

# Canyon Creek Elementary



## Mission

At Canyon Creek Elementary, we are a supportive, inclusive community that values and inspires social-emotional, intellectual, and physical growth at school and beyond. We provide the knowledge and skills necessary to contribute positively in our diverse, evolving society.

## Student and Parent Handbook 2019-2020

### ATTENDANCE LINE

425-408-5710

[ccattendance@nsd.org](mailto:ccattendance@nsd.org)

Bruce Denton, Principal  
Ali Airhart, Assistant Principal  
Sue Hanson, Office Manager  
Terri Jaenson, Secretary  
Lynnea Webb, Secretary

21400 35th Ave SE  
Bothell, WA 98021-7832  
425-408-5700  
<http://canyoncreek.nsd.org>

## **SCHOOL HOURS**

**Typical School Days: 9:10 a.m. to 3:40 p.m.**

Typical school days include Monday, Tuesday, Thursday and Friday, as well as full-day Wednesdays (September 4<sup>th</sup>, June 10<sup>th</sup>, and June 17<sup>th</sup>)

**Early Release Wednesdays: 9:10 a.m. to 2:10 p.m.**

**Children should not arrive at school before 8:55 a.m.** Playground supervision begins promptly at 8:55. Students should not arrive prior to 8:55 as there is no adult supervision and we cannot assume responsibility for children's safety. Please make every effort to have your children arrive by 9:10 at which time school begins. If your child arrives to the classroom after 9:15 they are considered tardy.

### **24-HOUR ATTENDANCE LINE**

**425-408-5710**

**Please call or email by 9:50 a.m.**

**[ccattendance@nsd.org](mailto:ccattendance@nsd.org)**

## **ATTENDANCE**

### **Attendance**

School attendance is a major factor when it comes to school success and student behavior. Every day of school is important for your child and we encourage regular attendance. On the other hand, a child should not be sent to school if he or she shows signs of illness. In the case your child had a fever, diarrhea, a contagious rash, or was vomiting, he or she must demonstrate a lack of symptoms for 24 hours before returning to school. All students well enough to come to school will be considered well enough to go outside for recess.

If your child is going to be absent or late, we ask that **parents call our attendance line listed above or use the attendance email: [ccattendance@nsd.org](mailto:ccattendance@nsd.org). Please report your name, child's name, teacher's name, reason and date of absence or tardiness.** If your child is going to be tardy, it is also helpful for us to know which lunch he/she will be buying.

Religious and Cultural Holidays that are observed by our Northshore community will be an excused absence. As with any absence please call the office to let us know.

In the case of an absence, parents/guardians need to contact the school by 9:50 a.m. informing us their child will be out that day. If notification is not received, NSD's automated notification system will send an email and call the home number to let them know that their child is not at school. The parent/guardian will then have **two days** to contact the school office with an explanation for the absence. This may be done by means of a note or phone call. If communication explaining the absence is not received within a **two-day** window it will be considered an unexcused absence.

### **Tardiness**

Research shows that the most crucial learning hours of a school day are the morning hours. Students who are tardy miss important routines and instruction that could interfere with individual progress and success. The school day begins at 9:10 a.m. when the first bell rings. Students who arrive at school at 9:05 or later are considered tardy and need to report to the office to receive a class admission slip.

### **School's Duties Upon a Student's Absence**

- Phone calls will be made on a monthly basis by the Attendance Secretary to students with at least one unexcused absence or tardy.
- If your child has three **unexcused** absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your child.
- 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. A conference is not required if your child has provided a doctor's note, or pre-arranged the absence in writing, and plans are in place so your child does not fall behind academically.
- If your child has **seven unexcused** absences in any month or **ten unexcused** absences within the school year, we are required to file a Petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. You and your child may need to appear in Juvenile Court.

### **WHAT YOU CAN DO**

- Don't let your child stay home unless they are truly sick, such as fever, vomiting, diarrhea, or a contagious rash.
- Avoid appointments and travel when school is in session.
- Keep track of your child's attendance. Missing more than 9 days, excused or unexcused, could put your child at risk of falling behind.
- Set a regular bedtime and morning routine as well as finishing homework and packing backpacks the night before.
- Have a back-up plan in place with family members, neighbors, or other parents for getting your child to school in case something comes up.

\*Helpful information about school attendance can be found at: [www.attendanceworks.org](http://www.attendanceworks.org)

### **Prearranged/Extended Absences**

Public schools are held accountable for learning according to district, state and federal guidelines. Our foremost job is to make sure all students are provided with a rich learning experience. The teaching schedule at Canyon Creek is tightly packed with little room for alterations to accommodate extended student absences. Classroom teachers are rarely able to supply make-up work that adequately replaces the missed learning experiences during extended absences. In addition, the conversation held between teachers and students, as well as among students, cannot be replicated.

In the event your student will be absent for three or more days unrelated to an illness, administration at Canyon Creek requires a **Pre-Approved Absence Request Form** be submitted **at least two weeks prior to the absence**. This form provides the opportunity for staff to inform you about how the extended absence may impact your child's learning. After both the teacher and administrator sign off on the form, a copy will be returned via student mail. Forms are available on the school website or in the office. **\*Please note, absences longer than twenty days will automatically withdraw your child from school.**

### **Requests for Missed Work**

It is not possible for the teacher to give the child or the parent all the information required for that child to understand lessons and/or participate in the learning. Without having participated in the classroom learning, the student would have difficulty doing the related follow-up assignment or related homework. Moreover, teachers adjust their plans based on classroom progress, individual student need, special events and testing schedules.

We recognize that some families will still choose to take vacations outside our district's scheduled vacation dates. Please understand, however, that teachers will not be able to provide lesson materials or homework in advance and should not be expected to provide an alternative assignment for extended vacation absences. Students will be given make up work when they return, at the teacher's discretion, but they will not be able to recreate the shared classroom experience.

### **Changing After School Plans**

We know from time to time there are circumstances that will impact your student's normal pick up routine after school. For the safety of your child, when there is any deviation from the normal after school dismissal routine, or if any person other than a parent or guardian is taking a student off campus, **a note** to that effect must be sent to the teacher and the office. We know email is an effective communication tool for many situations. However, teachers are busy working with students during the day and **may not receive notification sent through email** in time for dismissal. For safety reasons, students without notes will follow their usual dismissal plan. Calling home about last minute changes causes serious schedule delays for departing buses and is not a practice we can accommodate.

### **Early Dismissal**

If parents wish to have their children released from school for appointments or activities before the end of the school day, a note from home must be sent to the child's teacher. This ensures that only an authorized person takes a child from school. Any student being dismissed prior to the regular dismissal time must be met in the office, where the student must be signed out by the parent/guardian or authorized person.

### **Withdrawals**

Please notify our office in writing if you are planning to move from our service area. A week's notice would be greatly appreciated so the staff can prepare for your child's departure.

## **SCHOOL-WIDE EXPECTATIONS**

We believe in order to meet school-wide behavior standards, students must have a strong understanding of the expectations and what they look like in practice. As a school focused on using Positive Behavior Interventions and Supports, we strive to teach, model, cue, and reinforce appropriate behavior in all settings.

### **Behavior Expectations**

At Canyon Creek, we have 3 pillars of behavior students are required to follow in settings throughout the school:

I am **Kind**



I am **Safe**






I am a **Learner**



## BEHAVIOR MATRIX

Our behavior matrix indicates what school-wide expectations should look like in each area of the school.

<div style="text-align: center;"> <h1>Canyon Creek</h1> <h2>Behavior Matrix</h2> </div>						
Expectations	Recess	Hallways	Restrooms	Cafeteria	Office	Arrival/ Dismissal
<b>I am kind.</b> 	Use kind words  Include everyone  Follow adult directions	Use kind words  Hold onto belongings  Hold door for others	Keep bathroom clean  Respect privacy  Use quiet voices	Quiet voices  Use kind words & be nice to others  Clean up after yourself	Quiet voices  Wait at counter  Greet office staff so they can help	Quiet voices  Stay in line  Use kind words
<b>I am safe.</b> 	Be safe with your body  Stay in playground boundaries  Use equipment appropriately	Walk, facing forward  Hands & feet to self  Stay in your place in line	Get permission  Wash hands  Leave area clean & dry	Walk in cafeteria  Keep hands, feet and food to self  Stay seated while eating	Walk  Calm body  Sit, face forward, feet on floor	Walk  Keep hands, feet, and items to self  Stay behind yellow line
<b>I am a learner.</b> 	Know and follow the rules  Use Solution Circle  Ask for help when needed	Move quietly  Follow directions  Quiet on walkways, silent in foyers	Return to class quickly  Report issues  Go, Flush, Wash, Leave	Know and follow expectations  Wait patiently and quietly  Do your job and be helpful	Follow adult directions  Ask for help when needed  Leave area clean	Be aware of what is going on around you  Follow directions  Go directly where you need to be

## LEVELS OF BEHAVIOR

When behaviors do occur in the classroom, staff, and administration use the Canyon Creek Levels of Behavior to determine the level of severity to appropriately address the behavior or issue at hand. The behaviors below serve as examples; the list is not exhaustive.

Behavior	Teacher/Staff Managed	Administrator Managed
<b>Defiance, Disrespect, and Non-Compliance</b>	<p>Student engages in brief or low-intensity failure to respond to adult requests:</p> <ul style="list-style-type: none"> <li>• Not working/unfinished work</li> <li>• Not participating in group work</li> <li>• Uncooperative</li> <li>• Making faces/rolling eyes</li> <li>• Groaning, sighing etc</li> <li>• Arguing (inappropriate response to teacher request)</li> <li>• Cheating/lying</li> <li>• Running in hallways</li> </ul>	<p>Repetitive minor incidences that normal classroom consequences are not addressing:</p> <ul style="list-style-type: none"> <li>• Blatant non-compliance</li> <li>• "F-you" flipping off, etc</li> <li>• Blatant cheating, plagiarism</li> <li>• Refusal to follow directions</li> <li>• Leaving the classroom without permission</li> </ul>
<b>Disruption</b>	<p>Student engages in low-intensity, but inappropriate disruption</p> <ul style="list-style-type: none"> <li>• Talking/talking out</li> <li>• Out of seat</li> <li>• Not listening</li> <li>• Hands/feet not in control</li> <li>• Making noises</li> <li>• Screaming/ yelling (brief)</li> </ul>	<p>Disruption includes sustained loud talk, yelling, or screaming; noise with materials; horse-play or rough-housing; and/or sustained out-of-seat behavior:</p> <ul style="list-style-type: none"> <li>• Teacher cannot teach</li> <li>• Students cannot learn</li> <li>• Out of control behavior</li> <li>• Leaving classroom</li> <li>• Screaming/yelling (extensive)</li> </ul>
<b>Electronic Devices</b>	<p>Student engages in non-serious but inappropriate use of cell phone, media devices, watches, cameras, and computers:</p> <ul style="list-style-type: none"> <li>• Earphones in without permission</li> <li>• Texting</li> <li>• Not following guidelines for school device use</li> </ul>	<ul style="list-style-type: none"> <li>• Refusing to give up cell phone</li> <li>• Accessing inappropriate sites on computer</li> <li>• Accessing social media sites during instruction</li> <li>• Cyber bullying</li> <li>• Intentional or negligible damage of school devices.</li> </ul>
<b>Inappropriate Language</b>	<p>Student engages in low intensity instance of inappropriate language:</p> <ul style="list-style-type: none"> <li>• Name calling</li> <li>• Swearing</li> <li>• Negative talk</li> </ul>	<p>Verbal messages that include swearing, name calling or use of words in an inappropriate way:</p> <ul style="list-style-type: none"> <li>• Blatant swearing</li> <li>• Offensive/harassing language</li> </ul> <p><b>Harassment/Bullying:</b></p> <ul style="list-style-type: none"> <li>• Student delivers disrespectful messages (verbal/non-verbal or gestural) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes.</li> <li>• Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.</li> </ul>
<b>Physical Contact</b>	<p>Student engages in non-serious, but inappropriate physical contact:</p> <ul style="list-style-type: none"> <li>• Disrespecting personal space</li> <li>• Poking</li> <li>• Tripping</li> <li>• Bumping into another</li> <li>• Pushing</li> <li>• Hitting</li> </ul>	<p>Actions involving serious intentional physical contact where injury may occur:</p> <ul style="list-style-type: none"> <li>• Shoving</li> <li>• Hitting with an object, or closed fist</li> <li>• Intentional Kicking</li> <li>• Biting</li> <li>• Intentional choking</li> <li>• Pulling down to the ground</li> <li>• Hair pulling</li> <li>• Intentional Scratching</li> <li>• Aggressive Spitting</li> <li>• Intentional Choking</li> <li>• Fighting</li> </ul>

<b>Property Misuse</b>	<b>Student engages in low-intensity misuse of property:</b> <ul style="list-style-type: none"> <li>• Minor vandalism (writing on desk)</li> <li>• Stealing minor items</li> <li>• Destroying classroom supplies/materials (first offense)</li> <li>• Spitting (objects/ground)</li> <li>• Defacing property in classroom</li> </ul>	<b>Student is in possession of, having passed on, or being responsible for removing someone's property (stealing major items.)</b> <b>Student deliberately impairs the usefulness of property.</b> <b>Student participates in an activity that results in substantial destruction or disfigurement of property.</b> <ul style="list-style-type: none"> <li>• Vandalism (breakage)</li> <li>• Defacing property outside of classroom</li> </ul>
<b>Dress Code</b>	Student wears clothing that is not within the dress code guidelines defined by the school/district: <ul style="list-style-type: none"> <li>• Short skirt or shorts</li> <li>• Revealing tops</li> <li>• Sagging</li> </ul>	<ul style="list-style-type: none"> <li>• Gang related apparel</li> <li>• Overtly suggestive or violent clothing</li> <li>• Disrupts the learning process</li> </ul>
<b>Prohibited Items</b>	<ul style="list-style-type: none"> <li>• Bringing toys, laser pointers, wheeled devices, or other objects that are distracting or being used as toys</li> </ul>	<ul style="list-style-type: none"> <li>• Bringing fireworks, drugs, weapons, or look-alikes</li> </ul>

## **DRESS CODE**

At Canyon Creek we strive to create a community that is safe, conducive for teaching and learning, and promotes the dignity of all students. Student dress should be compatible with an educational setting. **Any pictures or messaging on clothing should be of content that is appropriate and respectful for students in K-5.** We trust that students and parents will work together to develop a workable and comfortable standard using the image below as a guideline.

Since recess occurs regardless of weather conditions, it is advisable to wear warm, water resistant clothing and shoes during our long rainy season. It is each student's responsibility to stay dry on rainy days and to stay out of wet areas. Students who choose to play in the rain and get wet will not be given dry clothes from the nurse.

\* Masks and headgear that conceal the face are not allowed.

\*Religious headwear is acceptable

Shoes need to be a style that stay on the feet – **no flip-flops**. Open-toed shoes are permitted, but close-toed shoes are recommended as they provide additional protection from stubbed toes or other injuries. Tennis shoes must be worn on each P.E. day to provide increased safety during activities and to avoid damage to our gym floor. Clothing, such as dresses and skirts, can often times inhibit movement during P.E. and recess. If this clothing is worn, we encourage students to wear shorts or long pants underneath.

\* Students often remove outer articles of clothing in the classroom, at recess, or in other areas of the school. In some cases, clothing is left behind. It is helpful to **mark clothing with your child's name** such as coats, sweatshirts, hats, etc.



## GENERAL PROCEDURES

### Student Drop Off and Pick Up Area Guidelines

Construction at the school may cause changes to drop off and pickup through the year. Please read email alerts about changes and follow directions of staff and signage.

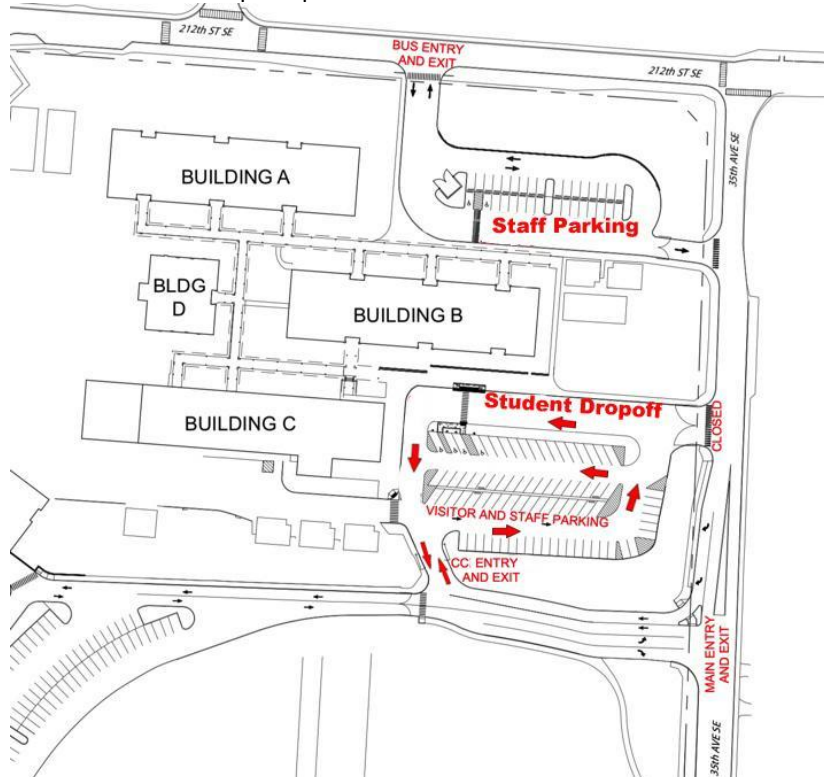
Students should not be **dropped off no earlier than 8:55 AM** and **picked up no later than 3:45 PM** at the end of the day. If you live in a neighborhood with school bus service, please send your child to school on the school bus. Parents are encouraged to walk to school with their children if they live within walking distance. This will help make our parking lot a safer place and relieve traffic congestion on the surrounding streets.

The fire lane in the parking lot on the south side of the building is used for student pick up and drop off. **NO DROPPING OFF STUDENTS IN THE PARKING LOT.** Students should never walk between cars or walk out into the traffic area to get to a car. You may park and walk your child to the crosswalk to ensure they safely cross onto the sidewalk. When entering the parking lot, drivers should pull ahead as much as possible to drop off students. Students being picked up should wait on the sidewalk in front of the school. Drivers must observe the 5 M.P.H. speed limit, **STAY IN THEIR CARS**, and move forward as space becomes available in the pick up lane. **Even if you see your child, please continue to pull forward until the line of cars stops** and it is your child's turn to get into your car. Your child's booster seat should be placed on the passenger side of the car so that they are not trying to get into your car where vehicles are passing by.

The line of cars waiting to pick up students after school can get lengthy. If the line along the curb is full you will be directed to the line circling around the parking lot. The *No Parking* zones and traffic directional arrows painted on our parking lot must be followed to facilitate the safe and smooth flow of traffic. There is no parking or driving behind the gym. For the safety of our children and in compliance with state laws, **please do not use cell phones while driving in the parking lot.**

If you wish to park your vehicle, please use the spaces provided in the parking lot. Do not leave your car parked along the curb. You may meet your children by the office hallway and accompany them to your car using the marked crosswalk. No crossing is permitted between vehicles and children are not allowed to cross into the parking lot without an adult.

Parents who walk to school to pick up their children need to meet them near the front entrance to the office hallway.





## **Walking Path**

Students living in close proximity to Canyon Creek are encouraged to use predetermined walking paths to ensure safety when walking to and from school.

## **Walking Path**

## **Bus Procedures**

Students are **expected** to obey all directions of the driver and follow all bus rules (distributed the first week of school). Failure to do so will result in a “bus ticket” and may lead to forfeitures of bus-riding privileges. Parents will be notified of infractions of any consequence. The following are basic rules for our bus riders:

1. Arrive at the bus stop no more than 5 minutes prior to scheduled bus arrival. Students should stay off the private properties adjoining the bus stop and well away from the road.
2. Enter the bus and be seated immediately.
3. Be courteous to the bus driver and to each other.
4. Do not put head or arms out the window or throw anything from or in the bus.
5. **Always** wait for the bus driver’s signal before crossing the street when meeting or leaving the bus.
6. A quiet and orderly atmosphere is essential to safe driving conditions.
7. Balloons, glass, large or breakable items are not allowed on the bus.

## **Arrival Procedures**

Whether students arrive by bus, car or foot, all students are to place their backpacks in their classroom line and head to the playground. To maintain safety for all students, it is imperative all students follow the playground expectations and procedures.

## **Cafeteria Procedures**

All cafeteria items (food, utensils, etc.) must remain in cafeteria.

## **Playground Procedures**

**For safety reasons ALL PLAYGROUND VISITORS NEED TO SIGN IN AT THE OFFICE AND WEAR A VISITOR BADGE. Younger siblings are not allowed on the playground during school hours. Any child on the playground before or after school hours must be accompanied by a parent.**

- Students walk quietly on walkways when entering and exiting recess, while safely holding onto sports balls and equipment.
- Students shall be in supervised areas until the bell rings.
- Students shall have a clip from a recess supervisor to be in the restroom located by the gym.
- Students shall walk on sidewalks and keep to the right.
- Students shall hold equipment while on the sidewalks.
- Students shall share all playground equipment.
- Students shall use all equipment correctly and safely, then return it to the ball bin.
- Food shall be eaten in the cafeteria only; gum is not allowed. Popcorn is allowed on popcorn days.
- Games are open to all students at the same grade level.
- Students shall count 1 to 25 slowly for turns on equipment.
- Students shall stay away from any animal that enters school grounds.
- Students may only play tag games on the field and at the discretion of recess supervisors

## **Playground Boundaries:**

- Trees, hills, and grass area beyond dirt playfield are off limits.
- Students are not to play between or behind storage containers.
- Students are not to play behind portable classrooms.
- Students are not to play beyond any other areas where Recess Teachers have placed cones.

## Play Areas, Equipment and Activities

<b>Balls:</b>	Touch football and soccer games are to be played on the play field. Other football games (catch, fliers up) may be played in other open, flat areas that won't interfere with other activities. Students desiring to use a ball during recess may check one out. Any student checking out a ball is accountable for its return. Students may bring their own balls to school. Students choosing to do so are responsible for the care and return of these items.
<b>Bars:</b>	Hands must remain on parallel bars at all times and be the last part of body to leave.
<b>Balance Beam:</b>	Always maintain an arm's-length distance from other students on the balance beam – no body contact.
<b>Climbing wall:</b>	Always stay under the highest bars. Hands are the last things to leave the bars. One student at a time on the twirly rock.
<b>Covered area:</b>	Basketballs only.
<b>Glider:</b>	For safety, always walk around the glider. One at a time, use two hands, feet down and ride the glider until you reach the other side.
<b>Group games:</b>	Follow general rules of the game. Students are expected to demonstrate sportsmanship and play under control. Recess teachers will provide support for students who are playing rough or out of control (may include verbal reminders, or sitting out and reviewing expectations).
<b>Gymnastics:</b>	Students wishing to perform gymnastics are to do so on the dirt playfield. A student's hands or feet must remain on the ground at all times. Gymnastic moves causing students to become air-born may not be performed (flips, front hand springs, etc.).
<b>Jump ropes:</b>	Jump ropes are used for jumping only. Both ends of the jump rope must be held at all times.
<b>Objects Found:</b>	Items found on the ground (sticks, rocks, wood chips) are not considered play toys and are to remain on the ground. Snow is to remain on the ground.
<b>Rings:</b>	Use hands only on the rings.
<b>Slide:</b>	Climb up the stairs. Slide down feet first, <u>one</u> student at a time.
<b>Swings:</b>	Swing back and forth only, facing the playground. Students are seated while swinging and <b>must stop</b> the swing before getting off. Stand back out of the way of the swings. All usable swings must be in use before counting for a swing. After a count of 25, students must release the swing to a waiting student and go to another swing.
<b>Tag:</b>	Tag is to only be played on the field. Students may not play tag on play structures.
<b>Tetherball:</b>	Students should only hit the tetherball with their hands. Avoid hanging on the rope, sitting on the ball, or kicking the ball.

## ITEMS AT SCHOOL

### Cell Phones, Electronics, Toys

We understand the importance of family communication and that cell phones may be a part of the plan. Phones may be in backpacks, but must remain turned off during school hours. They are not allowed in the classroom, cafeteria, on the playground, in bus lines, or any time between 8:55-3:40 for any reason. If you need to contact your child, please do so through the office at (425) 408-5700. We are happy to pass messages on to children when it is needed.

iPods and other music players are also not allowed on campus during the school day. If used going to or from school, they should be put in backpacks while at school. Students assume responsibility for devices when bringing them to school; the school is not responsible for lost, stolen, or damaged devices. Toys (such as trading/game cards, dolls, computer games or other electronics, etc.) that could cause annoyance or disruption in the classroom or on the playground are to be left at home.

### Hazardous Items

Students are prohibited from bringing items to school that may be hazardous to the safety and health of themselves and/or others. This prohibition shall include, but not be limited to, such items as firearms, fireworks, knives, laser pointers, drugs or any other item that in the judgment of a school authority could be defined as hazardous. A weapons violation constitutes grounds for immediate expulsion from the district subject to due process and the right to appeal. If a student brings a firearm to school, new legislation provides that the student be expelled from state public schools for one year. **Objects used as a weapon or that look like weapons, such as toy guns or knives, will be treated in the same manner as real weapons.** If a student encounters a dangerous item on our campus, that student is expected to leave it alone and alert an adult immediately.

### Gum

Gum is not permitted while students are on campus. Exceptions may be considered for standardized testing or based on individual student plans.

### Valuables

Students are not to bring personal or family items to school, especially those items of value. Items can become lost, stolen or accidentally damaged. The school cannot take the responsibility for lost or damaged items. Arrangements should be made with the teacher for bringing "show and tell" items to school.

### Bicycles, Skateboards, "Heelys", Etc.

**Scooters and "Heelys"** may not be brought to school.

**Skateboards** are not to be used on school grounds.

**Bicycles** are allowed at some elementary schools. For more information including agreement/consent form please visit: <https://www1.nsd.org/schools/get-started/getting-to-school/biking-to-school>

## **COMMUNITY PARTNERSHIPS**

### **Visitors**

Parents and guardians are welcome at our school. Anyone not enrolled as a student or working as a contracted employee of the district must first check in through our office. Visitors must sign in and take a visitor's badge, which must be worn in a visible place during their entire visit. This practice is for the safety and security of everyone. It helps our staff and student body recognize a visitor as well as a potential intruder.

Your child's teacher will explain their classroom visiting guidelines. Please remember during class time the teacher is engaged in teaching and will not be able to confer with visitors. Scheduling visits ahead of time is ALWAYS recommended.

Children who do not attend Canyon Creek regularly may only visit when accompanied by an adult. **Prior arrangements should be made with the classroom teacher.** We cannot accommodate extra students who are friends or relatives, for example, during the last week of school or just before holidays.

### **Volunteers**

Volunteers are always welcome at our school and there are numerous ways to get involved. It is District Policy that volunteers need to fill out a Northshore Disclosure Form and a Washington State Patrol background check, as well as a Volunteer Application form. These forms are updated every two years and are available in the office or you may download them at: <https://canyoncreek.nsd.org/resources/volunteer>. All volunteers are required to check in at the office and wear a visitor's badge (See "Visitors" section).

### **PTA**

The Canyon Creek Elementary PTA provides many valuable services to enrich the education of your child. Plan to join and regularly attend PTA meetings. Canyon Creek PTA meets several times throughout the school year. Meeting dates and locations will be published in the school and PTA newsletters. Your participation in our Canyon Creek PTA will help our school greatly.

### **Community E-Fliers**

Community program fliers are available on the NSD website ([www.nsd.org](http://www.nsd.org)). Parents can subscribe to the webpage and receive an email alert each time a flier is posted. This program provides a timely exchange of information and a library of resources for parents throughout the school year.

## **LEARNING AND ASSESSMENT**

### **Field Trips**

Field trips are sometimes offered to enhance the educational program. A signed parent permission form is required. In order to provide adequate supervision, we ask for parent volunteers to accompany classes going on field trips. These volunteers need to have volunteer paperwork on file, including a Washington State Patrol background check and Northshore Disclosure Form.

### **Library**

The Canyon Creek Library will be open on most Monday and Wednesday mornings before school, from 8:55-9:10. It will also be open afterschool daily from 3:40p-3:50p. Students have weekly scheduled library time as well as individual access before school and after school. Each class has a 45-minute block of time where they come to the library for a 30-minute skills lesson and a 15-minute checkout. The program is run by two certificated teacher-librarians.

### **Music Program**

We have an outstanding music program at Canyon Creek with music instruction provided to all students. Students attend music a total of 90 minutes per week. All music classes are taught by a certified music teacher.

In addition to general music classes, students in grade 5 may participate in the Canyon Creek Marimba Ensemble. Chorus will be available for students in grades 4-5. Each of these programs meet on designated days after school.

Instrumental music is offered to children in grades 4 and 5. Students in grade 5 may participate in the band program, while students in grades 4 and 5 may participate in strings. These are before school programs. In most cases students ride a secondary bus to Skyview Junior High and have their practice session prior to the beginning of the school day. First and second year strings meet at Canyon Creek Elementary. First and second year band students meet at Skyview Junior High.

### **Physical Education**

Canyon Creek has a very active physical education program that covers four areas: knowledge, skills, physical fitness and social skills. Students have PE twice a week and during this time become familiar with a variety of activities. The curriculum is organized so all students are actively involved and have opportunities to experience success at their skill level in a safe environment. Students work toward a goal of developing a lifetime appreciation for physical fitness and physical activity. Our first priority is safety, followed closely by learning and fun.

**Please ensure that your child is dressed appropriately on PE days.** In this way, students will benefit far more from their participation. Sneaker-type shoes that are safe, comfortable for running, and that do not make black marks on the floor work best.

You can support your child in PE by encouraging good sportsmanship, teamwork, cooperation, effort, citizenship and acceptance of others.

### **Activity Restrictions due to illness or injury:**

**Students must have a note from the parent/guardian or health care provider to excuse or modify physical or academic activities in PE, recess, music, or the classroom.** The note should be routed to the office. It will be distributed to all staff who need to make those accommodations. It is also recommended that you call or email the PE teacher, classroom teacher, and nurse if the illness or injury is serious or will be extended more than 3 days.

Activity restriction ordered by a health care provider due to an injury or illness must provide guidelines for the student's return to activity or a new medical release must be provided.

#### **Concussion or concussion evaluation:**

***Students/athletes who receive a medical exam for head injuries will be allowed to return to play or practice ONLY with a written Health Care Provider's release. A second blow to the head before complete recovery from a previous concussion could result in a serious injury and needs to be evaluated by a health care provider as soon as possible***

#### **Guidelines for students in casts or using medical devices for injuries such as crutches, slings, or splints.**

For safety reasons, students at Canyon Creek will follow these guidelines unless/until the student's health care provider prescribes other activity guidelines: Avoid contact sports, school PE class participation, playground climbing structures or swings, wheeled activities or other high-risk activities.

Students are not permitted to use or play with another student's medical equipment under any circumstances.

#### **Student Progress**

Teachers at Canyon Creek use a variety of classroom-based assessments in order to assess student achievement. These measurements are used in determining areas of strength as well as establishing an instructional focus for each child.

The elementary schools in the Northshore School District will be on a quarterly reporting system, dividing the school year into four parts. The written reports are forms that allow goals and objectives to be identified; there are no letter grades on the report.

The reporting system in the schools is one way of communicating student progress with parents or guardians. The most effective communication regarding student work is two-way communication between the home and school. You are encouraged to keep in contact, either by writing, calling, or through prearranged in person meetings regarding your child's progress at any time and especially at reporting times. Formal conferences will be scheduled between Thursday, November 21<sup>st</sup> – Wednesday, November 27<sup>th</sup>. If you have questions or concerns regarding your child, please contact the teacher to make an appointment.

#### **Technology Use**

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. These resources, tools, and equipment are essential to teaching and learning. The guidelines for responsible use of these tools are outlined in School Board Procedure 2022P, which can be found here: <https://goo.gl/mPQ1qD>.

Given all of these factors, Parents or guardians still do have the right to terminate their student's access to electronic tools and resources by signing the District Technology Opt-Out form, which can be found at [Technology Opt Out Form](#). If you do not want your student to use District technology resources, please be aware that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and project, and may impact the development of skills necessary to live and work in this increasingly digital world.

Only complete the form if you choose for your student NOT to use District Technology. Return the signed form to your school and schedule an appointment to discuss this with your Principal or Designated School Administrator. After meeting with your Administrator, the Opt-Out request will remain in effect for one school year, and expires at the end of this school year. To keep this Opt-Out in effect, you must complete a new form every school year.

If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, GoogleApps for Education, Online Curriculum services, and other online applications and services that have been selected for use by the District, your child's school, or your child's teacher.

Questions about the Opt-Out request can be directed to school administration.

## **HEALTH PROGRAM**

### **Health Room**

Our Registered Nurse serves our building from 8:50 am – 4:20 pm on most days. His/her duties are diverse, from administering first aid and necessary medication to monitoring the general health and well-being of our students. Our health room is used for emergency care and for ill students awaiting pick-up.

Space and personnel are not available to accommodate extended care or supervision. We require that you or an emergency contact will pick up your sick child within the hour that you are called.

Please keep the nurse informed of any health concerns or changes in your child's health, including new or resolved medical or mental health diagnosis, medication changes and immunization updates.

**For your child's safety it is very important to keep your home, cell, work, and emergency contact telephone numbers current.** If you change jobs or cell phone numbers, please give us your new number immediately. This will assist us getting in touch with you when it is an emergency.

Children learn best when they are healthy. If you think your child is getting sick, **please keep him/her home.** This helps keep other children from getting sick and gives your child the rest he/she needs to get well quickly.

### **When Should I Keep my Child Home from School?**

- A temperature, taken orally, that is 100 degrees Fahrenheit or higher, is considered a fever. Children should be fever-free, without fever reducing medication, for at least 24 hours before sending them to school.
- Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep him/her home from school the following day.
- Any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature, or unless the rash is no longer present.
- 24 hours after administration of the first dose of an antibiotic or as directed by the health care provider.

### **Immunization**

For the protection of your child, the Washington State immunization law states that every child attending public or private school **must show proof of compliance with the law before the student's first day of attendance.**

**Northshore School District requires healthcare provider verification of student immunizations. Any student not meeting this requirement will be excluded.** Bothell Health Point ([425-486-0658](tel:425-486-0658)) accepts medical coupons and has a sliding fee scale. If you need assistance in acquiring these immunizations, please contact the school nurse.

### **Medication at school**

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

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

**Please do not put any kind of medicine, including aspirin, vitamins, and cough drops in your child's lunch box, backpack or pockets.** Unidentified medicine can **never** be given at school. Students who require use of a narcotic for pain control should be kept home.



### **School Staff Administered - The following conditions must be met:**

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

**Field Trips:** For students on daily medication, request an extra labeled container from your pharmacy to be used for field trips.

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

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

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

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

### **Asthma and Anaphylaxis medications:**

When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis (severe allergic reaction), an Authorization for Medication must be filled out and signed by the health care provider **and** parent/guardian. The permission form must contain a treatment plan for what to do in case of an emergency.

The health care provider must also provide training for the student to recognize symptoms and the correct use of medications. Additionally, the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medications to the school nurse including how to access help when needed. (RCW 28A.210.370 and School District Policy 3419)

### **Children with Life Threatening Conditions**

In order to provide a safe learning environment, the state of Washington passed a law that requires students with life threatening conditions to have medical orders and a nursing care plan in place **BEFORE** the first day of school attendance. (Chapter 101, Laws of 2002, amending Chapter 28A.210 RCW)

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

**"Medication or treatment order" means the authority a registered nurse obtains under RCW 18.79.260(2). This is covered when the child's licensed health care provider completes the Authorization for Medication form or treatment order for medical services to be performed at the school.**

If a medication or treatment order is not provided, the principal of the school is required to exclude the child until such an order is provided. This requirement applies to students with life-threatening conditions who are new to the district, and students who are already attending the school.

If your child has a life-threatening health condition requiring medical services at school, or if you have questions about a medical condition, please notify the school nurse right away.

**Students with a life-threatening condition qualify for a 504 Accommodation/Emergency Care Plan. Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to starting school.**

### **Screening**

Health screening for hearing and vision is done each Fall in grades K-3, 5<sup>th</sup> and 7th. Other students may be screened for hearing or vision upon referral by the teacher or parent. The vision screening does not identify all vision problems and is not intended as a substitute for periodic eye examinations by a healthcare provider. A referral letter will be sent home when a student's hearing and/or vision screening results do not meet the expectations for their age.

### **Accidents**

If a child is injured at school, he/she will be given emergency first-aid treatment by the nurse, principal, school secretary, or a first aid-trained health room assistant. The parents will be called immediately in the event of a serious injury. If you are not at home or work, the person listed as the "First Emergency" contact will be called. If no one is available to come for the child, we will use our best judgment on whether to keep the child in the nurse's office or call 911 for medical assistance.

### **Lunches/Breakfast**

Both lunch and breakfast are served each day in the cafeteria at Canyon Creek. Breakfast is available from 8:55-9:10 daily. For lunch, students have three choices: Lunch "A", Lunch "B" (often a vegetarian option) or a third daily option - Yogurt, cheese stick, and nutrition bar. Menus are available online along with nutritional information at [www.nsd.org/meals](http://www.nsd.org/meals). Milk is included with the breakfast and lunch. Milk can be purchased separately for \$.50.

If a child has a food allergy, it must be listed on the child's school health form and a note sent to our nurse.

### **Payment:**

Canyon Creek is part of the Northshore Bank-A-Meal program that allows parents to prepay for breakfast, lunch or milk. Students are issued a card with their name and their unique student number that allows them to access their Bank-A-Meal account. The cost of meals is then deducted from the student's account.

**NEW Meal prices are as follows:** Breakfast - \$2.05, Breakfast reduced - Free; Hot school lunch (including milk) - \$3.30, Lunch reduced – free for grades 1-3, \$.40 for grades 4-5.

We encourage you to deposit as much money as possible at one time because it will be easier for you and your child. Cash and checks are accepted. Make checks payable to: Northshore School District and write your child's name on the check. We recommend that you purchase 4 weeks at a time, but you may choose to buy more or less. If your child is out of money, an emergency lunch will be offered, possibly consisting of a peanut butter and jelly or cheese sandwich.

You may also prepay for school meals with a credit card (MasterCard, Visa and Discover) through PayPAMS. To register with PayPAMS go to [www.PayPAMS.com](http://www.PayPAMS.com). The PayPAMS system charges a convenience fee of \$1.95 per payment transaction. Transactions take 24-48 hours to post to student accounts. PayPAMS may also be used to check the balance on your child's lunch account. There is no fee for signing-up or logging in just to check the balance.

National School Lunch/Breakfast Program forms are available in the school office if you feel your family would qualify for free or reduced lunch prices. These forms may be filled out at any time during the school year if your family situation changes.

## **EMERGENCY PROCEDURES**

**FOR DISTRICT 24-HOUR EMERGENCY INFORMATION**  
**GO TO: [www.nsd.org](http://www.nsd.org)**

In case of inclement weather there are several ways to find out if school will be delayed or closed. The district will call families in the event of a school delay or closure using its telephone notification system. Morning calls will be made before 6 a.m. to ensure that families of high school students are reached. Also, up-to-date information is posted on Northshore's home page, [www.nsd.org](http://www.nsd.org), and is kept current as conditions change. You may call Canyon Creek's number, 425-408-5700, and press 9, or call the district's 24-hour emergency number, 425-408-6001. Another option is to listen to your radio or TV stations for late start or closure information. These stations will also carry information if deteriorating weather conditions force an early afternoon closure. If you wish to receive an email notification of district-wide schedule changes, you may register for the emergency notification system at [SchoolReport.org](http://SchoolReport.org).

When schools are closed for the day, or even if they close early in the afternoon, there will be no after school activities on that day, including athletic events. When schools open late in the morning, there will be no elementary band or orchestra.

**Emergency make-up days will be added to the end of the school year.**

### **Emergency Closure**

In the event of an emergency closure, every precaution will be made for the safe transportation of all children. Bus students will be transported as close to their regular bus stop as possible, and students who walk will be sent home providing it is safe to do so.

**Each student must know what to do in case parents are not home or immediately available** should power outages, weather conditions, etc. necessitate an early dismissal. Please discuss, and periodically review, your **family safety plan** so each student knows whether to go home or to a neighbor, and what to do until parents arrive home. This advance planning will assure safety and peace of mind.

The Northshore School District and Canyon Creek Elementary have an emergency dismissal plan in case of an earthquake or other disaster. Please make sure you have listed with our school several local emergency contacts for your child. These would be people to whom a student could be released in the event that parents are unable to reach the school.

### **Earthquake Preparedness**

Canyon Creek has a very thorough preparedness plan, which includes student, staff and volunteer accountability, search and assessment teams and rescue first aid. Practice evacuations will occur throughout the year. We also have an emergency container for supplies and walkie-talkies. In the event of an earthquake, the staff will be following very specific dismissal procedures to ensure that students are released to only those adults who are listed as emergency contacts. Please make sure the emergency contact names you have provided for your child are current.

### **Safe Inside/ Lockdown**

In the event of a potential danger to our staff and students, we practice two types of procedures: **Safe Inside** and **Lockdown**. **Safe Inside** means that classes will go on as usual, but students are not allowed outside. Reasons might include a dangerous animal on campus or police activity in the neighborhood. A **Lockdown** means that there is a potential danger in or out of the classroom; therefore, students will be secured in the classroom away from windows, remain silent and wait for further directions from staff. Examples of the need for an emergency lockdown might be an intruder on campus or a person with a weapon at school.

## **CANYON CREEK POLICIES & PROCEDURES**

### **Communication: Newsletters**

Productive home to school cooperation is based on strong communication. To assist in developing communication, our school newsletter, the *Coyote Crier* is available monthly online. An online subscription to the *Coyote Crier* will be sent to the email address you provided at the time of registration. If your email has changed, please send a message to [tjaenson@nsd.org](mailto:tjaenson@nsd.org) with your new email address. Copies of the *Coyote Crier* are also available in the school office and are posted on the school website.

### **Insurance**

Student accident and health insurance is made available through a private company. Please contact our school office if you would like to receive an application with more information.

### **Lost and Found**

Articles of clothing or other large items found on the school grounds are put in our Lost and Found bin located near the cafeteria. **All lunch boxes and articles of clothing should be plainly marked with your child's name.** Small items are brought to the office Lost and Found. If your child loses an item, encourage him or her to check our Lost and Found. Parents are equally welcome to check for missing articles. Several times a year, all unclaimed items are donated to a local charity.

### **Mail Day**

Mondays are Canyon Creek mail day. This creates a consistent day for home and school communication. Some items will be sent home with your youngest child only. It is the **responsibility of our families to look over all PTA, Canyon Creek and teacher communications that are sent home.** Please pay special attention to those papers that need to be filled out by a parent or guardian and returned to school by a specified due date.

### **Parties and Birthday Recognitions**

Please check with your child's teacher on how birthday recognitions are handled in their classroom. **Food treats are not allowed due to food allergies and food restrictions.** Many families choose to donate a special book to the classroom or school library in their child's name. Please do not send delivered items such as balloons or flowers to the school. We do not allow party invitations to be distributed at school, unless every child in the classroom receives one.

There are normally **two class parties** for the students during the year – a Harvest/Halloween Party and a Valentine's Day Party. Individual classroom teachers will share party information with parents.

### **No Pets**

Children are proud of their pets and want to share them with their classmates. **However, due to state regulations, pets are not allowed at Northshore School District schools, including Canyon Creek without prior approval.**

### **Nondiscrimination Statement**

Northshore School District prohibits *discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups.* The following employee has been designated to handle questions and complaints of alleged unlawful discrimination: Doug Hale, Human Resources Director, 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-7601.

