

SNO SPRINGS SCHOOL



Parent & Student Handbook

Rev. 2020-21

Snoqualmie Springs School L.L.C.

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Accredited by: AdvancEd & Northwest Accreditation Commission
Approved by: Washington State Superintendent of Public Instruction
Member of: Washington Federation of Independent 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.

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 lifelong 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 the Washington Federation of Independent Schools and it is accredited by AdvancEd and the Northwest Accreditation Commission. 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. The core curriculum for all students is presented one grade level advanced. 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

Mrs. Rife's Pre-K Drop-off	8:20 - 8:30 A.M.
Mrs. Nguyen's Pre-K Drop-off	8:30 - 8:40 A.M.
Mrs. Rohleder's Kindergarten Drop-off,	8:40 - 8:50 A.M.
Mrs. Wunderer's Kindergarten Drop-off	8:50 - 9:00 A.M.
1 st & 2 nd Grade Drop-off	9:00 - 9:10 A.M.
Pre-K Lunch	10:45 - 11:15 A.M.
Kindergarten Lunch	11:15 - 11:45 A.M.
1 st & 2 nd Grade Lunch	11:45 - 12:15 P.M.
Mrs. Rife's Pre-K Pick-up	2:20 - 2:30 P.M.
Mrs. Nguyen's Pre-K Pick-up	2:30 - 2:40 P.M.
Mrs. Rohleder's Kindergarten Pick-up	2:40 - 2:50 P.M.
Mrs. Wunderer's Kindergarten Pick-up	2:50 - 3:00 P.M.
1 st & 2 nd Grade Pick-up	3:00 - 3:10 P.M.

Absences: If your child is absent, please call or email the school office to report the reason for your child's absence.

School is an important part of your child's life. As such, regular attendance should be the rule rather than the exception. However, we ask that you monitor your child's health every day and advise you to keep him/her at home if there are any signs of illness. For a list of specific symptoms to watch for please reference the section titled First Aid and Illness.

Longer absences should be discussed in advance with the teacher and the principal. 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.

Arrival Procedures: Upon arrival, place your child's name card on your car windshield dashboard. Pull through the school driveway in the right-hand lane and pull as far forward as possible. When possible please designate the same adult to drop-off and pick-up your child daily.

Due to the current pandemic, we are required to check for signs of illness for all staff and students at entry each day, following CDC and public health guidelines. Staff and students with any illness must stay home. The following questions will be asked, and a temperature taken daily as staff and students arrive on campus.

Does your student have any of the following symptoms?

- A cough
- Shortness of breath or difficulty breathing
- A fever of 100.4°F or higher or a sense of having a fever
- A sore throat
- Chills
- New loss of taste or smell

- Muscle or body aches
- Nausea/vomiting/diarrhea
- Congestion/running nose –not related to seasonal allergies
- Unusual fatigue

Does anyone in your household have any of the above symptoms?

Has your student been in close contact with anyone with suspected or confirmed COVID-19?

Has your student taken any medication to reduce a fever before coming to school?

Please note: The student or staff member must be excluded from school if the answer to any of the above questions is “yes.” Similarly, if the student or staff member has been in close contact with someone who has confirmed or suspected COVID-19 in the last 14 days, they should not attend school in person and continue with their remote learning option while social distancing.

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. A child will be recorded as tardy if he or she enters school 10 or more minutes after the class start time. When arriving late, please call the school office and a staff member will greet you outside and proceed through the arrival procedures.

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. When arriving to pick up your child, please call the school office and a staff member will escort your child to you.

Dismissal: Teachers and support staff will load cars at the designated location (please refer to the Traffic Rules section.) Students will be picked up at the drive through circle only. No students will be allowed to unload or load on the main road in front of the school. Students who walk or bike to school must be accompanied by an adult. 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 or email to the teacher. Children will not be released to another individual unless specific arrangements (note or phone call) have been made with the school.

Late pick-up: The regular school day ends promptly at 3:10 P.M. After 3:15 P.M. a \$1.00 per minute late charge will be assessed.

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.

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 school administration. 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 administration as soon as possible. An alert will be sent via text and email to all families when a school closure is necessary. 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, adjust your drop off time for two hours later. For example, regular PreK drop off is 8:20-8:30A.M. If we have a two-hour late start, the PreK drop off time would be 10:20-10:30A.M. The end of the school day will remain the same as a typical school 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.

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. 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 online Student Application form. This form is filled out by parents prior to September and filed in the office and online. 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

At SnoSprings we are a family-like community and we enjoy the opportunity to celebrate each child's birthday. Each classroom teacher will communicate with the family prior to the child's birthday to arrange an appropriate date and time for this celebration. If your child's birthday falls outside the school calendar, check with your child's teacher to find a time to celebrate your child's "birthday".

Due to the potential risk of exposure from one family to another, we are prohibiting any birthday treats or gifts from these celebrations this year. Classroom teachers will share with you the plan for your child's special day at school. Thank you for your cooperation.

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 will become 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 registration/materials fee is used for this purpose. In addition, when necessary, the school will 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. Bottled water, dried or canned fruit and a variety of snack items will be available in emergency situations.

COMMUNICABLE DISEASES

In order to prevent the spread of communicable diseases, the school requires that all families provide a minimum of 2 local emergency contacts that can be called upon to pick up a sick child immediately. It is imperative that parents notify the school immediately if a child or any family member has symptoms of or been exposed to head lice, pink eye, strep throat, measles, influenza, COVID19 or other communicable diseases. For specific information regarding COVID-19 please see [this document](#) from the King County Public Health Department. Additional information can be found in the section on FIRST AID & ILLNESS and in the [School Reopening Plan](#).

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. The principal also sends out an all school monthly newsletter. Periodic announcements are sent home in a timely manner as necessary. 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 interest 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 clarification 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 do 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 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.

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 principal 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 cannot be controlled by the adult in charge, the student will be denied attendance for a period of time specified by the principal. 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 or long pants 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 and the artificial turf fields as long as they wear a water-resistant jacket with a hood or a hat. Boots, mittens, coats, and sweatshirts are encouraged during the winter months.

Every Friday, "School Spirit Day", students are encouraged to wear red. Red school logo tee-shirts and hooded sweatshirts are available for purchase in the school office. 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.

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 footwear 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 quarter, we have safety drills. At the beginning of each school year, the administration prepares an emergency "rations" container. These emergency rations are stored in a sealed plastic bin during the school year. The emergency supplies include: first aid kit, flashlight, hand sanitizer, dried fruit, dried meat jerky, cereal bars, snacks, bottled water, juice boxes and paper towels.

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.

In the event the Issaquah-Fall City Road or our school access driveway becomes impassable due to downed trees or power lines, parents or a designated adult are asked to park their car in the Klahanie Shopping Center Parking area, just two blocks north of the school, and walk to the school to pick up their 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 or text message 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 and January. 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 cannot insure admission into subsequent classes. All enrollment and re-enrollment is on a first come basis and contingent upon receipt of a complete application package, registration fee and tuition deposit. Refer to the Financial Contract for details about the registration fee and materials/supplies deposit.

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

FIELD TRIPS

To assist us in limiting outside exposure to COVID19, we are pausing all off-site field trips. To provide enrichment to the classroom experience teachers will be utilizing virtual field trips and guest speakers will be invited to participate remotely in class presentations.

FINANCIAL AID / SCHOLARSHIPS

Each year the owners of SnoSprings School provide reduced tuition or scholarships for returning students whose 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 administration. 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, cellular, etc.) and a minimum of two designated emergency contacts at all times.

The school staff is 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 cannot 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 require that they be picked up within one hour of the parent being notified. There is limited space for a student to rest when they are not feeling well, and we need to limit the exposure to our school community. It is imperative that each family provide the school with a minimum of two local emergency contacts that can be called upon to pick up a sick student.

The following guidelines should be considered to determine if a child should stay home from school. We want to try to prevent the spread of illness and appreciate your help.

KEEP CHILD HOME IF HE/SHE HAS ANY OF THESE SYMPTOMS:

Fever – over 100.4 degrees F. Temperature should remain normal (98.6 degrees F.) for 24 hours with no fever reducing medication before returning to school

Cough or Sore throat – especially if associated with fever or swollen glands

Shortness of Breath or Difficulty Breathing

Muscle or Body Aches

New Loss of Taste or Smell

Nausea or Vomiting – within the past **24 hours**

Diarrhea – more than one occurrence in a 24-hour period

Drainage from the eye –the eye crusted and difficult to open (especially upon waking)

Congestion, Runny Nose or Nasal discharge (yellow or greenish) –If your child’s nasal mucus has a color and is accompanied by a fever and/or coughing, sneezing, drowsiness, and general signs of not feeling well, your child may be contagious and should remain at home until the symptoms subside. Call your doctor if you have any concerns or questions.

Appearance/Behavior – unusually tired, pale, lack of appetite, difficult to wake, confused

Rash – body rashes not associated with heat, or allergic reactions to medications

Head lice – contact school if any indication of head lice

VERY IMPORTANT! - Remember to keep the school updated with new phone numbers and emergency contacts in case your student becomes ill at school.

According to the King County Health Department, staff and students that have been sick with COVID-19 symptoms may return to school only when the following criteria have been met:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms are improving

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 SnoSprings School fundraising campaign is a voluntary effort, undertaken periodically, as a specific need may be identified to make up the difference between tuition and the actual cost of special programs, services, equipment, facilities or other short term goals. The campaign may be configured in a variety of ways, depending on the parent coordinator's interest or urgent school needs. 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 enhanced student assessment tools, Accelerated Reader program, Math Facts in a Flash program, computer hardware and software, playground 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. Grading standards are based on the common core standards as required by the Office of the Superintendent of Instruction for the state of Washington. These standards can be found <http://www.corestandards.org/read-the-standards/> Progress Reports are also available online by logging in to your personal Gradelink Account.

HOMEWORK

Homework is an instructional practice that is well known to parents and teachers. The purposes for homework in the elementary grades include developing study habits, fostering positive attitudes toward school, reinforcing classroom learning and helping students see that learning takes place both at school and at home.

Homework should be structured in such a way that all students can and do complete it successfully. The amount of homework assigned to our students ranges according to grade level. However, the amount of homework assigned in elementary school should NOT present a burden to either parents or students. We ask that you understand the purpose of homework and support our homework policy by:

- Establishing a consistent schedule and place for your child to complete homework.
- Encourage and prompt your child, however, do not do the homework for your child.

Research suggests that student learning is neutrally or sometimes negatively affected when parents complete their child's homework.

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.

INTERNET USAGE POLICY

Technology can help students learn, communicate, and solve problems. Before a student can use the computers and tablets at Snosprings School, there are some promises they need to make to their teacher, classmates, parents, and to themselves. These promises are made to keep them safe and to make their time in Computer Lab fun, interesting, and educational.

SAFETY IS IMPORTANT!

- I will follow all instructions the teacher gives and stay only in the application or website suggested.
- I will not attempt to type in any words in a search engine unless directed by the teacher or given permission first.
- I will be responsible in using the computers and tablets. They are valuable and we must take good care of them.
- I will ask for help from a teacher or trusted adult if I am not sure what to do or if I think I have done something wrong.
- I will ask for help from a teacher or trusted adult if I see another student using the technology incorrectly.
- I will tell a teacher or trusted adult if I see something that upsets me on the screen or while using technology.
- I know that if I break the rules, I might not be allowed to use technology in future classes.

LIBRARY MEDIA CENTER

Once a week, our school library specialist will conduct a formal library session for each class. The session may focus on specific reading comprehension strategies, genres, authors or illustrators. In order to limit everyone's exposure, we will not be checking library books out to students during the pandemic.

LOST AND FOUND

The school maintains a "Lost and Found" bin. It often contains unclaimed sweatshirts, gloves, hats 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 articles of clothing, as well as lunchboxes and water bottles.** Unclaimed items will be given to the Issaquah Food and 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 administrator or any staff member with confirmed information. Lockdown drills are conducted several times throughout the school year.

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.
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 school administrator. This may also be achieved by blowing a whistle with three short tweets.

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 without 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 school 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.

LUNCH

Parents are expected to pack a nourishing lunch and separate snack for their child to take to school each day. Parents must also provide bottled water or boxed juice or milk. Lunch is eaten in the classrooms or outside on the picnic tables if the weather is warm and cooperative.

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 (see appendix) 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' COMMITTEES AND VOLUNTEER OPPORTUNITIES

To assist us in limiting outside exposure to COVID19, we are prohibiting all parent volunteers, outside providers and guest speakers from entering our school facilities. Classroom teachers may contact parents for assistance with projects that can be completed at home.

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 in the main building should enter and exit the playground through the front porch. Students in the cottage should enter and exit through the north gate.
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 headfirst 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 wood chips) is not permitted.
11. Children are to swing facing forward in a seated position and never lay head back. 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 lesson.

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

Student sharing is at the discretion of each individual teacher. Please consult your child’s teacher before sending a sharing item to school. Remember to label any item that comes from home.

SNACKS

Each family will be responsible for providing their own child a healthy and nutritious snack. The snack is usually eaten before or after recess. Hand washing or antibacterial hand spray is required before snack or lunch time.

SNOW DAYS (Please refer to ATTENDANCES AND ABSENCES)

STANDARDIZED TESTING

K-2 Students at Snoqualmie Springs School are administered STAR standardized tests in Early Literacy, Reading and Math during the Fall and Spring, The Pre-K students, Kindergarten, First and Second Grade students also participate in the Individualized Reading Inventory (IRI). In addition, the second grade students that reside in the Issaquah School District are also invited to take the Iowa Achievement Test, the CogAT (Cognitive Abilities Test), and the Torrance Test of Creative Thinking (TTCT). These tests are administered at the neighborhood public school that serves each family. The administration window for these tests is January through March.

STAR and IRI Test results are attached to the Fall and Spring report cards when appropriate.

STUDENT PLACEMENT

During the spring, teachers will collaborate and begin to make class lists for the new school year. Every child is given equal consideration in the placement process, our goal being heterogeneous groupings that provide the best instructional setting for each child. As parents you may have pertinent information about your child that you would like considered in the placement process. That information will be taken into consideration along with the factors listed below.

The class placement process is very comprehensive and complicated. We create classes that are balanced. We use the following factors to create our classrooms:

- Class size
- A balanced ratio of boys and girls
- A balance of achievement levels in core academic areas
- Motivational level of students
- Behavior factors regarding each student
- The compatibility of students with each other
- Independent work habits of students
- The social needs of students and their leadership skills
- Special programs
- Recommendations/information from teachers, principal, guidance team and parents

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 yellow 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.
- Display your child's name card in the front window of your car during morning drop off and afternoon pickup.
- 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.
- 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, located in the center turn circle. If the paved stalls are all full, you can park in one of the four unmarked spaces to the right of the driveway entry. or two side by side in the handicapped stall. 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.

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 ten 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.

Tuition is paid over nine monthly payments, due on the 1st of each month, September through May. Your June tuition is prepaid in advance.

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.

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 principal 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 school administration. 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.

SNOQUALMIE SPRINGS SCHOOL | 2020-21 CALENDAR

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Emergency Procedures for Parents

Fire and Evacuation Drill

- Initiated by alarm.
- Immediately evacuate building in an orderly manner.
 - If in a classroom...please follow the class and staff member outside.
 - If in the hallways, etc., exit at the nearest door.
- All visitors and volunteers check-in with staff East of covered play area. PLEASE DO NOT LEAVE WITHOUT checking out with the staff.

Earthquake Drill:

- Initiated by shaking or teaching staff announcement.
- Drop, Cover and Hold.
- If this is a drill...there will be an advanced announcement stating: "This is an earthquake drill."
- After the drill...we will vacate the building via teaching staff announcement.
- Follow evacuation procedures for fire drill.

Earthquake-Genuine

- If this is the real thing...no alarm or announcement, we will feel it.
- After the shaking stops, exit the building the same as a fire (drill).
- If the principal PA megaphone is working, we will use it to vacate the building.
- If not, we will use the fire alarm to vacate the building.
- All staff, students, visitors, and volunteers meet outside on assigned the field.

During a Lockdown:

- Do not attempt to visit SnoSprings during a lockdown. All doors will be locked and only emergency personnel will be allowed on the grounds or in the building until the site is secured.
- Modified Lockdowns are initiated as a precaution if police activity is in the area, or if a dangerous animal has been sighted near the school.
- In a true lockdown situation, each staff member has the authority to make the best decision for their students (stay in classroom or leave the

building)

After a Lockdown or any Emergency Dismissal

- Please do not arrive on campus and attempt to remove your child without office clearance.
- In any emergency dismissal, all students must be accounted for and cleared through our emergency dismissal process.
- An incident command center will be set up in the school office for any emergency dismissal.

Authorization for Administration of Medication at SnoSprings 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, see below, 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.

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SNOSPRINGS SCHOOL

Student's Name: _____ Grade: _____

This Portion to be Completed by Parent/Guardian or Health Care Provider/ Dentist

Name of Medication: _____ Strength: _____

Method of Administration: _____ Dosage: _____

Time of Day To Be Given: _____

Length of Time Between Doses: _____

Diagnosis: _____

Possible side effects of medication: _____

Emergency procedure in case of serious side effects: _____

I request and authorize that the above named student be administered the above identified medication in accordance with the instructions indicated. Medication orders are good for the current school year only, which includes summer school.

Parent/Guardian or Health Care Provider/ Dentist Signature: _____

Printed Name: _____ Date: _____

Phone Number: _____ Alternate Phone Number: _____

Medication must be supplied to the school in the original container.

