

Rock Creek Elementary



Family Handbook 2023-2024

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Rock Creek Website: <https://rockcreek.tahomasd.us/home>

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Eagle Family,

Welcome to the 2023-2024 school year!

It is our goal at Rock Creek that each member of our learning community will have a sense of belonging, in support of the academic and social emotional growth of EVERY student.

You can expect to receive ongoing classroom communication from your teacher, and we welcome you to reach out anytime with clarifying questions and insights from home that you feel will benefit your child(ren). We are so appreciative of the wonderful parent community that we have here at Rock Creek!

This handbook is designed to answer some of your questions and provide a resource for general school information. Please take time to read through and review our Eagle Expectations with your child. Additional information can be found on the [Rock Creek website](#).

Click [here](#) for the 2023-24 school year calendar on the district website.

I appreciate our partnership!

Chris Thomas, Principal

Rock Creek Elementary

Where Eagles Soar

Be Somebody Who Makes Everybody Feel Like a Somebody

~Brad Montague

Rock Creek Daily Schedule 2023-2024

AM Recess		Grade	Lunch	Recess	PM Recess	
Grade 1/2	10:25-10:40	Grade 1	11:40-12:00	12:00-12:20	Grade 1/2	1:50-2:05
Grades K/4	10:45-11:00	Grade 2	12:00-12:20	12:20-12:40	Grade 3	2:30-2:45
Grade 3	11:00-11:15	Grade K	12:20-12:40	12:40-1:00	Grade K/4	2:45-3:00
Grade 5	11:15-11:35	Grade 3	12:45-1:05	1:05-1:25		
		Grade 4	1:05-1:25	1:25-1:45		
		Grade 5	1:05-1:25	1:25-1:50		

Friday AM Recess		Friday Adjusted Lunch Times		
Grade 1	10:15-10:30	Grade 1	11:30-11:50	11:50-12:10
Grade K	10:30-10:45	Grade K	11:55-12:15	12:15-12:35
Grade 2/3	10:45-11:00	Grade 2	12:20-12:40	12:40-1:00
Grade 5	11:05-11:25	Grade 3	12:45-1:05	1:05-1:25
Grade 4	11:35-11:50	Grade 4	1:05-1:25	1:25-1:45
		Grade 5	1:05-1:25	1:25-1:45



Arrival and Dismissal Procedures

Supervision – Classrooms open at 9:00 a.m. Students arriving between 8:55-9:00 will wait with an adult near/under the covered area on the blacktop. Students may not be dropped off prior to 8:55 a.m. as there is no supervision at that time. All students will access their classrooms through their exterior doors on the bus lane.

Bus – When students arrive at school, they should go directly to their exterior classroom door and line up where their teacher will be waiting. At the end of the day, students will be dismissed to the bus lane.

Bus Lane - Only students and staff are allowed on the bus lane. If a parent or guardian needs to contact a student out at the bus lane or on a bus, we ask that they notify the office. Office and bus lane personnel are in radio communication and can call a student off a bus if necessary.

Drop Off (9:00 a.m.)	Pick Up (3:50 p.m.)
<ul style="list-style-type: none"> Pull into the designated Drop-off area; remain in your car and follow staff member instructions. Please have your child(ren) exit safely from the right side of the vehicle. A staff member will be located in the designated area to supervise children entering the building. 	<ul style="list-style-type: none"> Pull into the designated Pick-up area; remain in your car and follow staff member instructions. Students will be waiting behind the gate with a staff member.

	<ul style="list-style-type: none"> • Another staff member will ask you who you are picking up and radio the staff member supervising students. • Your child(ren) will be dismissed to you at that point. • Exit the designated area carefully.
<p>In order to expedite cars exiting our parking lot and reduce congestion, a right turn only will be allowed at the following times.</p> <ul style="list-style-type: none"> • 9:00-9:20 a.m. • 3:50-4:10 p.m. 	

Picking up a student during the school day: If you are coming to pick up your child(ren) during the day, you must park your car in the parking lot and come inside. A student will be called to the office after a valid ID has been shown to an office staff member. Students cannot wait in the office for a parent to arrive.

Pink cards for regular pick-ups: Any student who is a regular pick-up (daily, twice a week, once on the same day every week) will be given a pink pick-up card with the child’s name and grade on the front. Please place this card on the PASSENGER SIDE DASHBOARD to help expedite student pick-up. Students who are NOT regular pick-ups will have a paper pass issued to them at the end of the day to give to our Pick-up Monitors.

Walkers:

- All students living in **The Arbors, Woodridge, Edgestone, and MainVue** may use the walking path behind the Central Services building to **Gate 1**. There, students will wait for a staff member to open the gate at 9:00 a.m. Parents may wait with their children at this gate, but only students are allowed past that point.
- All students living in **Belmont Woods, Bellamonte, Belmont Court, Springhaven and Terrawood**, may enter through **Gate 2**, located at the end of the Bus Lane. Students will stay on the sidewalk and walk down to the main gate at our blacktop/playground. There they will wait for a staff member to admit them at 9:00 a.m. Parents may wait with their children on the sidewalk, but only students are allowed past that point.

Bicycles:

- Upon arriving at school, students with bicycles will **dismount and walk the bike down the length of the bus lane or blacktop**, immediately park the bike in the designated areas and head to class. **Students must WALK their bicycle while on school grounds.** Please wear your helmets!

Tahoma School District Policies and Procedures

Important Tahoma School District Policies and Procedures: To read each of these policies and procedures, visit the [Board Docs website here](#). Then, click on “Policies” in the upper right hand corner. Next, click on the section of policy that you would like to see. For example, to see the below policies and procedures, click on the “3000” section, then scroll to the individual policy or procedure.

❑ Sexual Harassment of Students Prohibited, Policy [3205](#) & Procedure [3205P](#).

❑ [Student Conduct Expectations and Reasonable Sanctions Policy 3240](#) and [Procedure 3240P](#)

The district will annually provide policies/procedures 3240 and 3241 to district personnel, students and parents/guardians. Language assistance for students and parents/guardians with limited-English proficiency shall be provided. The Superintendent or designee will ensure that employees and contractors are knowledgeable about the district's discipline policies and procedures.

The district will develop and periodically review its discipline policies and procedures with the participation of school personnel, students, parents, families, and the community. During the development and review of discipline policies and procedures, the district will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policies, procedures, and practices and to update such policies and procedures to improve fairness and equity in the administration of discipline. The principal and certificated employees in each school building will confer at least annually for the purpose of developing and/or reviewing building disciplinary standards and the uniform enforcement of those standards, in accordance with RCW 28A.400.110.

The Superintendent or designee will develop the procedures necessary to implement this policy.

❑ [Discipline for Student Misconduct 3241](#)

Responsibilities, Rights and Due Process 3241F1

Discipline for Student Misconduct 3241P: Definitions and Sanctions charts (May 28, 2019)

Sexual Harassment of Students Prohibited 3205 & 3205P (June 25, 2019)

❑ [Dress code 3224; Student Dress Procedure 3224P](#).

❑ Harassment, Intimidation and Bullying [Policy 3207](#) & [Procedure 3207P](#): The Board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation or bullying. As defined in legislation, "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 or other distinguishing characteristics, when the act:

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

Communication

If you would like to speak with your child's teacher, please send an email, or call the school and leave a message on his/her voice mail. The teacher will return your call or email as soon as they are able, usually within 24 hours.

Newsletters: School/PTO newsletters will be e-mailed the first Friday of each month. A brief update including lunch menus, upcoming events, etc. will be emailed the other Fridays of the month. Classroom newsletters from teachers will be sent home routinely, describing curriculum and classroom happenings. In addition, school newsletters are posted on the Rock Creek website under “Eagle News.”

Current E-mail and Telephone Numbers: The school has both a telephone and an email notification system for Rock Creek families. This system is used to notify you of a late start or emergency closure and is also used throughout the school year to remind you of early release days or special events. **Please make sure your current telephone number and e-mail address are on file with the school.** You can check what is currently on file by logging into [Skyward Family Access](#) to check your personal information.

Student Phone Calls: Because of the disruption to the learning environment, our policy is not to transfer phone calls to students into classrooms. However, the office will take a message for a student. Messages concerning bus passes or any change in your child’s after-school transportation can be called in to our pass line at **425-413-3309 or sent via email to rcoffice@tahomasd.us before 3:00 p.m. on Monday-Thursday and before 1:00 p.m. on Fridays.** If a student carries a cell phone, the phone must be turned off and stay in the student’s backpack while at school.

PTO - Your PTO would love to keep in touch with you and have a few different ways of doing that:

Facebook: <https://www.facebook.com/groups/rockcreekelementary/>

Website: <http://www.RockCreekPTO.org>

Email: theforcepto@gmail.com

Yearbook Questions: rceagleyearbook@gmail.com

Lost & Found Questions: lost@rockcreekpto.org

WINGS Patrol: rceagleswingspatrol@gmail.com

Positive Behavior Intervention and Supports

As many of you know, Rock Creek is a PBIS school. PBIS provides students with a positive focus that encourages them to be at their best as a learner and peer. A set of universal expectations (see chart below) known as the **RC-3s** have been established for all students in all locations of the school. These expectations include:



Show Respect



Make Good Decisions



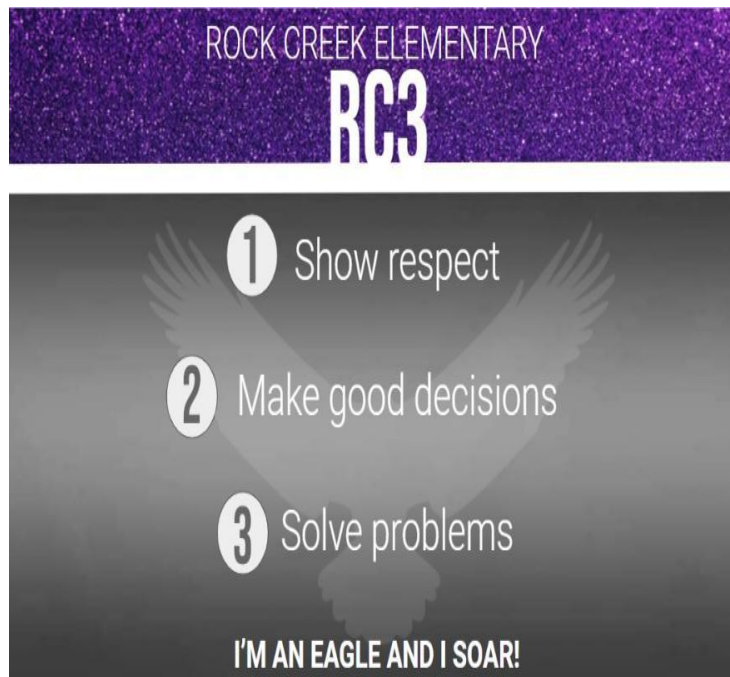
Solve Problems

Rock Creek Eagles Guidelines for Student Success



Rock Creek Eagles' Guidelines for Student Success

	Arrival/ Drop Off (8:55-9:10)	Hallway & Center Areas (during school)	Lunch- room	Recess	Dismissal Bus Lane	Bathrooms
Show Respect	Voice Level- (2) TableTalk	Voice Level- (0) Silent (unless working with an adult)	Voice Level- (2) Table Talk	Be kind	Walk in lines on the bus lane	Voice Level- (0) Silent
	Drop-off & Walker students wait in the covered area until 9:00	Give silent waves to others & smile	Use kind manners	Include others	Be polite and allow others to merge	Throw trash away & keep bathrooms clean
		Stay single file and to the right side	Wait patiently in line	Show good sportsmanship	Let kindergarten students board the bus first	Respect Privacy of others
Make Good Decisions	Stay seated criss-cross up to wall	Walk showing LINES behavior	Hands/Feet/Food to self	Use equipment safely	Keep hands, feet, and objects to self	Wash hands to Happy Birthday Song (silently)
	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep legs under the table	Clean up (coats, trash, equipment)	Wait for your bus using LINES behavior (number 2 voice)	2 pumps of soap & 2 pulls of paper towels
	Walk calmly to class at 9:00 bell	Stop at stop signs	Clean table & floor	Have a safe, calm body (follow walk zones)	Be patient and calm	Wait turn quietly in line
Solve Problems	Be on time to school each day	Keep hands to sides as you walk	Compost & recycle carefully	Use rock, paper, scissors	Board your bus safely and quietly	Use bathroom supplies appropriately.
	Ride a bus or walk if possible	Keep hall pass with you	Make room for others	Wait your turn	Stay single file and to the right side of the bus lane	Return to class quickly and quietly
		Step out of line to solve a problem		Listen and talk it out	Report BIG problems to adults	Flush the toilet



System for Acknowledging Expected Behavior

Appropriate student behavior is acknowledged with awards or specific verbal praise.

- **Eagle Feathers:** White copy goes home to parents; yellow copy is turned in to the office.
- **Eagle Wings:** Eagle Wings are for WHOLE CLASS recognition. This is an award given by STAFF to WHOLE CLASS GROUPS who are caught modeling the RC-3s. Some classrooms collect Eagle Wings to earn a group celebration (teacher decision).

Measures of Support

If and when students show a need for support, we will notify parents by telephone, email or letter. When necessary, a conference may be arranged with the student, his/her parent/guardian and staff members. We are committed to teaching and problem solving with students whose behavior indicates the need for support. We also follow a district sanction chart which may include loss of recess, community service, in-house discipline, school suspension, and, in rare instances, expulsion.

Anti-bullying 3207P

In each school and on the district's website the district will prominently post information on reporting harassment, intimidation or bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the Superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways or is posted on the district's website.

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

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

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

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

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

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

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

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

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

Student Responsibilities

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

Bystanders’ Responsibilities

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

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

Attendance – School Policies and State Law

Safe Arrival – The goal of our Safe Arrival Program is to account for the whereabouts of each student who is not in attendance on a school day. Please use the following procedure to inform the school every time your child will be absent or late to school:

Call Rock Creek Safe Arrival at **425-413-3309** or send an email to rcoffice@tahomasd.us if your child will be late or not attending school. **It is critical that you call or email to notify the school of each absence.**

Please leave the following information:

1. Student’s name, grade, and name of teacher
2. Your name and relationship to the student
3. Date of absence
4. Reason for the absence

If your child is absent and no message is left prior to 8:35 a.m. you will receive an automated call from our school. Please return the call or send an email (rcoffice@tahomasd.us) as soon as possible so that we are able to account for your child and excuse the absence. If we do not hear from a parent/guardian, the absence will be unexcused.

Tardy/Late Arrival/Early Pick Up - Students arriving late or leaving early are missing valuable instruction time and are interrupting class time. We understand that on rare occasion appointments, family emergencies, etc., make late arrival and early dismissal unavoidable. It is our hope that appointments will be scheduled outside school hours or on non-school days whenever possible and that student learning time is not impacted.

Tardiness is another form of poor attendance that negatively impacts student success. Please help your child by getting to school on time.

Late arrivals, a.m. and p.m. absences, and early pick-up are included in determining absence rates. The following guidelines are used to track student attendance.

- ❖ First Bell: 9:00 a.m. – Students may go to class.
- ❖ Start of school day: 9:10 a.m.
- ❖ AM Tardy: 1-45 minutes past 9:10 (9:11-9:55)
- ❖ Morning Absence: 46 minutes or more past 9:10 (9:56-12:30)
- ❖ PM Early Release: 1-45 minutes before dismissal (3:05-3:50)
- ❖ Dismissal: 3:50 p.m.
- ❖ Early Dismissal Fridays: 1:50 p.m.

Students not in their classrooms by 9:10 a.m. will be counted tardy.

Safety and Civility in Schools

The Tahoma School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Tahoma School District Board of Directors expects administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The full board policy (3205) is always available on our district website as well as in the school office. The policy includes definitions, expectations, and step-by-step procedures to follow if an employee, parent or student feels they have been treated in an uncivil manner.

Excerpt from the Tahoma School District's student Discipline Policies and Procedures Manual:

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

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

Safety

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

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

Money, Toys, and Valuables – Because of the danger of loss, we request that students not bring more money to school than is needed during the school day. Jewelry, cameras, electronic devices such as cell phones, smart phones, smart gadgets, game systems should not be brought to school. If a student is carrying a cell phone at a parent's request, it must be turned off and stay in the student's backpack during the entire school day. Personal items of any kind are brought at the student's own risk of damage or loss.

- Borrowing, bartering, trading, selling, or buying of any items is not allowed. Please leave Pokémon, football, baseball, and basketball collection cards (or similar collections) at home.
- Students may not bring sporting equipment (wall balls, basketballs, soccer balls, etc.) to school.
- Scooters, bikes, and skateboards must be carried or walked on school property and cannot be used at school.

Food Policy & Classroom Celebrations

Our school board approved procedures for supporting students with allergies, along with new guidelines for the use of food in school. It is our responsibility to take every step possible to ensure that every child is safe at school. Each time food enters the classroom there is the potential for children with food-related allergies or illnesses to be exposed to ingredients that could be harmful. Due to this, along with other health risks, **Rock Creek Elementary will not allow students to bring edible birthday treats.** Along with the discontinuation of edible birthday treats, Rock Creek staff have been asked to use something other than food in their reward systems.

Each child at Rock Creek is given a birthday card and pencil from the principal to recognize his/her birthday here at school. In addition, classrooms are welcome to recognize birthdays in other ways, which might include sharing stickers, pencils, erasers, or a book the entire class may enjoy. **To avoid classroom disruption/distraction, balloon/flower/gift deliveries will not be sent to the classroom.** Please save these types of gifts for outside of school celebrations. Thank you.

Breakfast and Lunch

Each day your child will need to bring lunch from home, or money to purchase lunch. Students will eat lunch in their classrooms and are encouraged to eat their own lunch. Trading of food items is discouraged. Snacks and lunches may not be taken to the playground area.

Breakfast and lunches are served daily. Menus are available at [Nutrition Services - Tahoma School District \(tahomasd.us\)](http://Nutrition%20Services%20-%20Tahoma%20School%20District%20(tahomasd.us).).

Food service encourages prepayment for meals, so students don't have to handle money and keep track of change. Food service records the amount and deducts from that amount each time the student goes through the lunch line. You can send money with your child, mail it directly to the food service office, or load money onto your account using your credit card by going into Skyward Family Access from the school website. If you write a check, please make the check out to Food Services, and write the student's name and the teacher on the memo line. Students may qualify for free or reduced priced lunch and breakfast if your family meets income requirements. Application forms are available in the school office or on the webpage.

Inclement Weather

It is imperative that you log in to Skyward to make sure emergency contact information is current. If we are unable to reach you by phone, we will need to contact someone who has been designated by you to give us directions as to where we should send your student in case of an emergency or illness.

Students should be prepared for any type of weather condition that may occur while at school. This means having a coat, hat and/or gloves in cold weather, and an umbrella for rain. Inclement weather may cause cancellation or a delay in the start of the school day. Hazardous weather or unexpected emergencies may force changes in bus transportation times and pick up/drop off points for school children. Tahoma Transportation will communicate with families a list of students pick up/drop off locations if emergency/snow bus routes are required.

NO ANNOUNCEMENT MEANS SCHOOL AS USUAL

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

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

Volunteers and Visitors

Adults who volunteer in the classroom, chaperone field trips, help during field day, or work directly with students in any way, are required to be a cleared volunteer. People may not volunteer until they have received confirmation of approval from the office of the Volunteer Coordinator.

To register as a new volunteer:

1. Go to our volunteer site: <https://tahomavolunteers.myschooldata.net>
2. Select register and begin the application process.

If you are a returning volunteer, please follow these steps:

3. Go to our volunteer site: <https://tahomavolunteers.myschooldata.net>

4. Log into your application. Do not create a new account. You are only required to update your existing account. If you have forgotten your password, click **Update Application**, then enter your **email address** and click the **Send Password** link. If you have any login issues, please contact us for assistance.
5. You should then be directed to your **My Checklist**.
6. If your volunteer status has expired, you will want to visit **My Profile** to review the information on each screen and update as needed (click the arrow to go to the next screen until finished).
7. Click on **My Uploads**. Please review your photo ID to make sure it has not expired. Click to return to **My Checklist**.

Once you have returned to your My Checklist, your application status will change from Incomplete to Complete. We will then review your updated application and re-approve it. Once reapproved, you will receive an email message.

Health Information

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

- **Infectious Illnesses** – To prevent the spread of infectious illnesses, we ask that you keep your child home from school until signs of any such illness subside. Your child must be fever-free for 24 hours, without fever reducing medication, before returning to school. In the event that your child is identified at school as having an infectious illness, you will be informed and asked to pick up the student.
- **Student Illness** – If your child is ill to the extent that it will be difficult for him/her to participate in the activities of a normal school day, including recess, it is best to keep the child home. We do not have adequate facilities to care for ill children for long periods of time, nor are teachers always able to stay in and supervise students during breaks or lunchtime. Due to lack of space and the need for extra supervision we are unable to accommodate requests for students to stay in during recesses.
- **Health Screening** – Vision and hearing screenings are given at school. Parents are advised if the results indicate a need for additional follow-up. This is one area that requires parent volunteers to help. If you are interested in being a volunteer during vision/hearing screening, our nurse would very much appreciate your help.
- **Medication** – State law prohibits schools from giving any medication, prescription or non-prescription, without a SIGNED medical order from a student's health provider. A form for administering medication at school is available in the health room or can be found on the TAHOMA School District website under 'Health and Safety.' Medication must be provided in the original container with the prescription label attached. The medication is kept in the health room. At the end of the school year, any medication not picked up by a parent will be disposed of by the school nurse.
- **Immunizations** - Washington State law requires that all students, K-12, be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles (rubeola) rubella (three-day/German measles), and mumps. A second dose of measles vaccine is required for all children entering sixth

grade. All kindergartners must have begun a series of three hepatitis B immunizations and have a second MMR before entering school. All students entering Kindergarten or 5th grade must have either had chicken pox or received the immunization.

- **Head Lice Policy** – We follow the guidelines of OSPI for head lice. Students who have live bugs can remain in class for the day, receive treatment following the return home and can return to school once the treatment has begun. Nits may persist following treatment and the school nurse will check your student to support the treatment process. Successful treatment should kill crawling lice.

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

NONDISCRIMINATION STATEMENT

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

Title IX Officer Director of Human Resources 25720 Maple Valley Highway Maple Valley, WA 98038 425-413-3400 TitleIX@tahomasd.us	ADA Coordinator Director of Human Resources 25720 Maple Valley Highway Maple Valley, WA 98038 425-413-3400 ADA@tahomasd.us	Section 504 Coordinator Director of Special Services 25720 Maple Valley Highway Maple Valley, WA 98038 425-416-3400 Section504@tahomasd.us
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