

Student-Parent Handbook

After-School Activities

Activities for after school are coordinated by parent volunteers for families of Clyde Hill Elementary. All classes are offered on a first come, first served basis and fill very quickly. These classes are not part of the school's normal school program and are not part of the normal school day. Therefore, the regular school attendance policy does not apply. To have every child safe and accounted for, parents and guardians will be responsible for their child's attendance.

After-School Plans/Play-Dates

Should your child wish to go home with a friend or anywhere else other than the normal after-school destination, written permission from a parent or guardian must be brought to the Office in the morning where it will be recorded and stamped. No child will be allowed to ride a school bus other than his/her own without first showing the bus driver a permission note stamped by the Office. Students will not be dismissed early from school or released to anyone other than their parent or guardian without prior arrangement with the Office. These measures are taken in a joint effort between school and home to insure each child's safety. In addition, after-school plans are to be made while at home. School phones are not available to make last minute play plans.

Arrival/Dismissal

Students are to arrive at school between 7:55 and 8:05 a.m. and line up outside their classrooms. Prompt arrival at school is expected of all students. Students who arrive after 8:05 a.m. are considered tardy and must report to the Office.

Crossing Guards are out from 7:55–8:05 a.m. and from 2:25–2:35 p.m.

Unless they are involved in a supervised after-school activity, students must leave campus at the end of the school day (2:30 p.m., or 12:10 p.m. on Wednesdays). Staff members are not available to supervise students after school. Students may return to campus after 4:00 p.m.

Attendance

24-hour Hotline (425) 456-5002 - Call by the start of school to notify the Office of your child's absence.

Regular attendance is important to a student's success in school, and students are expected to be in school unless excused. An absence from school will be excused for the following reasons:

- Illness or medical emergency
- Family emergencies
- Observances of established religious holidays
- Pre-arranged medical and dental appointments
- Absences which are considered appropriate at the discretion of the Principal

Pre-Arranged Absences: If your child is going to be absent for more than a day or two due to family plans, please obtain a Pre-Arranged Absence Form from the Office. Your child's teacher will assign homework as appropriate.

Bicycles & Scooters

Fourth and fifth grade students may ride their bicycles and scooters to school. A permission form, available in the Office, must be signed by both student and parent and returned to the Office before a student may ride to school. A bicycle helmet is required for all students who ride. Bicycles should be walked on and off the school grounds, and riders are to obey the school crossing guards at all times. A bike rack is provided on campus where bicycles must be parked and secured with an appropriate lock. Scooters are to be left in the student's cubby.

Buses

Bus Service is provided for any student living within the school attendance area and at least one mile from school (one-half mile for Kindergarten students). If you have a question about a bus stop or walking route, please contact District Transportation at (425) 456-4512.

The Bellevue School District has established conduct rules for students who ride the school bus. Failure to follow these rules on a bus or at a stop can result in loss of transportation service. A copy of the conduct rules was included in your first day packet and is also available in the Office.

Clinic/Health

The school nurse is in on Mondays. The school clinic is under the direct supervision of the school nurse and Office staff at all times. During the noon recess, we are fortunate to have first-aid trained parent volunteers helping to care for our children. Any child who becomes ill at school or requires minor medical care, such as a band-aid or an ice pack, will be treated in the Clinic. In the event of a more serious illness or injury, the parent will be contacted.

Conferences

Parent-Teacher Conferences provide the opportunity to share valuable information about student progress in school. Conference dates for this year are listed in the School Calendar. Parents may request a conference with their child's teacher or the Principal at any time during the school year, as communication between home and school is seen as a valuable component of student success.

Drop Off/Pick Up

Drivers should drop off and pick up students in front of the school in the designated zone. Drivers are asked to follow these safety rules:

- Remain in your car in the student drop-off/pick-up zone.
- Pull forward as space becomes available.
- Pull up to the curb for drop-off and pick-up.
- Park only in designated parking spaces.

The buses drop off students by the west side of the gym. Students walking to school must stay on the crosswalks.

Emergency/Earthquake Preparedness

Clyde Hill Elementary has developed and implemented an Earthquake Preparedness Plan, designed to prepare for a major emergency, such as a serious earthquake. This plan, including provisions for first aid, food and water, communications, student and parent education, and student emergency dismissal, focuses on the safety and welfare of all students and staff at Clyde Hill in the event of an emergency during school hours. Information pertinent to this plan will be made available throughout the school year.

Building evacuation drills are conducted periodically. Clyde Hill participates extensively in statewide earthquake drills and simulations. The Earthquake Preparedness Plan is reviewed and revised on an annual basis.

Emergency Phone Tree

The PTSA has established an Emergency Phone Tree to be used in the event of any emergency or early dismissal from school (e.g., due to earthquake, snow or wind storm, power outage, etc.). This phone tree will be exercised during specific earthquake drills and is tested periodically. Please advise the Office whenever phone numbers or emergency contacts change.

Lost and Found

Lost and Found bins are located in the west foyer of the gym and are always accessible to parents and students during Office hours. Please label items such as jackets and lunch boxes with a name and phone number, and encourage your student not to bring radios, cameras, large amounts of money, or other valuables to school.

Lunch

Nutritious hot lunches will be available for purchase every day for all students, or students may bring a lunch from home. Our computerized lunch accounting system enables students to pay in advance for lunches.

Lunch Money Deposits: Lunch money is accepted in the Office, online, or by phone. Payment envelopes are available in the Office, or you may use your own by including student's name, grade, teacher, PIN#, and amount. Bring payment to the Office. *Please do not bring money through the lunch line.*

For online payments, you may use your Visa (debit or credit), Master Card, or Discover. Log on to www.paypams.com to make an electronic payment (small service fee applies), or call (888) 994-5100. Please allow two days for processing. You can view student cafeteria purchases as well as account balances. For more information call Nutrition Services at (425) 456-4507.

A "pink slip" will be given to your child when his/her lunch balance drops below the price of a school lunch. Please be sure to send money immediately as we are unable to extend credit. While a school lunch will not be served to children with inadequate funds, *no child will go hungry*. The PTSA has generously agreed to supply packaged crackers and peanut butter for children with inadequate funds. Free/Reduced Lunch Forms are available in the Office for those qualifying for financial assistance.

For your convenience, it is suggested that you pay a minimum of five days at a time. Your pre-planning is greatly appreciated.

Lunch prices for this school year:

- Elementary lunch (includes milk):\$2.25
- Reduced lunch: .40
- Milk a la carte: .50
- Adults: 3.25

Medications

Whenever possible, parents and physicians are urged to design a schedule for administering medication before or after school hours. If this is not possible, parents must come to the Office to complete an Authorization to Administer Medication Form. This authorization is good for the current school year only. Unused medication must be collected from the school at the end of the prescribed administration period or end of the school year, whichever is sooner. Bellevue School District Policy states that all medications must come to the Office, not the classroom, in the original container labeled by the pharmacy or physician with the medication name, the amount to be taken, frequency of administration, and name of physician.

Parent-Teacher-Student Association (PTSA)

Clyde Hill's parent group is affiliated with PTSA, a nationwide organization dedicated to the welfare of all children. The PTSA's activities support and enrich the educational experience of Clyde Hill's students through the worthwhile investment of time and energy from volunteers. This kind of participation is one of the most effective and rewarding contributions you can make to your child's education, and will help Clyde Hill to continue being a thriving, positive environment. All parents are welcome and encouraged to join in! If you have any questions, concerns, or would

like to help out in some way, please call the PTSA President or Vice Presidents listed under "PTSA" in the **Contacts** section.

Pets

Students should not bring pets to school unless arrangements with the classroom teacher have been made in advance and the pet is leashed or caged. If a pet does follow a student to school, every effort will be made to contact the owner, if known. In most cases, and in accordance with Clyde Hill's leash law, King County Animal Control will be called to pick up any animal that is causing a nuisance on the school grounds.

Playground Supervision

School staff supervise the play areas during the morning and noon recesses. These areas are not supervised before or after school.

Program Delivery Council (PDC)

The Program Delivery Council (PDC) provides a forum for effective decision making by the Clyde Hill staff and parents, and, where appropriate, students, business partners, and community patrons. The PDC focuses on school renewal for the improvement of learning for all students. PDC defines, discusses, and resolves education issues; proposes and evaluates solutions; and makes decisions with respect to the design, delivery, and evaluation of the instructional program.

PDC membership includes four parent Representatives, the PTSA President, certificated staff by levels, the Principal, and one classified staff member. Parent Representatives are selected for two-year terms through a process of screened applications. The PDC meets the third Tuesday of every month, 2:40-4:00 p.m., and meetings are open to all parents. The PDC parent facilitator is listed under "PTSA" in the **Contacts** section.

Project Safe

Project SAFE is a program designed for the prompt identification and verification of students absent from school. If your child is going to be absent for the day, please call the Attendance Hotline at (425) 456-5002 by 8:00 a.m. If your child is absent, and you have not notified the Office, a Project SAFE representative will call you to confirm your child's whereabouts.

Student Placement

One of the most important responsibilities of the staff each year is to assign students to classes for the next school year. The goal of student placement is that each student be placed in the best possible learning environment. Many factors are considered when placing students. Academic strengths and needs, social and emotional characteristics, as well as parental input are thoughtfully considered. A copy of the Clyde Hill placement policy as approved by the PDC is available in the Office. Should a parent feel a child's placement is inappropriate, a request in writing should be made to the Principal, clearly stating the reason for the request.

Student Progress Reports

The chief purpose of reporting student progress to parents is to provide the information necessary for a solid working relationship between the school and the home in the guidance of the student. Parents will be kept informed about the growth and progress of their children in all aspects of school curriculum, including observed student behaviors in the intellectual, emotional, physical, and social development areas. Written progress reports will be prepared for both conferences and at the end of the school year.

Telephones/Messages

Clyde Hill has an integrated telephone system that allows calls to be made from all classrooms and offices. If absolutely necessary, and with teacher permission and supervision, students may call home at appropriate times. Students may also be directed by teachers to call home in order

to report their own school successes and areas for growth. The telephone in the Office reception area is also available for visitors to the building.

Messages to students must be telephoned to the Office prior to 2:00 p.m. to allow adequate time for delivery. Please limit these, as every call to a classroom interrupts valuable teaching time.

An added convenience are voice mailboxes where private voice messages may be left for teachers and staff. Voice mailbox extensions may be obtained directly from your child's teacher or the Office. Please do not leave voice messages with your child's teacher regarding changes in after school plans. Contact the Office for this.

Tobacco Policy

The use of all tobacco products by students, employees, or general public is prohibited on school property. School property includes all building, grounds, and vehicles owned and used by the district.

Visitation at School

Parents are always welcome to visit their child's classroom or any other activity on the school grounds, such as special programs and assemblies. Please contact the teacher involved in advance if you wish to observe a class. We ask all visitors to sign in at the Office before engaging in any activity elsewhere on the school grounds. If you are bringing an item to school for your child, please leave it in the Office, and your child will be called from the classroom to pick it up.

Student Behavior Plan

The basis of our behavior plan at Clyde Hill Elementary is this: we want children to grow and learn positive social skills while accepting responsibility for their actions. The behaviors listed below are our expectations for our students. If a student does not meet these expectations, we have a system of communication with home and consequences at school:

- 1st Level: We have classroom interventions between the teacher and student for minor infractions.
- 2nd Level: For more serious or on-going situations: the principal and teacher are notified; the student develops a plan of improvement; the student calls home to inform parents of the misbehavior, the plan is sent home for further discussion, and it is returned to the teacher and principal; a logical consequence will be part of the plan (e.g., if a student has made a mess, he or she will have to help clean up for a few days).
- 3rd Level: In addition to 2nd Level consequences, there will be a conference with the student, teacher, principal, and parent to continue problem solving.
- 4th Level: A second conference will be held. At this level, a serious consequence will be enforced, including suspension, significant loss of privileges, or similar measures.

We know that creating meaningful school-home partnerships is the most effective way to improve learning of all kinds – social and academic – in our students. Please join with us in this important relationship.

Here are our expectations for student behavior at recess:

Treat Students and Adults With Respect By...

- Sharing play equipment and including everyone in the games without blocking students who want to play;
- Using words and language that are respectful, rather than using hurtful language or cursing;
- Solving problems with words, rather than fighting; and
- Throwing wrappers, paper, and other garbage in trash containers to show respect for our school grounds.

Play Safely On the Playground and In the Covered Areas By...

- Playing safely with others without rough-housing or play-fighting, and by keeping hands and feet to themselves;
- Keeping rocks, pine cones, sticks, sawdust, dirt, and snowballs on the ground, rather than throwing them at other students;
- Getting a pass from a recess supervisor before going into the hall to get a drink or go to the bathroom; and
- Lining up quietly by the outside classroom door when the recess bell rings.

Play In the Right Place By...

- Staying within school boundaries and playing on the play-grounds or in the covered areas;
- Staying on the ground and on the big toys, rather than climbing the trees; and
- Keeping out of rain puddles and mud on rainy days and wearing coats on wet or cold days.