



ARBOR HEIGHTS
ELEMENTARY

Family Handbook

2014-2015

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QUICK REFERENCE

Contact Information

Address

Interim site

Arbor Heights Elementary School @ Boren
5950 Delridge Way SW
Seattle, WA 98106

Permanent site (re-opening Fall 2016)

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

Phone

206-252-9250 (main line)

Website

arborheightses.seattleschools.org

Facebook

[facebook.com/arborheights](https://www.facebook.com/arborheights)

Office Hours

7:50 a.m. – 4:15 p.m.

Our secretaries, Karen Ferraro and Tracy Hughes, are always smiling, familiar faces here at Arbor Heights available to help with any of your needs! Principal Collins' door is always open – please stop by and say, hello! *Please note: our office entry door is the second door on the right of the south entry doors.*

Bell/Bus Schedule

Buses arrive/students may begin arriving	8:25 a.m.
First bell	8:40 a.m.
Tardy bell	8:45 a.m.
Dismissal bell	2:50 p.m.

Buses depart	3:00 p.m.
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Recess/Lunch Schedule

Primary Recess	10:10 a.m.-10:25 a.m.
Primary Lunch/Recess	11:20 a.m.-11:40 a.m. (lunch) 11:40 a.m. -12:00 p.m. (recess)
Intermediate Lunch/Recess	11:45 a.m.-12:05 p.m. (lunch) 12:05 p.m.-12:20 p.m. (recess)
Intermediate Recess	1:55 p.m. -2:05 p.m.

SCHOOL OVERVIEW

Vision/Mission/Beliefs

Our Vision

Arbor Heights Elementary School is a community dedicated to fostering the development of lifelong critical and creative thinkers.

Our Mission

The mission of Arbor Heights Elementary is to educate and encourage student development in all areas.

We Believe:

- The development of social-emotional and life skills is as important as the development of academic skills.
- Children benefit from being a part of a school community in which cultural diversity is valued and respected.
- All children deserve academic instruction that sets high expectations and supports individual needs.
- Children learn best when we give them opportunities that encourage creativity and

expression through technology tools of today and of the future.

- Children learn best when given opportunities to experience a variety of art forms.
- Children learn best when we give them opportunities that allow them to be critical and creative thinkers.

GUIDELINES

Behavioral Expectation & Philosophy

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

We believe that:

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

The goal of Arbor Heights Elementary is to provide learning situations in which each child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self- concept, which in turn reflected in their relationship with others and a more enthusiastic attitude toward learning.

Therefore, in order to provide a positive learning environment at Arbor Heights, we will teach to and work with all students to fully implement high expectations:

We believe that student conduct occurs best within an atmosphere of mutual respect, and, therefore, any behavior that undermines this respect, cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior, which interferes with or is detrimental to the orderly operation of the school and school sponsored activities. Such behavior will be subject to discipline, including possible suspension or expulsion.

Arbor Heights' jurisdiction and authority include student behavior to and from school, at school, and at any school-sponsored activity. The following acts are considered serious and warrant immediate referral to the principal for appropriate consequences.

Every effort will be made to achieve a positive school climate where the needs of all individuals are recognized and where kindness, courtesy, and respect for one another prevail. Each classroom teacher will work with your child to develop classroom rules, consequences/rewards, and lessons on school behavior. Your child's safety is of critical importance to me. Although we do not foresee problems related to behavior, know that aggressive behavior will not be tolerated. There will be significant consequences for fighting, injuring, or threatening another child.

Behavior and Discipline

Our goal is to provide an environment where children can be inquisitive, caring knowledgeable, responsible and self-controlled.

Consequences include students going home for the day, parent-student-counselor conference, restitution/school service and possibly, short term suspension.

Zero Tolerance

Arbor Heights Elementary has no tolerance for any acts of violence. Fighting or physical contact of any kind is prohibited at school or school-sponsored activities. Any student involved in acts of violence will be suspended from school (in-house or out of school).

The use of abusive language, especially when used to escalate or inflame the situation, is considered verbal harassment. Harassment, threatening statements, intimidation, and verbal abuse, i.e. name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others are not allowed. Violation will result in a Consequence Slip or referral to the principal or principal designee. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender, culture, ethnicity or mental, physical, or sensory handicap will result in immediate and

serious consequences, which may include suspension from school.

Dangerous Weapons

- Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon.
- Possessing any exploding item or device that would be capable of producing bodily harm, damage to property, or disruption of the educational process.

If this rule is violated, emergency expulsion will be immediately enacted for the safety and welfare of the entire school community. By law, we are required to notify the local law enforcement agency of a violation of this rule and expel any student in possession of a firearm (RCW 28A.600.420).

Human Dignity

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is expected and encouraged.

A major aim of education in the Seattle Public Schools is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences or characteristics. Examples include, but are not limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect to see these values manifested in the daily behaviors of students, staff, and volunteers.

General Rules

Inside

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

Outside

During recess time and before-school time, students are supervised by staff who are there to be observant and promote respectable, friendly and safe behavior outside. Playground supervision begins at 8:25 a.m.

- Be in sight at all times. Always play in an area you can be seen. If you can't see the recess monitor, they can't see you!
- Play only within the fenced playground. It is the only place to play with supervision. *Note: teachers may take their students to the upper grassy play area if supervised at all times.*
- You must have a pass to go into the building during recess. For safety reasons, we need to know where every child is, at all times while on campus.
- Off-Limits: The front of the school, the parking lots, wooded areas behind the fence and dumpster areas.
- Walk or skip on the blacktop and bark areas. Preventing skinned knees, torn clothing and "kid collisions" makes for a safer play area.
- Keep your hands to yourself. Play at school must be comfortable for each participant.
- Remain outside the school building on the playground before the start of school unless with special permission.
- Remain on the playground unless they receive special permission from the playground supervisor
- Anything on the ground stays on the ground e.g. rocks, sticks, pinecones, dirt, leaves, worms, etc.
- Leave wood chips, rocks and sticks on the ground. Go down the slide, on your seat, feet first only.
- The BIG Toy is available to all students during their playtime/recess. The first two weeks of school kindergarten students will have the Big Toy to themselves as their teachers teach the rules of safe play.
- Be kind, share, and respect others.

- Use school and playground equipment as designed. It prevents accidents, and the equipment will last longer.

SCHOOL POLICIES

Attendance

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

Arrival

Only students may enter the school through the student entrance gate located on the south side of the cafeteria between 8:25 a.m. and 8:45 a.m. The south door leading to the cafeteria will be locked at 8:45 a.m. All students are expected to be in the student line-up area by the first bell at 8:45 a.m. (playground within the cyclone fence).

Tardies

Any student arriving *after* the tardy bell rings at 8:45 a.m. will need to enter through the main entrance and go to the school office to receive a tardy slip to bring to their classroom.

Absences

The district requires a written note or phone call from the parent explaining the absence or late arrival. To easily provide you with a way to report absences, we have an online Student Absence Form bit.ly/AHStudentAbsence. The form can be used to notify our office when your student will be absent whether it be for a full-day, partial-day or multiple days.

Excused Absences

Unplanned absences are **excused** when your child's personal illness or injury, or an illness, injury or death of a family member, prevents your child from attending school. The school may require a note from your child's doctor before excusing absences if your child is absent due to illness or injury for more than 10 days.

Planned absences may be excused when you submit a request to the principal at least 3 school days before the start of the planned absence, usually for a *doctor or dentist appointment, or religious, or other special one-time events. Long-term absences or a succession of long-term absences may affect whether your child can be promoted to the next grade-level. Absences for longer than 20 consecutive school days may result in your child being dropped from school enrollment.

Absences due to short-term discipline of your child are excused on District attendance records unless your child is under court order to attend school without additional truancies or behavior problems.

**Parent/guardians are expected to make every effort to schedule doctor and dentist appointments outside school hours. However, when this is not possible, students will be excused for these special appointments.*

Unexcused Absences

All other absences are considered **unexcused** including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting or translating for parents, student job requirements, disputes about student assignment, etc.

Absences by long-term suspended and expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.

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

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

subject to a truancy petition.

Compulsory Attendance law of the State of Washington for RCW 28A.27.01.

Seattle Public Schools Truancy Office Link:
www.seattleschools.org/modules/cms/pages.phtml?pageid=229345

Absences/tardies will be excused for the following reasons:

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

Dismissal

Dismissal is at 2:50 p.m. Students will be walked by their teacher to the dismissal area. Arbor Heights is committed to respecting the K-5 STEM students' instruction and must reiterate parents will not be able to pick up their child at the classroom door.

HEALTH & SAFETY

Medications

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

NOTE: In order for school staff to administer any medication, the parent/guardian must include a written note indicating their permission and instructions. An Authorization for Medications To Be Taken At School form is available online at:
www.seattleschools.org/modules/groups/homepagefiles/cms/1583136/File/Forms/health%20and%20safety/nursing/medauth1.pdf?

Immunization

Students are required by state law to be vaccinated. Please see:

www.doh.wa.gov/cfh/Immunize/schools/vaccine.htm or ask for a copy in the school office.

Exemptions:

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

Illness or Injury

In the case of illness or injury, the school nurse or a member of the school staff will temporarily care for your child. School personnel will only render basic first aid treatment. If emergency medical treatment is necessary, the parents/guardians will be contacted. If parents/guardians are not available, 9-1-1 will be called, and your child will be taken to the emergency room at the hospital. However, unless the situation is life-threatening, the hospital will not attend to the child unless they can contact the parent/guardian.

Head Injury

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

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

Emergency Drills

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

GENERAL INFORMATION

Valuables

Please leave all valuable personal items including technology items e.g. iPods, digital gaming devices, cell phones, etc. items at home. School administrators and staff cannot be responsible for items that are lost, stolen, broken or given away.

Lost and Found

We keep a Lost & Found clothing rack near the west entrance to school. When students are missing something, we recommend they first check in their classroom followed by the Lost & Found area. For smaller items (of apparent value) e.g. keys, jewelry please check with the school secretary. She keeps a special drawer for small lost & found items. It is important that parents/guardians put labels on all children's belongings (backpacks, lunchboxes, caps, coats, overshoes, mittens, etc.) It will save you money and avoid the frustration of lost belongings. During holiday periods, we donate Lost & Found to a charitable organization or a local "Buddy" school.

Cell Phones & Video Games

Students are not allowed to use cell phones or play video games inside or outside during the school day. The school day begins once the student arrives on the school grounds. Cell phones are to be turned off during the school day. Students must store their cell phones in their backpack or locker during the school day. Loss or theft of cell phone can occur therefore Arbor Heights Elementary School cannot take responsibility for the loss or theft. Students should use the school phones in the classroom or office with permission only. Videotaping other students is not allowed! If a student uses a cell phone during the day, he/she will be asked to put it away. Further violation of the cell phone policy will result in confiscation until the end of the school day. A parent/guardian will need to come to school to pick up their child's cell phone.

Visitors/Volunteers

All visitors must report directly to the school office and sign-in to KeepnTrack, our web-based visitor/volunteer check-in/out system and obtain a photo ID badge. The bright yellow badge must be worn throughout your entire visit at school. At the end of your visit, please stop by the office to sign-out.

Any person wishing to volunteer at school must complete a Volunteer Application & Interest Form. The form can be completed online at bit.ly/VolunteerApplication-ArborHeights and includes links to the Volunteering Screening Form, Field Trip Chaperone Guidelines (Elementary Day Trips), Volunteer Handbook, Adult Sexual Misconduct (ASM) Prevention Online Course, and Volunteer Policy –all SPS requirements to volunteer in any SPS school. Once a volunteer is "approved", they will be able to sign-in as a "volunteer" in KeepnTrack.

Birthday Celebrations

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

Animals at School

The Seattle School district prohibits pets on the school grounds during school hours unless specific permission has been granted by a district supervisor. **You may not bring your pet onto the playground to drop off or pick up your child.** If you are waiting with a pet on the sidewalk, please be mindful that there are likely to be many exuberant children passing by. A classroom may have animals in cages such as guinea pigs, rabbits, or hamsters. If your child is allergic to them, please notify the teacher. There are times when a child wants to bring a family pet for show and tell. After arrangements are made with the teacher, parents must bring the pet and pick it up immediately at the end of the lesson. Pets must be held, on a leash, or in a carrier.

Dress Code Policy

Students are expected to dress neatly and appropriately at all times. Shoes also must remain on at all times for health and safety reasons. Examples of inappropriate clothing includes:

- Bare midriff or spaghetti strap t-shirts
- Pants that are too baggy or too low
- Wallet Chains
- Shirts that have obscene, objectionable graphics, drug, alcohol or tobacco Advertising
- Revealing or too tight clothing

Students in inappropriate clothing will be asked to change into appropriate attire.

The fingertip rule will apply to the wearing of shorts and skirts - the length cannot be above fingertips when hands are at the side.

Sleeveless shirts must have straps at least two (adult) fingers wide. Shirts must touch pants/skirts at all times, even when seated!

Student may wear hats to/from school and at recess; however, they must be removed during class. Exceptions are made for cultural headwear or medical reasons.

Proper coats, hats, and footwear are necessary for cold and wet weather. Even during nice spring and fall days, please keep flip flops at home. Since children play outside year-round, please help students arrive at school dressed for the weather.

Please ensure your child arrives at school on P.E. days with proper P.E. footwear e.g. tennis shoes, running shoes, sneakers. They may also choose to store a pair of P.E. shoes in their locker or backpack.

We recommend you label your child's coats, sweaters and sweatshirts with their name.

Consequences for inappropriate attire:

1st offense	referral to office Health Room to change clothes or call parents to request a change of clothes
2nd offense	refer to principal- call parents

3rd offense	Consequence Slip – Respect for Learning violation
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Meals

Breakfast/Lunch

Our kitchen serves hot lunch and breakfast daily. Free or reduced (FRL) price breakfasts and lunches are available for those who qualify. FRL Application forms are mailed to all households with students enrolled by mid-August. The number of qualifying students in a school determines some funding for Arbor Heights' students. Even if you do not utilize the program, we appreciate you filling out and sending in the form if you qualify or think you may qualify. These forms are also available in the school office and lunchroom. To make sure your account accurately reflects appropriate charges, it is very important to send in your FRL application in a timely manner. This form can be found online at www.seattleschools.org.

You may pay for meals with a check (made payable to "Nutrition Services") or cash. Please enclose checks or cash in an envelope and write on the outside of the envelope your child's name and teacher and "Lunch Money". The envelope can either be dropped off at the front office or sent to school with your child. Any money sent with your child will be taken to the office and delivered to the Lunchroom Manager.

School meals can also be pre-paid by credit/debit card at www.paypams.com.

Breakfast	\$1.75	Per/child
Free/Reduced-rate breakfast:	No charge	per adult
Adult breakfast:	\$2.75	
Lunch:	\$2.75	per child
Free/Reduced-rate lunch:	No charge	

1/2-pint milk:	\$0.50	per child or adult
Adult lunch:	\$4.50	per adult

Forgotten Lunches

No student should go without a lunch for any reason. If a child forgets to bring a lunch to school, the child should notify their teacher or member of the school staff. If a child has money in their account, they can buy lunch. If there is no money in their account, they will still receive a school lunch and be asked to send payment the following day. We recommend that even if a child typically brings lunch from home, that they keep a minimum amount of money in their account for when these situations arise. If forgetting a lunch becomes a pattern, the school's administration will be notified, and the parents contacted.

If you are bringing in a forgotten lunch for your child, please bring the lunch, with their name clearly marked, to the school office by 10 a.m. A member of our school staff will deliver it to the child's classroom. *Note: All classroom deliveries are made between 10 a.m. and 10:30 a.m. to avoid interruptions.*

Communicating with School

Reaching Your Child During the Day

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

Reporting Absences

When a student is sick, is late, or has to leave before the end of his school day, parents should notify the School ASAP (no later than 10:00 a.m.). We have created an online form for your convenience to report absences whether they are for full-day, partial-day or multiple-days. The form

can be accessed at bit.ly/AHStudentAbsence or via our school website. This is the preferred mode to report an absence. Alternatively, you can call the School Attendance Line (206-252-9252). The information will be provided to your child's classroom teacher so it is not necessary to contact them separately.

If a student is absent during the school day, they should not plan to participate in after-school activities. Students should be prepared for tests scheduled on the day of their return and any missed classwork.

Reporting Change in Dismissals

To report a change to your child's regular method for getting dismissed at the end of the school day, please fill out a Change in Dismissal form - bit.ly/ChangeofDismissal-ArborHeights no later than 10 a.m. on the day of change. Please ensure the "plan" is properly communicated to your student *BEFORE* they arrive at school. The form is the preferred mode to report a Change in Dismissal. Alternatively, you may call the Main School Office (206-252-9250) to report a change. This information will be provided to your child's classroom teacher so it is not necessary to contact them separately via email or phone or by sending a note in your child's folder; notes tend to get misplaced or lost in backpacks.

Providing School with Contact Information

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

Updating Contact Information

It is essential that you notify the office with any

changes in your home, cell or work numbers, address or emergency contact information. An Emergency Contact Information form can be accessed at bit.ly/EmergencyContact-ArborHeights or via our school website to conveniently update your information. Alternatively, you may stop by the school office to speak with our Administrative Secretary or Office Assistant. It is imperative we have this information, especially in the event of an emergency.

Emergency Communications

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

Weather Delays and Closings

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

- Local TV and radio stations;
- the District website at www.seattleschools.org ;
- an automated phone call you will receive; and
- the Public Schools Emergency Communications System at www.SchoolReport.org

Staff and families will receive one of the following four messages:

1. Seattle Public Schools: **Schools open on time** – buses operating on **snow routes**. No door-to-door service. No Preschool or Head Start.
2. Seattle Public Schools: **Two hours late** – buses operating on **snow routes**. No door-to-door service. No Preschool or Head Start.
3. Seattle Public Schools: **Two hours late** – buses operating on **regular routes**. No door-to-door service. No Preschool or Head Start.
4. Seattle Public Schools: **Schools closed**.

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

TRANSPORTATION

By Car

Drive-Thru: Parents may drive into the drop-off/pick-up lane (view drop-off route on map) and Safety Patrol students and staff supervisors will assist in directing children to/from the playground. For pick-up, students will be required to remain in the playground area until their respective ride pulls up to the blue sign. Parents must stay with their car at all times.

Park & Walk

Parents wanting to park and walk may park in the parking lot (visitor parking area) OR along Delridge Way SW in the "School Load Only" zone. Students may not be dropped-off/picked-up on Delridge Way SW and walk by themselves to/from the play-ground line-up/pick-up area.

Please review the "Safe Routes to School" map in the Appendices.

To respect instructional time in a building serving more than 700 students, we ask that parents pick-up and drop-off outside in the designated pick-up/drop-off area (or in the office for late arrivals/pick-ups) rather than at classroom doors.

Students who are waiting for pick-up beyond 3:05 p.m. will be brought to the office. If a student is not picked up by 4:00 p.m., a guardian or emergency contact will be called. If chronically late pick-ups occur, a meeting with school administrators may be required. The office staff does not remain at school beyond 4:15 p.m.

By Bus

Bussed students will be escorted to/from the bus zone on Delridge by their teacher or buddy class.

At the end of the school day, students are escorted by their teacher (or a fellow teacher) to either the bus line-up area or car pick-up area. Teachers often divide up their classes by transportation type to help expedite the dismissal process. For example, one teacher will walk the bus riders to the bus unload/unload area while another teacher walks the car riders to the drop-off/pick-up area located at the fenced area of the playground.

Bus Conduct

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

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

Bus Stop Changes

Children are ONLY allowed to be picked-up/dropped-off at designated bus stops assigned by SPS. New stops cannot be added on a temporary basis.

If temporary changes in bus stops is necessary e.g. going on a different bus to a friend's house, getting

off at a different stop, please fill out a Change in Dismissal form - bit.ly/ChangeofDismissal-ArborHeights no later than 10 a.m. on the first day of the change. If we do not hear from you, your child will be put on their regular bus.

If you need a transportation change for more than a few days, the request must be made to SPS Transportation through the Arbor Heights office. New address? Please contact the school office, and they will help you with your transportation needs.

ACADEMIC INFORMATION

Homework

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

The following is a suggested minimum amount of time to be allotted to homework:

Grades K-2	5-20 minutes per day
Grades 3 & 4	30 - 40 minutes per day
Grade 5	50 - 60 minutes per day

Progress Reports

Elementary Progress Reports are issued following the completion of each trimester grading period. Please carefully review your child's progress and

contact the school if you have any questions. Parent/Teacher Conferences take place the end of November.

Parent/Teacher Conferences

It is important for parents/guardians know how their children are doing in school. Conferences are scheduled for 3 days (Monday-Wednesday) in November. During conference week, there is NO SCHOOL for students. Teachers will be in contact with parents to arrange a time to meet during the day/afternoon.

A parent or guardian may request a conference with their child's teacher or the principal at any time during the school year. Likewise, a teacher may sometimes find it necessary to request a special conference with a parent/guardian. Please make every effort to meet with the teacher if you receive such a request.

PROGRAMS & ORGANIZATIONS

Special Education

Arbor Heights has several special education models, including Resource Room, ACCESS, and Self-Contained.

Multi-Arts

We have a full-time multi-arts teacher for all grades. Multi-arts consists of music, theatre, movement/dance and visual arts.

The Arts Learning Standards describe what students should know and be able to do in Dance, Music, Theatre, and Visual Arts. Also, available are Options for Implementing the Arts Standards by Grade Level for Dance, Music, Theatre, and Visual Arts.
www.k12.wa.us/Arts/Standards/pubdocs/ArtsStandards

Science

Classroom teachers provide science in the classroom. This year, we are fortunate to have a

half-time science teacher working with all staff and students to provide at least 30 minutes of additional science enrichment per week. Ms. Sara Waldron is the teacher and member of the Island wood Environmental Center staff. Ms. Waldron will be working with Arbor Heights Wednesday afternoons, Thursday and Friday. Please look at the following website for the Next Generation Science Standards and Sustainability Standards for more information about the framework for Ms. Waldron's work at Arbor Heights:
<http://www.nextgenscience.org/next-generation-science-standards>

Technology

Classes have access to a computer room at least once a week to work on special projects, and publish work they are doing in the classroom. Classes will also use the computer room for ST Math, iRead and Type to Learn.

Children will also learn keyboarding, word processing, how to create multimedia presentations, and they experiment with the integration of art and technology using a variety of web-based tools. Keyboarding is considered a required 21st Century skill for all students (Common Core).

Physical Education

The value of our physical education program is many-fold. Children learn about sharing, team play and the benefits of being physically fit. Students "learn to move and move to learn." Opportunities for measured success and physical conditioning are just some of the ways our physical education program benefits all students.
www.k12.wa.us/healthfitness/standards-gles/healthfitnessstatestandards.pdf

Library

The library, staffed by a half-time librarian, promotes a love for learning through the use of a wide variety of children's books and audio-visual materials and creative teacher-directed learning activities. A Global Reading Challenge grant, along with PTA matching funds, allows children to select new books for reading and challenge.

Instrumental Music

4th- & 5th-graders may participate in instrumental band and strings activities with lessons offered on a weekly basis – Monday, all day. Additional support provided by Seattle Symphony Youth Orchestra (SYSO) volunteers.

Learning Assistance Program (LAP)

Learning Assistance Program (LAP) is a state-funded program that provides additional academic support to eligible students. We have a LAP Coordinator and several LAP Tutors that work with eligible students several times per/week. Eligible students are those achieving below grade level on the state’s assessment tests or achievement on district assessment of basic skills may also be considered.

Parent-Teacher Association (PTA)

The Arbor Heights PTA is a 501(c)(3) whose mission is to support the students, families and staff of Arbor Heights Elementary School. They manifest their mission through:

Fundraising: To provide academic enrichment programs, capital improvements and supplies for students and the school.

Communication: Facilitate communication between families (parents/guardians), teachers, staff and the school district.

Building Community: Foster healthy relationships and build strong ties to the Arbor Heights school community; empower parents/guardians to be strong advocates for their school and their student; encourage all families to get involved in the school.

Family Engagement Action Team (FEAT)

Arbor Heights’ FEAT is a school committee that develops, designs, implements, and monitor progress of School Family and Community Partnerships. FEAT plans support student academic achievement are linked to the goals of the Continuous School Improvement Plans (CSIP). FEAT membership includes: families, teachers, principal/administrator, community representatives, and support staff.

After School Activity Programs

We have several after school programs to choose from throughout the year. Our After School Activities Team (ASAT), a parent-volunteer group within the Arbor Heights PTA, coordinates the program. More information about After School Programs is on our website under Student Activities.

SUPPORT PERSONNEL

Social Worker & Counselor

Our School Social Worker/Counselor is at school 3.5 days per/week. She works with students and families to provide access to health care, mental health support, mentoring and other services that help parents and students eliminate problems that hinder the educational process. Her office is open to all students yet special emphasis is placed on high-need students and their families.

Bilingual Services

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

Speech & Language Pathologist (SLP)

Our SLP is at Arbor Heights 5 days a week. She works with students on oral communication disorders. Her students may have difficulties in speech sound production, conversational intelligibility, stuttering, voice, receptive and expressive language skills, or in pragmatic/social language areas.

Nurse

Our school nurse's office is adjacent to our main office. The nurse is responsible for the maintenance of health records, routine health checks, parent and legal guardian contact concerning health problems, care of minor injuries, and assistance in health teaching and vision screening. Please be sure to contact the nurse 206-252-9250, if your child has any unusual health

problems. The nurse is here at Arbor Heights 1.5 days per week (alternating Wednesdays and all-day Thursday). School health personnel are on-call if any emergency should occur.

School Psychologist

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

Occupational Therapist (OT)

Our OT is at Arbor Heights 1-day per/week. She works with students who need therapy for motor coordination (such as using their hands for writing, cutting, typing, etc. and coordinating their large muscles for activities such as balance, ball skills, and coordinated movement). If a student needs Physical Therapy (PT) services, our OT has a PT she can call on.

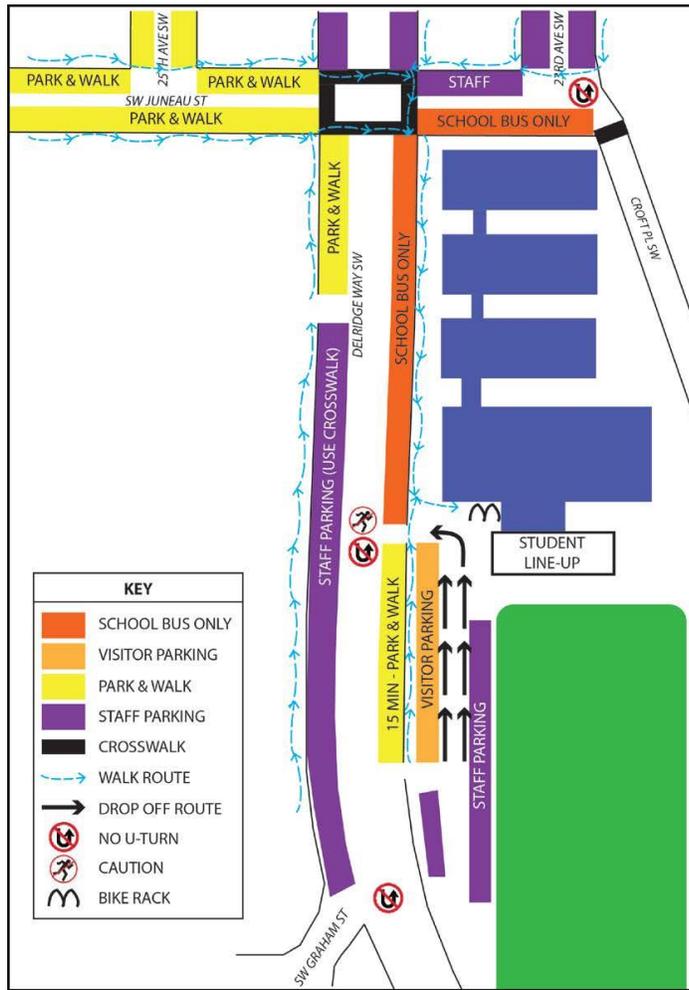
Student Intervention Team (SIT)

SIT serves as a forum to help students meet academic, social and emotional needs in order to ensure a positive and successful school experience.

The team is made up of the following staff members:

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

APPENDICIES



K-5 STEM at Boren & Arbor Heights Elementary
Safe Routes to School
Student Arrival and Departure

This map shows the best places to walk, lock a bike, or park near school. It also shows the correct place to drop-off or pick-up students by car.

Please keep our students safe! Follow these rules when you travel to and from school:

- DO** cross only at crosswalks and corners
- DO** find a legal parking space and walk in with your child
- DO** stay with your car at all times in the drop-off/pick-up area
- DO NOT** let children cross in the middle of a block
- DO NOT** use the bus only area
- DO NOT** make U-turns near school
- DO NOT** park in the drop-off/pick-up area

Thank you!

