



School Handbook

2023-2024

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SCHOOL

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Welcome

The purpose of this handbook is to provide you with Soundview's values, policies, and procedures. While this handbook should function as a useful tool, please do not hesitate to speak with Soundview's administration directly about the mission, vision, and policies of Soundview.

Soundview's Mission

Student Outcomes (what we do):

Soundview School educates intellectually motivated students to become knowledgeable, compassionate and ethical citizens and leaders.

Educational Philosophy (why we do it):

We cultivate international-mindedness, creativity and passion for learning through inquiry, integrated projects, and meaningful assessment in academics, the arts, service and self expression.

Why it matters:

We embrace diversity and work to build our school and local communities around reflection, caring, respect, and trust.

Vision

Provide opportunities for student leadership and place students into leadership roles in our community and beyond, now and into the future.

Be a professional destination for teacher leadership and growth; be a model for thought leadership and learning as an organization.

Lead among IB World Schools by designing and practicing innovative curriculum and sharing it.

Values

Soundview uses these three words from the mission statement to represent the school's values:

1. Ethical: We do the right thing, even when no one is looking.
2. Rigorous: We work hard and do our best.
3. Compassionate: We care for ourselves, others, and the planet.

Enrollment and Financial Policies

Tuition

The Soundview Board of Trustees sets tuition rates in January/February for the upcoming year. Tuition includes:

- All classroom supplies (pencils, notebook paper, glue sticks, binders, etc.),
- Learning materials,
- Field trip fees,
- Outdoor school trips (for 5th-8th grade students),
- Access to appropriate technology at school, and
- Other consumables.

Families are required to provide a band instrument for 5th-8th grade students and a chromebook for middle school students. These are not included in tuition.

Other supplies for subject specific projects (for example, cardboard boxes for an art project) may be requested by teachers during the school year, but these requests will be kept to a minimum and should be common objects found at home. Families should not make any additional purchases of these supplies.

Families can choose to have their single, three, or eleven payments automatically deducted or they can be invoiced via Blackbaud Tuition. Payments can be made from a checking account or a credit card (card payments incur a 2.5% convenience fee). Families who are invoiced receive monthly statements and are required to mail their check or money order by their due date to Blackbaud Tuition. A one-time fee is assessed for this tuition service at the beginning of each school year. Fees are charged for late payments, a failed auto debit, or NSF check.

Tuition Deposits

Tuition deposits are due in February for the following school year.

Delinquency

All accounts must be satisfied in full (including Child Care or After School Club bills, return of school property) before final report cards will be issued to families. Official records will be transferred to other schools, if applicable.

If tuition and fees are not paid when due, parent(s) or guardian(s) shall be liable for all costs that are reasonably incurred in efforts to collect the delinquent tuition and fees.

Financial Aid

Soundview School recognizes that families bear the primary responsibility for financing their child's education. Soundview also acknowledges that financial assistance will be necessary for some families.

Soundview uses the Student and School Service (SSS) by the National Association of Independent Schools (NAIS) to provide a need-based financial aid assessment according to the NAIS Principles of Good Practice for Financial Aid Administration.

The Soundview Board of Trustees determines the Financial Aid budget annually. From this

allocation, the Financial Aid Committee determines award amounts for qualified families. Soundview School offers aid in the form of a Tuition Grant. This type of aid reduces the total tuition a family pays for their child's education. This amount is not required to be paid back. Please refer to the current school calendar for Financial Aid application deadlines.

Institutional Advancement and Fundraising

Financial aid to families and tuition waivers are an essential part of Soundview's culture. We enjoy a healthy and diverse school environment because we make every effort to keep tuition at a minimum. Gross tuition revenues do not equal the full amount of educating our students.

In addition, capital improvements are completely dependent on charitable contributions. The shortfall is made up with philanthropic contributions from our constituents. Without their support, our low tuition and school culture would be in jeopardy.

Soundview holds an Annual Campaign each December and a Spring Gala event each year. If you want to get more engaged or have questions, contact the Advancement Office at advancement@soundview.org.

Contributions are tax deductible to the full extent allowed by law. You can support Soundview each year through giving. Our federal tax identification number is 91-1832492.

Partnership with Soundview

Student success is built upon a strong family and school partnership. There are many opportunities for families to be engaged with Soundview.

Soundview Parent and Guardian Association (SPGA)

Every parent and guardian of a Soundview student is automatically included in the SPGA. SPGA selects officers and class captains each year, holds regular monthly meetings, and works directly with the Director of Enrollment Management as the staff liaison. SPGA operates as part of Soundview, hosts regular events each year, and works with a budget provided by Soundview. SPGA cannot conduct fundraising activities or independent marketing initiatives.

Whether through time, talents, resources, philanthropy, or play, we welcome all efforts to support Soundview. If you are interested in becoming more active in SPGA, please contact your SPGA Executives at spga@soundview.org.

Engaging With Classrooms

Parents and guardians are encouraged to volunteer in classrooms in the following ways:

- Guest "mystery" reader;
- Field trip chaperone or driver;
- Share as a qualified professional;
- Share relevant personal experiences;
- Support math/literacy group instruction; or

- Connect classes with unit-relevant guests or field trip opportunities.

Soundview will have various times during the school year when potential volunteers can indicate their interest and availability. Adults on campus may be required to complete a background check by Washington State Patrol and must meet all other current requirements.

Participation in Committees

From time to time, Soundview will convene committees with representatives from the parent body. These committees are typically formed to work towards Soundview's strategic priorities as set forth by the board of trustees and school administration.

Use of School Facilities for Non-School Events

Soundview may, at the sole discretion of the Head of School, allow parents to use Soundview facilities for non-school activities. Parents who wish to use School facilities must contact the administration to discuss terms, insurance liabilities, and timing.

Employment of Soundview Staff by Soundview Families

Soundview staff must not engage in independently arranged employment (paid in money or in-kind) for current Soundview families. Because Soundview may be held liable for situations which occur in the course of an employment arrangement, work such as babysitting or tutoring for current Soundview families is not permitted during the school year. Faculty or staff members who accept these types of employment with Soundview families may have their contracts with Soundview terminated.

During the summer months, when school is not in session, Soundview employees may provide tutoring to current Soundview families on a private basis. Tutoring must occur off-campus unless special permission has been directly granted by the Head of School and appropriate paperwork has been filed with the Business Office. Faculty & Staff may not tutor any students currently enrolled in their grade level or in the grade level below (for example: 3rd grade teachers may not tutor any 2nd or 3rd grade students. They may tutor K, 1st, and 4th-8th grade students only.) This stipulation is required in order to avoid any conflict of interest.

Employment of Soundview Families by Soundview School

Soundview School will not enter into any business relations consisting of monetary or in-kind exchange with any current families under enrollment contract with Soundview (excluding faculty, teacher and staff employment contracts). Please contact the administration with any questions.

Faculty Gifts

It is often the case that students and their parents want to express their gratitude by giving gifts to faculty or staff. Gifts to faculty from parents are not appropriate. When parents or students wish to show their appreciation, they should tell the teachers, write notes, or send emails. Such moments of recognition are treasured.

The Soundview Parent & Guardian Association coordinates teacher appreciation festivities and gifts. Class Captains will contact families with specific details throughout the year.

Communication

At Soundview, we say “the conversation is the relationship.” We build strong and lasting relationships with clear, consistent, and responsive communication.

Approved School Communication Channels and Schedules

All communication is conducted via the following Soundview approved communication channels and schedules:

- As a general rule during the school year, a Friday email communication is sent from the Head of School’s office to the school community.
- All communication related to classroom instruction from teachers to students and parents is sent via weekly Toddle Announcements and is written by teachers. (Toddle is Soundview’s learning management system. See Academic Policies for further information)
- Auxiliary Programs information is sent via email to registered families.

General Communication Norms and Policies

These communication policies apply to all interactions, including face-to-face, email, phone, or other school-approved communication:

- Confine sensitive conversations to private spaces.
- Handle questions, disagreements or conflicts in a respectful and proactive fashion.
- Use face-to-face interactions or telephone for sensitive conversations.
- Expect a second Soundview employee to be included in sensitive conversations with families and/or students.
- Bring all concerns about your student(s) to their teacher in a timely manner.
- Include a courtesy copy to the Assistant Head of School of all email that goes beyond basic classroom communication.
- Use email threads as a tool for documentation (for example, following up with an email that summarizes the main points of a phone conversation), as opposed to a tool for moving sensitive conversation forward.
- Avoid email when dealing with complicated communication; hold a meeting or phone call instead and include an administrator.
- Expect responses to direct email from school staff within 24-48 hours. If the response is sensitive, complicated, or requires more time for a substantive response, expect an email acknowledgement of receipt and prompt to schedule a conversation.

Communication with Soundview Staff

All communication with Soundview staff must occur through the school’s approved communication channels. Employees are not permitted to provide students or parents with their personal contact information.

Procedure for Handling Challenging Issues

When a challenging issue arises between a family and an employee:

1. Refer such issues to the Head of School or Assistant Head of School on the same day that the issue arises.
2. If a parent raises an issue regarding an employee to the Head of School or Assistant Head of School, they will communicate the issue with the employee immediately.
3. Either the Head of School or Assistant Head of School will serve as the facilitator.
4. The Head of School holds the final decision-making authority and responsibility regarding resolution of the matter.

Code of Conduct

Soundview mission and values guide the expectations of school culture and conduct, to be:

- Ethical: do what is right, even when no one is looking.
- Rigorous: work hard and do our best.
- Compassionate: care for ourselves, others, and the planet.

International Baccalaureate Learner Profile Traits

Soundview's values are best demonstrated by the Ten Traits, which are practiced in every classroom every day and highlighted through monthly assemblies and service activities.

Soundview's Trait of the Month:

- Caring - September
- Risk-Taker - October
- Open-minded - November
- Balanced - December
- Principled - January
- Communicator - February
- Inquirer - March
- Thinker - April
- Knowledgeable - May
- Reflective - June

Academic Honesty Policy

Soundview strives to create principled, balanced learners per the IB Learner Profile through a focus on intercultural awareness, communication, and holistic learning. Students will often be working in collaboration with their peers and using sources from experts all over the world to respond to their unit questions. As a result, students need to be aware of the rules around proper attribution to avoid academic misconduct; this includes intellectual property guidelines and authentic authorship.

The International Baccalaureate Programme has defined age-appropriate academic honesty guidelines for each of its distinct programmes, and the IB Learner Profile attributes are the basis for the development of academic integrity in our students. Based on these guidelines, below are the expectations for Soundview students:

- Students take responsibility for their own work, both in groups and independently.
- Students produce summative work individually unless otherwise instructed.

- Students recognize the difference between individual work and group work.
- Students give credit to other people working in the group.
- Students do not copy other people’s work, whether they be classmates or outside experts.
- Students are expected to know that the purpose of an assessment, summative or formative, is to show what they know, understand, and can do and must provide their own work.
- Students reference sources according to established (age-appropriate) bibliographic formats for each grade:
 - PYP: At a minimum, ensure that both the source title and author are referenced.
 - MYP: Students will be instructed in standard MLA format, which will be explicitly taught in Humanities, but expected in all classes. The Purdue OWL guide is an excellent resource to look at for examples.
- Students use information technology and library resources responsibly (see the Acceptable Use Policy in the Family Handbook).

If a student is found in violation of this policy, there will be a meeting called between teachers and parents in order to determine next steps. These next steps could include:

- a review of the policy.
- instruction on how to avoid violations.
- an opportunity to re-do either the original assignment or an alternative assignment (please see “re-dos” in the Assessment policy.

Discipline Policy & Procedures

Soundview defines “discipline” as a set of practices and processes that help students turn mistakes into learning opportunities that develop social-emotional and prosocial skills. The goal of discipline is to help students contribute to a positive and productive school culture.

Soundview’s disciplinary practices are based on our values:

- Ethical: discipline is focused on resolution as opposed to punishment.
- Rigorous: discipline is focused on best effort and acknowledgment of improvements, however small, as opposed to a quick fix.
- Compassionate: discipline is focused on understanding the “beliefs behind the behaviors” and addressing the root causes of challenges or issues, as opposed to assigning shame or blame.

As a general rule, discipline is a process focused on student improvement and lasting behavioral change. The disciplinary process may involve some form of commensurate consequence to an action or offense.

In extreme cases, when a student's behavior creates a risk to the safety of others or severely disrupts the learning environment, a consequence may be assigned immediately, and a disciplinary process can be overridden. The Head of School has sole discretion in all disciplinary matters.

The range of child development is very broad from age three to grade eight. Therefore, different disciplinary practices, interventions, and/or consequences may be appropriate depending on the age and development of the students involved.

As a general rule, Soundview will follow these steps to implement its disciplinary process:

- When students have intermittent trouble meeting Soundview's expectations, teachers work with students using a variety of classroom management and self-management strategies. These are not the cases in which parents will be notified.
- When students have persistent trouble meeting Soundview's expectations, teachers will notify parents and administrators to begin a disciplinary process.
- When students are unresponsive to coordinated interventions and redirections, students may be removed from classrooms and parents will be notified. This is not the same as an agreed-upon "break."

When students engage in unsafe or targeted, physical aggression:

- the student will be removed from the situation to restore safety;
- an administrator will immediately call a parent or guardian;
- depending on the age and circumstances the student may be sent home for the remainder of the day;
- in the case of repeated behavior, the student may be asked to stay home the following day too;
- upon return to school, the student will participate in a "re-entry meeting" in the morning before attending class; and
- additional disciplinary follow up may be appropriate.

When a severely disruptive or unsafe student behavior remains unresolved despite intervention, Soundview may implement or require:

- a behavior support plan that would take the place of this policy for that specific child;
- a referral to private therapy and/or counseling;
- a professional assessment (neurological, behavioral, etc.); or
- suspension from school.

In the cases of emergency, issues of safety, or other extreme behavior, the administration may accelerate the aforementioned discipline procedures. If, at the sole discretion of the Head of School, a student's behavior is unsafe or severely disrupts the learning environment for other students, Soundview may ask the student to leave the school.

Discrimination and Harassment Policy

Soundview School strives to provide a school environment that is pleasant, professional, safe, and free from discrimination, intimidation, hostility, or other harassing behavior.

Soundview School believes that all employees, students, parents, volunteers and patrons have the right to be free from discrimination and harassment at Soundview School. As such, Soundview School expects that all employees, students, and parents will treat each other with courtesy, dignity, and respect at all times. Soundview School will not tolerate discrimination, harassment, or intimidation of our employees, students, or parents on the

basis of race, color, sex, gender, age, religion, national origin, handicap, disability, marital status, sexual orientation, gender identity and expression, veteran status, or any other status or condition protected by local, state or federal law.

Actions constitute harassment, which are strictly prohibited by Soundview School, when they are directed at someone's race, color, sex, gender, age, religion, national origin, handicap, disability, marital status, sexual orientation, gender identity and expression, veteran status, or any other status or condition protected by local, state or federal law. This is defined as:

- having the purpose or effect of creating an intimidating or hostile environment;
- unreasonably interfering with an individual's educational performance; or
- otherwise adversely affecting an individual's educational opportunities.

Prohibited harassment includes comments, slurs, jokes, innuendoes, cartoons, pranks, physical harassment, etc., which are derogatory on the basis of an individual's protected status. Harassment also includes negative actions based on an individual's participation in activities identified with or promoting the activities of a protected group.

As with other forms of harassment, Soundview School does not tolerate sexual harassment. Unlawful sexual harassment is a form of discrimination on the basis of sex or gender. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when such conduct is used as the basis for educational decisions; is made the condition for educational placement, advancement or services; interferes with an individual's academic performance; or creates an intimidating, hostile or offensive educational environment.

Any student, parent, or employee who believes that he or she is being harassed in any way should report the situation to school personnel. All allegations of harassment and discrimination will be investigated promptly. The Head of School will conduct an immediate and thorough investigation and take appropriate action and may impose appropriate discipline. To the extent possible, the complainant's confidentiality and that of any witness and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, the complainant will be informed of the outcome of the investigation. If it is determined that harassment and discrimination did indeed occur, the Head of School will follow-up to determine if the harassment or discrimination has been effectively stopped.

Retaliation against a student, employee or parent for reporting, in good faith, discrimination or harassment, or for cooperating or participating in an investigation of a report, is strictly prohibited. If the investigation shows the complaint or information was false and made in bad faith, the individual who provided the false accusation or information may be subject to disciplinary action.

Bullying

Soundview School is committed to providing a safe and civil educational environment for all students, employees, parents, volunteers and patrons that is free from harassment, intimidation, and bullying. “Harassment, intimidation, and bullying” (which for purposes of this Handbook shall be collectively referred to as “bullying”) behavior is prohibited at Soundview by the Harassment Policy.

Bullying is:

- an ongoing and deliberate misuse of power in relationships;
- an intentional, repeated written, verbal, or physical act intended to cause physical, social, or psychological harm; and
- not limited to acts shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability, or other distinguishing characteristics.

Bullying is not:

- single episodes of social rejection or dislike;
- single episode acts of nastiness or spite;
- random acts of aggression or intimidation; or
- mutual arguments, disagreements or fights.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the bullying. “Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, gender identity, and marital status.

Bullying can take many forms, including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. “Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s). Bullying can be done by an individual or by a group. It can be done directly, indirectly, or in cyberspace.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of bullying may still be prohibited by other school policies or building, classroom, or program rules.

Any student who feels that he or she is being bullied should follow a three-step plan:

1. Tell the person to stop (e.g., “I do not like what you are doing/saying. Please stop it, now.”)
2. Remove him or herself from the situation. (e.g., Walk away from the incident toward a supervising adult.)
3. Report the incident to school personnel on the same day it occurs (e.g., a teacher, aide, staff , or Head of School).

If students see bullying going on, they may take any of several actions:

1. Tell the person to stop (e.g., “What you’re doing is hurtful/wrong. You need to stop.”)
2. Stand beside or behind the victim. This shows the victim s/he is not alone and shows the perpetrator that people on the sidelines do not support his/her behavior.
3. Suggest the victim go with you (e.g., walk away from the incident toward a supervising adult).
4. Report the incident to school personnel on the same day it occurs.

All reported incidents of bullying will be investigated and responded to with appropriate action. Depending upon the frequency and severity of the conduct, Soundview may, at its sole discretion, use intervention, counseling, correction, discipline, consequence (up to and including expulsion), and/or referral to law enforcement to remediate the impact on the victim and the climate of Soundview and to change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive School climate, and support for victims and others impacted by the violation.

If the investigation reveals that the report of bullying falsely accuses a student of bullying, knowingly or in a malicious manner, the reporter may be subject to disciplinary action up to and including expulsion.

Acceptable Use Policy for Computers and Network Resources

Technology is an important and powerful learning tool. All student and staff use of Soundview technology is governed by the Acceptable Use Policy. This policy will be reviewed with students and sent home for student and parent or guardian signatures.

Student Use of Personal Devices and Social Media

Soundview subscribes to a “banned unless required” policy regarding technology. For students, required means technology use specifically assigned, required, and supervised by their teachers. During school, including before/after school clubs and care the following policies are in place:

- No use of personal devices (**cell phones, smartwatches, and other electronics**) at school. Devices should remain in backpacks and be turned off while students are on campus.
- No use of social media at school.
- All online interactions are subject to the school’s policies, values, and expectations.
- Social media use outside of school can have school disciplinary consequences when it affects the school environment.
- Parents have a responsibility to monitor their children’s use of personal devices and social media.

Students that use their devices while at school will be asked to leave the device in the front office to be picked up by a parent or guardian at the end of the school day. If the use of personal devices continues, additional steps will be taken.

If students need to get in touch with their parents during the school day, they can use the phone in the front office. If parents need to get in touch with a student, they can call the front office, and we will make sure the student gets the message as soon as possible.

Do not call or text children on their devices during the school day in support of this policy.

School Partnership with Parents in Managing Student Use of Social Media

Soundview acknowledges the proliferation, positives, and negatives of technological connection in students' lives. All of students' use of social media should happen outside of school. Nevertheless, social media use outside of school will affect the school environment. Soundview will work in partnership with families and recommends the following best practices:

- Regularly review your students' online content, both what they consume and create.
- Establish household tech/screentime agreements.
- Keep technology out of bedrooms.
- Maintain open dialogue with students about technology.
- Review terms of use of social media sites/apps your child is interested in using.

Playgrounds

The following guidelines pertain to our campus playground areas which include the paved areas, the equipment, and the areas covered with bark mulch.

- Students may use the playground with adult supervision.
- Students may only use playground equipment for its intended purpose.
- Students must have two hands on the jungle gym and dome at all times.
- Students are expected to leave rocks, wood chips and snow on the ground at all times.
- Students will be instructed and expected to return playground equipment to storage bins at the end of every recess session.
- Students participating in organized games are expected to follow rules appropriate for those games and participate in any staff-led discussion or problem-solving related to an organized game.
- Students must use polite, respectful language and actions with each other and adult supervisors.
- Students must follow the directions of all adult supervisors.

Leaving School Grounds

Students may not leave the school grounds during the hours that school is in session except by permission of parents/guardians and under the direct supervision of staff, or, in cases of illness or individual emergency, by permission and/or request by a parent/guardian. Students will not be allowed to leave school grounds with anyone other than a legal guardian without parents' written permission. Please refer to the attendance policy below for more information.

Dress & Appearance

It is important that your child is comfortable at school. Clothing should fit properly and be appropriate for school, art, and physical activities. Young children also need to wear clothes that are easy to manipulate without help. No open-toed shoes, sandals, clogs, flip-flops, platform shoes, high heels, or shoes with wheels are permitted, except on specially designated days or as part of appropriate dress for presentations or performances. For PHE, all students in grades K-8 are expected to wear sneakers on their designated PHE days.

Clothing that depicts or advocates substances or activities that are illegal for youth (tobacco, alcohol, drugs, weapons), has a sexual theme or connotation or are in poor taste are not appropriate for school. If students are not in appropriate attire, the following actions may be taken:

- Students will be asked to wear a coat/jacket/sweater or school T-shirt or sweatshirt.
- Students may be asked to turn offending clothing inside-out.
- Parents may be called to bring appropriate clothing.

Children in Early Childhood and Elementary divisions need a change of clothes that are labeled with the student's last name and kept at school for the school year. We recommend all "removable clothing" and other items your child brings to school be labeled.

Halloween costumes and parties are a fun part of the school year for students, parents, and staff alike. Out of respect for the safety and sensitivity of all members of the Soundview community, please note that the following items are not acceptable in our EC-8 environment:

- masks which cover the entire face or otherwise prevent recognition of the costume-wearer;
- weapons or objects that may be used as weapons;
- gory or gruesome costumes (that could potentially upset our youngest students); or
- props that might be lost or broken are discouraged.

Daily Life

Daily Schedule

The current schedule can be found on the parent portal of the Soundview website at www.soundview.org/parent-portal.

Drop-Off & Pick-Up Safety

Student safety is a concern at all times, especially at the end of the school day, when there is traffic in the parking lots. Parents assume responsibility for their children as soon as they are dismissed to parents after school, and it is imperative that parents take over direct supervision of their children at that point.

Students may, with the written permission of their parents, take public transportation home from school in the afternoons. Families whose children take public transportation home from school assume all responsibility for the safety of their children immediately after dismissal.

Attendance

Regular attendance is a vital part of a student's educational preparation because student learning is enhanced by teacher-student time. Soundview School expects students to be present and on time every day. We also expect students to be on time to every class throughout the day.

Verbal or written notification to the main office from a parent or guardian is required for all absences, late arrivals, and early dismissals. Parents should notify the school before 9:00 AM on each day that a child is absent. If the absence, late arrival, or early dismissal is prearranged, parents should email both the main office and their teacher(s) as soon as you know that your student will be absent, late, or need early dismissal.

If Soundview has not received notification from the parent or guardian of an absent student, an administrator will call parents to verify absence.

Missed Work Due to Absence

When a student is absent from school for any reason, they are typically required to make up a portion of missed work in each class, including homework, as determined relevant and appropriate by their teacher. Contact your teachers directly to coordinate a plan to complete missing work. As a general guideline, extensions will be granted at one extra day per absent day. Since we cannot duplicate the classroom experience provided for Soundview students as part of makeup work, students' grades may be affected as a result of longer absences.

Tardiness

Punctuality is part of the attendance record. Students are considered tardy if they are not in the classroom by the time school starts. Late students should report to the office to be checked in. This procedure allows the office to update attendance records accordingly.

In cases of excessive absence and tardiness, a conference will be arranged with parents and the administration.

Early Dismissal

Medical and dental appointments, music, and other special lessons should be scheduled outside of school hours if at all possible. If early release is unavoidable, parents should notify their teacher(s) and the main office beforehand.

When picking your child up before the scheduled end of the school day, please come to the main office first to sign your child out. Your student will be notified of your arrival and sent to the main office for pick up.

Staff In-Service Days

Staff in-service days are scheduled for October, November, December, and March. For exact dates, please reference the current school calendar. There are no classes and no after school clubs or care available on in-service days.

School Breaks

Major school breaks are scheduled in December, February and April. For actual dates, please reference the current school calendar. Families are encouraged to plan family vacations during scheduled breaks. Teachers are not obligated to provide class work for family vacations.

School Closures

In the event of bad weather or other emergency, a decision will be made as early as possible whether to close the school. If a decision is made to close school, then all classes, before and after-school programs, evening meetings, and other events will also be canceled. An announcement to this effect will be posted on the school website. Parents may also be notified by email of school closures. If the number of closure days exceeds three per year, Soundview may add days to the school year and/or utilize remote learning to make up the missed time. Otherwise, there will be no makeup days. Parents will be notified if we extend the school year for make-up days.

Lunch & Snacks

Students should bring a packed lunch to school and healthy morning and afternoon snacks. Their lunch bags or boxes should be labeled with their names. Microwaves, stoves and refrigerators are not available for student use. Soundview encourages balanced meals that include fruit, vegetables, protein, and whole grains, as recommended by the FDA. Please do not include candy, soda pop, chewing gum, or "junk food" in lunches. Families may also purchase school lunch provided by a local vendor. Please visit the Parent Portal for details and ordering information. Food and drink is not permitted on the playground during recess.

Academic Policies and Practices

Educational Philosophy and Curriculum Overview

Soundview is an International Baccalaureate World School authorized to teach the Primary Years Program in grades Early Childhood through fifth grade and the Middle Years Program in grades sixth through eighth grade. The programs' scope and sequence are published on Soundview's website and on display on campus

Soundview uses the following curriculum and assessment tools:

- Singapore Math
- Mindset Mathematics
- DIBELS 8th Edition Benchmark Goals
- Handwriting and Typing Without Tears
- Heggerty and Words Their Way

Individual classrooms incorporate other curricular supplements as relevant to their units of inquiry.

Language Policy and Philosophy: Primary and Middle Years Programmes

Soundview School believes that the foundation for all learning lies in the study of language. Language study is transdisciplinary, develops international understanding, reinforces cultural identity, enhances personal growth, and promotes effective communication. All teachers, regardless of discipline, are teachers of language, and all parents are essential contributors to the language learning process.

The most conducive environment for language learning is a positive and encouraging one which gives students opportunities to engage in authentic and meaningful learning experiences. Soundview values differentiated and varied instruction, which integrates listening, speaking, reading and writing. Language instruction is flexible and considers students' individual development. Students' needs are best met when language is learned in a meaningful context rather than as a series of skills to be mastered.

All students at Soundview are:

- Encouraged to maintain and value their mother tongue and to value the languages of other students.
- Receiving a balanced program of English instruction including listening, speaking, reading, writing, media literacy, and non-verbal communication and expression across all subject areas.
- Encouraged and supported to learn Spanish as an additional language.
- Well-prepared to continue language study in an IB Diploma Programme, high school, and college.
- Are assessed regularly to determine their individual language learning needs.
- Are given access to support services as appropriate and, in some cases, according to a specific learning support plan.
- Are encouraged to develop a love of language and literature in all tongues and reflecting a variety of cultures.
- Are encouraged to develop a wide range of strategies to comprehend, interpret, evaluate, respond to and appreciate texts and media messages.
- Have access to, and are taught through a variety of technological and information resources provided in classrooms, libraries, and media resources.

- Are encouraged to view language as a tool for learning.

Assessment Policy & Philosophy: Primary and Middle Years Programs

Assessment is the use of a variety of tools and strategies to inform every stage of the teaching and learning process, to enable students to share their learning and understanding, and to provide parents opportunities to support their student's progress. Soundview students are assessed on the five essential elements of an International Baccalaureate education:

- The acquisition of knowledge.
- The understanding of concepts.
- The mastering of skills.
- The development of attitudes and the learner profile.
- The decision to take action.

In addition to the elements noted above, all teachers are required to assess students' inquiry process looking for an increase in the substance and depth of their inquiry. The Primary Years Programme scope and sequence provides the benchmark for knowledge, content, and skills to be learned. Each subject area in the Middle Years Programme has specific Learning Objectives articulated in each subject area guide which are all addressed each year.

Examples of different assessment tools and strategies are:

- Classroom observations.
- Projects that require the application of new skills.
- mClass Reading Assessment at the end of each trimester for K- 5 students.
- Math progress and "level" is measured at the beginning and end of work on each mathematical topic, which is typically every 2-6 weeks.
- Formative assessments are given throughout a unit of study to determine progress and inform teaching.
- Summative assessments measure a student's overall understanding of the concepts and skills taught at the end of a unit.

Teachers are mindful to spread assessment out between and across subjects in order to ensure balanced demands on students and teachers. In many cases, students are involved in determining the criteria for success on a given assessment. In other cases, students apply the criteria from the International Baccalaureate assessment rubrics. Teachers provide regular feedback to students in a variety of ways including reading journal responses, individual conferences for pieces of writing, or scored math quizzes. Students also engage in structured peer assessment and regular self assessment.

Learning progress is formally shared with students and parents two times per year in a report card. Soundview uses two different grading systems - one in the Primary Years and one in the Middle Years. Across all subjects in the primary years, students are assessed on their skills, such as knowledge, research, and comprehension, using the following system:

- (B) Beginning: Beginning understanding of concepts and application of skills.

- (D) Developing: Some understanding of concepts and application of skills in a familiar context.
- (C) Consistent: Solid understanding of concepts and consistent application of skills in familiar contexts; some understanding of concepts and/or application of skills in unfamiliar contexts.
- (E) Extending: Thorough understanding of concepts and application of skills in familiar and unfamiliar contexts.

Students are given feedback on their development of the Learner Profile traits and attributes in narrative form. In middle school, we apply the IB Middle Years Programme’s grading scheme in all eight subject areas. This grading system is based on a set of international standards, which supersede state and national U.S. standards. Refer to your MYP subject area guide for further explanation of middle school grades. All final grades are translated from IB grading into traditional A-F grading systems for middle school report cards.

Between report cards, student assessment information is shared with students and parents at conferences, on returned assignments and tests, and through feedback on projects. MYP assessment results are available online to both students and parents through our course management system, Toddle.

Academic Concerns

When a student is not meeting academic expectations, not making developmentally appropriate progress or shows possible markers for a learning difference, the teacher will contact your family and schedule a meeting about the concern. Outcomes from the meeting could include:

- Administrative support.
- An academic support plan.
- Recommendation for extra time with the teacher.
- Recommendation for an assessment or outside tutoring.
- A schedule for monitoring and communicating academic progress.

Inclusion Policy & Student Support

Soundview’s instruction and curriculum is designed for a wide-range of student abilities. However, under certain circumstances, it may be necessary and/or desirable to implement special accommodations or interventions for students who need them in the form of a Student Support Plan. The Student Support Plan is intended to focus on supports that will make it easier for the student to achieve sustainable ongoing success and well-being in the classroom.

Such accommodations might include, among other things:

- Preferential seating, extra time to complete assessments/assignments.
- Removing consideration for certain aspects of written work (for example, neatness, handwriting, or spelling) in grading.
- More explicit teacher guidance and coaching on process, deadlines and expectations

- Consistent communication and collaboration with a private tutor or specialist.
- Waiver from language.
- Incentive charts.
- Emotion regulation coaching.
- Structured breaks.
- Scheduled check-ins.
- Lunch bunch with our counselor.

Accommodations that Soundview is unable to provide might include, among other things:

- One-on-one ongoing classroom instruction.
- Dictation services.
- Oral assessments.
- Use of an alternative curriculum.

Soundview implements Student Support Plans for students with academic, behavioral or medical concerns documented through formal assessment. Interim Behavior or Academic Agreements will be established for students that are in the evaluation process.

Process

When teachers and/or parents first have concerns about a child's academic progress and/or behavior concerns affecting classroom dynamics, they should work together to establish a clear set of goals and strategies to help the student succeed. If a student continues to experience difficulty, the teacher should schedule a meeting with parents and the Assistant Head of School. The following steps will then be taken:

1. Review Soundview values and expectations. Define the student's challenge and try to understand the root issue.
2. Agree upon and document appropriate intervention, ongoing format for communication between school and home, and agreed-upon measurements for success and progress.
3. Determine whether formal assessment is necessary to understand the specific learning or behavioral needs of the student.

For students with documented learning differences and/or behavior challenges, parents must share assessment information with the Assistant Head of School as soon as the information is available. Soundview administration will then:

1. Review documentation.
2. Draft Student Support Plan based on documentation and available resources.
3. Review a draft with parents.
4. Schedule a Team Meeting to present the Student Support Plan to the teaching team and parents. Outside specialists may be involved in these meetings.
5. Oversee communication between teacher, family, and administration. The teacher has the primary responsibility for this communication.
6. Annually review the Support Plan to evaluate its effectiveness and make any necessary revisions.

Skill Collaborative

Skills Collaborative is a fee-based learning support program available for sixth through eighth grade students with documented learning differences. For more information, contact the main office.

Tutoring at Soundview

Soundview students work with tutors and specialists for a variety of different reasons. In the event that a student's Support Plan includes a tutor or specialist working with the child, Soundview teachers will maintain ongoing communication to support the growth and development of the student. When families choose to hire tutors when it has not been recommended by Soundview, we cannot guarantee the same level of communication.

Soundview School reserves the right to refuse the disruption of tutoring during school hours and may ask parents to make arrangements outside of the school day and off-campus. If a room and time is provided at Soundview for a tutor, the school will enter into an agreement with the parents to indemnify the school for any liability arising out of the tutor's presence at school or use of the room. Liability coverage will also be required from the parents or tutor. A background check or results of a background check may also be requested by the administration.

Homework

The purpose of homework at Soundview is to develop the habit and skill of independent academic practice.

Soundview's homework policy and practice is as follows:

- There is no homework in early childhood through 2nd grade.
- Homework is assigned Monday through Thursday in grades 3 through 8, in increments of 10 minutes according to grade level:
 - 3rd grade = 30 minutes per day.
 - 4th grade = 40 minutes per day.
 - 5th grade = 50 minutes per day.
 - 6th grade = 60 minutes per day.
 - 7th grade = 70 minutes per day.
 - 8th grade = 80 minutes per day.
- Students in 3rd-5th grades have a homework folder that goes between home and school.
- Students in 6th-8th grades use Toddle for all homework.
- This is a general guideline. Not all classes will assign homework.
- No homework is assigned on weekends, holidays, or school breaks.
- Grades 6 through 8 will be assigned summer reading.
- Students need a comfortable, quiet, well-lit space at home for homework.
- Homework should be completed independently by students. Any challenges that

arise during homework should be communicated by students to their teachers at school the next day. These are productive challenges and create learning opportunities.

Group Work

Group work is an important part of Soundview's educational model. Students need to develop the skills of collaboration and team problem-solving as competencies of citizenship and leadership both in the "real world" and at school. To this end, students will be given tasks throughout the year which put them in pairs or teams with many (if not all) of their classmates. Teachers monitor groups carefully to ensure that they are working well together. In many cases the learning that can come from an experience with a challenging group is powerful and useful. Each student in a group is assessed based on their individual contributions.

Use of Instructional and Educational Technology

Soundview takes a balanced and developmentally appropriate approach to using technology with students. Soundview's goal is to limit all screen time that does not have a clear educational benefit. For each technology tool students are using, teachers teach and assess proper use of that tool.

As a general rule, Soundview uses technology in the following ways:

- Early years: no screens.
- Grades 1st and 2nd: shared classroom set of chromebooks limited use for supplemental assessments mostly in reading.
 - No more than 1 hour/week
- Grades 3rd and 4th: 1:1 chromebooks that stay at school; used for beginning computing skills, including typing.
 - No more than 1 hour/day (including assigned homework)
- Grade 5: 1:1 chromebooks that can go home with students; used for course management, educational applications, and beginning communications (shared documents, email, etc).
 - No more than 2 hours/day (including assigned homework)
- MYP: BYOD, used for full academic engagement.
 - No more than 4 hours/day (including assigned homework)

The following is a list of Soundview-approved student technology and instructional software:

Gmail and Google Drive Access

Soundview email and document sharing is accessible through Google gmail and Google drive.

To sign on to your email/docs:

1. Type the following address into a web browser: mail.google.com
2. Your email address is the first letter of your first name and your last name @soundview.org (for example, cwatson@soundview.org)

3. For password information, contact the Business Office

Toddle

Toddle is an International Baccalaureate specific course management system. It is used for daily attendance, unit and lesson planning, exchanging some student work, teachers' communication/announcements, and reports cards. All teachers, parents, and each middle school student has a Toddle account to track classes and communicate.

Instructional Software

Any use of instructional software must be approved by the Assistant Head of School prior to use. All teachers use the following curricular/instructional software as part of the academic program:

- Toddle (course management)
- Google Educational Suite
- Hapara
- Amplify Reading
- DIBELS®8th Edition Benchmark Goals (mClass)
- Typing Without Tears
- Sora (digital library access)

Remote Learning

Remote learning is implemented in the case of an interruption to regular school operations. School closures may occur due to air quality issues, extended snow, wide-spread illness, etc. Remote learning is not available for individual student absences. In the event of an absence, students may access their learning activities and assignments using their Toddle account. If questions arise during the absence, teachers will respond to emails within 24-48 hours. Teachers will work with students to get caught up when they return to campus.

Field Trips

Soundview students go on educational field trips several times each year. Detailed information about each field trip will be provided to families via Toddle prior to the trip from individual teachers.

Parents/guardians recognize that there are risks involved in any field trip or off-campus activity, and have the option of nonparticipation in field trips to which they object. Soundview, however, makes no accommodation for the care of children whose parents have opted out of particular activities: if a child will not be accompanying his/her class to an event, parents have the sole responsibility for their child at that time. Additionally, parents/guardians of participating students assume all risks and hazards incidental to these event(s), hold Soundview School harmless from all claims, and accept general liability for the participation of their children.

Students represent themselves, their class, and the school when they attend field trips. It is expected that behavior will be excellent and will reflect positively on the school's reputation.

All Soundview behavioral expectations apply to field trips and off-campus activities.

Overnight Trips

Soundview students in 5th-8th grade participate in an overnight trip each year, usually in the first month of school. The goal of these trips is to build teamwork skills and develop a sense of environmental awareness and stewardship in our students, which is another prerequisite of competency in citizenship and leadership.

Library

Students are allowed to have three books checked out at any time, not including books necessary for class, such as math or humanities texts. Once a student has three books checked out, no more checkouts will be allowed until returns are made. The exception to this policy is that no penalty will be imposed for checking out additional books if a student needs material to complete an assignment. Every effort should be made to return books promptly once the maximum book limit is reached.

Books are due back three weeks after checkout. While there are no fines issued for overdue books, those not returned by the end of the school year will be billed for replacements. Damaged books are billed for replacements as the damage is noted. If a student can provide a reasonable replacement copy, no charge will be made for the replacement.

Community Service

Soundview students participate in community service to gain an understanding of what it means to be responsible citizens and to acquire first-hand experience in activities that benefit others in the Soundview and greater communities. Service opportunities are initiated by teachers, students, and parents and are incorporated into units of study when appropriate.

Advisory

Middle school students are organized into grade level advisories rather than homerooms. The goal is for students to have the same advisor for their entire middle school experience. Families are encouraged to use their advisor as the first point of contact for any concerns about the students' lives in middle school. If a student has any concerns about an academic subject, please contact the subject teacher first.

Extracurricular Policies and Programs

After School Programs

After school programs include Child Care for Preschool through Kindergarten students and After School Club for 1st through 8th grade students. Both aim to provide an opportunity for Soundview students to engage in a variety of physical, creative, and/or academic endeavors

with their peers.

Child Care will spend most of their time outside as a mixed Early Years cohort (Preschool through Kindergarten). Students will have time for an afternoon snack (provided) once care has started.

After School Club students will have the opportunity to eat a snack, socialize, play games and have some time to work on homework, reading, or drawing. They will spend most of the afternoon outside on the playground or in the forest.

Summer Camp

Soundview offers a summer program for 3-5 year olds and a separate program for 6-14 year olds. Summer Camp is a wonderful opportunity to connect classroom learning with hands-on, outdoor lessons. It is a place to continue the learning that happens throughout the school year, but it is also about providing experiences that are less common in traditional classroom settings. Most of all, the summer program should be fun!

Health, Safety, Security Policies, and Procedures

Emergency Preparedness

At Soundview School, we make every effort to develop awareness and understanding of the importance of emergency procedures and preparedness. We adhere to the following safety and security standards:

- All students participate in monthly fire drills (as required by the Washington State Department of Early Learning), in addition to quarterly earthquake drills and lockdown/shelter-in-place drills.
- Emergency evacuation plans are posted at the exit of every classroom in our facility.
- All exterior entrances to the school are locked during school hours, except for our main entrance.
- A full-time Facilities Manager on campus allows for immediate response to natural, animal or neighborhood activity that poses a threat to our environment.
- Our administration meets regularly and works proactively to ensure the health and safety of our school community.

Illness

In order to protect all children at Soundview School, we ask that you not send your child to school while he or she is experiencing symptoms of or has been diagnosed as contagious due to any contagious illness or infection. Students with contagious and/or communicable illnesses may not be allowed on campus. Students are not permitted to attend school if any of the following symptoms are present:

- A temperature above 100° F (orally) or 100.4° F (ear or forehead),
- Unexplained or contagious rash,

- Discharge from eyes or ears, or profuse discharge from nose,
- Head lice or nits,
- Vomiting or diarrhea,
- Debilitating physical pain or discomfort from unknown causes, or
- Symptoms of conjunctivitis, including redness in the white of the eye/inner eyelid and discharge from the eye.
- Symptoms of COVID-19 or other communicable disease

Additionally, parents whose children begin to exhibit these symptoms during the school day will be asked and expected to pick up the student from school. Please make every effort to provide a way for your child to be picked up at school and cared for in the event of illness. Soundview is not equipped to care for sick children for an extended period of time and may call your emergency contacts if you are unavailable. If a child has been exhibiting symptoms, they should remain at home until symptom-free for 24 hours without medication.

Students who become ill at school will be brought to the office. The student's temperature will be taken and symptoms will be evaluated. If there is no fever or symptoms of concern, the student may lie down for a short rest and then will return to the classroom. Students who have stayed home sick (or who are sent home sick from school) may not attend after-school activities or participate in special events on campus on the day(s) of their absence.

Communicable Diseases

If your child develops a contagious disease, you must notify the school so that appropriate and timely information may be shared with parents of students who may have been exposed. Parents are expected to be in regular contact with the school office and with their children's teachers if there are health conditions of concern. Communicable diseases which must be reported to the school include (but are not limited to) the following:

COVID-19

Soundview's COVID mitigation is governed by the local health jurisdiction, Snohomish Health District. Soundview follows the most current requirements and guidelines for K-12 schools as published by the Washington State Department of Health. Soundview will keep the school community informed of any changes.

Chicken Pox

Incubation period - 14 to 21 days

Infection period - from one day before to six days after the appearance of vesicles
Control - isolation for at least one week after eruption and thereafter until all vesicles have erupted and crusted over.

Conjunctivitis (Pink Eye)

Incubation period - 24 to 72 hours

Infection period - during the active infection

Control - remain home during the acute phase, watch for re-occurrences.

Head Lice

Please note that it is your responsibility to manage and treat lice; the school cannot eradicate outbreaks without the cooperation of every family spending time at home on detection and removal.

Symptoms to watch for:

Lice bites cause itching and scratching especially on areas of the body with hair. They particularly love the scalp, the ears, and the nape of the neck. Look for red bumps behind the ears or on the nape of the neck. Lice move quickly, are very small, and are hard to find. Nits are the eggs (attached to a strand of hair) and look like tiny white grains of sand. Nits will not move if you blow on them; they are attached strongly to the hair.

Facts to keep in mind:

Lice do not transmit disease and they do not live on pets or animals. Lice can cause itching, sores from scratching the head, a sense of something moving in the hair, and irritability. Sometimes there are no symptoms. Lice can be spread through direct contact with a person who has lice or indirectly through sharing personal items including combs, hats, scarves, or pillows.

Communication:

- Parents will be contacted in the event that a student has symptoms of lice or nits. If confirmed, they will need to remain home until treated.
- Parents in the same grade in which the diagnosis has been confirmed will be notified of the diagnosis via email. We will not notify the whole school every time there is an incident. If more than two grades are affected, we will notify all of the appropriate classrooms.
- The company “Lice Knowing You” will check each child in the beginning of the school year and after the winter break.

If your child has symptoms of lice, whether reported at school or detected at home, please contact your healthcare provider. Please notify Soundview immediately if a diagnosis of lice is made.

Children with lice or nits may only return to school after professional treatment is completed and documentation is presented to the office. Families will be advised to check all family members' hair regularly and to thoroughly clean clothes, bedding, hair brushes, carpets, etc. You may also contact the Snohomish Health District's Communicable Disease Outreach program at 425-775-3522 (Lynnwood) or 425-339-5220 (Everett) for assistance, or Lice Knowing You at 1-877-670-5423.

Emergency Medical Treatment

If, during the school day or at a school function, in the opinion of a properly licensed and

practicing physician or health worker, Soundview students are adjudged to need medical or surgical services which require the consent or authorization of a parent or guardian, the school will make every reasonable effort to contact parents or guardians to secure the necessary consent or authorization. In the event that the school is unable to secure consent or authorization, parents/guardians authorize, empower, and appoint Soundview School to furnish on their behalf such oral or written authorization as may be required, and release Soundview School from any liability which might arise there from.

Diabetes

If your student is diagnosed with Type 1 or Type 2 diabetes, notify the school immediately. Health Care Provider (HCP) orders for the student are to be filed in the school office. In addition, parents must maintain a Disaster Kit with enough food and equipment for three days and a copy of the HCP order sheet. Spare insulin can be stored in the office refrigerator.

Medications Policy

Whenever possible, medication should be dispensed to students before or after school hours by or under the supervision of the student's parent(s) or guardian(s). Parents and health care providers are urged to design a schedule for administering medication outside of school hours whenever circumstances make such a schedule possible. When medication must be administered during school hours, Soundview School administers medication to students only in compliance with this policy, as required by Washington law.

Students are prohibited from providing medication to other students. For purposes of this policy, the following definitions apply:

- The term "medication" includes, without limitation, prescription and over-the-counter drugs or medications, including but not limited to oral medication, topical medication, slow-release patch medication, eye drops, ear drops, nasal spray, sunscreen, and alcohol-based hand-sanitizers, of any nature.
- The term "oral medication" includes those medications (whether prescription or over-the-counter) that are administered by mouth, either by swallowing or inhaling, including through a mask that covers the mouth or mouth and nose.

Soundview School reserves the right to modify the above definitions in its sole discretion and without advance notice.

Administration of Oral Medication

Washington law regulates the administration of oral medications (both prescription and over-the-counter) to students at schools. Specifically, the following requirements apply:

1. The Head of School shall, prior to the first day of each school year, authorize two staff members who shall be authorized to administer both prescribed and non-prescribed oral medication to students during that school year. These designated staff members

will participate in an in-service training session conducted by a physician or registered nurse prior to the first day of school each year.

2. If a student must receive prescribed or non-prescribed oral medication during school hours from an authorized staff member, a parent or legal guardian of the student must submit a written authorization (which is available both at the main office and on the Parent Portal), accompanied by a written request from a licensed health professional prescribing within the scope of his or her prescriptive authority. Requests shall be valid for not more than the current school year. If the medication will be administered for more than fifteen (15) consecutive school days, the health professional must also provide written, current and unexpired instructions for the administration of the medication.
3. The prescribed or non-prescribed medication must be properly labeled and be contained in the original container. Soundview will not administer the medication if the staff member designated as the dispenser of the medication to the student determines, in his or her judgment and upon his or her legally-required examination of the medication, that the medication appears to not be in the original container or not to be properly labeled. Additionally, Soundview will not administer medication unless and until it is determined that the dosage indicated on the medication packaging matches the dosage requested and authorized by the parent and licensed health professional.
4. The staff member designated as the dispenser of prescribed or non-prescribed oral medication shall:
 - a. Collect the medication directly from the parent (students may not transport medication to school);
 - b. Collect an authorization form properly signed by the parent and by the prescribing health professional and collect instructions from the prescribing health professional if the oral medication is to be administered for more than fifteen (15) consecutive school days;
 - c. Store the prescription or non-prescribed oral medication (not more than a twenty (20) day supply) in a locked, substantially constructed cabinet; d. Maintain a daily record, kept in the school office, which indicates the time that the prescribed or non-prescribed oral medication was dispensed, and the dosage that was dispensed; and
 - d. Provide for supervision by a physician or registered nurse.
5. A copy of this policy shall be provided to the parent upon request for administration of medication in the schools.

Asthma

If your child has asthma and needs to have medication that might need to be administered at school, please bring the medication to the office together with the appropriate forms and health plan.

Administration of Other Medications (Those Which Are Not Oral Medications)

Medications administered, other than orally, may only be administered by a registered nurse or licensed practical nurse.

No prescribed medication shall be administered by injection by staff except when a student is susceptible to a predetermined, life-endangering situation. The parent shall submit a written statement which grants a staff member the authority to act according to the specific written orders and supporting directions provided by licensed health professional prescribing within his or her prescriptive authority (e.g., medication administered to counteract a reaction to a bee sting or other known, life-threatening anaphylactic reaction). Such medication shall be administered by staff trained by the supervising registered nurse to administer such an injection.

Written orders for emergency medication, signed and dated, from the licensed health professional prescribing within his or her prescriptive authority shall:

1. State that the student suffers from an allergy which may result in an anaphylactic reaction;
2. Identify the drug, the mode of administration, the dose. Epinephrine administered by inhalation, rather than injection, may be a treatment option. This decision must be made by the licensed health professional prescribing within his or her prescriptive authority;
3. Indicate when the injection shall be administered based on anticipated symptoms or time lapse from exposure to the allergen;
4. Recommend follow-up after administration, which may include care of the stinger, need for a tourniquet, administration of additional medications, transport to hospital; and
5. Specify how to report to the health professional prescribing within his or her prescriptive authority and any record keeping recommendations.

Transportation and Possession of Medication

Generally, whether a medication is oral or not, students may not transport medication to school. The medication must be collected by the school employee from the parent. However, if a health professional and a student's parent jointly request that a student be permitted to carry his/or her own medication and/or be permitted to self-administer the medication, the Head of School may grant permission after consulting with the family's health care provider.

The process for requesting and providing instructions shall be the same as established for oral medications. Before authorizing a student to carry and/or self-administer medication at school, the Head of School and the family's health care provider shall take into account (a) the age, maturity and capability of the student; (b) the nature of the medication; (c) the circumstances under which the student will or may have to self-administer the medication; and (d) other issues relevant in the specific case.

Except in the case of multi-dose devices (like asthma inhalers), students shall only carry one day's supply of medication at a time.

Violations of any conditions placed on the student permitted to carry and/or self-administer

his or her own medication may result in termination of that permission, as well as the imposition of discipline when appropriate.

Immunization

The laws of the State of Washington and the regulations of Soundview School require students in all grades to have a Certificate of Immunization (CIS) and/or Certificate of Exemption (COE) on file before the first day of classes. Forms are available in the office and on the Parent Portal.

Washington passed a new law about MMR vaccinations. If your child has not received the MMR immunization because of personal/philosophical objections to that immunization, your child will not be able to attend school per RCW 28A.210.080. You will need to provide an updated vaccination form reflecting the MMR immunization or proof of a medical or religious exemption before your child can come to school in the fall. Personal or medical exemptions require a doctor's signature, as does the varicella waiver for children who have already contracted chicken pox. Personal or philosophical exemptions can still be used for other types of immunizations, like DTaP.

Allergies

Please notify the office of any allergy your student may have, including details on the type of allergy, monitoring and avoidance strategies and appropriate treatment. All school personnel will be notified of students with allergies in order to ensure their health and safety. Any medications for allergies (ie: epinephrine auto-injectors) will be stored in the school office's locked medicine cabinet. If an employee has reason to believe that a student is experiencing an anaphylactic reaction, the employee may administer an epinephrine auto-injector or other medication that is prescribed. Authorization forms are available in the office and on the Parent Portal.

Allergens

Soundview recognizes that when a person is severely allergic to a particular allergen, they often do not have to consume the allergen to suffer a severe reaction. A severe reaction can occur by touching or inhaling the allergen (or particles of the allergen), or coming in contact with residue on a classmate's hands, a table, or a toy. While it is not possible to eliminate all potential allergens from the school environment, we do attempt to accommodate the needs of all students.

If additional restrictions are necessary, we will provide additional information about any other restrictions as warranted by the circumstances. Soundview recognizes that the health and well-being of every child at our school is of paramount importance. As we continue to bring new students and families into our school, it is very possible Soundview may adopt a strict nut-free policy in the near future.

Classroom Food and Parties

Soundview families are encouraged to make healthy choices when it comes to lunch and snacks brought from home (refer to the “Lunch & Snacks” section under “Student Life”), and the same expectation applies to classroom parties. Please communicate with your student’s homeroom teacher or advisor about planning and scheduling birthday celebrations. Generally speaking, time is available at the end of the school day for these events. At this time, we are not allowing food on campus for any celebrations so please find alternative ways to celebrate in the classroom. Lastly, please refrain from distributing personal party invitations at school unless every student in your child’s class is invited.

Animals

No furred or feathered animals may be in the classroom or inside the school building during the school year, except for service or assistance animals, or at the discretion of the Head of School.

Photography

Soundview engages in a variety of marketing and promotional activities to attract new students and ensure the long-term viability of the school. On occasion, we include photography of our students and staff in these materials. In most cases, student names are not published with photography. When a name is published, no more than the first name and first initial of the last name (for example “John D.”) is used in order to protect the privacy of our students. Full names will not be released without parental consent.

Additionally, at the beginning of each school year, parents/guardians are given the opportunity to deny consent to the use of their child’s identifiable image on photography used outside of the school community (external) at the beginning of the school year on the Parent Portal.

Drug, Alcohol, & Tobacco Policy

In order to protect the safety of students, staff and the public, and to provide a healthy educational environment, the use of drugs, alcohol and tobacco are prohibited on school property and on school outings. Soundview community members shall not use, possess, sell, buy or distribute drugs, including alcohol, controlled substances or related paraphernalia on school grounds or on school outings.

Potential consequences for violations of this policy, or for behavior that creates a reasonable suspicion of a violation, include, without limitation:

- Substance or paraphernalia confiscation.
- Parent/guardian notification.
- A thorough investigation.
- Referral to local law enforcement.
- Expulsion.

Weapons Policy

Soundview School has zero tolerance for weapons. A weapon is any object that is designed or used for inflicting bodily harm or physical damage. The term “weapon” includes, without limitation, the following items: any loaded or unloaded firearm; any knife; any defensive weapon; any martial arts device; and any tool or instrument which school administrative staff could reasonably conclude as being capable of inflicting bodily harm, or which by virtue of its shape or design gives the appearance of any of the aforementioned.

It is a violation of this policy for any individual to possess, carry, transmit or use any weapon, firearm or explosive device, or any replica thereof; to commit an assault or battery with the use of any weapon, firearm or explosive device while on school grounds or on any school outing. Potential consequences for violation of this policy include, without limitation:

- Weapon confiscation.
- Parent/guardian notification.
- A thorough investigation.
- Referral to local law enforcement.
- Expulsion.

Voluntary Disclosure: If a student brings a weapon to school unintentionally, and brings the weapon to an administrator when the student discovers it, the administrator will determine if the incident is in violation of the intent of the Weapons Policy.

Search & Seizure

School officials or law enforcement personnel may search students' personal effects or persons when reasonable suspicion exists that school policy is being violated or a crime has been or is being committed by a student or students. School officials may seize items that are illegal or in violation of school policy or that are determined by proper school authorities to be a threat to the health or safety of the possessor or others. Cubbies, lockers, desks, and all areas of the school building are school property. There is no personal right to privacy associated with use of any area of the school building.

Child Abuse & Neglect

By law and pursuant to Soundview's Mandatory Reporting Policy, any school official or employee is required to report knowledge or reasonable suspicion of abuse, neglect, or exploitation to Child Protective Services (CPS) or other appropriate authorities, including instances of physical injury (including bruising), sexual abuse or crime, cruel/inhumane treatment, or persistent neglect. Conversations between students and School staff, teachers and administrators are not privileged. The statute protects such individuals from liability for making such reports to CPS. Reports must be made within 48 hours following knowledge or reasonable suspicion of child abuse. The Head of School must be notified first before a school official or employee calls CPS or other authorities.

Soundview administrators and faculty are always available to answer your questions or to assist in any way that we can. Please don't hesitate to reach out to us.