

SNO SPRINGS SCHOOL



Parent, Student & Teacher Handbook, 2009-2010

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Accredited by: Northwest Association of Accredited Schools
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MISSION STATEMENT

The mission of Snoqualmie Springs School is to provide a safe, caring, enthusiastic, and individually challenging learning environment where each child can develop at their fullest potential. As a diverse and unique learning community, we will work together to create and maximize opportunities for each child's growth and academic success as defined by the Washington State Superintendent of Public Instruction, Essential Academic Learning Requirements (EALRs) .

INTRODUCTION

Snoqualmie Springs School, commonly referred to as SnoSprings School, is a private, non-affiliated primary grade school located in Issaquah, Washington. It provides a traditional academic program for Pre-Kindergarten, Kindergarten, First and Second grade students. The school was established by Laura and Joe Drovetto in 1998 "to provide a firm foundation in basic academic skills and instill life long learning habits". Personal values, good citizenship, art and music appreciation, health and physical fitness are also key ingredients of the program. The school operates as an independent, limited liability corporation (LLC). It is governed by the owners, members of the teaching team and parent representatives. SnoSprings School is a member of Washington Federation of Independent Schools and it is accredited by the Northwest Association of Accredited Schools. The school is approved by the Washington State Superintendent of Public Instruction. Upon successful completion of the prescribed curriculum, students are qualified to advance on to the next grade level at any public school and most private schools, both locally and nationally.

With respect to our population, SnoSprings School seeks boys and girls with strength of character who hold promise for reaching their fullest potential. Members of the faculty and staff are, in turn, carefully selected on the basis of academic qualification, experience, and commitment to the objectives of the school. They all are dedicated to maintaining the traditional, caring, and friendly family atmosphere of the school.

The "Pre-Kindergarten" provides a program rich in activities which nurture the well-rounded development of a four year old student. Kindergarten, First and Second grade classes offer a traditional curriculum with strong emphasis in basic subjects. Attention is given to development of critical thinking and problem-solving skills.

Academic achievement, appreciation of the arts, and physical fitness are the major aspects of our school life. However, the atmosphere of the school is one that encourages warm, caring relationships. Students, parents and teachers are part of a learning community. This community can be described as alive with enthusiasm, friendliness, and participation. All members become acquainted as individuals and friends. Each day the teaching team promotes the development of a positive self-image, and instills respect and concern for others. At the same time, the school respects the beliefs of those of all cultural backgrounds and religious faiths, encouraging students to recognize the strength and loyalty of the commitments of its families. Woven into the program of the school is an underlying theme of honoring and appreciating personal values and of the rights of others.

HISTORY OF SNOQUALMIE SPRINGS SCHOOL

In March, 1998 Laura and Joe Drovetto purchased an existing five bedroom four bathroom, bed and breakfast with the intentions of converting it into an all day Kindergarten School. After obtaining the necessary permits and licenses, the doors opened on September 7, 1998 and class began for the first students at SnoSprings School. The school started with a class of three Kindergarten students which eventually grew to a maximum of 12 students within four months. Mrs. Laura Drovetto, was the teacher, Mrs. Arlene Hamblin, the educational assistant and Kristen Green, the music specialist. The classroom was located in the current library media center. The remainder of the building was being used as a residence. Over a three year period, the existing facility went through a series of costly renovation projects. These modifications and improvements permitted a change of building use from residential to commercial "school". This effort permitted the use of the entire facility for educational purposes.

Of course, there is more to starting a school than just opening a building. Application and acquisition of State Department of Education approval, regional accreditation, professional affiliation membership, finding and employing a dedicated teaching team and developing and maintaining our highly respected reputation is an ongoing process. Each year these efforts provide an opportunity for self-examination of our school and continuous improvement of our processes, curriculum, teaching techniques and facilities.

Today we continue to see ourselves as a close, family oriented, student-centered school. In that closeness, we find the ability to see the individual student and try to meet his or her needs. While our program is aimed at the average and above-average student, we have, over the years, reached out to serve those who may, in one way or another, be challenged in some areas of their learning. We provide an opportunity for a strong foundation in basic skills and seek to help each child develop a feeling of confidence and self-worth. The school respects the beliefs of children of all cultures and faiths and encourages all students to follow the traditional commitments of their own families. We are, in every sense, dedicated to our students, their growth, and their future.

Much work always remains as a school plans for its future. The owners, staff, and parents continue to provide suggestions and plans for continuous improvement of the academic program and take action to see that the visions become reality. The actions of our school community are conducted on a level that reflects professionalism and personal concern. At all times, the ultimate mission is the highest quality education for the young children attending Snoqualmie Springs School now and in the future.

ATTENDANCE AND ABSENCES

School Hours Monday through Friday

AM Extended Day Drop-off	7:50-8:00 A.M.
Morning Pre-K Drop-off	8:35-8:45 A.M.
Kindergarten, & 1 st Grade Drop-off	8:50-9:00 A.M.
AM Pre-Kindergarten Pick-up	11:20 A.M. - 11:30 A.M.
Pre-K Lunch and K-1 Lunch	11:30 A.M. - 12:00 Noon
Afternoon Pre-K Drop-off	12:20 P.M. - 12:30 P.M.
Kindergarten, and 1 st Grade Pick-up	2:50 P.M. - 3:00 P.M.
PM Pre-K Pick-up	3:05-3:15 P.M.
PM Extended Day Pick-up	4:50– 5:00PM

Absences: If your child is absent, please call the school office to report. This is for your child's protection, enabling us to know that he/she is not waiting for transportation or lost on the way to school. Please also notify the office if your child contracts a communicable disease.

School is an important part of your child's life. As such, regular attendance should be the rule rather than the exception. Parents play a key role in establishing patterns of punctuality and responsibility in children. The child who is "too tired" to come to school on time because of a late evening the night before, soon comes to believe that late evenings are more fun and more important than being on time for school. He or she does not learn that his/her tardiness causes more work for the teacher and resentment on the part of his or her peers. A child will be recorded as tardy if he or she enters school after 9:00 A.M. Parents should make every effort to arrive at school during the prescribed drop-off time for their grade. Tardiness and Absences are recorded and will appear on the child's report card.

Longer absences should be discussed with the teacher and the Chief Administrator. Students who are absent from school are responsible for making up missed assignments and homework, as deemed necessary by the teacher, within a reasonable time.

Before School: Parents or childcare providers should not leave students unsupervised. Students arriving several minutes early must wait in their vehicles until a school staff member is present and available to escort the child from the vehicle to the school entry area. The playground is not to be used at this time. Upon entering the building, students are to quietly proceed to their classrooms.

Tardy/Late Arrivals: Children are expected to be at school by the prescribed start time. Those who arrive at the last minute feel rushed and are frequently not ready to settle down to start the day. This often causes disruptions and is not fair to the teacher and the students who have started work. Students will be recorded as tardy if they are not present when class begins.

Early Dismissal: Please schedule your child's doctor or dentist appointments outside school hours. If you must take your child out of school, please send a note to the teacher in advance.

Students may not leave campus alone or with anyone other than a parent, guardian, or other properly designated person, without prior written permission. Please notify the office in advance if you plan to arrive early to pick up a child.

The school strongly discourages early dismissal before and late return after vacations.

Dismissal: Teachers and support staff will load cars at the designated location (please refer to the traffic plan in the Appendix.) Students will be picked up at the drive through circle only. No students will be allowed to unload or load on the main highway in front of the school. Students will sit quietly on the porch with the teacher until their transportation arrives. Students who walk to school must be accompanied by an adult. For safety reasons, bicycles, scooters, skateboards or roller skates are not to be used as a means of transportation to or from school. Children are not allowed to play on the playground while waiting for parents or carpools.

If your child is to be picked up by someone other than the usual driver, please send a written note to the teacher. Children will not be released to another individual unless specific arrangements (notes) have been made with the school.

Late pick-up The school day ends promptly at 3:15 P.M. After 3:15 P.M. a \$1.00 per minute late charge will be assessed. This applies to late pick-up from after school clubs or events as well.

Vacations/Long-Term Absences: Families are asked to arrange vacation plans so that students do not miss days of school. Class-wide academic progress becomes very difficult if a significant number of students are missing from the class. Your actions in support of this request signal your respect for the important work teachers and students are doing and reinforces our message to students that their daily presence in class makes a significant difference in their learning and the learning of their classmates. It also contributes to the morale and spirit of others who honor the request and take seriously the work of each day. However, we are aware that it is inevitable that students may be absent due to their parents' vacation schedule. Different families have different expectations of what the school will or should do. Because the problem has increased with each passing year, it is important that we establish a uniform method of dealing with such situations.

Long-Term Absences-Continued

This policy is not intended to be a hardship on students, but merely an equitable way of dealing with a situation.

- Teachers are not expected to provide “extra work” for students who leave for vacation.
- Homework assignments may be provided in advance for students.
- Students may take their textbooks with them on vacation if it is approved by the teacher.
- Teachers should be able to give an idea of the amount of material to be covered during the student’s absence.
- Definite assignments may or may not be given, depending on the situation. If assignments are given, they must be turned in for review by the teacher on the first day the student is back in school.
- Assignments will not be given in advance so that students do the work prior to vacation. Work will be given the day they leave for vacation.
- Students who are absent from school are responsible for making up missed assignments and tests, as deemed necessary by the teachers.
- Parents are reminded that when a student misses school, more is missed than just textbook lessons. The student misses the interchange with the teacher and between students. This cannot be made up.

In all cases, the intent is to be fair and not to overburden the student. We ask that parents notify the teacher as early as possible when vacations are planned. Teachers plan lessons a week in advance of class. It would be a great help in classroom planning and preparation if a teacher could be given a minimum of a week’s notice when a student will be missing class.

Closure/Snow Days: Occasionally for one reason or another, it may become necessary to close school due to extreme weather conditions, power blackouts,, health alerts or epidemics. The decision to close or not to close school is always a difficult one, and will be made by the Chief Administrator. If severe weather is a factor, we will follow the closure or late start schedule that is announced by the Issaquah School District. Teachers will be notified by the Chief Administrator as soon as possible. The Chief Administrator or Classroom Teacher will contact the parents by email. In addition, parents may want to call the school after 5:30AM to listen to a voicemail message about potential late starts or school closures. If we have a two hour late start, The AM-Pre-K will not meet during the first late start day. If we have a second late start day, the PM Pre-K will not meet and the AM will start at 12:30PM. AM and PM Pre-K will alternate attending school on each two hour late start day.

Because of the wide geographical area from which our students come and the variety of weather conditions that can exist in these different areas, we are sensitive to the fact that some of our families may experience dangerous conditions while others will not. In such cases, the decision to venture out lies with the individual driver. Our suggestion is that it is better to miss school than to have an automobile accident, or worse.

Closure/Snow Days-Continued

If snow or ice is beginning to accumulate during a school day, parents should feel free to come to school early to pick up their children. The school is prepared to care for children if the need arises. The school's main concern is always safety. Please do not risk dangerous roads to pick up a child. It may be safer to wait until roads are clear, even though it may be the next day. All children who are at school will be cared for even if school has been closed during mid-day. The staff will make every effort to provide a safe, secure environment. The emergency packs that you have prepared may be used. Food, shelter, warmth, and entertainment will be provided. As long as we have power, the teaching team will undoubtedly provide students with appropriate distractions. Students will be released only to parents and/or designees as listed on the Student Application form. This form is filled out by parents prior to September and filed in the office. If phone communication is not possible, please be assured your child will be cared for if he or she is at school during a weather emergency or any other "disaster."

BIRTHDAYS

SnoSprings is a small school with a spirit of family and community. For this reason when someone hosts a party outside school, we **strongly encourage** that all girls, all boys, or all of the class be invited.

A "school party" is another way for your child to celebrate his or her birthday. Please talk to the teacher to arrange the time for such a "celebration." Many children have specific food allergies and some parents do not want food containing a high percentage of sugar offered to their children at school. The teacher is the best person to help you plan appropriate treats for the class. Almost all teachers prefer the treats to be shared during snack time, lunch or near the end of the school day. Take home treat bags are not encouraged. The most important guideline is to keep it simple! If your child's birthday falls outside the school calendar year, check with your child's teacher to find a time when you can bring in treats to celebrate your child's "half year" birthday.

BOOKS/SUPPLIES

Most textbooks and workbooks are purchased by SnoSprings School. Occasionally there may be requests for parents to purchase special books, monthly magazines, flash cards or supplies.

Damage: Children need to be responsible for their books and other school materials and to recognize their value. One way of teaching them this responsibility is to have them pay for any damage or replacement. Students may be fined for book damage that is beyond normal wear and tear.

Loss: A student who loses a textbook or library book should know this procedure:

1. Check all places that the book might be found.
2. Report loss to the classroom teacher or librarian.
3. Bring a note from home requesting a replacement.

If the replacement book is a used book, the student will be charged the full inventory value; if it is new, the full retail value will be charged. The replacement book is school property.

If the child finds the lost book after being billed for a replacement, we cannot refund money. It will be considered a donation to the school. All texts and library books must be returned at the end of the school year.

Supplies: School Supplies will be purchased and provided by the school. A portion of each child's advanced tuition deposit is used for this purpose. However you will need to provide your child's emergency supplies. Emergency supplies are used in the event a student needs to stay at school for an extended period of time. This may be necessary due to severe weather, unsafe roads or other emergency situations. Therefore, we ask that you please gather or purchase the items listed in the letter you receive during the summer. Package them inside a gallon size zip-lock bag and label it with your child's name and grade. Bring the bag to school during the First Day Orientation.

COMMUNICABLE DISEASES

In order to prevent the spread of communicable diseases, the school enforces a "no child left at school" policy. A child may not return to school unless the office determines that the child has been treated and is in recovery. It is imperative that parents notify the school immediately if a child has head lice, pink eye, strep throat, measles or other communicable childhood diseases. Please refer to the section on FIRST AID & ILLNESS for additional information.

COMMUNICATION

SnoSprings School views itself, its student body and parents as an extended family. Paramount to successful relations in any family is the degree to which the members communicate. To that end it is imperative that each of us strives to strengthen the flow of information and understanding between the school and the families who send their children to our school.

Communication with Parents: Each teacher sends out a regular newsletter. Often times they also send home a weekly or biweekly supplement. The Chief Administrator sends out an all school monthly "Chief Brief". Periodic announcements are sent home in a timely manner as necessary. Additional announcements are posted on the white board in the student loading zone area. Student work and classroom notices are sent home with each child as appropriate. It is the parents' responsibility to check the student's take home folder daily, read the contents and return any necessary forms or questionnaires to school with the child by the due date.

Communication with Separated or Divorced Parents: The school believes that in the case of divorce or separation, it is in the child's best educational interests to maintain communication with both natural parents via the regular mailing of school information; further, it recognizes the legal right of both natural parents to such information. Our general practice is to mail information to individual(s) named as parent(s) on the enrollment form. The school may not deny information to a natural parent without a court order.

Conferences: Conferences are the times when teachers and parents get together to discuss the school's program and its application to the strengths and weaknesses of a particular student. They are structured so that the parent should feel that all important information, anecdotal notes, and papers regarding their child have been shared.

Conferences are scheduled in November, when the first quarter report cards are distributed. Parents are invited to contact their child's teacher at any time throughout the year if they have a concern or would like to schedule a meeting.

The school encourages both parents to attend the conference, since both parents have input into the child's educational future. In cases of separated parents, the school is willing to hold two conference appointments. The interests of the child are paramount and the school will try to accommodate a special situation.

"The objective of a parent/teacher conference is to establish communication that will enhance the total education of the student. The teacher and the parent will also benefit . . . the parent will become familiar with academic expectations and the school environment . . . the teacher will become familiar with the student's home situation." (North Allegheny School District)

Pre-Conference: Schedule a conference when you know you'll be on-time and at your best for good listening and sharing. Plan what you want to ask the teacher. Do you have questions about academics, social interactions, and physical/psychological growth? How can you help the teacher and the school? You know your child better than anyone and can help the school better understand him or her. It may be helpful to write down your questions or concerns prior to your conference.

At Conference Time: Be on-time and please be considerate of the teacher's valuable time by being prepared. The conference provides an opportunity for you to discuss your child's performance and interactions at school. Don't be afraid to ask questions or to ask for clarifications during the conference. The following are a few questions you may want to ask:

- Does my child participate in class?
- Does my child stay on task? Complete his/her seatwork? Homework?
- Does my child relate well with peers? Participate in group activities?
- Does my child have special abilities? Interests? Needs?
- Is there something I, as a parent, can do to help my child? Or help the school to help my child?

The teacher may have some questions for you in order to effectively teach your child. Please do not think the teacher is trying to pry into your personal life. The school needs to obtain information that may be helpful in working with your child.

- Does your child like school? Like the teacher? Like his/her classmates?
- Are there any health or emotional concerns the school should know about?
- What after-school activities is the child participating in?
- What are his or her special interests/activities?
- How do you handle discipline at home?
- What time does your child get up or go to bed?
- Is there a particular home situation of which the school should be aware?

Post-Conference: Once the conference is completed, we suggest you share some of the information and comments with your child. Children are often worried because of the apparent secrecy surrounding a meeting between their parent(s) and teacher. Be positive and help your child to see that the school is there to help him/her. If there is a plan that you and the teacher have designed, begin at once to follow through.

CONTROVERSIAL ISSUES

SnoSprings School appreciates differences and diversity in people and celebrates those differences. SnoSprings School considers it a strength to have people with diverse views within its school family. It is with this in mind that the following school policy be followed:

Controversial issues can provide stimulation to learning by stirring intellectual excitement and a spirit of free inquiry in the common search for meaning. The handling of such issues must be done in such a way as not to inhibit the religious, ethnic and cultural values, dignity or the intellectual integrity of the teacher or student.

While supporting the provision that teachers and students are free to exchange and develop ideas, the following guidelines are recommended:

1. When handling controversial issues, the teacher shall not present his/her own personal position as the only acceptable choice. Objectivity and exploration of many facets of an issue should be encouraged.
2. Rather than trying to determine what is right and wrong about a particular issue, students should be encouraged to develop their own conclusions based upon a thoughtful problem-solving approach.
3. Neither the teacher nor the student shall avoid any issue arising from curriculum materials or discussions simply because it is controversial.
4. Malicious, abusive, or derogatory remarks towards another person's or student's views will not be tolerated.
5. Propaganda, when recognized, should always be distinguished from fact.

DISCIPLINE

Over the years, a set of rules has evolved to maintain the atmosphere of our school and promote the safety of our students. That set of rules is still evolving as our school grows. To promote good citizenship, respect, and fairness, SnoSprings School students will be: respectful, responsible, safe, kind and helpful, and their best. Below are some additional general rules of conduct for your information. A copy of our “Code of Conduct” and expectation is sent home during the first week of school for review by both the child and parents. The form must be signed by both and returned to the school for filing. Rules regarding recess may be found under the RECESS section of this handbook. The following rules are not meant to be all-inclusive.

1. Students will be courteous and respectful at all times.
2. Gum chewing is not allowed.
3. Students must be accompanied by an adult in the loading zone area
4. Food is not to be consumed in the library media center or hallways.
5. Students will keep the classroom and campus clean and neat.
6. Student’s personal use of the material preparation area, microwave area, teachers’ break room or the milk refrigerator is not permitted.
7. Students will use halls, stairs and the bathrooms quietly and courteously.
8. Pets, toys, games, radios, i-pods or other electronic devices may be brought to school only with the permission of the teacher.
9. Students are discouraged from bringing money to school. It is impossible for the teacher to be responsible for student money.
10. When students wish to arrange for their own private parties, we strongly discourage the procedure of handing out invitations at school, unless all members of the class are invited.
11. No real or toy weapons are permitted at school. Zero tolerance policy applies to anyone bringing a real or toy weapon to school. Student will be sent home.

It is not our intention to define all possible transgressions students may invent. SnoSprings School expects good behavior from its students. They should be held responsible for their actions and encouraged to learn from their mistakes. A fair and appropriate approach to student discipline will frequently strengthen relationships with students. Teachers are encouraged to view student discipline as a potentially valuable means of positively encouraging student development. It is our intent that we, as adults, will establish reasonable rules of conduct for the students of SnoSprings School.

DISCIPLINE- Continued

When students fail to demonstrate respect for all persons in authority, they commit an infraction of the rules that will result in the following consequences:

First and Second Violation: A consequence slip will be sent home to notify parents of the incident. These slips will be signed and returned to the school.

Third Violation A conference will be held with the parents, teacher, and chief administrator to determine a plan of action which will modify the student's behavior. This plan will include behavior targets, a timeline, and identification of steps to be taken.

Fourth Violation: If a student does not follow the behavior plan, is dangerous to himself/herself and others, or can not be controlled by the adult in charge, the student will be denied attendance for a period of time specified by the Chief Administrator. The student will be readmitted to school after a conference with the parent and a plan of action has been identified and implemented.

Fifth Violation: A student who consistently acts in a dangerous manner, brings weapons or other dangerous objects to school, or who consistently refuses to comply with the behavior standards, shall be denied the opportunity to attend Snoqualmie Springs School.

If the "violation" is extreme, the first four consequences may not apply and immediate suspension or expulsion may result.

DRESS CODE

Students should be dressed in clothes that will withstand the paint and glue of the young artist, the rigors of the climbing structures, and the grass stains and mud from the soccer field. Please dress your children in comfortable play clothes with good athletic footwear. Open toe shoes and "flip flops" are not safe on the wood chips or in the sport court. Girls should wear shorts underneath their skirts if they plan to swing upside down on the bars or hang on the monkey bars. During rainy day recess, boys and girls will play in the covered sport court. If it is lightly raining or misty the students are allowed to play in the wood chip play area as long as they wear a hood or a hat. Boots, mittens, coats and sweat shirts are encouraged during the winter months.

Every Friday, "School Spirit Day", and every field trip day, students are encouraged to wear red. Red school logo tee-shirts and hooded sweat shirts are available for purchase in the school office. Shirt order forms are sent home at the beginning of the school year.

Purchase of school logo shirts are strictly optional.

Accessories: For safety reasons, no pins are to be worn on clothing. Students may wear stud-type earrings only. Drop earrings may cause injury and are not to be worn.

Field Trips: Boys and girls are to wear red tops or shirts. Boys should wear pants, not shorts and girls can wear pants or a skirt if appropriate. Students are always expected to look their best when representing SnoSprings School.

Footwear: On P.E. days, students must wear athletic shoes. If the footwear is meant to be laced, then laces must be in place and tied. Sandals with straps that hold the feet firmly in place may be worn with socks. "Flip flops" are not appropriate foot wear for daily recess on the wood chips or during P.E. activities.

Remember - please label everything - sweaters, vests, skirts, hats and jackets!

EARTHQUAKE / DISASTER PREPARATION PLAN

SnoSprings School has developed an emergency plan to deal with unexpected disastrous events. At the beginning of the school year, students are given instructions on how to exit the building in the event of a fire and how to protect themselves in the event of an earthquake. Once a month, we have fire and earthquake drills. At the beginning of each school year, a letter is sent home to the parents requesting them to prepare a labeled zip-lock bag that contains emergency "rations". These emergency packets are returned to school and stored in a sealed plastic bin during the school year. All unused rations are returned to the students for them to take home on the last day of school.

Please remember to keep your child's emergency information form up-to-date!

In an extreme emergency or disaster, the children will be taken to a safe area of the school. We will provide care, shelter, food and water.

Children will be released to their parents or a designated adult when it is safe to travel to the school. The school must keep track of everybody's whereabouts. To avoid creating confusion and upsetting other children, first report your arrival and then check out your child.

Events that are less extreme may necessitate early dismissal from school, i.e., school power outages of a long duration, or worsening weather predictions from the weather service. You will be contacted by phone if school is to be dismissed early. Students will be supervised at school until picked up by an authorized adult.

Please remember that school phones are not capable of handling huge numbers of incoming or outgoing calls. As we want to minimize phone use, we suggest that you make contingency plans now and discuss them with your family and back-up people.

ENROLLMENT / RE-ENROLLMENT

Re-enrollment contracts are issued in December. Currently enrolled students will have the first opportunity to enroll for the following year. Enrollment in the Kindergarten, First and Second grade classes has the potential of exceeding the class capacity. Therefore, SnoSprings School can not insure admissions into subsequent classes. All enrollment and re-enrollment is on a first come basis and contingent upon receipt of a complete application package and tuition deposit. Refer to the Financial Contract for details about the registration fee and tuition deposit.

All students applying for grades Pre-K, Kindergarten, First and Second grade, whether new or re-enrolling, are screened to determine readiness for grade level and to identify any possible learning differences.

FIELD TRIPS

Field trips are considered an important part of the school curriculum. All trips are supervised by adults; therefore, help from parents on these occasions is always appreciated. For the majority of field trips a commercial school bus is chartered by SnoSprings School. Periodically, we will request parent drivers to assist with transportation of a small number of students. Parent drivers must provide photo copy evidence of a valid Washington State driver's license and current insurance coverage.

A field trip notice / permission slip is sent home with the student approximately 10 days prior to the date of the field trip. The lower portion of the form must be completed, signed and returned to the school by the parent in order to allow the student to ride in the vehicle and participate in the field trip. It is kept on file in the school office.

The school will take every reasonable precaution to ensure student safety. If parent vehicles are to be used for transportation, each adult occupant must have his or her own seatbelt and each child must have their own child seat. School rules apply on any school-sponsored trip or outing. Parents who accompany our students on trips should respect the rules, particularly those regarding safety. Adults accompanying students on field trips may not consume alcohol or smoke at any time during the trip, whether in the presence of students or not. These prohibitions apply both on and off campus.

For easy recognition and safety, students are to wear red shirts, tops or jackets on field trips. Students and parent chaperones are always expected to look their best when representing SnoSprings School in the community.

FINANCIAL AID / SCHOLARSHIPS

Each year the owners of SnoSprings School provide reduced tuition or scholarships for returning students who's families have limited income or have suffered a family crisis that has impacted their ability to pay full tuition. Aid is awarded on the basis of need to families of enrolled students, without regard to race, color, and national or ethnic origin.

Families interested in applying for reduced tuition may obtain an application from the school chief administrator. A copy of your most recent IRS form 1040, with all schedules attached, and copies of your W2 forms may also be required. The parents of a returning student must mail their application to the school by January 15th. All written requests for scholarships will be held in strict confidentiality. All applications are reviewed by the school owners. Families that are deemed eligible for a scholarship will be presented with a reduced tuition payment plan for review and acceptance.

Limited seating is available for scholarship students, so it is crucial that deadlines be met.

FIRST AID AND ILLNESS

Please be sure we have your current phone numbers (work, home, pager, cellular, etc.) at all times

The school staff are all prepared to take temperatures, deal with minor cuts and bruises, and distribute ice packs, etc. All members of the staff have taken a First Aid Course and are able to administer first aid. However, the school can not guarantee a “professional” diagnosis. Policies and procedures are in place to provide the safest student environment possible. In case of serious accident and or injury, 911 will be called, if deemed appropriate by the staff.

If a student becomes ill during the day, we do not encourage them to stay at school for any length of time. There is limited space for a student to rest when they are not feeling well. Parents will be called to come for their child as quickly as possible.

Please keep your child at home when it is obvious he or she does not feel well. A low-grade fever indicates an illness severe enough to be communicated. A day or two at home will prevent the spread of infectious ailments and speed the child’s own recovery. It also demonstrates a courtesy to the other students and teaching team.

If a student is home ill for any length of time, the school will be very supportive in providing assignments over the phone or via email. Parents are requested to call the office and ask to speak to the teacher. Work can be sent home with a carpool or a friend, and parents are welcome to pick up the work at the end of the day.

FUNDRAISING

Once a family has made the decision to seek a private education for their child, it is often believed that the tuition charged by the school represents the actual cost of educating their child. For most independent schools, however, this is not the case. The fundraising campaign is a voluntary effort, undertaken each year to make up the difference between tuition and the actual cost of special programs, services, equipment, facilities or other short term goals. Each year the campaign may be configured in a variety of ways, depending on the parent coordinator’s interest or experience. SnoSprings School also accepts gifts that support the general operating budget or other special programs or needs that are identified by the teaching team or parent representatives. As always, gift donations are strictly voluntary and may be accepted at any time during the year.

Fundraising Committee: This committee is charged with supporting the curriculum “extras” or special needs, promoting the overall fundraising efforts at SnoSprings School, and defining guidelines for new ideas that generate funds for the school. Funds from this program have been used to pay for the Accelerated Reader program, Math Facts in a Flash program, computer hardware and software, play ground equipment and school library books, reference materials and periodicals.

GRADING

Report cards are given to the students three times a year. Please refer to the school calendar for specific dates. Parents of Pre-K, Kindergarten, First and Second grade students will receive written evaluations in November, March, and June, Parent conferences will be conducted in November for all grades. Additional parent conferences can be scheduled at any time as needed. Parents can call their child's teacher if they have any questions, concerns or suggestions. The class report card was developed by the SnoSprings Teaching Team and is used by all teachers in grades Pre-K through Second grade.

HOMEWORK

The amount of homework assigned to our students ranges according to grade level. We believe that homework is a necessary reinforcement of classroom learning. The following goals will be achieved through consistent practice of homework completion:

- Establishing patterns of responsibility.
- Beginning to develop successful study habits.
- Reinforcing what was presented in class.
- Learning to work independently.
- Learning to manage time by setting short and long term goals for completion.
- Discovering and exploring individual areas of interest.

Both the school and the parents play significant roles in the student's successful completion of homework.

The School's Role: Homework may or may not be assigned by every teacher each night, but it is important that when it is assigned, it is completed by the due date. Students are required to use the homework/assignment binder that is given to them in September. The teachers will teach the students to organize their materials and to record their daily assignments. The students will be expected to keep their assignments current.

The Parents' Role: Parents are encouraged to monitor their child's progress on assigned homework. We believe this offers the parent and child a real sharing time. The parent who is aware of the homework better realizes what is expected by the teachers. This increased understanding of the curriculum is a benefit to the involved parent.

Helping your child with homework does not mean doing it for him or her. It does mean overseeing the assignments to make sure that they are done, as well as providing some kind of study environment. Helping means saying the spelling words or using flash cards when necessary. Helping includes contacting individual teachers if you have concerns about your child and the homework assignments.

Students should expect to spend some time on homework every school evening. However, the amount and frequency of homework will vary according to grade level and the particular class project. Please contact your child's teacher if your child is not bringing home assignments on a regular basis or is having unusual difficulties in completing assignments.

LUNCH:

Parents are expected to pack a nourishing lunch for their child to take to school each day. Fresh, cold milk or chocolate flavored milk is available at school daily. A parent volunteer will send home milk orders, several months in advance. The individual 8 oz. 2% milk cartons are delivered by Smith Brothers Dairy of Kent, WA.

Every Friday, hot cheese pizza and fresh fruit or vegetables are provided at a cost of approximately three dollars. Parent volunteers will send home a pizza order, several months in advance. The pizza may be prepared by Garlic Jim's in the Klahanie Shopping Center or Costco Food Court, and delivered by a parent volunteer along with the fruit or vegetable choice. Lunch is eaten in the classrooms or outside on the picnic tables if the weather is cooperative.

LIBRARY MEDIA CENTER

The Wagner Library Media Center is open daily for students to check out books that are used for the Accelerated Reader program and to take computer based reading comprehension quizzes. Once a week, normally on Monday, several parent library volunteers will conduct a formal library session for each class. The session may focus on a special section of the library, an author or an illustrator. The volunteers also check out library books for students to take home. Parents may also check out and return books at this time.

Library Media Center Guidelines:

1. All children in the school are encouraged to use the library and borrow books.
2. All students may check out one book at a time.
3. Most reference books, such as encyclopedias and atlases, cannot be checked out to take home.
4. Students are encouraged to return their books every week. Students may not check out books if they have not returned all books previously borrowed. Notices will be sent home to those students whose books are overdue.
5. No fines are charged for overdue books.
6. Replacement costs for lost or damaged books will be charged to the student's parents. A written notice, stating the replacement cost, will be sent home.
7. If a book is misplaced, please notify the school head volunteer librarian.
8. School records will not be released until all library bills are paid in full.

The library welcomes volunteers. Please talk with the head librarian if you would like to be involved.

For further information on the Library Media Center please refer to the Library Media Center Selection Policy, located in the instructional resources and preparation room.

LOST AND FOUND

The school maintains a “Lost and Found” closet. It often contains unclaimed sweat shirts and miscellaneous items. Most of the items are unlabeled! Please have your child look for any “lost” item(s) as soon as something is missing. Call the school if you have a question about an item that might be missing. Also, **please label all jackets, sweat shirts and hats**. Unclaimed items will be given to the Issaquah Clothing Bank in June.

LOCKDOWN GUIDELINES

Purpose: The purpose of a lockdown is to minimize accessibility to a school or rooms in that school, thus reducing the risk to staff, students or patrons of some sort of victimization. Lockdowns will be implemented when requested by law enforcement, the fire department, building chief administrator or any staff member with confirmed information. Lockdown drills are conducted at least every three months.

Incidents Requiring a Lockdown: Persons armed with firearms near school property, gunshots directed at or near school and grounds, police incidents involving dangerous person(s) that are adjacent to or within a short distance of the school site, intruders, hazardous chemical spills, gas leaks, electrical conditions, or disasters close to the school or grounds.

General Lockdown Procedures

1. Verbal Announcement - **“We have an emergency, commence a lockdown”**.
When a lockdown order is given, it will be given in “Plain English”, no code words will be used to avoid confusion of visiting parents
ANTICIPATE TWO HOURS WITHOUT COMMUNICATION. DO NOT USE PHONES IN THE SCHOOL UNLESS THERE IS A LIFE THREATNING EMERGENCY IN THE CLASSROOM. KEEP ALL LINES OF COMMUNICATION CLEAR OF NON-EMERGENCY TALK!
2. All staff in control of students at the time of the lockdown become responsible for those students at that time.

-continued on next page-

General Lockdown Procedures - Continued

3. All staff shall immediately secure their rooms and must also address any pre-planned areas of responsibility. Room duties may be delegated to visiting parents.
 - a. Close windows, blinds and cover door glass.
 - b. Turn off lights.
 - c. Lock doors in area of assigned responsibility beyond your room/work area.
 - d. Confirm that your assistant has performed their duties. Assist if possible. Take control of any wandering students.
 - e. Check bathrooms.
 - f. Re-enter your work area and lock yourself in, making sure exterior door handle is in a locked position.
 - g. Ask for silence.
 - h. Direct students to line up against the longest portion of the door wall.
 - i. Have students sit or lay down so that they are below window height.
 - j. Make a list of communication sources available to you at this time without using them. Does the phone have a dial tone? Cell phones? (Record numbers for future use) Portable radios? Transistor radio? (Monitor AM news and use earplugs. Is a whistle available?
 - k. Await updated info. Note take/record info which may be of value when incident is over. Keep a chronological record of sights, sounds, observations, people and their actions.
 - l. Once your area is secure, do not let anyone in your room without confirming their identity.
 - m. When the condition causing the lockdown has been eliminated, an “all clear – lockdown is over” announcement will come from the chief administrator.

Note: There are situations (police activity nearby) where a lockdown is appropriate but activity inside the school building can continue as usual. This guide suggests actions in extreme emergency conditions. Less restrictive lockdown conditions may be used based upon facts known to the administrator.

After Action Tasks Following Lockdowns and Lockdown Drills

Following a lockdown, a de-briefing would be conducted. More than one debriefing may be necessary and it could include staff, students and parents. The de-briefing for most of the involved parties should not be detail oriented. It would be alright to talk about the reason for the lockdown with out describing the reasons or details at any length.

Other Lockdown Considerations

The one time a lockdown “code word” would be used is when an obviously irritable person comes on to the campus asking for a student, administrator or other staff member. When that person is notified, the last thing the person making the notification should say is, “By the way, could you please bring me the **red file**”. “Red File” would be the clue to the person that something is wrong and that he or she may need some additional help. Any questions then asked of the person making the notification should be able to be answered with a “yes” or “no”. Some examples would be questions about whether or not the person is armed, do the police need to be called, etc.

If a playground teacher sees a problem that may require a lockdown, they will communicate it directly and quickly to the chief administrator by voice, cell phone or two way radio. If at all possible, 9-1-1 will be called first prior to notifying the main office!

Parents should meet at the center of the Klahanie Shopping Center parking lot when there is an emergency that requires a campus lockdown. Two staff members will be designated to respond to this site immediately after the conclusion of the lockdown to instruct parents on how the students will be released from school. If the shopping center is also involved in the lockdown, the backup meeting location will be the Klahanie Mountain View Pool, approximately six blocks northeast of the shopping center.

NON-DISCRIMINATION POLICY

Snoqualmie Springs School does not discriminate on the basis of religion, color, or national and ethnic origin in administration of its educational policies, scholarships, and other school-administered programs.

ORAL MEDICATIONS AT SCHOOL

Pursuant to Chapter 195, State of Washington, Laws of 1982, Snoqualmie Springs School is authorized to administer oral medication to students during school hours. It is our policy that such medication will be administered only when the failure to receive the medicine may result in the student being unable to attend school and/or being well enough to participate in learning activities. We define medication to mean all drugs, whether prescription or over-the-counter (including Tylenol or cough drops) The school agrees to supervise students as they take their medication. However, the school cannot be responsible for seeing that students remember to take their medication. All medication must be stored and dispensed by the school staff. No medication will be given to children who do not have a consent form on file. Your cooperation in this matter is greatly appreciated.

Parents or guardians must supply the medication in the original container; the label must include the student’s name, physician’s name, the drug name and dosage. The school may also request the receipt of a physician’s or dentist’s request and instructions when necessary.

PARENTS' CLUB

The Parents' Club is a volunteer organization made up of all parents or guardians of currently enrolled SnoSprings School students. The purpose of the Parents' Club is to promote parent awareness, interest and participation in the school. The Parents' Club provides opportunities to support the school and its programs, and to exchange ideas and information among the parents the teaching team and the administration.

The SnoSprings School Parents' Club consists of the President, Vice-President, various committee chairpersons and classroom representatives. Any parent interested in participating in a Parents' Club committee or activity may contact any Parents' Club chairperson or indicate his or her desires on the volunteer form sent home during the summer. Sign up sheets are also available on the first day of school.

Parent Responsibility and Involvement: While SnoSprings School instills in our students a sense of responsibility and concern for their environment and community, the parents, through their efforts and participation at SnoSprings School, are role models of these values for their children. Being involved means getting to know the school, your child(ren)'s friends, and other parents. The most common advice given by SnoSprings parents is, "If you want to be informed and feel a sense of community, become involved." The dedication and commitment of Parents' Club members is deeply appreciated by the entire SnoSprings teaching team and the families that we serve.

Parents' Club Committees and Volunteer Activities:

It is the Parents' Club philosophy that volunteer work is to be enjoyed. The emphasis is on working together in an atmosphere of friendship and goodwill for the benefit of the school and the children.

Volunteer jobs include: assisting in the classroom, baking for the winter and spring music programs, helping in the library, and providing decorations or treats for class holiday events.

Arts and Crafts Fair – Coordinator / Art Docent Prepare rules and entry form, judging criteria, advertising, setup, display, and awards. Present art/craft lessons that are linked to curriculum.

Arts & Entertainment Committee - Researches and chooses cultural and educational programs to enhance the curriculum.

Book Order & Fair Coordinator – manage the monthly book orders and annual book fair. One book order coordinator is needed per class.

Class Photo Coordinator – Schedule portrait session, collect fees, arrange students for photo sitting and distribute photo packets.

Parents' Club Committees and Volunteer Activities: - Continued

Community Service Coordinator – Review the needs of various local community programs, and coordinate activities in support of the programs. Some examples include: clothing and food drive for Issaquah Food Bank, gather wish-list items and fundraising for Camp Korey and hop a thon for Muscular Dystrophy Association of King County.

Extra Curricular Activity Coordinator – Promote social activities and school spirit for both parents and students. Consult with other parents to plan group lessons or events such as swimming, snow play, ice skating, bowling, attendance at sporting events or movies.

Field Day - Field Day is held during the final day of school. It is a day devoted to family fun with races, relays, games, and a picnic lunch.

Field Trip Coordinator(s) – Assist in selection, scheduling, coordination of transportation and payment for field trips and visiting experts monthly.

Fund Raising Coordinator – Review teacher wish lists and choose fund raising activities that benefit the school curriculum, technology, or health and fitness facilities.

Holiday Party – organize games, activities, refreshments, decorations, cleanup, volunteers and collect party fund. See Special Days for more details.

Hospitality - The Hospitality Committee arranges for refreshments for different school functions. Set-up and clean-up are also the responsibility of the committee.

Librarian & Assistant Librarians– Maintain collection of library books and point of interest display/bulletin board. Catalog and reshel library books. Computer data base skills helpful. Research authors and illustrators and give presentation to each class.

Math Parents – Work with students on math facts drills and flash cards. Possibly maintain records and award system.

Photographer – Document school field trips, programs, academic achievement and fairs. Display photos via web, print or album or CD media. Possible fund raising activity.

Room Parents - The Room Parent assists the teacher in organizing chaperones and drivers for field trips, plans and assists with class parties and other activities.

Science Fair Coordinator / Science Docent - Prepare rules and entry form, judging criteria, advertising, setup, display and awards. Presents science experiments or lessons that are linked to curriculum.

Teacher Appreciation Coordinator – Plans and coordinates the teacher appreciation week activities held during the first or second week of May. Acts as a repository for donated unused tickets to theater, community cultural shows or sporting events and distributes them to members of the teaching team.

Parents are given an opportunity to sign up for jobs in the late spring and summer.

RECESS

At the scheduled recess time, classes line up in their rooms and move quietly outside with the supervising teacher. Recess period is scheduled for each class and care is given to beginning and ending on time.

The following are a few general rules. The list is not meant to be all-inclusive.

1. Students should enter and exit the playground through the main front porch.
2. Students should keep noise to a minimum while in the halls and on the stairway.
3. All students should go to the playground area, unless they have received permission to go to other "open" areas such as the library media center or have a written excuse from their parents explaining why they cannot go outside.
4. The students are to stay within the fenced designated play areas. They are not allowed to play under the covered walkways, parking lot or on the front lawns.
5. Students should remain at the recess area unless they have permission from the playground supervisor to go elsewhere such as the restroom.
6. Students are not allowed to jump off the play structures.
7. Stones, dirt, sticks, and other objects should not be thrown.
8. Fighting, wrestling, or tackling games are not allowed.
9. Children are to climb the ladders carefully in single file and slide down the slides in a forward sitting position only, not head first or lying down.
10. Children are not allowed to slide down until the child in front is completely out of the way. Walking or running up or down the slides is not permitted. Playing underneath the slide and throwing objects (toys or tire materials) is not permitted.
11. Children are to swing facing the east and in a seated position. Students may not push each other on the swings (adults may push a student). They may not jump off the swing while it is swinging, swing two-to-a-seat, or wind the swings up and spin around in the seat.
12. Children are not to ride "piggy-back" or pick up each other.
13. Children should be sent in for first aid/ice packs as needed.
14. When recess is over, students should line up promptly, leave the recess area, and enter the building quietly. Students should go directly to their rooms and get ready for the next class.

SAFETY

The safety of the children is always of paramount importance. Policies and procedures are in place to provide the safest possible student environment. Emergency measures and safety procedures are included in the following sections of this handbook.

- Code of Conduct
- Earthquake/Disaster Preparation Plan
- Fire Drills
- First Aid and Illness
- Lock Down
- Recess
- Traffic Rules

SHARING

Children often like to bring items from home to show to their friends. The care of these objects is the responsibility of the child. The teacher may prefer that certain items not be brought to school. Please consult him or her if you have doubts about a particular item. Don't forget to label everything!

SMOKING/NON-SMOKING

Snoqualmie Springs School is a non-smoking campus and participates in anti-tobacco grant funding that has been donated by big tobacco companies. Every year these funds are allocated to the State of Washington and distributed to grant winners by the Seattle - King County Department of Health. Mini lessons on the hazards of using tobacco are developed and presented to the K-2 students. During each lesson, students create drawings that depict health problems associated with tobacco. In past years, this art work was combined with a public service announcement and published in local and regional newspapers and magazines.

SNACKS AND LUNCH

Each family will be responsible for providing a healthy and nutritious snack for a full week, on a rotating schedule throughout the school year. The snack is usually eaten before or after recess. Hand washing or antibacterial hand spray is required before snack or lunch time.

Lunch is an important part of the day for consuming nourishing food as well as a time to practice good manners and socialize with the other students. Parents are responsible for packing a nutritious lunch and sending it to school with the child each day. No candy or soda, please! Students are discouraged from bringing items that need microwaving. The teacher can not leave the students unattended in order to microwave a lunch. We suggest you ask your child on a regular basis what they prefer or dislike. It is most important for the students to eat a complete healthy breakfast, lunch, and dinner.

SNOW DAYS (Please refer to ATTENDANCES AND ABSENCES)

SPECIAL DAYS

During the year SnoSprings School will celebrate a number of special events, holidays or honor special people. In addition, we also encourage parents from diverse cultures or geographic regions to share their traditions and heritage with the students on the dates that are customary for them. Some typical special days are listed on the next two pages.

September

First Day of School Orientation / Ice Cream Social: Students and their parent(s) are invited to come to school together on the first day. The late morning session begins with a welcome and introduction of the school teaching team. The students proceed to their classrooms with their teachers for a 40 minute orientation while the parents continue to meet with the Chief Administrator and policies and procedures. The session ends with all of the students, staff and parents gathering on the playground for an ice cream social. This gives everyone an opportunity to mix, meet and discuss possible car pool arrangements or play dates. The next day, school will start and end at the regular time.

Curriculum Night: Sometime during the first 8 days of school, all parents are invited to attend Curriculum Night. This gives parents a chance to meet the staff and gain an overview of the program and activities for the year. This is also a convenient time for parents to sign up for volunteer opportunities. We urge all parents to attend.

October

Halloween Party & Costume Parade: Students bring costume to school. No toy weapons or scary costumes please. Parent party planners plan and conduct the party.

November

Parent – Teacher Conferences: Teachers will schedule individual parent conferences before or after school. Teachers will discuss student progress and share student portfolios.

December

Winter Songfest: The students of SnoSprings School present an evening of multi-cultural holiday entertainment for the enjoyment of family and friends. All classes take part in song, dance and instrumental routines. Refreshments are served at the end of the program.

January

Martin Luther King's Birthday: Students celebrate the life and contributions of Martin Luther King through songs and books.

February

100 Day Celebration: Students engage in math and language arts activities, parade, songs and games all centered around the 100th day of school.

Valentine's Day Party: Students bring a valentine card for each classmate. Parent party planners plan and conduct the party.

March

Dr. Seuss' Birthday: A celebration of the contributions to children's literature. Teachers and students read several books by Dr. Seuss and make "Cat in the Hat" hats.

St. Patrick's Day Celebration: Students make a Leprechaun trap and bring it to school. Parent party planners plan and conduct the party.

April

Earth Day: Students study ecology and conservation and plant their own garden. Students are involved in several integrated activities which instill a love for nature.

May

Cinco de Mayo Celebration: Parents are invited to watch the students participate in traditional Mexican/Spanish cultural activities, song, and dance during early afternoon.

Teacher Appreciation Day: Parent party planners plan and prepare a luncheon.

Spring Songfest: The students of SnoSprings School present an evening of musical entertainment for the enjoyment of parents and friends. All classes take part in song, dance and instrumental routines. Refreshments are served at the end of the program.

June

Western Hoe Down: Parents are invited to watch the Kindergarten, First and Second grade students perform western square dance routines and enjoy a traditional chili feed. The performance is held in the school Sport Court during the early afternoon.

Volunteer Appreciation Tea: Teachers and students prepare a tea and presentation.

Graduation: Graduation is a traditional and impressive ceremony at SnoSprings School. The program is held during the morning in the Sport Court, First and Second grade students recall their days at school with recitations about special events that they remember. The Kindergarten students announce what they want to be when they grow up. Parents, and guests are invited to a special lunch and field day following the ceremony in honor of the graduates.

Field Day: The end of the school year is celebrated with field games, pony rides, bouncy house slide and relay races for the entire family to enjoy. During the games, everyone enjoys a picnic lunch on the lawn.

School Spirit Day: School Spirit Day is an opportunity for community building among the entire student body, faculty and staff. Every Friday has been designated "School Spirit Day." Students are encouraged to wear red or SnoSprings School logo shirts.

STANDARDIZED TESTING

Students at Snoqualmie Springs School are administered standardized tests in all grades during the late Fall and Spring, The Pre-K students are administered the Scott Foresman Reading Test. The Kindergarten, First and Second Grade students are administered the Developmental Reading Assessment (DRA). In addition, the second grade students also take the Stanford 10 test. Test results are attached to the Fall and Spring report cards.

TRAFFIC RULES

The traffic rules are intended for the safety of all our children the drivers and their vehicles. We recognize that it may inconvenience some of you, but a moment of inconvenience is better than an injured child. Be patient, please!

Drop off and Pick up:

- ? Students must be dropped off and picked up from the school traffic circle.
- ? Always line up your vehicle in the right hand traffic lane nearest the sidewalk.
- ? Stay to the right so that through traffic can pass in the left lane and exit.
- ? Always pull forward to the white stop line.
- ? Try to keep a tight but safe distance between you and the car in front of you.
- ? Please drive slowly and do not form a double lane while waiting in line.
- ? Have your child exit the car from the right passenger side of the vehicle.
- ? Always have your child dressed appropriately for the weather, ready to exit the vehicle. Please try to avoid trying to finish eating breakfast or a snack or watching an in car video program just prior to exiting the car. This causes delays for those waiting in line behind you.
- ? If you must finish getting dressed or eating, please pull off to the parking area and take the time to complete the task while your car is out of the flow of traffic.
- ? During pickup, the children are to remain seated inside the covered porch until their driver has arrived.
- ? Upon arrival, the student is escorted by the hand directly to their awaiting vehicle.
- ? Never attempt to drop off or pick up your child on the shoulder of the Issaquah-Fall City Road.

Parking:

When visiting the school for any length of time, please try to park in one of the five paved visitor parking stalls. If the paved stalls are all full, you can park in one of the four unmarked spaces on the grass inside the traffic circle, or two side by side in the handicapped stall. Special school event over flow parking is available by parking in tandem, front to back, on the lawn in front of the five visitor stalls. You may also park at the Klahanie QFC Shopping Center. If you park at the shopping center, please cross the highway at the traffic signal and use the sidewalk on the south side of the road to walk to the school. **Please avoid parking on the shoulder of the Issaquah – Fall City Road.** Vehicles parked on the shoulder create visibility limitations for those trying to exit the school driveway. Parking on the shoulder also poses a safety hazard for both driver and passengers in the car. For more information, refer to Parking Map in the Appendix.

TUITION

All students accepted to SnoSprings School are considered registered for the entire length of the 180 day school year. The annual tuition payment is established nine months prior to the beginning of the academic year. The tuition charge enables the school to make long term plans, offer teacher employment contracts and provide a fixed tuition rate structure for all families*. Tuition payments are not transferable or refundable. There is no refund for days missed due to sickness, vacation or cultural and religious holidays. Think of your school tuition as a home mortgage. You wouldn't expect your lender to allow you to skip a house payment if you went on vacation for a month. The same kind of financial obligation applies for private school education.

SnoSprings School provides three tuition payment options :

- ? Advanced payment in full prior to September 1st. A 2% discount applies.
- ? Three quarterly payments due September 1st, January 1st and April 1st.
- ? Ten monthly payments, due on the 1st of each month, September through June .
A minimum processing fee applies.

Refer to your current Financial Agreement for more detailed information about tuition, registration fee, advanced deposit and the three optional tuition payment plans.

* In the unlikely event our region experiences an unforeseen economic downturn that impacts enrollment or the ability of some families to make their full tuition payments, we reserve the right to adjust the academic program or tuition. The first consideration would be to make adjustments to the academic program in an effort to operate within budget during the school year. The second consideration, if necessary, would be to impose a tuition increase or mandatory fundraising events in an effort to provide an academic program that the families of Snoqualmie Springs School have come to expect.

***Thank you for becoming a member of
the Snoqualmie Springs School family!***

APPENDIX Items included on the following pages.

2009-2010 SNOSPRINGS SCHOOL Calendar Rev. 6-24-09

AUGUST '09						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

31 Teacher Planning Day

SEPTEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1 First Day of School Orientation
10:00-11:45AM -AM Pre-K & K
1:00-2:45PM - PM Pre-K & K-1
7 Labor Day Holiday

OCTOBER '09						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

12 Columbus Day (School in Session)
31 Halloween

NOVEMBER '09						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

1 Daylight Savings Time ends
11 Veterans Day
23-27 Thanksgiving Break

DECEMBER '09						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10 Winter Songfest (tentative)
21-31 Winter Break

JANUARY '10						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1 New Year's Day
18 M.L. King Jr. Day

FEBRUARY '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

15 Presidents Day
Mid-Winter Break

MARCH '10						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

14 Daylight Savings Time begins
29-31 Spring Break

APRIL '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

1-2 Spring Break (cont.)

MAY '10						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

27 Spring Songfest (tent.)
31 Memorial Day

JUNE '10						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

18 Last Day of School
Weather make-up days added on after the 18th.

JULY '10						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Independence Day (Observed)

SNOQUALMIE SPRINGS SCHOOL

CODE OF CONDUCT

Dear SnoSprings School:

My child and I have discussed their right to participate fully in school activities. We know it is important to promote a positive learning environment at school. My child and I know that adherence to the behavioral standards listed below is expected at school. We have discussed these standards and agree that this student code of conduct must be followed at all times.

Be Respectful

- I am honest
- I follow adult directions at school
- I demonstrate self-control
- I use appropriate language
- I take pride in myself and my school

Be Kind and Helpful

- I am kind, considerate, and courteous to all students and adults
- I am kind to myself
- I maintain a positive attitude
- I ask for help if I can't solve my own problems or disagreements
- I cooperate with others

Be Responsible

- I am accountable for my own words and actions
- I make wise positive choices
- I stay on task
- I plan reasonable and challenging goals
- I am flexible and able to approach change in a positive manner
- I take care of school equipment and personal belongings
- I learn from my mistakes
- I come prepared to learn
- I set a good example for others

Be Safe

- I follow the playground rules
- I walk when I am in the building
- I follow the rules and directions of adult supervisors when riding the field trip bus
- I do not bring dangerous objects, materials or toy weapons to school
- I work with people and materials in a safe manner
- I will stay in sight of a supervising adult at all times when in the school or on the playground

Be Your Best

- I complete all assignments, including homework
- I bring school supplies and materials to school when requested
- I listen while others talk
- I do my best work

I have reviewed the Code of Conduct and Discipline Cycle with my Child.

Parent/ Guardian Signature

Child's Name

Date

SNOQUALMIE SPRINGS SCHOOL

DISCIPLINE CYCLE

Classroom or recess discipline plans and procedures will cover most of the discipline problems at Snoqualmie Springs School. Disciplinary actions will occur on the spot for students who do not meet behavior standards. When classroom or playground discipline procedures have not solved the problem, the student's behavior is extreme, or the student repeatedly violates rules, the Snoqualmie Springs School Discipline Cycle will be implemented.

Step 1:

For the first two violations in a school year, a consequence slip will be sent home to notify parents of the incident. These slips will be signed and returned to school.

Step 2:

If a student receives a third consequence slip during the year, a conference will be held with the parent, teacher, and chief administrator to determine a plan of action which will modify the student's behavior. This plan will include behavior targets, a timeline, and identification of steps to be taken should the plan not prove effective.

Step 3:

If a student does not follow the behavior plan, is dangerous to himself/herself and others, or can not be controlled by the adult in attendance, the student will be denied attendance for a period of time specified by the Chief Administrator. The student will be readmitted to school after a conference with the parent and a plan of action has been identified and implemented.

Step 4:

A student who consistently acts in a dangerous manner, brings weapons or other dangerous objects to school, or who consistently refuses to comply with the behavior standards, shall be denied the opportunity to attend Snoqualmie Springs School.

Consequence Report # ____

To the Parents of: _____ Date: _____

Today your child did not meet the Behavior Standards as described below:

Supervising Adult:	Time:	Date:
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Description of Incident:

Action Taken:

Parent Comments:

Parent Signature:

Please sign and return on the next school day, thank you for your cooperation.