

BRIARWOOD ELEMENTARY

Student/Parent Handbook



BRIARWOOD ELEMENTARY
17020 SE 134TH STREET
RENTON, WASHINGTON 98059

OFFICE: 425-837-5000
FAX: 425-837-5037
ATTENDANCE LINE: 425-837-5001

Welcome Briarwood Elementary Students and Parents

Briarwood Elementary School Mission Statement

At Briarwood we provide a safe, supportive environment, which promotes respectful, responsible behavior and challenges students, staff and parents to reach their potential as learners.

Welcome Briarwood Elementary students and parents to the 2016 - 2017 school year. The staff at Briarwood Elementary is looking forward to an exciting year. We are a learning community dedicated to carrying out our mission and the District mission of, *“Our students will be prepared for and eager to accept the academic, occupational, personal and practical challenges of life in a dynamic global environment.”*

NONDISCRIMINATION REGULATION


Issaquah 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, gender 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 employee(s) has been designated to handle questions and complaints of alleged discrimination:

- Risk Management, Title IX Coordinator
Moriah Banasick, Internal Auditor/Title IX Coordinator
565 NW Holly Street
Issaquah, WA 98027
425-837-7139
banasicka@issaquah.wednet.edu
- Public Records Officer, District HIB, Civil Rights Coordinator
Chris Burton, Executive Director of Compliance and Legal Affairs
565 NW Holly Street
Issaquah, WA 98027
425-837-7056
burtonc@issaquah.wednet.edu
- Student-Related Issues, Section 504 Coordinator
Pam Ridenour, Director of Career and Counseling
565 NW Holly Street
Issaquah, WA 98027
425-837-7046
ridenourp@issaquah.wednet.edu

You can report discrimination and discriminatory harassment to any school staff member or to the District's Civil Rights Coordinator, listed above. You also have the right to file a complaint under District Regulation 3210.

Parent support and involvement is very important to staff and students at Briarwood. We know our “learning community” will grow even stronger with your involvement. This handbook is to help acquaint you with our school and answer your questions. **Please take time to read through the handbook information and review the Behavior Expectations with your child.** Please do not hesitate to contact your child’s teacher or the office staff if you have any concerns, questions or suggestions.

Sincerely,

A handwritten signature in black ink, appearing to read "Drew Terry". The signature is fluid and cursive, with a large initial "D" and a long, sweeping tail.

Drew Terry
Principal

TABLE OF CONTENTS

STAFF DIRECTORY.....	5
BRIARWOOD SCHOOL MAP.....	6
DAILY SCHEDULES, ATTENDANCE, BUS INFORMATION.....	7 - 9
BICYCLES AND CIVILITY REGULATION	9
DROP-OFF/PICK-UP/PARKING PROCEDURES.....	9-10
EMERGENCY INFORMATION, FORGOTTEN ITEMS.....	10
HEALTH INFORMATION	10 - 12
PETS, RESTRAINING ORDERS, SCHOOL LUNCH PROGRAM	12
CHECK ACCEPTANCE RULE, SITE COUNCIL, STUDENT PLACEMENT RULE AND TECHNOLOGY.....	13
VISITORS AND VOLUNTEERS.....	13 - 14
BRIARWOOD BEHAVIOR EXPECTATIONS – RESPECT AND RESPONSIBILITY	15
BRIARWOOD GENERAL BEHAVIOR EXPECTATIONS.....	16
BRIARWOOD SPECIFIC STUDENT EXPECTATIONS (TOP 10 TIPS).....	17
BRIARWOOD SCHOOL RULES.....	18 - 20
RECESS GUIDELINES.....	20 - 22
POSSIBLE CONSEQUENCES FOR MISBEHAVIOR, K-5	23 – 25
SEXUAL HARRASSMENT & WEAPONS.....	26 - 27
BRIARWOOD TECHNOLOGY AGREEMENT	28
BRIARWOOD TECHNOLOGY CONSEQUENCES	29
PERMISSION FORMS (BICYCLE/WALKING & ELECTRONIC READERS)	30

STAFF DIRECTORY

Office	837-5000	4/5 Science Technology	ECEAP
Attendance Line	837-5001	Pam Lindner 837-5045	Traci Burke 837-5189
FAX	837-5037	Anne Miller 837-5045	Kim Neyland 837-5189
Principal			Shannon Inton 837-5187
Drew Terry 837-5007		Grade 5	Kathleen Wood 837-5190
Dean of Students		Meghan Gordon 837-5042	School Age Care
Laycie Rader 837-5008		Patty Horvath 837-5047	TBD 837-5192
Secretaries		Alicia Pusey 837-5043	
Andrea Bunker Dalry 837-5006		Phil Rossiter 837-5044	Counselor/Student Support Coach
Teri Feely 837-5005			Keri Silvers-Saez 837-5048
		LRC 1	
Kindergarten		Ian Ilgenfritz 837-5041	Psychologist
Amy Frazier 837-5021			
Tiffany Martinell 837-5017		LAP/Title I	Jasmin Wang 837-5039
Mia Harrington 837-5017		Stephanie Mayo 837-5049	
Kelsey Smith 837-5015		Rachel Patty 837-5020	SLP
Laura Garriegues 837-5016		Music Specialist	Joy Nehzati 837-5176
Dana Geist			
Grade 1		Beth Mohr 837-5018	Occupational Therapist
Teresa Capen 837-5025		Reanne Nakapaahu 837-5180	Dana Fare 837-5174
Melissa Peschl 837-5012			
Sarah Rahlfs 837-5011		PE Specialist	Nurse
Sara VanderWel 837-5013		Dalaina La Mance 837-5184	Jerri Shinn 837-5002
Mary Winter 837-5026		Kim Hall 837-5179	Health Room 837-5003
Grade 2		Librarian	Kitchen 837-5178
Kelsey Dean/Kelli Marek 837-5027		Sarah Threlkeld 837-5030	
Angela Gillen 837-5023		Barbara Soel 837-5030	Educational Assistants
Monique Cabellon 837-5024			Message 837-5181
Katie Moynihan		Literacy Support Teacher	
Alyssa van Breda		Carolyn Kaiser 837-5009	District Office 837-7000
Grade 3		SAGE	
Heather		TBD 837-5193	Transportation Dept. 837-6330
Jennet Liljenquist 837-5036			
Christina van Heuven 837-5035		Early Childhood Education	BW Web Site:
Lucie Willeman 837-5034		Dina Alatorre 837-5186	www.briarwood.issaquah.wednet.edu
Lynn Evans 837-5033		Jasmin Wang – Psych. 837-5039	Note: Area Code is (425)
Grade 4		Ariana Romo	
Tiffany Comolli		Danielle Nelson- SLP	
Erin Foster 837-5042		ELL Support	
Patty McElligott 837-5032		Sharon Roy 837-5193	
Chelsey Wood 837-5047			

DAILY SCHEDULES

Full-Day K and Grades 1-5	Mon., Tues., Thurs., Fri. Wednesday	8:30 AM - 2:55 PM 8:30 AM - 12:45 PM
½ Kindergarten Pick Up	Monday - Friday	11:30

ATTENDANCE

Regular attendance is essential to a student's success in school. Students are expected to be at school EVERY day according to Washington State Law. Students receive the full benefit of classroom instruction only when they attend on a regular basis.

Absences

Absences that are excused include: illness/health (i.e. medical or dental appointments), religious observances, school approved activities, family emergencies, and disciplinary actions as required by law. Family trips during the school year may be approved with **prior** principal permission. A Pre-Approved Absence Request Form must be completed for family trips. The Pre-Approved Absence Request Form can be found on the school website or picked up in the school office. It must be filled out and returned to the school office at least one week prior to the first day of absence.

In case of any absence, please notify your child's teacher and the school office by email or by calling our Attendance Line at **425-837-5001**. It is important that we know where all students are for their personal safety. **If a pattern of frequent absences develops, parents may be contacted via phone, email, and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future absences.**

When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. The student is responsible for completing missed work. **Make-up assignments are not provided in advance.**

Arrival Time

Children who are dropped off at school, or who walk, should arrive at school **no earlier than 15 minutes before the start of the school day (8:15 am on a regular school day)**. There is no supervision before this time because teachers are preparing lessons and planning in their classrooms. All students will meet their teacher on the playground at a designated place and begin entering the building at 8:25 am.

Check-A-Child

Check-A-Child is a service the school utilizes to enhance student safety and communication between school and home. When your child is not going to be at school, please email (bunkerdalrya@issaquah.wednet.edu) or call our Attendance Line at **425-837-5001** to report the absence. If you receive a message that your child is absent and you believe your child to

be at school, please call the school office as the child may have been out of the classroom when attendance was taken.

Dismissal

At dismissal time, teachers expect students to follow their normal routine home (walk, bus, parent pick-up, etc.). If there is to be any change in the routine your child follows at dismissal time, we require a note or email message to that effect be sent to the teacher and office in advance. If we do not receive alternate instructions, students will be sent home as normal.

Early Dismissal

We encourage parents to make doctor and dental appointments before or after school hours. Please contact your child's teacher and the office (email bunkerdalrya@issaquah.wednet.edu or a note) prior to the dismissal time if you must take your student out of school early.

When you pick up your child for early dismissal, you must first report to the office. You will be asked to sign your child out, and your child will be called to the office to meet you. This is done for your child's safety. **Please do not go to the classroom or the specialist's classroom.** Teachers are directed to release students only after receiving a call from the office. **Students will be released only to those persons designated on the emergency form which was included in your student's first day of school packet.**

Tardiness

Tardiness is a form of poor attendance and can become a bad habit. It is considered to be a partial day absence. It is very important for your child to arrive at school on time. Tardiness falls under the same guidelines as our attendance expectations (see above under "Absences"). When tardy, students must check in with the office for a tardy slip before going to class. **If tardiness is chronic, parents may be contacted via phone, email, and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future tardies.**

BUS INFORMATION

For transportation issues or questions, please contact the Transportation Department directly at 425-837-6330.

Bus Loading Zone

The bus loading/unloading zone at Briarwood is on the south side of our campus just off SE 134th Street. The bus loading zone is **FOR BUSES ONLY! Please do not drive through, park, or leave cars unattended in this area.**

Bus Passes

Parents must contact the office (email, signed written note, or by phone), in advance if they would like their student to get off the bus at a stop other than their regular stop, ride a bus home with a friend, or take a different bus for daycare. If there is space on the bus, an office approved bus pass will be issued. The notification must be sent to the office and the child's teacher by 11:00 am and should include the following information: full name of both the student and the person they will be riding with, the bus route number they will be on, the day (or dates) they will be riding the bus, and the name of the teacher of the student requesting the pass.

Students are not allowed to call home to make arrangements to go home with another student. Prior arrangements must be made from home as mentioned above. **Without prior written parent contact, students may not deviate from their regular method of getting to and from school.**

BICYCLES

Students in grade 3 – 5 may ride bicycles to school. **Helmets are required.** All bicycles must be parked in the designated racks and locked. Bicycles are not to be ridden on school grounds before, during, or after school hours. Please walk your bicycle when on campus.

Bicycle/Walking Passes

Students in grades 3 – 5 wishing to ride a bike to school or walk home must turn in a Bicycle/Walking permission form. You will find this form on the last page of this packet and on our school website. Students without written permission to bike or walk home will be placed on the bus.

CIVILITY REGULATION

Issaquah School District has adopted Civility Regulations 4011 (community members) and 5282 (Staff) that serves as a guide for continuing our work in maintaining a culture of kindness and respect for all. As adults, we can help create this culture by modeling respectful and effective communication strategies and problem solving to our children. In addition, the Regulations helps us to accomplish our goal of open communication between home and school. If an issue arises that you would like to address with a member of our learning community, the following steps will help ensure a positive interaction.

- 1.) Work out issues promptly.**
- 2.) Schedule an appointment with the person directly involved.**
- 3.) Choose an appropriate time and place for the meeting.**
- 4.) Present ideas in a respectful manner and remain open to the other person's point of view.**
- 5.) If the issue is not resolved, seek assistance from the principal.**

DROP-OFF/PICK-UP/PARKING PROCEDURES

Student safety, before and after school, is a high priority at Briarwood. When dropping off or picking up students, please follow the appropriate procedures and utilize the designated areas to ensure the safety for all students, staff, and parents.

Drop-Off

When dropping students off, always use the designated Drop-off/Pick-up area on the north side of the school. **Please pull as far forward as possible and have your child(ren) ready to exit the vehicle as soon as you pull to a stop.** Students should always exit the vehicle on the side nearest the school for safety. **Vehicles may not be left unattended in the Drop-off/Pick-up area at any time.** Please proceed slowly and safely when pulling away from the curb since children and other vehicles will be present.

Pick-Up

You may pick students up in the designated Drop-off/Pick-up area or by parking in a designated space in the main parking lot. If parking you must meet your child(ren) on campus and then escort them to

your vehicle. **If waiting in the Drop-off/Pick-up loop, please continue to pull as far forward as possible along the sidewalk and remain in your vehicle.** Students should always enter your vehicle on the side nearest the school for safety. **Vehicles may not be left unattended in the Drop-off/Pick-up area at any time.** Please proceed slowly and safely when pulling away from the curb since children and other vehicles will be present.

Parking

Always park in a designated parking space in the parking lot. When dropping off or picking up students, please park and then escort students to and from your vehicle to the nearest crosswalk or sidewalk. Students should always be accompanied by an adult in the parking lot.

EMERGENCY INFORMATION

Emergency School Closure

There may be days when unexpected emergencies or inclement weather make it necessary to close school or delay the start of school. Information regarding school closures or delays is distributed in a variety of ways (i.e. local radio and television stations, auto-messenger system, School District E-News, School District website, etc.). If there is NO announcement, school will be held as usual. Please listen to the local radio and television stations for information about the Issaquah School District, or check the District website at www.issaquah.wednet.edu. In addition, you will receive an Emergency Transportation Bulletin in the fall, via mail, from the School District providing in-depth emergency school closure information.

Emergency Safety Procedures

Providing students with a safe environment is a primary concern at Briarwood. The staff is knowledgeable on procedures for fire drills, earthquake drills, lockdowns, and other situations that might require emergency action. We routinely practice to prepare for emergency situations. If you are on school grounds during an emergency drill, we ask that you fully participate in the drill and follow building procedures as directed by staff.

FORGOTTEN ITEMS (DROP-OFF TABLE)

In an effort to minimize interruptions, the office will no longer be calling into the classroom to have kids come pick up forgotten items. Our "Drop-off Table" is located just outside the main office. If your child forgets a lunch or homework, you can drop it off on the table. Students will be allowed to check the table at recess or an appropriate time (with teacher permission) for any items they may have forgotten.

HEALTH INFORMATION

When your child is ill or injured at school, he/she will be sent to our health room for care. The health room is located in the main office. You will receive a note explaining your child's visit and what care was given. If your child is too sick to stay in class, every attempt will be made to contact you or someone you have listed on your Emergency Notification Information form to come and pick up your child. It is essential that emergency notification information be on file at the school and that it be kept current. Call the office or send a note with your child to update your emergency contact information if there are any changes. Be sure to designate other

individuals who can be contacted in case of emergencies. Please make arrangements for your children if they become ill. Our facilities are limited for the care of children who become sick or injured during the school day. It is important for you to let us know about your child's health condition(s) and to keep us informed when changes occur. EMS (911) will be called and parents will be notified in case of serious injury or medical emergency. The ISD web site www.issaquah.wednet.edu/health contains links to school nurses, current health issues, District health Regulations and forms and health resources for parents.

Communicable Diseases

Parents will be asked to pick up their child if a health problem occurs. A student with an oral temperature of 100° or over should remain at home until **free of fever for 24 hours**. Our school nurse is available for consultation and may be contacted at 425-837-5002.

Health Screenings

Each year routine vision and hearing screenings are done at school. Parents will be advised of the screening dates and referral letters will be mailed home.

Other Concerns

To prevent the spread of head lice and scabies, please notify the school if your child has one of these conditions. Children who have head lice or scabies will be excluded from school until treatment has been completed. An adult must accompany the student returning to school after head lice treatment. Trained school staff will check the student, admit the student to class or send the student home if live lice are present. Scabies and head lice notification letters will be sent home to parents of students in the classroom.

Immunizations

All students in Washington State must comply with immunization standards. A completed *Certificate of Immunization Status* form must be submitted to the school on or before the first day of attendance. Exemptions to this law include: 1) a signed Certificate of Exemption form from a licensed health care provider, 2) a signed letter from a doctor (on office letterhead), 3) proof of membership in a church or religious group that does not allow health care to a child.

Medications

The Issaquah School District is authorized to administer prescription and over-the-counter oral medications to students in accordance with state law. Medication administration forms are available in the school office and on the ISD web site.

The administration of any prescription or over-the-counter medication to a student by a District employee must be requested and authorized in writing by **both the parent and a licensed health care provider**, along with specific instructions for administration. Epi Pen, Epi Pen Jr., and insulin are the only injectable medications school staff will be trained to administer.

All medications must be in their original containers, labeled with the name of the student, name of the medication and the dosage and they must be hand delivered by an adult. Students are not allowed to carry medication with them during the school day. If the student must carry emergency medication, please contact the school nurse at 425-837-5002.

Emergency Health Care Plans

If your child has diabetes or a life-threatening condition, the Washington State Law requires that a nursing care plan, medication orders, and the medication/s are in place at school before the child comes to school. Life-threatening conditions are defined as a health condition that will put the child in danger of death during the school day if a medication or treatment order and nursing plan are not in place. Contact our school nurse at 425-837-5002 to discuss these conditions before your child comes to school each year.

PETS/ANIMALS

The friendliest of pets can be a hazard at a school full of children. Please leave your pets at home. The Issaquah School District has an *Animals on School District Property Regulation 2029*, which limits animal access to its buildings and property to maintain air quality; to provide a healthy, safe, respectful environment for all people who may use the public space; and to preserve the general cleanliness, and condition of facilities. An “animal” is defined as a living mammal, reptile, insect, bird, fish, or amphibian. Animal access may be allowed on District property if certain conditions are met. Please call the Briarwood office at 425-837-5000 for information. Approved forms are required before any animal is allowed on campus. There will be no class pets except for educational purposes.

In the event that a stray animal is found on school grounds, we will contact the local animal control officer if the animal owner does not respond to our calls.

RESTRAINING ORDERS

In the State of Washington, both parents have equal access to their children’s school records. Both parents can ask to see their children at school. Only a current, court-issued restraining order gives the school authority to deny parental access. If you have a restraining order, please provide the office secretary with a signed copy.

SCHOOL LUNCH PROGRAM

Students eat lunch in the cafeteria. Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Milk is provided with the school lunch or may be purchased for \$.50. A lunch menu will be posted on the Briarwood and the District website each month (<http://www.issaquah.wednet.edu/documents/lunch/current.pdf>). A few hard copies will be available in the office. We encourage you to pre-pay for lunches (students: \$3.50 ea.) as this helps our system to run smoother. Please visit www.myschoolbucks.com for more information. If you have questions with the process call 800-479-3531 for assistance.

Free and Reduced Lunch

The National School Lunch Act provides free and reduced-price lunches for children of families who qualify. An application form for free and reduced lunches are available in the office or online. If your child was on free or reduced lunches last June, their eligibility continues until September 30. If a change in your family size or income occurs during the school year, please contact Food Services at 425-837-5060.

CHECK ACCEPTANCE RULE

For a check to be an acceptable form of payment it must include your full and accurate name, current address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee of \$30.00. The District then has the right to no longer accept this form of payment for the remainder of the year; alternative forms of payment, such as cash or a cashier's check, may be used. **Always include your student's first and last name on all checks.**

SITE COUNCIL

The Site Council, is comprised of up to five parents, up to five staff members, the Student Council president, and the principal. The purpose of Site Council is to ensure our students' success by helping to advance the District's mission, "*Our students will be prepared for and eager to accept the academic, occupational, personal and practical challenges of life in a dynamic global environment,*" through collaborative planning, communications and decision-making. Site Councils are established at each school to advise the principal on how to advance student learning through strong shared planning, open communications, and problem-solving strategies. Applications for open positions are accepted in the spring.

STUDENT PLACEMENT RULE

Parent input, for the purpose of providing information about your child that may be pertinent when teachers are making class assignments, will be accepted in letter form each spring. We cannot accept specific teacher requests. However, we do welcome you to share relevant information about your child to ensure successful placement. Grade level teams use parent information, current teacher's input, and the overall needs and learning styles of each student to place them in classrooms and develop balanced class lists for the upcoming year.

TECHNOLOGY

Our community has provided a rich base of technology resources for student learning and for teacher instruction. It is important students understand how to use network resources appropriately according to the guidelines in the Electronic Resources Regulation 2022. Inappropriate use of network resources will result in loss of privileges and access to computers, the internet, and the network. Disciplinary action, as provided in ISD Regulations and procedures will be issued for violations. Stress the importance of maintaining privacy of personal information including passwords, as your student is responsible for all activity in or from his/her account. Take the opportunity to discuss issues such as cyber bullying, intellectual property and copyright, and alert your student that no file/picture/text sent out to the Internet is private but can be shared with anyone with access anywhere in the world. Despite filters and firewalls there is still unacceptable and controversial material and communications that students could access. It is also not possible for all students to be directly supervised at all times and it is also not possible to filter all material posted on the Internet to which some families may object. Please discuss your expectations of your student while using these publicly provided resources for learning. Helping students understand these issues can help protect them in this technology dependent world and enable them to use and understand the computers and network to best advantage for their education.

VISITORS AND VOLUNTEERS

Classroom Visitors

We welcome and encourage you to visit your child's classroom. We want to make your visit to Briarwood a positive experience for you and your child. To help make your visit a successful one, please follow the guidelines outlined below:

- 1. Pre-arrange your visit with the classroom teacher.**
- 2. Sign in at the office before going to your child's classroom.**
- 3. Wear a visitor badge at all times while on school grounds.**
- 4. Please remember, this time is not a conference time.**
- 5. Try to arrange your visitation so that it does not occur during the first few or last few minutes of the day.**
- 6. Sign out and return the visitor badge to the office at the end of your visit.**

Volunteers

Parent and community volunteers are extremely important to Briarwood Elementary. We encourage and support the efforts of volunteers throughout the building. Many classroom teachers use volunteers to assist in their programs and will notify you of needs. If you are interested in becoming a volunteer, please contact your child's teacher, our school volunteer coordinator, Laycie Rader (raderl@issaquah.wednet.edu; 425-837-5008), or the PTA Programs at Briarwood@gmail.com.

All volunteers will need to complete required paperwork annually, including a Washington State Patrol background check, approximately one week before they will be allowed to volunteer.

All volunteers must report to the office to sign in and check out each day. For safety reasons, volunteers are asked to wear a visitor badge while on school grounds. Adults may be asked by school staff to show their badges when at school. Siblings are not allowed in the classrooms or work spaces while you are volunteering. All parent volunteers should use the staff restrooms.

Briarwood Behavior Expectations

RESPECT & RESPONSIBILITY

The staff at Briarwood is committed to working cooperatively with parents to promote a positive, safe, environment where RESPECT and RESPONSIBILITY form the umbrella for all actions. Our expectation is that RESPECT will be evident in the daily behaviors of all students, staff, and volunteers, and that each individual will take RESPONSIBILITY for their own behavior. Using the **Love and Logic** philosophy, our focus will be to teach and model behaviors that are respectful, encourage students to be responsible for their choices, and to celebrate our successes.

Any student, who willfully performs any act which materially interferes with, or is detrimental to, the orderly operation of a school-sponsored activity, or any other aspect of the educational process within the Issaquah School District, will be subject to discipline, suspension, or expulsion.

The District requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus.

Students are expected to:

- A. Conform to reasonable standards of acceptable behavior;
- B. Respect the rights, person and property of others;
- C. Preserve the degree of order necessary for a positive climate for learning; and
- D. Submit to the authority of staff and respond accordingly.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or discipline which may have been imposed. A complete copy of Regulation 3240 and related Regulations are available on the District's website.

Any action, which removes a student from school for longer than one day, will comprise a "disciplinary action" and will be documented.

Please take time to read through our Behavior Expectations and school rules with your child. **The top page of this Handbook is a tear-off "contract" that needs to be returned to your child's teacher.**



Briarwood General Behavior Expectations

1. We respect ourselves and others
 - Be kind and respectful
 - Be a collaborative worker
 - Be self-directed
 - Use appropriate and kind verbal and body language
 - Demonstrate empathy
 - Always use best attending behaviors
 - Always put forth your best effort
 - Always follow directions of staff members and other adults

2. We respect our school
 - Be a community contributor
 - Pick up litter
 - Use the recycling bins and trash cans
 - Stay on walkways
 - Keep hands off walls and displays
 - Take care of furniture and learning materials

3. We take responsibility for our own actions
 - Use self-control
 - Be honest, helpful, and fair
 - Use problem-solving skills
 - Accept and learn from mistakes

4. We act in safe and courteous ways
 - Walk quietly in the hallways, on sidewalks, and stairs
 - Use learning tools and equipment in appropriate way
 - Report inappropriate activities to an adult
 - Make wise decisions

Briarwood Specific Student Expectations

All Briarwood students have many responsibilities. Being a student is your job and we want you to do your job to the best of your ability. Here are a few behaviors that we expect to see on a daily basis.

Top 10 Tips for Success

1. Always use an appropriate voice level...classroom, library, cafeteria, etc.
2. Silence in the hallways and on the stairs...students will be learning in all parts of our school.
3. Walk safely...voice off, hands to self, eyes straight ahead...always walking on the right side of the hallway. Please stay off the foot rail overlooking the library.
4. Principal and Dean of Student classroom visits...silent wave, stay in seat...teacher is doing the most important work.
5. Best Attending Behavior...eyes on speaker, sitting up straight, feet on the floor, voice off, raise hand...**ALWAYS BE RESPECTFUL!!**
6. "Briarwood Bears"...immediate hand up and voice off.
7. Manners...be polite, respectful, say, "please" and "thank you"... "excuse me"... "sorry"...to everyone. **ALWAYS** follow adult requests.
8. No gum, weapons (items that look like weapons), laser pointers, cameras, toys, or other non-educational items. Electronic devices (unless teacher approved) must be turned off and out of sight. Hats can only be worn outside.
9. Always keep your hands, feet, and inappropriate comments to yourself. No "play" fighting, threats, or hurting others. All our actions need to be positive and respectful to everyone...no bullying or intimidating...**BE NICE!!**
10. "It's nice to be nice." Small acts of kindness can make a **BIG** difference!

BRIARWOOD SCHOOL RULES

General

1. All clothing worn to school must be appropriate and must not interfere with the educational process. Pants and shirts must be able to fully cover students in order to keep undergarments from being visible. Designs on clothing must be appropriate (no tobacco, alcohol, drug logos, or crude drawings). Students wearing inappropriate clothing will be asked to change.
2. In warm weather mid-thigh length shorts may be worn (no cut-offs or running shorts). Tops must cover a majority of the shoulders (no spaghetti straps, halter tops, or tube tops) and must entirely cover the waistline. Shoes must also be appropriate and safe for all school activities – no flip flops please. Shorts and skirts must be finger-tip length.
3. Hats may be worn outside only. Hats must be removed once you enter any building (i.e., classroom, library, office, lunchroom, or the gym for an assembly). Hats worn in the building will be confiscated.
4. Gum is not allowed at school.
5. Scooters, skateboards, roller skates/blades/shoes, and shoes with wheels (Heelys) are not allowed on school property.
6. Weapons (guns, knives, etc.), facsimiles of weapons (air soft guns, toys, etc.), accessories to weapons (bullets, etc.), laser pointers, alcohol, drugs, and other illegal substances are considered dangerous items and are not allowed on school grounds. Disciplinary action will result if such objects are brought to school.
7. Students in grade 3 – 5 may ride bicycles to school. **Helmets are required.** All bicycles must be parked in the designated racks and locked. Bicycles are not to be ridden on the grounds before, during, or after school hours. Please walk your bicycle when on campus. The bicycle/walking form must be completed prior to bringing/riding bicycles to school.
8. Pets are not allowed on school property at any time without prior written approval.
9. Students must be courteous and respectful to other students, staff members, and volunteers. Threats, intimidation, bullying, play fighting, and other inappropriate behavior will not be tolerated and may result in disciplinary action. Students are required to comply and follow the directions of all adults.
10. If you find money or a valuable possession, please turn it in to the office. The Lost and Found box for large items such as coats, sweaters, lunch boxes, gloves, etc. is located at the bottom of the main stairway. Small items such as rings, watches, necklaces, etc. are located in the office.
11. Students are allowed to use school telephones with permission in an emergency. Cell phones and all other electronic devices (unless teacher approved) are not allowed to be

used during the school day and must be kept out of sight and silenced at all times or the device will be confiscated.

12. Students will be allowed to use electronic reading devices (Nook, Kindle, iPad, etc.) in their classroom only with parent and teacher permission. The device should only be used for reading; no playing games or accessing the Internet will be allowed. The device needs to be fully charged at home prior to school. Students wishing to use an electronic reading device at school must submit an “Electronic Reading Device Permission” form (located on the last page of this packet and on the school website). The device will be confiscated and not allowed for use if a form has not been completed and submitted to your child’s teacher or it is used inappropriately. The school is not responsible if the device is lost, damaged, or stolen.
13. Balloons, treats, flowers, and other celebratory items should not be brought or delivered to school for students. Balloons specifically create a disruption to the classroom environment and if released into the ceiling, may trigger a motion detector and set off the fire alarm. Any items delivered to the school will not be delivered to the classroom, but rather held in the office until after school or until a parent may take them home. Balloons and glass containers are not allowed on school buses for safety reasons.
14. Toys, stuffed animals, trading cards (Yu-Gi-Oh, Pokemon, etc.), and other non-educational items are not allowed at school. Any unauthorized item of this nature that is brought to school is unadvised, and a risk, and may be confiscated. Buying, selling, or bartering items for personal gain is not allowed.
15. Students must have permission from the office to use the elevator. An elevator pass will be issued for students that need to use the elevator.

Before School

1. Please arrive no more than 15 minutes before school begins (8:15 am at the earliest). Students will wait in the undercover basketball area of the playground. At 8:20 am, students will begin to line up in a designated spot (assigned by their teacher). At approximately 8:25 am, teachers will meet their class on the playground and quietly escort them to the classroom. No students without adult supervision will be allowed in the building prior to 8:30 am.
2. Parents and students should always obey school patrols and use designated crosswalks.
3. If students are dropped off between 8:25-8:30 they must go around the building to enter classrooms; not through the front door.
3. If you arrive to school after 8:30 am, please report to the school office for a tardy slip before going to your classroom.

After School

1. Students will be dismissed by their classroom teachers.
2. Students are to leave school grounds immediately after school, unless attending extracurricular activities.
3. Parents and students should always obey school patrols and use designated crosswalks.

4. Older siblings and parents picking up students should not arrive at Briarwood more than five minutes before dismissal time.
5. Please do not enter/park in the bus lane, on crosswalks, or in non-designated parking areas.
6. Students are to be picked-up on time. If an unavoidable situation occurs and you will be late picking up your student, please notify the office and your child's teacher. Students left unattended will be brought to the office and phone calls will be made to organize pick up. Briarwood staff members are not permitted to transport students. In this instance, parents are required to come into the office to sign out their child
7. Only parents and others noted on a student's ID card are eligible to pick up students. A valid driver's license may be required.

Cafeteria (Commons)

1. Students may line up for lunch when the bell rings.
2. Hats are to be removed when entering the cafeteria.
3. Use quiet voices when entering the cafeteria.
4. When eating, use quiet, "inside" voices.
5. Be quiet immediately, when lunchroom supervisor signals, "Briarwood Bears!".
6. Raise hand for all requests.
7. Ask permission to leave your assigned lunch table or the lunchroom area.
8. When you are finished eating your lunch, please clean your area.
9. Walk in an orderly manner when returning lunch trays to the kitchen window or throwing away garbage. Running in the lunchroom is not allowed.
10. Students will wait at their assigned tables until dismissed. Their teacher will escort them back to their classroom.

Assemblies

1. Hats are to be removed when entering the Commons.
2. Follow your teacher in line to your assigned seating area.
3. Use quiet, "inside" voices...NO SCREAMING!
4. Always be respectful to the performers/speakers. Use polite applause only.
5. Stay seated and quiet until your teacher asks your class to leave.

RECESS GUIDELINES

The main concern at all times is SAFETY. Any time recess supervisors determine that a game or situation is not safe, the game or situation will be suspended until supervisors determine it can be played in a safe manner.

All students are responsible for all equipment. Please return all recess items to the equipment cart at the end of recess. Equipment is to be shared; even equipment brought from home. Any equipment brought from home should have the student's full name on it. Anyone who wants to play is allowed, as long as there are no problems. **Students may not bring any electronic or battery-operated items to school. The school is not responsible for lost or stolen items.**

Basic rules for the playground are:

- **Be respectful** of yourself, others, and the equipment (do not tease or hurt other's feelings).

- **Always display good sportsmanship.** Failure to do so may result in a loss of playing privileges.
- **Be safe and appropriate.** Keep hands, feet, and inappropriate comments to yourself.
- **Use common sense.** Know the difference between right and wrong.
- **Be responsible for your own actions.**

There will be no food or drink allowed on the playground, except on Fridays when popcorn may be purchased.

Covered Basketball Area: No playing with footballs or kicking balls under cover. Balls should only be thrown and kicked on the sand field.

Paved Areas: **Only running while playing allowed.** No kicking balls, playing tag or throwing footballs on paved areas. **No gymnastics should be done.** These actions should only be displayed on the sand field.

Walking: Students are to walk in all walking zones, particularly at the beginning and end of a recess period.

Big Toy: No running on or around the Big Toy. Go down the slides feet first, on your bottom, and one person at a time. No chasing or tag-like games. No climbing up and over railings; you must always use the stairs. **Gymnastics should not be displayed on the rubber surrounding the big toy, unless approved by a recess teacher first. Cartwheels and handstands are the only forms of gymnastics that should be done.**

Sand Box: The sand box is the only area students are allowed to dig. Sand must stay in the sand box. Throwing of sand or sand toys is not allowed. Students must clean up their toys at the end of recess.

Off Limit Areas:

- Loading dock area
- Retention pond
- No Playing or picking up rocks in the Rock Area
- Garden areas
- Front of school
- Any area outside the fences
- Bus lanes and sidewalks
- Classrooms (unless student has a pass from the teacher)

Restrooms & Drinking Fountain: During recess, use only the restrooms and drinking fountains located by the gym. Students must use designated passes to use the restroom or get a drink of water during recess.

Discipline Plan: All staff members will intervene to redirect inappropriate student behavior and help students solve problems. Recess teachers have the right to end a game if it becomes unsafe. Interventions may include:

- Principles of Love & Logic
- Individual tactics
- Removal from activity or area
- “Time Out” for 5-10 minutes
- “Time Out” for entire recess
- Send to the office

Rainy/Cold Weather: In order to play outside on cold weather days, students must be dressed appropriately. They must have a weather proof coat, hood or hat, and close toed shoes. Students will be allowed to use the library during afternoon recess on specified days. Recess Teachers can choose to have recess inside. Students will be notified by a sign on the door across from the Music Room. Students in grades 3-5 may also utilize the Book Nook. In the Book Nook, it should be silent and students are expected to be reading. Recess Teachers may ask students to stand undercover if they are dress inappropriately.

Snow Days: In order to play outside on snow days, students must have appropriate clothing, including boots, a coat, and a hat or hood. Students will be allowed to use the library during afternoon recess on specified days.

Play Fighting: There is no play-fighting allowed because all too often it leads to real fighting. Disciplinary action will be enforced for all play-fighting incidents.

Fences/Cement Pillars/Handrails: No jumping from or standing on fences, cement pillars supporting the overhead structures, or handrails.

Bars: One person at a time on the bars. Spinning is allowed on the low bars only. Students must have at least one hand on the bar at all times. No standing on the top of high bars. No sitting on top of the monkey bars or rails. No jumping from the bars. Always take turns. If someone is in line waiting for a turn, count to 25 then it is the next person’s turn.

Jump Ropes: To be used for jumping only.

Balls: Balls are only to be played with during recess time. Balls may only be thrown or kicked on the sand field, not under cover or around buildings. If a ball from another activity comes your way, do not kick it. Leave the ball, or nicely give it back to the student that comes to retrieve it. Students must have permission from a recess teacher before they leave the field to get a ball; students may not retrieve balls that go over the fence into the retention pond.

The following sports equipment may be brought from home if it is clearly identified with the student’s name: soft “nerf” type balls, jump ropes, soccer balls, four-square balls, footballs, and basketballs. Tennis balls and “super balls” are not allowed. All equipment brought from home will be shared with all students that want to join the game being played.

For safety reasons, students are not allowed to play Red Rover.

At the end of every recess, it is the responsibility of the students to return all equipment.

POSSIBLE CONSEQUENCES FOR MISBEHAVIOR, K-5

It is the intent to allow each teacher, as well as the principal/Dean of Students, a certain degree of flexibility in the handling of most misbehavior.

A. There are often circumstances where students must be handled differently; therefore, the possible corrective action taken would depend on the following criteria:

1. The intent of the act
2. The number of times the violations or similar violations have previously occurred
3. Prior corrective action which would include alternative steps to alleviate the problem
4. Prior parent involvement

B. The following list of possible consequences may be used by staff to help an elementary student change behavior:

1. Corrective Action: All forms of corrective action employed should be reasonably calculated to modify student conduct. Short of discipline, suspension and expulsion, corrective actions may include but not be limited to the following:
 - a. Guidance—a conversation between the student and school personnel. The purpose of such guidance is not to scold the student, but to inform him/her that his/her behavior needs to change so as not to violate the rights of others, or to help the student improve the learning capabilities of self or others. Agreements between/among teacher, principal, student, and parent(s) may emerge.
 - b. Conference—a meeting of the student's parent(s)/ guardian(s) and school personnel to discuss the student's behavior or learning progress. The school intends to seek assistance of the student's parent(s)/guardian(s) in helping the student to become a better student.
 - c. Student will call parent/write note to parent, explaining infraction of rules—the intent of this action is to alert parents to disruptive behavior.
 - d. Rearrangement of school schedule, assigning a student to a different teacher when the behavior of the student is such that the student cannot conduct himself/herself in an acceptable manner—the intent of this action is to improve the student's behavior.
2. Discipline constitutes all other forms of corrective action or punishment, other than suspension or expulsions, and includes detention, brief exclusions from a class for not more than the remainder of the class period, or from the remainder of any other type of activity conducted by or for the School District. Discipline may include but not be limited to:
 - a. FYI Slip—a form sent home to families informing them of the student incident at school. A copy of all FYI slips are kept on record and reviewed as necessary when subsequent infractions occur. The form is to be signed and returned the following day. All important information regarding discipline will be included on the form.

- b. Special Assignments—requiring a student to provide a service or clean up certain areas of the school or items that the student failed to care for properly. The student may be required to clean more than just the item(s) damaged by him/her to encourage the student not to damage or litter school property in the future.
 - c. Restriction of Activities—not allowing a student to participate in certain activities because of his/her past or present behavior. Such action as this is intended to improve student behavior at school or at school activities.
 - d. Removal From Classroom—exclusion from a classroom to another supervised setting for a period of time. The intent of this action is to encourage the student to follow classroom rules and to enable other students to use available instructional time more effectively.
3. Suspension is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return.
- a. An in-house suspension provides for students to be removed from classroom activities/peer contact for a designated period of time.
 - b. A suspension is "short term" if it is for a period of 10 consecutive school days or less.
 - c. A suspension is "long term" if it exceeds 10 consecutive school days.
4. Emergency Expulsion shall mean the immediate denial of the right of school attendance for a student, prior to a hearing, without other forms of corrective action if the principal reasonably believes the student is an immediate and continuing danger to himself/herself, other students, teachers, or school administrators, or is a substantial disruption to the educational process of the School District.

Expulsion is the exclusion from school or individual classes for an indefinite period. Any action taken against a student will comply with existing State Laws and **School Board Policies** and shall afford the student due process (see Regulation 3240). The [Elementary School Discipline Range Chart](#) lists a variety of misconduct and corresponding potential disciplinary action. (Regulation 3240 F2)

Prohibition of Harassment, Intimidation, and Bullying

If a student feels that he or she is being harassed, intimidated, or bullied for any reason including because of race, creed, color, national origin, ancestry, gender, sexual orientation, or disability, the student should immediately report such incidents to a teacher, counselor, or building administrator. A complete copy of Regulation 3207 may be obtained at any school or on the District website at www.issaquah.wednet.edu.

“Harassment, intimidation or bullying” is defined for purposes of this Regulation 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 or mental or physical disability, or other distinguishing characteristics, when the act:

1. Physically harms a student or damages the student's property; or
2. Has the effect of substantially interfering with a student's education (for example, substantially interfering with classroom performance, attendance, or pattern of tardiness)
or
3. Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: urging others to a malicious action "ganging up on someone"; spreading knowingly hurtful rumors, lies, pictures, drawings, or cartoons; slurs; jokes; innuendoes; repeated/ongoing demeaning comments; pranks; ostracism; gestures; verbal or physical aggression directed at a specific student; physical attacks or threats; or purposeful destructive acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images.

SEXUAL HARASSMENT REGULATION

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Targeted writing of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, sexual assault

You can report sexual harassment to any school staff member or Title IX Coordinator, Moriah Banasick, 425-837-7139 banasicka@issaquah.wednet.edu.

You also have the right to file a complaint (see below). For a copy of your District's sexual harassment Regulation and procedure, contact your school or the District office.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the School District's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Our Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the District should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the Superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the District receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the District will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the District will include a summary of the results of the investigation, a determination of whether or not the District failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the District into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the District's decision, you may appeal to the District's Board of Directors. You must file a notice of appeal in writing to the secretary of the Board within 10 calendar days after you received the District's response to your complaint. The Board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The Board will send you a written decision within 30 calendar days after the District received your notice of appeal. The Board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the District's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the District's complaint and appeal process, or (2) the District has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

Washington State Human Rights Commission

1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

Weapons - Possession, transmission or use of any object that is or reasonably appears to be a dangerous weapon or related device is prohibited. Such objects include, but are not limited to: firearms, ammunition, incendiary or explosive devices, clubs, knives with blades of at least three (3) inches in length, or other cutting or stabbing instruments brought or possessed with the intent to cause bodily harm, or to instill fear and/or intimidate by their mere presence on school property or at school sponsored events, chemical inhalants

Pursuant to RCW 9.91.160, persons over eighteen (18) years of age, and persons between fourteen (14) and eighteen (18) years of age who have written parental permission, may possess personal protection spray devices (i.e., mace or pepper spray) on school property.

No one may deliver such a spray device to anyone under fourteen (14), or to anyone between fourteen (14) and eighteen (18) who does not have written parental permission. Personal protection spray devices may only be used in self-defense as defined by state law. Possession, transmission, or use of a spray device under any other circumstances will be treated as a violation of the District's rule prohibiting weapons.

Pursuant to RCW 9.41.280, students who possess a dangerous weapon on school premises, school-provided transportation, or areas of facilities while being used exclusively by public schools may be immediately expelled. Law enforcement and parents will be notified. Pursuant to RCW 28A.600.420, students who possess a firearm must be expelled without an opportunity for readmission for at least one (1) year. This minimum one-year expulsion will also apply to students who act with malice and display an instrument that appears to be a firearm on public school property, transportation, or other facilities being used exclusively by public schools. The superintendent of the School District or educational service District may modify the expulsion of a student on a case-by-case basis.

BRIARWOOD TECHNOLOGY AGREEMENT

KINDERGARTEN - FIFTH GRADE

Below you will find the Briarwood Elementary Technology rules and expectations. Our goal for the students at Briarwood is to gain the most they can from the equipment they have available to them. Whether in the classroom, library, or Computer Lab, it is necessary for all students and parents to fully understand and agree to the items listed below.

AS A BRIARWOOD STUDENT I AGREE THAT:

1. I will walk into the Computer Lab safely and quietly.
2. I will sit in my assigned seat with my hands in my lap and listen for directions.
3. I will raise my hand and wait patiently for help if I have a problem.
4. I will keep my chair at my computer at all times unless a teacher tells me I can sit and work with someone.
5. I will use the technology equipment (computers, printers, scanners, etc.) in a responsible way by treating them with care.
6. I will only access the internet if I have my "Internet License." I must return the attached District Agreement and this agreement signed by my parent/guardian and me in order to obtain this license.
7. I will access only educational sites on the internet in the Classroom/Computer Lab/Library.
8. I will not play internet games or download programs from the internet. If I do I will lose computer privileges immediately.
9. I will be respectful of the work of others at the computers and understand that if I access files or folders of other students without permission from my teacher I will lose computer privileges.
10. When leaving a computer in my Classroom/Computer Lab/Library I will always check the desktop and leave it the way I found it - programs are closed, the area around my computer is picked up and my chair is pushed in.
11. Before I use the equipment in my Classroom/Computer Lab/Library, I will return this agreement with my signature and my parent/guardian signature to my teacher. I verify that I have read and agreed to the Briarwood Technology Agreement and Consequences on the reverse side of this form. These forms will be available for viewing online at: <http://www.briarwood.issaquah.wednet.edu>.

BRIARWOOD TECHNOLOGY CONSEQUENCES

KINDERGARTEN - FIFTH GRADE

PARENTS WILL BE NOTIFIED FOR ALL INFRACTIONS

Misuse of Home Files

1. Loss of computer use for two weeks
2. Loss of computer use for four weeks
3. Loss of computer use for the year

Minor Vandalism

1. Verbal reminder and parent/guardian financially responsible for replacement (all cases)
2. Loss of computer use for one week
3. Loss of computer use for four weeks
4. Loss of computer use for the year

Major Vandalism - Intentional Damage

1. Loss of computer use for four weeks and parent/guardian financially responsible for replacement (all cases)
2. Loss of computer use for the year

Accessing Unauthorized Sites

This includes, but is not limited to the following: instant messenger, chat rooms, downloading games, saving downloaded files/programs or using e-mail without teacher permission.

1. Re-train student, parent notified
2. Loss of computer use for two weeks
3. Loss of computer use for the year

Inappropriate Content

Intentional access of inappropriate/improper websites and/or inappropriate naming/use of files.

1. Loss of computer use for two weeks, parent notified
2. Loss of computer use for the year

Bicycle/Walking Pass Permission Form

Students in grades 3-5, with a signed permission slip, have the option to bike and or walk on their own to and from school.

_____ has my permission to bike and/or walk to and from school.

Please check circumstances when your student may bike or walk to and from school (this may include older students walking younger siblings).

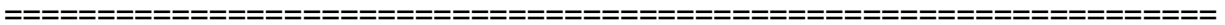
Before/After School

Following Any After School Activity

Wednesdays Only

Other(s) (Please Specify Below)

Parent Signature _____ Date _____



Electronic Reading Device Permission Form

Students have the option to use electronic reading devices (Nook, Kindle, iPad etc.) only in their classroom with teacher permission.

Teacher Name: _____

My student, _____, has my permission to use his/her
_____ - _____ electronic reading
(please specify type) (model number)

device at school. I understand that the school is not responsible if the device is lost, damaged, or stolen and I am assuming this risk and responsibility.

Parent Signature _____ Date _____

