

COE FAMILY HANDBOOK 2025-26



The Family Handbook provides you with essential information about Coe Elementary School. It also includes answers to some of our most frequently asked questions. Please contact the school or your child's teacher if you have specific questions or concerns. You can also visit our school website at coees.seattleschools.org.

Information in this handbook is subject to change pending updated guidelines from the district and state. If you have specific questions about district policies and procedures, please visit the Seattle Public Schools website at seattleschools.org.

School Mission and Vision

Each student at Coe Elementary School receives a world-class education, grows a love of learning, and acquires responsibility for their school, community, and world. We nurture curious, thoughtful, responsible, and resilient learners who feel a sense of belonging in their community.

We are a community focused on empowering every student to reach fullest potential.

Coe Cougars are:

- Welcome
- Important
- Respected
- Encouraged
- Loved

Colors

Our school colors are black and white.

Mascot

Our school mascot is the cougar.

Motto

Be Safe. Be Kind. Be Coe (responsible and respectful).

School Hours

Monday, Tuesday, Thursday, and Friday: Outdoor line-up bell at 7:50 a.m.; start of school/tardy bell at 7:55 a.m.; dismissal at 2:25 p.m.

Wednesday (excluding September 3): Outdoor line-up at 7:50 a.m.; start of school/tardy bell at 7:55 a.m.; dismissal at 1:10 p.m.

Contact Information

Coe Elementary School
2424 7th Avenue West
Seattle, WA 98119

Phone: 206-252-2000

Fax: 206-252-2001

Principal: Lindsey Backstrom, **Assistant Principal:** Katie May

Website: coees.seattleschools.org

Staff Directory: coees.seattleschools.org/staff

Contents

After-School Activities	5
Arrival and Dismissal	5
Attendance.....	7
Before-School and After-School Supervision.....	8
Behavior Supports and Discipline Policies	9
Bikes, Scooters, Skateboards, and Skates.....	10
Birthdays	11
Building Leadership Team (BLT)	11
Bulletin	11
Bullying Policy - Prohibition Against Harassment, Intimidation, and Bullying.....	12
Bus Assignments and Supervision.....	12
Candy, Gum, Soda.....	12
Cell Phones and Smartwatches	12
Closure of School	13
Conferences	13
Curriculum.....	13
Diversity, Equity, and Inclusion	14
Doctor/Dental Appointments	14
Early Release Wednesdays	14
Elementary Progress Reports	14
Emergency Plans and Protocols	14
Field Trips	15
Food Service – Breakfast and Lunch.....	16
Health	16
Homework Policy	17
Instrumental Music.....	17
Lost and Found.....	18
Lunch Guidelines	18
Money at School	18
Non-Discrimination.....	18
Parent Engagement and Volunteering.....	18
Parent/Staff Communication and Concerns	19
Parent Teacher Association (PTA)	19
Parent Telephone Calls	19

Parties and Special Classroom Events	20
Pets	20
Photographs	20
Planning, Conferencing, Preparation (PCP)	20
Railings Safety	20
Recess Procedures	20
Records Requests	21
Room Parents	21
Safety	21
School Improvement (CSIP)	23
School Supplies	23
Selling Items at School/Flyer Distribution	23
Snacks	23
Social Emotional Learning	23
The Source	24
Specialized School Staff	24
Spirit Days	24
Student Council	24
Student Dress	24
Student Supports	25
Technology/Online Safety and Responsibility	25
Toys and Personal Athletic Equipment	25
Vandalism	26
Visitors	26
Volunteers	26
Weather	26
Wonderful Children	26

After-School Activities

Coe has historically offered after-school activities such as Art, Choir, Musical Theatre, STEM Lego, and Coding. The offerings vary each year and are dependent upon the willingness of a leader to hold the activity. Information is published in the Coe Bulletin prior to the start of activities giving specific information on what is offered, as well as schedules and cost.

Boys and Girls Clubs of King County offers Coe Club after-school care on-site on a space-available basis. Contact them at coeclub@positiveplace.org or visit positiveplace.org/clubs/coe/ for more information.

Rules/policies for after school activities:

- Transportation must be provided by parent/guardian.
- School rules are in effect during the activity.
- Activities are run by the individual or group that submitted the building permit and secured approval for the activity. All issues that arise regarding the activity are to be directed to the sponsor/leader of the activity. Issues that may arise may include discipline, financial aid, and membership.
- Limitations on the activity are at the discretion of the leader of the activity, not the school administration.
- All questions about the after-school activities should be directed to the leader/sponsor of the activity.
- Organizations/Individuals that sponsor after-school activities must follow school board policy.
- Fees are charged for all after-school activities. Scholarships are available. Contact the activity leader for specific information.
- Coe after-school activities are for current Coe students only.

Arrival and Dismissal

We want every student and family member to feel safe and welcome when they arrive at school. To maintain a secure facility parents may not accompany students into the building during arrival or dismissal; parents must drop off and pick up students outside of the building in designated areas. Students will be escorted by school staff in and out of the building each day.

It is important that students and families are prepared for whatever weather Seattle may bring during arrival and dismissal. Please make sure your child is dressed in appropriate clothing each day. If severe weather occurs during arrival, staff will bring students into the building as quickly and safely as possible.

Arrival:

Student supervision begins at 7:40 a.m. Students may not be dropped off at school before 7:40 a.m.

If students arrive at 7:40 a.m., they can be on the playground, in a line up area, or in the cafeteria for breakfast.

The warning bell will ring at 7:50 a.m. At this time, all students should be at line-up locations marked by cones:

- Kindergarten - Line up outside the kindergarten courtyard on the playground and enter with staff through classroom doors. For the first few weeks of school, line up locations will be marked with cones.
- First Grade - Line up on playground and enter with staff via playground doors.
- Second Grade - Line up on the 6th Avenue West sidewalk and enter with staff via 6th Avenue West doors.
- Third Grade - Line up on playground and enter with staff via playground doors.
- Fourth Grade - Line up in breezeway area and enter with staff via breezeway doors.
- Fourth/Fifth Grade Combination – Line up in breezeway and enter with staff via breezeway doors.
- Fifth Grade - Line up in breezeway and enter with staff via breezeway doors.

School staff will greet and escort lines into the building at 7:50 a.m.

If a student arrives late after their line has entered the building, but before the 7:55 a.m. start bell, staff on duty will assist the student in entering the building through designated arrival doors.

If a student arrives late after the 7:55 a.m. start bell, the student should buzz in at the main door and sign in at the office.

Please give staff space to escort students quickly so learning can begin. Parents should stand behind and clear of lines, not with students. We encourage families to establish “healthy goodbye” routines by following the plan above. Practicing a consistent, positive goodbye routine will set your child up for a successful day.

Some level of separation anxiety is developmentally normal for children, beginning at 6 months of age and generally peaking around 18 months. As children begin a new school (as when starting kindergarten), you may see this phase again. Parents also play a role in children learning to separate in healthy ways. Here’s some tips that will help:

- Maintain a positive attitude. When your child sees you excited about their school and the trust you have that they will be able to navigate their day with confidence, they will feel more secure in this new environment.
- Be on time. Stress increases when children are rushed. Be sure you have an early enough bedtime that your child can get ready for the day without rushing.
- Read stories about healthy good-byes together so your child can see that separating is a normal part of life. (*The Kissing Hand* by Audrey Penn is a great example).
- Practice and prepare. Role play with your child how the morning will go on school days. Perhaps practice dropping your child off to play with a friend or to visit a relative so that the first day of school is not the first time you have practiced a drop-off.

- Have a special good-bye with your child – a high-five, secret handshake, or catch phrase will help to build your good-bye routine.
- Let them enter their school line on their own. Stay back a few paces, signaling that you know they can do it.
- Your child's teacher will also encourage them to join the line. If your child is not calm and regulated to begin the school day with their peers, you may take an extra moment with them and then bring them in through the front door when they are ready.
- If your child has repeated difficulty, consider consulting our school counselor at jrtaylor@seattleschools.org

Dismissal:

When the dismissal bell rings at 2:25 p.m. (1:10 p.m. on Wednesdays), school staff will escort classes out of the building to the arrival/dismissal line up locations listed above. Parents/guardians pick up students from these locations or plan with teacher for car or childcare pick up. Students should be promptly picked up by parents/guardians at 2:25 p.m. If your child will walk home without an adult, notify the teacher, principal, and assistant principal in advance.

If you have arranged for an adult who is not on your contact list to pick up your child, you must submit written notice or call the office at 206-252-2000. Please do not email or call the classroom teacher during the day for this; your message may not be received in time. School protocol requires staff to not release a student unless the adult's name is on file. We appreciate your cooperation in this important safety measure.

Driver Drop-Off and Pick-Up:

No parking in the bus load zone on West Smith Street.

Driver load/unload zones are on the 6th Avenue West and 7th Avenue West sides of the building.

All drivers should follow posted signage and pull completely forward in the load/unload zones. If your car will be there more than one minute, you must park elsewhere in the neighborhood. Load/unload zones are not for parking and drivers should not leave their vehicles to pick up students. Please be aware that unattended cars have received tickets from Seattle Parking Enforcement.

Students should exit vehicles on the curb side only.

The staff parking lot is not to be used for drop-off or pick-up, unless you have a permit in your vehicle. Neither students nor adults should walk through the staff parking lot.

Attendance

Attendance has been proven to be one of the most powerful predictors of academic achievement and can have a dramatic impact on key milestones, including third grade reading, ninth grade achievement, high school graduation, and life success. Students who miss instruction in key concepts due to absences or late arrivals quickly fall behind in school and are less likely to achieve academic success.

School staff adhere to all Washington State Compulsory School Attendance Laws (RCW. 28A.225) and [district attendance procedures](#). School staff are required to record and track unexcused absences and to develop a plan between school and parents if truancy becomes a concern. If a student exceeds three unexcused absences or five excused absences in a month or 10 days during the year, state law requires schools to work with families to identify barriers to improve attendance. Chronic absenteeism due to illness must be documented by a physician.

We understand there are circumstances when children must be late or absent from school.

Absence Related to Illness:

If your child is ill, they should be kept home (see Health section). Email coe.attendance@seattleschools.org by 8:15 a.m. if your child will be late or absent. State the reason your child will be absent and copy your child's teacher on the email. If no reason is given, the absence will be unexcused. If you do not send an email, we will call home to ensure the safety of your child.

Travel/Pre-Arranged Absences:

We encourage families to schedule travel during the many school breaks to minimize loss of learning time. Email coe.attendance@seattleschools.org and copy your child's teacher if you need to pre-arrange an absence. Weekly learning plans and materials will not be provided for planned absences unless there are special circumstances. Per district policy travel absences are unexcused.

Why On-Time Arrival Matters in Elementary School:

Arriving on time to school supports both academic success and social development. Students who are present from the start of the day benefit from key instructional time—especially in reading and math—and participate in morning routines that build community and emotional readiness. Chronic tardiness can lead to missed learning, disrupted routines, and difficulty forming peer connections. Punctuality helps students start the day with confidence and consistency, setting a strong foundation for growth. Please make on-time arrival a priority and expect to hear from school staff if tardiness begins to impact your child's progress.

Before-School and After-School Supervision

Supervision for students begins at 7:40 a.m. Students should not arrive before then. Students should remain on the playground, in line up areas, or in the cafeteria for breakfast until the first bell rings at 7:50 a.m. Students may not leave campus once they arrive at school.

It is essential that students be picked up promptly at 2:25 p.m. Students must have parent/guardian supervision present on the playground if they wish to play after 2:25 p.m. Parents must pick up students at designated line up areas, or in a designated spot such as playground after school.

On Wednesdays, students must be picked up promptly at 1:10 p.m. Students must have parent/guardian supervision present on the playground if they wish to play after 1:10 p.m. Every Wednesday, except September 6 is a 1:10 p.m. early dismissal day.

The following rules are in effect before and after school:

- Playing chase around the campus and parking lot is prohibited.
- No tree climbing or hanging from tree branches.

- No climbing or standing on the container on the playground.
- No urinating on school grounds.
- Students may not play in the shrubs around the school (no hide and seek).
- Students should not bounce balls or other objects against or near the building windows.
- **Students should not be on the loading dock or in the staff parking lot.**
- Students should not dig in the garden beds or landscaped areas.
- Students should not put any items (including woodchips, mud, or sticks) in the drinking fountain.

Activities that occur before 7:40 a.m. and after 2:25 p.m. must be supervised by a parent or caregiver. The main campus is closed after school hours. Students and adults must stay on the playground (no chase or hide and seek around the school campus).

Building restrooms are not available for student use after 2:25 (or 1:10 on Wednesdays).

Behavior Supports and Discipline Policies

We believe that each student has a responsibility to help school be a pleasant, safe, inclusive, and caring place to learn and play. We expect each child to exhibit appropriate behavior in all areas of the school so teachers can teach, and children can learn and feel safe. School and classroom expectations and student responsibilities will be taught, modeled, and reinforced throughout the year. We match high expectations for students with a high level of support.

Coe Schoolwide Positive Behavior Expectations:

- Be Safe
- Be Kind
- Be Coe (respectful and responsible)

Through Coe's Positive Behavioral Interventions and Supports framework staff teach, model, reinforce, and frequently review these expectations in areas such as classrooms, playground, lunchroom, hallway, and restrooms. These expectations are also posted clearly in the building for students, staff, and visitors to reference. Students are recognized for modeling positive behavior through a school-wide system called Positive Paws. We encourage you to review Coe behavior expectations with your child.

What is the SPS Discipline Policy?

The foundation of Seattle Public Schools' discipline policy is one of prevention, by establishing a safe and welcoming environment that includes shared behavioral expectations and a common language for talking about expected behavior that is inclusive of students, families, teachers, administrators, volunteers, and other staff. Discipline procedures and strategies aim to maximize instructional time and reduce out of school consequences for behavior.

You can learn more about Student Rights and Responsibilities and Discipline at www.seattleschools.org/departments/discipline-and-behavior/rules-rights-and-responsibilities/.

Classroom teachers will communicate with parents regarding student behavior as needed. If students are referred to the principal/assistant principal for more serious behavior, parents will be notified via email or phone.

Schoolwide Tools for Supporting Positive Behavior and Navigating Conflict

Coe Wheel of Choice

Conflict or disagreement is normal and frequently occurs when children engage with one another socially. Our goal is to teach students positive ways to navigate peer conflict. Across all grade levels, we teach students to do the following when feeling upset or frustrated with a peer:

- Go to another game or activity.
- Share and take turns.
- Respectfully talk it over and listen to each other.
- Walk away from the problem.
- Ignore the problem behavior.
- Tell the person to stop the problem behavior.
- Apologize
- Make a deal or compromise.
- Wait to cool off.

We understand that students may at times experience stressors that negatively impact their behavior and harm is caused to a situation or to others. When this occurs, students will complete the Coe Student Reflection. Through this tool, students reflect on what happened, identify emotions in self and others, plan to repair harm, review tools and strategies, and ask for help in the process if needed.

The focus of discipline is to teach and reinforce the skills of self-management, accountability, and making amends.

We encourage you to review Coe's Positive Behavior Plan, the Wheel of Choice, and Student Reflection process with your child (see Social Emotional Learning). By working together, we can develop healthy social skills for students to use at school, at home, and in the community.

Bikes, Scooters, Skateboards, and Skates

Students may use non-motorized bikes, scooters, skateboards, and skates on the playground before and after school but not during the school day or at recess. Students must lock bikes and scooters in the rack on the north side of the main building. Adults and students using bikes, scooters, skateboards, and skates should also model safety and be mindful of pedestrians.

Per King County law 9.10.010, Requirements regarding bicycle helmets:

Any person operating or riding on a bicycle not powered by motor on a public roadway, bicycle path or on any right-of-way or publicly owned facilities located in King County including Seattle, shall wear a protective helmet designed for bicycle safety. Such helmet shall meet or exceed the safety standards adopted by the U.S. Consumer Product Safety Commission (CPSC) 15 USCS 6004, or Z-90.4 set by the American National Standards Institute (ANSI), the Snell Foundation, the ASTM (American Society for Testing and Materials), or such subsequent nationally recognized standard for bicycle helmet performance as the county may adopt. The helmet must be equipped with either a neck or chinstrap that shall be fastened securely while the bicycle is in motion.

The guardian of a person under the age of eighteen (18) years shall not knowingly allow, or fail to take reasonable steps to prevent, that person from operating or riding on a bicycle not powered by motor on a public roadway, bicycle path or on any right-of-way or publicly owned facilities located in King County including Seattle, unless that person is wearing a helmet.

Birthdays

Unless you are inviting an entire class to a party, birthday invitations may not be distributed at school. Sending small treats for the class is typically allowed for birthday celebrations; however, some grade levels have specific requirements around birthday celebrations and treats. Do not send balloons or other gifts or favors to school, either for an individual student or classmates. Any plans for celebrations should be discussed with your child's teacher prior to the event.

The PTA recognizes student birthdays once a month with a special treat at lunch. July birthdays are recognized in June, and August birthdays are recognized in September.

Building Leadership Team (BLT)

Each Seattle public school has a Building Leadership Team (BLT), whose primary function is to promote and facilitate the collaborative decision-making process which affects academic achievement. Its more specific responsibilities are to oversee the facilitation and development of the Continuous School Improvement Plan (CSIP), professional development, and the school budget. Coe's BLT meets monthly and includes the following representatives:

- Principal
- Grade K-1 teacher
- Grade 2-3 teacher
- Grade 4-5 teacher
- Special education/intervention specialist
- Specialist teacher (health and fitness, visual arts, performing arts, library)
- Classified staff
- Parent reps (two)

The Coe BLT is the steward of the academic program of the school; it is the critical support and advisory team for school leadership. In collaboration with teacher leaders, the BLT approves plans for professional development activities to meet the needs of teachers as they work to achieve goals outlined in the CSIP. The BLT determines the annual staffing needs and budget to meet the goals of the CSIP. The BLT also utilizes an equity and inclusion lens in decision making to ensure decisions, policies, and programs, and resources further equity and inclusion in our school. If you are interested in learning about being a BLT parent rep, email volunteercoordinator@coepta.org.

Bulletin

The Coe Bulletin is emailed to parents/guardians every Wednesday beginning on September 11. A link will be provided by Smore, a digital platform, that will facilitate language translations. Paper copies are available upon request. The deadline for bulletin announcements is 3:00 p.m. Monday for that week's bulletin. Announcements for the bulletin should be emailed to ldloewe@seattleschools.org. Requests to

publish activities unrelated to Coe are included at the discretion of the principal. The purpose of the bulletin is to provide nuts and bolts information. Longer articles should be embedded via hyperlink to the organization.

Bullying Policy - Prohibition Against Harassment, Intimidation, and Bullying

Coe is committed to a safe, civil, and equitable environment for all students, staff, and community members. We follow the Seattle Public Schools policy on [Harassment, Intimidation, and Bullying](#). Concerns about harassment, intimidation, or bullying should be immediately reported to the principal. Reports can be made verbally or via email.

Bus Assignments and Supervision

Bus assignments are provided by the district transportation office for students living at least 1 mile from school. For questions involving transportation issues, contact [Transportation](#) at 206-252-0900. School staff monitors bus arrivals and departures daily at Coe.

Please go over the [school bus rules](#) with your child. They are important to follow because they involve the safety and well-being of your child and others.

Sometimes there are unavoidable delays in bus routes. If a bus is extremely late, the school is notified by Transportation. The SPS Transportation department will contact families if there is a substantial delay. If your child is overdue, or you have a concern, call Transportation at 206-252-0900.

If your child will ride the bus home with another student, you must notify the office by noon that day to allow enough time to prepare a guest bus pass for your child.

Candy, Gum, Soda

Students are not permitted to chew gum on campus. We ask families to keep candy and sugary drinks at home to help keep our building clean. If your child brings a water bottle to school, we request that they be filled with water only.

Cell Phones and Smartwatches

Per SPS policy, the use of personal electronic devices during school hours is prohibited in grades K-8 in all schools. If your child brings a cell phone or smartwatch to school:

- Cell phones and smartwatches must be silenced and stored in backpacks during school hours. Cell phones and smartwatches may not be used at any point during the school day.
- Cell phones and smartwatches are brought to school at the family's own risk.

- Cell phones and smartwatches may only be used before or after school to call or text a parent/guardian. Students may not make or receive calls, send or receive texts, take photos, record videos, play games, or access the internet on these devices during school hours.

Any inappropriate use of cell phones and smartwatches during the school day will be addressed by school staff in alignment with district procedures:

- First offense: Teacher holds device until end of school day, returns to student, and contacts family.
- Second offense: Principal/Assistant Principal holds device until end of school day, and contacts family for pick up and conference.
- Third offense: Principal/Assistant Principal will contact family to conference and develop a plan for device to remain in office during school hours.

Any inappropriate use of cell phones and smartwatches during the school day will be addressed by school staff in alignment with district procedures.

Parents, please help us maintain a learning-focused environment at school by not calling or texting your child during school hours. If there is an emergency, call the school office.

Closure of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure, or per a Public Health, state, or district mandate. Every practical means is used to notify parents of an impending cancellation including the district and school websites, email, the district automated call system, and local television and radio broadcasts.

Conferences

We value our partnership with parents in supporting each child's growth and development. Parent-teacher conferences are an important event and essential to this collaboration. The district has designated days in November for parent/teacher conferences. Conferences will be scheduled during the first weeks of school. We ask that parents arrive on time to the conference and be mindful of the conference schedule so that each parent has ample time to meet. If you need additional time to discuss your child's progress in school or any other concerns, email your child's teacher to schedule an appointment.

Curriculum

All SPS elementary schools are required to use the same standards-based, district-aligned curriculum in the core subject areas. We believe strong, targeted instruction using research-based best practices ensures every student receives a world-class education. To learn more about curriculum used at Coe and across the district visit <https://www.seattleschools.org/academics/>.

Diversity, Equity, and Inclusion

In alignment with [SPS School Board policy 0030](#) and the district strategic plan, Coe is committed to the academic excellence and personal success of every student, in every classroom, every day. Central to this commitment is ensuring educational and racial equity through a Culturally Responsive Teaching Framework that transforms educational opportunities, access, and outcomes for each of our students.

We welcome and rely on authentic parent engagement and feedback related to diversity, racial equity, and inclusion. The sharing of perspectives and experiences is essential to our continued effort to be a more inclusive and welcoming school community where every student has a path to success and all parents feel connected. If you have a question, feedback, or concerns related to racial equity and inclusion, reach out to school staff directly, or principal Lindsey Backstrom at lbackstrom@seattleschools.org or assistant principal Katie May at kimay1@seattleschools.org. We welcome and value your feedback.

Doctor/Dental Appointments

While it is preferable to schedule doctor and dental visits outside of school time, we recognize that this is not always possible. If you need to pick up your child during the school day for an appointment, the office staff will call your child to the office when you arrive. Please allow a few extra minutes for this to happen. The office will not call a student down before a parent/guardian arrives to sign them out. Please do not ask teachers to track the time when your child must leave.

Early Release Wednesdays

Excluding September 3, school is dismissed at 1:10 p.m. every Wednesday. School staff engage in mandatory meetings, collaboration, and professional development during this time. All Seattle Public Schools dismiss 75 minutes early every Wednesday.

Elementary Progress Reports

Students receive Elementary Progress Reports every trimester. Progress reports are a tool for conversations about student learning progress in the areas of social-emotional skills, language arts, math, science, social studies, physical education, and the arts. Each area has a progress report section. To learn more about the SPS Elementary Progress Report standards, visit: <https://www.seattleschools.org/resources/family-learning-guide/>. Progress report information will be noted in the Coe Bulletin.

Emergency Plans and Protocols

Coe has a comprehensive safety plan in place that is reviewed annually by the district, administration, safety committee, and staff. Each year, staff are trained on safety procedures and protocols. Our Safety Team meets monthly. Coe follows all safety and emergency procedures and protocols outlined by the Seattle Public Schools Safety and Security Department. To learn about emergency procedures in the district visit seattleschools.org/departments/safety-security/. If you have a safety or security concern

outside of school hours, please call Safety & Security immediately. You can contact district security at 206-252-0707 or security_office@seattleschools.org.

Emergency Drills/Procedures

State law requires schools to have at least one drill per month. Drills must practice four basic functional threat or hazard responses:

Shelter-in-place - to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside.

Lockdown - to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, that may occur in a school or in the vicinity of a school.

Evacuation - to move students and staff away from threats, such as fires, oil train spills, or tsunamis.

Earthquake – to practice the "drop, cover, and hold" protocol.

Prior to emergency drills, school staff will review procedures with students.

Parent-Student Reunification and Critical Incident Management

If students are unable to dismiss from school because of weather, natural disaster, or other emergency, we are prepared to keep students safe through a Critical Incident Management Plan and Parent-Student Reunification Plan. Coe has a specific plan for both indoor and outdoor parent-student reunification.

During both indoor and outdoor parent-student reunification, parents must check their child out via the designated student pick up location so we can account for each child. It is important that parents follow all steps and directions provided by staff/emergency personnel during parent-student reunification. Should the school need to implement emergency reunification, the plan and logistics will be communicated via all school channels.

Emergency Supplies

Each classroom at Coe has an emergency backpack. It contains supplies, copies of emergency procedures, and essential student contact information. Coe has a locked storage container with emergency supplies located on the playground.

Field Trips

Field trips are a fun and important part of the educational experience. Field trip permission forms will be sent home for parent/guardian signatures and will indicate any fees for the field trip. Payment should be made online through School Pay on the Source on the district website. Students must have a signed permission slip to participate in field trips. If you plan to chaperone a field trip, district requirements must be completed at least two weeks prior to the day of the field trip. See the Volunteers section below for more information.

Food Service – Breakfast and Lunch

Breakfast is served from 7:35-7:50 a.m. Twenty-minute lunch blocks are served between 10:45 and 12:15. Students may bring a lunch from home or buy a school lunch. Go to [SPS Culinary Services](#) for information on menus, cost, and how to apply for free or reduced lunch. Neither refrigerators nor microwaves are available for student use.

Health

Seattle Public Schools Health Services: <https://www.seattleschools.org/departments/health-services/>

Concerns: Please let us know if your child has any special health concerns (asthma, allergies, chronic conditions, etc.). Contact our nurse, Amanda Corona, at 206-252-2007 or arcorona@seattleschools.org. Nurse Amanda works at Coe two days per week. Parents/guardians are responsible for notifying the nurse and classroom teacher of all health care concerns, including food allergies/intolerances/restrictions.

Vision and Hearing Screening: Vision and hearing screenings are typically done in the fall. If your child does not pass the vision or hearing screening at school, the nurse will send a letter home, stating the need for further evaluation by a primary care provider.

Illness or Injury: In case of illness or injury during the school day, students will be cared for by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents/guardians will be contacted. If parents are not available, 911 will be called and the child will be taken to a local emergency room.

If there is any reason why your child cannot participate in health and fitness class or recess, send a note or email to our nurse. Your child will not be excused from health and fitness class or recess without a note or email.

Immunizations: The Washington State Immunization Law (28A.31.118) requires that all children be immunized to attend school, unless a parent/guardian has signed an exclusion form. Learn more about vaccination requirements at seattleschools.org/departments/health_services/immunizations.

Life-Threatening Health Concerns: Washington State Law (SHB2834) requires that students with life-threatening health conditions notify the school on or before the first day of school annually (such as severe food allergies, bee sting allergies, asthma, hemophilia, diabetes, or seizure disorder).

Medical care provider provides written orders for medications and treatments, including *Authorization to Administer Medication at School*.

Medications must be in pharmacy-labeled bottles for any medications at school.

An emergency plan from the provider and parent/guardian will assist school personnel in exactly how to help your child in a life-threatening event (including accurate, current phone numbers).

Medications at school: If your child must take prescription or non-prescription medication during school hours, a written permission slip must be signed by the parent/guardian and child's doctor. Medication must be kept in the nurse's office as a safeguard for all. Nonprescription medication must be in original sealed container. All medications must be checked in at the nurse's office. Forms are

available from the nurse or at seattleschools.org/departments/health-services/forms/

Nurse/Health Room: The health room is open every day; however, we only have a registered nurse on site two days per week. School health personnel are on call if any emergency should occur. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries and assistance in health teaching, and vision screening. Please contact the nurse and the teacher if you have a health concern about your child.

When to keep your child home from school: <https://www.seattleschools.org/wp-content/uploads/2021/07/Is-My-Child-Too-Sick-to-Go-To-School-English.pdf>

Homework Policy

Homework can be a constructive tool in the teaching and learning process when it is geared to the needs and abilities of students. Purposeful homework assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework will be connected to the learning objectives of the lessons in your child's classroom. Homework is assigned according to students' developmental levels and are activities students can complete independently. We encourage you to engage with your student as homework activities and projects are assigned.

Nightly/Weekly Homework Expectations by Grade:

Kindergarten - Read to or with your child for 20 minutes per night.

First Grade - Read to or with your child for 20 minutes per night.

Second Grade - Students are expected to read for 20 minutes per night. Math practice worksheets for additional practice are optional.

Third Grade - Students are expected to read for 20 minutes per night. Math practice worksheets for additional practice are optional.

Fourth Grade - Student are expected to read 20 pages per night and complete math homework as assigned. There will occasionally be extra project-based assignments to be completed at home.

Fifth Grade - Student are expected to read 20 pages per night and complete math homework as assigned. If math homework is consistently taking longer than 20 minutes, please contact your child's teacher. There will occasionally be extra project-based assignments to be completed at home.

Instrumental Music

SPS provides optional instrumental music lessons (EIM) to students in grades 4-5 once a week. The EIM teacher and schedule are assigned annually by the district. Information and sign-up forms will be sent home by the EIM teacher during the first month of school.

Lost and Found

Items found at school are put in our Lost and Found. Small and valuable items are stored in the front office. The Lost and Found coat rack will be placed outside the main entry every Friday. We encourage parents to label coats, jackets, and sweatshirts with names; labeled items will always be returned to owners. The lost and found is cleaned out regularly and unclaimed items are donated to charity.

Lunch Guidelines

Students will eat lunch in the cafeteria in the following groups:

- Kindergarten - 10:45-11:05
- Grade 1 – 11:05-11:25
- Grades 2-3 - 11:35-11:55
- Grades 4-5 - 11:55-12:15

Parents may join students for lunch starting in October and must sign in at the office as a visitor and wear a visitor badge. We ask that parents not deliver hot lunches for students unless there is an extenuating circumstance.

Behavior expectations for the lunchroom:

- Use a moderate voice level (level 1 or 2).
- Always walk.
- Sit at assigned class tables.
- Raise a hand to leave the table.
- Clean the area.
- Respect and listen to staff and follow directions.
- Report problems to staff.
- Wash hands before and after eating.

Money at School

Please keep money at home to prevent loss and distraction. Students bring money to school at their own risk.

Non-Discrimination

To see the Seattle Public Schools Notice of Non-Discrimination go to seattleschools.org/about/official-notices/non-discrimination/. If you have questions, please contact OSCR@seattleschools.org.

Parent Engagement and Volunteering

We believe inclusive and authentic family engagement is essential to student success. We encourage you to find a way to become involved in your child's classroom and in the school community. We invite

parents, guardians, extended family, and community members to volunteer in classrooms, programs, and special functions. Volunteers may work directly with students, assist staff in preparing materials, or volunteer at special events. We welcome the diverse cultures, perspectives, experiences, and skills our parent community brings to Coe's educational program. You can learn about opportunities for parent engagement via the following:

- Attend Coe's Back to School Bash and Open House.
- Join the Parent Teacher Association (PTA) and visit their website at coepta.org.
- Connect with your child's teacher about volunteer needs or partnership opportunities.

Please see the Volunteers section of this handbook for requirements.

Parent/Staff Communication and Concerns

You will receive weekly communications from your child's teacher and will have the opportunity to attend a parent/teacher conference in November. We value the strong and open communication between parents and teachers and believe it is essential to the success of each student. If you have specific concerns regarding your child, we ask that you first contact the teacher before contacting the principal or assistant principal. Thank you for following this sequence of communication to support a positive and collaborative school-home partnership.

Parent Teacher Association (PTA)

The Coe PTA has a strong history of active involvement in the school community. The PTA helps to provide students and families with an enriching and equitable public education and a rich learning environment. PTA fundraising and engagement activities help meet the needs of all students, particularly those furthest from opportunities by providing additional funding for a school counselor, librarian, tutors, specialists, equity and inclusion activities, basic needs, schoolwide assemblies, and more.

The PTA conducts monthly board meetings, and general membership meetings. We encourage you to join and volunteer with the PTA. The support, generosity, and partnership of our PTA play a significant role in creating a welcoming and engaging instructional program for every Coe student.

To find out more, visit the PTA website at coepta.org or contact the PTA president at president@coepta.org.

Parent Telephone Calls

Parents are welcome and encouraged to call the school when the need arises. However, phone calls will not be put through to the classrooms, either for the teacher or the student, unless the teacher has specifically notified the office that they are expecting a call. Messages will be taken and forwarded. We will make every effort to get urgent messages through immediately. If you are calling to notify your child of a change in school pick-up plans, please call the office and we will deliver the message.

Parties and Special Classroom Events

Classrooms and/or grade levels may have classroom celebrations throughout the year. Your child's teacher will share specific information about special classroom activities. Balloons are not allowed in the building as they interfere with the fire sprinkler system. We ask that birthday party invitations not be distributed at school, unless the entire class is invited (see Birthdays).

Pets

For the safety of all, dogs and other pets may not be on school grounds or in the building at any time. Pets must remain on sidewalks, off-campus. This is district policy. Tying dogs up in areas near the building (such as a stair railing) is not allowed. The principal may occasionally make an exception to this rule and give special permission for a pet to be brought to school as part of a classroom activity.

Photographs

Individual portraits (fall) and classroom group photos (spring) are taken annually by a privately contracted photographer. A range of packages are offered for purchase. Yearbooks are available for purchase in the spring.

Planning, Conferencing, Preparation (PCP)

Each teacher has PCP time allotted in their daily schedule. This is a good time for teachers to talk with parents, answer emails, and return phone calls. They are not available for drop-in conferences, but it is appropriate for parents to ask for scheduled conferences during this time. Contact your child's teacher if you would like to schedule an appointment.

Railings Safety

Coe has beautiful and unique architectural features. No student should ever be closer than three feet to a railing on the second and third floors. Students should not be near railings, nor should students touch railings with any body part. No object should ever be thrown over the railings. The railing rules are reviewed each fall with students and reminder signage and safety tape are displayed. Please reinforce this important safety expectation with your child.

Recess Procedures

Weather permitting, students are given two to three recesses each day. Decisions to have outdoor recess will depend upon temperature, rain, ice, wind chill factor, and air quality. Always dress your child for outside recess on cold or rainy days. Students will have supervised indoor recess in classrooms for games and social time with peers on days when the weather does not permit outdoor recess.

Expectations for the playground:

- Play safely and keep hands to self.
- Use kind words.
- Stay on the playground.

- Ask permission to go inside for any reason.
- Include others.
- Report unsafe behavior directly to staff. Staff wear neon vests on the playground, so students know where to go for help.
- When the bell rings, stop playing and line up.

Records Requests

We request a minimum of three school days to complete records requests; please do not expect same day response. Let us know well in advance of the new school's deadline. Our office assistant, Sarah Nelson, handles records requests: sonelson1@seattleschools.org.

Room Parents

It is helpful for classroom teachers to have a room parent. This person serves as a key communicator and organizer of classroom events as needed. Contact your child's teacher if you would like to serve as a room parent.

Safety

General Safety

To ensure student safety and adherence to district policy and state law, all Seattle Public Schools staff complete mandatory trainings pertaining to student safety each year. Additionally, Coe maintains a comprehensive school safety plan that includes prevention/mitigation, preparedness, response, and recovery strategies (see Emergency Plans and Protocols).

In alignment with district safety and security procedures, exterior doors at Coe are locked during the school day. Parents/visitors may only access the building through the main door buzz-in system and secure vestibule.

Coe follows procedures and protocols outlined by the Seattle Public Schools Safety and Security Department. This department is staffed 24 hours a day, 365 days a year. You can contact Safety and Security at 206-252-0707 or Security_Office@seattleschools.org. The Safe Schools hotline is 206-252-0510. If you observe a safety concern or violation during non-school hours, call Safety and Security immediately. For an emergency on campus during non-school hours call 911.

Learn more about SPS safety and security by visiting seattleschools.org/departments/safety-security/.

Pedestrian and Bike Safety

Coe stresses safety in walking, biking, or riding a school bus to and from school. Every child should always be safety conscious and know the location of their bus stop or the safest route to take. Here are some general street safety rules for students:

Cross streets at crosswalks.

Look both ways before crossing a street.

When walking on a roadway, walk facing traffic.

Go directly home after school. Do not stop to play at a friend's house, unless your parents have given permission ahead of time. Forgetting this rule has caused anxiety for parents and school staff members looking for "lost" children.

Do not talk to strangers. Do not accept a ride with anyone unless your parents have given you permission in advance.

Tell your parent/guardian and a grownup at school, if anyone bothers you or makes you feel uncomfortable on your way to or from school or on the playground.

Researchers tell us that parents overestimate the ability of young children to safely cross streets. Practice, practice, practice crossing streets. Parents, please do not ask your child to jaywalk to reach your car. Setting a good example is the first step to teaching your children these skills.

Safety Patrol

Safety is our utmost goal for students on campus and as they walk to and from school. We have a student safety patrol program for fourth and fifth grade student leaders. Our safety patrol supervisor is Maria Volk: msvolk@seattleschools.org.

To be considered for this position, students must show leadership qualities to join our league of patrols and a teacher recommendation is required. Once selected, the students go through AAA Washington Safety Patrol Training, which consists of one classroom instruction session and on-site training. The main job involves helping provide the safety needed to get students to and from school as well as around the campus safely. Duties may include helping students to cross at streets/intersections where students come and go to school, and monitoring students as they get in and out of cars at our load/unload areas. Wherever the student patrols are stationed around the school or at intersections, they know their paramount duty is safety. They are a great team of students who take their job seriously and we appreciate them greatly, especially on those cold and rainy Seattle days.

The process/requirements for becoming a patrol:

- Must be at least ten years old (state requirement)
- Submit student application
- Parent permission
- Hearing and vision screening complete
- Recommendation from teacher; final selection by safety patrol supervisor and principal
- Complete training (including classroom instruction and on-site training)
- Exhibit exemplary behavior – Be Safe, Be Kind, Be Coe (responsible and respectful)

Zero Tolerance Weapons Policy

Seattle Public Schools has a no tolerance policy towards weapons of any kind on its campuses and at district-sponsored activities. Seattle Public Schools has a Safe Schools Hotline at 206-252-0510. Reports of students or adults who bring weapons to school, or who otherwise make school an unsafe workplace, can be made anonymously.

School Improvement (CSIP)

The Continuous School Improvement Plan (CSIP) is an action plan that identifies the areas Coe will focus on in the current and coming school year, the performance goals we want students to achieve, and how our school plans to collaboratively meet these goals. This plan is updated regularly to reflect the strategies being used at Coe. You can read Coe's CSIP at:

<https://coees.seattleschools.org/about/continuous-school-improvement-plan/>

School Supplies

School supply lists are posted on the Coe website by grade level at coees.seattleschools.org. If you need assistance with school supplies please contact our school counselor, John Taylor, at jrtaylor@seattleschools.org.

Selling Items at School/Flyer Distribution

Students may not sell items for personal gain on school property or on a school bus. Fundraising sales by groups which are pre-approved may be allowed, for example, a student council fundraiser for a community service project. Fundraising for organizations unrelated to Coe is not permitted. Students may not distribute any literature at school without the approval of the principal (for example, Girl Scout flyers or community event flyers).

Snacks

Teachers will share information about snack procedures at the beginning of the school year. If your child has a food allergy, it is important that the school nurse and classroom teacher are notified prior to the first day of school.

Social Emotional Learning

In elementary school, academic, and social-emotional learning (SEL) go hand in hand. We are committed to growing thoughtful and considerate student citizens and promoting positive relationships within the school community. Learning how to treat others with respect and kindness, how to embrace and value differences, and how to handle conflict are an essential part of the elementary school learning experience. Coe staff first teach healthy social skills and positive behavior by modeling it in our interactions with each other and with students. We also follow district policies, programs, and procedures to teach social skills and promote a safe and welcoming environment.

Coe uses the district RULER curriculum, Second Step, and other SEL programs to support students' social development. We also have monthly SEL themes across our learning community. Learn more about SEL in our district at <https://www.seattleschools.org/departments/social-emotional-learning-skills/>.

The Source

Parent and guardian Source accounts display your child's attendance, assessment scores, Elementary Progress Reports, SchoolPay platform, and other information. Parents and guardians of students actively enrolled in SPS may set up an account. We encourage all parents/guardians to set up a Source account. Learn how to set up your Source account at <https://www.seattleschools.org/departments/dots/support-training-forms/source/>.

Specialized School Staff

We have a variety of specialized staff that support students at Coe. These positions are allocated at each school based on enrollment, student need, and district programming. Coe's specialized staff include special education teachers and assistants, speech therapist, counselor, psychologist, occupational therapist, physical therapist, multilingual learner teacher and assistant, and reading and math specialists. These specialists work with the Student Intervention Team (SIT) to plan and implement student supports and share their skills and resources with staff and parents.

Spirit Days

Fridays at Coe are spirit days, a day to wear Coe T-shirts or black and white, our school colors. Our student council also designates occasional spirit days and students are encouraged to participate. Watch the Coe Bulletin for upcoming spirit day themes.

Student Council

The student council is comprised of representatives from classrooms in grades 2-5. It is led by fifth grade leaders. The council sponsors community service projects each year. The council also initiates spirit days. Student council activities are designed to teach students about leadership, service, and the importance of cultivating a welcoming and fun school community. The student council meets monthly during the school day.

Student Dress

See the SPS Student Dress Policy at seattleschools.org/about/school-board/policies/3224-student-dress/.

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Footwear.

We recommend students wear closed toe shoes for recess and health and fitness.

Student Supports

We strive to meet the needs of every student. We do this through a Multi-Tiered Systems of Supports (MTSS) approach and Universal Design for Learning (UDL). These approaches ensure every student benefits from a nurturing and rigorous environment and equitable access to supports that are culturally and linguistically responsive, universally designed, and differentiated to match their needs.

Coe is committed to providing a rich learning environment that creates high expectations for every child. We believe each student should be given the opportunities and supports they need to be highly successful at their individual level.

When a teacher or parent has a concern regarding academics, social skills, behavior, motor development, and or speech and language skills, a family-teacher conference is the first step to discuss concerns, supports and interventions. In some cases, multiple family conferences may be held to monitor and discuss a student's progress.

To learn more about Advanced Learning programming at Coe, please visit the [Academics](#) section of our website or the [Seattle Public Schools Advanced Learning](#) page.

If your child is not responding to classroom and school-based interventions or if there is another factor impacting your child's access to learning, you or your child's teacher may initiate a Student Intervention Team (SIT) Referral. The referral process involves both a family and teacher input form. The school psychologist will follow up with you regarding next steps and scheduling.

The SIT team meets weekly and provides an opportunity for a team of family and school staff to discuss a student's strengths, progress, and challenges. This includes a review of academic data and any out of school data or records shared. Members of the SIT may include parent or other family member, caretaker, provider, school psychologist, classroom teacher, occupational therapist, speech-language therapist, school nurse, reading specialist, principal and/or special education teacher. The SIT team also considers formal referrals for Special Education Services and Student 504 Accommodations.

For questions about the SIT process, contact your child's teacher or school psychologist, Hema Thomas, at hythomas@seattleschools.org.

For more information about Seattle Public Schools Special Education Services, 504 Student Accommodations, Multilingual Services, or Reading and Math Intervention refer to the [Student Support Services](#) section of our website or go to the Seattle Public Schools [Special Education website](#).

Technology/Online Safety and Responsibility

We encourage you to review the [SPS Student Network Use Agreement](#) with your child and explore [other online safety resources](#) available on the SPS website.

Toys and Personal Athletic Equipment

Students should leave all toys, including fidget spinners, action figures, trading cards, and recess equipment at home. We cannot guarantee their security, and try as they might, students cannot guarantee that they will not become a distraction or problem during class time or recess. We do allow

students to use scooters, in-line skates, and roller skates before and after school but not during the school day. With teacher permission, students may bring in toys or personal athletic equipment for a presentation, sharing, or a special occasion.

Vandalism

Our school and equipment are public property. Willfully damaging or destroying this property is cause for immediate discipline. This includes graffiti. If students accidentally cause damage, they should report it to their teacher immediately so that the damage is not misconstrued as vandalism. We are proud of our school and want our students to be proud also. Please help us take good care of our equipment, materials, building, and grounds. Significant vandalism will be reported to the Seattle Police Department as well as school district security.

If you observe an act of vandalism at Coe, call SPS Safety and Security at 206-252-0707. Their office is staffed year-round, 24 hours a day.

Visitors

All visitors must sign in at the office and wear a visitor sticker while on campus. Visitors must have an appointment to enter learning spaces (no drop-ins).

Volunteers

We are grateful for the many volunteers at Coe, in classrooms, the library, and at school-wide events. SPS volunteer application information can be found at the [SPS Volunteer page](#). Potential volunteers must submit a volunteer application and complete a video training. The approval process can take up to several weeks. Volunteers must sign in at the front office and wear a volunteer sticker while on campus. Our volunteer coordinator is Leanne Loewe: ldloewe@seattleschools.org.

Weather

Postponement or cancellation of school due to severe weather conditions will be posted at seattleschools.org and will be announced on local radio and TV stations. Parents should also receive an automated message from the district in case of school closure. Parents will receive the information more quickly from the media than by calling the school. Please be sure your child dresses warmly in bad weather and that they are prepared for inclement conditions. A coat or jacket with a hood is a good idea as umbrellas pose a safety hazard and are not permitted at recess.

Wonderful Children

Thank you for entrusting us with your wonderful children. We look forward to partnering with you this year to support their growth and success!