

OUR SCHOOL

Kulshan's Namesake

Mount Baker has long been known as ***Kulshan*** to the indigenous people of the Pacific Northwest. ***Kulshan***, pronounced ***Kwelshán*** in the Nooksack language, refers to the high open slopes on Mount Baker. ***Kulshan*** is also a Lummi word that applies to tall objects opened at the end such as the majestic crater topped Mount Baker.

The Thunderbird Legend

Our ***Kulshan*** mascot and logo is the mythological Thunderbird, which was selected by students to represent our school. Mr. Frank Lawrence of the Lummi Nation created our Thunderbird logo. The Thunderbird is said to be an enormous bird-like creature with legendary strength and power. They govern the weather – their voice is thunder, and lightning flashes from their eyes. Legend has it that the Thunderbird was responsible for protecting the salmon. In order to save the salmon from killer whales, the mighty Thunderbird swooped down, picked up a giant Orca and dropped it into the top of ***Kulshan*** causing the mountain to erupt for the first time. Thunderbirds are known to set the weather. To be a Thunderbird means to represent our school with pride and to show respect wherever we go.

School Colors

Our school colors are dark royal blue, a deep red, and silver. The blue represents the sea where the Orca lives. Red stands for the color of the sky when Mt. Baker erupted. Silver is the color of the salmon that the Thunderbird protected and also the color of lightning known to spark from the Thunderbird's eyes.

Growth Mindset

A key to developing a healthy learning environment lies in modeling, teaching, and reinforcing a growth mindset. When we have a growth mindset, we understand that intelligence can be developed and that effort, persistence and hard work result in progress and learning. An example of having a growth mindset is to ask and answer questions like *What did I try hard at today? What might I have done differently today?* Even Albert Einstein had a growth mindset. "It's not that I'm so smart," he said, "it's just that I stay with problems longer."

The Kulshan Vision: In our Kulshan community, we are Courageous, Kind, and Committed

At ***Kulshan*** we strive to live out our vision everywhere. How do we show courage, kindness, and commitment in classrooms, common areas, during assemblies, and throughout the day? By living up to our values, we create a community where everyone belongs. Here are the common expectations that allow us to create this community.

Courageous, Kind, and Committed Chart

	Hallways and Common Areas	Breakfast and Lunch	Assemblies	Buses
COURAGE	Encourage positive behaviors	Invite others to join your table	Encourage positive behaviors	Set a positive tone

	Respond to unkind behaviors	Meet someone new Stand up for others	Be open to opportunities to participate	Respond to unkind behaviors
KINDNESS	Use a calm speaking voice Use respectful language Give space to others	Clean up after yourself Acknowledge and respond to staff Use respectful language	Be attentive Be a respectful audience Show gratitude	Use a calm speaking voice Use respectful language Show gratitude to the driver
COMMITMENT	Walk to class Get to class on time	Play fairly Sort your food waste Follow directions	Represent our Kulshan community Learn something new	Stay seated Follow directions Leave the bus clean

School to Home Communication

Webpage

Our school webpage can be found at: <http://kulshan.bellinghamschools.org/>. The school webpage is your go-to source for valuable information including the daily bulletin, monthly calendar of events, Principal's blog, athletic registration, Skyward access, Promise Story video highlights and access to our district website. Scroll down to the bottom of the home page for easy links to Kulshan's PTSA, the A/B calendar, school menus, online payments, inclement weather updates, bus information, contacts, sports season and more. It's all there!

Student Planner

The Stamp System: Check Planner with your student daily. Every core subject should have a daily assignment entry and stamp showing completion. Students receive a blue stamp each day for effort, practice, and participation. A red stamp means an assignment is late, or that a student needed a little redirection to complete the assignment, but a red stamp still counts as completed. This important school to home daily communication allows parents and guardians to see if their student did their job in class.

Telephone Use

Students have access to a phone located in the Main Office. This phone should be used for necessary calls to parents or guardians only. Phones are also located in classrooms and may be used with staff permission for school related concerns. We do not use cell phones at school from 9:15 to 3:45.

Pick-up and Drop-off

How to successfully and safely pick up and drop off your student:

Students arriving or leaving the school in a private vehicle **between 8:30AM-4:00PM** must be dropped off and/or picked up **in the KMS Drop-Off Zone** which is the lower parking lot loop. While the car lineup may look long, it moves far more quickly when drivers follow the One Way Loop, stay to the right for pick up, merge to the left after

pickup, and exit in the direction of the arrows. Please be courteous, patient, and follow the guidelines below to ensure safety for all.

Where will my child be waiting?

Students expecting to be picked up should exit the building in a timely manner and wait by the stairs at the top of the loop where they can be safely supervised until their ride picks them up at the upper loop in the right lane.

Which lane is right for me?

The left lane is for moving traffic, not for waiting for students. Drivers should signal and carefully merge into the left hand moving lane after picking up students.

The right lane is for stopping to pick up students

Drivers should stay in their cars while in these lanes. If drivers need to get out of their cars they should use the parking spaces provided and be cautious when backing up.

Just. One. Way.

Once the lower parking area is entered, continue to complete the one way loop.

If you choose to park and walk your student to your car, do not exit from the lower lot against the direction of the one way arrows. Again, complete and exit the one way loop via the left lane for moving traffic.

Steer Clear

Steer clear of picking up or dropping off students in the upper staff parking lot where staff are entering and leaving the lot. It is not safe or secure for students to be in parking lot areas.

Steer clear of handicap zones unless appropriate, fire lanes, and the bus loop.

DO NOT PARK IN THE BUS LOOP AT ANY TIME. EMERGENCY VEHICLES NEED TO ATTEND TO STUDENTS IF INJURED IN ATHLETICS AND ATHLETIC BUSES ARE DROPPING OFF OR PICKING UP STUDENTS FOR GAMES.

Riding the School Bus

Riding the school bus is a privilege and it is important to remember that waiting for pick up at bus stops and riding the bus is an extension of the school day. Please review the Courageous, Kind, and Committed Chart for behavior and safety expectations. If students are having difficulty following these expectations and those of the bus driver, the bus driver will complete a bus conduct report and families will be notified as to next steps, including an assigned seat or possible loss of bus riding privileges.

What if my student needs to use a different bus or stop?

Students are expected to ride their assigned bus and use assigned stops. If there is a special circumstance where students need to ride a different bus or use a different stop, an explanatory note from my parent or guardian requesting permission is required. This note must be brought to the front office **before school starts** in order to be issued a bus pass which is then presented to the bus driver upon boarding. Permission is dependent on bus capacity and demonstration of good behavior. For safety and security reasons, telephone permission cannot be accepted.

Can tubas and balloons ride the bus?

Tubas and balloons need to find their own transportation. In fact, all items carried on to the bus need to be lower than knee level when sitting and may not include skateboards or other large instruments like guitars.

Bus Routes Info

Bus routes and pick up and drop off times can be found by clicking on the Bus Routes at the left of our Kulshan Middle School home page or on the Bellingham Public School website.

Creating a Positive Learning Environment

What are student commitments?

Students can help create a positive learning environment for myself and others when they:

1. Respect the rights and property of others and obey school rules.
2. Attend class and school on time and be prepared to work with necessary materials.
3. Use appropriate language, free of profanity and harassing statements.
4. Identify self by name, on request, to school staff and substitutes.
5. Make sure not to use or bring tobacco, alcohol, drugs or drug paraphernalia to school.
6. Keep items that may be considered harmful or a weapon, even an imitation, away from school.

What if a student sees or experiences harassment or bullying?

At Kulshan Middle school, we believe that every person has the right to attend school free from harassment, bullying or intimidation. A positive environment starts with everyone monitoring their own words and actions and by treating others with **kindness** and respect. If students see or experience harassment or bullying, they should get the help of an adult. Students can show **courage** and make a positive difference in school climate by taking the following steps when unwanted and unwelcome behaviors or situations present themselves:

- Tell the person who is harassing or bullying that their actions are unwanted and that you want them stopped. If a person's behavior makes you uncomfortable, say so when it first occurs.
- If the behavior does not stop, look for others who can support you in making a report.
- Always make sure an adult knows if you are being harassed. If the harassment continues, get help from an adult.
- If you see someone else being harassed, help him or her move away from the person who is harassing or bullying and report the incident to an adult.
- Do not join in with unkind behavior. Laughing at or ignoring actions that are cruel, harmful and hurtful sends a signal that you find the behavior funny or acceptable.
- Help create a positive environment by making sure your words and actions are kind. Stay away from gossip, cruel comments, and insults—and from people who make them. Choose friends that make you a better person.

Discipline, Restorative Justice and Restitution

The Bellingham School District Board Policy #3200 which is posted on the district website, details a range of sanctions and consequences for discipline at the middle level. Examples of consequences may include one or more of the following: lunch or after school detention and in school detention or suspension. As a student and citizen of Kulshan it is important for everyone to understand that how they behave is a choice and that we should all think of how our actions will positively or negatively affect self and others. If we make mistakes, we will be supported in figuring out how to “make it right” by making a plan for restitution, improving behavior and restoring trust. Everyone will always be welcomed back into our community to the extent possible, and we can always learn from any mistakes and grow.

Personal Media/Electronic Devices

Personal media and electronic devices such as tablets, cell phones, etc., are to remain in my locker during the school day, including lunch time, from 9:15 AM-3:45 PM on full school days or 9:15 AM-12:00 PM on Early Release days. Student educational technology needs will be provided for by the school district. Students may ask permission to use the office or classroom phone. Speakers are to stay at home and are not allowed at school or on the school bus.

First Offense: Student will place device in labeled envelope and take to office for pick up by student at end of day.

Second Offense: Student will place device in labeled envelope and take to office for parent or guardian to pick up. A lunch detention will be assigned.

Third Offense: Item will be held for a parent or guardian to pick up and after school detention assigned.

Additional Offenses: Will require progressive school discipline and parent/guardian conference.

For more information about our district telecommunications guidelines, please visit <http://bellingshamschools.org/policies/3245-policy/>

What's for lunch?

Kulshan lunches feature a wide variety of choices. Wraps, boxed Caesar salads, and a salad bar are daily offerings in addition to hot lunches. Purchasing a "Harvest of the Month" lunch supports Farm-to-School efforts with a focus on farm fresh foods and local ingredients. The monthly lunch menu is posted in the cafeteria and can be found on the *Menu and Foods* link on our website along with allergy and product information.

How and when do students pay for school breakfast and lunch?

Students can add money to their lunch accounts by cash or check in the morning before school starts so that lunch lines keep moving. Families can also add funds to accounts online with an additional fee. Application information for free or reduced priced breakfasts and lunches is available in the school office or under the *Families* drop down menu under *Forms* on both our school and district web page. See office staff for breakfast and lunch pricing.

May students bring food and drink to class?

Food and drink is to be consumed in the commons area, unless given permission otherwise.

What about gum?

With the exception of Spanish, PE, music or by teacher discretion, students may chew gum respectfully and responsibly. This means gum is not seen (bubble, wrappers, sharing) or heard. Save wrappers to wrap gum in and throw in garbage when finished so that furniture, lunch trays and sidewalks are kept gum free. Gum should not be out as this causes a distraction.

Lockers

What do students need to remember about having a locker?

Students will be assigned their own locker and can decorate the inside with removable and appropriate items such as magnets and pictures of friends and family. Locker and combination numbers should not be shared with friends. For PE, students will be assigned a locker. Students can check out a combination lock or bring their own. It is important that students always lock up valuables and computers in their locker or in a locked classroom.

Where do students store packs, hats, and coats and bulky items?

Back packs, string packs, purses, balls and bulky coats are to be stored in lockers during the school day. Soccer gear and skateboards may be stored in the office area—please ask for help.

Dress Code Guidelines

Part of [The Bellingham Promise](#), our district's strategic plan, strives to develop students and graduates who are *respectful and compassionate humans*. We want students to respect themselves and others. While we encourage individuality, the district's dress code aims to foster a positive and healthy environment.

- Students should dress casually and comfortably for school, while wearing clothing that is well-suited for a school environment.
- Clothing will cover the majority of the torso, midriff and backside, and have sleeves or straps.
- Faces will be uncovered and sunglasses should not be worn indoors. Teachers have discretion over having hoods on in class, and students must follow teacher instructions.
- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, gang, weapon, alcohol or tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics.

- A violation of the dress code will require a change of clothing.
- Special circumstances will be considered on a case-by-case basis.

For more information about our dress code guidelines, please visit: bellingshamschools.org/dresscode.

School Supplies and Materials

In addition to being provided with a personal electronic device, our school district supports all students by making sure that they start the school year with a set of school supplies. Taking caring of these supplies and making sure to bring them to school each day will help students be successful. Students should take their planner and computer to every core class and should not leave supplies (including my computer, notebooks, and planner) in common areas.

How do students take care of lost or damaged school materials?

All students should take great care of school property such as computers, desks, lockers, library books, uniforms and other school materials. If an item does get lost or damaged, students should come to the main office for help with taking care of fees or fines.

Visitors

Adult visitors and volunteers are welcome, and must check in at the office and get a visitor's badge. Adults may visit to the classrooms when prior arrangements are made with administration and staff. Parents and guardians may have lunch with me after checking in at the office. Student visitors may be allowed at lunch with prior permission from administration; an adult guardian will need to remain at KMS while the student visitor is on campus, in case of emergency.

Student Recognition

How are my efforts at Kulshan recognized?

Effort, citizenship, and positive participation is recognized and appreciated each and every day. Special recognition may also come in the form of achievement celebrations, stamp celebrations, Kulshan Kudos, and awards.

Stamp Celebrations

Students are eligible for stamp celebrations if they meet a stamp goal for participation and effort in my classes.

Kulshan Kudos

Students have the opportunity to be recognized and recognize others for qualities like positivity and perseverance with a *Kulshan Kudo*. *Kulshan Kudos* recognize students who stand out through their courage, kindness, and commitment. If students receive a *Kudo*, they may place it in the main office *Kudo* jar for a weekly prize drawing.

Clubs

Kulshan offers a variety of clubs before and after school depending on student and teacher interest. Examples of clubs offered in the past include Yearbook Club, Art Club, Chess Club. For club information, times and offerings, listen to the morning announcements, check the back of the Kulshan Connect Newsletter, visit the main office, and see the student information board. There is a one-time Associated Student Body (ASB) fee of \$10 for club and sports participation. The \$10 fee is good for the entire school year and students will receive school photo ID card.

Sports

The middle school athletic program is self-supporting and participation fees are set accordingly. **Athletic registration is now done through Skyward. Login to your parent account, click **Online Forms**, click **Athletic Registration**. Please ask our office for assistance if needed. Computers and help are available.** Click on the Athletics tab and click on Athletics again to access the online registration. Have your child's insurance number handy. Sports registration deadlines and seasons are listed in the back of the Kulshan Connect newsletter each month as well.

2017-2018 School Sports Seasons

(all genders and grades unless noted)

Fall (Sept – Oct)	Pre-Winter (Nov-Dec)	Winter (Jan-Feb)	Spring (Mar-May)
Track	Basketball (7th/8th boys)	Volleyball (7th/8th girls)	Football, 7th/8th boys and girls
Soccer	Dance and Gymnastics	Wrestling	Basketball, 7th/8th girls
			Cross Country

Required for Participation: Ready, Set, Go!

I will be permitted to participate in interschool sports when the following steps have been completed and documented:

1. Sports Physical for two years, form available online or in office)
2. Online Registration which includes signing the Athletics Signature Page
3. A one-time annual \$10 ASB fee*

*There are no other fees for sports and clubs unless a student wishes to order optional gear.

Practices and Transportation

Practices for each middle school sport will be held daily from 4:00-5:30 PM. Floor Exercise/Dance practice may be in the morning before school—stay tuned in the event that afternoons become available for practice. Activity buses will transport students to and from games only. This transportation is just for team members. Practices are for athletes only.

Behavioral Expectations for Student Participants and Observers

School and district behavioral expectations apply to school sponsored events whether on campus, at Civic Field, Battersby Field, fieldtrips, etc. By being **courageous, kind, and committed** during the school day, students are demonstrating that they can be a positive representative of Kulshan Middle School and eligible to attend or participate in before or after school and district sponsored events. If students are having difficulty honoring these expectations, they may not be invited back without a parent or guardian to supervise me.

Committed to Attendance

At Kulshan, we understand that attendance affects what we learn in our classes and believe that in order to be successful, it is essential to attend school regularly and to be to every class on time. Students are responsible for making up missed work due to an absence. Many learning opportunities such as guest speakers, special presentations, labs, discussions, etc. are not possible to duplicate or make up. Therefore, it is essential that students are **committed** to being present and engaged in the learning that takes place in the classroom at school.

Being On Time

Being ready to learn starts with being fully present, prepared and on time. When students are on time to class they benefit from start-up instructions and announcements. Being on time is also respectful behavior and allows teachers and classmates to focus on schoolwork without interruption. If students are late to school in the morning, they need to bring a note from a parent or guardian and check in at the Main Office before going to class. A tardy is excused or unexcused in the same manners as absences. Running late, sleeping in, and missing the school bus are examples of an unexcused tardy. Still, we understand that sometimes these situations occur which is why consequences are applied after the third tardy.

The main reason students are tardy to class is due to visiting with peers. Students should remember that passing time means walking to my next class and being prepared and on time. Lunch is a great time to visit and catch up with friends. Consequences for being tardy, besides missing the start of class, are as follows:

1st – 3rd tardies – Reminders

4th -9th tardies – Lunch Detention

10+ tardies – After School Detention and/or Referral to Administration

The tardy count for all students will reset to zero at the beginning of each semester.

Absences

If students need to be absent from school for a legitimate reason, parents or guardians should call the Attendance Secretary at 647-6877 to excuse my absence. Parents or guardians can leave a message anytime day or night. They can also choose to send a note with students to give to the Main Office upon returning to school. The note should include my full name, dates of absence, reason for absence, and parent or guardian's signature. School District Policy states that absences considered "excused" are for reasons of illness, emergency, medical appointments, or those prearranged by the parent on the morning of the absence. According to Washington State Law (RCW 28A.225), if students exceed five (5) unexcused absences in a month or ten (10) unexcused absences in a year, a BECCA Petition will be filed with Juvenile Court of Whatcom County. **Families receive an automated call reminding them to contact the office when a student is absent and have 48 hours to follow up with a call if the absence is to be excused.**

Appointments

Because classroom attendance is important, parents and guardians are encouraged to make appointments outside of the school day. If students must leave school for a legitimate reason, they need to bring a note from parents or guardians indicating the date, time and reason. **Students should present notes for early dismissal to the Attendance Secretary first thing in the morning.**

Homework Requests

If students know they will be absent from school for a number of days for family business or vacations, they must notify the Main Office before absences. Students can also email teachers to request homework instructions during an absence such as illness. Teachers will do their best to respond to requests within twenty-four hours. Most homework can be completed via OneNote, so picking up homework assignments at school is typically not necessary (although it might be necessary in some cases). Because it is not possible to duplicate classroom instruction and experiences and it takes extra time and effort for teachers to modify and prepare assignments, it is very important to complete and return work that is provided.

Student Services

Student Service Offices, located in the 100 wing, includes the school registrar, nurse and counselors. Many valuable services and programs are provided by the Student Services staff including health support, registration, counseling for all students, mediation, and referrals to outside resources.

Registration

The Kulshan Registrar works closely with administration and teachers to establish the Kulshan schedule. Selection of classes is done utilizing many criteria to assure a balance of students within each group. Due to this balance, core class preferences cannot be accommodated. Kulshan students participate in Core Content and Extended Learning classes each day as well as an enrichment class and P.E. on an A/B schedule. The A/B Calendar can be found on the Kulshan Website under Student tab in drop down menu. Enrichment classes include such offerings as Band and Orchestra, Career and Technical Education, Art, World Music, Choir and Spanish.

Counseling Services

Counseling and guidance services help to create an atmosphere of confidence, understanding and respect and are available to all students at Kulshan Middle School. The student-counselor relationship is based on mutual respect and confidentiality. Counselors work with parents or guardians, teachers, and administrators to enhance social, emotional and educational growth. Confidentiality is maintained at all times with the exception of the mandatory reporting laws (RCW 26.44.010). Students who are 13 years or older maintain their own right to confidentiality (RCW 71.34.030). Washington State school counselors have master's degrees in counseling and are certified as professional trained counselors. In addition to seeing students individually or in small groups, counselors help students work through friendship, harassment, and personal issues. Students are able to schedule appointments

during the school day by making an appointment with the school registrar in Student Services. Class time release is at the discretion of the teacher.

Accidents

If students have an accident at school, on the school grounds, at practice sessions, or at any event sponsored by the school, they must report it to the staff member in charge. School staff will help students fill out an accident form available at Student Services. Ice Packs may be picked up and returned to the front office if needed.

Illness at School

If students become ill at school, they may go to the Student Services Office after receiving permission from a teacher. Students may use the sick-room for a short time before returning to class. If unable to go back to class, students need to let Student Services or the Office know and request permission to contact home.

Illness at Home

If students have a fever, they need to be "fever free" (less than 100 degrees) for 24 hours before returning to school. The Health Department may require that the attendance secretary ask if illnesses are cough related for school wellness data. If students don't have a fever and just don't feel well, they are encouraged to come to school and do their best.

Medication at School

If students need to take medication at school, parents or guardians must bring the medication and appropriate form completed by a physician detailing the method, amount, and time schedule to the Main Office. This form is available in the Main Office and online on our home page under Families. Students should never bring any medication, including over-the-counter drugs such as cough drops and Tylenol to school, without the proper form filled out, per the Bellingham School District drug and alcohol policy. There is a form for over-the-counter medications that does not require a physician signature. Medication not picked up by parents or guardians at the end of the year may be discarded.

School Insurance

Optional student insurance is available at a nominal cost. If students are insured under this plan and are injured, they will be given a claim form. This form must be completed by a parent or guardian and presented to a doctor or hospital. The school makes insurance available, but assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

Safety Drills

Earthquake and Lock-down Drills

Students will practice various emergency drills and procedures at school so that they are prepared in case of an emergency.

Earthquake procedures

1. Stop work immediately and follow the directions of the teacher.
2. DROP...COVER...HOLD... (Get under desk or table)
3. Wait for the "all clear" signal and the teacher's instructions for the next step.

Hold drills are for emergencies that require students to stay in the room for safety

1. Students will sit against an inside wall of the classroom or lie flat on the floor.
2. The teacher will lock doors, turn out lights close blinds and lock windows.
3. Students will remain still, quiet, and calm and listen to the teacher.

Fire Drills

Several times during the year we will practice fire drills so that we will all know how to exit the building in a safe manner in case of fire. In the event of a fire drill, students will:

1. Exit **quietly** to the designated area assigned to the class outside of the building. It is important that students exit quietly so that any directions given may be heard easily.
2. Walk in an orderly manner with no pushing, shoving, or "fooling around."
3. When outside, line up and stay in the designated team area with the teacher.
4. When given the "all clear" signal, follow the teacher in a single file line back to class.

Emergency Situations

All serious conditions or injuries will result in calls to 911 and parent and guardians will be contacted. If student contact information changes, such as a new cell phone number, students should make sure that the front office knows so that records can be updated.

Emergency Evacuation Information

In the event that the school is closed prematurely (at the discretion of the Superintendent), due to an emergency such as a large fire, earthquake, power failure, chemical spill, etc., parents must be aware that the following procedures will be followed for the safety of all:

1. Students will not be released from school unless a parent (or authorized adult designated by the parent or listed on the student's emergency contacts list) comes for that student.
2. Students will not be bussed home from school, unless it has been established that the parent or a responsible adult is at home to receive the student.
3. A student will not be allowed to leave with another person (even a babysitter, relative, or neighbor) unless the school has written permission on file, or that person is listed on the student's emergency record in the school files. Because of this, it is imperative that your child's contact information be up-to-date and accurate.
4. All parents or authorized adults who come to the school for their children must sign them out at the Student Release Center, at the gate off of Cascade Road, just south of Kulshan Middle School on Kenoyer Drive.
5. Parents or authorized adults must bring picture I.D. and be prepared to show it. This may seem like a nuisance, but it is important for your child's safety. Please stay calm and cooperative for the protection of all staff and students on site.
6. The school is prepared to care for your children in the event that you cannot be notified or are unable to respond to the school. We have several staff members trained to administer first-aid and have set up an infrastructure to deal with emergencies. If necessary, we will set up temporary shelter or relocate the students to an offsite facility. **Currently, our off site facility is Christ the Servant Church at 2600 Lakeway Drive.** If relocation is necessary, this information will be conveyed to the radio stations (KGMI and KAFE).
7. Do not phone the school (including teachers, secretaries, principal, or staff members). The school must have all telephone lines open for out-going emergency calls.

8. Do not block Kenoyer or the driveway to the school. This is the only road accessible for emergency vehicles. If you normally drive to the school, please park away from the school grounds and walk in. If you live within walking distance, leave your car at home.

9. Do not interfere with the staff. Each teacher or staff member has been assigned an Incident Command role, and is responsible to carrying out his/her emergency duties. In some cases, your child's teacher may have much larger responsibilities than monitoring his/her classroom. If this is the case, other staff members are assigned to assume the roles of the teacher.