

Rose Hill Elementary Family Handbook 2018-2019



Rose Hill Elementary

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Kirkland, WA 98033

Phone: 425-936-2680 Fax: 425-822-7494

Safe Arrival Attendance Line: 425-936-2681

Website: www.RoseHill.lwsd.org

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Welcome to Rose Hill Elementary!

The purpose of this handbook is to present information to each student and family member of our Rose Hill Community. Our belief is that by following these procedures and policies, we will have a year of growth and success. It is our goal to continue working with you, as parents and community members, to help your children be successful and to reach their highest potential.

District Vision

Every Student Future Ready: Prepared for college, for the global workplace and for personal success.

District Mission

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

School Vision

The Rose Hill Elementary Community has a shared vision whereby we:

- Strive for supporting and trusting relationships with students, families and staff
- Celebrate success
- Use data to determine instructional steps
- Share high expectations for student learning
- Work cooperatively to differentiate learning experiences

In order to maximize and accelerate student achievement.

School Mission

Rose Hill Elementary Community empowers students to continually improve as independent learners and critical thinkers.

School Rules

Lake Washington School District rules, policies, procedures and progressive discipline plans are detailed in this handbook to provide consistent cross district consistency and information for your review and reference. We simplify our Rose Hill Elementary Rules to help our young students to be successful and to understand the intent behind school rules:

- **All students will follow reasonable requests from supervising adults.**
- **All students will treat themselves and others with respect.**
- **All students will act in a safe manner.**
- **All students will obey the rules and laws of the school and community.**

It is important for children to know they can help their friends, our school, and our community when they are respectful, responsible and safe. Having conversations about these rules at home and in the classroom often prevents unnecessary problems, and it gives our children a sense that we all share common expectations. It is also important that we let them know that we are here together to support them; it is all part of the learning process.

IMPORTANT: Please read over the handbook and discuss it with your student. Each student is bringing home a signature page that needs to be signed by your child and you. Signatures ensure that you have read and discussed our school handbook together. **Please send the signed form back to school.**

Let's work together to make it a GREAT school year!!

Sincerely,

Jennifer Hodges, Principal

Trent Neugebauer, Associate Principal

**ROSE HILL ELEMENTARY STAFF
2018-2019**

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Melissa Ferguson	Para Ed/IA	
Kara Reichenbach	Para	
Maureen Young	Para	

**Rose Hill Elementary
Daily Schedule
2018-2019**

8:35 AM Students arriving on campus
8:45 AM First Bell
8:50 AM Tardy Bell

School Starts
8:50 AM

**RECESS AND LUNCH TIMES
SEE SEPARATE SHEET**

Dismissal
3:20 Monday, Tuesday, Thursday, Friday (Bus depart 3:25)
1:50 Wednesday (Bus depart 1:55)

History of Rose Hill Elementary

Rose Hill Elementary property, (approximate 9 acres), is bordered by 80th and 128th Avenue N.E. and was originally owned by the Snow family who leased it to a Japanese family (dates unknown). The Japanese family turned the property into a truck farm that grew apples, cherries and strawberries. The land, at that time, was very hilly with a small house where the existing greenhouse presently sits on N.E. 80th.

In 1928, the Snow's returned to the property to live and rebuilt the small house into the green house that still exists today. In 1945, Douglas Benson bought the property from the Snow's, but not the house. The Benson's were in the greenhouse/florist business and excavated the property to grow baby's breath flowers. Douglas Benson was an active member on the Lake Washington School Board and wanted to contribute to the community. He sold the land to the school district to build a school in 1949.

School construction began in 1953 and took one year to complete. Rose Hill Elementary opened in the fall of 1954, Mr. Kenneth Johnston was the principal and the enrollment was 390 students.

Ground breaking for the "new" Rose Hill Elementary school began in May, 2005. During the 2005-06 school year students and staff watched excitedly as the new building grew. Construction of the new building was completed August 2006 and the school was ready to welcome students and staff on September 5, 2006.

Rose Hill Elementary Principals

1954-56	Kenneth Johnson
1956-62	Robert Wiesen
1962-72	Olaf Ordal
1972-77	John Costello
1977-83	Allan Blomquist
1983-87	Mike Robinson
1987-90	Dori Matsen
1990-98	Elaine Fredrickson
1998 -2009	Joyce Teshima
2009-2012	Karin Janik
2012-Present	Jennifer Hodges

Absentee/Tardy /Late Arrival Policies

Absentee/Tardy Policy

Admit slips will be written beginning at 8:55 am per the wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues.

The State of Washington mandates very specific rules on recording and tracking attendance. Part of the attendance process includes sending letters to parents after specific numbers of absences. Your help in ensuring your child arrives on time, daily, is greatly appreciated.

Absence/Late Arrival

If your child will be absent or late from school, a parent/guardian needs to call the school attendance recorder (**425-936-2681**) before 9:05 AM. **The line is open 24 hours a day.** All absences must be coded with the reason for the student's absence. Please remember to leave this information on the message line.

It is important students be on time. It can be disruptive to the educational process to have students arrive late. There are, however, instances when students will be excused upon arriving late to school (i.e. a doctors or dentist appointment).

Visitors /Early Dismissal

Visitors

Parents of Rose Hill Elementary students are welcome and encouraged to volunteer at our school. For security reasons we do **require** that all school visitors must report to the school office, sign in, and wear a visitor's badge while on school grounds. Please remember to sign out and return your badge to the office when you leave.

Be aware that the district will be installing a buzz in systems at all schools. We will send out more information via email as we know more about this will work.

Early Dismissal

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school. Parents must come into the office to sign their child out **at least 15 minutes** before the end of the school day. (No early pick up within the last 15 minutes of the school day) Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom. Students will only be released to persons listed on your child's Emergency Card. Proof of identification will be required for anyone the office does not know. If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption in learning for both your child and their classroom. **ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL. PLEASE DO NOT CALL DAILY!**

Lost and Found

"Lost and Found" items are collected and placed in the alcove to the left of the main doors. Please remind your child to check in the "Lost and Found" regularly when they misplace items. **Please MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S NAME.** The school district, by law, cannot pay for lost, stolen or broken personal possessions of students, such as watches, coats, musical instruments, cell phones etc. All unclaimed clothing will be donated to a charity at regular intervals during the school year.

Lunch Program

Free and Reduced Lunch Program

Under a provision of the National School Lunch Act, our district is able to offer free or price lunches to children from families determined qualified under the Eligibility Scale. Applications are available in the school office and can be found in the 1st day packets.

Electronic Meal Purchases

Our school district has an electronic meal purchase system. When your child purchases lunch or milk the money is automatically deducted from your child's account like a debit card. An automatic calling system will notify you when your child's account is low. To add money simply send a check made out to Rose Hill Elementary with your student, the funds will be directly deposited in your student's account. Please write your child's name and teacher name on the check or on the envelope if sending cash. You may also call Nutrition Services (425-936-1393) to put charges on a credit card. Very detailed information lunch at school can be found on the District website at www.lwsd.org under the Parent Tab and then under "Breakfast and Lunch Menus," "Pricing" and "On-line Payments" on the left side of the page.



Lunch Prices 2018-2019	Student	Adult
Breakfast	\$1.50	\$2.50
Lunch	\$3.00	\$4.00
Milk/Juice	\$.50	\$.50

(Subject to change)

Homework Policy

At Rose Hill we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits, the foundations for lifelong learning.

Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSO guidelines:

Kindergarten – approximately 5-10 minutes each evening, Monday through Thursday.

1st and 2nd grade – approximately 10-30 minutes each evening, Monday through Thursday.

3rd and 4th grade – approximately 30 – 45 minutes each evening, Monday through Thursday.

5th grade – approximately 45 – 60 minutes each evening, Monday through Thursday.

This may include additional work on long range projects or extra reading.

Drill and Practice Homework

Many parents wish to work with their students to help them master and retain skills. In its simplest form, homework enables children to practice skills so that learning is mastered and retained. Drill and practice assignments may be generated by the teacher and returned to class.

Examples of drill and practice include:

Dreambox	Vocabulary drills
Spelling words	Math worksheets
Sight words	Letter names and sounds
Reflex Math	

Extension Homework

These are usually long-range assignments. Students are required to integrate many previously learned skills in the process of completing a final product.

Examples:

Book Reports	Art Projects
Research projects	Special Projects
Speech preparation	

Unfinished Assignments

Completion of unfinished assignments is an important goal for all of us. Various strategies are used to help student's complete random unfinished assignments. A few of these strategies include completing the work during a recess, and/or bringing the work home. In the case of a student with repeated incidences of unfinished classroom assignments, the teacher will work closely with parents to create an action plan to address this issue. We believe teachers, parents, and students all share in the responsibility for homework.

Teacher Responsibility:

1. Decide what and how much is appropriate.
2. Assign work that meets the individual needs of the student.
3. Communicate with parents regarding any questions or issues that arise.

Parent Responsibility:

1. Provide a proper time and environment for study.
2. Be involved and give support and encouragement to your child.
3. Communicate with your child's teacher if there are any questions and issues regarding homework.

Student Responsibility:

1. Take the homework home.
2. Complete the homework.
3. Return it on time.

Vacation Homework Policy

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot duplicate what is learned in the classroom by only providing written make-up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17 to attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public*

school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

Miscellaneous Information

Volunteer Opportunities

To ensure the safety of our students and staff, ALL volunteers must be APPROVED by the Communications Office BEFORE they can begin a volunteer assignment. The Volunteer Application and Handbook are available in the school office or on the district website at <http://lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd>.

Student Dress

Parents should ensure that their children come to school dressed appropriately according to the day's activities and the weather. If the student's clothing does not reflect the guidelines, he/she will speak with the counselor or a building administrator. The parents will be notified and arrangements will be made to change the inappropriate clothing. Dressing appropriately keeps our students healthy and safe as well as develops habits and skills necessary for success in school and in the work place. Staff judgment will be used on new trends in clothing. The following clothing is **not acceptable**:

- a. **Short shorts/skirts** (If the student's shorts/skirt length is above the index finger when the arm is extended, the garment is too short.)
- b. **Exposed midriffs** (Tube Tops and halter tops, as well as short T-shirts that expose the midriff when holding arms up)
- c. **Spaghetti strap tank tops or tank tops that hang below underarms** (Spaghetti strap tank tops may be worn under a shirt)
- d. **Underwear that is visible**
- e. **Pants that look like sleeping attire** should not be worn to school. **Bedroom slippers** are also not appropriate for school.
- f. **Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence**
- g. **Heelie Shoes** (shoes that have drop down rollers in the heel) should not be worn to school
- h. **Cosmetics** are a distraction to the elementary environment, and we ask that students not wear or bring facial makeup during the school day
- i. **Hats** (May be worn before/after school and at recess)

Birthdays

Birthdays are special days for students and can be recognized at school in collaboration with the classroom teacher.

- ✓ Check with your child's classroom teacher if you wish to bring in treats for the class.
- ✓ In accordance with district policy, party invitations may not be distributed at school, because it causes students to feel excluded. **Teachers do not pass out invitations to select students.** Balloons and flowers are not allowed and if they are delivered will be held in office and not allowed in bus.

Animals on School Grounds OR in the Classroom

The presence of dogs in and around school is a controversial subject given the unique relationship between people and dogs in general and between kids and dogs in particular. While there are benefits derived through the interaction between children and animals, we also need to be aware of the risks associated with presence of dogs on campus indoor air quality, including odors, can be affected due to animal dander that is present

with any fur animal; dander that can be transported throughout the building by the HVAC system. According to the American Academy of Allergy, Asthma and Immunology, allergies induced by dog and cat contact are estimated to occur in approximately 15% of the population. The presence of a dog may cause a student who has allergies to have a reaction that is detrimental to the health of the child as well as the child's educational experience. While most of the dogs that are brought into schools are well cared for, the very nature of a dog being a dog impacts the cleanliness of the classroom. We also have the ongoing challenge of dogs being allowed to run unleashed on school grounds as well as dog owners not cleaning up after their animals during their walks on campus.

Animals are not allowed in classrooms or to be brought to school for sharing/VIP week or other special events. Animals are not allowed on school grounds when our students are present. This means that dogs or other animals should not be on their leash in the front of our school at the beginning or end of the day. Please don't bring your dog in your arms as children love to pet them and we don't want to have any bites or scratches.

Service dogs play an important role in assisting people in their daily lives. While these dogs are by the nature very friendly and well-behaved, they still carry with them the same environmental issues as any other fur-bearing animal.

Inclement Weather

1. All children should wear coats, hats and other warm clothing to school during the cold and wet weather.
2. All children will be encouraged to go outside during recess.
3. During recess time, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If a student returns to class soaking wet, their parents will be called.

Items NOT to bring to School

All electronic equipment, games, toys, fidget spinners, trading cards, expensive items (cameras, binoculars, etc) should be left at home. Cell phones are discouraged here at RHE as they can disrupt the educational process. If a parent wants their student to carry a cell phone here at school, it needs to be kept in their backpack and turned off at all times during the school day.

Conduct in School Assemblies

Assemblies are an important part of Rose Hill's program. They may be educational or just entertaining but will always help students learn the important skill being a good audience member. These are the rules for appropriate assembly conduct:

1. Walk to the gym in a quiet and orderly class group.
2. Wait for instructions about where to sit; then, sit all the way down.
3. As soon as the person in charge of the assembly comes to the front, immediately become silent and attentive to the speaker.
4. Be careful not to touch other students.
5. Remain seated during the program.
6. Applause is very important to the performers to show appreciation but should be given at the proper time and in an appropriate manner. (Booing or whistling is rude and unacceptable)
7. When the program is over all students remain seated until their class is dismissed and then leave quietly.
8. Hats are not to be worn to assemblies.

Middle School Students

Middle School students may come onto the Rose Hill Elementary campus only at 3:20 pm for the purpose of walking a sibling home. Middle school students **may not bring friends** with them onto campus. Middle

school students may visit teachers **after 3:35 pm** and must check in at the office first. Keep in mind that teachers are only required to be at school until 3:35 PM. **Appropriate behavior is required.**

Walking or Riding Bikes to School Conduct

Skateboards, Scooters and Rollerblades

Because of safety and liability concerns, the District does **not allow**, skateboards, scooters and rollerblades (roller-skates) **on school grounds. IMPORTANT: This also includes “Heelie’s” shoes that have drop-down rollers in the heel.** We are worried about the safety of our students and ask that all “heelie” type shoes remain at home. Staff judgment will be used on new trends of roller equipment.

Walking to School

- Obey crossing guards
- Stay on walkways
- Walk with a buddy
- Go directly to school
- Walk instead of run

Safety Patrol Cooperation

Please cooperate with our hard-working safety patrol. They go on duty at 8:10 a.m. and leave duty at 8:25 a.m. They are also on duty from 3:00 to 3:15 p.m. They help students safely cross the streets. They do not direct traffic. We have patrols at the following crossings:

- 126th & 80th Street (adult crossing guard)
- 128th & 80th Street (student and adult guards)
- 130th & 80th Street (student and adult guards)
- 132nd & 85th Street (student and adult guards)

Please respect the RHE crossing staff. They are working hard to protect our children.

Bike Rules

Students who are in grades 4 & 5 are eligible to apply for membership to the Safe Bike Rider Club at Rose Hill Elementary School. **Forms are available in the school office for students in grade 4 & 5 only.** Students who are members will be responsible for following the rules. Students who violate these rules risk the suspension or loss of their bike riding privileges. RHE follows the WSDOT recommendations and the LWSD suggested guidelines.

Rose Hill Parking Lot Procedures

(See Map Next Page)

Traffic Safety for Student Drop-Off and Pick-Up

In order to maintain a safe and effective drop-off and pick-up procedure, your cooperation is needed. If we all work together, the process will work very smoothly and students will be able to exit and enter their parents' vehicles safely and efficiently. Student safety is the main reason for the changes but also improving the flow of traffic through our campus.

Please study the map on the following page and follow the procedures below.

If your child walks to and from school, they will be able to leave the campus by walking on the sidewalks and exiting on the N.E. 80th side or on the 128th Avenue NE side. If you walk and meet your child at school, they will be waiting for you in the courtyard in front of the main school entrance. **(Area #1 on the map)** Please follow directions given to you by our Safety Patrol and school personnel who are assisting walkers to cross the main streets.

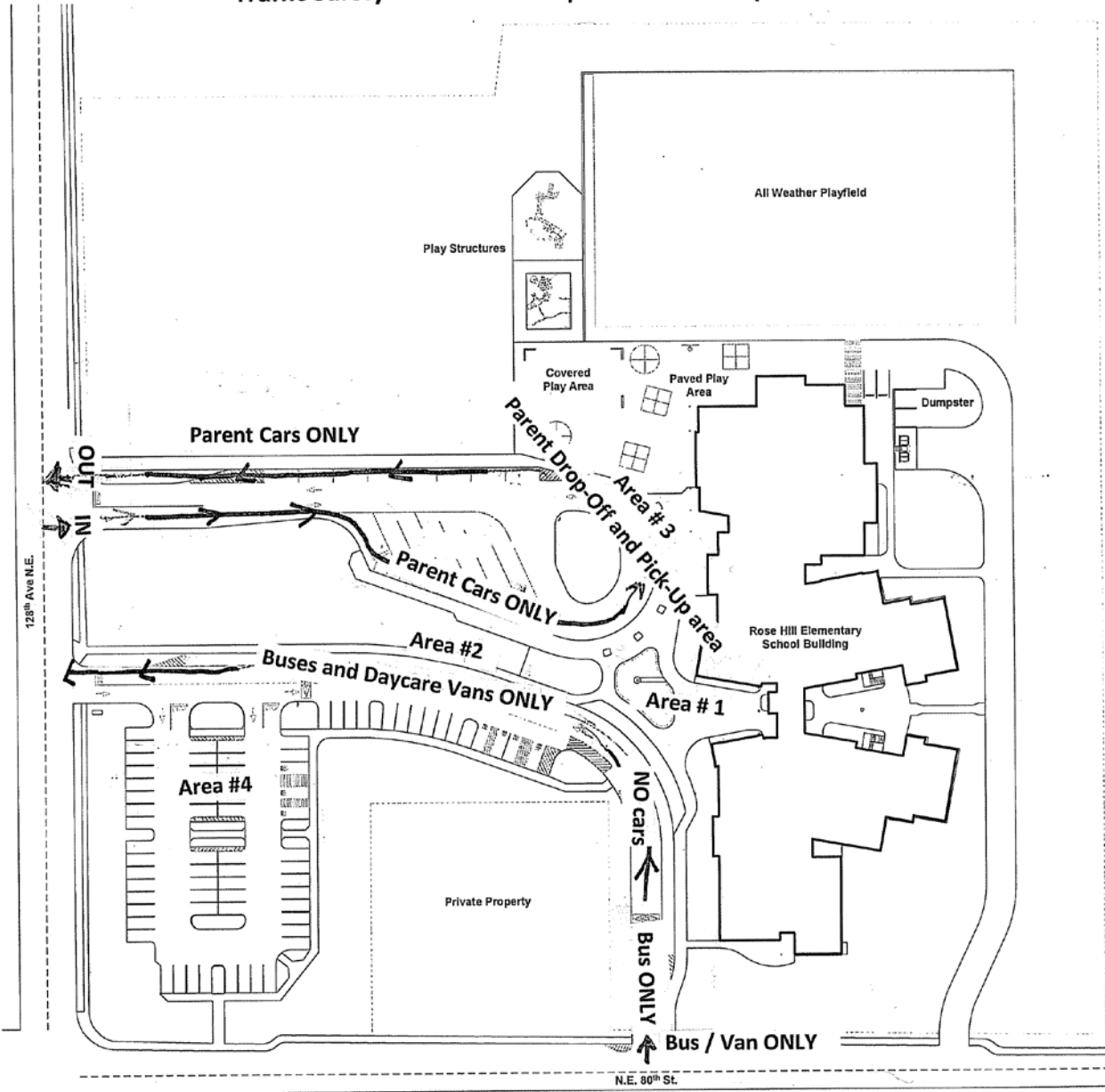
If your child rides a District school bus or daycare van to and from school, they will be dropped off and board the buses in the area next to the large oak tree. **(Area #2)** A student Safety Patrol member will be assisting as students exit or enter the buses. Buses will enter on the NE 80th driveway and only buses or daycare vans will be allowed to use the driveway in the front of the school. The ONLY exception will be for cars accessing the Handicapped Parking (sticker or tag required). There will be NO exceptions for parent cars.

If you drive your child to and from school, you will need to enter and exit on the 128th Avenue NE side. Stay to the right hand side in a single file line and follow the curve around the parked staff cars, remaining in your car. This is the drive-thru lane, pull up as far as possible and keep advancing until you get to the place where all children who are being picked up will be waiting. **(Area #3)** We will have six cars load up children at a time. Students must enter the car on the sidewalk side. There will be two adults from the school as well as student Safety Patrol members who will assist your child to enter or exit your car. Once your child is safely in the car, you will need to exit the parking lot on the 128th Avenue NE side. Children who are being picked up or dropped off will only enter or exit your car in the marked spaces. (Drop-off/Pick-up zone)

NO ONE will be allowed to park in the drop-off or pick-up lot. If you wish to monitor your children on the playground after school, you will have to park in the parking lot at the front of the school bordered by 128th Avenue NE and NE 80th. **(Area #4)** After you park, walk towards the school on the sidewalk and follow the safety patrols' directions to cross at the marked crosswalk. Do not walk across the traffic lanes as that is where the school buses and vans will be parked and loading up our bus students. Follow the sidewalk to the playground and remember that after school, parents are in charge of student supervision on the playground. Additional parking for staff has been provided in the Drop-off/Pick-up lot so that more parent/visitor cars can find parking in Area #4.

When you are driving on school grounds, **your speed should be approximately 10 MPH or less** to ensure the safety of all our children and adults. No one should be trying to pass other cars or beat the buses out of the lot.

Traffic Safety for Student Drop-Off and Pick-Up



Lake Washington School District #414	
Site Plan	Date Modified:
Site: Rose Hill ES-15	7/24/2006



General Playground Rules

1. We have a Zero Tolerance Bullying and Harassment Policy.
 - Harassment of any kind will NOT be tolerated! (Examples are: bullying, ganging up, bossing, name calling, put downs, gestures, teasing, cruelty, etc.)
2. Play Safely
 - Use each piece of equipment for the use intended.
 - Any play that hurts others or you – physically or emotionally is not acceptable.
 - Play fighting or rough play is not acceptable.
 - Hitting, kicking, pushing, grabbing clothing or other physical solutions to problems are not acceptable.
 - No food or candy allowed.
3. Everyone has to stay outside during recess
 - **Bring coats to recess.**
 - Bring coats to lunchroom for lunch recess.
 - If you go to recess right after music, library or PE, bring your coats.
4. Recess teachers have passes for the bathrooms.
 - Use the bathrooms and drinking fountains by the gym only.
 - To enter the school building you must have a recess or office pass.
5. Inappropriate language and/or swearing will not be used.
6. When there is a dispute over a game, take a vote and the majority wins or do rock, paper, scissors. If dispute continues, find a recess teacher. The PE teacher sets game rules.
7. All rocks, stones, sticks, cones, wood chips, dirt, sand, and snow stay on the ground.
8. Puddle jumping; playing in water or splashing others is not acceptable.
9. Personal electronic devices and any playing or trading cards will need to go to the office.
10. No cell phones – they must remain in your backpack.
11. Play area – Blacktop, covered area, barked big toy area and designated fields.
12. Off limit areas are anywhere we can't see you including:
 - Beyond gate or paved play area
 - Parking lot and driveways
 - Inside of school building
 - Woods
13. Balls
 - No throwing balls at people: any games using a student as a target of a ball.
 - Use big red balls or tennis balls only on gym walls.
 - Snow is to stay on the ground not throwing snowballs. You may make snowman and snow forts.
 - Put balls and jump ropes back in the ball rack after each recess.
14. Bars
 - Two students may be on the bars at one time
 - Time limit – two minutes
 - One hand on bars at all times



Behavior Conduct/Expectations/Discipline Policy

At Rose Hill Elementary we...

- Show respect for ourselves, others, and our community, and value diversity
- Strive for our personal best and academic excellence
- Take responsibility for our own actions
- Work to create an environment that is built on trust, support, and safety

Therefore ... we have developed a set of non-negotiable student behaviors that will ensure a positive and safe school climate.

- **All students will follow reasonable requests from supervising adults.**
- **All students will treat themselves and others with respect.**
- **All students will act in a safe manner.**
- **All students will obey the rules and laws of the school and community.**

At Rose Hill Elementary, we use “Think It Over” reports as part of our progressive discipline plan for those behaviors that can usually be eliminated by positive reinforcement and consistent follow-through by adults and supervisors.

Incident Report

The purpose of a Think It Over (TIO) Report is to inform you that your child was demonstrating inappropriate behavior at school. A TIO Report may also result in a **logical consequence** given by the principal or a staff member witnessing the behavior. Every day, the students have a new beginning. However, several **TIO Reports** may indicate chronic inappropriate behavior and result in a conference with the teacher and/or the principal. We send TIO Reports home so you are aware of your child’s choices at school. The Principal will communicate with parents for repetitive inappropriate behavior or at the first occurrence of severe or dangerous behavior.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. All schools follow the LWSD policies listed on the next pages.