



# Family, Student, and Staff Handbook 2024-25

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## Quick Reference

### Address

Arbor Heights Elementary  
3701 SW 104th Street  
Seattle, WA 98146

### Phone

206-252-9250 Main line  
206-252-9252 Attendance

**Website:** [arborheightses.seattleschools.org](http://arborheightses.seattleschools.org)

**Facebook:** [www.facebook.com/arborheights](http://www.facebook.com/arborheights)

**Office Hours:** 7 a.m. – 3 p.m.

- **Principal:** Nooria Miskell
- **Assistant Principal:** Alana Haider
- **Administrative Secretary:** Karen Ferraro
- **Office Assistant:** Tracy Hughes

### Bell/Bus Schedule

Activity	Time
Buses and students begin arriving; breakfast begins	7:35 a.m.
First bell; students line up on playground	7:50 a.m.
Tardy bell; teachers escort students to their classrooms	7:55 a.m.
Dismissal bell	2:25 p.m.
Buses depart	2:35 p.m.

### Daily Recess and Lunch Schedule

Grade	Lunch	Recess
PreK and Kindergarten	11-11:20	11:20-11:35
1st grade	11:05-11:25	11:25-11:40
2nd grade	11:30-11:50	11:50-12:05
3rd grade	11:35-11:55	11:55-12:10
4th grade	12:05-12:25	12:25-12:40
5th grade	12:10-12:30	12:35-12:45

## Vision, Mission, Beliefs

### Our Vision

Arbor Heights is a caring, student-centered, community-supported school committed to eliminating opportunity gaps to ensure access and provide excellence in education for every student. Through thoughtful collaboration, goal-driven planning, intentional execution of the district-supported curriculum, enrichment opportunities, and loving support, we are here to do all we can to meet each child's individual needs.

### Our Mission

At Arbor Heights, we foster an inclusive learning environment where students feel valued, connected, and empowered to become lifelong learners.

### We Believe:

- The development of social-emotional and life skills is as important as academic skills.
- Children benefit from being a part of a school community in which cultural diversity is valued and respected.
- All children deserve academic instruction that sets elevated expectations and supports individual needs.
- Children learn best when we give them opportunities that encourage creativity and expression through technology tools of today and of the future.
- Children learn best when given opportunities to experience a variety of art forms.
- Children learn best when we give them opportunities that allow them to be critical and creative thinkers.

## Guidelines

### Behavioral Expectation & Philosophy

At Arbor Heights Elementary, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that:

- People who are honored, valued, and respected learn to honor, value, and respect others.
- When students are responsible for their learning and behavior, they will feel successful.
- Staff, teachers, and parents must help children be accountable and responsible for their learning at home and school.

To provide a positive learning environment at Arbor Heights, we will teach to and work with all students to implement elevated expectations. We believe that student conduct is optimized within an atmosphere of mutual respect, and any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate behavior that interferes with or is detrimental to the orderly operation of the school and school sponsored activities. Such behavior will be subject to discipline, including suspension or expulsion. Every effort will be made to achieve a positive school climate where the

needs of all individuals are recognized, and where kindness, courtesy, and respect for one another prevail. Each classroom teacher will work with their students to develop classroom rules, consequences/rewards, and lessons on school behavior. Your child's safety is of critical importance to the entire staff. While we do not foresee problems related to behavior, aggressive behavior will not be tolerated, and there will be significant consequences for fighting, injuring, or threatening another child.

## **Behavior and Discipline**

Our goal is to provide an environment where children can be inquisitive, caring, knowledgeable, responsible, and self-controlled. Consequences include students working in an alternate location (in building) for the day, parent-student-counselor conference, restitution/school service, and short-term suspension.

## **Bullying and Violence**

Arbor Heights Elementary has zero tolerance of any acts of violence. Fighting or physical contact of any kind is prohibited at school and at school-sponsored activities. Any student initiating acts of violence will be suspended (in-house or out of school). The use of abusive language, especially when used to escalate or inflame a situation, is considered verbal harassment. Harassment, threatening statements, intimidation, and verbal abuse, i.e., name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others are not allowed. Violation will result in a referral to the principal or principal's designee. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender or gender expression, familial make-up, sexual orientation, culture, ethnicity, or mental, physical, or sensory handicap will result in immediate and serious consequences, which may include suspension from school.

## **Dangerous Weapons**

- Possessing, using, transferring, or transporting any object that could be considered a firearm or dangerous weapon is prohibited.
- Possessing any exploding item or device capable of producing bodily harm, property damage, or disruption of the educational process is prohibited. If this rule is violated, emergency expulsion will be immediately enacted for the safety and welfare of the entire school community. By law, we are required to notify the local law enforcement agency of a violation of this rule and expel any student in possession of a firearm (RCW 28A.600.420).

## **Human Dignity**

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is expected and encouraged. A major aim of SPS is the development of a commitment to the core values of a democratic society. In accordance, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences or characteristics. Examples of differences include race, gender, age, disability, physical condition, sexual orientation, ethnic group, or religion. We expect to see these values upheld daily in the behaviors of students, staff, and volunteers.

## General Rules

### Inside

- Walk quietly.
- Remain in supervised areas.
- Obtain a pass from your teacher when leaving the classroom.
- Be kind, share, and respect others.

### Outside

During recess and before school, students are supervised by staff there to be observant and promote respectable, friendly, and safe behavior outdoors. Playground supervision begins at 7:35 a.m.

- Be always in sight. Always play in an area where you can be seen. If you cannot see a recess monitor, they cannot see you!
- Play only within the fenced playground. It is the only place to play with supervision.
- Off-Limits: Students are not to wait at the front of the school, the parking lots, hill and wooded areas behind the track, and dumpster areas.
- Keep your hands to yourself. Play at school must be comfortable for each participant.
- Remain outside the school building on the playground before the start of school. Safety Patrol may enter at 7:30 through the playground doors and go directly to the gym.
- Remain on the playground unless you receive permission from the playground supervisor.
- Leave wood chips, rocks, and sticks on the ground.
- Go **down** the slide, on your seat, feet first only.
- Be kind, share, and respect others.
- Use school and playground equipment as designed, which will help prevent accidents, and the equipment will last longer.
- Remember, S.O.A.R. behavior always!

## School Policies

### Attendance

The Washington State Compulsory School Attendance law (28A.225 RCW) has strict expectations for student attendance. This law requires all children to attend all classes every day (the State requires 180 days of student instruction per academic year). Attendance is important to your child's academic achievement. Students absent from school may have difficulty keeping up with classroom instruction. They miss essential instruction for understanding key concepts and may quickly fall behind in assignments.

### Arrival

Students go directly to the playground or to the cafeteria for breakfast beginning at 7:35 a.m. Students enter the cafeteria through the student entrance located on the southwest side of the cafeteria between 7:35 a.m. and 7:50 a.m. All students are expected to be in the student line-up area by the first bell at 7:50 a.m. **The tardy bell rings at 7:55.**

### Tardies

Any student arriving *after* the tardy bell rings at 7:55 a.m. will need to enter through the main entrance

and go to the school office to receive a tardy slip to bring to their classroom. Breakfast is available to students until 8:30, so students can get breakfast from the cafeteria before going to class, if they wish.

## **Absences**

The district requires a written note or phone call from the parent explaining the absence or late arrival. To easily provide you with a way to report absences, click here:

<https://arborheightses.seattleschools.org/resources/attendance/>

## **Excused Absences**

**Unplanned** absences are **excused** when your child's own illness or injury, or an illness, injury, or death of a family member, prevents your child from attending school. The school may require a note from your child's doctor before excusing absences if your child is absent due to illness or injury for more than 10 days. **Planned** absences may be excused when you submit a request to the office at least 3 school days before the start of the planned absence, usually for a doctor or dentist appointment, or religious or other special one-time events. Long-term absences or a succession of long-term absences may affect whether your child can be promoted to the next grade-level. Absences for longer than 20 consecutive school days may result in your child being dropped from school enrollment. Absences due to short-term discipline of your child are excused on District attendance records unless your child is under court order to attend school without additional truancies or behavior problems. Parent/guardians are expected to make every effort to schedule doctor and dentist appointments outside school hours.

## **Unexcused Absences**

All other absences are considered **unexcused** including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting or translating for parents, student job requirements, disputes over student assignment, etc. Absences by long-term suspended and expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.

## **Family vacations or family trips during regular school days are not excused.**

Excessive absences (excused & unexcused) and tardies (late arrivals) have serious adverse effects on students' academic progress. The Truancy Office will be paying close attention to students who exceed 20 excused absences in a school year. In addition, students who arrive late to school and miss 15+ minutes of core instructional time for 10+ days in a school year will be subject to school-based and central interventions. They also may be subject to a truancy petition. Absences/Tardies will be excused for the following reasons:

1. Personal illness/injury
2. Doctor/dental appointments (families should make every effort to schedule appointments before or after school hours)
3. Religious holidays

## **Dismissal**

Dismissal is at 2:25 p.m. every day except for early-release Wednesdays at 1:10 p.m. Each grade level supervisor teacher will walk grade-level students to the dismissal areas.

## Health & Safety

### Medications

If your child needs to take any medication during the school day, it must be brought to the school office by you (or a designated adult). This requirement includes anything from cough drops to Tylenol to prescription medications and antibiotics. ALL MEDICATIONS are required to have a doctor's prescription (for the child taking the medication) and kept in the nurse's office labeled with the student's name and complete directions for administering.

You can find all the forms linked below on the Health Services Forms page:

<https://www.seattleschools.org/departments/health-services/forms/>

### Authorization to Administer Medication at School:

<https://www.seattleschools.org/wp-content/uploads/2021/07/English-Authorization-to-Administer-Medication-at-School.pdf>

### Life-Threatening Health Conditions

Washington State law requires that when there is a student with a known life-threatening health condition, schools must be prepared for a life-threatening event on the day the student starts school. Please complete the appropriate medication authorization for your student's health condition. Bring needed medication(s) to the school before your child's first day of attendance. Contact your school nurse to create/update your child's health plan. For all life-threatening conditions, medication is REQUIRED to be at school by Washington State Law. If it is not provided your student will be excluded from school until we have the medication.

### Food Allergy Assessment form

<https://www.seattleschools.org/wp-content/uploads/2023/08/Food-Allergy-Assessment-Form-ADA-English.pdf>

### Severe Allergy/Anaphylaxis Medication Authorization and Health History

<https://www.seattleschools.org/wp-content/uploads/2023/08/Severe-Allergy-Anaphylaxis-Medication-Order-ADA-English.pdf>

If you want to provide Benadryl for your student's food allergy, please use this medication authorization form: <https://www.seattleschools.org/wp-content/uploads/2021/07/English-Authorization-to-Administer-Medication-at-School.pdf>

If you provide Benadryl for your student's food allergy and they also have an EpiPen, please know that in an emergency (if your student is exhibiting any symptoms of allergic reaction, no matter if they are mild or moderate symptoms) and the nurse is not at school, the EpiPen will be given and 911 will be called. Only the school nurse can give Benadryl when a student exhibits mild/moderate symptoms of allergic reaction.

### Asthma Assessment Form

<https://www.seattleschools.org/wp-content/uploads/2023/08/Asthma-Assessment-Form-for-School-ADA-English.pdf>



## **Asthma Medication Authorization and Health History**

<https://www.seattleschools.org/wp-content/uploads/2023/08/Asthma-Medication-Order-and-Health-History-ADA-English.pdf>

## **Diabetes Assessment form**

<https://www.seattleschools.org/wp-content/uploads/2023/08/Diabetes-Assesment-Form-ADA-English.pdf>

## **Diabetes Medication Authorization**

For students with diabetes who are being treated at Seattle Children’s Hospital, we ask that you have your student’s endocrinologist send the school nurse the Standards of Care for Diabetes Management in the School Setting. This will act as your student’s medication authorization.

If your student is seen at another hospital for treatment, please contact the school nurse.

## **Seizure Assessment Checklist**

<https://www.seattleschools.org/wp-content/uploads/2023/08/Seizure-Assessment-Checklist-ADA-English.pdf>

## **Seizure Medication Authorization**

For students with seizure disorders who are treated at Seattle Children’s Hospital, we ask that you have your student’s neurologist send the school nurse the Seizure Management Care Plan. This will act as your student’s medication authorization. If your student is seen at another hospital for treatment, please contact the school nurse.

## **Immunizations**

Student are required by state law to be vaccinated. If your student’s immunizations are out of date your student will be excluded from school.

Immunization Exemptions:

- Medical exemption requires a physician’s signature
- Personal/religious exemption requires parent/guardian signature
- Parent-reported history of chickenpox (varicella) disease is an acceptable means of meeting the varicella requirement.

## **Certificate of Exemption Form:**

<https://www.doh.wa.gov/CommunityandEnvironment/Schools/Immunization#exempt>

## **Head Injury**

In the event of a head injury, the office will call home to notify the parents of the injury. A head injury incident form will also be sent home if the injury requires the student to go home or to the doctor. The original will be sent home with the student, and a copy filed in student's file.

\*NOTE: It is imperative that we have parent/guardian emergency phone number(s) and the name and phone number of the student's family doctor on file at school.

## Illness or Injury

In the case of illness or injury, the school nurse or a member of the school staff will temporarily care for your child. School personnel will only render basic first aid treatment. If emergency medical treatment is necessary, the parents/guardians will be contacted. If parents/guardians are not available, 9-1-1 will be called, and your child will be taken to the emergency room at the hospital. However, unless the situation is life-threatening, the hospital will not attend to the child unless they can contact the parent/guardian. If your student presents with fever, vomiting or diarrhea the school nurse will call the parent/guardian to send student home. They cannot return to school for 24 hours after their last episode of fever, vomiting or diarrhea.

### *Is my child too sick to go to school?*

<https://www.seattleschools.org/wp-content/uploads/2021/07/Is-My-Child-Too-Sick-to-Go-To-School-English.pdf>

Translations: <https://www.seattleschools.org/departments/health-services/>

## Emergency Drills

We conduct emergency drills once per/month throughout the year. During fire drills, each class has an escape route to an outside area a safe distance from the building. For earthquake drills, all children drop and cover (preferably under the desk). In addition, "Lock down" and "Shelter in Place" drills also occur throughout the year.

## COVID-19

If you test positive for COVID, notify your school, and isolate at home for five full days. Please follow the Department of Health's decision trees if you have symptoms of/have been exposed to COVID.

<https://doh.wa.gov/sites/default/files/2023-02/420456-COVID19DecisionTrees.pdf>

## SPS Respiratory Illness Response page

<https://www.seattleschools.org/resources/covid-19-health-and-safety/>

## General Information

### Valuables

Common sense and consideration are the best guides in determining whether to bring personal possessions to school. Students are not to bring toys, trading cards, skateboards, potentially dangerous objects, technology (like digital gaming devices), money, or unusual items to school unless they are intended for a specific purpose. Students must receive special permission from their teacher before bringing any toys or other items to school. All unauthorized and/or dangerous items will be confiscated and returned only to a parent/guardian coming to school to claim the item. School administrators and staff cannot be responsible for items that are lost, stolen, broken, or given away.

### Lost and Found

We keep a Lost & Found clothing rack between the front office and the cafeteria. When students are missing something, we recommend they first check in their classroom and the Lost & Found area. For smaller items of apparent value like keys and jewelry, please check with the school secretary. We keep a special drawer for small Lost & Found items. It is important that parents/guardians **label all children's belongings** (backpacks, lunchboxes, caps, coats, boots, mittens, etc.). It will save money and avoid the

frustration of lost belongings. We donate Lost & Found to a charitable organization or a local “Buddy” school on a regular basis. Lost & Found cleanout dates are listed on the school website and in communications sent from the office to all families.

### **Student Personal Electronic Devices (PEDs)**

Seattle School Board Policy 2022: PEDs including mobile phones, music players, cameras, video games, and other small electronic devices which are not supplied by the district or school are the sole responsibility of the student. Seattle Public Schools is not responsible for support, maintenance, damage or loss of any personal devices used in or on district facilities. **Use of personal electronic devices during school hours is prohibited in all K-8 schools.** Students having an IEP, 504 Plan or Individual Health Care Plan (IHP) that includes specific accommodations for assistive technology may use a PED during the school day following the process outlined in the student’s IEP, 504 Plan or IHP. Students shall not be required to own or use a non-district supplied PED for any lessons or instruction. Detailed guidance on PEDs shall be provided in Superintendent Procedure Board Policy No. 2022 Page 3 of 3 The District acknowledges the need for digital and online policies that are dynamic and responsive to diverse community standards and student learning outcomes. The District shall annually review its policies and procedures on electronic resources, Internet safety, digital citizenship, and media literacy. The District authorizes the Superintendent to develop further procedures and guidelines.

### **Visitors/Volunteers**

All visitors must report directly to the school office, sign in, and obtain a visitor badge. Enter through the glass vestibule only at the front or preschool doors. **After 7:55, all doors are locked** and require entry with a scan badge or by pushing the call button located at the front door only. Any person wishing to volunteer at school must complete a Volunteer Application & Interest Form.

<https://www.seattleschools.org/departments/volunteer/volunteer-application-process/>

### **Birthday Celebrations**

Classroom treats/birthday celebrations need teacher approval (please notify teacher 24 hours in advance). With teacher approval, snacks will be given to students at a designated, non-instructional time of the day. *Due to allergies, some snacks may be denied.* Please check with your child’s teacher.

### **Animals at School**

The Seattle School district prohibits pets on the school grounds during school hours unless specific permission has been granted by a district supervisor. You may not bring your pet onto the playground to drop off or pick up your child. If you are waiting with a pet on the sidewalk, please be mindful that there are likely to be many exuberant children passing by. If your child is allergic to animals, please notify the teacher.

### **Dress Code Policy**

It is the policy of the Seattle School Board that the student and their parent/guardian hold the primary responsibility in determining the student’s personal attire, hairstyle, jewelry, and personal items (e.g., backpacks, book bags). Schools are responsible for assuring that student attire, hairstyle, jewelry, and personal items do not interfere with the health or safety of any student and do not contribute to a hostile or intimidating environment for any student.

## Core Values

In relation to student dress, the district's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming.
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce, or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity.
- Students and staff are responsible for managing their personal distractions.
- Students should not face unnecessary barriers to school attendance.

## Universal Dress Code

Students must wear:

- Top (shirt, blouse, sweater, sweatshirt, tank, etc.)
- Bottom (pants, shorts, skirt, dress, etc.)
- Footwear
- Proper outerwear for cold and/or wet weather

This policy permits additional student attire requirements when necessary to ensure safety in certain academic settings (e.g., physical activity, science, or CTE courses). Also, this policy allows for reasonable variation in required student attire for participation in activities like swimming or gymnastics. Students may not wear clothing, jewelry, or personal items that:

- Are pornographic, contain threats, or that promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia
- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups
- Intentionally show private parts (nipples, genitals, buttocks). Clothing must cover private parts in opaque (not able to be seen through) material
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose), or
- Demonstrate gang association/affiliation

Attire worn in observance of a student's religion is not subject to this policy. This policy permits schools with a uniform policy to continue having a uniform policy if it is gender neutral and inclusive of attire worn for a religious reason.

Tip: Please label your child's sweaters, sweatshirts, and jackets with their name.

## Enforcement

Principals must ensure that all staff are aware of and understand this policy's guidelines. Staff will make reasonable efforts to avoid dress-coding students in front of other students. Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the

attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as “a distraction” due to their appearance or attire. Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The principal or their designee should notify a student’s parent/guardian of the school’s response to violations of the student dress policy. The Superintendent or their designee is authorized to develop procedures to implement this policy if needed.

## Meal Service

Our kitchen serves a hot lunch and breakfast daily. Free or reduced (FRL) price breakfasts and lunches are available for those who qualify. FRL Application forms are available on the Seattle Public Schools website. [nutritionservices@seattleschools.org](mailto:nutritionservices@seattleschools.org) or call Jodi Thomas at 206-252-0682. The number of qualifying students in a school determines some funding for Arbor Heights’ students. Even if you do not utilize the program, we appreciate you filling out and sending in the form if you qualify or think you may qualify. These forms are also available in the school office and lunchroom. To make sure your account accurately reflects appropriate charges, it is important to send in your FRL application in a timely manner. You may pay for meals with a check (made payable to "Nutrition Services") or by using the new SchoolPay program 888.88.MYPAY (69729). Please enclose your check in an envelope and write on the outside of the envelope your child's name and teacher and "Lunch Money". The envelope can be dropped off at the front office or sent to school with your child. Any money sent with your child will be taken to the office and delivered to the Lunchroom Manager, Malvinna Fisher.

Breakfast	Free/Reduced-rate breakfast:	Lunch	Free/Reduced Rate lunch	Adult Lunch	½ Pint of milk
\$2.25	No charge	\$3.25	No charge	\$6.50	75 cents

## Forgotten Lunches

No student should go without lunch. If a child forgets to bring lunch, they should notify their teacher or member of the school staff. If a child has money in their account, they can buy lunch. If not, they will still receive a school lunch and be asked to send payment the following day. We recommend that even if a child typically brings lunch from home, they keep a minimum amount of money in their account. If forgetting lunch becomes a pattern, the school's administration will be notified and the parents contacted. If you are bringing in a lunch for your child, please bring the lunch with name clearly marked to the school office by 10 a.m. and a member of our school staff will ensure that your child receives it.

## Communicating with School

### Reaching Your Child During the Day

In case of an emergency, parents should call the Main School Office (206-252-9250). The office will take messages and make every effort to locate the student. Students may not use cell phones during the school day. It is important that we minimize classroom disruptions, so please do not call your child’s classroom teacher’s direct line.

## Reporting Absences

When a student is sick, is late, or must leave before the end of his school day, parents should notify the school ASAP (no later than 10:00 a.m.). We have created an online form for your convenience to report absences whether they are for full-day, part-day, or multiple-days. The form can be accessed at <https://arborheightses.seattleschools.org/resources/attendance/>

This is the preferred mode to report an absence. Alternatively, you can call the School Attendance Line (206-252-9252). The information will be provided to your child's classroom teacher, so it is not necessary to contact them separately. If a student is absent during the school day, they should not plan to participate in after-school activities. Students should be prepared for tests scheduled on the day of their return and any missed classwork.

## Reporting Change in Dismissals

To report a change to your child's regular method for getting dismissed at the end of the school day, fill out a Change in Dismissal form <https://arborheightses.seattleschools.org/resources/attendance/> no later than 10 a.m. on the day of change. Please ensure the "plan" is properly communicated to your student *BEFORE* they arrive at school. Alternatively, you may call the main office (206-252-9250) to report a change. This information will be provided to your child's classroom teacher, so it is not necessary to contact them separately via email or phone or by sending a note in your child's folder.

## Providing School with Contact Information

Seattle Public Schools provides us with the contact information for each student enrolled at our school. For new students, the contact information is the information you provide at the time of SPS enrollment. This information is stored in PowerSchool, the SPS student database.

## Updating Contact Information

It is essential that you notify the office of any changes in your home, cell or work numbers, address, or emergency contact information. If you have a change to your Emergency Contact Information, call the office at 206-252-9250. Alternatively, you may stop by the school office to speak with our Administrative Secretary or Office Assistant. ***If there is a custody issue or restraining order, a certified copy of the order must be on file in the office.***

## Emergency Communications

In an extreme emergency, the school or SPS will deliver recorded telephone messages to all current parents, faculty, and staff members simultaneously via School Messenger. The system pulls contact information for families directly from the school's database. Please contact the school office with updates to your contact information.

## Weather Delays and Closings

In the event of inclement weather, parents can obtain information about school closings and delays by checking the following:

- Local TV and radio stations
- The district website [www.seattleschools.org](http://www.seattleschools.org)
- An automated phone call from SPS

The decision to delay or close school is usually made by 5:30 a.m. with information posted shortly after. If Seattle Public Schools are open and operating on a regular schedule, no special announcement will be made; all students should report to school at the usual time.

## Transportation

### By Car, Drive-Thru

Parents may drive into the drop-off/pick-up lane (view drop-off route on map) and Safety Patrol students and staff supervisors will assist in directing children to/from the playground and the school. For pick-up, students will be required to remain in the front of the school drive-through area until their respective ride pulls up to the front of the pick-up line. An adult will open the car door. *Do not wave students to your car* – it is unsafe. Parents must stay with their car unless parked in a marked parking space.

### By Car, Park & Walk

Parents wanting to park and walk may park in the parking lot (visitor parking area). Please do not block neighbors home driveways or the right of way. No double parking! No parking on 105<sup>th</sup>. No parking north of the general education buses on 104<sup>th</sup>. ***Please review the “Safe Routes to School” map in the Appendices.*** To respect instructional time, we ask that parents pick-up and drop-off outside in the designated pick-up/drop-off area (or in the office for late arrivals/pick-ups) rather than at classroom doors. Students who are waiting for pick-up beyond 2:35 p.m. will be brought to the office. If a student is not picked up by 3:00 p.m., a guardian or emergency contact will be called. If chronically late pick-ups occur, a meeting with school administrators may be required. The office staff does not remain at school after 3:15 p.m. Please keep our students safe! Follow these rules when you travel to and from school:

- DO cross only at crosswalks and corners.
- DO find a legal parking space if you are walking your child in.
- DO always stay with your car in the drop-off/pick-up area.
- DO NOT let children cross in the middle of the block.
- DO NOT use the bus only area.
- DO NOT do U-turns near school.
- DO NOT park in the drop-off/pick-up area.

### By Bus

Bussed students will be escorted to/from the bus zone on 104<sup>th</sup> (general education) and 105<sup>th</sup> (special education) by assigned staff. At the end of the school day, students are escorted by grade-level supervisory teachers to either the bus line-up or car pick-up areas. Teachers often separate their classes by transportation type to help expedite the dismissal process. For example, one teacher will walk bus riders to the bus unload/unload area while another teacher will walk the car riders to the pick-up area.

## Bus Conduct

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

1. Use only the bus and bus stop assigned to you.
2. Orderly behavior is required at the bus stop.
3. Remain seated, facing front, when the bus is in motion.
4. Talk quietly and make no unnecessary noise.
5. Do not talk to the driver unless necessary.
6. Keep head and arms inside the bus.
7. Do not litter inside of the bus or throw anything out the window.

## Bus Stop Changes

Children are **ONLY** allowed to be picked-up/dropped-off at designated bus stops assigned by SPS. New stops cannot be added on a temporary basis. If a temporary change in the bus stop is necessary e.g., pick up instead of riding the bus, please notify the office **no later than 9 a.m.** on the first day of the change. If we do not hear from you, your child will be put on their regular bus.

## Afterschool Playground Supervision

Playground supervision ends at 2:35 p.m. Students are to go directly home after school unless they have an enrichment activity or are part of the YMCA aftercare program.

## Academic Information

### Homework

Homework is important. It is an extension of the learning that takes place in school and can provide opportunities for independent study, research, creative thinking, and taking responsibility. Parents and legal guardians can help their children by arranging a quiet, comfortable place for the students to work and seeing those assignments completed. It would be helpful for your child to bring a backpack for transporting homework and other school papers back and forth between home and school.

The following is a suggested minimum amount of time to be allotted to homework. In addition, it is recommended that students also read each evening for 10-30 minutes. Please refer to your child's teacher for specific homework guidelines.

#### Grades K-2:

5-20 minutes per day for reading – no reading logs required.

#### Grades 3-4:

30-40 minutes per day per day for reading. Additional practice, online practice or projects may be assigned.

#### Grade 5:

50 - 60 minutes per day for reading. Additional practice or projects will be assigned and total no more than an additional 30-60 minutes.



## **Progress Reports**

Elementary Progress Reports are issued following the completion of each trimester grading period. Please carefully review your child's progress and contact the school if you have any questions. Parent/Teacher Conferences take place at the end of November.

## **Parent/Teacher Conferences**

It is important for parents/guardians to know how their children are doing in school. Conferences are scheduled for 3 days (Monday-Wednesday) in November. During conference week, there is NO SCHOOL for students. Teachers will contact parents to arrange a time to meet during the day/afternoon. A parent or guardian may request a conference with their child's teacher or the principal at any time during the school year. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent/guardian. Please make every effort to meet with the teacher if you receive such a request. We prefer to conduct in-person conferences, but a Teams call is a viable option if a parent cannot attend on site.

## **Programs & Organizations**

### **Learning Assistance Program (LAP)**

LAP is a state-funded program that provides additional academic support to eligible students. We have a part-time LAP tutor, Danielle Alon.

### **Special Education**

Arbor Heights has several special education models: Resource, Extended Resource and Focus. In 2023/2024, our school has 5 special education teachers and 11 instructional assistants.

### **Intervention**

We have a Reading Interventionist at Arbor Heights 4 mornings each week. This year, our Interventionist is working with students needing additional literacy support in 1st, 2<sup>nd</sup>, and 3<sup>rd</sup> grades.

### **Multilingual Services**

We have an English Language Development Teacher supporting our multilingual learners two days a week at Arbor Heights. ML students speak another language at home and have tested into the program.

### **Visual Arts**

Ms. Kim Sandler is our full-time visual arts teacher for all grades. Visual arts consist of teaching students art techniques and history, as well as the use of high-quality materials and equipment such as clay, pastels, painting, batik, printmaking and more. The Arts Learning Standards describe what students should know and be able to do in Dance, Music, Theatre, and Visual Arts. Also available are options for Implementing the Arts Standards by Grade Level for Dance, Music, Theatre, and Visual Arts.

<https://www.seattleschools.org/departments/arts/>

### **Science**

Classroom teachers provide science instruction in the classroom using the Amplify Science curriculum, which follows the Next Generation Science Standards (NGSS). Arbor Heights is also fortunate to have a STEM specialist program, which provides students PreK-5 with additional enrichment around the STEM

(science, technology, engineering, mathematics) fields. For more information on the NGGS:

<http://www.nextgenscience.org/next-generation-science-standards>

## **Technology**

As Seattle Public Schools is a 1:1 device district, all students at Arbor Heights have access to a personal technological device: iPads for students PK through second grade, and laptops for students in third through fifth grade. Students have access to ELA and math software, including PebbleGo and Savvas SuccessMaker. Students in grades 3-5 will also learn keyboarding, word processing, how to create multimedia presentations, and they experiment with the integration of art and technology using a variety of web-based tools. Keyboarding is considered a required 21st Century skill for all students (Common Core).

## **Physical Education**

Mr. Chris Brannon and Mr. Jeff Davis are our P.E. educators. Arbor Heights students have some of the highest PE minutes in SPS. With daily fitness work our students are some of the most fit in the district. Research has shown more activity helps students do better in school. We play a lot of large group games, working on social skills and respectful competition. Students learn about the 5 fitness components and how to become more fit. We follow SPS's fitness assessments program, assessing students 3 times a year with a goal setting component. We have monthly stations that introduce a wide variety of activities and games. Cascade Bikes provide bikes for a learn to ride program that kids really enjoy. Our curriculum is from Focused Fitness which incorporates health-based learning concepts into games.

## **Library**

The library is staffed by part-time librarian Jessica Lindow. Students visit the library weekly with their class and are also welcome to visit throughout the week for independent check-out. During class library time students participate in a library lesson and library book check-out. Book and reading joy are promoted through the introduction of a wide variety of children's books, along with lessons focusing on library and digital citizenship skills. Fourth and fifth grade students also have the opportunity to participate in the Global Reading Challenge, a team reading activity sponsored by The Seattle Public Library.

## **Instrumental Music**

5th graders may participate in instrumental band/strings on Tuesdays.

## **PreK-3rd Grade Music**

A Creative Advantage grant allows for a half-time certified music teacher who delivers 30 minutes of music instruction each week for PreK-3rd grade classrooms. Beginning music theory, multi-cultural songs and instruments will enhance the weekly music program in your child's classroom. Mr. Lane Juntunen is our music teacher.

## **Parent-Teacher-Student Association (PTSA)**

The Arbor Heights PTSA is a 501(c)(3) whose mission is to support the students, families, and staff of Arbor Heights Elementary School. PTSA's global purpose is to "work for the health, welfare, safety, education, care, and protection of children in the home, school and community." This PTSA serves the children in the Arbor Heights Elementary school community which includes the variety of residences and businesses in the enrollment area and the greater Seattle Public School District. Membership in this PTSA shall be open to all people without discrimination. Membership is open to all parents, community members, teachers,

staff, grandparents, guardians, and any other persons that support and encourage the purpose of PTSA. The students at Arbor Heights Elementary School shall be considered honorary members of this PTSA without voice, vote, or the privilege of holding office. <https://arborheightsptsa.org/>

### **After School Activity Programs (Enrichment)**

We have several after school programs to choose from throughout the year. Our after-school Activities Coordinator is Erin Stearns: [erin.ahenrichment@gmail.com](mailto:erin.ahenrichment@gmail.com) Please review Community Updates for after school opportunities. More information about After School Programs is on our website under the Enrichment Program heading.

### **Multi-Tiered of Student Support MTSS**

Arbor Heights' MTSS is an over-arching school committee that develops designs, implements, and monitors the progress of our students using every day and interim-assessment data, including social-emotional data. Developing prompt intervention plans to ensure student success academically and socially-emotionally is the goal of our school and this team. MTSS plans support student academic achievement and are linked to the goals of the Continuous School Improvement Plans (CSIP). MTSS members include teachers, principal/administrator, community representatives, support staff, and we hope to realize more community support in the future, too!

## **Support Personnel**

### **School Social Worker/Counselor**

Jen Greenstein is our School Social Worker and is at Arbor Heights every Monday, Tuesday, and alternate Wednesdays. Mx. Greenstein is available to all students and families with a focus on partnering to ensure that all students are safe, doing their best learning, and experiencing a sense of belonging and positive relationships at school. Mx. Greenstein consults with families about concerns related to school and students and is also an important source of community resource information. You can contact Mx. Greenstein at 252-9234 or at [jgreenstein@seattleschools.org](mailto:jgreenstein@seattleschools.org).

### **Bilingual Services/ELL**

Students for whom English is a second language have access to a bilingual instructional one day per week. Bilingual students receive services in the classroom and in small groups. Linda Todd and two instructional assistants serve our ELL students.

### **Speech & Language Pathologist (SLP)**

Our SLPs are Kate Van Vuren (5 days/week) and Amanda Ahsoon (3 days/week). Both work with students on oral communication disorders. The students may have difficulties in speech sound production, conversational intelligibility, stuttering, voice, receptive and expressive language skills, or in pragmatic/social language areas.

### **Nurse**

Our nurse is responsible for the maintenance of health records, routine health checks, parent and legal guardian contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Contact the nurse at 206-252-9250 if your child has any unusual health problems. The nurse is on site two days a week. School health personnel are on call if an emergency should occur.

## **School Psychologist**

Our School Psychologist works with students, teachers, school administration, and families in assessing students suspected of having a disability that interferes with the student's ability to learn. She may administer a battery of assessments as part of the process in determining eligibility for special services.

## **Occupational Therapist (OT) Physical Therapy (PT)**

Our OTs are at Arbor Heights three days per/week. Catherine VanDeraa and Samea Teller work with students who need therapy for fine/visual motor skills (ex. using their hands for writing, cutting, typing, etc.) and to support sensory differences in the school environment. Our PT is Heidi Mills. They work with students on coordinating their large muscles for activities such as balance, ball skills, and participation in PE and recess.

## **Multi-Tiered Student Supports**

School success for every child comes from the commitment of students, parents and staff working together as a team with trust, care and understanding. Our goal is to enhance each student's ability to achieve personal, social, and academic growth. To provide this, we have a team at Arbor Heights that works together with families. FLIGHT is designed to provide a sounding board for staff to help and support daily school life. FLIGHT is a term specific to Arbor Heights and focuses on interventions and accommodations in the general education classroom. Data is collected to determine the effectiveness of the classroom interventions. The SIT is more than a group; it is a process that promotes understanding and cooperative effort to provide the best possible education for each child. A SIT meeting is scheduled when interventions are determined to be unsuccessful. A recommendation for evaluation for special education services may occur as a part of a SIT meeting.

All individuals who may offer information and expertise are invited. Our team is built of many separate roles in the building and shifts to ensure we are providing the resources needed for each situation. An example team that may be present at a FLIGHT or SIT meeting:

- Principal
- Classroom Teacher
- School Psychologist
- Occupational/Physical Therapist
- Family Support Worker
- Speech Language Pathologist
- Office Assistant/Playground Supervisor
- Nurse