). You may also speak to our dean of students or contact the Central Services Center 425-413-3400.

Recognizing Normal Peer Conflict and Bullying

Just like adults, children sometimes experience conflicts with peers. Not all conflicts are bullying. Following are examples of normal peer conflict and bullying.

Normal Peer Conflict	Bullying
Equal power of friends	Imbalance of power, not friends
Happens occasionally	Repeated negative actions
Remorse – will take responsibility	No remorse – blames others
Effort to solve the problem	No effort to solve problem

Tattling is when you report something because you want to get someone in trouble.

Social responsibility is when you report something because you want someone to get help.

Harassment, Intimidation, or Bullying is defined as any intentional written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, or mental or physical disability, or other distinguishing characteristics, when an act:

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

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

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

Student Responsibilities

1. Use the “3 Rs of Bullying” (Recognize, Refuse, Report) from Steps to Respect.
2. Try “The Big Ten” Strategies to Cope with bullying behavior (avoid the area, be assertive, find a friend, get busy, get help, include others, make a plan, own it, use self-talk, use humor).
3. Make a point to include students who become easily left out. Use your friendship skills.
4. Use verbal problem-solving skills, not physical aggression, to solve a problem.

Bystanders’ Responsibilities

1. Do not join in.
2. If it is safe, speak up and refuse it.
3. Don’t watch bullying. Leave the area.
4. Report to the nearest adult.

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

Weapons and Dangerous Instruments. Any student who is determined to have carried a firearm onto or to have possessed a firearm on school premises, school-provided transportation, or areas of facilities while being used for school activities, shall be expelled from school for not less than one-year subject to the provisions of RCW 28A.600.010.

Tobacco, Alcohol and/or Drugs. A student shall not possess or use tobacco, alcohol and/or controlled, illegal, addictive or harmful substances on school property or during any school sanctioned function. Consequences for infractions of this policy include suspension and expulsion.

Safety

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

Emergency Cards – At the beginning of each school year, student emergency cards will be sent home with each student. We ask that you look over the information, make any changes and return it to your child’s teacher as soon as possible. This information is necessary in order for us to contact you in the case of an emergency, student illness, or early dismissal.

Emergency Early Dismissal Form – It is imperative that you fill out the emergency dismissal procedure form that will be sent home the first week of school. In the event that we are unable to reach you by phone, we will need to contact someone who has been designated by you to give us directions as to where we should send your student in case of an emergency early dismissal.

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

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

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

Curriculum

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

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

Communication

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

Please understand that teachers and school administrators have extremely full schedules and that their time is committed days, weeks and sometimes months in advance. If you want to meet with a

school staff member, please call and make an appointment rather than stopping by hoping to find the person available.

The following forms are communication are utilized throughout the year:

- **Newsletters** – School newsletters are e-mailed throughout the year. Short updates and reminders are sent home as necessary. These may include emails or Robo-phone calls.
- **Classroom newsletters** from teachers may be sent home routinely describing curriculum and classroom happenings.
- **PTO newsletters** are e-mailed on an as needed basis and provide updates on PTO sponsored events.

Current E-mail and Telephone Numbers – The school has both a telephone and an e-mail notification system for CRES families. The telephone notification system is the one used to notify you of a late start or emergency closure. The telephone and e-mail system is also used throughout the school year to remind you of early release days or special events.

Please make sure your current telephone number and e-mail address are on file with the school. You can check what is currently on file by going to the school website and logging into Skyward Family Access to check your personal information.

Student Phone Calls – Because of the disruption to the learning environment, our policy is not to transfer phone calls to students into classrooms. However, the office will take a message for a student. A message concerning bus passes or any change in your child's after-school transportation can be called into our pass line.

Inclement Weather

In the event of emergency weather, we will attempt to contact you at the emergency information you have on file. If we cannot reach you, we will contact your alternate contacts for directions as to where we should send your student in the event of emergency or illness.

Students should be prepared for any type of weather condition that may occur while at school. This means having a coat, hat and/or gloves in cold weather. We will continue to have outside recess unless the conditions present a danger to student safety.

Inclement weather may cause cancellation or a delay in the start of the school day. Hazardous weather or unexpected emergencies may force changes in bus transportation times and pick up/drop off points for school children. Tahoma Transportation sends home a list of student pick up/drop off locations if emergency/snow bus routes are required.

NO ANNOUNCEMENT MEANS SCHOOL AS USUAL

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

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

Health Information

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

Infectious Illnesses – To prevent the spread of infectious illnesses, we ask that you keep your child home from school until signs of any such illness subside. Your child must be fever-free for 24 hours before returning to school. In the event that your child is identified at school as having an infectious illness, you will be informed and asked to pick up the student.

Student Illness – If your child is ill to the extent that it will be difficult for him/her to participate in the activities of a normal school day, including recess, it is best to keep the child home. We do not have adequate facilities to care for ill children for long periods of time, nor are teachers always able to stay in and supervise students during breaks or lunchtime. Due to lack of space and the need for extra supervision we are unable to accommodate requests for students to stay in during recesses.

Health Screening – Vision screening for near sightedness and hearing screening are given at school. Parents are advised if the results show a need for additional follow up.

Medication – For the safety of all students, medications must be brought to school by parents or another responsible adult. Students may not bring medication to school and a parent must pick up any leftover medication or the school nurse will dispose of it at the end of the school year. We are unable to give any medication to a student at school without written permission from a parent and a doctor or dentist. This applies to all over-the-counter medications including Tylenol, aspirin, etc., as well as prescription medication. Inhalers are categorized as medication and will require written instruction. This is a Washington State and Tahoma School District policy. Medication authorization forms are available in the school office or on the district website.

Immunizations - Washington State law requires that all students, K-12, be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles (rubeola) rubella (three-day/German measles) and mumps. A second dose of measles vaccine is required for all children entering sixth grade. All kindergartners must have begun a series of three hepatitis B immunizations and have a second MMR before entering school. All students entering Kindergarten or 5th grade must have either had the chicken pox or received the immunization.

Head Lice Policy – We follow the guidelines of OSPI for head lice. Students who have live bugs can remain in class for the day, receive treatment following the return home and can return to school once

the treatment has begun. Nits may persist following treatment and the school nurse will check your student to support the treatment process. Successful treatment should kill crawling lice.

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

COVID19 Procedures – We follow the guidance of King County Health Department in Accordance of the CDC. Due to the evolving best practices around COVID19, the following link is a live document and will have the most up-to-date protocols and procedures for Cedar River Elementary and TSD.

https://www.tahomasd.us/news/announcements/covid-19_protocols_procedures

Volunteer and Parent Involvement

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

Volunteers – We welcome parent volunteers at our school. Many of our teachers set up a rotating schedule to incorporate parent volunteers in the classroom, usually starting the beginning to the middle of October. In addition to classroom volunteers, we welcome building volunteers that work in the library, office, reading programs and other areas helping with student instruction, inventorying supplies, organization of materials, etc.

- **Volunteer Requirements** – The law requires that each person working with children submit to a Washington State Patrol background check. In addition, the Tahoma School District requires each volunteer to complete a volunteer application, available online at the district website. You may find this at <https://tahomavolunteers.hrmpplus.net/>
 - This is a precautionary measure for the safety of all our students and volunteers. Volunteer requirements need to be completed and submitted to the district at least 10 days prior to the first day of volunteering. Volunteer clearance is good for 2 years.
 - All volunteers must sign it at the front office and wear the volunteer sticker while on campus. This includes field trip volunteers.
 - Best practices include:
 - Silence your cellphone when on campus.
 - Maintain confidentiality at all times.
 - Pre-arrange volunteer time with teachers in advance.
 - Please respect teacher spaces.
 - Allow teachers first priority to copy machines and work room supplies.
 - Notify staff immediately for student illness, injury, or emergency.
- **PTO** – Our Parent-Teacher Organization is a vital part of the Cedar River team. The PTO plays an active role in our school community in a variety of ways. Many one-time and on-going activities need your help. Please consider supporting our school by joining the PTO.

Discipline

Staff at Cedar River strive to recognize and reinforce the O3s. Within this, a fair and consistent discipline plan is instituted. We make every attempt to provide restorative solutions and problem solving methods for discipline procedures. It is our goal to implement opportunities for students to learn from mistakes.

Progressive and corrective disciplinary action may involve any of the following actions:

Informal Warning: An administrator or staff member will talk with the student to explain expectations for future situations, revisiting the expected behaviors and problem solving how to make good decisions.

Student Conference and/or Warning: A formal conference is held between the student and staff member to discuss the behavior and expectations and consequences of future situations. Students problem solve with staff and discuss appropriate choices and potential consequences.

Parent Involvement: Parent/guardian is notified by telephone, personal contact or letter. A conference may be conducted between the student, his/her parent/guardian and staff members.

Possible Disciplinary Actions considered, depending on severity include:

- **Community Service** -Student is assigned to assisting the school in some determined manner, such as helping clean the lunchroom, assisting a staff member with organizing or sorting, taking care of the school grounds, or other contributions that may help Cedar River.
- **Loss of Recess Time or Privilege**- Student is assigned to an alternative location during designated recess time(s) and provided an alternative task that helps them reflect on the O3s.
- **After School Detention**- Student is assigned to a supervised detention area after school until a designated time in which the parent picks the student up from school. The student is given assignments to complete.
- **Partial Day In-school Suspension**- Student is assigned to a supervised in-school suspension room for part of the school day. The student is excluded from school activities during the suspension period. The student is expected to complete school work during this time and reflect on the RC3.
- **Full Day In-school Suspension**- Student is assigned to a supervised in-school suspension room for the entire school day. The student is excluded from school activities during the suspension period. The student is expected to complete school work during this time and reflect on the O3s.
- **Short-Term Suspension from School (1-10 days)**- Student is excluded from school and related school activities.
- **Long-Term Suspension from School (more than 10 days)** Student is excluded from school and related school activities.
- **Emergency Removal from School**- An Emergency Removal means the immediate removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Expulsion from School**- An Expulsion means the removal of a student from school, school activities, and all related school functions for an indefinite period of time.
- **Restitution**-Payment for replacement or repair of theft, damage or vandalism.

Facilities and Parking

Staff Parking – Staff members park in the identified spots to the sides of the campus. This is staff parking ONLY. The front parking lot is reserved for parents and visitors. There is access to disabled parking at the front of the building. A pass or plate is required for day parking.

Event Parking- For school-wide events, when the front lot is full, utilize Maple Valley Presbyterian Church PARKING LOT-- located directly below CRES. The lot has a connection trail to our parking lot. In order to provide safe crossing and parking for all students, staff and families, as well as adhere to fire and safety guidelines, **please do not park:**

- In coned off sections.
- **Along the RED fire lane along the edge of the parking lot or in front of the school.**
- In staff only parking.
- Along the bus lane.
- Double Park (this includes in front or behind staff vehicles)
- Blocking the dumpster or gated exits at the rear of the campus.
- Blocking the kitchen/ emergency vehicle entry areas.

Thank you for your support to keep our school safe! Please note: Violations could result in towing.

Remote Learning and School Closures

In the case of long-term school closures and remote learning, Cedar River Elementary School will follow Tahoma School District guidelines, which are driven by the state and local governments. In such cases, discipline, attendance, grading, visitors, school hours and learning times, as well as overall student expectations may change. Cedar River Elementary will communicate all changes to families in a timely manner.

Nondiscrimination Statement

The Tahoma School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Officer
Director of Human Resources
25720 Maple Valley Highway
Maple Valley, WA 98038
425-413-3400
TitleIX@tahomasd.us

ADA Coordinator
Director of Human Resources
25720 Maple Valley Highway
Maple Valley, WA 98038
425-413-3400
ADA@tahomasd.us

Section 504 Coordinator
Director of Special Services
25720 Maple Valley Highway
Maple Valley, WA 98038
425-413-3400
Section504@tahomasd.us