Dear Parents/Guardians,

Welcome to the 2018-19 school year! Students, staff, parents, and the community work together to create a school where we are learning every day. High expectations are held for all our students, 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 volunteer time. Coe is noted for its high parent involvement and an active and supportive PTA. We urge you to become involved in the many opportunities 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
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, 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**

Each student at Coe receives a solid academic foundation, develops a love of learning, and acquires a sense of responsibility for our school, our community, and our world. We nurture curious, thoughtful, responsible, and resilient young people.

**Vision**

To prepare students for middle school academically, socially, and emotionally.

**Colors**

Our school colors are black and white.

**Mascot**

Our school mascot is the cougar.

**School Hours**

Monday, Tuesday, Thursday, and Friday - Warning bell at 7:50 a.m., start of school/tardy bell 7:55 a.m., dismissal at 2:25 p.m.

Wednesday (excluding September 5th) – Warning bell at 7:50 a.m., start of school/tardy bell at 7:55 a.m., dismissal at 1:10 p.m.
**After-School Activities**

Coe offers a variety of after-school activities such as Hand Sewing, Foreign Language, Skating, Choir, Musical Theatre, Math Olympiad, Archery, Unicycle, STEM Lego, Debate, Coding, and Basketball. The offerings vary from year to year and are dependent upon 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 bulletin giving specific information on what is being offered, as well as schedules and cost. Read the 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 run by the individual or group that submitted the building permit and secured approval for the activity. **Any and all issues that arise regarding the activity are to be directed to the sponsor/leader of the activity.** Issues that may arise may include discipline, financial aid, and membership.
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 activities 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. Get the permission of the principal to hold the activity at Coe. Initial inquiries should be directed to the school’s administrative secretary.
2. Secure a building permit through the district Building Rentals website. The district requires proof of a $1,000,000 liability insurance policy as part of the reservation. Payment of fees to the district may be required.
3. Coe after-school activities are for current Coe students only. Any exceptions need the express permission of the principal.
4. One condition of receiving the status of “school-related” activity is that scholarships will be offered based on financial need.

**Arrival and Dismissal**

It is important that all students arrive and leave safely.

**Goals:**
- Create a welcoming environment for students and parents
- Respect teacher planning time
- Provide safety for students

**Beginning of Day:**

1. **Student supervision does not begin until 7:40 a.m. Students may not be dropped off at school before 7:40 a.m.**
2. Appropriate places for students and parents in the morning before school:
   1) In the lunchroom
   2) On the playground
   3) In the atrium on the first floor only, but not in the area in front of K/1 classrooms.
4) **Students and parents may not be on the second and third floors before the warning bell rings at 7:50 a.m.** Students may only be on the 2nd/3rd floor before the warning bell if they have an appointment with a teacher and are accompanied by a parent/guardian.

3. How students enter the building at 7:50 a.m. when the warning bell rings:
   1) Kindergarten students will line up outside exterior classroom doors in the kindergarten courtyard and outside Room 109 (between main building/gym cafeteria). Kindergarten students will enter through exterior doors.
   2) First grade students (except Ms. Gilgore’s) have a designated line up area on the east side of the building in front of the double doors. First graders are expected to line up by class. Their teachers will greet them and lead them to their classroom. First grade parents should remain on the outside of the building as students enter.
   3) 2nd & 3rd grade students and Ms. Gilgore’s first grade class will enter through the playground doors on the south side of the building and go up the south stairs. They need not line up prior to entering the building.
   4) 4th and 5th grade students use the front door or breezeway doors and go up the north stairs. They do not need to line up outside prior to entering the building.

**End of the Day:**
Parents, siblings, and other adults **should remain on the first floor during afternoon dismissal.** Parents should not be waiting outside classrooms on the second or third floor during dismissal unless they have a pre-arranged meeting with the teacher.

If you have arranged for an adult who is not on your contacts list to pick up your child, you must submit written notice or call the office at 206-252-2000 Please do not email or call the classroom teacher during the day for this; it is likely that your message will not be received in a timely manner. Please understand that school protocol requires staff to not release a student unless the adult’s name is on file. We appreciate your cooperation and support in this important safety measure.

**Driver Drop Off & Pick Up:**
1. No parking in the bus load zone on Smith Street.
2. Load/Unload zones are available on the 6th Avenue West and 7th Avenue West sides of the building. All drivers should follow posted signage and pull completely forward in the load/unload zones. 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 zones 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. The staff parking lot is not to be used for drop-off or pick-up, unless you have a disability placard in your vehicle.

**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 students and the classroom as a whole.

However, 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 for 24 hours and not have vomited for 24 hours before returning to school. Please do not send your child to school with a fever.**

Please email coe.attendance@seattleschools.org by 8:15 a.m. if your child will be late or absent. Please copy your child’s teacher on this email so that your child’s teacher is aware of the absence. If you
do not send an email, we will call home to ensure the safety of your child. If your child will be absent for a vacation, please email coe.attendance@seattleschools.org and copy your child’s teacher prior to the absence. If we do not receive notice regarding your child’s absence, the absence is considered unexcused.

We adhere to all Washington State Compulsory School Attendance Laws (RCW. 28A.225). We are required to record and track unexcused absences and to develop a plan between school and parents if truancy becomes a concern. If a student’s unexcused absences exceed 7 days in a month or 10 days during the year, state law requires court action. Chronic absenteeism due to illness must be documented by a 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 warning bell rings at 7:50 a.m. Students may not leave campus once they arrive at school. 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.

**It is essential that students be picked up promptly at 2:25 p.m.** Students must have parent/guardian supervision present on the playground if they wish to play after 2:25 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 playground after school. Parents may not pick up students on the second and third floors.

**On Wednesdays, students must be picked up at 1:10 p.m.** Students must have parent/guardian supervision present on the playground if they wish to play after 1:10 p.m. Every Wednesday, except September 6th, is a 1:10 p.m. early dismissal day.

The following rules are in effect before and after school:

1. No hanging from tree branches.
2. Students may not be in the shrubs around the school.
3. Students should not bounce balls or other objects against or near the building windows.
4. Students should not be on the loading dock or in the staff parking lot.
5. Students should not dig in the garden beds.
6. 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 comfortable in our school environment. Our goal is to help our students do their very best 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 Public Schools *Basic Rules of Seattle Public Schools* pamphlet is included in the first week packet, and outlines district *Student Behavior* policies.

Students are expected to model the following school-wide behavioral expectations in all areas:

- Be Safe
- Be Kind
- Be Coe (Be Coe means to be respectful and responsible)
Through a positive behavior intervention and supports system (PBIS), Coe staff teach, model, and reinforce, and frequently review these expectations in areas such as classrooms, playground, lunchroom, hallway, and restrooms. These expectations are also posted clearly in the building as a reference for students, staff, and parents. Students are acknowledged for modeling positive behavior through a recognition system called “Positive Paws.” We encourage you to review Coe behavior expectations with your child.

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, and for staff members, and follow school rules in a cooperative manner.
4. Respect their own property and the property of others. This includes not climbing on our gold cougar sculpture. Students 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 criss-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, students should tell an adult. Students should not retrieve balls.
13. Keep hands/feet to oneself. Hitting, pushing, kicking, shoving, etc. are not acceptable ways to handle conflict.
14. Use appropriate and respectful language always, in all settings.
15. 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 occur or is 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 directions of a staff member; and 3) verbal aggression.

The principal and assistant principal will utilize Seattle Public Schools 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 database.

**Conflict Resolution**

Conflict or disagreement is normal and frequently occurs when children engage socially. However, hurtful words, gestures, or physical aggression are unacceptable ways to deal with conflict. Our goal is to teach students positive ways to deal with difficult situations. To do this, we ask 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. 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 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 these conflict resolution strategies and reinforce them with your child. 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.

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
  - 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:
  o Hitting/kicking/pinching
  o Spitting
  o Tripping/pushing
  o Taking or breaking someone’s things
  o Making mean or rude hand gestures

To prevent bullying, students 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; and Report bullying to an adult
• Be inclusive and include everyone in play

Teachers and staff 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
• If bullying occurs, work closely with the child 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
• 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
To spare children’s feelings at school, we ask that unless you are inviting an entire class to a party, birthday invitations not be distributed at school. Sending small treats for the class is typically allowed for birthday celebrations; however, some grade levels have specific requirements around birthday celebrations and treats. 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.

Our PTA hosts monthly birthday lunches on the stage in the lunchroom and provides a cupcake for each student with a birthday in that month. July birthdays are recognized in June, and August birthdays are recognized in September.

Building Entry
Students may not proceed to their class in the morning until the 7:50 a.m. warning bell rings. Because we are a large school of over 500 students, we ask that students enter through the doors in the following manner:

• Kindergarten students enter from their classroom’s exterior 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 (Ms. Gilgore); those students should enter from the playground on the south side of the building. Parents should not go to the second floor.
• 2nd and 3rd graders enter through the playground on the south side of the building.
• 4th and 5th graders enter through the north breezeway doors or 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, we have a site council called the Building Leadership Team (BLT). This team is comprised of the following representation:

1. K-1 grade 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 (2)
8. Principal and assistant principal

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

Bulletin
The school bulletin is emailed home each Wednesday starting September 12th. Paper copies are available upon request. The deadline for bulletin announcements is 3:00 p.m. Monday for that week’s bulletin. Announcements for the bulletin should be emailed to the administrative secretary. 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 bulletin board and make copies available in the rack in the front foyer.

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
Below are the expectations of students who ride the bus to and 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 students. Students 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 with a Temporary Bus Card. 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), and the dates the change is to be effective.

3. Students 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 student 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. Students 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. Students must remain seated and facing front when the bus is in motion.

7. Students 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. Students should talk to the driver only if it is necessary.

9. Students 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. Students must keep litter inside of the bus, and dispose of it properly upon leaving the bus.

11. Students should not open window on the bus without first getting permission from the driver.

12. Students 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.

Cell Phones and Smartwatches

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

- Cell phones and smartwatches may not be used during the school day. Staff should not see nor hear phones or watches. Phones 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 and smartwatches are brought to school at the family's own risk. The administration will not spend time investigating issues arising from students’ electronics, such as theft or damage.
- Cell phones and smartwatches may only be used before or after school to call or text a parent/guardian. Students may not take photos, record videos, play games, or access the internet on these devices during school hours. If staff sees a student's cell phone or observes use of the smartwatch for prohibited activities when school is in session, the following will occur:

  a) First offense: Student is reminded of cell phone/watch policy, cell phone/watch is confiscated, and 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 or watch confiscated, it will be returned only to a parent, even on the first offense.
  b) Second offense: Staff member will turn the cell phone/watch in to the office. The principal/assistant principal will contact the parent, remind them of the policy, and will return the phone only to a parent.
  c) Third offense: The cell phone/watch is placed in the principal’s "June Box" for the parent to retrieve on the last day of school.

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, and the district automated call system School Messenger.

Conferences
We highly value our partnership with parents in supporting each child’s growth and development. Parent-teacher conferences are an important event and essential to this collaboration. Parent-teacher conferences are held in November. These conferences are scheduled during Curriculum Night via parent sign up. We ask that parents arrive on time to the conference and be mindful of the conference schedule so that each parent has ample time to meet. If you need additional time to discuss your child’s progress in school or any other concerns, please email your child’s teacher to schedule an appointment.

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:

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:
If you have any questions about Seattle Public Schools Notice of Nondiscrimination, please contact 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. Shoes with LED lights controlled by a switch
3. Short-length skirts or shorts (length must be greater than the end of the child's fingertip when arms are held flat to the side)
4. Halter or tube tops
5. Loose hanging tank tops
6. Bare midriffs
7. Open back shirts
8. Clothing with inappropriate pictures or words (no drug, alcohol, tobacco, or violence related messages or designs, etc.)
9. Sagging pants
10. Clothing with undergarments showing
11. Face paint (unless it is associated with a school activity)
12. Shoes with wheel 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.
13. Make-up

Hats may be worn at the discretion of individual teachers. 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 contacted.

**Electronics, Toys and Athletic Equipment**
Students need to leave all toys, including fidget spinners, action figures, trading 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, or 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
Coe has a comprehensive safety plan in place that is reviewed annually by the district, administration, safety committee, and staff. Each year, staff are trained on safety procedures and protocols and receive handbooks outlining these systems. A copy of our emergency procedures is also included in each substitute teacher’s file, in emergency backpacks, and in designated locations throughout the building. Each staff member knows what to do in an emergency and has an assigned duty during any extended/long-term emergency situation.

The Coe Safety Committee meets monthly and is coordinated by our assistant principal. The team includes staff members and a parent representative. This team works to evaluate and improve general school safety in collaboration with the district Safety and Security Department.

We regularly share information with our families in the weekly bulletin about emergency plans and protocols, and as needed, identify important feedback after an incident has occurred. We post evacuation routes and emergency response quick reference guides by each classroom door. We encourage parents to visit the Emergency Preparedness bulletin board in the atrium to review safety procedures at the school.

Emergency Drills/Procedures
Schools are required by state law to conduct certain emergency drills one time per month. 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 and emergency drills:

Fire

If you see a fire, you should:

1. Pull the fire alarm  2. Use a fire extinguisher  3. 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 on 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 a class list in the emergency backpack to take attendance. Any missing student is reported to the office staff and administrators. Office staff/administration will take the lead in locating and accounting for all students within the building.
5. Staff and students do not return to the building until they hear instructions to return to class.

Please remember that fire safety is an important topic for you to discuss with your child.
Lockdown and Shelter in Place
A lockdown is the process of protecting students and staff from external and internal dangers by sheltering within locked areas and securing classrooms, offices, and building doors/windows. During a lockdown, there is no movement throughout the building. In the event of an intruder or other issue that requires a lockdown, students go to the pre-designated safe areas and remain silent while staff members secure doors and windows. During a lockdown drill or real lockdown, parents and visitors will not be allowed to enter or leave the building.

What is important for families to know about lockdowns?
- If you are in the school building when a lockdown drill or real lockdown emergency situation occurs, you will hear a message on the intercom: “We are implementing a lockdown/lockdown drill. I repeat, this is a drill/true emergency.”
- 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 of the space. If the adult sees any students in the hallway, they direct them to their space immediately.
- The adult in charge closes all windows/blinds.
- If students are outside, staff members blow a whistle and signal them to come inside (reverse evacuation).
- All interior and exterior doors are locked.
- Students are accounted for.
- 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.
- When possible, we will post a sign on the main front doors stating that we are in a lockdown drill.

A shelter in place is a modified lockdown in which external building doors are secured while allowing movement throughout the building. Typically, the school program and academic schedule remains the same within the locked school facility, although PE and lunch require an alternative plan as they are in a separate building. During a shelter in place, classroom doors at not locked.

Earthquake
If inside the building:
1. DROP to the ground
2. COVER your head and neck with your arms and seek shelter by getting under a sturdy desk or table.
3. HOLD ON to your shelter and be prepared to move with it until shaking stops.

If outside the building:
Move to a clear area if you can safely do so. Avoid power lines, trees, signs, buildings, vehicles, and other hazards.

Parent-Student Reunification and Incident Command System (ICS)
If students are unable to go home because of weather, natural disaster, or other emergency, we want to be as prepared as possible to take good care of our students. Staff would respond to an emergency in which students are not able to be reunited with parents. One component of the ICS plan is parent-student reunification after a disaster or emergency. We have a specific plan for both indoor and outdoor parent-
student reunification. The reunification plan is also posted on the Emergency Preparedness bulletin board in the atrium.

During both indoor and outdoor parent-student reunification, parents must check their child out via the designated student pick up station so that we can account for each child. It is important that parents follow all steps and directions provided by staff/emergency personnel during parent-student reunification.

**Emergency Supplies**
Each classroom at Coe has an emergency backpack. It contains copies of emergency procedures as well as a class list. These emergency backpacks contain items such as flashlights, first aid supplies, and drinking cups. Each classroom also has an emergency water supply. We have a locked storage container with emergency supplies located on our playground. It contains many items that would be useful in the event of an emergency.

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

**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 the field trip. Payment may be made online through The Source (preferred method). When writing checks to school please make them payable to Coe Elementary School 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 requirements must be completed **five school days prior to the day of the field trip.** See the *Volunteers* section below.

**Food Service**
- Breakfast is served from 7:35-7:50 a.m. The cost is $2.00 for students and $3.25 for adults.
- 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](http://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 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](http://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 meals.

- All students are given a four-digit PIN number to memorize. Our lunchroom manager can assist students with this. 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 gala in March, and a Jogathon in the spring. Funds generated from these events, 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 by email at president.coepta@gmail.com.

**Gum, Candy and Soda**
Generally, students are not permitted to bring gum, candy, and soda and other sugary drinks 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, at jemcdonagh@seattleschools.org or 206-252-2007. Nurse Joan works at Coe on Mondays and Wednesdays.

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

**Illness or Injury:** In case of illness or injury during the school day, students will be cared for 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, parents/guardians will be contacted. If parents are not available, 911 will be called and the child will be taken to a local emergency room. 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 or email. Your child will not be excused from physical education class or recess without a note or email.

**Immunizations:** The Washington State Immunization Law (28A.31.118) requires that all children be immunized to attend school, unless a 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 206-252-2007 for further information and resources.
Life-Threatening Health Concern: Washington State Law (SHB2834) requires that students with life-threatening health conditions notify the school on or before the first day of school annually (e.g., severe food allergies, bee sting allergies, asthma, hemophilia, diabetes, and seizure disorder).

- Medical care provider provides written orders for medications and treatments, including Medications at School Authorization Form.
- Medications must be in pharmacy-labeled bottles for any medications at school.
- An emergency plan from the provider and parent/guardian 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 must be signed by the parent/guardian and child’s doctor. Medication must be 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 contact the nurse and the teacher if your child has an unusual health concern.

Homework Policy
Guiding Principles:

- Homework can be a valuable way to extend lessons, practice skills, engage in critical thinking, and develop good work habits.
- Homework should not involve new learning, but should rather expand what students are learning during the school day.
- Homework can serve as one form of communication between the teacher and the family.
- Homework should be a shared responsibility between student, teacher, and family.
- Homework is an important part of each student’s academic year.
- Homework should include reading every night to help each student develop the habit of being a lifelong reader.

Student Responsibilities:
- Understand all homework assignments by listening to directions, asking questions when something is unclear, and reading directions.
- Gather all materials necessary to complete assignments before leaving the classroom.
- Complete all assignments to the best of his/her ability.
- Return assignments and materials on time.
- Make up any missed homework that teacher requires.

Parent Responsibilities:
- Provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, materials, etc.).
- Offer assistance to the student, but not do the actual homework.
- Check that your child has edited his/her homework for spelling (kindergarten and first graders may use invented spelling as appropriate), punctuation, neatness, etc.
- Notify the teacher when homework presents a problem.
Read school notices and respond in a timely manner. Homework and school notices will travel home in students’ blue folders. Regular backpack clean-ups can be useful in helping students organize their materials.

Teacher Responsibilities:
- Provide purposeful homework.
- Provide clear directions and instructions.
- Implement a system for routinely checking homework.
- Communicate to the student and family what is expected for completing homework successfully.
- Communicate with families when students are not consistently completing assignments.

<table>
<thead>
<tr>
<th>Grade Level (s)</th>
<th>Reading</th>
<th>Writing / Math</th>
<th>Total / Evening</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Families &amp; children spend time together reading books for 15 min.</td>
<td>None</td>
<td>15 minutes</td>
</tr>
<tr>
<td>1st</td>
<td>15 minutes</td>
<td>15 minutes</td>
<td>30 minutes</td>
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<tr>
<td>2nd</td>
<td>20 minutes</td>
<td>15 minutes</td>
<td>35 minutes</td>
</tr>
<tr>
<td>3rd</td>
<td>20 minutes</td>
<td>20-25 minutes</td>
<td>40-45 minutes</td>
</tr>
<tr>
<td>4th</td>
<td>20-30 minutes</td>
<td>25-35 minutes</td>
<td>45-60 minutes</td>
</tr>
<tr>
<td>5th</td>
<td>25-30</td>
<td>35-40 minutes</td>
<td>60-70 minutes</td>
</tr>
</tbody>
</table>

Recommended Time Allotments for Homework Per Evening

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. Items that are labeled with names will be returned to their owners. The lost and found is cleaned out regularly and sent to charity.

Lunchroom Guidelines
Behavior expectations for the lunchroom:
- Use moderate voice level
- Walk
- Raise your hand to leave your table
- Clean your area
- Listen to the supervisors and follow directions
Lunchroom procedures:
- Students will stay 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 may only walk in the lunchroom (no running).
- Students must 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.

Notice of Nondiscrimination
Seattle Public Schools, SPS, provides Equal Educational Opportunities and Equal Employment Opportunities and does not discriminate in any programs or activities on the basis of sex; race; creed; color; religion; ancestry; national origin; age; economic status; sexual orientation, including gender expression or identity; pregnancy; marital status; physical appearance; the presence of any sensory, mental or physical disability; honorably discharged veteran or military status; or the use of a trained dog guide or service animal. SPS also provides equal access to the Boy Scouts and other designated youth groups.

For students and members of the public, the following employees have been designated to handle questions and complaints of alleged discrimination: Office of Student Civil Rights, (206) 252-0306, or oscr@seattleschools.org, or by mail at Seattle Public Schools, MS 32-149, P.O. Box 34165, Seattle, WA 98124-1166. In that department:
- For sex discrimination concerns, including sexual harassment, contact: Title IX Grievance Coordinator, (206) 252-0367, or Title.IX@seattleschools.org
- For disability discrimination concerns contact: ADA/Section 504 Grievance Coordinator, (206) 252-0178, or accessibility@seattleschools.org

For employee questions about or requests for disability related accommodations and/or complaints of alleged discrimination, including sexual harassment, contact: Assistant Superintendent of Human Resources, Seattle Public Schools, Mailstop 33-157, P.O. Box 34165, Seattle, WA 98124-1166, (206) 252-0024, or hreeoc@seattleschools.org.

Parent Involvement
The staff at Coe welcomes volunteers throughout the school. We invite parents, guardians, extended family, and community members to assist 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 requirements.

Research shows that children with involved parents/guardians tend to do better in school. 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 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 call the front office and we will deliver the message.

**Parties**
Each classroom may have classroom celebrations throughout the year. We welcome parental 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. Balloons are not allowed. **We ask that personal birthday party invitations not be distributed at school, unless the entire class is invited** (see Birthdays on page 9).

**Pets**
For the safety of all, dogs and other pets may not be on school grounds or in the building at any time. This is district policy. Tying dogs up in areas near building (such as a stair railing) 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 an exception to this rule and give special permission for a pet to be brought to school as part of a classroom activity.

**Photographs**
Individual portraits (fall) and classroom group photos (spring) are taken annually by a privately contracted photographer. A range of packages are offered for purchase. Individual photos are typically 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 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.

**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 specialist
- Advanced Learning 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
- Auction Gala (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.

**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. Please reinforce this important safety expectation with your child.

**Recess Policies**

Weather permitting, students are given two recesses each day. Grades K-2, at the discretion of the teacher, may have 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 w have supervised indoor recess in classrooms for games and social time with peers on days when the weather does not permit outdoor recess.

**Recess Guidelines and Game Rules:**

**Expectations for the playground:**

- 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.

More specific guidelines for outdoor behavior are:

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 four 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, hurt, and 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.


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 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 means a little touch; if tag turns into pushing or other aggressive behavior, 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 a teacher can give one-on-one academic help to a student or 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 prevent two players 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, and 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/guardians about the growth, progress, and efforts of their student three times per year. 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 weekly 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 needed. Please contact your child’s teacher if you would be willing to serve as a room parent.

**Safety - Streets and Patrolls**
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 general street safety rules for students:

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

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 training, which consists of one classroom instruction session and one week of supervised on-site training. The main job involves helping provide the safety needed to get students to and from school as well as around the campus safely. Duties may include helping students to cross at busy streets/intersections where students come and go to school, and monitoring students as they get in and out of cars at our 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. They are a great team of students who take their job seriously and we appreciate them greatly – especially on those cold and rainy Seattle days.

Guidelines for Student Safety Patrol- Be Safe, Be Kind, Be Coe (Responsible & Respectful):
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.

Student patrols will be safe with their words and actions while serving as patrols. They will use kind words even when they must 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 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, Coe patrols 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.

Student patrols will arrive for duty on time at 7:35 a.m. and 2:15 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; final selection by safety patrol supervisor and principal
- Complete training (including classroom instruction and on-site training)
- Exhibit exemplary behavior

School Supplies
School supply 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 school counselor, Meghan Kaloper at mrkaloper@seattleschools.org

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, and Bikes
Students may use non-motorized scooters, skateboards, skates, and bikes 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. Students must be mindful of pedestrians. 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 bikes in the rack on the north side of the school. Adults using skates, scooters, skateboards, or bikes should also model safety and be mindful of pedestrians at all times.

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, and fruit leather. This is not an exhaustive list. Staff will not provide snack items such as cookies, “fake” fruit snacks, or cupcakes. However, teachers cannot control 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 welcome to provide a snack for your child yourself as an alternative to the classroom snack.

Social/Emotional Learning
At the elementary level, academic and social-emotional learning go hand in hand. As a school, we are committed to growing mindful citizens and promoting positive relationships among students and staff. Learning how to treat others with respect and kindness and how to handle conflict are an essential part of the elementary school learning experience and is approached in a variety of ways at Coe. The obvious way we teach children kindness and respect is through proactively teaching and modeling it on a daily basis. We have several curriculums that help us do this:

1. In kindergarten and first grade we use Super Flex.
2. In second grade we use Roots of Empathy where students are taught empathy through mother and baby classroom visits.
3. In third grade we use Steps to Respect. Steps of Respect is an award winning social-emotional curriculum.
4. In fourth and fifth grade, as well as other grades, teachers use classroom meetings to address pertinent issues.

Our goal is to work with parents to prepare students academically, and also to help guide students in their social and emotional learning so that they can develop into respectful and kind people.

Specialized School Staff (Speech Therapist, Counselor, Psychologist, Occupational Therapist)
Our speech therapist works at Coe full-time. Our other 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 or via their e-mail.

Spirit Days
Fridays at Coe are “spirit days”, a day to wear Coe T-shirts or black and white (our school colors). The class with the highest percentage of participants gets a stuffed Coe Cougar in their classroom for a week. Winning classrooms for grades K-2 and 3-5 are announced each Monday during morning announcements.

Our student council also designates one Friday a month as a spirit day and students are encouraged to participate. Examples of past spirit day themes are pajama day, crazy hair day, and make-up-a-skit day. Watch the weekly bulletin for the student council’s decisions on spirit day themes.
**Student Council**
The student council is comprised 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. 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 are 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 our school psychologist, Hema Thomas, for a copy. Electronic completion is preferred but 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 Monday 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 issued 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 to minimize lost learning time. Please email coe.attendance@seattleschools.org if your child will be absent.
**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 security.

**Visitors**
Visitors, such as out of town relatives and friends, may not stay an entire school day but may be accommodated for events during the school day (e.g. a presentation by the visitor, an assembly, or a writing celebration). Due to liability issues, children of school age may not visit during the school day.

Parents are welcome at Coe. Visitation must be scheduled ahead of time with teachers unless you are a regular volunteer. Parents may not enter classrooms unless staff are present. Parents are welcome to come eat lunch with their child (except kindergarten parents during the month of September). All visitors must sign in at the front office and wear a visitor badge.

**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.

Volunteer applications can be found at [http://www.seattleschools.org/volunteer](http://www.seattleschools.org/volunteer). Volunteers must complete all district requirements prior to volunteering. 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.

**Weather**
Postponement or cancellation of school due to snowy conditions will be posted at seattleschools.org and 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 be sure your student dresses warmly in bad weather and that they are prepared for any type of inclement conditions.

**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.