

# West Seattle Elementary Parent Handbook



6760 34th Ave SW.  
Seattle, WA 98126  
Phone: (206) 252-9450  
Fax: (206) 252-9451

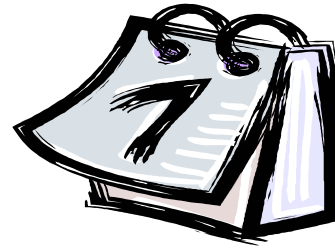
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West Seattle Elementary School  
Calendar for 2019 – 2019



**Wed., Sept. 5, 2018** First day of school (regular school hours apply, no early release)

**Mon., Sept. 10, 2018** First day of kindergarten (three-day delayed start)

**Fri., Oct. 12, 2018** State In-service Day (no school)

**Mon., Nov. 12, 2018** Veterans Day (no school)

**Nov. 19 – 21, 2018** Elementary conference days (no school for elementary and K-8 students; varies by school)

**Nov. 22 – 23, 2018** Thanksgiving break

**Fri., Dec. 21, 2018** 1-hour early dismissal (holiday break)

**Dec. 24, 2018 – Jan. 4, 2019** Winter break (no school)

**Mon., Jan. 21, 2019** Martin Luther King Jr. Day (no school)

**Wed., Jan. 30, 2019** Day between semesters (no school) \*possible snow make-up day (1 of 3)

**Feb. 18 – 22, 2019** Mid-winter break including Presidents Day (no school)

**April 8 -12, 2019** Spring break (no school)

**Mon., May 27, 2019** Memorial Day (no school)

**Thurs., June 20, 2019** Last day of school (1-hour early dismissal)

**June 21 and 24, 2019** Possible snow Make-up days

District Phone Numbers

<b>West Seattle Elementary School.....</b>	<b>252-9450</b>
West Seattle Elementary Head Start.....	252-9436
Transportation Office . . . . .	252-0900
School District Information. . . . .	252-0000
Student Enrollment Center . . . . .	252-0760
Advanced Learning Program . . . . .	252-0130
School Security . . . . .	252-0707
Public Information . . . . .	252-0200
Bilingual Family Center . . . . .	252-0072
Head Start . . . . .	252-0960
Special Education Services . . . . .	252-0058
Discipline / Truancy Offices . . . . .	252-0820

\*Students in the Seattle School District will have a series of early dismissals throughout the year to allow for professional development trainings for our staff.

\*Dates at the end of the year may change if there are days added on to the end of the calendar because of school cancellations, such as bad weather. Please read the West Seattle Elementary Shooting Star for calendar updates

Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity.

## **Meet Your Principal and Assistant Principal**



**Ms. Conyers**

**Ms. Washington**

Dear West Seattle Elementary Parents and Community Members,

Welcome back for the 2018-2019 school year! We are elated to continue to work with the West Seattle Elementary school community as your Administrative Team. We are thrilled that you have entrusted your most precious gift, your child to us. It is our goal this year to continue to build lasting relationships and partnerships with all of you. As the Administrative Team of West Seattle Elementary, we want to ensure that our students receive a high-quality education that prepares them for high school, college and beyond. We look forward to working with our hardworking teachers and staff, parents and community to build on what is already a tradition of educational excellence at West Seattle Elementary. As educators first, our goals are to make a difference and provide avenues where ALL students can succeed. We are energized and deeply committed to doing this and more for the students at West Seattle Elementary.

We truly believe and expect that all of our student scholars can learn at high levels given a rigorous, relevant curriculum and strong relationships. We also believe strongly in shared leadership for a successful school; leadership that is shared between staff, students, parents, community and administration. We understand that the buck stops with us and we accept this challenge; however, it definitely does “take a village”. Therefore, we encourage you to become active in our Parent Booster Club. Our Parent Booster Club is a wonderful way for you to share ideas and support the mission of the school. This year we are hosting parent teas in the mornings and evenings. A schedule will be sent home in September.

We are looking forward to seeing each of you soon!

Pamela McCowan-Conyers and Sahnica Washington  
The Proud Principal and Assistant Principal of West Seattle Elementary

# West Seattle Elementary School Mission Statement

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It is our fundamental belief and expectation that each and every West Seattle Elementary Scholar will learn and achieve at high levels given a rigorous and relevant curriculum and strong positive relationships.



# West Seattle Elementary School Motto

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***Whatever  
It takes  
for  
Each and Every Kid!***

## Daily Schedule

<u>MONDAYS, TUESDAYS, THURSDAYS, FRIDAYS</u>	
Doors Open/Breakfast	7:30
Class Starts	7:50
Tardy Bell	7:55
Lunch (30 minutes each class)	10:20-12:40
Dismissal	2:25
<u>EARLY RELEASE WEDNESDAYS</u>	
Doors Open/Breakfast	7:30
Class Starts	7:50
Tardy Bell	7:55
Lunch (30 minutes each class)	
Dismissal	1:10

# ATTENDANCE

## 1. Attendance

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and can contribute to serious learning problems. If your children aren't in school, they aren't doing as well as their peers. It's that simple. Our kids at West Seattle Elementary often start out behind their peers academically, but come out ahead. The students who lag behind are those who miss more than 7 days of school in a year. We know children get sick, and families have emergencies, but please do EVERYTHING you can to support your children in coming to school Every day, On-Time! We'll do our part by encouraging them here!!!

There are many incentives to being at school every day. In addition to supporting students' academic success, your child could WIN a BIKE by coming to school every day, on-time!

ATTENDANCE is Vital to learning; so help us by getting your child to school every day and on-time!!

## 2. Excused Absences

If there is an absence, the following list of circumstances is the recognized excused absences: 1) personal illness, 2) family illness, 3) death in the family, and 4) religious holiday.

## 3. Unplanned Absences

When your child's personal illness or injury, or the illness, injury, or death of a family member prevents your child from attending school.

## 4. Planned Absences

When you submit a request to the office for the approval of the principal at least three school days before the start of the planned absence, usually for an emergency family trip, religious or other special event. If your child will be absent for a doctor or dentist appointment, please send a note to your child's teacher.

## 5. Unexcused Absences

All other absences are considered unexcused, including student or parent oversleeping, student missing the bus, transportation problems, students needed for babysitting, student job requirements, etc.

If your child has been ill during the night, he/she should be kept home the next day. When a child has been ill with a fever, he/she should have a normal temperature for 24 hours before returning to school. Please do not send your child to school with a serious cold or with a temperature.

If your child will be absent, please call 252-9450 and leave a message or call between 8:00 and 9:15 to let the office know of the absence. If parents do not call, the office assistant will attempt to call the home to assure the safety of the child. Please help us cut down on the number of calls we must make each morning by calling the school if your child will be absent. If you have not called in or we have not talked with you directly, please send your child back to school with a written note explaining why your child was absent.

## 6. Tardiness

Prompt arrival at school is important for all students. Our school day starts at 7:55 AM. Late arrivals disrupt classes and cause loss of instruction time. Your child should understand that arriving at school is the same as arriving for a job on time. Students who are frequently tardy often who have the greatest academic difficulties.

# ACADEMICS

## 7. Curriculum and Instruction

West Seattle Elementary has an outstanding academic program. We approach learning from a holistic perspective. Our highly trained and dedicated teaching staff is comprised of professionals who are well versed in current theories of teaching and learning. Washington State and the Seattle School District have established a set of learning requirements that provide the cornerstone for our instruction. All of our students are provided with the opportunity and powerful instruction that will enable them to meet or exceed these standards. Instruction is differentiated to meet the diverse needs of our students and is appropriately rigorous and relevant to their lives. We use a balanced literacy approach to reading and writing instruction. Our entire staff has been trained in and adopted both the Balanced Literacy. These are rich curricula that provide students with the skills and individual approach to the learning of reading and writing that are highly effective. Mathematics is a very strong focus of our instruction and we use the district-adopted Rethink Math Framework and Math in Focus and other supplemental curriculum. All students receive science instruction using the National Science Foundation inquiry-based science model and in the 4<sup>th</sup> and 5<sup>th</sup> grades. Social



studies, physical education, technology and the arts round out the rest of our students' instructional day.

## **8. Academic Testing**

- Measure of Academic Progress (M.A.P.): Each year, our Kindergarten through 2<sup>nd</sup> grade students take the MAP assessment. The MAP assessment is a computerized math and reading test. It provides teachers with an efficient way to assess achievement levels of their students. It is used to guide and adapt instruction; as well as identify students who need additional supports.
- Dibbels Test: Washington state law requires an oral reading fluency test be given in the fall for all second-grade students. This year we will use DIBELS test which provides a quick, nationally-normed measure of oral reading fluency.
- Smarter Balance Assessment (SBA): Washington state requires all districts to administer the Smarter Balanced assessments each spring. Our third through 5<sup>th</sup> grade students take these tests beginning in April. These tests:
  - Measure how well students are meeting College and Career Readiness Standards
  - Help teachers and districts identify which students need more support
  - Cover math and English language arts
  - Are given to students in grades 3 to 8 and 10/11
  - Are required for federal and state accountability.

## **9. Reading Support at Home**

Teaching students to read with proficiency by the end of the third grade is a very important goal at West Seattle. In order for children to understand what they read, they must learn about the sounds in words and the meaning of words. They must learn to read with fluency. Here are ways parents can help in this important work!

- Read aloud to your child every day.
- Let your child see you read and let your child know that you enjoy reading.
- Be involved in your child's reading progress. Ask your child's teacher what you can do to help your child.
- Surround your child with books and other reading material.
- Limit television. Show your child that reading, writing, drawing and playing games together are even more fun than television.
- Carefully choose the shows your child does watch. Watch and discuss programs together.

- When your child learns to read, listen to him/her read for a few minutes every day. The more a child reads, the better reader he/she becomes.

*Every single time a child reads something, he/she is changed by it.*

—Stephanie Harvey



## **10. Habits of Academically Successful Students**

- Students who are successful set daily, weekly, and annual goals.
- Students who are successful plan their time for both schoolwork and outside activities.
- Students who are successful study and/or read every day.
- Students who are successful have the tools (notebook and materials) they need ready to start the day.
- Students who are successful follow through on their commitments to themselves and others.
- Students who are successful get ready ahead of time by preparing at home for the next school day.
- Students who are successful take notes in class and know what the teacher expectations are.
- Students who are successful are able to solve problems and think creatively.
- Students who are successful are able to work cooperatively with others.
- Students who are successful have a supportive family to encourage them.
- Students who are successful have families who help them by modeling appropriate strategies for handling negative feelings, including anger, by hearing language that helps the students to think positive thoughts for calming down or solving problems.

## **11. Teachers and Support Staff**

In addition to our classroom teachers, we have a variety of educators who tirelessly and collaboratively work to support our students' success. Our support staff includes two office specialists, full-time librarian, physical education specialist, instrumental music teacher, vocal music teacher, theater arts

teacher, technology/chess teacher, physical and speech therapists, nurse, parent volunteer coordinator, Family Support Worker, YMCA Director, Counselor, Neighborcare Staff, tutors, special education resource teachers, and bilingual Spanish, Somali and Vietnamese educators.

Additionally, we are pleased to have Math and Reading Intervention teachers who offer small group and one-on-one support to students who need additional assistance. The Intervention teachers also offer extended learning opportunities after school.

## **12. Teacher or Classroom Concerns**

- Schedule a time outside of classroom hours to speak with teacher in a calm manner stating the facts of your concern.
- Establish a timeline with teacher for solving the problem.
- If no results, schedule an appointment with secretary to see Assistant Principal in a calm, respectful manner.
- After giving Assistant Principal time to execute agreed upon results, schedule an appointment with secretary to see Principal.

## **13. Changes to Your Child's Classroom Teacher**

Similar to last year, we will not change students' teacher based on family preference or other concern. We work very hard to consider students' needs and ensure that all WSE teachers are professionals of high quality and experience. We work to create balanced classrooms and therefore, will not make any changes to classroom assignments.

## **14. After School & Enrichment Activities**

We have many programs and activities available to our students that are geared at enriching their development. Adventure Club, Husky Clubs, Musical Club, and Circus Arts are some of the enrichment programs we provide for students. New this year, we will host an afterschool reading academy for first and second graders.

## **15. Instrumental Music**

Fourth and fifth grade students may take instrumental music lessons. Please contact our instrumental music teacher or your child's classroom teacher for information.

## **16. Serving Students with Special Needs**

We have a comprehensive program designed to meet the diverse learning needs of our students. This includes a K-5 program for students with Autism and other needs. Our resource room teachers provide both inclusion and pull-out instruction, depending on the needs of the individual students. Our speech and occupational therapy services are exceptional and available to all who qualify. Additionally, students who need additional time and attention receive added support through our intervention and tutoring programs.

## **17. Student Intervention Team (SIT)**

Staff members who have a concern regarding a child's academic, social, or emotional growth refer their concerns to the school's Student Intervention Team, made up of the principal, school psychologist, nurse and other specialists. An invitation is extended to the family of the student to attend the SIT meeting to determine what we can do to better help your child. Our aim is to work together with parents, to help your child learn and meet grade level standards. We discuss your child's academic and emotional progress, look at current interventions and services, as well as potential interventions and services to be sure that we are maximizing your child's learning opportunities. Parents may also request help from the Student Intervention Team by contacting the classroom teacher who will initiate a referral.

## **18. School Psychologist/Communication Disorder Specialist**

The School Psychologist works at West Seattle Elementary part-time. They also work with the Student Intervention Team and share their skills and resources with staff and parents.

## **19. Report cards/Progress Reports**

Report cards/progress reports share information about your child's growth, progress and efforts during a particular reporting period. The evaluation is based on the child's progress in relation to work presented at his/her grade level. Each child has different interests, abilities, and experiences that affect his/her growth, both academically and socially. We encourage parents to review the reports with this consideration in mind. We welcome the opportunity to meet with parents to work cooperatively in helping your children to develop their skills. Please call 252-9450 to make an appointment if you need a teacher conference.

Report cards come out three times a year. The first report card is issued before Winter Break. The others

come out at the end of the next two trimesters – the middle of March and the last day of school.

## **20. Parent Conferences**

Each year, the district schedules conference days (November 19<sup>th</sup> – 23<sup>rd</sup>) so teachers and parents can have conferences regarding student progress. The conference is meant to be both a reporting time and a time to discuss future plans in helping your child to meet standard. Many parents desire additional conferences throughout the year. You are welcome to call the office and schedule in-person or telephone conferences with your child's teacher.

## **21. Planning, Conference, and Preparation (PCP) Time**

Every teacher has a PCP time in his/her schedule. This is often a good time during the day for teachers to talk with parents or return your phone calls. Teachers are not usually available for drop-in conferences during this time.



# **Student Behavior and Conduct**

## **22. School Safety and Social Development**

At West Seattle Elementary we are committed to creating a safe and welcoming school environment for every student and family. We promote a basic framework for behaviors that all families should know about! We call ourselves the West Seattle Huskies and all huskies know about our PAWS!

P: Prompt & Prepared  
A: Always Respectful  
W: Working Hard  
S: Safe



PAWS ensures students come to school ON-TIME every day ready to learn, and they treat our community and our community space with respect. It also means they work hard, and when it's recess they get to have FUN because they're safe!

We continually reinforce these rules and on a daily basis and work to recognize and acknowledge those students who are doing the "right thing." As adults, we believe in

modeling positive behavior, instilling a sense of personal responsibility and encouraging and reinforcing good choices. When students do not make good choices, we use this as a learning opportunity and work with them to develop the skills to make better choices in the future. We are also invested in teaching our students that being responsible stewards of our environment are an important part of being a global citizen. In addition to our recycling program, we have a composting program and are very proud of the reduced waste from our cafeteria.

## **23. School Counselor and Counseling Services**

West Seattle Elementary has a comprehensive school counselor who focuses on teaching ALL students school-wide expectations and problem-solving skills. She teaches in the classroom and offers small group opportunities for students desiring leadership or friendship opportunities. Ms. Bermes also promotes a note system that allows students to ask for support with problems. Notes are located in all 1st-5th grade classrooms, and outside of Ms. Bermes' office on the 2nd floor. Additionally, we have strong relationships with outside counseling agencies, with a couple of regular individual and family therapists who meet with children at the school for counseling. For students who struggle with behaviors or who are overwhelmed or sad, these services are available and FREE of charge to most families. If you have concerns about bullying or difficulty communicating with school staff, or if you'd like to get additional support for your child, I'm here to help. I care about you and your children. You're always welcome to give me a call at 206.252.9456 or email me at [labermes@seattleschools.org](mailto:labermes@seattleschools.org).

## **24. Disciplinary Problems**

- Teachers will try various methods to resolve classroom disruptions at the classroom level, communicating with parents along the way.
- If no success or if a teacher is addressing a major infraction, the teacher may ask the Assistant Principal, School Counselor or Principal to facilitate a meeting with parent or guardian.
- If no success, the AP or Principal will survey a range of options to enhance redirection usually through the Student Intervention Team (SIT) process. WSE administration realizes that discipline problems generally are rectified when the school and the parents are able to work as a team.

- If no success, in school or out of school suspensions (as per administrator’s discretion) will be considered.
- We do not handle/address incidents that happen in the community on weekends or after school hours. These are situations that may require the support of your housing managers.

## **25. Dress Code**

Students are expected to dress in attire appropriate for classroom studies, P.E., and recess. Dress and grooming should be clean, neat and safe and should not interfere with the educational process. Students dressing inappropriately will be asked to change their clothing.

- Dresses/skirts/ shorts no shorter than mid-thigh in length may be worn.
- Clothing should not be tight, revealing, or display inappropriate messages/ pictures.
- Undergarments are to be covered at all times.
- Hats are permitted for protection from weather outside.
- Coats must be hung up and not worn in class.
- No bare feet or thongs.
- No halter tops, very bare tank tops, cut off shirts or short shorts.
- No harmful slogans, including but not limited to ones which promote violence, guns, alcohol, drugs, harassment, obscenities or slurs.
- No “gang” related wear (this will be interpreted with assistance from district Security and the Seattle Police Department as gang signs and clothing change over time; information will be shared with parents if and when we have a problem).
- No sagging pants. Pants are to be at the waist without underwear showing.
- Make-up is not allowed.



## **26. PE/Recess Shoes**

PE and recess will be held in the gym or outside, depending on the activity and the teacher. Gym shoes are needed anytime the gym is used.

## **27. Items Brought from Home**

- We do not assume responsibility for items brought from home. We encourage families to keep things at home especially because they could get lost, stolen or destroyed. These items will be confiscated and held for a designated period of time and for parent pick up only. These items should be kept home:

- Cell Phones – (they should never be out during school day – if taken away and sent to principal, parent must pick up)
- Toys
- Video Games or Game Cards
- Cigarette lighters, knives, or weapons – subject to disciplinary action.
- Money-We discourage students from bringing money to school. If a student brings money to school and it is lost or stolen; we are not responsible for it.
- Students are not allowed to buy, trade or sell their personal belongings at school.
- *Any items of value that are brought to school are brought at the students’ and families own financial risk and not that of the school.*

## **28. Vandalism of school property**

Our school buildings and equipment cost the taxpayers millions of dollars to construct, purchase, and maintain. Students who destroy or vandalize school property (Deliberately or maliciously destroying, damaging and/or defacing school property or the property of another individual) will be required to pay for the losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report to a teacher or the office immediately.

### Examples of Vandalism:

Destroying school computer records, carving initials or words in desk top, spray painting on walls, breaking windows, or damaging a vehicle.

## **STUDENT SAFETY**

### **29. Picking up and dropping off students**

Student safety is of the utmost importance and this includes when arriving and leaving school. It becomes very congested along 34<sup>h</sup> Ave SW. Therefore, we ask that you please follow the directions of the adults on duty when dropping off and picking up students.

### **30. Dismissal Procedure**

Students in Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grades will be escorted to the parking lot area for parents to pick them up. Students will stay in line with their class until a parent arrives to get them. The parking lot is closed to all cars during dismissal.

Students in 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades will be escorted through the main doors of the school. Families can pick students up there. Due to safety concerns for students, parents will not be allowed in the building during dismissal. Students waiting after school will be waiting in the office. If you are going to be delayed beyond the dismissal time, please call the office. Please make sure you pick your child up on time. We do not have staff to supervise students who are not in a program. If your child is going to be leaving school early with you, we ask that you come into the office to sign your child out.

### **31. Sibling Pick-Up**

Middle School and High School students are not allowed inside of West Seattle Elementary without a parent. If they are picking up a sibling, they should wait outside of the front door where students depart. WSE experienced a rash of items being stolen from staff and students, as well as abrasive attitudes from these students last year. This includes Husky Clubs or after school programs. If this is violated, they will be barred from the school permanently.

It is important that safety practices also be stressed at home. Every child should know the safest route to take to and from school or the bus stop, and appropriate safety rules to follow.

1. Cross streets at crosswalks.
2. Look both ways before crossing a street.
3. When walking on a roadway, walk facing traffic.
4. Go directly home afterschool. Do not stop to play at a friend's house unless parents have given permission. Forgetting this rule has caused countless hours of anxiety for parents and school staff members looking for "lost" children.
5. Do not talk to strangers. Do not accept a ride with anyone unless parents give permission ahead of time.
6. Tell your parents and a grown-up at school if anyone bothers you or makes you feel uncomfortable on your way to or from school or on the playground.

Practice, practice, practice crossing streets. Please do not ask your child to "jay walk" to reach your car.

If there is to be a change in your child's normal routine for going home after school, please help us by putting the information in writing. In an extreme emergency situation, you may call the office. Siblings may pick up students after school, but during school hours we must have written permission to release children to someone younger than 18 years old. If your child rides the bus after school, we will expect students to get on the bus, unless we receive a written change of plans from an adult member of the family.

### **32. Leaving the School Grounds**

Students are expected to not stop at stores on the way to school or following school. No student may leave the school grounds to go to the store during the instructional day, including if your child is staying for an after-school activity.

### **33. In an Emergency**

In the event of illness or emergency, we must have a current phone number for parents, guardians, and a current emergency contact and phone number. If your family emergency information changes during the school year, please notify the office immediately to update your child's records. Also, if there is anyone to whom your child may not be released, please notify the office in writing.

### **34. Weapons at School**

West Seattle Elementary abides strictly by the state and district no weapons policy. Weapons that are intended to be used against another person will result in immediate expulsion as outlined by district policy. Items such as toy weapons may be cause for serious disciplinary action.

### **35. Harassment, Intimidation or Bullying (HIB)**

Seattle School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. This procedure applies to all students who are harassed, intimidated, or bullied.

In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all students, school employees, School Board members, contractors, volunteers, families, patrons, and other visitors. No student within the school community will be harassed because of their race, creed, color, religion, ancestry, national origin, age, economic status, gender, sexual orientation including gender expression or identity, pregnancy status, marital status, physical appearance, the presence of any sensory, mental or physical disability, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witness harassment, intimidation or bullying, or to whom such actions have been reported, must take prompt and

appropriate action to stop the harassment and to prevent its reoccurrence.

### **36. Bicycles, Skateboards, Roller Skates, Scooters**

If your child chooses to ride a bicycle to school, it must be secured in the bicycle rack with a lock. We cannot guarantee the security of a bicycle. Any student who is riding a bicycle to school must be wearing a bicycle helmet. For safety reasons, skateboards are not to come to school at any time. If your child rides a scooter it must be kept folded in the main office during the day. "Skate shoes," shoes with skates in the soles of the shoes, are not to be worn or brought to school.

## **STUDENT HEALTH NEEDS**



### **37. NeighborCare Health**

West Seattle Elementary School is delighted that health care services will be offered on-site for our students. NeighborCare Health, Seattle's largest community health center, partners with West Seattle Elementary and provides medical, mental health and health coordination services, as well as assistance enrolling in insurance and navigating the health care system. A nurse-practitioner, mental health therapist and health coordinator will be at the school part time every week. Information will be sent home in an introduction and registration packet. Information will also be available on the West Seattle Elementary website and at [www.neighborcare.org](http://www.neighborcare.org).

### **38. Full Time Nurse and Health Screening**

All students are screened annually for vision and hearing.

### **39. Special Health Needs**

Please let us know of any special health concerns for your child (i.e. allergies, asthma, chronic conditions) so

that we can respond in the best manner for your child. You can contact our nurse through the school office. If your child has a food allergy, we ask you to send specific information that identifies names of food products that might trigger the allergy.

### **40. Medication at School**

We take the responsibility of administering medications at school very seriously. Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e. breakfast, after school and at bedtime. The administering of medication at school should only be considered after all other solutions have been explored. When medications must be administered at school, we ask for your assistance and cooperation in the following procedures:

- Medications will not be given at school unless there is a Medication Authorization Form completed and signed by both the parent/guardian and the physician.
- All medications must be in the original container with the appropriate pharmacy label.

Please do not send any medication to school unless it is in the original prescription bottle; the doctor has said it must be taken during school hours, and a release form is on file at school. The Medication Forms are available from the nurse or in the main office.

### **41. Immunization**

The Washington State Immunization Law (28A.31.118) requires that all children be immunized to attend school. If your child is not up to date on immunizations, he/she will be excluded until proof of immunizations is shown. Please contact the school nurse if you have questions.



## **TRANSPORTATION**

### **42. Bus Conduct**

These rules have been established to insure the safety of students who ride buses:

1. In order to be admitted by the driver, use only the bus and bus stop assigned.

2. Orderly behavior is required at the bus stop and makes life more fun.
3. Stay in your seat, sitting on your bottom, facing forward.
4. Keep your hands and feet to yourself.
5. Use a quiet voice.
6. Enjoy your friends without disturbing the driver.
7. Keep head and arms inside the bus.
8. Do not litter the inside of the bus or throw anything out the window.

Infractions of the above rules will be brought to the attention of the parents. Breaking the rules may result in the denial of transportation, so please help your child is a good bus rider.

### **43. Bus Changes**

If temporary changes in bus stops are necessary, please send a note to school with your child on the day the change is requested. Include the following information:

- Student name, teacher name and room number.
- The number of child's regular bus route.
- The change you are requesting (ex. to go home with Kathy Smith on route #516).
- The day or days the change is to be effective and whether it is an a.m. or p.m. route.

Our Office Assistant will provide bus passes and necessary information to bus drivers.

Children can only be picked up or left off at regularly designated stops. New stops cannot be added by the school. If a transportation change is needed which will last more than a few days or requires a new stop, the request must be made to the Transportation Office at 252-0900.

### **44. Bus Problems**

Sometimes there are unavoidable delays in bus routes. If a bus arrives extremely late at school for afternoon routes, Transportation will notify families using their automated messaging system. If your student is overdue or if you have a concern about transportation, the Transportation office may be reached at 252-0900. If their line is busy or they are unable to help, please call the school at 252-9570. Please remember that our voice mail goes on at 2:30 PM.

We are not always able to solve your bus problems as the bus drivers and transportation routes are managed by the Transportation office. However, we are happy to help you by providing information or helping you work through the system.

If your child should miss the bus, he or she will be brought to the office and the parent/guardian will be contacted. We will not allow your child to leave school until we know how he or she will be safely transported home.

## **SCHOOL SCHEDULE CHANGES**

### **45. Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The School Messenger system will be used in the event of a district-wide school closure. Information will be communicated via radio, TV and the district website. In the unusual circumstance where school must be cancelled during the school day, staff will determine that students have satisfactory transportation and supervision at home, before releasing any students from school.

It is very important that we have accurate emergency contacts and working numbers on file. If we are unable to reach the parents / guardians in an emergency or cancellation of school, once students have arrived at school, we will contact the emergency numbers as an alternative for releasing of students.

## **FOOD**

### **46. Food Services**

Hot lunches are served daily. Students receive a nutrition breakfast and lunch that includes fruits, vegetables, complex carbs, and meat. We do not serve pork at WSE.

We ask that each family complete the free/reduce lunch form. Applications for free and reduced lunch are sent home prior to the beginning of the year by the school district and are always available in the main office throughout the year. If you did not receive one, you may check with the Lunchroom Manager. You may also request one by calling the office.

**NOTE:** Students who had free or reduced lunch applications on file from last year will automatically receive free lunch while the application is being processed. Families must apply every year. **WE NEED ALL FAMILIES TO FILL OUT AN APPLICATION THIS YEAR.**

### **47. Breakfast Hours**

Breakfast is served from 7:30 – 7:50 AM. If students ride the bus, they must eat breakfast upon their arrival. Students who walk to school or are transported by family should be here in time to have breakfast before the start of the day. No student will be served breakfast if they have been playing outside and then come inside after the bell rings for starting classes.

#### **48. Nutritional Snacks / Lunches**

We ask families to not send chips, candy or soda pop to school as part of your children's lunches. We want your children to have the opportunity for balanced lunches to help them maximize their learning. We will provide students a nutritious snack throughout the day and after school.

## **STUDENT / FAMILY SERVICES**



#### **49. Parent Volunteer Leaders**

We currently have a parent volunteer named Hillary DeBlasio who you can contact to answer any questions you may have regarding West Seattle Elementary and how you can be involved.

#### **50. West Seattle Elementary Website**

The school website is an excellent resource to learn what is happening at West Seattle Elementary. Here is the website address:

<http://westseattlees.seattleschools.org/>

#### **51. West Seattle Elementary Family Newsletter**

A school newsletter containing items of interest for students and parents is usually distributed monthly. The newsletter includes news from students, announcements of PTA activities and other timely information. Please read the newsletter and check the updated school calendar printed monthly in the newsletter.

In order to reduce printing costs and for environmental reasons, we will be making the newsletter available electronically.

#### **52. Parent/Family Bulletin Board**

Families will find items of community and school district interest posted in the main hall.

#### **53. Parent Etiquette While at WSE**

- Parents conduct is often mimicked by children. Please come to WSE prepared to address any concern in a professional manner. Yelling, blaming, cursing, or threatening behaviors will not be tolerated and you may be escorted off campus by security or police.
- You are always welcome to schedule an appointment with the secretary to see the Assistant Principal, and if not satisfied, you can schedule an appointment with the secretary to see the principal.
- The principal would love to give her undivided attention to every case that comes before her. However, she will ONLY see people who have scheduled an appointment to see her.
- When attending school functions with small children, please respect the enjoyment of others. Please monitor and contain your children so they are not disruptive to the presentation at hand.
- During assemblies or presentations, please be quiet and attentive to the presenters by not talking to each other. Please show respect to our students who work hard to put on these presentations for you.

#### **54. Parent/Guardian Visitations**

Parents and guardians are always welcome at West Seattle Elementary. Please make sure that you first sign into the office prior to visiting your child's classroom. In addition, to make the most of a visit, it is preferred that you schedule it ahead of time in order to avoid conflicts with assemblies or field trips. Please check in at the office. If you would like to talk to teachers, please ask them when it would be convenient. We ask that you not talk with teachers during instructional times.

#### **55. Visiting at Lunch**



Parents and guardians are welcome at any time to eat lunch with their child. You may join your child in the lunchroom for a hot lunch or bring your own lunch. Please make sure that you first sign into the office prior to visiting your child in the lunchroom.

## **56. Parent Booster Club/FEAT**

Parent Booster Club/FEAT meets once a month to conduct the business of the PTA and its various committees. Meetings are open to all parents. Meetings will be posted the first week of school.

## **57. Parent Volunteers**

Parents and other adult family members are encouraged to volunteer in our school at any time. Please check with your child's teacher to see how you may help. If you would like to help in the library or office, your help would be graciously accepted. If you have hours that do not allow you to help during the school day, often teachers have tasks that could be completed at home and then the projects could be returned to school. Any assistance, whether regular or occasional, would be appreciated. State law requires a background check for any volunteer in a school setting. This is a simple process, but will require you completing a form stating your date of birth and providing picture I.D. You will also need to watch a volunteer video. Parent volunteers are asked to sign the Volunteer Book upon arriving at school.

## **58. Family and Community Involvement**

Family involvement is a critical factor in our success as a school. As I mentioned earlier, our welcoming and respectful environment is one of the cornerstones of West Seattle Elementary. Building a close relationship with our families starts from the moment you choose our school. We welcome and encourage your participation in your child's education and recognize that family involvement comes in many forms. Our PTA Leaders can help you find ways to become involved that work best for you. Families are encouraged to volunteer in classrooms, on the playground, in the cafeteria and the office, to chaperone field trips, assist with and attend our wonderful family events, and perhaps most important, work with your child on their homework and read to them every day. Please contact Abdi Ali and Hillary Deblasio if you would like to volunteer at WSE.

## **59. Community Clean-Up**

West Seattle Elementary has been a staple in the community. We have partnered with Neighborhood House and other community development organizations. We take pride in this

community and work tirelessly to see it thrive. One of our big focuses this year is community engagement and support.

We will host 2 community clean up days. We are asking the High Point Community for their support and join our efforts to keep High Point a beautiful, clean, and safe community.

# **GENERAL/MISCELLANEOUS INFORMATION**

## **60. Library Books**

West Seattle Elementary's library is a vibrant place with great books. Students at WSE attend library classes each week. Our library provides story time, information literacy lessons, pleasure reading, and reference materials.

It is important to keep our library up-to-date with quality materials. Therefore, all students are responsible for the books they check out. If your student damages library material; you will need to pay for its repair or its replacement. Cost is determined by type of damage. Damage includes any markings, underlining, highlighting and sticky notes of all kinds. Please do not attempt to repair the material. If you notice that library material appears damaged or is missing parts, inform library staff before you check it out to avoid being assessed repair charges.

## **61. Lost and Found**

Articles found in or near the school are put in the Lost and Found area in the cafeteria. Children may check the Lost and Found for any item that is missing. It is important that parents put LABELS on all children's caps, coats, overshoes, mittens, lunches, etc. It will save you money and avoid the frustration over "lost" belongings. Laundry marking pens can be obtained at most convenience stores. Two or three times during the year we donate the unclaimed lost and found items to community agencies that support families in need. Families are notified in advance of the date of the donation.

## **62. Recess Policies**

Weather permitting; Students are given two recesses each day. Decisions to have outside recess during cold weather depend upon the temperature, rain, ice and the wind chill factor. Always dress your child for outside recess.

Students will have supervised free time for games and talking to friends on days when bad weather prevents outside recess.

### **63. Field Trips, Field Day and other Extracurricular Activities**

WSE staff work hard to extend the academic experience for students through field trips, field day and other extracurricular activities. In all cases, these activities require students to follow directions; be on their best behavior; and to be safe. Due to the risky nature of these activities; these activities are earned and are not privileges.

### **64. Pictures**

A privately contracted photographer takes individual student pictures in the fall. A range of individual portrait packages may be offered. In the spring there will be a class photo taken, along with a second set of individual pictures if you choose.

### **65. Birthdays**

If parents wish, they may bring treats to their child's class to celebrate a birthday. Please contact the teacher ahead of time to make necessary arrangements. When bringing treats, we ask you to be aware of any allergies that may exist in your child's classroom so all students are able to participate in the celebration. West Seattle Elementary is a "No Peanut School."

### **66. School Colors**

West Seattle Elementary school colors are purple. Our logo is a husky. We use this symbol to encourage school pride and spirit and encourage students and staff to wear the shirts on Fridays. Our PTA sells West Seattle Elementary t-shirts.

### **67. Telephone Calls**

Students are not allowed to use any school phone without adult permission. Parents should limit phone messages for students at school to emergency situations. Please call by 1:00 if you have an urgent message in order to allow necessary time to deliver the message before the end of the school day. All teachers have voicemail that they may access from their classrooms. Teachers will not be expected to answer the phone during the instructional day, but messages may be left on voice mail to be returned within 48 hours. Do not leave messages on the teacher's phone that have to do with a change of plans for where a child should go after school or regarding a family emergency.

