

# Genesee Hill Family Handbook



Genesee Hill Families,

This handbook of general information and policies should answer most of your questions. Please contact the school if you need more specific information about programs and activities at Genesee Hill Elementary School. This handbook is current for the 2023-24 school year and may be amended by School Administration at any time.

Feel free to email Ms. Dunn if you have suggestions to add to this critical school information.

## Vision

Genesee Hill is a collaborative, respectful community. We nurture a safe, welcoming environment that inspires life-long authentic learning. Each and every Genesee Hill student is empowered to learn without limit. We advocate for social justice, provide a sense of belonging, and cultivate curiosity. Our community is known for its rigorous academic program, holistic learning, and building strong relationships with families.

## Staff

Liz Dunn, Principal [eadunn@seattleschools.org](mailto:eadunn@seattleschools.org)

Lisa Clayton, Assistant Principal [lclayton@seattleschools.org](mailto:lclayton@seattleschools.org)

Pamela Jones, Administrative Assistant [pkjones@seattleschools.org](mailto:pkjones@seattleschools.org)

Stacy Pritchard, Office Assistant/Attendance Secretary [spritchard@seattleschools.org](mailto:spritchard@seattleschools.org)

Geri Thompson, Nurse [gmthompson@seattleschools.org](mailto:gmthompson@seattleschools.org)

## Kindergarten

- Shiloh Clark [sahenderson@seattleschools.org](mailto:sahenderson@seattleschools.org)
- Katie Funke [krfunke@seattleschools.org](mailto:krfunke@seattleschools.org)
- Tara Ritzman [teritzman@seattleschools.org](mailto:teritzman@seattleschools.org)

## First Grade

- Beth Grasel [ejgrasel@seattleschools.org](mailto:ejgrasel@seattleschools.org)
- Margaret Lewis [mmlewis@seattleschools.org](mailto:mmlewis@seattleschools.org)
- Julie Pietsch [jhpietsch@seattleschools.org](mailto:jhpietsch@seattleschools.org)

## Second Grade

- Alison Aylesworth [alaylesworth@seattleschools.org](mailto:alaylesworth@seattleschools.org)
- Danielle Jones [dwjones@seattleschools.org](mailto:dwjones@seattleschools.org)
- Renee Marroquin [rmarroquin@seattleschools.org](mailto:rmarroquin@seattleschools.org)
- Erin Munavu [ewmunavu@seattleschools.org](mailto:ewmunavu@seattleschools.org)

## Third Grade

- Vincent Della Pella [vadellapella@seattleschools.org](mailto:vadellapella@seattleschools.org)
- Jackie Frazier [jlfrazier@seattleschools.org](mailto:jlfrazier@seattleschools.org)
- Nicole Williams [nabankhead@seattleschools.org](mailto:nabankhead@seattleschools.org)

## Third/Fourth Split

- Stephen Katz [swkatz@seattleschools.org](mailto:swkatz@seattleschools.org)

## Fourth Grade

- Micheal Washington [mjwashington@seattleschools.org](mailto:mjwashington@seattleschools.org)
- Amber Vandermeulen [aevandermeul@seattleschools.org](mailto:aevandermeul@seattleschools.org)



## Fourth/Fifth Split

- Leslie Addington-Ferris [ljaddingtonfer@seattleschools.org](mailto:ljaddingtonfer@seattleschools.org)

## Fifth Grade

- Per Junkerman [pjjunkerman1@seattleschools.org](mailto:pjjunkerman1@seattleschools.org)
- Emily Lappe [eamitchell@seattleschools.org](mailto:eamitchell@seattleschools.org)
- Kay Yano [kayano@seattleschools.org](mailto:kayano@seattleschools.org)

## Special Education

- Tia Demirkaya [tndemirkaya@seattleschools.org](mailto:tndemirkaya@seattleschools.org)
- Megan Kahn [mlparrera@seattleschools.org](mailto:mlparrera@seattleschools.org)
- Kyle Vercammen [krwilliams1@seattleschools.org](mailto:krwilliams1@seattleschools.org)
- Dorothy Wells [dhwells@seattleschools.org](mailto:dhwells@seattleschools.org)

## Specialists

- Gina Frazzini, Reading [gifrazzini@seattleschools.org](mailto:gifrazzini@seattleschools.org)
- Mick Philp, Math [mrphilp@seattleschools.org](mailto:mrphilp@seattleschools.org)
- Lisa Barajas, EL [lbarajas@seattleschools.org](mailto:lbarajas@seattleschools.org)
- Mark Edgbert, Music [maedgbert@seattleschools.org](mailto:maedgbert@seattleschools.org)
- Kathy Quenzer, Art [kjquenzer@seattleschools.org](mailto:kjquenzer@seattleschools.org)
- CJ Sealey, PE [cjsealey@seattleschools.org](mailto:cjsealey@seattleschools.org)
- Sam Turner, Dance [srtturner@seattleschools.org](mailto:srtturner@seattleschools.org)
- Lindsay Yost, Library [ldyost@seattleschools.org](mailto:ldyost@seattleschools.org)
- William Chance, Instrumental Music [wdchance@seattleschools.org](mailto:wdchance@seattleschools.org)

## Support Staff

- Allie McDonald, Counselor [aemcdonald@seattleschools.org](mailto:aemcdonald@seattleschools.org)
- Tania Karshner, Psychologist [tmkarshner@seattleschools.org](mailto:tmkarshner@seattleschools.org)
- Tiffany Hutchings, Speen/Language Pathologist [tshutchings@seattleschools.org](mailto:tshutchings@seattleschools.org)
- Tami Brockschmidt, Occupational Therapist [tbrockschmi@seattleschools.org](mailto:tbrockschmi@seattleschools.org)
- Sheridan Remley, Physical Therapist [jsremley@seattleschools.org](mailto:jsremley@seattleschools.org)

## Daily Schedule

7:40 a.m. – Supervision on the playground

7:50 a.m. – First Bell – All students should be lined up with teachers

7:55 a.m. – Tardy Bell – All students in class

2:25 p.m. – Dismissal

1:10 p.m. – Dismissal on Wednesday

## K, 1st, & 2nd Grades

- Recess: 9:05-9:20 a.m.
- Lunch: 11:10-11:30 a.m.
- Recess: 11:30-11:50 a.m.
- Recess: 1:45-1:55 p.m.

## 3rd, 4th, & 5th Grades

- Recess: 11:10-11:30 a.m.
- Lunch: 11:30-11:50 a.m.
- Recess: 1:35-1:45 p.m.



## Adult Visitors

Visitors are defined as anyone who has not completed all the paperwork necessary to volunteer. An example would include a parent attending a writing celebration during school hours, attending parent/teacher conferences, or an evening event. Parent visitors may only interact and have contact with their child unless a teacher is present and closely supervising. Visitors in the school on a regular basis will be asked to complete all the volunteer paperwork so that a background check is completed. All visitors must sign-in at the office and wear a visitor's badge while in the building.

## Adult Volunteers

We have many varying needs for volunteers here at Genesee Hill, including on the playground, in the lunchroom, in the classrooms, and on field trips. Volunteers may interact with students under the direction of staff. Volunteers over the age of 16 must complete the following requirements before interacting with students: The direct link to the SPS site is <https://www.seattleschools.org/departments/volunteer/>. Parents without computers at home are welcome to come to the office. We will provide you with a computer to do the necessary paperwork. Approved volunteers are now approved for two years upon completion of all paperwork.

### Volunteer guidelines for Genesee Hill Elementary:

1. Sign in and wear a volunteer's badge when you are in the school building or on the playground. Always enter through the entrance on Dakota Street.
2. No weapons of any kind are permitted on school grounds. This includes pen knives, mace, pocketknives, and firearms - even if you have a permit to carry the weapon.
3. Respect the students and staff. If the teacher has students present, please allow the teacher to be fully present with students. Teachers are unable to discuss issues/concerns with parents when students are present. Please schedule a time to speak to the teacher when students are not present.
4. All adult volunteers need to use the adult restrooms at the north wing or the bathroom in the staff lounge office area. ADULTS ARE NEVER TO ENTER STUDENT RESTROOMS. If you have a pre-K student, please use the adult restrooms.
5. Cell phones should be neither seen nor heard. Please turn your phone off or set it to silent while in the building and do not use it in locations where you could be observed by students.
6. All field trip chaperones must complete all volunteer paperwork.
7. If you are unsure or uncomfortable about any student's behavior, consult with a staff member. No adults should have any contact with children other than their own child unless a teacher has asked for him/her to do so.
8. Maintain the privacy of students. Please refrain from discussing academic or discipline issues that you may have observed while volunteering in the school.
9. Finally, thank you for volunteering. Thank you, thank you, thank you.

## Advanced Learning Opportunities (ALO)

**Classroom Differentiation.** At Genesee Hill, we have high expectations for all students, and we know that each will be challenged by the rigor and depth of our curriculum. To that end, we follow an inclusion model in which teachers differentiate instruction for all students. [Current research](#) shows that inclusion is generally best educational practice for all learners, including advanced learners, especially in math. An inclusion model is also consistent with the [Seattle Public Schools' Strategic Plan](#) focus on "undoing legacies of racism in public education." The following are various

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strategies we use to meet the needs of all learners, including those identified as advanced either by their teachers or district testing.

**ALO Math Strategies.** Genesee Hill now utilizes the [enVision Math 2020](#) curriculum, which builds conceptual understanding through a combination of problem-based and visual learning strategies. Teachers implement differentiated instruction in varied groups: whole class, small group, partners, and individual. Listed below are instructional strategies used at Genesee Hill (note that not every strategy will be used in every classroom):

- *Parallel Tasks.* All students work on the same core content with tasks of different complexity.
- *Curriculum Compacting.* Use assessment to determine student skill level in a core content area. Then eliminate or enhance parts of the curriculum based on instructional need.
- *Flexible Groups.* Students are grouped by interest, achievement, activity preference, or specific instructional needs.
- *Math Centers and Games.* Activities in small groups based on student choice or teacher designation.
- *Small Group Instruction.* Teacher works with a small group of students on a targeted learning goal.
- *Tiered Assignments.* Adjusted degrees of difficulty of a question, task, or product to match student's current readiness level.
- *Open Questions.* A question framed in such a way that a variety of responses/approaches are possible.
- *Targeted Questioning.* Teacher is intentional about depth of questions asked. All students are asked questions that require critical thinking at a level that is challenging for them, and all students benefit from hearing their peers' thinking.

**ALO Reading Strategies.** The strategies listed above are also adapted for use in reading instruction. We use a wide variety of reading materials from our classroom and school libraries, *Junior Great Books*, teacher read-alouds, and content area reading. Classroom groupings include:

- *Flexible Leveled Reading Groups (K-2).* Utilizing the [Collaborative Classroom](#) curriculum, students are placed in groups by current reading level to ensure appropriate instruction and reading materials. Groups can change as students' reading skills develop.
- *Literature Groups (3-5).* A group of students read the same book. They ask peer questions, discuss major themes, study vocabulary, and analyze author's purpose and style.
- *Independent Reading.* Each student will have an opportunity for self-selected reading during the school day to develop reading fluency and get in the habit of reading.
- *Support for Students in Selecting Appropriate Books.* Teacher will guide students in choosing just-right books for independent reading. (Criteria include instructional level, high interest reading, and student choice.)

Teachers may also use the following differentiated approaches to support the ALO Reading Strategies above:

- *Reading Logs.* Students keep a reading record to allow both student & teacher to monitor choices.
- *Independent Book Study Projects.* Opportunities for students to explore a topic of interest to them.
- *Book Reports (2-5).* Depth of student analysis and comprehension is appropriate to student reading level.

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- *Response to Literature.* Opportunities for students to demonstrate understanding by using text to make connections and support thinking. Projects could include art, drama, writing, reports or other presentations.

For more information about Advanced Learning Opportunities, please visit the [Seattle Public Schools Department of Advanced Learning](#).

## Anti-Bullying Policy

Genesee Hill Elementary is committed to making our school a safe and caring place for all students. The Genesee Hill Elementary definition of bullying is as follows:

Bullying is unfair and one-sided. Bullying is repeated, and intentional harm inflicted on an individual where there is an imbalance of power.

Bullying behaviors include the following:

- Hurting someone physically by hitting, kicking, tripping, or pushing
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's physical characteristics, or making fun of someone due to their skill in a game
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose or trying to get other kids not to play with someone
- Using the internet/technology to harass another person

To prevent bullying, students at Genesee Hill Elementary are expected to:

- Treat each other respectfully.
- Refuse to let others be bullied.
- Refuse to bully others.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

Teachers and staff at Genesee Hill Elementary will do the following:

- Supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports.
- Investigate reported bullying incidents.
- Assign consequences for bullying based on the school discipline code.
- Provide immediate consequences for retaliation against students who report bullying.
- Teach the children who are "bystanders" how to step in if they witness bullying.
- Work closely with the children who bully others to teach them other ways to exert their leadership and power in a positive direction.
- Ask for parental support in hopes that you will work with us to help all the children.

We expect parents to:

- Report bullying behavior to the classroom teacher, counselor, or principal.
- Not confront/talk to alleged bully themselves but rather refer the issue to a staff member.



## Attendance Policy

As school attendance is legally required for children, the following guidelines are set for the 2023-24 school year. Excused absences include when students are ill, at a medical or therapy appointment, have a family emergency that requires an absence, or any event that cannot be rescheduled. A once in a lifetime trip that cannot be rearranged (college graduations) are also excused. Family vacations on school days are unexcused. Children missing school for vacation trips will be marked "vacation unexcused."

Students arriving to their classrooms after 7:55 am are marked tardy. Medically related reasons or family emergencies are excused. Any student who arrives at 7:55 or later will need to check in at the front office to be admitted into class. Late students will only be allowed to enter school through the front doors.

Math is often the most challenging area to make up when a child is absent. If a child takes a trip/vacation or has unexcused absences during the school year, the parent will need to make sure that the student completes all the math work during the absence. This will ensure that the student is 'on the same page' when they return to school.

**Reporting an Absence** - Please call the office at 206-252-9700 and report that your child will not be attending school due to illness or medical appointment. We are legally required to contact parents regarding all absences. All unreported absences are marked as unexcused until we hear from the parent. The school has a message machine so absences can be left during all hours. If you email the teachers that information ahead of time, please also send that attendance information to Ms. Pritchard.

Children with fevers should be kept home until 24 hours after the fever has broken. Children should also remain home for 24 after vomiting or having diarrhea.

## Birthdays

Birthday invitations are not to be passed out at school unless all students in the classroom receive the invitation. Please use the PTA family directory for student mailing information

As much as we want to recognize our students on their special day, we need to increase our efforts to limit sweet treats and maximize our productive use of instructional time. Teachers may plan to celebrate birthdays with a party but may choose to limit these to monthly celebrations.

## Bus Information

The following are the expectations of students who ride the bus to/from Genesee Hill Elementary. Please go over the bus expectations with your child. They are important to follow because they involve the safety and well-being of your child and others.

In the event your child receives a bus conduct notice (write-up) for violating bus expectations, these are the procedures which will be followed:

- First Notice – The student will talk with an administrator about the incident. Bus expectations will be discussed. The citation will be sent home.
- Second Notice – The student will talk with an administrator about the incident. The citation will be sent home.
- Third Notice – The student will talk with an administrator about the incident. The parent/guardian will be contacted. The student will be suspended from the bus for 1 day.
- Fourth Notice- The student will be suspended from the bus for 1 to 5 days.



- Students engaging in fighting on the bus will automatically be suspended from the bus for 1 to 5 days. If the student engages in exceptional misconduct, the child will be suspended/removed from the bus.

## Bus Loading Area

The area in the front of the school on Dakota is restricted for special education buses (and district and delivery vehicles) between 7:00 am and 5:00 pm on school days. Please do not park there or drop off students.

## Temporary Bus Cards (Yellow Cards)

Students can travel with friends and to different bus stops via a yellow card. In order to secure a yellow card for your child for a temporary ride, send a note to the office including your child's name, exact stop you would like your child to get off at, and the date the yellow card is needed. All notes/emails must be given/sent to the office staff by 10:00am.

## Celebrations

Traditionally, we have set aside 2 days for schoolwide celebrations. In lieu of Halloween parties we have "Harvest Festivals", and we have Celebrations of Friendship for Valentine's Day. Both celebrations are cohort events that are typically organized by the collective room parents.

During the spring each Grade Level will have some type of evening event for families.

## Cell Phones/Smart Watches

We recognize that many students carry cell phones to communicate with parents to/from school. Students are not allowed to use cell phones or Smart Watches on school property. If a student has an emergency call to make, he/she must first obtain permission from an adult to use a phone. The first time an adult takes away a cell phone, the phone goes to the office and the child picks it up from the principal at the end of the day. When this happens a second time, the principal keeps the cell phone until the parent can collect it. The school is not responsible for any lost or stolen cell phones or other electronic items. Should a cell phone or electronic device go missing, the administrator will only investigate if a child was "strong armed", and the device was taken that way. Lost, missing, or presumed stolen electronics will not be investigated.

## Chain of Communication

The classroom teacher is the first point of contact for all parental concerns unless it is an immediate safety or health concern. This includes any concerns parents have about classroom dynamics and academic/social-emotional/behavioral needs of your child. Talking first with the teacher promotes a healthy working relationship between parents and teachers. Ms. Dunn or Ms. Clayton become involved only when the issue cannot be resolved with the teacher. (The only exceptions to this would be immediate health or safety needs of a child.) Please note that Ms. Dunn and Ms. Clayton are not allowed to hold any employee related performance concerns as confidential. All concerns brought to their attention must and will be discussed with the employees.



## Communication

It is an expectation that all teachers communicate with families on a weekly basis through email newsletters. Weekly email newsletters could include:

- Information about homework
- Projects: timelines and due dates
- Information from Specialists
- Field trips, special events, etc.
- Classroom volunteer needs
- Curricular updates—when possible, include a question or topic for parents to discuss with their children, thus extending the classroom learning experience.

The school-wide bulletin will be emailed home to families every Thursday afternoon. This Thursday Bulletin will include information that is relevant to the entire school community. Additionally, we use TalkingPoints for “in the moment” information and reminders.

## Counselor

Our School Counselor, Ms. McDonald, provides social-emotional support to assist learning and development by providing classroom lessons, group sessions, and individual appointments. Referrals are made by teachers and staff, or students may request meetings through their teacher or at the counselor’s room. Parents are welcome to call or email to request consultations.

## Discipline

It is the policy of Genesee Hill School to address behavioral concerns with the following principles in mind:

- **Developing a positive, safe learning environment.** We strive to act proactively to avoid misbehaviors and foster a positive social and instructional community. Teachers are encouraged to hold regular class meetings, with the goal of creating an encouraging class setting where students are given tools and strategies to prevent misbehaviors and solve problems.
- **Educating students.** Our discipline policies are intended to help students develop strong social competency and healthy boundaries around the ideas of safety, respect, responsibility, being helpful and doing our best.
- **Problem solving.** We strive to listen to student concerns, mediate problems and teach problem solving skills.
- **Fostering clear boundaries and natural consequences.** Students need to understand inappropriate behaviors will be addressed predictably and fairly.

Refer to the *School Discipline matrix* on the school website for more information.

## Dress Code

SPS has a dress code that can found on the SPS website. Please send students to school in athletic shoes and socks daily due to the amount of physical movement students will have each day.

## Drop-off/Pick-up Procedures

Due to our challenging location and the safety of all children, the following procedures are in place for students:





## Morning drop-off:

- No Genesee Hill students should ever arrive or be present on school property before 7:40am. However tempting to come early, it is for the safety of all children that we ask that you honor the 7:40am arrival.
- Supervision by school staff begins at 7:40am.
- Buses unload at 7:40am. Bus drivers will “hold” students on the buses if they arrive early.
- All parents within the walking zone are encouraged to have their children walk to school or join a walking school bus. Due to how busy Genesee St. is, private vehicles are a challenge to our space. Please use private vehicles only as a last resort.
- 51<sup>st</sup> Ave will become a one-way moving north only between Genesee and Dakota during morning drop-off.
- Enter 51<sup>st</sup> St. from Genesee
- Pull up to drop off area (between orange cones) on east side of 51<sup>st</sup> by ramp to playground.
- Wait your turn – do not jump the line.
- Students must be ready to get out of the car before you get in line...Backpacks in laps, food put away, etc.
- Students exit from the right side or curb side of the car.
- Students enter the playground from the ramp.
- Once students are safely away from car pull out to let next cars in for drop-off.
- Please do not drop-off in the front of the school on Dakota St. This is a closed “School Street” for bike, pedestrian, and special education bus safety.
- Students in Grades 1-5 wait on the playground before school. Kindergarten students only, wait in the front playground in the morning.
- Students who are walking to school will enter the school grounds through the gate at Genesee St. or through the service entry off 51<sup>st</sup>Ave.
- Please use designated crosswalks when crossing Genesee St. and 51<sup>st</sup> Ave.
- Students waiting for the start of school between 7:40-7:50 will be encouraged to socialize with friends and not run around or engage in play. No play equipment will be brought out during this time as we could have over 500 students waiting in this area.
- All students remain outside until the 7:50 bell rings. Teachers need this time to prepare for the day’s lessons so no children should be in the building before that first bell. When the bell rings, teachers will escort their students into the building.
- Kindergarten students line up in the small playground in the front of the building. Kindergarten teachers will meet their students each day and walk them into the building.
- We will only have rainy day indoor prior to the start of school, or otherwise, if it is a torrential downpour. Students are encouraged to wear appropriate raingear with head coverings, including boots, and umbrellas (if they can use them ONLY as intended).
- Students arriving after 7:55 will need to enter through the main doors on Dakota St. and check in at the office. The front doors will be locked in the morning for security reasons. All children arriving to school prior to 7:55 should enter through the playfield.
- The back gates will be locked once school begins.
- Contact Ms. Dunn or Ms. Clayton if your child has an injury that requires the uses of crutches or a wheelchair. We will develop an alternate plan for your child.
- PLEASE STAY OUT OF THE BUS ZONE WITH YOUR PRIVATE VEHICLE.

## Afternoon pick-up:

- Bus students will walk to the bus loading area. Kindergarten students will be escorted to this area by an adult. Adult staff will be present to support bus loading. Please make sure your child has the bus number committed to memory before the first day of school.
- If your child walks home independently, please review the route with your child (many times). Walkers do not check in with an adult before heading home. Siblings will be asked to meet on the playground after school before walking home.

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- Children included in a walking school bus or who will be picked up by an adult will wait in the enclosed courtyard. If you are picking up your child, please make certain your child knows where to meet you. All students not picked up will be brought into the office and asked to wait there until the adult picks them up.
- Please do not park in either bus area so that buses can depart in a safe and timely manner.
- Does your child have a varying afternoon pickup or bus schedule? A suggestion is to make a laminated luggage tag to hang from their backpack. Create a weekly schedule that hangs from their backpack. This helps when children forget if they are riding the bus or being picked up.

## Picking up Your Child Early

Please come into the office and sign out your child if you need to pick up your child. The office staff will call your child's classroom and ask their teacher to send them to the office.

## Elevators

The elevators will always remain unlocked. However, only students with physical restrictions will use the elevators. A physician's note is required for students to have elevator access.

## Email

All staff members have district email addresses. Staff will make every effort to return emails within 48 hours. Teachers will not check email during instructional hours. For timely needs, always contact Ms. Pritchard or Ms. Jones in the main office.

One important reminder is that teachers are not able to check email during student hours. Please make sure your child knows his/her afternoon transportation plans before coming to school. Teachers are not responsible for reminding students about their afternoon plans. One suggestion is to have a laminated schedule attached by a zip tie to your child's backpack with the weekly afternoon schedule for pickup or bus service. Notify the office by 12:30 pm of any last minute or emergency transportation changes.

## Emergencies

Genesee Hill Elementary's building lock-down plan assists in maintaining order and safety within the school building. In the event if there is an intruder or event that requires a lockdown to maintain safety, Students and adults are expected to go to a pre-designated safe area, remain quiet and try not to be seen from windows and the street. In a lock-down, parents and visitors will not be allowed to enter the building. "**Lock-down**" means all inner and outer doors are locked, including classroom doors. No one may come in or out. "**Shelter in Place**" means that the outer doors are locked but staff and students may move within the building. Parents are sent email notification after each lock-down drill.

Fire drills, earthquake drills, reverse evacuation, and lock down drills are also practiced during the school year. Escape routes are posted in each instructional space in the building.

## Family Reunification Plan

In the event of an emergency, we have identified these steps to follow for successful student/parent reunification:

Entering through the front of the building, parents will report to the Check-In area (Lunchroom) to the table assigned by last names and give the name of their child/children.

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- Picture I.D. will be required to ensure the person requesting the child/children is a match to the name on the “*Emergency Information and Student Release Form.*”
- Check-In staff will fill out the “*Student Release/Runner Form*” indicating that ID has been checked and give this form to a Runner.
- Parent will be moved to the Family Reunification area to wait for their child/children
- Check-In staff will enter student name and parent/authorized adult name on “*Check in Log.*”
- A runner will go to the Student Supervision area (children will be supervised in the commons and classroom areas according to their grade level) and get the child/children requested by the parent/authorized adult.
- Student Supervision staff will initial the “*Student Release/Runner Form*” indicating student status. The runner will take the form and escort the student(s) to the Family Reunification area.
- Parent/authorized adult will sign “*Student Release/ Runner Form*” when they receive their child.

## Field Trips

Several times throughout the school year, your child's teacher may take his/her class on field trips. Field Trip Permission Forms will be sent home for parent/guardian's signature and will indicate any fees needed for each field trip. Please pay through School Pay.

If the field Trip Permission Form isn't returned to school, your child will remain at school that day. If your child is unable to attend a field trip, he/she will be placed into another classroom until his/her class returns.

If you plan to chaperone a field trip, a background check must be completed prior to the day of the field trip. In a perfect world, volunteer paperwork will be completed by September 30th. Only parents/legal guardians are asked to chaperone. Other family members may be allowed to chaperone, only if the teacher is not able to get enough parent chaperones and that person has completed the volunteer paperwork.

If you plan to drive on a field trip or chaperone, you must complete the volunteer approval process and complete a field trip chaperone form that the teacher will provide.

## Gum, Candy, and Pop

Students should not bring gum, candy, or pop to school. This policy helps to keep our school equipment and carpets clean, and your child healthy. Your desire to provide a small single-serving candy snack in your child's lunch is acceptable, but we encourage you to send healthy snacks rather than candy.

## Homework

Genesee Hill Elementary School developed a Homework Policy in May 2017 that was fully implemented in the 2017-18 school year. Please refer to this policy on the school website

## Library

Students will have a scheduled half hour class every other week in the library. During class time, children will receive a short lesson in the library relating to information skills and the use of the library. This might include a book talk or a read aloud. Students will be given time to check out books during this period.



- We want to encourage children to read at least 20-30 minutes per night.
- Children may keep their books out for two weeks. Parents will be sent reminders of overdue library books by email. Families without email will receive hard copy notices. Our library's policy is that a lost book be paid for in full. A notice for the cost to replace the item will be sent home. Please feel free to call or email our librarian, Ms. Yost at [ldyost@seattleschools.org](mailto:ldyost@seattleschools.org) if you have a problem with an overdue book.
- We are dependent on parents as volunteers in our library. Opportunities to volunteer include shelving books, assisting with book check outs during class and more! If you would like to volunteer, please email Ms. Yost.

## Lost and Found

The Lost and Found is located inside the front foyer. To reduce the amount of goods that are deposited on the lost and found racks, we ask that parents put first names and last initials on the label of all coats, sweatshirts, jackets, lunchboxes, and any other items your child is likely to leave sitting around on the playground or hallways. This helps to ensure the items are returned to the owners. Lost and found items will be donated to charity on the last day of each trimester. PLEASE write your child's information on every item that can be removed from their body during the school day.

## Lunchroom

We are required to compost and recycle all student waste. It is helpful for students to use reusable containers for lunches from home. Students will be asked to pack out what they pack in so that students with school lunches can quickly get through the compost line.

No glass bottles are allowed in the lunchroom (outside covered area and tent) due to concerns over broken glass. Students should not bring pop or large bags of "junk food" to the cafeteria. Any snacks that are in the "junk food" category should be single serving size only. Due to allergy concerns, students are expected to eat their own lunch. Parents and adults who are volunteer approved are always welcome to join their children for lunch and recess. No prior notice is required. Just sign in when you enter the school and come directly to the lunchroom. Due to allergy concerns, we request that adults who join their children for lunch do not share food with any other children.

## Lunchroom Expectations

- Students choose a seat when they come in from recess and remain there for the entire lunch.
- Students should eat only their own food. Due to allergies, sharing of food is not allowed.
- At the end of lunch period, students will be invited to take care of their trays and garbage. Expect in special circumstances, no one should be up before that time.
- Students are expected to speak in quiet conversational tones while in the lunchroom.
- It is expected that all students clean up after themselves. This includes table and floor.
- All food and drink must be consumed in the lunchroom. Nothing is to be taken into the hallway or back to classrooms.



## Medications at School

If your child must take either prescription or non-prescription medication during school hours, a written permission slip for the school to administer the medication must be signed by the parent/guardian and doctor, and the medication kept in the nurse's office as a safeguard for all. Medication permission forms are available in the front office. Prescription and over the counter medication must be in the original container. **CHILDREN SHOULD NEVER CARRY OR HOLD THEIR OWN MEDICATIONS DURING THE SCHOOL DAY. All medication must be checked in at the nurse's office.**

## Pets

Animals are not allowed on school grounds at any time. Please keep your pet in your car during pick up and drop off times as many children have a fear of dogs. Although public sidewalks are property of the City of Seattle, I would ask that you not have your dog on the sidewalks outside of our school. Dogs are not allowed on the playground or the playfield. For both your own legal protection as well as the safety of our students, it is best that dogs be left at home. Even the most well-mannered dog can be triggered by being in close quarters with hundreds of loud children.

## Playground Expectations

"Playgrounds should be rich environments where children can stretch their physical, emotional, social and intellectual skills." (Hudson, Thompson, and Mack)

Although these rules certainly do not include all expectations, these are the posted playground rules:

### General Rules:

- Follow the directions of the duty person.
- See an adult if you need first aid of any kind. The duty staff will then radio the office to alert them that a student is on the way to the office for their injury.
- Use the equipment in a safe manner. Play safely in all areas.
- Keep your hands and feet to yourself.
- Use appropriate language always.
- Show respect to your fellow students and adults.
- Take turns.
- Cooperate and use words to solve problems. Ask an adult for help.
- Join your class lines quickly after the bell rings.
- Eat food only in the cafeteria.
- Kick balls only as part of soccer and kickball.
- Return equipment to the cart at the end of recess.
- Stay off all fences.
- Stay within boundaries.

### Play Structures and Field:

- Balls are not permitted in the Big Toy area.
- Make lines.
- Take turns.
- Keep hands and feet to yourself.
- Slides are meant for sliding down...that is why they aren't called Climbs!
- Wait! Make sure the slide and pole are clear before taking your turn.
- If a ball goes over the fence, notify an adult, and stay on our side of the fence.



- When climbing, stay inside the play structure.
- Always make safe choices.

## Recess

Our goal is to provide a safe and active recess break for all children. Recess is an important break from classroom activity - an opportunity for students to get exercise and fresh air. Recess is also an opportunity to make friends, learn and practice social skills, and have fun. For these reasons, it is essential that ALL children are going out to recess.

Students are not kept inside during recess if they are slow workers. Our goal is to send all students outside to all recess. Exceptions are made when a child is non-compliant, disrespectful, or harming others, Teacher may opt to keep a child inside to address such behaviors.

If you would like to have your child remain indoors for health reasons, please let the front office know and we will make arrangements for them.

Except for major downpours, we go outside for recess. Students should have proper raingear including coats and head coverings. For safety reasons, umbrellas are not allowed at recess. If your child walks to and from school, they may bring an umbrella to school if it is collapsible. All K-5 students have at least 30 minutes of recess daily.

## Safety and Security

In accordance with SPS priorities for safety and security, **our building will remain locked at all times.** All visitors to the school must check in through the front office and wear a "Visitor" badge while in the building.

## Sunscreen

The State of Washington recently changed the laws regarding sunscreen use at schools. Students are now allowed to carry/use sunscreen without any paperwork from a physician. I have several requests so that sunscreen provides the necessary safety but doesn't become a distraction for students:

1. Apply sunscreen in the morning before your children come to school. This should protect your child during the first recess time. (Most classrooms have their first recess during the 10:35-11:30 time frame.)
2. Sunscreen from home must be kept in their backpacks. Please secure the sunscreen in a Ziploc bag to protect the other items in the backpack from spills and leaks. Teach your child how to use the Ziploc bag as they will need to close it when finished. Please use a Sharpie and label both the sunscreen container and Ziploc bag with your child's name.
3. I would encourage that you send your child in short sleeve shirts. This will result in your child applying their sunscreen just on their lower arms and legs. Please teach your child how to apply the sunscreen as they will need to do so independently.
4. School staff cannot help students apply the sunscreen. Students need to practice this at home so that they understand how to apply it properly.
5. Be sure to try the sunscreen at home for a few days before sending it to school. One of our teachers tried a new type of sunscreen with her child only to have the child's skin develop a painful rash.
6. Please reinforce with your children that they are not to share their sunscreen. We never know how children will react when a lotion is applied to their skin and cannot let students share their sunscreen with others.



7. Please do not send students to schools with the spray/pump type of sunscreen. Lotions will work best. The spray/pump varieties are likely to get on other students and/or become a toy. Trust me – spray/pump containers will become toys in the hands of children.
8. Sunscreen can be applied at the start of the afternoon recess. Teachers will allow students to go to the restroom and apply the sunscreen to themselves approximately 20-40 minutes prior to their afternoon recess.
9. Head covering (hats, caps, etc.) are allowed at recess time to protect their heads and faces. Teachers will remind students that head coverings remain in their lockers during inside time.
10. Try to find a sunscreen that is fragrance free. Your child's classmates will appreciate that!

## Toys

Sports equipment and toys (including playing or trading cards) from home should not be brought to school. We provide all the playground equipment to students that they will need.

## Weapons at School

Common sense and district policy say that students should not bring guns, play guns, pocketknives, throwing stars, laser-light pens, weapons, or any other device that might injure another person at school. The district penalty for possession of a weapon, toy or real, will be strictly enforced. Please have a conversation with your child as to why we don't joke about weapons or sneak toy weapons to school.