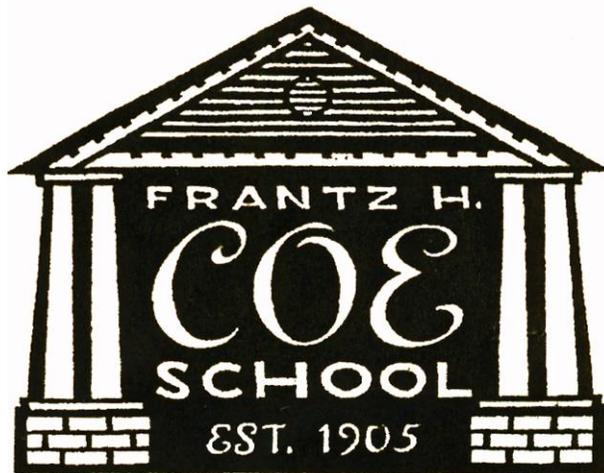


COE
FAMILY
HANDBOOK
2016-17



September 2016

Dear Parents/Guardians;

Welcome to the 2016-17 school year! Students, staff, parents and the community work together to create a school where all of us are learning every day. High expectations are held for all of our children academically and behaviorally. Coe students are expected to work hard and to show respect for themselves and others.

At Coe, we recognize that educating each child requires a joint effort between the school, family and community. We view parents as partners in education. We welcome your involvement, your questions, your advocacy and your volunteering. Coe is noted for its high parent involvement and an active and supportive PTA. We urge you to become involved in the many opportunities there are for parent involvement at Coe.

We look forward to a fun-filled, learning-filled and exciting year with Coe students and families. Welcome back!

Sincerely,

Virginia Turner, Principal

Lindsey Backstrom, Assistant Principal

Contact Information:

Coe Elementary
2424 7th Avenue West
Seattle, WA 98119

Phone: 206-252-2000

Website address: coees.seattleschools.org

2016-2017

This handbook of general information and policies should answer most of your questions. Please contact the school or your child's teacher if you need more specific information about programs and activities at Coe Elementary School, or check our school website at coees.seattleschools.org.

Coe has a proud tradition of academic excellence and community pride. With the help and support of parents and community members, we will maintain that tradition.

Mission

Coe is a school dedicated to motivating and readying students to attain academic excellence and social responsibility. This is accomplished by:

- A positive environment
- Dedicated, skilled staff
- Strong emphasis on parental and community involvement

Colors

Our school colors are black and white.

Mascot

Our school mascot is the cougar.

After School Activities

Coe offers a variety of after school activities such as Art, Hand Sewing, Spanish, Choir, Musical Theatre, Math Olympiad, Archery, Unicycle, Debate, Computer Coding and Basketball. The offerings vary from year to year and are dependent on the willingness of the leader of the activity or organization to hold the activity. Information is sent home prior to the start of the activity via the weekly Coe Bulletin giving specific information on what is being offered, as well as schedules and cost. Watch the weekly bulletin for more information.

Rules/Policy governing after school activities:

1. No transportation is available.
2. School rules are in effect during the activity.
3. Activities are operated by the individual or company sponsoring the activity which submitted the building permit and received approval for the activity. **Any and all issues that arise regarding the club are to be directed to the sponsor/leader of the club.** Issues that may arise may include discipline, financial aid and membership in the activity.
4. Limitations on the activity are at the discretion of the leader of the activity, not the school administration.
5. All questions about the after school activity should be directed to the leader/sponsor of the activity.
6. Organizations/Individuals that sponsor after school activities must follow School Board policy.
7. Fees are charged for all after school activities. Scholarships are available. Contact the activity leader for specific information.

Necessary steps to follow if a person/organization would like to start a new club at Coe:

1. Securing a building permit. Part of this process involves getting the permission of the principal to hold the activity at Coe, including the principal approving the permit. Initial inquiries should be directed to the school's administrative secretary, Leanne Loewe.
2. Coe after school activities are for current students at Coe only. Any exceptions need the express permission of the principal.
3. Payment of rental fees to the district may be required. The school secretary can help you determine if district rental fees are required.
4. One condition of receiving the status of "school-related" activity is that scholarships will be offered to students based on financial need.
5. The district requires proof of a \$1,000,000 liability insurance policy.

Arrival and Dismissal

It is important to the staff and parents of our school that all students are able to arrive and leave safely.

Rules:

1. No parking in the bus load zone. It is a designated area on the north end of 7th Avenue West and on Smith Street.
2. Load/Unload zones are available on the 6th Avenue and 7th Avenue sides of the building. If you require your car to stay put for more than one minute, you need to find a place to park in the neighborhood. Load/Unload areas are **not for parking** and drivers should not leave their vehicles to pick up students. Please be aware that unattended cars have received tickets from Seattle Parking Enforcement.
3. At the start and end of the school day, parents/guardians should only be in the atrium. Please do not go to the second or third floor.

Attendance

Regular attendance is essential to success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism and tardiness creates a genuine hardship for a student and the classroom as a whole. If your child has been ill during the

night, he/she should be kept home the next day. When a child has been ill with a fever and/or vomiting, he/she should have a normal temperature and not have vomited for 24 hours before returning to school. Please do not send your child to school with a fever.

Please call the school attendance secretary, Benten Arriola, at 206-252-2000 by 8:15 a.m. if your child will be late or absent. If you don't call, she will call home to assure the safety of your child. Help us by calling the school if your child will be absent. If your child will be absent for a vacation, please notify the office and teacher prior to the absence.

State law requires a written excuse or phone call upon your child's return to school. If we do not hear from you and do not receive a note, the absence is considered "unexcused." The truancy law (RCW 28A.225.010) requires unexcused absences to be recorded and a plan to be developed between families and the school if truancy is an issue. If the unexcused absences exceed ten days, state law requires court action. Chronic absenteeism due to illness must be documented by your family physician.

Before/After School Supervision

Supervision for students begins at **7:40 a.m.** Students should not arrive before then. Students should remain on the playground until the first bell rings at 7:50 a.m. On very cold or very wet mornings, students may be in the atrium starting at 7:40 a.m. Students may not be upstairs prior to 7:50 a.m.

At the end of the school day supervision lasts until 2:15 p.m., or in the case of bus supervision, until all buses depart. It is essential that students be picked up promptly at 2:05 p.m. Students must have parent/guardian supervision present on the playground if they are to play on the playground after 2:05 p.m. Parents in cars do not count as supervision. Parents must pick up students in the atrium, or in a designated spot such as the foyer or on the playground after school. Parents may not pick up students on the second and third floors.

The following rules are in effect before and after school:

1. No hanging from tree branches.
2. Students should not be in the shrubs around the school.
3. Students should not be on the loading dock or in the staff parking lot.
4. Students should not dig in the garden beds.
5. Students should not put any items (including woodchips, mud, or sticks) in the drinking fountain.

Behavior at Coe

We want all students to succeed academically, socially and emotionally and to feel very comfortable in our school environment. Our goal is to help our students do their very best at all times and to learn as much as they can.

At Coe, we believe that each student has a responsibility to himself/herself to help school be a pleasant, safe and caring place to learn and play. We expect each child to exhibit appropriate behavior in all areas of the building and playground so that teachers can teach and children can learn and feel safe. School and classroom rules and student responsibilities will be taught, expected and reinforced throughout the school year. The Seattle School District Rights and Responsibilities document is included in the first day packet.

Students are expected to follow the school-wide behavioral expectations:

Be Safe

Be Kind

Be Coe (Be Coe means to be respectful and responsible)

Throughout the school year, with the leadership of students, staff, student patrol and student council, we teach and model these expectations. We also reinforce these positive behaviors through a positive school-wide recognition system and regular re-teaching of expectations throughout the year.

At Coe, we expect our students to:

1. Focus academically and behaviorally on doing their best.
2. Settle their disagreements in non-aggressive ways. (Discuss, ask an adult to intervene, walk away, apologize, wait and cool off, share and take turns.)
3. Show self-respect, respect for each other, for staff members, and follow school rules in a cooperative manner.
4. Respect your own property and the property of others. This includes not climbing on our beloved cougar sculpture. You may sit on his tail and on the base. It means taking care of school property. It means not taking things that belong to others.
5. Allow the teacher to teach, and other students to learn, without interruption.
6. Behave at recess in such a way that recess is safe and pleasant for all. (See section on recess rules.)
7. Be part of a polite audience at all assemblies: a) sit cross-cross; b) keep hands and feet to self; c) sit on your bottom; d) no talking during performances.
8. Walk in all areas of the building to avoid collisions and disruptions. Students may run on the playground.
9. Protect our walking areas, playgrounds and buildings from litter, partially consumed food and chewing gum. *Leave gum and candy at home.*
10. Be under the supervision of an adult, whether inside or outside of the building, at all times.
11. Be in class and on time. School starts at 7:55 a.m. A warning bell sounds at 7:50 a.m.
12. Stay on school grounds during the day. Stay inside fenced areas. If a ball leaves this area, tell an adult. Do not get the ball yourself.
13. Keep hands/feet to one's self. Hitting, pushing, kicking, shoving, etc. are not acceptable ways to handle conflict.
14. Comply with the reasonable directions of staff members.

What happens if a student engages in misbehavior? Typically, the staff (e.g. classroom teacher or playground supervisor) deals with the misbehavior and resolves the conflict, but if the behavior continues to reoccur or is very serious in nature, the issue will be referred to the principal or assistant principal.

Specific behavior that will be sent to the principal/assistant principal includes (but is not limited to):

- 1) physical aggression;
- 2) failure to follow the direction of a staff member;
- 3) verbal aggression.

The principal assistant principal will utilize Seattle School District policy when determining consequences for misconduct. The severity of the offense, the age of the child, and number of times the child has been referred for offenses will be taken into consideration when determining consequences. All office referrals are recorded in a district data base. This is a district requirement.

Conflict Resolution

Conflict or disagreement is normal and often happens when children get together. However, hurtful words, gestures or physical aggression are unacceptable ways to deal with conflict. Our goal is to teach students several positive ways to deal with difficult situations. To do this, we are asking students who have minor problems to try at least two of the following ideas:

- Go to another game or activity
- Share and take turns
- Respectfully talk it over and listen to each other
- Walk away from the problem
- Ignore the problem behavior

- Tell the person to stop the problem behavior
- Apologize
- Make a deal or compromise
- Wait to cool off

This process can be done before asking for adult help. When a request for help is made, it should be after at least one idea above has been tried. Of course, adult supervisors will immediately handle any serious conflicts that cause children to feel threatened, frightened or unsafe.

By using this plan, we believe that our students will develop effective problem-solving skills that can be used again and again. It will help them to deal with conflict in a positive manner and to make appropriate decisions. Knowing what to do will help students reduce the stress and number of conflicts they have at school.

We encourage you to become familiar with the conflict resolution program and support it. By working together, we can develop healthy life skills for young people to use at school.

Anti-Bullying Policy

Everyone at Coe is committed to making our school a safe and caring place for all students. The Coe definition of bullying is as follows:

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated over time.

In order to be considered bullying, the behavior must be aggressive and include:

- An imbalance of power: children who bully use their power, such as physical strength, access to embarrassing information or popularity, to control or harm others.
- Repetition: bullying behaviors happen more than once.

Types of Bullying

There are three types of bullying:

- Verbal bullying is saying or writing mean things. Verbal bullying includes:
 - Teasing
 - Name-calling
 - Inappropriate sexual comments
 - Taunting
 - Threatening to cause harm
- Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes:
 - Leaving someone out on purpose
 - Telling other children not to be friends with someone
 - Spreading rumors about someone
 - Embarrassing someone in public
- Physical bullying involves hurting a person's body or possessions. Physical bullying includes:
 - Hitting/kicking/pinching
 - Spitting
 - Tripping/pushing

- Taking or breaking someone's things
- Making mean or rude hand gestures

To prevent bullying, students at Coe are expected to:

- Treat each other respectfully
- "Recognize, Refuse and Report"
- Recognize when behavior might be bullying
- Refuse to let others be bullied/ Refuse to bully others
- Report bullying to an adult
- Be inclusive and include everyone in play

Teachers and staff at Coe will do the following:

- Supervise students in all areas of the school and playground
- Watch for signs of bullying and stop it when it happens
- Respond quickly and sensitively to bullying reports
- Investigate reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying
- Teach the children who are victims how to stop the bullying
- Work closely with the children who bully others to teach them other ways to exert their leadership and power in a positive direction
- Ask for parental support in hopes that you will work with us to help all the children
- We expect parents to report bullying behavior to the classroom teacher, counselor or principal

Harassment

Malicious and intentional intimidation, unwelcome conduct or harassing another person because of that person's race, color, sex, sexual orientation, ancestry or national origin is strictly prohibited. Any such acts will be dealt with according to School District Policies.

Birthdays

In an effort to spare children's feelings at school, we ask that unless you are inviting an entire class to a party, birthday invitations may not be distributed at school. Sending small treats for the class is typically allowed as a celebration of birthdays. However, it is not appropriate to send balloons or other gifts to school. Any plans for celebrations should be discussed with your child's teacher prior to the event. We request that nuts not be included in any birthday treat.

Building Entry

Students may not proceed to their class in the morning until the 7:50 a.m. bell rings. Because we are a large school of over 550 students, we ask that parents and students enter through the doors in the following manner:

- Kindergarten students enter from their classroom's outside door.
- First graders line up on the concrete pad on the east side of the building, outside Rooms 105 and 106. The exception to this rule is for first graders in Room 204; those students should enter from the playground on the south side of the building.
- 2nd and 3rd graders enter through the playground on the south side of the building.
- 4th and 5th graders enter through either the north breezeway doors or through the main entrance.

Building Leadership Team (BLT)

As a school (and as a district) we believe that we make better decisions in school governance if we work on issues together. To this end, Coe Elementary as a site council called the Building Leadership Team. This team is comprised of the following representation:

1. K-1 teacher representative
2. 2-3 grade teacher representative
3. 4-5 grade teacher representative
4. Special education/reading specialist representative (need not be a teacher; could be a classified staff member)
5. Classified representative
6. PCP specialist teacher representative
7. Parent reps (two). For 2016-17, parent BLT representatives are Miki Takihana and Maureen Elenga.
8. Administrators – Virginia Turner and Lindsey Backstrom

We meet once a month to discuss a variety of topics including upcoming events; challenges as they present themselves; budgeting issues; organizational issues. Perhaps the most challenging work we do is around staffing and budgeting in February. All proposed staffing and budgeting scenarios go through our BLT and then those that are recommended by the BLT are sent to the staff for a final vote. This is contractual. All schools follow this procedure for staffing/budgeting.

Bus Assignments and Supervision

Bus assignments are provided by the district transportation office for students living at least 1.5 miles from school. For questions or problem-solving involving transportation issues, call Transportation at 206-252-0900. School staff monitors bus arrivals and departures daily at Coe.

Bus Expectations

Listed below are the expectations of students who ride the bus to/from Coe. Please go over the bus expectations with your child. They are important to follow because they involve the safety and well-being of your child and others.

In the event your child receives a bus conduct notice for violating bus expectations, these are the procedures that will be followed:

- **First Notice** – The student will talk with the principal or assistant principal about the incident. Bus expectations will be discussed. The student will receive a school consequence. The citation will be sent home.
- **Second Notice** – The student will talk with the principal or assistant principal about the incident. The citation will be sent home and the student will receive a school consequence.
- **Third Notice** – The student will talk with the principal or assistant principal about the incident. The parent/guardian and driver, will be contacted. The student may be suspended from the bus for one day.
- **Fourth Notice** - The student may be suspended from the bus for one to five days.
- **Fighting** – Students engaging in fighting on the bus will automatically be suspended from the bus for one to five days.

If the student engages in “exceptional misconduct,” the child will be suspended from the bus.

School District Bus Expectations for Student Riders

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly. Any behavior by the driver that pupils deem inappropriate should be reported to the administrators or the student's parent/guardian. The parent/guardian should inform the administrators and the bus driver so that appropriate steps might be taken.
2. Students are to ride only their assigned bus, unless the office staff has granted permission. *Only with a written request from the parent/guardian will permission be granted.* If a temporary change in bus stops is necessary, please include in the note the student's name, the teacher's name or room number, the number of your child's regular bus route, the change you are requesting (e.g.: to go home with Kathy Smith on Route #000), the day or days the change is to be effective. The school office can issue a temporary boarding card.
3. Pupils are to board the bus and leave the bus only at their assigned bus stop, unless the office staff has granted permission otherwise in writing. Only with a written request from the parent/guardian will the office grant permission. Any permanent changes should be made through the Transportation Office at 206-252-0900.
4. Each pupil may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the principal and/or driver.
5. Pupils must have orderly behavior at the bus stop. They should line up and enter the bus in the line. There is no need to push or cut.
6. Pupils must remain seated and facing front when the bus is in motion.
7. Pupils may talk quietly. They are expected to use appropriate language and speak respectfully to each other. Name calling, verbal abuse and swearing are unacceptable.
8. Pupils should talk to the driver only if it is necessary.
9. Pupils must keep head, arms, feet and all objects inside the bus. Students are expected to respect other people's space by keeping hands and feet to themselves.
10. Pupils must keep litter inside of the bus, and dispose of it properly upon/after leaving the bus.
11. Pupils should not open window on the bus without first getting permission from the driver.
12. Pupils must see that books and personal belongings are kept out of the aisle. Students are asked to keep the bus clean. No eating is allowed, unless the driver grants permission.

Sometimes there are unavoidable delays in the bus routes. If a bus will arrive extremely late at school for afternoon routes, the school is notified by Transportation. If your student is overdue, or you have a concern, you should call Transportation at 206-252-0900.

Closure of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. Every practical means is used to notify parents of an impending cancellation including radio, TV, newspaper, and a district automated call system called "School Messenger." In the event that school must be cancelled during the school day, staff will ensure that students have satisfactory transportation and supervision at home before releasing them from school.

Cell Phones

We would prefer that students *not* have cell phones at school. However, if parents feel their student must have a cell phone the following rules are in place:

- Cell phones may not be used during the school day. Staff should never see nor hear the phone. It should be stowed away in a safe place during the school day. There is a basket in the office where students may drop off phones in the morning and pick them up in the afternoon.
- Cell phones are brought to school at the family's own risk. The administration will not spend time investigating issues arising from student cell phones such as theft or damage.
- Cell phones may only be used, before or after school, for phone calls only; no texting, photography or video recordings.
- If staff sees a student's cell phone when school is in session or if the phone is used for something

other than making a phone call, the following will occur:

- a) First offense: Student is reminded of cell phone policy, cell phone is confiscated, and phone is returned to the student at the end of the day for students in grades 2-5. If a kindergartner or first grader has a cell phone confiscated, it will be returned only to a parent, even on the first offense.
- b) Second offense: Staff member will turn the cell phone in to the office. The principal/assistant principal will call the parent, remind them of the policy and will return the phone only to a parent.
- c) Third offense: The cell phone is placed in the principal's "June Box" for the parent to retrieve on the last day of school.

Discrimination

On May 9, 2016, the Discrimination Complaint Process, Superintendent Procedure 3210SP.B/ 5010SP, was updated to align the procedure with current practice. When a district staff member or applicant alleges discrimination that complaint will be investigated by Human Resources (HR). When a student, parent or other individual alleges discrimination, that complaint will be investigated by the Office of Student Civil Rights (OSCR). That procedure can be found here:

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Procedures/Series%203000/3210SP.B.pdf

On May 31, 2016, the Superintendent Procedure for Education of Students with Disabilities under Section 504 (Section 504 Handbook) 2162SP was revised. That change met OSPI requirements for Section 504 Grievance Procedures that align with the district's Nondiscrimination Complaint Procedure 3210SP.B/5010SP. It also provided an opportunity to designate the Accessibility Coordinator in OSCR to be a Section 504/ADA Grievance Coordinator to handle disability discrimination complaints filed by students, parents and the public in the Office of Student Civil Rights (OSCR). Please note that role differs from the Section 504 Program Coordinator role overseeing Section 504 free appropriate public education (FAPE) for students with disabilities. That procedure can be found here:

http://www.seattleschools.org/UserFiles/Servers/Server_543/File/District/Departments/School%20Board/Procedures/Series%202000/2162SP.pdf

If you have any questions about Seattle Public Schools Notice of Nondiscrimination, please contact Kelli Schmidt or OSCR@seattleschools.org.

Doctor/Dental Appointments

While it is preferable to schedule doctor and dental visits outside of school time, we recognize that this is not always possible. If you do need to pick up your child during the school day for an appointment, the office staff will call him or her to the office when you arrive. Please allow a few extra minutes for this to happen. Please do not ask teachers to track the time when your child must leave.

Dress Code and Student Grooming

Appropriate dress is expected for reasons of respect, safety and to reduce distractions in the school setting.

- Dress and groom in good taste, neatly and appropriately. Common sense is the rule.
- Shoes should be comfortable and appropriate for physical education and playground activities. Open toed sandals/shoes are not appropriate for school.
- Clothing should not be hazardous in school activities such as physical education or art.

The following are inappropriate in a school setting:

1. Flip-flops, flimsy sandals, high-heeled shoes, dress-up style shoes
2. Short-length skirts or shorts (Length must be greater than the end of the child's fingertip when arms are held flat to the sides.)

3. Halter or tube tops
4. Loose hanging tank tops
5. Bare midriffs
6. Clothing with inappropriate pictures or words (no drug, alcohol, tobacco or violence related messages or designs, etc.)
7. Sagging pants
8. Clothing with undergarments showing
9. Hats may be worn at the discretion of the individual teacher
10. Face paint (unless it is associated with a school activity)
11. Shoes with roller skates in the soles are prohibited. Students with wheelies in the building or on the playground during recess will be directed to keep their wheels inside the soles and not wear the shoes again. If a student has wheels out a second time, the wheels will be removed and parents will need to pick them up.
12. Make-up

If a student comes dressed in inappropriate clothing, he/she will be directed to cover or change the clothing. If the student refuses to comply with the dress code, parents will be called.

Electronics, Toys and Athletic Equipment

Students need to leave all toys including action figures, cards, electronic games, CD players, iPods and recess balls at home. We cannot guarantee their security, and try as they might, students cannot guarantee that they will not become a distraction or problem during class time or at recess.

We do allow students to use scooters, in-line skates and roller skates before and after school but not during the school day. Scooters may never be ridden in the school building or at recess. If a student rides a scooter, bike, skates, skateboard before or after school, the student must wear a helmet.

Exceptions to the electronics policy include:

eReaders – These may be allowed at teacher discretion but students bring such items at their own risk.

- 1) eReaders may only be used to read.
- 2) Electronics as a “Show and Tell” opportunity – The teacher must approve the item ahead of time. The item should be left in the possession of the teacher and only used/shown at show and tell time.

All unauthorized items will be confiscated and returned to the student at the end of the day. For a second offense, the item will be returned only to a parent/guardian. For a third offense, the item will be placed in the administrator’s “June Box” and returned on the last day of school.

Emergency Plans and Protocols at Coe

The Coe staff and family handbooks both contain emergency information and are reviewed annually. Each year, we update these documents with new information as we improve our systems and receive district training on safety procedures. The staff handbook contains specific and detailed staff guidelines and procedures for fire, earthquake, lockdown, shelter in place and other types of emergency evacuations or situations.

The Coe staff also has a safety plan specific for Coe. Each year we review and refine our plan. If students are unable to go home because of snow or other situations such as an earthquake, we want to be as prepared as possible to take good care of our children. If the building is structurally unsafe as a result of a disaster, students and staff will go onto the playground. In this event, a student pickup station will be set up on the east side of the playground (6th Avenue West) initially. Parents must check their child out via the student pick up station, so we keep close count on which children are on site and which have been picked up.

A copy of our emergency procedures is also included in each substitute teacher's file, placed in a flip chart on our classroom walls and in our office. Each staff person knows what to do in an emergency and has also has an assigned duty during any extended/long-term emergency situation. (ie, if we have utilize an Incident Command System – ICS).

At Coe, we also have a Safety Committee that meets monthly and is coordinated by our assistant principal. The team includes staff members and a parent representative.

For questions and more information about the district safety plan, please go to the SPS website and search for the Department of Safety and Security. Their phone number is 206-252-0707; email is securityoff@seattleschools.org.

We regularly share information with our families in the Coe Bulletin about our school's emergency plans and protocols and as needed, identify important feedback after an incident has occurred. Throughout our building, we also post our evacuation routes and protocols/check lists for our emergency response. At times, we will also post and update information on our Emergency Preparedness Bulletin Board in the atrium.

Emergency Supplies:

Each classroom and office space has a classroom backpack. It contains copies of the emergency procedures as well as a class list (for student classrooms). These emergency backpacks contain additional items such as flashlights, first aid supplies and garbage bags for protection against rain. In addition to these backpacks, there is a large, locked storage container for emergency supplies located on our playground. We have a number of items that would be useful to us in the event of a disaster/emergency situation. Our safety team has inventoried these items and we replenish water supplies as needed.

Emergency Drills and Practice:

Throughout the year we hold monthly drills for a variety of emergency situations such as fire, earthquake, lockdown and/or shelter in place. Below is some quick information about **fire safety & fire drills at Coe.**

If you see a fire emergency, you should:

- Pull the fire alarm
- Use a fire extinguisher
- Evacuate the area

Fire evacuation procedures for staff:

1. The fire alarm will ring with repeated loud blasts
2. The teacher turns out the lights, takes the emergency backpack and leads the students out of the building in the prescribed route
3. Students are instructed to walk briskly (and silently) to an assigned station along the south fence on the playground
4. Teachers use their class list in the backpack to take attendance. Any missing student is reported to the office staff and administrators. They take the lead outside in terms of locating and accounting for all students within the building.
5. Staff and students do not return until they hear instructions to return to class.

Please remember that fire safety is a very important topic for you to discuss with your own child.

Emergency drills – Lockdown and Shelter in Place

A lockdown is the process of protecting our students and staff from external and internal dangers. Coe's building lockdown plan assists us in maintaining order and safety within the school building. In the event of an intruder or some other issue that requires a lockdown to maintain safety, students and adults are expected to go to a pre-designated safe area, remain quiet and try not to be easily seen from windows and the street. In a lock-down, parents and visitors will not be allowed to enter the building.

What is important for families to know about lockdowns?

- If you happen to be in the school building when a lockdown drill or real emergency situation occurs, you will hear a message on the intercom to all: "We are implementing a lockdown. I repeat, this is a lockdown."
- All students stay in their present location under the direct supervision of an adult. If in the hall/bathroom, students move to the nearest location with a supervising adult (classroom/office).
- The adult in charge of a specific area locks the door to their space to prevent unauthorized access. If they see any students in the hallway, they direct them into their space immediately.
- The adult in charge closes all windows/blinds to provide maximum protection of children and obscure visibility.
- If students are outside, staff members blow a whistle and signal them to come inside.
- All interior and exterior doors are locked for protection.
- We take attendance and account for all students.
- When possible, we will post a sign on the main front doors stating that we are in a lockdown drill.
- When all students are accounted for and the authorities (district/police, etc.) have given the "all clear" signal, an intercom message will go out to all staff and the lockdown will end.

A **shelter in place** is a modified lockdown where schools keep students and staff safe from dangers within the community that are not directly related to school. Typically, the school program and academic schedule remains the same within the locked school facility. Classroom doors do not need to be locked, only the exterior doors remain locked to the outside. When possible, students may be released to use the bathroom. For Coe, we will come up with an alternate plan for PE and lunch given that they are in a separate building.

Emergency drills are conducted each month. During the first month of school, we are required by law to do an evacuation and a fire drill. We are also required to do additional lockdown, shelter in place and fire drills throughout the remaining months. Escape routes are posted in the building.

Field Trips

Several times throughout the school year, your child's teacher may take his/her class on field trips. Permission forms will be sent home for parent/guardian signatures and will indicate any fees needed for each field trip. When sending checks to school, please make them payable to Coe Elementary unless otherwise specified.

If your child has not returned the Field Trip Permission Form to school, your child will not be permitted to participate in the field trip. If your child is unable to attend a field trip, he/she will be placed in another classroom until the class returns.

If you plan to chaperone a field trip, district paperwork requirements must be completed five days prior to the day of the field trip. See the *Volunteers* section below for a full list of requirements.

Food Service

- Breakfast is served from 7:35-7:50 a.m. The cost is \$2.00 for students. The cost for an adult breakfast is \$3.25.

- Students may bring lunches from home, or hot lunches are served daily for \$3.00. The cost for an adult lunch is \$4.75. There is typically a choice of two entrees. Menus can be found online at www.seattleschools.org.
- Refrigeration for home-packed lunches is not available.
- A microwave is not available for student use.
- Free lunches are available for those who have a current application on file and qualify. Applications for Free Meals are sent home by Nutrition Services at the beginning of each school year, or you may request one by calling the school office. *A new application is required to be completed for each school year.* We no longer have "reduced" rates. The meals are either full price or free depending upon application qualification. Note: Students who had free lunch applications on file from last year will automatically receive free or reduced lunch for the first ten days of school only while the new application is being processed.
- You may pay for meals in advance with a check, cash, or online. Go to seattleschools.org Nutrition Services page to set up a PayPams account. *Please make checks payable to CNS* (Child Nutrition Services). All payments, including checks, should be taken directly to the lunchroom manager. The school office cannot accept payments for lunches.
- Students who eat school meals are given a 4-digit PIN number to memorize. This number is used to access their food service account.

Fundraising

The Coe PTA sponsors several major fundraisers each year including the Fall Fund Drive, an auction in March, and a Jogathon in the spring. Funds generated from these, and smaller undertakings throughout the year, are used to support special projects for the school as well as staff positions. These fundraisers form the basis of the annual PTA budget. Parents and staff work together to determine the most beneficial use of this funding in line with the priority goals of the school. For questions regarding fundraising contact the PTA president, Katie Heckel, by email at president.coepta@gmail.com.

Gum, Candy and Soda

Generally, students are not allowed to bring gum, candy or soda to school. This policy helps to keep our school equipment and carpets clean and your child healthy. Your desire to provide a small single-serving candy snack in your child's lunch is acceptable, but we encourage you to send healthful snacks rather than candy. During state testing, some teachers allow students to chew gum to help them focus.

Health

Concerns: Please let us know if your child has any special health concerns (asthma, allergies, chronic conditions, etc.) so that we can respond in the best manner for your child. You can contact our nurse, Joan McDonagh, through the school office at 252-2007.

Screening: All students are screened annually for vision and hearing.

Illness or Injury: In case of illness or injury, a child will be cared for temporarily by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents/guardians will be contacted. If they are not available, 911 will be called and the child will be taken to the emergency room locally. However, unless the situation is life-threatening, the hospital will not attend to the child unless they can contact the parents/guardians.

If there is any reason why your child cannot participate in physical education class or recess, please send a note. Your child will not be excused from physical education class or recess without a note.

Immunizations: The Washington State Immunization Law (28A.31.118) requires that all children be immunized to attend school, unless their parent/guardian has signed an exclusion form. There must be evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, MMR (measles, mumps and rubella), Hepatitis B, and HIB.

Lice: Head lice can be spread from one person to another primarily by head to head contact. If live lice or nits (eggs) are found in your household or on your child, you must treat that person prior to their return to school. You must treat the hair, as well as treat the environment. The only cure for lice is the removal of all lice and nits from the head. Please call the school nurse at 252-2007 for further information and resources.

Life Threatening Health Concern: Washington State Law (SHB2834) requires that students with life-threatening health conditions meeting the following requirements notify the school **on or before the first day of school annually.** (e.g., severe food allergies, bee sting allergies, asthma, hemophilia, diabetes, seizure disorder, and others...)

- Medical Care Provider provides written orders for medications and treatments, including *Medications at School Authorization Form.*
- Medications in pharmacy-labeled bottles for any medications at school.
- An emergency plan from Provider and Parent/Guardian that will assist school personnel in exactly how to help your child in a life-threatening event (including accurate, current phone numbers).

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

Nurse: The nurse's office is open every day, however we only have a registered nurse on duty two days per week. School health personnel are on call, if any emergency should occur. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries and assistance in health teaching and vision screening. Please be sure to contact the nurse and the teacher if your child has an unusual health concern.

Inclement Weather

Postponement or cancellations of school due to snowy conditions will be announced on local radio and TV stations. Parents should also receive an automated message from the District in case of school closure. Parents will receive the information more quickly from the media than by telephoning the school. Please listen to the radio or TV, and leave the lines open so that we can reach you in an emergency. Please be sure your student dresses warmly in bad weather and that they are prepared for any type of inclement conditions.

Instrumental Music

Fourth and fifth grade students may take instrumental music lessons. Brochures and sign-up forms will be sent home by the instrumental music teacher during the first month of school.

Lost and Found

Articles found in or near the school are put in the Lost and Found located in the south stairwell, off the atrium on the first floor. Small and/or valuable items are stored in the front office, as well as any found money. **It is important that parents put labels on student items so we can return them.** The lost and found is cleaned out regularly and sent to charity.

Lunchroom Guidelines

Our positive behavioral expectations for the lunchroom are as follows:

- Use moderate voice level
- Walk
- Raise your hand to leave your table
- Clean your area
- Listen to your supervisors and follow directions

Some specific guidelines that the cafeteria supervisors follow are as follows:

- Students will stay to eat in the lunchroom for at least 20 minutes before being excused to go out to recess.
- Students in grades K-2 will be assigned to specific tables by class. Grades 3-5 may sit at a variety of designated tables where they choose.
- Students will be dismissed individually by raising their hand.
- Students must clean off their table area prior to being dismissed.
- Student can only walk in the lunchroom (no running).
- Students should put garbage, recycling, and compost in the proper containers.
- Students must sit on their bottoms on the benches. It is not safe for students to sit on their feet.
- Students are expected to wait their turn in line respectfully.
- Students may not be on the stage without direct staff supervision and permission.
- Students may not trade or share food.
- Students must use a reasonable voice while in the cafeteria. No shouting or loud voices allowed.

Money at School

We discourage students from bringing money to school beyond what they need for their meals or field trips. Checks are the preferred method of payment. Our librarian will hold a Book Fair, and we encourage students to plan ahead and not bring more money than they need. Checks are encouraged for the Book Fair as well.

Newsletters

A bulletin from the principal, along with other important information, is emailed home on Wednesdays. Bulletins are also posted on the school website (coees.seattleschools.org) each week. Paper copies are available upon request. The deadline for newsletter announcements is 3:00 p.m. Monday for that week's bulletin. Announcements for the bulletin should be emailed to Leanne Loewe at ldloewe@seattleschools.org.

Non-Coe activities are printed at the discretion of the principal. We are often overwhelmed with the number of requests to print non-Coe activities and announcements. In lieu of printing a non-Coe related announcement in the weekly bulletin, we will post it on the "Community Board" and make copies available in our rack in the front foyer.

PTA

The Coe PTA has a strong history of active involvement in the school community. Parent education, coordination of volunteer activities, student enrichment programs, and participation in school planning are among the endeavors of the PTA. The PTA conducts monthly board meetings and general membership meetings.

Due to successful fundraising, this year the PTA will support programming that the state does not pay for:

- Visual arts
- Performing arts

- Technology
- Reading specialists
- A part-time school counselor
- Advanced Learning Opportunity teachers

We encourage you to join and volunteer with the PTA. The largest need for volunteers centers on our biggest fundraisers:

- Monster Mash (October) - Decorating, planning games, organizing volunteers
- Fall Fund Drive (October) - stuffing envelopes
- Spring Auction (March) - Procurement, class art, decorating, stuffing envelopes, data entry, managing items, catalog, etc.
- Jogathon (May) - day of money counting, set-up, clean-up, tracking laps
- IslandWood Outdoor Camp (4th grade families, year round) - popcorn sales, bake sales, Monster Mash cake walk, and other special events

There are jobs big and small. To find out more, come to the Back to School Bash in September.

Parent Involvement

The staff at Coe warmly welcomes volunteers throughout the school. We invite parents, guardians, extended family and community members to offer assistance in classrooms, programs, and special functions. Volunteers may work directly with students or assist staff in preparing materials, either in school or at home. If you would like to be a volunteer at Coe you may contact your child's teacher for classroom participation; the school office for community members; or PTA leadership for school-wide volunteering. Please see the Volunteer section of this handbook for paperwork requirements.

Research shows that children with involved parents/guardians tend to do better in school. Being involved means that your child has a place to do homework, and that someone is available for help when needed. It means that you are familiar with the teacher's routines, such as the day when homework is due. Please see that your child is well-rested and help your child get to school on time. Meet with your child's teacher and read school bulletins so that you will know what is happening at school. Teachers will share with you their volunteer needs at the September Curriculum Night. We count on you and look forward to your involvement, in whatever ways you are able.

Parent/Teacher Communication

You will receive regular communications from your child's teacher and will have the opportunity to attend a parent/teacher conference in November. We value the strong and open communication between parents and teachers and believe it is essential to the success of each student. If you have concerns regarding your child or his/her teacher, we ask that you first contact the teacher before contacting the office. The principal and assistant principal are here to support the positive, respectful, and productive communication between parents and teachers and ask that you follow this sequence of communication.

Parent Telephone Calls

Parents are welcome and encouraged to call the school when the need arises. However, phone calls will not be put through to the classrooms, either for the teacher or the student, unless the teacher has specifically notified the front office that they are expecting a call. Messages will be taken and forwarded. We will make every effort to get urgent messages through immediately. If you are calling to notify your student of a change in school pick-up plans, please make sure to call the front office prior to 1:30 p.m, if at all possible.

Parties

Each classroom may have classroom celebrations throughout the year. We welcome parent assistance with treats and activities. Parties are usually held at the end of the day. Your child's teacher will share specific information about special classroom activities with you. Balloons are not allowed. **We ask that personal birthday party invitations not be distributed at school, unless the entire class is invited.**

Pets

For the safety of all, dogs cannot be brought into the building nor can dogs be on the school grounds. This is district policy. Tying dogs up in areas near building doorways is not allowed. Not all children are comfortable around dogs, even those with gentle temperaments and good manners. Please do the safe thing and do not bring dogs onto school grounds. The principal may occasionally make exceptions to this rule and give special permission for pets to be brought to school as part of a classroom activity.

Pictures

Individual portraits and class group photos are taken once a year by a privately contracted photographer. A range of packages will be offered for purchase. Individual photos should be available before winter break.

PCP – Planning, Conferencing, Preparation

Each classroom teacher will have PCP time allotted in their schedule. This is often a good time during the day for teachers to talk with parents or return phone calls. Teachers usually plan ahead for PCP. They are not available for drop-in conferences, but it is very appropriate for parents to ask for scheduled conferences during this time. Check with your child's teacher if you would like to schedule an appointment.

Railings

Coe has beautiful and unique architectural features. In order to keep all students safe, no child may ever be closer than three feet to a railing on the second and third floors. Students should not be near railings, nor should students touch railings with any body part. No object should ever be thrown over the railings. The railing rules are reviewed each fall with students.

Recess Policies

Weather permitting, students are given two recesses each day. Grades K-2, at the discretion of the teacher, will get three recesses per day. Decisions to have outside recess during cold weather will depend upon the temperature, rain, ice and wind chill factor. Always dress your child for outside recess on cold or rainy days. Students will have supervised indoor free time for games and conversations with friends on days when the weather does not permit.

Recess Guidelines and Game Rules

Our school-wide positive behavioral expectations for the playground are the following:

- Play safely and keep your hands to yourself.
- Stay on the playground.
- Ask permission to go inside for any reason.
- When the bell rings, stop playing, grab your coat and get in line.
- Come directly onto the playground as instructed by teachers.

Some more specific guidelines for outdoor behavior are the following:

1. Use the playground equipment properly as it was intended.

2. Students are expected to share, take turns and be considerate of all who wish to play. Students who refuse to go “out” when they are out, (e.g. in 4 square) will receive a time-out.
3. Big Toy - Go down the slide, not up the slide
4. Play fighting or play karate is not allowed.
5. No personal playground equipment is allowed.
6. Be safe and help others to be safe. Playing aggressively during recess is not appropriate, especially on our concrete playground surface. Save aggressive play for community sports/activities. The purpose of recess is to have fun and get a bit of exercise.
7. Do not throw bark, rocks, sticks or other items. Throwing such items will result in missed recess.
8. No “push-pull” and chase games are allowed. By chase games we mean those kind of unstructured games (girls chasing boys, for example) that end up with scared kids, hurt kids, nervous kids. The rule about “no chase games” or “push-pull games” is not written with the intent of banning tag games. (See item #20.)
9. Do not climb on fences, poles, trees or the building.
10. Swearing or name-calling is not allowed.
11. Follow the directives of the playground supervisors.
12. Follow game rules. Rules for some popular games are published in this handbook.
13. Use restrooms appropriately. Students must ask permission to use the restroom during recess. We suggest that students use the restroom before going to the playground. Students who use the restrooms to avoid recess will be sent to the office.
14. Respect other people’s space. **Keep your hands and feet to yourself.**
15. Fighting, physical abuse, threats, extortion and spitting are unacceptable behaviors. Acts of physical aggression will be sent to the principal.
16. Stop all play when the bell rings, and go quickly to the line for your class. Failure to stop play when the bell rings may result in a missed recess.
17. Students may not leave the playground to get a ball that has gone beyond the fenced area. Students should tell an adult.
18. No tackle football games. See touch football rules below.
19. No skateboarding, inline skates or scooters at recess. These activities may be played before and after school if a child has a helmet. Students skating, skateboarding or using a scooter must not interfere in games. If one of these activities becomes problematic or unsafe, it will not be allowed.
20. Tag games are fine as long as they are real games (e.g. they have an objective and rules) and are not just “chase” games. Tag may not be played in the wood chip areas. Tag means a little touch; if tag turns in to pushing, then students involved will be given a time-out from recess. Students may not be tagged above the shoulders or below the waist. Shoulders, backs, and upper arms are the only place a person should be tagged.
21. Writing with chalk is fine on the ground. Please do not write on the building.
22. Wrestling is not allowed at school.
23. No kissing or inappropriate touching (this is typically a kindergarten problem).
24. Be a good sport. This means, for example:
 - When you’re out, go out.
 - Don’t make rude remarks about other students’ playing ability before, during or after the game.
 - Don’t exclude others.
 - If you are upset, walk away.
 - Don’t cheat. Play fair.
 - Encourage others.

Students may be kept in from recess due to behavioral issues, or so the teacher can give one-on-one academic help to a student, or to assist the student in finishing an assignment.

Tetherball Rules:

There is one player in each of the two large pie sections. To start the game, the server bats the ball around the tetherball pole. The ball is struck with an open or closed hand. As the ball travels around the pole, the server attempts to hit it repeatedly in the direction of the original serve to wind it around the pole.

The opposing player tries to strike the ball to unwind the rope and then wind it around the pole in the opposite direction. The ball is not actually in play until the server's opponent has made at least one strike of the ball. The player who winds the rope completely around the pole is the winner. When one of the following violations is committed, play stops, and the game is forfeited to the opponent:

- a. Hitting the ball with any part of the body other than the hands.
- b. Holding or catching the ball during play.
- c. Touching the pole with any part of the body, including hands.
- d. Hitting or catching the rope.
- e. Stepping on or over the line into the smaller pie sections, called the neutral zone.
- f. Winding the rope completely around the pole on the serve before the opponent has an opportunity to hit the ball at least once.
- g. Not striking the ball legally. As in four square, the ball must be struck, not carried or thrown. Striking is a quick, instantaneous hitting of the ball.

To keep two players who are of equal ability from playing beyond a reasonable length of time without a winner, there will be a total of 30 combined strikes. Both players will then retire and two new players will begin a new game.

Four Square Rules:

Play begins with a serve from square 4 to square 1.

The server drops or bounces the ball and then strikes it underhand towards square 1.

Square 1 player then strikes the ball toward any other square, and play continues in this manner.

A player is out when:

- The ball comes into a player's square and the player is unable to strike it into another player's square.
- The ball comes into a player's square and the player's return strike hits a player in another square, unless the other player intentionally moves into the path of the ball.
- The player does not legally strike the ball while attempting to move it to another square.

What is the definition of a strike?

A strike is a quick, instantaneous hitting of the ball. This can be done with any part of the hands only, one handed or two handed, underhand or overhand, hard or soft, with or without spin.

Anything other than that is a "carry" and is illegal, resulting in the player being out.

What if the players don't agree whether a person is out?

If discussing the play doesn't work, try rock, paper scissors to decide the issue.

Touch Football Rules:

1. No tackling.
2. No excluding students from play.
3. Rotate captains to pick teams.
4. Teams must be determined to be "fair" by a majority vote or teams must be re-selected.
5. The touch must not be above the shoulders or below the waist.

Report Cards

We use report cards to inform parents about the growth, progress and efforts of an individual student during a particular reporting period. The report card is based on a child's progress in relation to work presented at his/her grade level or program. Each child has different interests, abilities and experiences that affect his/her growth both academically and socially. We encourage parents to review the reports with this consideration in mind. We welcome the opportunity to meet with parents to work cooperatively in helping children develop to their greatest abilities. Please call or email your child's teacher to make an appointment if you would like a conference. Coe is on a trimester schedule. Report card distribution dates will be noted in the Wednesday bulletin.

Retention

Parents can assume their child will be promoted unless the possibility of retention has been discussed, and agreed to, during the school year. The agreement must include the teacher, the parents and the principal.

Promotions and retentions are based on evaluation of academic, physical, social and emotional growth. The reasons for considering retention may be one or a combination of the following:

- Not meeting grade level standards
- Physical or social immaturity
- Frequent or long absences

Room Parents

It is very helpful for each regular classroom teacher to have a room parent. This person serves as a key communicator and organizer of classroom events as is helpful to the teacher. Please contact your child's teacher if you would be willing to serve as a room parent.

Safety

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

- Cross streets at crosswalks.
- Look both ways before crossing a street.
- When walking on a roadway, walk facing traffic.
- Go directly home after school. Do not stop to play at a friend's house, unless your parents have given permission ahead of time. (Forgetting this rule has caused countless hours of anxiety for parents and school staff members looking for "lost" children.)
- Do not talk to strangers. Do not accept a ride with anyone unless your parents have given you permission in advance.
- Tell your parent/guardian and a grownup at school, if anyone bothers you or makes you feel uncomfortable on your way to or from school or on the playground.

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

Safety Patrol at Coe:

Safety is our utmost goal for students on campus and as they walk to and from Coe School. We have a very popular student patrol program for our 4th and 5th grade leaders. It is one that makes our school staff, students and families proud!

In order to be considered for this position, students must show leadership qualities to join our league of patrols and a teacher recommendation is required. Once selected, the students go through safety patrol training, which consists of one classroom instruction session and one week of supervised on-site training. Their main job involves helping to provide the safety needed to get students to and from school as well as around the campus safely. Their duties may include the following - helping students to cross at busy streets/intersections where students come and go to school. The patrols also monitor students as they get in and out of cars at our new load/unload areas. Wherever the student patrols are stationed around the school or at intersections, they know their paramount duty is SAFETY for all students at Coe Elementary. They are a great team of students who take their job really seriously and we appreciate them greatly – especially on those cold and rainy Seattle days.

Positive Behavioral Expectations and Guidelines for Student Safety Patrol:

Patrols are in student leadership positions here at Coe. We expect our student patrols to show respect for others by abiding by the same rules that they enforce while serving as patrols at school. We expect them to be safe, responsible and respectful.

Be Safe and Be Kind:

Student patrols will be safe with their words and actions while serving as patrols. They will use kind words even when they have to enforce a rule at Coe. They will report unsafe behaviors to an adult immediately.

Student patrols will be safe with their bodies and their backpacks in the atrium lobby as they get ready for patrol as well as when they are on duty. They are safe role models whether on or off duty.

Student patrols will use respectful words and actions while before, during and after their duty. They will use a quiet voice and be respectful of others in the hallways before and after their duty.

Because they serve in a leadership role, they are role models for respect in all areas of school life, including the classroom and common areas. This means they will set a positive example for being respectful in every way at Coe.

Be Coe – Be Respectful and Responsible:

Student patrols will arrive for duty on time at 7:35 a.m. and 1:55 p.m. Student patrols will be responsible about filling their duty if they are sick or absent. Student patrols will be responsible about helping students to stay safe, responsible and respectful in their assigned area. Students must have good academic standing and behavior.

The process for becoming a patrol:

- Must be at least ten years old (state requirement)
- Submit student application
- Parent permission
- Hearing and vision screening complete
- Recommendation from teacher
- Complete training (including classroom instruction and on-site training)
- Swearing in by an administrator

School Psychologist, Speech & Language Pathologist, Occupational & Physical Therapist

These three specialists work at Coe part-time. They are available to assess student needs and to provide limited therapy. They also work with the Student Intervention Team (SIT) and share their skills and resources with staff and parents. They can be reached through the school office.

School Supplies

Lists are posted on the school website by grade level. They are also available in the front office. If you need assistance with school supplies, please contact our counselor, Hema Thomas.

Selling Items at School/Sharing Written Information

Students may not sell items for personal gain on school property or on a school bus. Fundraising sales by particular groups, which are pre-approved, may be allowed, e.g. a student council fundraiser for a community service project; or a particular class or grade level selling items at the Multicultural Fair to raise money for an approved charity. Fundraising for non-Coe related organizations is not allowed. Students may not distribute any literature at school without the approval of the principal (for example, Girl Scout flyers or community event flyers).

Skates, Scooters, Skateboards

Students may use non-motorized scooters, skateboards and skates on the playground before and after school **but not during the school day or at recess. Students must wear a helmet while riding their scooter, skateboard, or skates on school grounds.** Scooters must be folded and put into cubbies (or in the office) when in the building. Scooters must be carried, not ridden or pushed, in the building. If a child uses a skateboard for transportation to school, they need to pick it up and carry it when entering the building. Students must lock their bikes in the rack on the north side of the school.

Snacks

Each classroom has its own snack policy and routines. Individual teacher snack policies will be communicated to parents at the beginning of the school year. If a teacher provides a snack, it will be a healthy snack. Examples of snacks considered healthy include: crackers, pita, hummus, veggies, fruit, nut-free granola, pretzels, fruit leather. This of course is not an exhaustive list. Staff will not provide snack items such as cookies, “fake” fruit snacks or cupcakes. Teachers cannot control, however, items brought in by parents to celebrate a birthday or items supplied for a classroom party. If you do not like the snack items the teacher is providing, you are always welcome to provide a snack for your child yourself as an alternative to the classroom snack.

Social/Emotional Learning at Coe

We have two programs in place that help students develop socially and emotionally, in addition to the good work staff members do day in and day out to help our students grow:

1. *Steps to Respect* – Students in the third grade learn from a curriculum titled *Steps to Respect*. This program aims to increase pro-social beliefs related to bullying and increase social-emotional skills. This award winning curriculum is led by our counselor.
2. *Roots of Empathy* – Students in second grade participate in *Roots of Empathy*. *Roots of Empathy* is a program for children designed to increase empathy, the ability to understand another’s feelings. In this program children learn to care about and respect each other, leading to less bullying and aggression. This is done through learning about the needs and development of babies and observing the loving relationship between a parent and baby. Parent and baby make monthly visits to the classroom for 30 to 40 minutes, nine visits in all.

Student Council

The student council is made up of representatives from all classrooms. It is headed by elected 5th grade officers. The council will sponsor community service projects each year. The council also initiates spirit days such as Wacky Hair Day, Hat Day, Pajama Day, etc. These activities are designed to not only teach our students about the power of voting and leadership, but to promote a fun sense of spirit for our students and staff.

Student Intervention Team (SIT)

The SIT is a resource available to all teachers and families. If there are concerns regarding a student's academics, social/behavior skills, motor development, speech/language and/or general school functioning, the SIT serves as a resource for brainstorming intervention strategies to promote success. Please note that referrals to the SIT do not necessarily result in specialized plans such as 504 accommodations or special education services, but rather an opportunity for the team to problem solve a student's needs.

To refer a student to the SIT:

- 1) Talk to your child's teacher first. Your child's teacher will complete a SIT Referral Form. This document can be found on the school website or contact the school psychologist for a copy. Electronic completion is preferred; however hard copies will also be accepted.
- 2) Complete the Family Input Form and return it to the school psychologist.
- 3) Once **both** forms have been turned in to the school psychologist, the family will be contacted to schedule a SIT meeting. The school psychologist will notify the SIT team when students have been scheduled.

The SIT meets once a week on Wednesday afternoons throughout the school year. For exceptions to this schedule, please contact the school psychologist. The SIT consists of the family and various school staff including general education teacher, administrator, school psychologist, school nurse and resource teacher, as well as any additional specialists such as reading specialist, speech/language pathologist, occupational therapist, ELL teacher, etc., per request.

The SIT discusses student strengths, concerns, background information, assessment data, strategies and interventions tried, and academic progress. Next steps for support are discussed, as well as follow up, as needed.

Tardiness

Being on time is an important life skill. Prompt arrival at school is important for all students. Late arrivals disrupt class and cause loss of instruction time. The tardy bell rings at 7:55 a.m. The expectation is that the school day begins promptly at 7:55 a.m. Students who are late must check in at the office before going to class. The assistant principal will contact families if a student shows a pattern of tardiness that is excessive. Additionally, letters regarding tardiness issues will be sent as necessary. If tardiness persists, a conference with the assistant principal and an attendance plan will be required.

Tutors

Parent and community volunteers tutor individuals or small groups of students at Coe. Classroom teachers provide direction to the tutors and provide any needed materials. If you are interested in tutoring, talk with your child's teacher. Additionally, some classrooms have paid tutors assigned for a portion of the day. The principal assigns tutors to classroom based on need and limited resources.

Vacations

We encourage families to schedule vacations during the many school district vacations so as to minimize lost learning time. Please notify Benten Arriola in the office of the days your child will be absent.

Assignments must be completed upon return from a vacation. Teachers will save missed work for students. For every day a student is absent, he/she will have one day to complete and turn in any work missed. For example, if a student misses five days he/she will have five days to turn in the missed work. It is up to the student to make sure these assignments are turned in. Parent communication with the teacher via email is encouraged regarding completion of work missed during vacations.

Vandalism

Our school and school equipment is public property. Willfully damaging or destroying this property is

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

Visitors

Visitors (e.g. out of town relatives and friends) may not stay an entire school day but may be accommodated for a particular event during the school day (e.g. a presentation by the visitor, an assembly, or a writing celebration). Due to liability issues, students of school age may not attend Coe unless they are currently enrolled at Coe. All visitors must sign in at the front office and wear a visitor badge.

Parent visits to classrooms: Parents are welcome at Coe. It is essential that visitation be scheduled ahead of time with the teacher you want to visit unless you are a regular volunteer. ***Parents are welcome to come eat lunch with their child except during the month of September (for kindergarten families).***

Volunteering /Field Trip Chaperone Requirements

We are fortunate to have many volunteers at Coe, in classrooms, as chaperones for field trips, and at PTA events. It is a rewarding way to be involved in your child's education. The Back to School Bash in September will present many PTA volunteer opportunities, and teachers will discuss classroom volunteer opportunities when school begins. In order to volunteer, the district requires the following:

- Complete and return the Volunteer Application
- Complete and return the Background Check Screening Form
- Present a copy of your ID in person at the office
- Read the Volunteer Handbook and initial/sign and return the last two pages
- Complete the ASM Online Course and present the certificate of completion
- If you will chaperone a field trip, you must also complete the Elementary Day Field Trip Chaperone Form
- If you will drive for a field trip, you must also complete the Volunteer Driver Checklist and present proof of insurance no later than five days prior to the field trip.

All forms and training can be found at <http://tiny.cc/SPSvolunteer>. We also have paper forms in the office.

Volunteers must sign in at the front office and wear a volunteer badge.

Weapons at School

Common sense and district policy says that students should not bring guns, play guns, pocket knives, throwing stars, laser-light pens or any other device that might injure another person at school. The district penalty for possession of a weapon will be strictly enforced. Seattle Public Schools has a Safety Hotline (206-252-0707). Reports of students or adults who bring weapons to school, or who otherwise make school an unsafe workplace, can be made anonymously.

Wonderful Children

We feel so lucky to have your children at our school and hope that this handbook serves as a helpful resource to you. Feel free to browse our website and/or call our office if you have any questions. Thank you!