

SCHMITZ PARK ELEMENTARY SCHOOL PROCEDURES AND RULES

SCHOOL ARRIVAL AND DEPARTURE

Students should not arrive at school before 8:40 a.m. each morning and they must leave the school grounds no later than 3:30 pm, as there is no adult supervision. Children are not to be in the hallways until the first bell rings at 9:00 a.m. unless they are participating in the Breakfast Program, or by special permission. We ask that parents not take their students to their classes until 9:00 to allow teachers to prepare for the day. Students participating in open gym from 8:40 – 9:00 should enter through the play court. The playground is available after school only for children who are supervised. **New for 2007-08: Special Programs (Play Practice & PE special programs) will run from 3:00-3:30. Busses will depart from Schmitz Park starting at 3:30.**

BREAKFAST AND LUNCH PROGRAMS

Breakfast is served each day in the school lunchroom beginning at 8:40 a.m.

Full Price:	\$.75	Reduced Price:	No charge	Adult Breakfast:	\$ 1.75
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Children may bring their lunch from home or be served a lunch at school:

Full Price:	\$1.75	Reduced Price:	No charge	Adult Lunch:	\$3.50
Milk:	\$.40	Ice Cream (Wednesdays):	\$.60		

A 20-meal lunch ticket may be purchased for \$30.00. Checks may be made payable to Child Nutrition Services or you can pre-pay for school meals at www.PayPAMS.com. Eligibility forms for free or reduced price meals were mailed to each household via U.S. Mail. **In order for children to receive free or reduced lunch the application forms must be returned no later than September 10.** This form is mailed home and made available in the school office.

TELEPHONE

Students do not have access to school phones.

We cannot promise that non-emergency messages from home will be delivered to your child's classroom before daily dismissal as each message constitutes an interruption of the instructional day. Please communicate fully with their children before the school day starts.

CELL PHONES

Students may not have cell phones on or out during the school day or on busses. If a student has a cell phone out or on during the school day it will be held in the office until the end of the school day. If there are repeat violations parents will be asked to pick up the phone personally.

LOST AND FOUND

The Lost and Found is located in the front hall near the lunchroom. Please check it for items your child has misplaced. Clothing and school articles, which are labeled, can be returned promptly to the owner. We will be periodically donating any unclaimed items to local causes.

ATTENDANCE

If your child is going to be absent, please call and tell the school office staff (252-9700) before school begins each day the student is absent. You may also ask to leave a voicemail for the teacher but be sure to tell the office staff about the absence first. For additional emergency information during the day, i.e. "Amanda needs to take the bus after school today", be sure to call the office. There is no guarantee that a teacher will get to the voicemail in time for these types of notices.

The office staff will attempt to reach parents/guardians concerning student absences for which we have not been notified. If we are unable to reach a parent or receive no phone call or written note the child's absence will be considered unexcused. The District's definitions of excused and unexcused absences are as follows:

Excused 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. Preplanned absences may be excused, but please call the office ahead of the planned absences.

Unexcused Absences: All other absences are considered unexcused, including student or parent oversleeping, student missing the bus, transportation problems or student needed for baby-sitting.

TARDINESS

It is the responsibility of the student, parent and principal to make sure that children arrive at school no later than 9:00 a.m. and are seated in the classroom by 9:05 a.m. ready to learn. Habitual tardiness is very disruptive to the classroom climate and incurs an unreasonable amount of extra work for office personnel. Therefore, students who are tardy in excess of 9 times a year and/or 3 times per semester may lose morning recess privileges or be subject to other disciplinary action.

The intent is not to punish students but to increase pupil responsibility and develop good learning and "work" patterns, as is the expectation for any job our students may hold in the future. Losing track of time, oversleeping, missing the bus, sibling rivalry, etc., are not considered valid excuses for arriving at school after the tardy bell has rung.

Be assured that we are aware there may be times when being tardy is unavoidable i.e. a doctor or orthodontist appointment. We thank you for your support.

For more information, please see the school attendance policy.

COMPULSORY SCHOOL ATTENDANCE LAW

Washington State Compulsory School Attendance Law requires parents to have children of at least eight years old and less than eighteen years in school on a full-time basis, or in an approved home instruction program. After seven unexcused absences in a month or ten unexcused absences in a school year, the school must file a truancy petition against the parent.

A six or seven year old child enrolled in public school is required to attend school. Unless the child is formally withdrawn, the parent is responsible for the child's attendance. The school must inform the parent of each unexcused absence. After two unexcused absences in a month, the school must request a conference with the parent. The school must also take reasonable steps to eliminate or reduce the absences. After seven unexcused absences in a month or ten unexcused absences in a school year, the school must file truancy petition against the parent.

DELIVERIES TO SCHOOL

Please do not deliver flowers/balloons, gifts, candy, etc. to your child during school hours. It is disruptive to the classroom education process.

VISITING YOUR CHILD'S CLASS

Parents are welcome to visit their children's classrooms during the school day. If you plan to do so, we request that you make an appointment with the teacher a day or so prior to your visit so you can come during a time that would be most beneficial. We also recommend you limit your visit to 30 minutes and that you check into the office before going to the classroom. All visitors are required to sign-in at the school office.

DAYCARE – BEFORE/AFTER SCHOOL

Hiawatha Daycare “rents” space on the playground and lunchroom from 7:00 – 8:45 a.m. and 3:10 – 6:00 p.m. Therefore, it is the responsibility of each parent/guardian to make arrangements for before or after school care. Please contact Hiawatha Daycare at 684-7441 to inquire about their program.

The school office does not provide daycare services. Parents must pick-up their children by 3:20 p.m. each day.

PERSONAL POSSESSIONS

Toys, games, balls and other playthings, which distract from the educational process, are not to be brought to school. This includes video games and the use of radios. Show and tell items for primary students may be brought to school in a bag, but should not be played with at recess. Check with individual teachers for more specific guidelines.

BUS TRANSPORTATION

Students are assigned to bus routes and stops by the Seattle School District transportation Office. Parents are asked to contact this office directly at 252-0900 when requesting a route and/or stop change. Children should be at their assigned bus stop at least *five minutes before the scheduled pick-up time* in the morning. All Seattle School District students are expected to adhere to the following standards when riding the school bus:

1. Board the bus at your assigned stop and remain seated during the ride.
2. Follow the directions of the bus driver.
3. Keep hands, feet and objects to yourself.
4. Food, candy or gum may not be consumed on the bus.
5. Weapons, toys, radios and other items, which do not belong at school, are also prohibited on the bus.
6. Voices are to be kept at conversational levels. Teasing, name calling, swearing or threatening others is not permitted.

Children who do not follow bus rules will be warned by the driver and/or receive a “Student Progress Report,” which will be turned into the principal. Consequences for inappropriate behavior on all school district busses will follow the district disciplinary guidelines and may include suspension from bus service.

STUDENT BEHAVIOR

It is our goal to maintain a safe and secure learning environment for all Schmitz Park School students. Building, playground and lunchroom rules are discussed in detail with children at the beginning of each school year and reinforced when the need arises.

Students are also taught social skills and alternative strategies for solving problems by classroom teachers and other building staff. Children who choose to behave in a manner, which disrupts the educational process or jeopardizes the safety of others, will be held accountable for their actions. Consequences for inappropriate behavior will follow district guidelines and may include a conference with the teacher and/or principal, elimination of a privilege, parent contact, in-house suspension or suspension from school. Students are expected to be thoroughly familiar with the school code of conduct and know and observe the following:

HALLWAY RULES BEFORE SCHOOL

1. Before school sports – students should enter the gym through the side door from the play court when the gym teacher opens the door.
2. Students may go directly to the LRC and meet the librarian. Take coats, books, lunches, etc. to the library.
3. Students are not to go to their rooms or lockers at this time.
4. Once children are in the LRC or gym they are NOT to leave until the bell rings at 9:00.

HALLS AND LAVATORIES

1. Follow directions given by teachers and school staff.
2. Use assigned entrance and exit doors and walk quietly in the hallways.
3. Take proper care of books, furniture and other equipment.
4. Gum should not be brought to school. All eating is to take place in the lunchroom, unless the teacher, i.e., Friday popcorn and eating outside on sunny days, gives special permission.
5. Caps and hats are to be worn outside the building.
6. Children are not to leave the school grounds until dismissal time unless they are given permission to do so.
7. Students must visit the lavatories in pairs. Students may not loiter or play in the halls or around the restrooms

DRESS CODE

Students should come to school dressed appropriately for all activities (including PE) and in such a manner as to not disrupt a positive educational setting (see the following guidelines).

1. All students should wear shoes appropriate for PE. (Shoes they can run in effectively)
2. All students should wear clothes appropriate for the weather. (winter coats...)
3. No inappropriate logos. (No beer, tobacco or violent logos)
4. No gang related attire as discerned by the principal.
5. No hats or hoods inside the building.
6. No ‘sagging’ pants below the waist (beltline).
7. No spaghetti straps - shoulder straps should be 3 fingers wide.
8. No bare midriffs, low necklines or oversized arm openings. Clothing should not be “revealing”.
9. No short shorts. When students stand with their arms at their sides the bottom of the shorts should be no higher than the finger region of the hand.

LUNCHROOM

1. Should not leave until dismissed.
2. Stand quietly on the yellow line and keep hands and feet to yourself.
3. Choose one seat at your assigned table and stay in it.
4. No saving seats.
5. Use a speaking voice rather than yelling and visit with those seated near you.
6. Do not throw or take food from other children.
7. Finish all eating in the lunchroom.
8. Pick up food and garbage from the table and floor where you are seated when you are finished eating.
9. Will be dismissed by classrooms.
10. Place garbage and other items in the proper container before leaving the lunchroom.

PLAYGROUND

The earliest that a student is allowed on our playgrounds in the morning is 8:40 AM. We do not have supervision before 8:40 AM. After school, the playground is used by the on-site daycare until 6:00 PM. No other students are allowed on the playground until after this time, UNLESS supervised by an adult.

Here are a few of the “play rules” that we enforce on the playground at recess:

1. Play in the assigned areas and do not climb fences.
2. Keep hands and feet to yourself. Swearing, name calling, bullying, fighting and threatening others are practices that we respond to with immediate consequences.
3. Students are to leave their personal toys and play equipment at home. Equipment often ends up missing and little hearts are broken – we would love to avoid this!
4. No tag on the Playscape – **this includes all the area covered in bark.**
5. Tag and chase games often result in torn clothing or injury and are closely monitored. This is also why there is no football (or rugby) allowed. We do not want to put the children quietly on a bench somewhere to avoid all contact or possibility of injury, but we do try to keep things as safe as possible while still getting lots of exercise!
6. We do not allow lockouts. Of course, we would prefer that children of like ages play amongst themselves: fifth graders playing with fifth graders and so forth, however, students in the same grade or classroom should not be “excluding” classmates from games and activities.
7. We expect students to return to class in a prompt manner when the recess bell rings. Classes resume quickly and it is important that the children not miss instruction.
8. And finally, we encourage the children to run and play and get as much of that glorious fresh air as possible! We encourage stretching those muscles and learning physical as well as social skills while having a great time! We encourage respect among the students and towards all supervisors! We value every child here at Schmitz Park and recognize that the playground is a place where a whole lot of learning is going on

BICYCLES

1. Children are not to ride their bicycles on the grounds at any time.
2. All bicycles are to be parked in the rack in front of the building.
3. Children are not to play with or near the bicycles.
4. All bicycles are to be registered with the custodian.
5. Children who do not follow these instructions will be asked to leave their bicycles at home.

WEAPONS POLICY

A school principal, vice principal or principal's designee may search a student, the student's possessions and the student's locker, if the principal, vice principal, or principal's designee has reasonable grounds to suspect that the search will yield evidence of the student's violation of the law or school rules. *A search is mandatory if there are reasonable grounds to suspect a student has illegally possessed a firearm in violation of RCW 9.41.280.*

SHB 2086 makes discharging a laser, including a laser pointer, a crime under certain circumstance. Intentionally and maliciously discharging a laser at an on-duty school bus driver is a crime.

MEDICATION AT SCHOOL

In order for a child to take medication at school, parent and physician signatures are required. **Medication at School Authorization** forms are available in the school office. In addition, any medication, which is to be dispensed by school staff, is to be stored in the school office in the prescription container. We would suggest that you encourage your child's doctor to inform us of any possible side effects. You might also ask the pharmacist for an extra medication container so that you will have one for home and one for school.

COURT ORDERS, PARENTING PLANS AND CUSTODY ORDERS

UNDER THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA), BOTH NATURAL PARENTS ARE ENTITLED ACCESS TO STUDENT RECORDS REGARDLESS OF CUSTODY STATUS, UNLESS THERE IS A COURT ORDER IN PLACE THAT WOULD BLOCK ACCESS. If the school does not recognize the parent asking for records or there is some reason to believe the custodial parent would not want the non-custodial parent to have access (e.g., the custodial parent is trying to keep his or her location confidential because of an abusive or staling situation), the school will notify the custodial parent that the non-custodial parent has requested access to the student's records. The custodial parent will usually respond in one or two ways: either he or she will object to the release of the records or will say it is okay to release the records. If the custodial parent says it is okay, the school can proceed to copy the records and give them to the non-custodial parent. **IF THE CUSTODIAL PARENT DOES NOT WANT RECORDS RELEASED TO THE OTHER PARENT, THE CUSTODIAL PARENT NEEDS TO PROVIDE THE SCHOOL WITH A COURT ORDER TO PREVENT THE RELEASE.** At this point the matter will be referred to the legal office for handling.

When the non-custodial parent requests to take the student from school, volunteer in the classroom or fieldtrips, or attend parent-teacher conferences, the first step is always to contact the custodial parent and ask if the requested access is okay. If the custodial parent says it is okay, then it will be noted in the student file with the date. If the custodial parent objects to the requested access, and there is no provision for the access in any legal document provided the school, the access will be denied.

If disputes arise between custodial and non-custodial parents, parents will be asked to settle their disputes without school involvement.