

Please save this handbook to refer to
throughout the year
REVIEW pages 11-17 with your student
RETURN a signed contract to each
child's teacher

ENDEAVOUR ELEMENTARY

Student/Parent Handbook
2009-2010



ENDEAVOUR ELEMENTARY SCHOOL

26205 SE Issaquah-Fall City Road
ISSAQUAH, WASHINGTON 98029-9114

PHONE (425) 837-7350
ATTENDANCE LINE (425) 837-7353
www.endeavour.issaquah.wednet.edu

Welcome Endeavour Elementary Students and Parents

Endeavour Elementary School Mission Statement

Endeavour is a place of learning that develops the gifts and talents of all individuals. Excellence in education is achieved through high levels of collaboration among staff, parents, and community.

Dear Endeavour Families,

On behalf of the entire staff, I am happy to welcome Endeavour Elementary students and parents to the 2009-2010 school year. The staff at Endeavour Elementary is looking forward to an exciting year. We are a learning community dedicated to carrying out our educational mission. Parent support and involvement is very important to staff and students at Endeavour Elementary School. 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,

Kathy Connally
Principal

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DAILY SCHEDULES

K, 1, 2, 3, 4, 5 SCHOOL DAY: Mon., Tues., Thurs., Fri.
Wednesday

8:30 AM – 2:53 PM
8:15 AM -- 12:30 PM

AM KINDERGARTEN: Mon., Tues., Thurs., Fri
Wednesday

8:30 AM – 11:03 AM
8:15 AM – 11:03 AM

PM KINDERGARTEN: Mon., Tues., Thurs., Fri
Wednesday

11:42 AM – 2:53 PM
No PM Kindergarten

SCHOOL



DRUG-FREE

Endeavour is a DRUG FREE ZONE. Any person found guilty of dealing in illegal drugs within 1000 feet of school grounds is subject to double the usual penalties. The school is also a SMOKE-FREE and GUN-FREE zone.

WEAPONS

Violence or threats of violence are not tolerated on any school. Possession of firearms on school property will result in a one year mandatory expulsion subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420)



ENDEAVOUR STAFF – 2009-2010

Principal

Kathy Connally 7351 309

Program Assistant

Andrea Hillman 7368 305

Secretaries

Deborah Donohoe 7352

Laura Maloney 7354

Office

FAX 7350

Kindergarten

Pamela Albertson 7356 604

Gabrielle Herring FDK 7312 507

Shawn Parker FDK 7313 506

Grade 1

Lori Fisher 7373 102

Leslee Frankland 7372 101

Jennie Waterman 7382 103

Diane Parham 7321 106

Michelle Tran 7384 104

Grade 2

Angela Charles 7376 112

Debbie Kotz 7380 108

Juli Trochim 7379 109

Sherry Zeiler 7381 107

Tatum Phillips 7383 105

Grade 3

Summer Hughes 7315 504

Tonya Kusak (MERLIN) 7316 503

Callie Nordell 7314 505

Jan Robinson 7365 501

Leslie Smith 7317 502

Grade 4

Jessica Aguero 7327 P-7

Lorre Mark (MERLIN) 7378 110

Marianne Shattuck 7330 P-9

Katie Nack 7391 P-10

Hollie Vance 7328 P-8

Grade 5

Malia Greening 7311 509

Kathy Jensen 7331 P-1

Khrisla Mulvany 7377 111

Kim Ralph (MERLIN) 7337 P-2

Shirley Timson 7389 510

Names in bold – CIP Team

9/8/2009

Resource

Jenelle Cleland 7364 511/512

Librarian

Vicki Carlson 7374

Michelle Ensey 7374

Music Specialist

Holly Miller 7387 202

Nathan Bogopolsky 7396 203

PE Specialists

Salena Skogstad 7388 401

Beth Knudtson 7388 401

Sage

Jennifer Smith 7339 P-4

Counselor/Psych

Jane Spencer 7359 303

Mikael Carlson 7360 304

OT/PT

Holly Silewski/OT 7310 508

Torey Gilbertson/PT

SLP

Lisa Guderjohn 7360 304

Tech Specialist

Steve Chaney 7399

BEL

Sally Arthur 7336 P-3

Joanna McCann 7336 P-3

Nurse

Mary Sue Payne 7371 310

Health Room

Anne Lagozzino 7370/7385

Custodians

7319

Randy Cornwell (Day)

Hong Nguyen (Night)

Steve Douglas

Kitchen

Eva Peterson 7362

Melinda Lee 7362

Sierra Moon 7362

EA'S 7350

Pat Couet

Evelyn Davies

Terry Kamien

Anne Lagozzino

Mary Swanson

Beth vanHeuven

Marla Volwiler

Jan Wuestenhoefter

Other

P10 Staff Lounge 7367

PTSA 7366

Computer Lab 7378

Jaguar EA's 7338

Lisa Allen (Mgr.)

Anne Lagozzino

Marla Volwiler

Darlene Carpenter

Carol Jarrett



ATTENDANCE

We encourage students to be at school on time EVERY day. Regular attendance is essential to a student's success in school. Students receive the full benefit of classroom instruction only when they attend on a regular basis.

ATTENDANCE LINE

ATTENDANCE LINE is a service the school offers to enhance student safety and communication between school and home. When you know your child is not going to be at school due to illness, religious observances or family emergencies, please call **425-837-7353** to report the absence. If you receive a phone message that your child is absent and you believe your child to be at school, please call the school as the child may have been out of the classroom when attendance was taken.

ABSENCES

By law, the State of Washington requires each school to closely monitor student attendance.

- Absences are only considered excused for the following reasons: illness/health, family emergencies, religious observances or activities pre-approved by the principal.
- All absences, including the above-mentioned absences, will be considered "unexcused" unless we receive notification from you via the Attendance Line at 837- 7353, or by written notification as to the reason for the absence.
- Absences due to family trips may only be excused when **prior approval is given by the principal**. *Prearranged absence* forms may be found in the office or you may email your request to www.endpar@issaquah.wednet.edu Per district policy, no homework will be given ahead of time for prearranged absences.
- ***Again, a note must accompany your child when he/she returns following the absence (or you may call the Attendance Line to state the reason for the absence).***
- **If a pattern of frequent absences develops, parents may be contacted via phone and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future absences.**

ARRIVAL and DISMISSAL TIMES

Children who are dropped off and picked up at school may **arrive at school no earlier than 10 minutes before the start of the school day**, and **must be picked up 10 minutes after the school day**. There is no supervision before or after these times because teachers are preparing lessons, planning in their classrooms, and/or attending meetings.



EARLY DISMISSAL

We encourage parents to make doctor and dental appointments before or after school hours. Please send a note to your child's teacher if you must take him/her out of school early. ***When you pick up your child for early dismissal, report to the office*** to sign your child out. 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 room.** For student safety 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 the first day of school packet (see pages 5 and 6 for more information regarding the Emergency Information Form).

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 guidelines of our attendance policy that states, "Excused absences may occur for illness/health, or an emergency." When tardy, students must check in with the office for an admission slip before going to class. **If tardiness is chronic, parents may be contacted via phone and/or mail to determine a course of action, and a written note from a doctor may be required to excuse future tardies.**

CIVILITY POLICY

Issaquah School District has adopted a Civility Policy that serves as a guide for continuing our work in maintaining a culture of civility 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 policy 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.

EMERGENCY INFORMATION

EMERGENCY SCHOOL CLOSURE

There may be days when unexpected emergencies or inclement weather make it necessary to close school or start later. If there is NO announcement, then 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, via mail, from the school district providing in-depth emergency school closure information. E-news subscribers will receive district updates.



EMERGENCY PROCEDURES

Providing students with a safe environment is a primary concern at Endeavour. We routinely practice drills in anticipation of 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. If you come to pick up your student following an actual emergency, keep fire lanes, doorways and hallways clear for Emergency Response Teams and follow these steps:

1. Follow signs to "Parent Check In" **2. Complete "Student Release Form"**- Photo ID will be required **3. Follow signs to "Reunion Area"** and sign your student out. Again, all students must be checked out through school personnel.

EMERGENCY/HEALTH INFORMATION

Each student must have a current **Emergency Information Form** on file. It is vital that the office has names and telephone numbers (including cell phone numbers) of alternative contacts should an emergency situation arise. Please call the office or send a note with your child to update your emergency form if there are any changes. It is also important for you to let us know of any health problem your child has, and keep us informed about changes in health. Please note, you may update emergency information via Family Access www.issaquah.wednet.edu.

HEALTH ROOM

If 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 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 Information Form to come and pick up your child and take him/her home.

HEALTH SCREENING

Each year routine vision, hearing, and scoliosis (spinal curvature) screenings are done at school. Parents will be advised and specific information will be sent to you prior to the screenings.

INDIVIDUAL HEALTH PLAN-LIFE THREATENING CONDITIONS

By law (House Bill 2834) children with life threatening conditions such as severe bee sting or food allergies, severe asthma, unstable diabetes, severe seizure, etc. are now required to have a medication and treatment order (Individual Health Plan or IHP) in place before they can start school. This order from the child's licensed health care provider must be filed with the school nurse. This is a requirement for classroom placement.



ILLNESS AT SCHOOL

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 will help us if you make sure the information on your ***Emergency Information Form*** is kept current with the names and **telephone numbers of people who may be contacted if you cannot be reached.**

Use this guide with regard to common infectious diseases:

1. ***Colds, Fever, Flu***

Keep the child home while acutely ill and until his temperature has returned to normal for 24 hours, and there has been no vomiting for 24 hours.

2. ***Chicken Pox***

Keep the child home until all pox are dried up and crusted over.

3. ***Lice***

Keep the child at home until treated with louse medication and all nits (lice eggs) have been removed.

4. ***Scabies, Impetigo, Ringworm, Pink Eye***

The child may return to school 24 hours after prescription medication has been started. Students should be reminded not to share personal items.

IMMUNIZATION RECORDS

Washington State law requires all students to be immunized (DTP, measles -or proof of immunity, MMR, Hep B, Varicella, and Polio). The law requires that parents fill out and sign the Certificate of Immunization form. Without this on file, your child is not allowed to attend school.

MEDICATION AT SCHOOL

State law prohibits school personnel from giving any medication (**prescription and/or over the counter**) without specific instruction from your licensed health care provider, acting within the scope of his/her license, and either a parent or a legal guardian. The ***Administration of Medication at School*** form is available from the office. **This form must be filled out completely and signed by both the health care provider and parent/guardian before we can administer any medication.**

All medication must be hand delivered by an adult in the original container labeled with the student's name, name of medication, dosage, mode of administration, and name of health care provider. No more than a twenty day supply may be sent at one time. Students may carry and self-administer medication for emergency health reasons **only** when requested by the licensed health care provider and parent/legal guardian, and approved by the principal and the school nurse. If you have any further questions, please feel free to call our health room at (425) 837-7370.



PETS

The friendliest of dogs can be a hazard at a school full of children. In such an exciting atmosphere, even the gentlest of animals has been known to nip, scratch, or tear clothing. Please see that your animals are kept at home. 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.

Endeavour follows the district NO ANIMALS ALLOWED AT SCHOOL AT ANYTIME policy.

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. Please provide the office secretary with a copy of the order.

SCHOOL LUNCH PROGRAM

Students eat lunch in the multi-purpose room, otherwise known as 'The Jaguar Café.' Students may bring a lunch from home, or purchase a nutritional lunch through the school lunch program. Four lunch choices are available each day. Milk is provided with the school lunch (\$3.00) or may be purchased for \$.50. Monthly lunch menus will be available on the district website. We encourage you to pre-pay for lunches as this helps our system to run smoother. An online lunch payment option is also available at mylunchmoney.com. You will need your child's ID # in order to enroll online.

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 will be sent home during the first days of school. If your child was on free or reduced lunches last June, their eligibility continues until September 30. If a change in family size or income occurs during the school year, please contact Food Services at (425) 837-5060.

SIBLING POLICY

Endeavour Elementary Sibling Policy is one that considers the safety and needs of students, faculty and families. To support participation and ensure both teacher and parent volunteer can focus entirely on the children in the classroom; the following policy has been adopted by the Endeavour Site Council:

- Siblings may accompany parents to after school events and assemblies.
- Siblings may attend classroom parties at the discretion of the individual teacher.
- Sibling may accompany parents in the lunchroom for special occasions. Make arrangements ahead of time with teacher.
- Due to safety concerns, siblings are not allowed in the kitchen.
- It is not appropriate for siblings to accompany a parent to the workroom.
- District Policy dictates siblings are not allowed at recess.
- Siblings are not allowed when parents chaperone field trips.
- Siblings are not allowed when parent volunteers are in the classroom during instructional time.



SITE COUNCIL

The Site Council, which meets monthly, is comprised of five parents and five staff members, including the principal. The purpose of the Site Council is to ensure our students' success by helping advance the District mission *through* collaborative planning, communications and decision-making. Specifically, site councils are intended to foster continuous improvement of the school's educational program, blend the values and perspectives of the community, staff, and students in school-wide decisions, and foster effective communication among all stakeholders in the school. Public input forms are available online and in the office if you would like to bring something to Site Council.

STUDENT PLACEMENT POLICY

The staff at Endeavour takes the assignment process very seriously and devotes considerable time, effort, and care to the development of class groupings that result in offering every child equal consideration in the assignment and learning process. No classroom changes will be made prior to the third week of school. After that time the parent and teacher may hold a conference to seek solutions to specific concerns. If issues are not resolved, parents may obtain a Student Placement Review Form from the office and submit it to the principal for referral to the Guidance Team.

TRANSPORTATION INFORMATION

For bus issues or questions, please contact the Transportation Department at (425) 837-6330.

BUS LOADING ZONE

The bus loading/unloading zone at Endeavour is at the front of the school. The bus loading zone is **FOR BUSES ONLY**. **Do not drive or park cars in this area**. We ask that parents who are dropping children off for school or picking students up, park in a designated parking space in the main parking lot in front of the school or pull as far forward as possible in the Student Loading/Unloading Area. Please remind children to use crosswalks and sidewalks for their safety.

BUS PASSES

Written parental permission is required for students to get off the bus at a stop other than their regular stop. Students wishing to ride the bus home with a friend or take a different bus for daycare purposes must have a signed note from a parent. The note may be sent to the office and/or teacher and should include the following information: full names of both the student and the person they will be riding with, the bus 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. School policy does not allow students to call home to make arrangements to go home with another student. Prior arrangements must be made from home, and a permission slip for the bus pass must be sent to school with the child requesting the pass.



PARKING LOT SAFETY

When picking up or dropping off children, please observe Endeavour's Parking Lot safety plan:

- Turn off cell phones and give full attention to safety.
- Pull forward as far north as possible along the Student Load/Unload area.
- Do not double-park when dropping off or picking up children. Circle around if necessary.
- Remind your child to enter and exit on the curbside of your vehicle **only after you have come to a full stop.**
- Vehicles are permitted only in front of the school building for safety reasons.
- Students are supervised by Endeavour staff 10 minutes before and 10 minutes after school **only**, so please BE ON TIME to keep your children safe.
- Obey all signs, student patrols, school personnel directing traffic, and use crosswalks.
- Due to safety concerns with Issaquah-Fall City Road, children are not allowed to walk or ride bikes, skateboards, scooters or rollerblades to school.

VEHICLE DROP-OFF PROCEDURES

1. Vehicles entering the parking lot should proceed to the drop-off lane and **pull all the way forward** (at a safe speed) to line up directly behind the car in front of them. Please keep children buckled until you have stopped.
2. If the drop-off lane is full, continue around to the next parking lane and wait in line until you are directed into the drop-off lane by an EA.
3. Once you have pulled up as far as possible, students can then unbuckle, and **quickly exit the vehicle on the sidewalk side only.** As you are pulling up, please be sure to watch for pedestrians and not block the crosswalk.
4. Once dropped off, students can walk to their assigned line-up location.
5. Drivers can pull out of the drop-off lane and exit the parking lot.

TIPS FOR KEEPING TRAFFIC MOVING, MINIMIZING CONGESTION AND ENSURING THE SAFETY OF OUR CHILDREN

- While in the drop-off lane, **drivers should not open the driver-side doors or get out of their vehicle to assist students.** This causes delays for others. If your children need additional help exiting the vehicle, please park in an appropriate location and walk them to the building.
- Prior to entering the parking lot, please be organized so your children can quickly exit the vehicle once you have come to a complete stop in the drop-off lane. **Do not enter the drop-off lane if students are not ready to exit.** Instead, circle around again, and enter the lane when they are ready.
- The **inner lane (Thru Traffic), next to the drop-off lane, can only be used for vehicles circling around or exiting the parking lot.** It is unsafe for vehicles to enter the drop-off lane from this point by cutting in front of others already in line.
- **Vehicles cannot be left unattended**, for any reason, in the drop-off lane during drop-off times.



VISITORS AND VOLUNTEERS

CLASSROOM VISITORS

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

- Pre-arrange your visit with the classroom teacher.
- It is not appropriate for siblings to accompany a parent to the classroom (for exceptions see Sibling Policy).
- Sign in at the office before going to your child's classroom.
- Wear a visitor badge at all times while on school grounds.
- Upon entering a classroom please turn off your cell phone
- Try to choose a day that is not too close to a holiday.
- Remember, this time is not a conference time.
- Try to arrange your visitation so that it does not occur during the last few minutes of the day.
- 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 Endeavour Elementary. We encourage and support the efforts of volunteers throughout the building. If you are interested in becoming a volunteer, please contact Volunteer Coordinators, Heather Stambaugh (425) 837-3777 or Chris Leznek (425) 392-4533. You may also contact, Endeavour PTA President, Becky Lawrence at (425) 557-4686. Many classroom teachers use volunteers to assist with programs and special classroom or grade-level events. Each teacher has a room parent who coordinates classroom volunteer efforts. Washington State Patrol forms must be completed and approved prior to volunteering in any public school in the state.

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.



Endeavour Behavior Expectations

RESPECT & RESPONSIBILITY

The staff at Endeavour 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. Please take time to read through our Behavior Expectations and school rules with your child. **The last page has a printable "contract" that needs to be returned to your child's teacher.**



ENDEAVOUR STUDENT BEHAVIOR EXPECTATIONS

We **respect** ourselves and others

- Be a collaborative worker
- Be self-directed
- Use appropriate verbal and body language
- Demonstrate empathy
- Use attending behaviors
- Always put forth best effort
- Follow staff members' directions
- Keep hands and feet to yourself

We **respect** our school

- Be a community contributor
- Pick up litter and use trash cans and recycle containers
- Stay on sidewalks
- Keep hands and feet off walls and displays
- Take good care of furniture and learning materials

We **take responsibility** for our own actions

- Use self-control
- Be a self-directed learner
- Be honest, helpful and fair
- Use problem-solving skills
- Accept and learn from mistakes

We act in **safe** ways

- Walk quietly past classrooms, on sidewalks and ramps
- Use learning tools and equipment in safe and appropriate ways
- Report unsafe or inappropriate activities to an adult **before** someone gets hurt
- Think before you act: Make wise decisions.



ENDEAVOUR SCHOOL RULES

GENERAL

1. In warm weather mid-thigh length shorts may be worn (no cut-offs or running shorts). Tops must cover the shoulders (no spaghetti straps) and cover the waistline. Shoes must be safely appropriate for school – no flip flops.
2. Designs on clothing must be appropriate (no tobacco or alcohol logos or crude drawings).
3. Hats must be removed once you enter the classroom.
4. Gum is not allowed at school.
5. Scooters, skateboards, and roller skates/blades or shoes with wheels are not allowed at school.
6. Pets are not allowed on school property before or after school. Students bringing pets for classroom sharing must have prior approval.
7. Be courteous to adults and follow their directions.
8. 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 in the hallway across from Miss Jane's office.

BEFORE SCHOOL

1. Arrive between 8:20 and 8:30 a.m. (on Wednesdays, 8:05 and 8:15) and line up in front of the school by grade level. Students should not be on the playground/field before school.
2. Parents and students should obey school patrols and use designated crosswalks.
3. If you are late, please report to the school office for a Tardy Slip before going to your classroom.



AFTER SCHOOL

1. Classroom teachers will dismiss students and walk them to the busses.
2. Students need to be picked up within 10 minutes after school is dismissed, unless attending extracurricular activities.
3. Parents and students should obey supervising staff and school patrols and use designated crosswalks.
4. Older siblings and parents picking up students should not arrive at Endeavour more than 5 minutes before dismissal time. Determine a pick-up meeting place.

ASSEMBLIES

1. Follow your teacher in line to your assigned seating area.
2. Use quiet, "inside" voices.
3. Respect the performers/speakers. Use polite applause only.
4. Stay seated and quiet until your teacher asks your class to leave.

JAGUAR CAFE

1. Use restaurant manners and voices when entering the Jaguar Cafe (lunchroom).
2. Be quiet immediately, when the bell rings or when the lunchroom supervisor signals.
3. Raise hand to ask permission if you need to leave the table.
4. Clear off your eating space (remove lunch sacks, etc.), bus trays and then wipe down your table. Remember to recycle your waste. Then raise hand for dismissal.
5. Walk in an orderly manner when returning lunch trays to the kitchen window, disposing trash or entering and exiting Jaguar Cafe.
6. Running or shouting in the Jaguar Cafe are not allowed



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 terminated until supervisors determine it can be played in a safe manner.

All students are responsible for equipment. Please return everything to the equipment basket 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 that wants to play is allowed, as long as they are not causing problems. **Students may not bring any electronic or battery-operated items to school or valuable collectables such as PokeMon cards.. The school is not responsible for lost toys or electronic equipment. Cell phones must remain off and in backpacks during the school day. Children are not allowed to bring them out to recess.**

Basic rules for the playground are:

1. **Be respectful** of yourself, others, and the equipment. Do not tease or hurt other's feelings. No fighting, spitting, graffiti, name-calling or swearing.
2. **Be safe.** Keep hands and feet to yourself. "Friendly games" only. No tackling, slide tackling or grabbing other people or their clothes.
3. **Use common sense.** Know the difference between right and wrong. Your choice should not cause a problem for anyone else including YOU!
4. **Be responsible for your own actions.** Students are responsible to keep themselves dry, to keep track of their own personal belongings, and to help recess supervisors keep track of Endeavour equipment. They should know and follow game rules and school rules and ask if they are unsure or if there is a dispute.

Stay Away From 'Off Limit' Areas:

- Stay in the designated playground area. Do not cross the "white line" without adult permission and supervision.
- Bleachers and port-a-potty are off limits.
- Passes allow students to go in the building. Students are welcome to use outside bathrooms without passes.
- Orange cones or yellow tape show students what isn't safe.
- Stay away from portable classrooms and the emergency container. Never go under or behind them.
- The Wetlands outdoor classroom and other areas outside of the playground are off limits except for supervised classroom visits.
- All area outside fences are off limits.
- All classrooms are off limits unless the student has a pass from the teacher.



SPECIFIC RECESS GUIDELINES

Big Field:

1. Digging is welcome in sandboxes only.
2. Climbing is welcome on climbing toys only, not fences, benches or backstops
3. Bases need to be left in place.
4. Make sure someone's ready before you throw them a ball. Don't throw or kick sand, bark, pinecones or any other such object that could hurt or annoy someone.

Covered Areas:

1. Go down the slides feet first, on your bottom only: "Go down, come around."
2. No tag or tag-like games on or around equipment.
3. No running on the Big Toy.

Paved Areas:

1. Students are to walk on all paved areas, particularly at the end of a recess period.
2. No kicking balls in paved areas.

Restrooms: Use outdoor restrooms under covered area by the gym.

Rainy Days: During particularly bad weather days, students may be confined to the covered areas and walkways.

Snow Days: In order to play outside on snow days, students must have appropriate clothing, including boots, gloves, and coats.

Play Fighting: There is no play-fighting because all too often it leads to real fighting!

Fences/Handrails: No jumping, standing, or sitting on fences or handrails.

Bars: Use hands when spinning. No spinning on parallel bars (bars close together). Students must have at least one hand on the bar at all times. No standing on the top of any bars. No sitting on top of the monkey bars. Take turns. If someone is in line waiting for a turn, kids count to 25.

Jump Ropes: To be used for jumping only.

Balls: Balls are only to be kicked on the 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 get a ball from an 'out of bounds' area.

Rough Play: Students are not allowed to play unsafe games which may cause injury, for example Tackle Football or Red Rover. Any game being played too roughly will be stopped and may not continue at subsequent recesses.



Discipline Plan

All staff members intervene to redirect inappropriate student behavior and help students solve problems. Interventions may include:

- Principles of Love & Logic
- Redirect
- Time out "On the Bench" for 5-10 minutes
- Time out "On the Bench" for entire recess
- A visit to the principal for hurting someone, disrespect towards an adult, or repeated infractions
- Progressive discipline will be put in place and parents will be contacted for repeated misconduct or exceptional misconduct (See DISCIPLINE RANGE CHART on page 18)



After reading and reviewing the Behavior Expectations in Endeavour's online Student/Parent Handbook (found at <http://www.endeavour.issaquah.wednet.edu/>) with your child(ren), please sign this slip and return it to her/his teacher.

*My child and I have read and discussed the importance of each student's individual responsibility for this information so that Endeavour will be a safe and positive learning environment that promotes **respect, responsibility, and excellence in all "Endeavours."***

Parent name _____

Signature _____

Student name _____

Signature _____

Teacher name _____