

Stevenson Elementary Handbook 2009-2010



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Message from the Principal

Welcome Stevenson Families to the 2009-2010 school year! As I begin my third year at Stevenson I am excited to continue the progress we made last year in supporting student learning and your families. Speaking for all of the staff here at Stevenson, we feel very privileged to be working with your children this year to support their academic and social growth. We are your partners in this journey and recognize that as parents you know your child the best.

Whether you are a returning family, or new to Stevenson, this handbook will help us all work together to support a safe learning environment for everyone. The district and school policies and procedures are in place to create a safe and successful learning environment for each child.

I would also like to encourage you to share your time and talents by volunteering in classrooms, and participating in PTA. One of the biggest gifts you can give is the gift of time to read to and with your child each day. There is strong evidence that shows a significant relationship between the amount of time students spend reading outside of the school day and their ability to read at or above grade level. Statistics show that students who consistently read 25-65 minutes a day at home score in the 80-98th percentiles academically.

Many of you have heard me say before, that as a parent, you are your child's first and most consistent educator. We greatly appreciate what you do each day to get your child to school and

My very best wishes to all of you for a wonderful 2009-2010 school year!

Christy Lindquist
Principal



Stevenson Daily Schedule 2009-2010

Stevenson Elementary School Schedule: Mon, Tue, Thur, Fri

Sunrise Club/Breakfast	7:30-7:55
Crossing Guards:	7:45-8:00
Classrooms Open/First Bell:	7:55
School Begins/Tardy Bell:	8:00
K-2 Recess:	9:45-10:05
3-5 Recess:	10:10-10:30
Half-Day Kindergarten Dismissal:	10:40
Lunch and Recess:	11:15- 1:00
<i>Grades K/1</i>	<i>11:10-11:30 (lunch) /11:35 -11:55 (recess)</i>
<i>Grades 2/4</i>	<i>11:40-12:00 (lunch)/12:00 -12:25 (recess)</i>
<i>Grades 3/5</i>	<i>12:10-12:30 (lunch)/12:30-12:55 (recess)</i>
School Ends/Dismissal Bell:	2:25
Crossing Guards	2:25-2:40

Stevenson Elementary School Schedule: Wednesday

Sunrise Club/Breakfast	7:30-7:55
Crossing Guards:	7:45-8:00
Classrooms Open/First Bell:	7:55
School Begins/Tardy Bell:	8:00
K-2 Recess:	9:45-10:05
3-5 Recess	10:10-10:30
Half-Day Kindergarten Dismissal:	10:40
Lunch	10:50-12:05
<i>Grades K/1</i>	<i>10:55-11:15 (lunch)</i>
<i>Grades 2/4</i>	<i>11:20-11:40 (lunch)</i>
<i>Grades 3/5</i>	<i>11:45-12:05 (lunch)</i>
School Ends/Dismissal Bell:	12:05
Crossing Guards	12:05-12:20

Visiting Campus/Badges/Volunteers

All visitors on campus, must first report to the main office and receive a visitor sticker/badge. We ask that parents do not go directly to the classroom or the Café to drop something off. We know it may save a few minutes to go directly to a classroom, but please, for the safety of all students and staff, respect our campus rules. If you are coming to visit for a classroom production, to drive on a field trip, or work in the office we need you to sign in. Thank you.

Additionally, all of our classroom volunteers, including parents, are required to submit paperwork through our VIBES (Volunteers in Bellevue's Education System) coordinator.

If you plan to go on a field trip you must fill out a volunteer form as well. Please plan ahead and make sure this is done at least a week before the field trip.

PARENT RESPONSIBILITIES

Parents, we ask that you model for your child what we are teaching them at school in regards to following rules, respecting others and themselves, and making good choices. Therefore, if you would please park only in designated areas, always check in at the office even if you will only be on campus for a few minutes, and help your child get to school on time. We ask that you also help your child set up a routine at night for completing homework and getting to bed at a time that provides them with the sleep they need to be alert and fully participate at school each day.

Stevenson Superstars Strive for Success/Student Responsibilities

At Stevenson Elementary we are all Superstars! The following are general behavior rules:

Safe Choices

- Follow the rules
- Play safely and fairly
- Think before acting

Taking Action

- Stand up for yourself and others
- Make Stevenson a better place
- Know your rights and responsibilities

Accepting Responsibility

- Tell the truth
- Be a problem solver
- Accept consequences

Respecting Self and Others

- Be polite and considerate
- Accept differences in others
- Listen and cooperate

Striving for Success

- Always give your best effort
- Participate in learning
- Take pride in accomplishments

Stevenson Superstars arrive at school on time ready to learn. They make good decisions, respect the diversity of our school and seek out adult support if they are unable to solve a problem on their own. Stevenson Superstars follow school rules such as walking on the walkways and playing in the designated areas during recess.

Harassment, intimidation, and bullying are **not tolerated** at Stevenson Elementary or in the Bellevue School District. According to the Bellevue School District Board Policy 1601, "harassment, intimidation or bullying" means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.35.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation, or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms any person or damages the person's property; or
- Has the effect of substantially interfering with a person's ability to participate in the educational process of the district; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operations of the school.

To read the entire content of the district policy regarding student conduct please visit the district website at www.bsd405.org.

Transportation

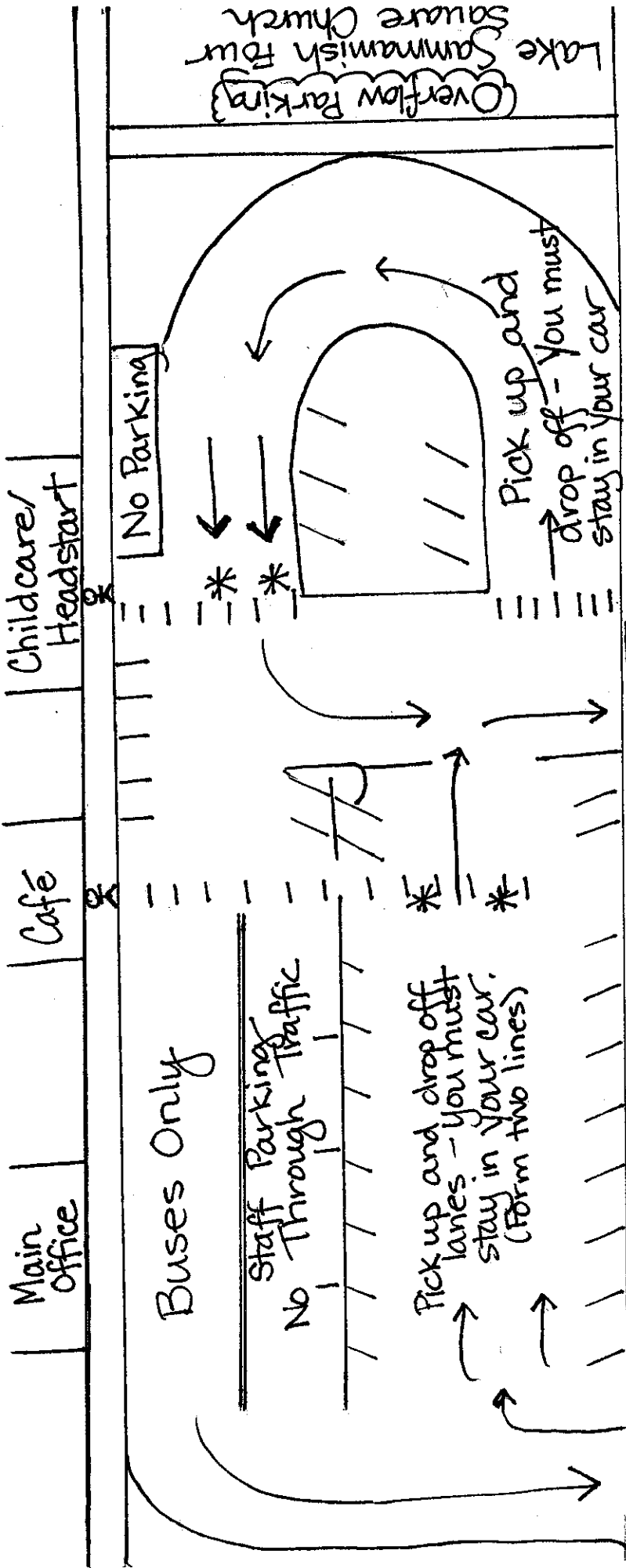
Traffic around Stevenson is very congested during pick-up and drop-off times and fewer vehicles make it easier for everyone! We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors.

If you do reside outside the walking perimeter and require transportation, you should have already been notified by the Transportation Department the week prior to the start of school. You will be told your designated pick-up and drop-off point and time. Transportation will also send you information regarding policies and procedures for bus riders. We expect all Stevenson students to follow Stevenson rules and expectations, whether on campus, in the classroom, on a field trip, on the bus, or waiting for the bus. If you are in doubt about whether your student may ride the bus, please call Transportation at (425)456-4512.

DROP-OFF, AND PICK UP

If you need to drive to school to drop your child(ren) off, please follow these guidelines and refer to the map on the next page:

1. Drop your child up in the designated cross walks only. This does not include pulling into the handicap spaces or at the west entrance, there is no crosswalk here and is not a safe crossing point.
2. When using the drop off / pick-up area please make sure your child stays in the car until you reach the cross walk or until a staff member escorts them from the car.
 - We ask that you please remain in your car at all times.
 - If you need to talk with another parent or a teacher, park your vehicle in a parking space.
3. If you choose to park your car, **PARK ONLY IN DESIGNATED PARKING SPACES. DO NOT PARK IN OR BLOCK THE FIRE LANE OR IN THE HANDICAP SPACES.**
 - We recognize the challenges of limited parking in the Stevenson lot. Lake Sammamish Four Square Church is just to the east of our parking lot and will only add a few minutes to your walk.
 - The street in back of the school is a residential neighborhood and **NOT** a pick up zone. Please have your child meet you in the church parking lot which is just as close and much safer for everyone. Please respect our neighbors as well by not parking here.
4. Have patience! Plan for a few extra minutes in your morning or afternoon routine if you drop your child(ren) off or pick them up!



** = The only drop off and pick up points for students in our parking lot.

For the safety of your own child and all of our students, please respect the directions of the staff and student patrol in the parking lot. We know the parking lot is small, but we do our best to make drop off and pick up as efficient as possible.

Morning Drop Off:

- The bus lane is not to be used during the morning hours.
- Please see the map above for the two drop off points marked with **.
- Please ensure your child is always in a crosswalk or on the sidewalk.
- Only park in marked parking stalls. Never leave your car unless you are in one of these parking stalls with white lines.

Afternoon Pick Up:

- Please carefully follow the map above and never leave your car unless you are parked in a designated parking stall with white lines.
- We have at least 5 buses and several vans each day in the parking lot. After all the buses and vans have left you will be directed through the bus lane to pick up students in the courtyard.
- If you are picking up your child in the turn around, students may only get in the car once you have pulled up to the crosswalk.
- If you are picking up your child in the main parking area, your child will be called by the Safety Patrol as you near the front of the line.

REMINDER: The Lake Sammamish Four Square Church, 1.5 blocks to the east, is our overflow parking. The street in back of the school is for walkers only and NOT for parking. Please respect our neighbors and meet your child in the church parking lot.

NEVER park in the fire lanes or in designated handicap stalls without the proper identification. Handicap stalls are NOT to be used for drop off and pick up.

Thank you for being responsible and helping to keep all our students safe.

Attendance

The importance of prompt and regular school attendance by students is emphasized. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Because students miss significant instruction when they are absent from school, any absence may affect their learning. Frequent absences and tardies will be addressed by the principal. The school may take a variety of actions to help improve a student's attendance and timeliness, including: loss of recess, loss of free choice time, notes home, parent and student conferences, and other disciplinary actions as needed. *(Please see the Bellevue School District website, www.bsd405.org, for the full text of the Bellevue School District Student Attendance Policy 4075 and Procedures 4075.1).*

If your child will be absent or late, please call the school at [425-456-6002](tel:425-456-6002) before 8:00a.m. We value your child's safety and would like to know where he/she is if not in school. The school requires a written note or phone message from the parent explaining the absence or late arrival. No notification within 5 days of absence will prompt the notation of an unexcused absence on the child's record. (Please see Unexcused Absences Below for more information.)

Tardies

Children arriving late to school are listed as tardy on the permanent record. The following are considered unexcused tardies: missed bus, late ride, overslept, babysitting, meals, appointment for person other than the student, errands, taking a sibling to school, etc. Excessive tardies are disruptive to a child's education.

Excused Absences

Excused absences or late arrivals considered appropriate by the school district include student illness, family emergencies, special religious observances, medical/dental appointments, and school-sponsored activities. We urge you to make certain these are the only reasons for your child missing school. Absences or tardies which are not covered in the above stated instances may be deemed appropriate at the discretion of the principal. **Absences for reasons other than stated above need to be pre-arranged. Please ask at the front office for a "Request for Excused Absence" form to fill out.**

Unexcused Absences

The following are considered unexcused absences: no call or written response from the parent within 5 days of absence, missed bus, late ride, overslept, babysitting, meals, appointment for person other than the student, errands, taking a sibling to school, etc. Field trips are an extension of the classroom. When a family decides that a student is unable to attend a field trip, the student is expected to be in school. If a student has either seven unexcused absences in any month or ten unexcused absences during the school year, the school must file a truancy petition with the King County Court.

Extended Absences from School

Additionally, if your child is going to miss more than 20 consecutive days of school it is district policy that you must withdraw your child and then re-enroll them upon returning. We **STRONGLY** discourage extended absences from school and with the depth and various components of the Bellevue School District curriculum it is not possible for teachers to provide work to cover missed instruction and group learning.

Attendance continued

Early Dismissal

If it is necessary to pick up a child during the school day, please send a note to the teacher that morning. When the parent/guardian arrives to pick up the child, they must report to the office to sign the child out. The child will be called to the office from the classroom.

Moving During the School Year/Living Outside the Attendance Area

If you move outside of our attendance area during the school year, or are currently not living in our attendance area, it is school board policy that you register your child in your new home neighborhood.

TRUANCY LAW

Washington State law requires school age children below 18 years of age to attend school. When the student has unexcused absences, the school will work with the student and parents/guardians to make sure the student comes to school. As part of District Policy 4075 on Student Attendance the following is stated:

If a written or oral excuse is not provided by the parent/guardian or adult student within the limit established by each school, the absences will be considered unexcused. In accordance with procedures in RCW 28A.225, schools will notify parents/guardians when a student has one (1) unexcused absence within any month during a school year. After two (2) unexcused absences within any month, the school will schedule a conference with the parent/guardian within thirty (30) days of the unexcused absence. At this conference, the school, parents/guardians and student shall plan steps that will reduce the child's unexcused absences. A student who, following such conference, continues to accumulate unexcused absences, and who accumulates either seven unexcused absences in any one month, or 10 unexcused absences during the school year will be prosecuted for truancy in accordance with regulations as set forth in RCW 28A.225. An absence under this provision is when a student is truant the majority of his or her class schedule. Schools should make efforts to communicate in the language understood by the parents/guardians. Each school may develop additional procedures for dealing with unexcused absences. These procedures must comply with the requirements of WAC 180-40-235(1), 180-40-245(3), 180-40-260(3), and 180-40-275(3) regarding discipline, short-term suspension, long-term suspension and expulsion.

CELL PHONES /ELECTRONICS/DRESS CODE

CELL PHONE POLICY

While we do not encourage students to bring cell phones to school we understand that many families rely on them for communicating with each other after school. Therefore, if cell phones *are* brought to school, they must remain in backpacks during the school day. If a child needs to call a parent during the school day, they should go to the office.

Students who are seen using cell phones during the school day will have their phone taken away. They may collect their phone at the end of the day in the office. For any subsequent infractions, parents/guardians must collect the phone from the office.

Please remember that cell phones brought to school are brought at the owner's own risk and families need to understand that the phones can be easily stolen. If a loss occurs at school, it is not the responsibility of the school.

ELECTRONICS/ MONEY/VALUABLES

Students come to school to learn and therefore should leave any items which may distract learning at home. Toys, trading cards, electronic games, stuffed animals, money, and other personal items of value should remain at home so they are not misplaced, lost, or broken.

DRESS CODE

Dress for school should be appropriate and in good taste for the school day. Be sure to consider the weather, as recesses are held outdoors even when it rains.

Items that are not appropriate include: Short shorts, miniskirts, halters (bare back tops), spaghetti strap tops, half-shirts (bare skin showing between the shirt and pant/skirt), or any jeans, sweats, tops, etc where the child's underwear also shows.

Dresses, skirts, and shorts should be as long as where a child's fingers reach when arms are held to the side. Dress, nails, hair color, etc. should not be distracting to others in the educational setting. If a child is deemed to be dressed inappropriately, parents will be contacted and asked to bring more appropriate clothing to school for the child or alternative clothing will be provided to the child (sweat shirt, pants, etc) to wear for the duration of the day.

Footwear should be chosen with safety in mind, considering running outdoors and climbing on playground equipment. A non-skid, non-marking sole shoe is recommended for PE days. Shoes with wheels are not allowed at school or on campus anytime.

HEALTH/EMERGENCY INFORMATION

Students who become ill at school are sent to the health clinic for observation. Your child will need to be picked up immediately if an elevated temperature is present, or if your child vomits at school. If the school is unable to contact parents, the person designated by parents as an emergency contact will be called to arrange care until a parent is available. It is recommended that if a child has vomited in the last 12 hours, he/she stay home sick for the day.

Injuries are handled in a similar manner. The school will administer basic first aid, but if there is any question as to the seriousness of the injury, parents will be notified immediately.

EMERGENCY CONTACT NUMBERS

We know that changes in address and phone numbers change during the year. Please update the school immediately of any changes so that if some unforeseen accident were to happen we could get a hold of you as quickly as possible.

ADMINISTERING MEDICATION AT SCHOOL

School personnel are not allowed to administer medication without written authorization from a physician. If medications are to be given at school, the school nurse must be notified and an Authorization to Administer Medication form must be filled out and on file in the school office. All medications must come to the school office in the original container, labeled by the pharmacy or physician with the medication name, amount to be taken, frequency of administration and name of physician.

The State of Washington Code requires that schools maintain up-to-date immunization records for measles, mumps, rubella (MMR), diphtheria, and polio for all students unless there are medical or religious objections. Additionally, all students are required to complete a series of three Hepatitis B inoculations and kindergarten-4th grade students need a second MMR.

FOOD ALLERGIES/CLASSROOM SNACKS/BIRTHDAY TREATS

We have several students in our building with severe food allergies. Please follow the individual guidelines for bringing food into your child's classroom.

Teachers always appreciate donations of boxes of graham crackers, crackers, goldfish crackers, pretzels and other healthy non-perishable snacks.

We know that students like to celebrate birthdays at school. Please consult with your child's teacher before bringing treats to school.

Stevenson PTA Committees 2009-2010

Executive Board	Name	Email
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Ski Program	Cerys Maring	cmmail@gmail.com
Classical Music Night	Yunbo Cassady	yunbostudio@hotmail.com

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