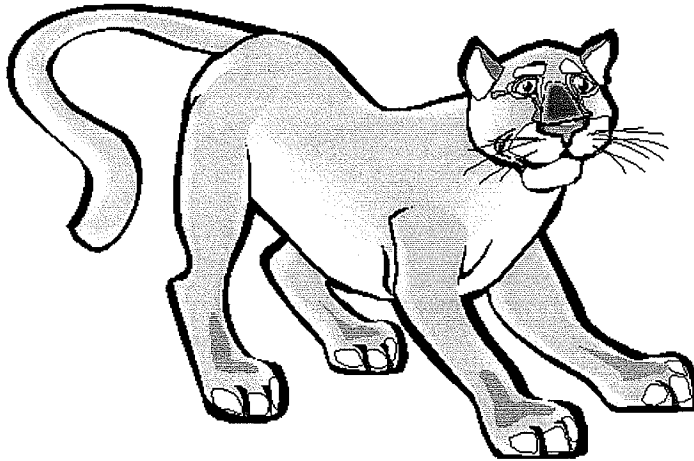


Clyde Hill Elementary “Home of the Cougars”



**2011-2012
Parent & Student Handbook**

**9601 NE 24th Street
Bellevue, WA 98006**

**Office: 425-456-5000
Fax: 425-456-5036
www.bsd405.org/clydehill**

Attendance

Call our 24 hour automated hotline: 425-456-5002

or

Email clydehillattendance@bsd405.org

District 24-Hour Information Hotline: 425-456-4111

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**CLYDE HILL
ELEMENTARY
SCHOOL**



Christy Lindquist, *Principal*

9601 NE 24TH STREET
BELLEVUE, WA 98004
PHONE: (425) 456-5000
FAX: (425) 456-5036
www.bsd405.org

Dear Clyde Hill Parents, Guardians, and Families,

Welcome to a new and exciting year at Clyde Hill Elementary School! We, as a staff, are dedicated to providing a challenging educational experience which not only supports the individual academic and social growth of every student, but also supports the district's mission and goals. As elementary educators, we lay the foundations for students to fulfill the district's mission which is to provide all students with an exemplary college preparatory education so they can succeed in college, career and life. In doing so, we are also deeply committed to the district's three goals:

- All students will reach or exceed academic proficiency.
- Eliminate the achievement gap.
- All students, including those who already meet or exceed academic proficiency, will show measureable progress.

We look forward to working with you this year and appreciate you entrusting your child (or children) to our care. Please feel free to contact either administrator, in addition to your child's teacher, at anytime if you have concerns or questions. We are here to support you and your student's needs. This will be an excellent year filled with learning, collaboration, and growth! We look forward to getting to know you!

Sincerely,

A handwritten signature in cursive script that reads "Christy Lindquist".

Christy Lindquist
Principal
425-456-5001
lindquistc@bsd405.org

A handwritten signature in cursive script that reads "Liz McFarland".

Liz McFarland
Assistant Principal
425-456-5015
mcfarlande@bsd405.org

BELLEVUE SCHOOL DISTRICT
Tentative Agreement* for 2011-2012 School Year Calendar APPENDIX 4.1



AUGUST

M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

SEPTEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

OCTOBER

M	T	W	T	F
3	4	5 [Ⓟ]	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

NOVEMBER

M	T	W	T	F
	1	2 [Ⓟ]	3	4
7	8	9 ⁺	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER

M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY

M	T	W	T	F
2	3	4 [Ⓟ]	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27 [^]
30 ^{<}	31			

FEBRUARY

M	T	W	T	F
		1 [Ⓟ]	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29		

MARCH

M	T	W	T	F
			1	2
5	6	7 [Ⓟ]	8	9
12	13	14	15	16 ^{>}
19	20	21	22	23
26	27	28	29	30

APRIL

M	T	W	T	F
2	3	4 [Ⓟ]	5	6 ⁺
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

MAY

M	T	W	T	F
	1	2 [Ⓟ]	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

JUNE

M	T	W	T	F
				1
4	5	6 [Ⓟ]	7	8
11	12	13	14	15
18	19	20	21	22 [*]
25	26	27	28	29

JULY

M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

IMPORTANT DATES

- September 5.....Labor Day
- September 6.....First day of school
- November 11.....Veterans' Day
- November 24 & 25.....Thanksgiving
- December 19 - January 2.....Winter Break
- January 16.....Martin Luther King, Jr. Day
- February 20 - 24.....Mid-Winter Break
- April 9 - 13.....Spring Break
- May 28.....Memorial Day
- June 21.....Last day of school

KEY

- School begins
- School ends
- Non-school/Non-workday

NO STUDENTS, ALL LEVELS

- Professional/Conference Day

NO STUDENTS, MS/HS ONLY

- < January 30 - MS/HS Prof. Day

NO STUDENTS, Elementary Only

- > March 16 - Elemen. Prof./Conf. Day

May be school days if multiple emergency days before 1/27

[^] End of semester

⁺ End of quarter

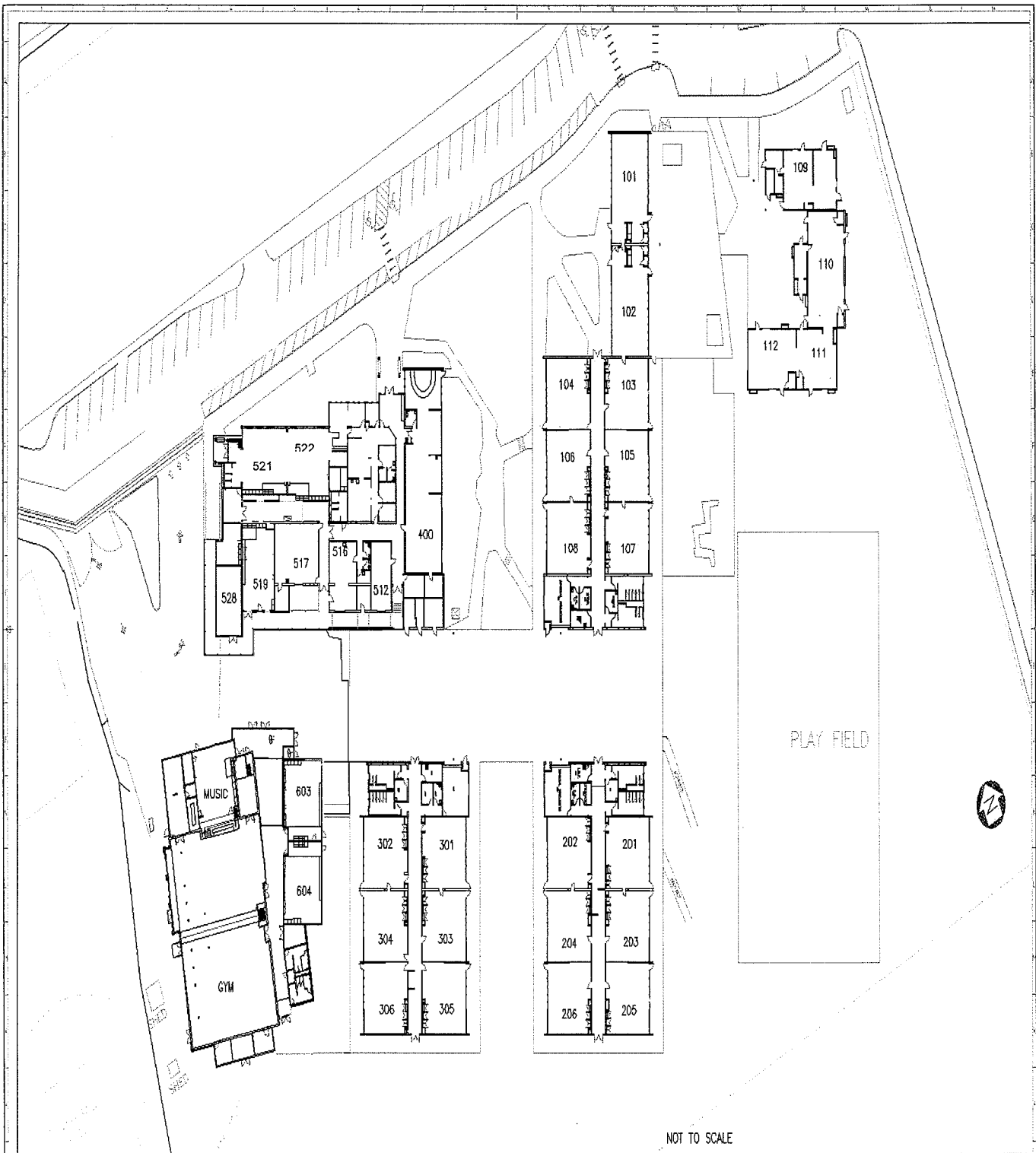
[Ⓟ] Restricted - no p.m. school or district level meetings

^{*} First Emergency Closure Make-up Day

CLASSIFIED/ADMINISTRATIVE HOLIDAYS

- September 5 February 20
- November 11, 24, 25 April 13
- December 23, 26, 30 May 28
- January 2, 16 July 4

School Campus Map



NOT TO SCALE

FLOORPLAN MAP

CLYDE HILL ELEMENTARY
9601 NE 24TH. ST.
BELLEVUE, WA. 98004



CLYDE HILL ELEMENTARY STAFF ROSTER
9601 NE 24th Street, Bellevue, WA 98004
OFFICE: 425-456-5000 FAX: 425-456-5036
ATTENDANCE: 425-456-5002 or clydehillattendance@bsd405.org

Grade	Teacher	Email name@bsd405.org	Room	Phone
Principal	Lindquist, Christy	lindquistc	505	5001
Asst. Prin.	McFarland, Liz	mcfarlande	510	5015
Office Mgr	Leahy, Shannon	leahys	Office	5000
Secretary	Strobel, Leala	strobell	Office	5000
K	Anderson, Anna	andersona	101	5005
K	Bettger, Lauren	bettgerl	111	5049
K	Farris, Dana	farrisd	112	5038
K	Foster, Nicola	fosterni	102	5041
K	Suleman, Shaheen	sulemans	103	5007
1	Balph, Cory	balphc	108	5012
1	Cue, Sarah	cues	105	5009
1	Kwan, Nicole	kwann	107	5011
1	McClay, Katie	mcclayk	106	5010
2	Boyer, Anne	boyera	201	5016
2	Haber, Paige	habera	104	5008
2	Low, Sally	lows	204	5019
2	McCarthy, Mary Ann	mccarthym	205	5020
2	Stout, Dena	stoutd	206	5021
3	Castaneda, Casey Gwaltney, Stephanie	castanedac gwaltneys	306	5029
3	Dunavant, Angela	dunavanta	202	5017
3	Morton, Jamie	mortonja	303	5026
3	Shannon, Sue	shannons	301	5024
3	Skaug, Emily	skauge	203	5018
4	Cowling, Nikki	cowlingn	521	5058
4	Decostanzo, AJ (for Jayawardana)	decostanzos	305	5028
4	Gaukroger, Mara	gaukrogerm	522	5059
4	Helmerts, Lauren	helmerts	518	5057
4	Mawer, Lisa	mawerl	517	5056
5	Allen, Stephanie	allens	603	5093
5	Homes, Betsy	homesb	304	5027
5	O'Malley, Stephanie	omalley	302	5025
5	Winstanley, Amy	winstanleya	604	5094

SPECIALISTS & SUPPORT STAFF				
Art	Holloway, Jessica Landgraf, Eric	hollowayj landgrafe	On a cart Office 314	5044
Band	MacKenzie, JoAnne	mackenziej	Cafeteria	
Counselor	Soli, Lisa	solil	511	5023

Custodian (Day)	Alazas, Henry	alazash	404	5014
Custodian (Night)	Woolcott, Mark	woolcottm	404	5014
Custodian (Swing)			404	5014
EA	Ansari, Tata	ansarit		
EA	Fitting, Toni	fittingt		
EA	Scott, Ling	scottl		
EA	Strobel, Leala	strobell		
EA	Shadle, Jan	shadlej		
EA	Tutmarc, Brenda	tutmarcb		
EA/Lunch Cashier	Baker, Trisha	bakerp		
ELL	Cornforth, Janice	cornforthj	519	5061
ITCL	Harrison, Dana	harrisond	519	5060
Kitchen Manager	Lawrence, Karen	lawrenceck	615	5032
Librarian	Hale, April	halea	Library	5030
Music	Holmberg, Steve	holmbergs	619 Office 620 Class	5033 5092
Nurse	Ruby, Karen	rubyk	508	5003
Orchestra	Birch, Corey	birchc	620	5092
OT	Bauman, Corliss	baumanc	114	5063
Paraeducator				
Paraeducator	Henning, Ali	henninga	214	5043
Paraeducator	Murphy, Patty	murphyp	214	5043
Paraeducator	Wood, Elizabeth	woode		
PE	Hetherington, Scott Brison, Judy	Hetheringtons brisonj	612 Office 613 Gym	5034
Physical Therapist	Ugelstad, Cathy	ugelstadc	114	5053
Psychologist	Borden, Kim	bordenk	511	5022
Reading Support	Eberhardt, Deb	eberhard	314	5044
Resource Room	Iyer, Sunitha	iyers	214	5043
SLP	Watson, Louise	watsonl	114	5013
Technology Specialist	Sangalang, Mary	sangalangm	403	5045

CHILDCARE & PRESCHOOL				
Childcare Hours 6:30PM – 6:00PM				
Childcare 456-5037		Preschool 456-5039		District Office 456-4030
Site Manager	Marchant, Mike	marchantm	110	5037
Preschool Teacher	Verrall, Stacy	verralls		
Preschool Teacher	Whalen, Charis	whalenc		

Conference Room	504	5047
Kitchen	615	5032
Lab	512	5051
Staff Room	516	5035
Work Room		5004

PTA Office	503	5046
President – voice mail		2046
Auction – voice mail		2047

BSD website: www.bsd405.org PTA website: www.clydehillpta.org

Bellevue Boys & Girls Club 454-6162 Bellevue Park Department 455-6886

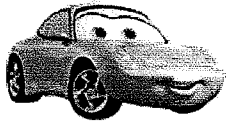
**Clyde Hill Daily Schedule
2011-2012**

M-T-Th-F Schedule	
Office Hours	7:15 - 3:15
Teacher Planning Time	7:30- 8:00
Students Arrive & Meet in covered area	7:45-8:00
Classroom Doors Open	8:00
Class Begins	8:05
K-1 AM Recess	9:40 – 10:00
2-5 AM Recess	10:00-10:15
Lunch & Recess Schedule	
K & 3 Lunch	11:00 – 11:25
K & 3 Recess	11:25 – 11:45
1 & 4 Lunch	11:35 – 12:00
1 & 4 Recess	12:00 – 12:20
2 & 5 Lunch	12:10 – 12:35
2 & 5 Recess	12:35 – 12:55
School Dismisses	2:30

Wednesday Schedule	
Office Hours	7:15 - 3:15
Teacher Planning Time	7:30 - 8:00
Students Arrive & Meet in covered area	7:45-8:00
Classroom Doors Open	8:00
Class Begins	8:05
No AM Recess on Wednesdays	
Lunch & Recess Schedule	
K & 3 Lunch	10:35-11:00
K & 3 Recess	11:10-11:25
1 & 4 Lunch	11:10-11:30
1 & 4 Recess	11:30-11:45
2 & 5 Lunch	11:30-11:50
2 & 5 Recess	11:50-12:05
School Dismisses	12:10

Half Day Kindergarten
8:05-10:45 Monday - Friday

Office Hours
7:15-3:15 Monday - Friday

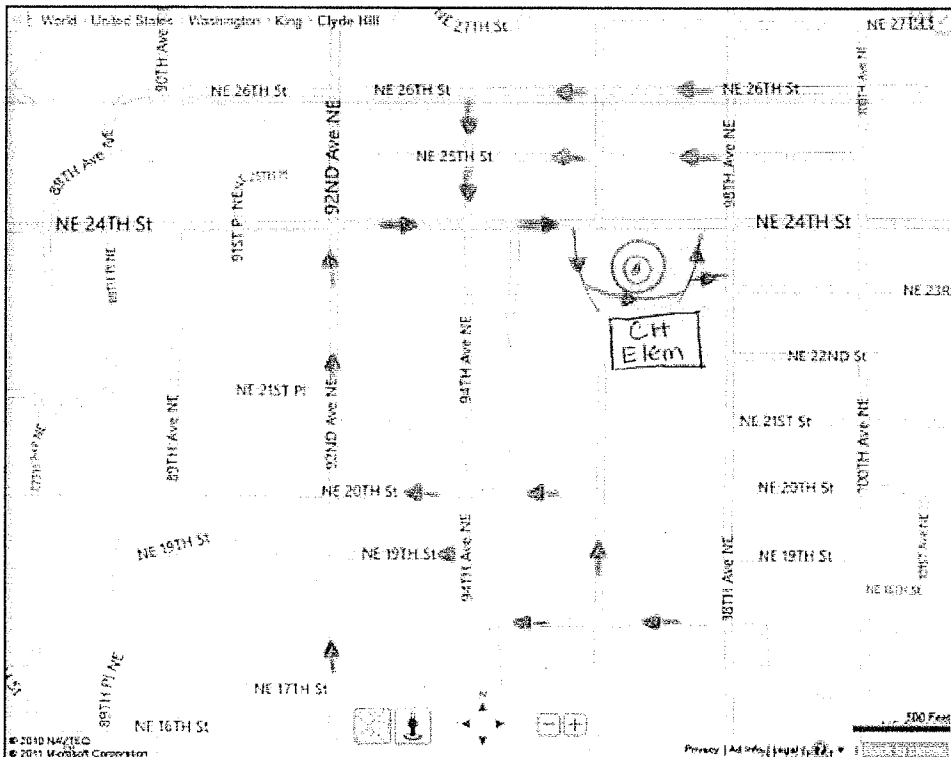


Traffic Reminders

Hello Clyde Hill Families,

Below are reminders about the changes in traffic patterns put into place last spring in response to concerns about traffic congestion and student safety. The map below provides suggestions for how to help ensure we are able to move all drivers through the neighborhood and into the parking lot as efficiently as possible. All of these procedures have been put in place with student safety in mind and to keep traffic flowing. While there are times when we are all in a hurry and sitting in traffic is frustrating, please remember that the 10-15 minutes a day we work together on this will keep all children safe and through the parking lot in less time.

- Between 7:45-8:10 and 2:10-2:45 you will not be able to make a left turn into the school parking lot if you are driving west-bound on 24th. Please see the map below for the route the City of Clyde Hill has established for the most efficient routes to use throughout the neighborhood.
- East-bound-NE-24th-St drivers are asked to pull to the shoulder, to create a pick-up/drop-off queue. Having the queue use the shoulder will keep the eastbound lane clear on NE 24th St and allows non-school through-traffic on eastbound NE 24th St to flow efficiently during these heavy traffic periods.
- Please do not make U-Turn on 24th between 96th and 92nd. The hill and oncoming traffic create a dangerous situation.
- When using the pick up and drop off lines, please pull forward in the "horseshoe". This will allow us to load multiple cars at one and ensure that students are not crossing between moving cars. Please also ensure your child(ren) **exit and enter vehicles on the right hand side** due to passing traffic on the left. Once your student has entered/exited the vehicle, proceed left around waiting vehicles and exit the horseshoe area.
- **The area in front of the office is the bus zone.** This means the "horseshoe" is our only student pick up and drop off point unless you park your car.
- **The adults and patrol members in the parking lot will help get your child in and out of the car** as this will help keep the traffic moving.



Additional Reminders

- If you park next to a red curb you may receive a ticket for at least \$124.
- Please respect the directions of all patrol members and staff in the lot. Failing to follow the direction of a flagger can result in a fine of at least \$124.
- It is imperative we do not use the Police/City Hall parking lots or block their exits at anytime.

A huge thank you to all of you for your support this year!

Parents' School Zone Safety Tips

Mornings are busy and it's easy to get focused on the day ahead, so here are a few reminders to help the traffic move more smoothly and safely:

- Drive slowly in school zones!
- **School safety patrol is there to direct students, not the traffic. It is the driver's responsibility to use caution and allow pedestrians to cross in a crosswalk.** Please stop well before the crosswalk and *stay completely stopped* until the safety patrol student in back onto the sidewalk. It may take an extra 30 seconds, but remember this ensures the patrol members and walking students' crossings are safe!
- **Please only let your students out of the car in the horseshoe drop off areas or walk your students from the parking lot.** Do not allow your child to walk in between moving vehicles and make sure they cross ONLY in crosswalks for safety. Do not block the bus/fire lane to drop off students.
- Never stop or park your car in the crosswalk or within 20 feet of the crosswalk.
- Please come to a **complete stop at stop signs** around the campus neighborhood.
- The 2010 Legislature passed Substitute Senate Bill 6363 giving school crossing guards the authority to report to the local law enforcement agency when the operator of an approaching vehicle commits an infraction by failing to stop for a pedestrian or bicyclist within a crosswalk that is marked with school or playground speed zone signs.
- **Our school safety patrol will be given continuous training and will work with local law enforcement this year. If your 5th grade child is interested in joining patrol, they can be on either the morning (20 minutes prior to school start) OR afternoon shift (20 minutes after school) or they can do both shifts. They can speak to Mrs. Homes about joining!**

PTA – Information & Newsletters

The Clyde Hill PTA is a great avenue for getting involved with the school community. The PTA brings volunteers together to support a variety of school programs, activities, and special events. There are more than 30 committees that parents participate in regularly. To learn more about this organization, visit the Clyde Hill PTA website at www.clydehillpta.org.

All communication is done via email so please be sure to sign up to receive PTSA Newsletters, Announcements and Principals Newsletters. To sign up, go to editor@clydehillpta.org and put the word “add” in the subject line.

Yearly Update of Student Information

During the first weeks of school, a packet is sent home with each student asking you to update your child’s personal information (phone #'s, parent work and cell numbers, emergency contacts and phone numbers, etc). The Emergency Plan and Residency Verification were on the back side of the Student Information form. If your child is sick or injured, or if there is an emergency at school, the office first calls the parents/guardians listed at their home, work, cell and pager numbers. If we do not reach you at these numbers, we move on to emergency contacts. **To ensure that the school always has access to family or emergency contacts, please let us when any of the contact information changes.** We’d rather change numbers often than not have up-to-date numbers when needed!

Emergency Plan

An emergency plan has been prepared for our school. Students are instructed on emergency procedures and participate in monthly drills. Our emergency supplies including bottled water, tools, first aid supplies, etc. are stored in our Emergency Room. In the event of an emergency, power may be lost and we may be unable to contact you. We will do everything possible to keep your child safe, healthy, and in good spirits until a family member or identified guardian can pick the child up. Please be aware that if Clyde Hill is “locked-down” because of a situation in the community that is thought to be potentially dangerous, no parents will be able to enter the building, nor will students be able to leave until safety has been restored. **Student release will be coordinated near the front office.**

Weather & School Closures or Late Starts

Snow can create confusion for all of us when it affects the school schedule. Since our school buses serve several schools in the district, decisions to close or delay school are made at the district level. Sometimes the conditions are dry and clear in other areas of the district, but icy in our neighborhood. For this reason, it is important to listen to your radio or television for announcements regarding school closures or late starts. ***The easiest way to find out about possible closures or delayed starts is to call the District 24-hour recorded School News Hotline at (425) 456-4111.*** Or you can access the Public School Emergency Communication Systems’ website at www.schoolreport.org

Drop Off of Items Left at Home

When parents drop off items left at home, an email will be sent to the teacher but there is no guarantee that they will be checking emails during instructional time.

Bikes & Scooters

Only students in grades 4-5 are allowed to ride bikes & scooters to school. Bikes & scooters are to be walked as soon they enter the school campus. Bikes can be locked up at the bike rack at the west end of the building. Permission slips are available in the office and must be signed by the student and parent prior to riding to school.

For the safety of all students, the following items are not allowed at school:

- Skateboards
- Rollerblades
- Wheelie Shoes

Cell Phones

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 turned off 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 one reminder of the expectation to turn it off and put it in their backpack. The next incident of their phone ringing in class or talking on their phone during the school day may result in a staff member taking their phone to the office where it can be collected at the end of the day. For any subsequent infractions, parents/guardians must collect the phone from the office.

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

Items Brought from Home

Students come to school to learn. Toys, iPods, trading cards, electronic games, stuffed animals, money, cell phones, and other personal items of value should remain at home so they are not misplaced, lost, or broken. If a child wishes to bring a special item to share with the class, he or she must first get permission from the teacher.

Pets

Please help us by leaving your pets at home when you come to school to volunteer. If you have to bring your dog with you when you drop off or pick up your children, please make sure your pet is on a leash, under control, and away from building entrances and exits. Keep in mind that some children may have fears associated with even the friendliest animals. Sometimes we are asked about bringing pets to school to share with classmates. State law does not allow certain animals to be in schools. Therefore, ***we ask that no animals are brought into the building and classroom unless you have made prior arrangements with the principal AND your child's classroom teacher.***

Birthday Parties/Invitations

Birthday or other party invitations should be distributed outside of school ***unless ALL children in the class are receiving invitations.*** This ensures there are not hurt feelings by those not invited to a party.

Dress Code

Please be thoughtful in helping your child select appropriate clothes and shoes to wear to school each day. Clothes selected should be appropriate for the learning environment and in good taste for the school day. ***Please do not allow your child to wear short shorts or skirts, halter tops, bare back tops, spaghetti strap tops, half shirts (bare skin showing between the shirt and pants/skirts), or any jeans, sweats, tops etc where your child's underwear shows.*** As a good measurement tool, dresses, skirts, and shorts should be as long as where a child's fingers reach when arms are held to the side. "Tank tops" or sleeveless tops should be at least three fingers width wide.

Footwear should also be chosen with safety in mind, considering that most students are running around during recess, climbing on playground equipment and playing games. While flip flops and sandals are allowed, please be advised that as a safety precaution students may be told they may not participate in any type of running or movement oriented games with open toed shoes such as capture the flag, soccer, kickball, 4-square, basketball). If your child really wants to wear flip flops or sandals to school and participate at recess, you might consider packing a pair of tennis shoes in their backpack. Keep in mind that tennis shoes **MUST** be worn on PE days.

If a child is deemed to be dressed inappropriately, parents will be contacted and asked to bring more appropriate clothing to school for their child. If available, alternative clothing will be provided to your child (sweat shirt, pants, etc) to wear for the duration of the day. Please return these clothing items to school after washing.

Signing In When Volunteering or Visiting the School

State law and district policy requires that all visitors and volunteers sign in at the front office before heading to a classroom. When you come to the school to visit or volunteer, we will ask you to wear a badge that identifies you as a visitor or volunteer. We truly appreciate your support of Clyde Hill and want you to feel welcome here. Thank you for understanding that the safety of all students is a high priority for us.

Volunteers & the Badge System

Clyde Hill is fortunate to be supported by a very strong parent volunteer community. Classroom teachers are always appreciative of support for field trips, special celebrations, and academic assistance.

All volunteers are required to undergo special training *before volunteers can begin helping at Clyde Hill*. This training will include information about VIBES (Volunteers in Bellevue's Education System), appropriate and safe interactions with children, responsibilities of volunteers, discipline policies, expectations for chaperoning field trips, etc. Volunteers will be required to fill out a background check form and provide a copy of their driver's license. Trainings will be conducted throughout the year. The training will last approximately 10 minutes. Once volunteers have completed the training, they will receive a personalized badge that can be picked up each time they sign in at the office.

Classroom volunteer activities may include completing administrative tasks like making copies, laminating, book binding, cutting paper for projects, prepping science materials, etc. or working with students in small groups or individually to learn and play word games, math games, or to read one-on-one. It is up to each teacher how volunteers are used in his/her classroom. If you would like to volunteer in your child's classroom, please speak with the classroom teacher.

Parent volunteers are also appreciated in the clinic, library, at recess, and in the lunchroom. Volunteer training will be required for these positions as well. If you can spare an hour one or more times a week, please contact the main office at 456-5000. We would love to have you get involved!

Attendance

Washington State Law requires school age children under the age of 18 years to attend school. The expectation at Clyde Hill Elementary School is that every student attends school every school day unless a child is sick, there is a family emergency or the student is observing a special day on a religious calendar.

If your child will be absent or arriving late to school, please call or email the 24 hour automated Clyde Hill Attendance Hotline at:

425-456-5002 OR clydehillattendance@bsd405.org.

If a student is marked absent and you have not called or emailed the Attendance Line, office staff will call your home, cell phone and/or business in an attempt to determine that your child is safe. You are welcome to email the teacher, but *be sure to call or email the attendance hotline or we'll be calling you*. If your child arrives late, please make certain they go to the office PRIOR to going to their classroom. If they bypass the office, we don't know they are here and will spend time trying to reach you to verify their whereabouts.

Due to lack of supervision, please do not drop your child off prior to 7:45 AM. Supervision is available in the covered area from 7:45-8:00 AM. Teachers come to the covered area at 8:00 AM to pick up their students and walk them to their classrooms.

Class starts promptly at 8:05 a.m. All students should be in their classrooms ready to learn at that time. **Make it a priority to have your child arrive on time! Students who arrive after the 8:05 are considered tardy. The school day ends at 2:30 PM on Mondays, Tuesdays, Thursdays and Fridays, and at 12:10 PM on Wednesdays. *Please pick up your child promptly at the specified time. This ensures that your child has a happy and safe transition from school to home.***

Vacation Absences and Homework

Planning Ahead: As you plan your trips or other events during the school year, we ask that you email the classroom teacher and clydehillattendance@bsd405.org as far in advance as possible of your absence stating the name of your child(ren), the grade, teacher, the dates of the absence, including the date of the expected return to school. We will no longer be asking you to complete the “Request for Excused Absence” forms. As educators we do not endorse missing school and while we hope you will choose not to miss school it is ultimately up to the family. Therefore, the forms are no longer necessary. Please remember that most of our curriculum is not textbook or workbook based so teachers may not be able to provide materials to make up all the work that has been missed. Additionally, teachers tailor their instruction each day to the level of proficiency demonstrated in a previous lesson which also makes it more challenging for a teacher to send work for the time you are gone. However, teachers will work with your child upon your return to make sure they receive the essential information they missed. If students are gone more than 20 days, by law, they will be withdrawn and need to re-enroll upon return.

Early Pick-up

If it is necessary for you to pick your child up early from school, please come to the office to sign him/her out. **Do not go to the classroom to pick your child up. He/she will be called to the office.** When you follow these procedures, you help keep all children at Clyde Hill safe. And if someone other than a parent is picking up your child, please make sure to send a note with your child that morning.

After School Plans

After-school plans need to be made at home—not during the school day. **Should your child wish to go home with a friend or anywhere else other than the normal after school destination, those plans should be made in advance. Students will not be allowed to make phone calls at school to arrange after school plans.** Whenever your child is doing “something different than the usual” after school, **please write a note giving your child permission**, listing the other student’s name and date. **You or your child should bring the note to the office before school.** The note will be signed and returned to your child to give to the teacher if your child is being picked up by someone else. Your child’s safety is of utmost concern to all of us. Please make certain they know after school plans before leaving home for school each day and remind them to check in the office before the end of the day if they are uncertain about their plans.

Students will not be dismissed early or released to anyone other than their parent or guardian without prior arrangement with school office personnel. These measures are taken in a partnership between home and school to ensure your child’s safety.

- **Please avoid calls to school regarding changes in after school plans.** Each time you do so, valuable teaching time is interrupted to get the message to your child.
- **Please know that we are not able to interrupt classes to send reminders to students about after school activities.** Teachers have the activities calendar, room locations and class rosters posted in their classrooms.
- ***Please do not leave voice messages with your child’s teacher regarding changes in after school plans as there is no guarantee teachers will be able to listen to messages during the school day.*** Contact the Office prior to 2:00 to allow for delivery time and a message will be delivered to your child. Again, ***please limit these requests to emergencies as every interruption disrupts valuable classroom learning.***



Lunch Program



Students may purchase a hot lunch or bring a lunch from home. Please make sure lunches from home are “ready to eat” as microwaves are not available. The Bellevue School District uses a computerized lunch accounting system. Each student in the district is issued a personal identification number (PIN). Students who wish to purchase a hot lunch enter their PIN on a key pad and the cost of the lunch is subtracted from their account. The same system is used to purchase milk.

Student Lunch=\$3.00

Milk=\$0.50

Payments to your child’s account may be made in several ways:

- **You may pay by cash or check at the school office.** These payments should come to the front office before school. Cash should be put in an envelope marked “LUNCH MONEY” with your child’s name (first and last, please) and teacher on the front. Checks should be made payable to **Bellevue Public Schools (BPS)** with your child’s name written on the memo line. If a check is to be split between siblings, please make note of that, as well. **Students can drop off lunch money at the office before school starts or take to their classroom and it will be sent to the office with the morning paperwork.** For your convenience, the office maintains a Lunch Balance printed weekly. Feel free to stop by to check your child’s account balance.
- **You may make credit card payments online through PayPams.** To register, go to www.pamslunchroom.com or call **1-888-994-5100**. You will need your child’s lunch PIN number, personal billing information and your child’s District ID#, which can be provided by your school food and nutrition office. Payments can be made manually, or you may set up automatic payments based on your child’s balance. There is a charge for this service.

Free and reduced lunches are available to children whose family incomes fall within eligibility guidelines. Forms are available in the school office or Nutrition Services at 456-4507.



Snacks at School



Many students choose to bring a snack from home to eat mid-morning or in the afternoon. These snacks should be healthy choices such as crackers, cheese, granola bars, or fruit. There are times when families bring snacks to share with a child’s entire class, so it is important to check with the teacher about appropriate foods to bring. Thank you for respecting students’ special dietary needs and food allergies. Students are urged not to bring candy, gum, and soda to school for snack or for lunch.

Food Allergies

Many students have a variety of food allergies. Therefore, it is necessary to have policies in place regarding food. Students are strongly discouraged from sharing food during the school day. Additionally, any student or parent should refrain from offering food to other students. Should there be an opportunity to bring treats/food to Clyde Hill, healthy, nut free treats/food are encouraged. Please talk with your child’s teacher regarding specific food allergies prior to bringing treats/food onto campus. We appreciate your diligence in order to ensure student safety.



Medications, Health & the Clinic

According to state law, any medication, **prescribed or over-the-counter**, must be administered to a student by an employee of the school district. If your child requires medicine of any kind during the school day, please pick up an **Authorization for Medications to be Taken at School** form from the office. This form requires BOTH parent or legal guardian signatures AND a physician's signature. Medications will be kept in the office and will be administered by a district employee who is first aid trained. Questions regarding your child's medical status can be addressed to Karen Ruby, our school nurse. Her direct extension is 425-456-5003.

The clinic at Clyde Hill is under the direct supervision of the nurse or office staff at all times. Any child who becomes ill at school or requires minor medical care, such as a band-aid or ice pack, will be treated in the clinic. If a child becomes ill during the school day and has a fever and/or has vomited, a parent/guardian will be contacted and asked to pick their child up from school. In the event of a serious injury, parent/guardian will be contacted immediately. Situations requiring emergency medical attention will result in a 911 call.

Sick? Should I Send My Child to School?

Deciding when a child is too sick to go to school can be a difficult decision for parents to make. When trying to decide, use the guidelines below:

Go to School if your child has any of these symptoms:

- Sniffles, a runny nose, a mild cough without a fever (these symptoms could be an allergic response to dust, pollen, or seasonal changes.
- Vague complaints of aches, pains or fatigue
- Single episode of diarrhea or vomiting without any other symptoms

Stay Home if your child has any of these symptoms:

- APPEARANCE, BEHAVIOR – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to keep your child home.
- EYES – thick mucus or pus draining from the eye or pink eye. With pink eye (conjunctivitis) you may see a white or yellow discharge, matted eyelids after sleep, eye pain and/or redness.
- FEVER – temperature of 100 degrees Fahrenheit or higher. Remember that a child must be fever free for 24 hours before returning to school.
- GREENISH NOSE DISCHARGE AND/OR CHRONIC COUGH – should be seen by your health care provider. These conditions may be contagious and require treatment.
- SORE THROAT – especially with fever or swollen glands in the neck. (With strep throat, the child may return to school after 24 hours on antibiotics.)
- DIARRHEA – 3 or more watery stools in a 24 hour period, especially if the child acts or looks ill.
- VOMITING – vomiting 2 or more times within 24 hours
- RASH – body rash, especially with fever or itching. Heat rashes and allergic reactions are not contagious.
- EAR INFECTIONS WITHOUT FEVER – do not need to be excluded, but the child needs to get medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE – treat child and follow the instructions in the “Lice Aren’t Nice” pamphlet available in the school office. *This includes combing, checking for and picking nits daily for two weeks.*
- CHICKEN POX – children must stay home for 5 days after the onset of blisters or until all pox are scabbed over and dry.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, YOU WILL BE CONTACTED TO PICK UP YOUR CHILD FROM SCHOOL.

Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick. If all parents keep sick children home, we will have stronger, healthier and happier children and staff who are ready to learn and teach. While we regret any inconvenience this may cause you, in the long run keeping your child home while sick means fewer lost work days and less illness for your family.

Behavior Expectations – Cougar Pride

At Clyde Hill Elementary School, we have common expectations for behavior when we are coming to school, learning in school, and leaving school for the day. We also have common expectations for how to use the common areas in our school. At Clyde Hill we use CHAMPS as a tool for explaining and monitoring behavior school wide. CHAMPS is an acronym and means:

- C-Conversation
 - Voice levels:
 - 0=No sound/No talking
 - 1=Whisper
 - 2=Quiet conversational voice
 - 3=Presentational voice
 - 4=Outside voice
- H-Help
 - How do I get questions answered? How do I get your attention?
 - If I have to wait for help, what should I do while I wait?
- A-Activity
 - What is the expected end product of this activity?
- M-Movement
 - Can i get out of my seat?
 - Do I need permission?
- P-Participation
 - What behaviors show that I am participating fully and responsibly
 - What behaviors show that I am not participating?
- S-Success

Before School Expectations

- **C** – Conversation: Level 2 (Talking voices) Conversation is limited to the children closest to you in line.
- **H** – Help: If a student needs something they must raise their hand and ask a Clyde Hill adult.
- **A** – Activity: Arrival and wait for your teacher.
- **M** – Movement: Walk to your class line under the covered area. Keep your hands and feet to yourself and then walk to your classroom.
- **P** – Participation: Be on-time and be prepared.

Hallway Expectations

- **C** – Conversation: Level 0 (No talking) Unless you are working with a Clyde Hill adult.
- **H** – Help: If a student needs something they must quietly ask your teacher or a Clyde Hill adult.
- **A** – Activity: Leaving and entering classrooms and learning spaces.
- **M** – Movement: Walk with your hands and your feet to yourself. Stay with your class or your buddy.
- **P** – Participation: Allow other students to concentrate and learn.

Recess Expectations

- Stay in the boundaries (red lines)
- Treat the recess teachers with respect
- Get a pass from a recess teacher if you need to go in to the building for any reason
- Leave sand, dirt, rocks, sticks, and any other objects you find on the ground
- Walk on the big toys
- Slide *down* slides
- Play tag only on the ground
- Include others in games
- Use conflict resolution strategies if you have a problem
- Find a recess teacher to help solve problems that are too big to solve alone

Discipline

School discipline has two main goals:

- 1) to ensure the safety of students and staff
- 2) to create an environment conducive to learning

The following is considered unacceptable behavior that will result in an office visit and parent notification; and may result in suspension or expulsion:

- Harassment, intimidation, or bullying
- Chronic classroom disruption
- Insubordination
- Physical aggression (hitting, biting, throwing, etc.)
- Theft
- Vandalism

Weapons—Zero Tolerance

State law requires that a student who brings a gun or gun “look-alike” on any school campus be expelled. Bringing other dangerous weapons on campus is grounds for expulsion, suspension, or other disciplinary action. The use of any object in a threatening manner may also be reason for disciplining a student. While the number of incidents district-wide is small each year, we take each one very seriously. *Toy weapons are not allowed at any time.* For the actual text of the Bellevue School District Weapons Policy, see the included document title, “School District Weapons and Truancy Policy.”

School based discipline, which includes a consequence of missing recess, will be documented by a form that will be sent home either by mail or with the student. You should receive a phone call as well if the behavior warrants loss of recess or time in the office. This form will have information about the incident and also about parents’ rights and appeal process. All policies and procedures around discipline are available on the district website for your reference as well.

PROHIBITION OF HARASSMENT, INTIMIDATION AND BULLYING PROCEDURE

Bellevue School District strives to provide students with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes, but shall not be limited to, all students, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Student(s) will not be harassed because of their race, color, religion, ancestry, national origin, culture, gender, socio-economic status, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics.

Any school staff who observes, overhears, or otherwise witnesses harassment, intimidation or bullying or to whom such actions have been reported must take prompt and appropriate action to stop the harassment and to prevent its reoccurrence.

Definitions:

Aggressor is a student, staff member, or other member of the school community who engages in the harassment, intimidation or bullying of a student.

Retaliation is when an aggressor harasses, intimidates, or bullies a student who has reported incidents of bullying.

Staff includes, but is not limited to, educators, administrators, counselors, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute and temporary teachers, volunteers, or paraprofessionals (both employees and contractors).

Targeted Student is a student against whom harassment, intimidation or bullying has allegedly been perpetrated.

Harassment, intimidation or bullying is any intentionally written message or image, including those that are electronically transmitted, verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, culture, gender, socio-economic status, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.

Has the effect of substantially disrupting the orderly operation of the school.

Conduct that is substantially interfering with a student's education will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that rises to the level of harassment, intimidation and bullying may take many forms, including, but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronic, written, oral, or physically transmitted messages or images. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

PROCEDURE

Incident Reporting Forms may be used by students, families, or staff to report incidents of harassment, intimidation or bullying. Incident Reporting Forms are available in the main offices at each school or through other school support personnel, such as the office manager, school nurse, counselor, psychologist, administrator, etc.

A. Relationship to Other Laws

This procedure applies only to RCW 28A.300.285 – Harassment, Intimidation and Bullying prevention. There are other laws and procedures to address related issues such as sexual harassment or discrimination. At least four Washington laws may apply to harassment or discrimination:

RCW 28A.300.285 – Harassment, Intimidation and Bullying

RCW 28A.640.020 – Sexual Harassment

RCW 28A.642 – Prohibition of Discrimination in Public Schools

RCW 49.60.010 – The Law Against Discrimination

The district will ensure its compliance with all state laws regarding harassment, intimidation or bullying. Nothing in this procedure prevents a student, parent/guardian, school or district from taking action to remediate harassment or discrimination based on a person's gender or membership in a legally protected class under local, state, or federal law.

B. Prevention

1. Dissemination

In each school in publicly accessible areas and on the district's website the District will prominently post information on reporting harassment, intimidation and bullying; the name and contact information for making a report to a school administrator; the name and contact information for the district compliance officer, and a copy of the Incident Reporting Form. The District's policy and procedure will be available in each school.

Annually, the superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is readily available in school and district offices, and is posted on the district's website. Additional distribution of the policy and procedure is subject to the requirements of Washington Administrative Code 392-400-226 (School district rules defining harassment, intimidation and bullying prevention policies and procedures — Distribution of rules)

2. Education

Annually students will receive age-appropriate information on the recognition and prevention of harassment, intimidation or bullying at student orientation sessions and on other appropriate occasions, such as classroom, school, and/or community climates, situations, and/or concerns. The information will include reference to an Incident Reporting Form and ways in which to report incidents anonymously.

3. Training

Staff will receive annual training on the school district's policy and procedure, including staff roles and responsibilities, how to monitor common areas and the use of the district's Incident Reporting Form and avenues for reporting incidents anonymously, such as completing and turning in an Incident Reporting form, sending a note to school personnel (counselor, psychologist, administrator, etc.), calling school and/or district personnel, reporting incidents on the district's Security line (dial SAFE from any district phone or call TIPS line at 425-456-8477 for non-emergent issues), etc.

4. Prevention Strategies

The District will implement a range of prevention strategies including individual, classroom, school, and district-level approaches. The District will strive to implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation and bullying in schools.

C. Compliance Officer

The District compliance officer will:

1. Serve as the district's primary contact for harassment, intimidation and bullying.
2. Provide support and assistance to the principal or designee in resolving complaints.
3. Receive copies of all Incident Reporting Forms, discipline Referral Forms, and letters to parents providing the outcomes of investigations.
4. Receive and review information obtained from anonymous reports made to district office personnel, through the SAFE (if inside the district dial SAFE), TIPS (if outside the district call 425-456-8477), or other phone lines.

5. Be familiar with the use of the student information system. The compliance officer may use this information to identify patterns of behavior and areas of concern.
6. Ensure implementation of the policy and procedure by overseeing the investigative processes, including ensuring that investigations are prompt, impartial, and thorough.
7. Make policy and procedure recommendations.
8. Assess the training needs of staff and students to ensure successful implementation throughout the district, and ensure staff receive annual fall training.
9. Provide the Office of Superintendent of Public Instruction (OSPI) School Safety Center with notification of policy or procedure updates or changes on an annual basis.
10. In cases where, despite school efforts, a targeted student experiences harassment, intimidation or bullying that threatens the student's health and safety, the compliance officer may arrange for and/or facilitate a meeting between district staff and the child's parents/guardians to develop a safety plan to protect the student. Sample safety plans will be available at each school site. Staff Intervention: All staff members shall intervene when witnessing or receiving reports of harassment, intimidation or bullying. Minor incidents that do not constitute a pattern that staff are able to resolve immediately, or incidents that do not meet the definition of harassment, intimidation or bullying, may require no further action under this procedure. Regardless of the magnitude, all incidents shall be taken seriously and handled accordingly.

D. Filing an Incident Reporting Form

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member.

E. Addressing Bullying – Reports

Step 1: Filing an Incident Reporting Form

In order to protect a targeted student from retaliation, a student need not reveal his identity on an Incident Reporting Form. The form may be filed anonymously, confidentially, or the student may choose to disclose his or her identity (non-confidential).

Status of Reporter:

a. Anonymous

Individuals may file a report without revealing their identity. No disciplinary action will be taken against an alleged aggressor based solely on an anonymous report. Schools will identify complaint boxes and develop other methods for receiving anonymous, unsigned reports. Possible responses to an anonymous report include enhanced monitoring of specific locations at certain times of day or increased monitoring of specific students or staff. A building administrator will monitor anonymous reports, paying careful attention to patterns (location, alleged aggressor, time of day, etc.).

b. Confidential

Individuals may ask that their identities be kept secret from the accused and other students. Like anonymous reports, no disciplinary action will be taken against an alleged aggressor based solely on a confidential report.

c. Non-confidential

Individuals may agree to file a report non-confidentially. Complainants agreeing to make their complaint non-confidential will be informed that due process requirements may require that the district release all of

the information that it has regarding the complaint to any individuals involved in the incident, but that even then, information will still be restricted to those with a need to know, both during and after the investigation. The district will, however, fully implement the anti-retaliation provision of this policy and procedure to protect complainants and witnesses.

Step 2: Receiving an Incident Reporting Form

All staff are responsible for receiving oral and written reports. Whenever possible staff who initially receive an oral or written report of harassment, intimidation or bullying shall attempt to resolve the incident immediately. If the incident is resolved to the satisfaction of the parties involved (provided it is minor in nature and does not constitute a pattern), or if the incident does not meet the definition of harassment, intimidation or bullying, no further action may be necessary under this procedure.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the principal or designee is the subject of the complaint.

Step 3: Investigations of Unresolved, Severe, or Persistent Harassment, Intimidation and Bullying

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness. Any student may have a trusted adult with them throughout the report and investigation process.

- a. Upon receipt of the Incident Reporting Form that alleges unresolved, severe, or persistent harassment, intimidation or bullying, the school administrator and/or designee or district designee will begin the investigation. If there is potential for clear and immediate physical harm to the complainant, the district will immediately contact law enforcement and inform the parent(s)/guardian(s).
- b. During the course of the investigation, the district will take reasonable measures to ensure that no further incidents of harassment, intimidation or bullying occur between the complainant and the alleged aggressor. If necessary, the district will implement a safety plan for the student(s) involved. The plan may include changing seating arrangements for the complainant and/or the alleged aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a safe person for the complainant; altering the alleged aggressor's schedule and access to the complainant, and other measures.
- c. The investigation shall include, at a minimum:
 - An interview with the complainant;
 - An interview with the alleged aggressor;
 - A review of any previous complaints involving either the complainant or the alleged aggressor; and;
 - Interviews with other students or staff members who may have knowledge of the alleged incident;
 - Interview with the parent(s)/guardian(s), as appropriate.
- d. The principal or designee may determine that other steps must be taken before the investigation is complete.
- e. The investigation will be completed as soon as practicable but generally no later than five (5) school days from the initial complaint or report.
- f. No later than two (2) school days after the investigation has been completed and submitted to the compliance officer, the principal or designee shall respond in writing or in person to the parent/guardian of the complainant and the alleged aggressor stating:

The results of the investigation;

- Whether the allegations were found to be factual;
- Whether there was a violation of policy;
- What corrective actions will be taken or supports provided, if any, and;
- The process for the complainant to file an appeal if the complainant disagrees with the results.

Elementary Level Harassment, Intimidation and Bullying Incident Reporting Form



Name of reporting person (optional): _____ I don't want to share my name Today's date: _____
 My school: _____ Your email address (optional): _____ Your phone number (optional): _____

Name of the student who was bullied, harassed or intimidated: _____
 If you told an adult at your school what happened, please give us the name of that person: _____

If you know the name(s) of the bullies or their physical description (hair color, eye color, how tall, boy or girl, grade, or what teacher do they have), please tell us the name(s): _____

If you know on what dates and times the incident(s) happened, please tell us: _____

Please check the boxes that relate to the incident:

Where did the incident happen?	What happened during the incident?	Was anybody physically hurt?
<input type="checkbox"/> Classroom <input type="checkbox"/> School bus <input type="checkbox"/> Hallway <input type="checkbox"/> School activity <input type="checkbox"/> Restroom <input type="checkbox"/> On the way to/from school <input type="checkbox"/> Playground <input type="checkbox"/> Off school property <input type="checkbox"/> Locker room <input type="checkbox"/> Internet/Social media <input type="checkbox"/> Lunchroom <input type="checkbox"/> Cell phone <input type="checkbox"/> Sport field <input type="checkbox"/> Other: _____ <input type="checkbox"/> Parking lot	<input type="checkbox"/> Taunting, cruelty <input type="checkbox"/> Threats using gestures or remarks <input type="checkbox"/> Teasing, name calling <input type="checkbox"/> Share inappropriate images/notes <input type="checkbox"/> Intimidation, humiliation <input type="checkbox"/> Harmful physical contact <input type="checkbox"/> Retaliation <input type="checkbox"/> Sexual comments or contact <input type="checkbox"/> Harmful rumors or gossip <input type="checkbox"/> Use others to harm a student <input type="checkbox"/> Exclusion, rejection <input type="checkbox"/> Demanding money from a student <input type="checkbox"/> Cyber bullying <input type="checkbox"/> Take advantage of a student <input type="checkbox"/> Other: _____	<input type="checkbox"/> No <input type="checkbox"/> Yes, medical attention NOT required <input type="checkbox"/> Yes, medical attention required Please explain: _____ _____ _____
Was the student absent from school because of what happened? <input type="checkbox"/> No <input type="checkbox"/> Yes. Number of days the student was absent: _____		

Why do you think the harassment, intimidation or bullying happened? _____

Were there any witnesses? No Yes. If yes, please give us their names: _____

Is there anything else you want to tell us about what happened? _____

For office use only

Date received: _____ Report received by: _____ Name of parent/guardian contacted: _____

Action taken: _____

Check case: Resolved Unresolved Referred to: _____