



**A World Class School
Established 1926**

Bryant Elementary Parent Handbook 2016 – 2017

Bryant Website: bryantes.seattleschools.org

Bryant PTSA Website: www.bryantschool.org

Address: **3311 NE 60th St
Seattle, WA 98115**

Phone: **(206) 252-5200**

Attendance: **(206) 252-5204**

Fax: **(206) 252-5201**

Transportation: **(206) 252-0900**

Principal
Assist. Principal
Administrative Secretary
Elementary Assistant

Dan Sanger
Julie Pearson
Trudy Springer
Hannah Lack

Office 252-5205
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Kindergarten	Chara C. Johnson Alex Jones Kevin G. Gallagher Kathy Kereluck Carleen Confer	101 102 103 104 171	252-5213 252-5214 252-5215 252-5216 252-5229	ccjohnson1@ aljones@ kkgallagher@ kgkerluck@ cbconfer@
First Grade	Sheila Davies Lynn Fahselt Jamie Satzinger Carrie Eeds Amy Alphin	205 206 207 208 201	252-5222 252-5223 252-5224 252-5225 252-5231	sadavies@ lymasunagafahs@ jksatzinger@ coeeds@ alaphin@
Second Grade	Kristine Duncan Megan Regalado Krista Walquist John Arrowsmith	202 203 305 307	252-5230 252-5243 252-5242 252-5241	ksduncan@ Maregalado@ kjwalquist@ joarrowsmith@
Third Grade	Tiffany Bodine Huong Nguyen Clare Johnston Connie Bernard	301 303 304 302	252-5247 252-5245 252-5244 252-5246	tmbodine@ thnguyen1@ cejohnston@ cabernard@
Fourth Grade	Susan Kearney Katie Salisbury AJ Benaltabe Jessica James	308 309 310 306	252-5237 252-5235 252-5236 252-5244	sukearney@ khsalisbury@ ajbenaltabe@ jpxames@
Fifth Grade	Craig Arango Elizabeth Day Steve Garlid	311 312 313	252-5238 252-5239 252-5240	cdarango@ eday@ swgarlid@
School Wide				
Library	Anne Aliverti	255	252-5234	ahaliverti@
Library Assistant/Tutor	Elizabeth Geist	255	252-5234	eageist@
P.E.	Kathy Weinman	131A	252-5212	kjweinman@
P.E.	Tate Loftin	131B	252-5180	sloftin
Multi-Arts	Michaela Koerner	105	252-5217	makoerner@
Reading Specialist	Teresa Elhardt	238	252-5226	tmelhardt@
Sp. Ed. Resource Room	Mackenzie Elliot	247	252-5228	
Sp. Ed. Resource Room	Judy Miller	104A	252-5249	Jrmiller2@
Sp. Ed. Assistant	Kelly LaCombe	247	252-5228	kjlacombe@
Computer Lab	Elizabeth Giest	204	252-5221	
Instrumental Music	Liz Harris Scruggs	156	252-5211	
Volunteer Coordinator	Ann Marie Patterson	230	252-5220	ampatterson@
Tutoring Coordinator	Dolores Hecht	212	256-5207	dihecht@
Tutor	Darcy Rue	212	256-5207	darue@
Nurse	Sheila Kohls	Office	252-5207	sdkohls@ (Tues/Wed)
Speech Pathologist	Jeanne Amundsen	Office	252-5206	fjamundsen@
Psychologist	Randy Berkey	Office	252-5219	riberkey@
OT/PT	Rebecca Kindig-Koreny			rkindigkore@
Lunchroom Manager	Darlene Shears	147	252-5208	dashears@
Custodian	Greg Bielefeld	161	252-5191	ggbielefeld@
Evening Custodian	Augustine Okenwa	161	252-5191	acokenwa@
Childcare	Eric Noble	170	525-9160	bryant@laserchildcare.org

**Principal
District Technology**

**Dan Sanger
David Chattin-
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Technology Line

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**Bryant School Security
District Security
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ASE**

**David Harder
Direct Line**

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Elaine Woodhouse

BryantASE@gmail.com

Our Vision:

At Bryant, we teach, model and encourage a love of learning, collaboration, and compassion for others.

Daily Schedule:

7:35-7:50am	Breakfast Program
7:35-7:50am	Playground Supervision Begins
7:50am	First Bell
7:55am	Classes Begin/Tardy Bell
2:05pm	Dismissal Bell
2:50pm	Buses Depart

Lunch Schedule:

10:30 – 10:55pm	Kindergarten
11:00 – 11:20pm	1 st Grade
11:25 – 11:45pm	2 nd and 3 rd Grade
11:50 – 12:05pm	4 th and 5 th Grade

Attendance:

If your child is going to be absent or tardy for any reason, please call the attendance line at 206.252.5204 as early as possible. Please note that you will receive a call from the Bryant attendance office for any absence that has not been reported.

If it is necessary to take your child out of school outside of designated holidays and breaks, you will need to fill out an Educational Trip Plan outlining the educational activities your child will complete while he/she is away. You can ask your child's teacher for guidance on the activities to list and all students are expected to make up any work missed while away from school. Forms can be found online on the Bryant school website as well as outside of and in the Bryant front office. Please note that family vacations are not excused unless there is an education plan in place and that plans should be submitted to the teacher as far in advance as possible.

Early Dismissals:

If it is necessary for your child to leave school early, a family member or designated adult should notify the teacher in advance, if possible. Additionally, the child must be signed out from school at the front office at which time he/she can be called down to meet you.

Emergency Contact Information:

Occasionally, a child becomes ill or gets hurt while at school and it is necessary to contact a parent or someone who can advise us and/or take your child home. Consequently, we ask that you provide emergency phone numbers on the forms that your child will bring home at the beginning of each new school year. We also ask that you inform us of any changes to your information throughout the year.

Learning Expectations:

The following are guidelines for ensuring your child is set up for learning success each school day.

- Come prepared to learn. Get a good night's sleep and eat a nutritious breakfast.
- Be prompt and ready to work. Have all necessary materials and homework assignments completed.
- Do your best. Follow the instructions of teachers, listen attentively, use class time wisely, and ask for help when needed.
- Take care of school and personal property. Books are to be handled carefully. Keep all materials in their proper places.
- Respect the rights of others. Refrain from remarks or actions that would cause bad or hurt feelings. Respect each individual's race, gender, physical condition, religion, nationality, and language.
- Respect each teacher's right to teach and each student's right to learn.
- Obey the school rules. Students are expected to know the rules of individual classroom teachers, Bryant School and Seattle Public Schools.

Study Skills

Study and organizational skills are critical to success. Parents are asked to help their child by supplying the required school materials, helping their child to remember to bring their folder or notebook home each day and then checking it each night for homework and school communication.

Homework Guidelines

The following homework expectations are offered as general guidelines and have been reviewed and accepted by the Kindergarten through 5th Grade teaching staff.

- The purpose of assigning homework is for skill practice, strengthening the home/school connection, providing relevant feedback for the teacher, developing a homework "habit" and teaching students good time management skills.
- Homework expectations will be communicated early and as needed to families and students.
- In most cases, homework will provide practice for concepts that have already been taught in class. Exceptions may be made, however, for homework provided as an optional challenge.
- Parents should monitor the amount of time students spend on their homework and provide feedback to their teachers, especially if their child is consistently frustrated.
- Homework will be integrated with instruction at every grade level. However, not all homework will be graded and returned to students. If you are uncertain, please speak to your child's teacher about any concerns you may have.
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Parent/Teacher Conferences:

We believe that students are most successful when home and school work in partnership. To that end, formal parent-teacher conferences are scheduled at the end of the first trimester. Sign-ups are typically done either at or shortly after curriculum night for your child's grade. In addition, parents are encouraged to schedule a meeting to discuss their child's progress at other times, as well. Teachers or others may initiate a conference and the Principal and Assistant Principal are also available to discuss any social or academic concerns.

Report Cards

Report cards are issued three times a year; before the holiday break, at the end of the second trimester and then at the end of the school year. The purpose of the reporting system is three-fold:

1. To inform parents of their child's academic, social, and personal progress.
2. To assist students in determining their progress.
3. To generate basic information for a student's permanent school record.

Parents have an obligation and a right to know how their child is performing and teachers have a responsibility to provide parents with an accurate assessment of each child's progress in a manner that is understood by both.

To that end, the Seattle Public School's grading system is described on the back of each student report card and is explained at the Fall Parent-Teacher Conferences. Students receiving support for academic skills, speech, language, or English as a Second Language will receive additional reports about their progress from the program specialists.

Assessments

Informal and formal assessments are a regular part of teaching and learning. They provide important information for students, parents, and teachers about student progress and academic achievement. Informal assessments include teacher observations, Classroom Based Assessments (CBAs), grading rubrics, and checklists. Formal assessments include the large battery of tests Bryant teachers administer to all students every year. They differ for each grade level and provide us with school-based data that can be compared with data from across the district.

Please watch the Bryant Weekly for advanced notice of testing dates. It is important that students are well-rested and present during testing windows. Consequently, please plan vacation times around test dates when possible. If your child misses testing for any reason, every effort will be made to provide time for makeup tests during the designated testing windows.

MAP: Our school, along with most Seattle Public Schools, will continue to use an assessment called Measures of Academic Progress or MAP. This is a brief, computer-adaptive test in reading and math that gives teachers immediate feedback on student skills and growth. Students from Kindergarten through 9th grade will take the MAP test in the Fall, Winter and Spring to monitor what they have learned throughout the year. You will learn about MAP and what it means for your child from his/her teacher after the first testing window in the September/October timeframe.

Student Support Services

Academic support is provided to students who qualify for additional help in one or more areas and is provided by the Reading Specialist, Special Education/Resource Room staff, School Psychologist, Speech Therapist, and/or Occupational Therapist.

Cognitive testing is provided by the School Psychologist for students who show serious academic delays. This testing is provided only after parents or guardians give written permission and after completion of the Student Intervention Team (SIT) process. The SIT process may be initiated by a teacher, parent, or administrator.

Additionally, vision and hearing screening is provided by the school nurse every Fall and home instruction is provided for children confined to their home for over 20 days due to illness.

Parent Involvement and Communication

Bryant is fortunate to be part of a committed and involved community. On any given day, you will find volunteers serving our school as classroom parents, tutors, field trip chaperones, classroom helpers, library helpers, playground supervisors, art docents, and science fair mentors. Parents, grandparents, guardians and neighborhood volunteers help keep our school safe, fun and productive both during and after school.

Consequently, parents and guardians are encouraged to find ways to volunteer their time and talents to support teaching and learning at Bryant. You will get more detailed information on the process of how you can become involved in at the school and in your child's classroom at the beginning of each school year. In addition, Bryant's Volunteer Coordinator, Ann Marie Patterson, is available to answer your questions and handles the background check requirements for each volunteer.

The Bryant Weekly

The "Bryant Weekly" is a school newsletter for Bryant parents and guardians that is distributed electronically each Monday. Families are encouraged to read the "Weekly" as it includes important messages from our principals, school event and community updates and relevant information for your student.

During the first week of school, a form will be sent home to all families to request email information for electronic distribution. Families who cannot access the electronic version can request a printed copy. Parents can also find recent and archived "Weekly" articles on the Bryant school website at <http://www.bryantschool.org>

The Bryant Way

Staff and administration at Bryant developed “The Bryant Way” behavior matrix. This matrix provides clear, understandable behaviors outlined for students and is very useful to review with your children.

Take Care of...	Hallways	Playground	Lunchroom	Bus Lines	Bathrooms	Office	Assemblies
Our-selves	Body in control Hands to self Stay near your teacher Walk safely	Hands to self Line up quickly and safely Try to solve problems with kind words	Indoor voices Be seated Raise your hand for help from an adult Be respectful when an adult is talking Clean up your area Share your table not your food.	Body in control Quiet voice Be on time Wait for driver to say it's ok to board Wait in your bus line	Body in control Finish quickly and go back to class	Quiet voice Be patient and wait your turn Engage during conversations Use “Please” and “Thank you”	Quiet voice Hands to self Sit criss-cross and face forward Eyes and ears on the speaker
Each Other	Quiet voice Body in control Walk in line Walk on the right	Hands to self Include everyone If you need more help find an adult. Use equipment safely Wood chips on ground	Walk safely Indoor Voices Wait to be dismissed Share your table not your food. Use “Please” and “Thank You”	Wait in your bus line Help those younger than you.	Quiet voices Respect other's privacy	Quiet voice Be patient and wait your turn Engage during conversations Use “Please” and “Thank you”	Hands to self Walk safely Eyes and ears on the speaker
Our School	Quiet voice Walk safely Respect walls and artwork	Play by the rules of the game Return equipment	Clean up your area Sort recycling, compost, and garbage/landfill Walk safely	Stay in your line until your bus comes	Keep the bathroom clean	Quiet voice Be patient and wait your turn Engage during conversations Use “Please” and “Thank you”	Focus on the message

Bryant Safety Code and Expectations of a Bryant Citizen

In conjunction with the Bryant Way, students are expected to follow the Bryant Safety Code of:

- Stop When the Whistle Blows!
- Hands Off Policy!
- Listen!
- Walk!
- Find an Adult!

Additionally, the expectation of a Bryant Citizen is that he/she:

- Accepts the talents and differences of others
- Acts as a community steward and is aware of community events
- Seeks knowledge, values learning and cultivates (explores, develops, capitalizes upon) personal strengths/talents
- Appreciates the fine arts including drama, dance, music and visual arts
- Practices life-long health skills of emotional and physical well-being and sportsmanship
- Aspires to academic excellence via the development of an innovative, creative and multi-perspective approach to learning and problem-solving utilizing available resources and technology

Playground Expectations

1. Use the playground equipment. Return balls, ropes, and other playthings to their place when finished.
2. Keep the playground and play courts safe and friendly. Games should be kept open to all who would like to play.
3. Play "by the rules" and do not intentionally disrupt any games.
4. Rough and dangerous play is not acceptable. Throwing dangerous objects including rocks and woodchips is against the rules.
5. No bicycles, skateboards or skates are allowed on surfaces at Bryant during school hours unless they are for supervised school activities.
6. Stay within the fenced playground area. Ask a playground supervisor for help if a ball goes over the fence. Do not climb fences or backstops.
7. Candy or other food is not to be eaten on the playground except during special events, such as the all-school BBQ and Field Day. Gum is not to be brought to school.
8. Radios, tape players, cell phones, video games, trading cards and toys should not be brought to school or the playground.
9. Students should respond to the playground supervisor's directions immediately and politely.

Unacceptable Behavior

Bryant takes a positive discipline approach to dealing with problematic behavior. The goal is to support teaching and learning, including social skills development. Our hope is to enable staff, parents and administrators to communicate clearly and develop strategies that lead to successful decision-making for students.

Consequently, if a student makes a bad choice, he/she may receive a “write up” or Inappropriate Behavior Report. In addition, the parent/guardian will receive a phone call and be asked to sign the form and return it to school. Additionally, consequences such as the loss of recess or lunchroom duty may be imposed for some infractions. If the student continues to receive unacceptable behavior slips, a suspension may be the next step. This option would be thoroughly discussed with parents/guardians.

Our goal is to help Bryant students be successful. Accordingly, if there is information you can share about your child to help avoid conflicts, please contact the teacher, assistant principal or principal.

Discipline

Bryant Elementary is committed to ensuring that our students not only receive a quality education that emphasizes academic rigor, but also one that encourages social responsibility and the importance of community. In an effort to be transparent and consistent throughout the school, we have created the Bryant Behavior Consequences matrix on the next page. This matrix assists us in resolving issues and conflicts that may arise during the school day.

Level 1 Behaviors Resulting In:	Level 1 Consequences
In Classroom Management:	
<ul style="list-style-type: none"> • Play fighting • Spitting (level 2 if spitting on person) • Gossiping / spreading rumors • Embarrassing someone • Fighting over objects • Cutting in line • Not staying on task/disrupting others in class • Disrespectful to teacher or peers • Continually does not complete work or homework • Inappropriate Language 	<p>Any of the Following:</p> <ul style="list-style-type: none"> • Making amends (apologize or repair). • Class meeting on topic. • Loss of privileges • Student assigned in another classroom as a time out • Loss of recess • Use of Peace Table Solutions • Community Service • Teacher communicates with guardian <p>** Repeating the same level 1 offenses multiple times after intervention can result in level 2 consequences.</p>

Level 2 Behaviors Resulting In:	Level 2 Consequences
In Classroom Management:	
<ul style="list-style-type: none"> • Defacing property or clothing • Stealing (lunch, objects) • Demeaning physical acts that are not physically harmful • Graffiti. • Setting up someone else to take the blame • Extortion • Pushing/kicking/hitting- unwanted touching • Spitting on person • Repeated gossiping • Threatening to reveal personal information • Repeated offenses of inappropriate language 	<p>Parent contact and any of the following:</p> <ul style="list-style-type: none"> • Loss of privileges (more severe then level 1). • Making amends : <ul style="list-style-type: none"> ○ Repairing, cleaning, or replacing item ○ Writing a letter to parents or victim ○ School or community service • Unacceptable Behavior Report • Loss of recess • Peace Table Solutions • Community Service • Referral to one on one or small group intervention sessions with the counselor • Communication and call home to guardian • Incident Report filed and signed by guardian <p>**Repeating the same level 2 offenses multiple times after intervention can result in level 3 consequences.</p>

Level 3 behaviors resulting in:	Level 3 consequences
Principal/Nurse/counselor/office	
<ul style="list-style-type: none"> • Physical violence/ inflicting physical harm • Threatening with an object used as weapon • Bringing toy weapons to school • Group (gang type) activities aimed at another student/s • Bullying of any kind, which could include but is not limited to: <i>Mocking or mimicking. Name calling, Taunting or teasing, Publicly challenging to perform an action, Playing an inappropriate trick, excluding from a group, social rejection, threatening gestures, pretending to have a weapon, ethnic slurs, humiliating in public, sexual or racial taunting</i> • Defiant behavior towards adults • Repeated offenses of inappropriate language 	<p>Required parent conference with teacher and principal and any of the following:</p> <ul style="list-style-type: none"> • Student behavior plan • Loss of recess • Community Service • Call to guardian from principal or head teacher • Referral to one-on-one or small group intervention sessions with counselor • Short term or long term suspension • Expulsion from school or school district • Criminal behavior will be referred to law enforcement for further action • Incident Report filed and signed by guardian

Anti-Bullying Legislation

In the Spring of 2002, the Washington State Legislature passed SHB 144, enacting anti-bullying legislation. As a result, Social Skills Curriculum is a regular part of what students are taught at Bryant. **Second Step** is taught in the primary grades and **Steps to Respect** is taught in all intermediate classrooms. We take all incidents of physical or verbal bullying seriously.

Bryant Anti-Bullying Policy

The Bryant School Community is committed to making Bryant a safe and caring place for all of our students. We will treat each other with respect and we will refuse to tolerate bullying of any kind at our school.

We define bullying as behavior that is unfair and one-sided and continues to hurt, frighten, threaten or repeatedly leave someone out. These types of bullying behaviors include but are not limited to the following:

- Hurting someone physically by hitting, kicking, tripping or pushing.
- Stealing or damaging another person's things
- Ganging up on someone
- Teasing someone in a hurtful way
- Using put-downs, such as insulting someone's race or making fun of someone for being a boy/girl
- Touching or showing private body parts
- Spreading rumors or untruths about someone
- Leaving someone out on purpose, or trying to get other kids not to play with someone

In addition, Bryant students will do the following to prevent bullying:

- Treat each other respectfully
- Refuse to bully others
- Refuse to let others be bullied
- Refuse to watch, laugh, or join in when someone is being bullied
- Try to include everyone in play, especially those who are often left out
- Report bullying to an adult

And, Bryant teachers and staff will do the following to prevent bullying and help children feel safe at school:

- Closely 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 using the Four-A-Response process and coaching (Affirm/Ask/Assess/Act)
- Look into all reported bullying incidents
- Assign consequences for bullying based on the school discipline code
- Provide immediate consequences for retaliation against students who report bullying

Threat Notifications

Seattle Public Schools has the following Threat Notification Policy (C31.00) and Procedure (C31.01). To view the policy, go to www.seattleschools.org/area/policies/c/c31-00.pdf

The safety of students and school employees is crucial to a safe and effective learning environment. To help us maintain a safe learning environment, Seattle Public Schools has a policy and procedure that places a responsibility on students, staff, volunteers and others in the school community to report in a timely manner all threats of violence or harm to the school principal, building security specialist (for secondary schools), and/or the Seattle Public Schools Safety and Security Department. The telephone number for the Safety and Security Department is 206.252.0707. This number is answered 24 hours per day, seven days per week throughout the year. Threats will be investigated, a safety plan developed, and the subject of the threat notified, as appropriate.

Weapons-Free Zones

Seattle' schools were designated as "Weapons-Free Zones" by the Seattle School Board via the adoption of policies that state that:

- There will be no tolerance for student possessions of weapons or firearms on school property, on school-provided transportation, or at school-sponsored events and activities.
- Except for authorized law enforcement personnel, all persons, including students, employees and members of the public, are prohibited from carrying dangerous weapons, as defined by Washington state law, on district property.
- Criminal sanctions for weapons possession under state law are severe. Anyone carrying a dangerous misdemeanor. Anyone 17 years or younger carrying a gun on school grounds faces a minimum mandatory 10 days in jail, and a maximum of five years in prison and a \$10,000 fine.

We want our schools to be safe for you and your child. Therefore, individuals who bring any actual or toy weapon to any Seattle Public School grounds, building or activity will be cited and prosecuted to the full extent of the law.

Tobacco-Free Zones

It is the policy of Seattle Public Schools to prohibit the use of all tobacco products on public school property. The term "tobacco" includes any kind of lighted pipe, cigar, cigarettes or any other lighted smoking equipment or material, or the chewing or sniffing of a tobacco product. Staff, students, parents, contracted personnel, and visitors are prohibited from using tobacco products on school property. This also applies to organizations or individuals leasing or using Seattle Public School property, on school grounds, in personal vehicles on school property, and in District-owned vehicles. This policy will be in effect at all times, including the school day, before and after school and during evening/weekend events (fundraising, curriculum nights, open houses, etc.)

Drug and Alcohol-Free Zones

Under the Drug-Free Schools and Communities Act, the school must be totally free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute drugs or alcohol while at school or while taking part in any school activities. Disciplinary actions will be taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students and loss of job for school employees. All students have an opportunity to participate in the drug and alcohol education and prevention curriculum.

Toys, Games, Trading Cards and Money:

Students should not bring playthings to school except when requested or given permission by their teacher. Students should not bring money except as necessary for lunches or school-related activities. Any valuables should be left in the teacher's care for safe-keeping and returned home the same day. Students should not bring radios, tape or CD players, cell phones, trading cards, or video games to school. After one warning, items will be confiscated and only returned to a parent.

No Dogs Please

There is a City Ordinance prohibiting dogs from being on school grounds. An otherwise docile pet may become excited in the presence of many children and may nip or bite. To prevent accidents of this sort, please keep your child's pet at home.

Dress Code

Students should consider the weather and use common sense in choosing their daily school clothing. The following is a basic dress code for Bryant. Please take some time to review them with your child.

1. Shoes or enclosed sandals must be worn at all times.
2. Hats are not permitted in the building.
3. Clothing items displaying obscene or offensive language or pictures, or any reference to drugs or alcohol, are not appropriate. If students come to school wearing any of these items, they will be asked to change their clothes.
4. Shorts may be worn on warm days, but very tight or short shorts are not permitted.
5. Long-sleeved shirts should be worn outside on cooler days. Regular t-shirts or tank tops are fine, but crop, mesh or spaghetti/skinny strap tops are not permitted.

Lost and Found:

Parents are urged to write their children's names on all lunchboxes, jackets, and other personal items that are brought to school. If your child is missing anything, please check the Lost and Found closet, across from the first floor bathrooms. A large number of items are left unclaimed each year and then donated to charity at the beginning of winter break and the end of the school year.

PTSA

Bryant has a strong and active Parent Teacher Student Association (PTSA). All members of our school community are eligible and encouraged to become members. The Bryant PTSA plays an important role in supporting the academic work and community-building efforts at the school. Social events, communication, classroom support, fundraising and education advocacy are all important functions of this organization. PTSA Co-Presidents for 2016-2017 are Julie Ohrazda and Amy Shanafelt and the PTSA Vice President is Kim Love. Information on the entire PTSA Board, as well as PTSA sponsored events and meetings can be found on the Bryant website located at [www. bryantes.seattleschools.org](http://www.bryantes.seattleschools.org) or on the PTSA website located at www.bryantschool.org.

Visitors to Bryant Elementary

School Board Policy E14.00 – Visitors to Schools, encourages school or program visits, provided that there is only a minimal level of disruption of the educational process. By this standard, school or program visits that substantially impede the educational process should not be permitted by the principal or program manager. The following procedures are intended to implement this philosophy.

Please note that all visitors, parents, or guardians of students must sign in at the office and obtain a visitor's badge prior to entering other areas of the school.

1. All visitors to a school, program or classroom shall obtain prior permission of the principal, program manager, or supervisor in charge, and shall be required to sign in at the main school office prior to each visit.
2. If the purpose of the classroom visitation is to observe learning and teaching activities, the visitor may be required to confer with the teacher before or after the observation to enhance understanding of the activities.
3. The principal, program manager, or supervisor may withhold approval if particular events such as testing would be adversely affected by a visit. Similarly, if a visitor's presence becomes disruptive, the principal, program manager, or supervisor may withdraw approval. In either case, the principal, program manager, or supervisor shall give reasons for the action.
4. Visitors whose purpose is to influence or solicit students ("recruiters") are not permitted on the school grounds, unless the principal, program manager, or designee has determined that the visit furthers the educational program of the District or the career or educational aspirations of the student.
5. For purposes of this procedure, "solicit" means any verbal, written, or communication delivered to the student for the purpose of entering into any contract, buying or selling any product or service, hiring or enlisting them in any job, occupation, career or ministry, or enrolling them in any educational program.
6. Any visit by the representative of an organization, or an individual, that seeks to solicit students can be considered a recruiting visit, even if the stated purpose is not to recruit students. For example, recruiting visits can include such activities as chaperoning, tutoring, riding buses, appearances at career fairs, etc., if a partial purpose for the visit is to solicit students. The principal, program manager, or designee shall decide whether a partial purpose for a visit is to solicit students.

Unauthorized Persons on School Property Procedures

School Board Policy F44.00 provides that unauthorized persons on school property are considered trespassers. School property includes, but is not limited to, school buildings, school grounds, school sports facilities, school buses, and other premises being used for a school-sponsored event. Persons authorized to be on school property include the following:

1. District staff and School Board members during normal school hours, participating in school-sponsored events, or performing a job-related function.
2. Students enrolled at the school during normal school hours, participating in a school-sponsored event, or participating in an extracurricular event. Students who are suspended or expelled from a school are not authorized to go on or into any school building, school grounds, or other premises being used for a school-sponsored event without the prior consent of the principal or his or her designee, the program manager, or the supervisor in charge.
3. Parents/guardians of students who proceed directly to the school's main office and obtain permission to be on school property from the school's principal or his/her designee, the program manager, or supervisor in charge during normal school hours. See E14.00 and E14.01.
4. Member of the public with permission of the school's principal or his/her designee, the program manager, or supervisor in charge during normal school hours. Members of the public may be on campus during the school day to visit a school pursuant to the District's Visitors to Schools Policy and Procedure. See E14.00 and E1401.
5. Students, staff, parents/guardians, and members of the public who are observing or participating in school-sponsored or sanctioned activities, such as artistic performances or athletic events.
6. People who have permission to be on school property pursuant to a lease, vendor contract, building use permit, or joint use permit.

Breakfast and Lunch Program

Breakfast and lunch are served daily throughout the school year. Students may qualify for reduced prices or free lunch status by filling out a lunch application form. These forms are available during the school year from the front office and/or the school's cafeteria staff. All food services are free for students who qualify for the Federal Free and Reduced Lunch Program.

Children who buy breakfast or lunch are asked to deposit money into an individual account. This reduces the number of times lunch money is lost by students carrying it to school. Cash or checks (made out to Child Nutrition Services) may be taken to the school cafeteria before school on any day. Cash should be placed in an envelope clearly marked with the child's name and room number and can be left in the front office.

Breakfast is served from 7:35am-7:50am; the full student price is \$2.00 and the adult price is \$2.75. Lunch is served from 10:30am-12:10pm; the full student price is \$3.00 and the adult price is \$4.75. Milk is \$.50. Nut-free choices are also available for the same cost at the student's/family's request.

If your child prefers to bring his/her lunch to school, please mark your child's name and phone number on their lunch box or bag. In addition, there is a nut-free table for students with allergies. These students are permitted to invite a friend to sit with them as long as their guest's lunch is also nut-free.

Cafeteria Expectations

Students should wait politely in the food line and sit in their assigned classroom tables unless given open seating privileges. Students are also expected to be polite, remain seated and not bother other students while eating. When dismissed, students should walk quietly to throw out their garbage, put their lunch boxes in their classroom buckets and head out to lunch recess.

Nut Allergy Policy

It is the intention of Bryant School to provide a safe and welcoming environment for all of our students, including those with health concerns. Consequently, to ensure that students who have significant nut allergies are protected, the following measures are in place:

- The Bryant Cafeteria hosts a nut-free table where students may choose to sit with a friend who has a nut-free lunch.
- Parents and community volunteers are asked not to bring nuts to school when providing snacks for class parties or other events. This includes nuts in cookies, ice cream and other foods. Parents are reminded to read ingredient labels carefully in order to avoid nut oils in prepared foods.
- Parents of students who have nut allergies are asked to provide safe snacks for their students during class parties or other events.
- Peanut butter is not banned from lunches brought from home; it is believed that the difficulty of enforcing such a policy creates a false sense of security related to student safety. However, sensitivity to this issue is appreciated.
- Parents of students with significant nut or other food allergies are expected to communicate with the school nurse and classroom teachers to ensure that appropriate, additional precautions as well as a health plan, are in place for their students.
- Students with significant nut or other food allergies are expected to not trade food with other students, not eat food with unknown ingredients or known to contain allergens, and to notify an adult immediately if they eat something they believe may contain the food to which they are allergic.

Health and Medications

A school nurse is assigned to Bryant two days each week. On those days that the school nurse is not on duty, office staff will provide routine first aid. Consequently, if your child is injured or becomes seriously ill while at school, every effort will be made to notify you immediately while the nurse or office staff administers basic care.

Assuming the injury or illness is not critical, we will then request that your child be picked up by family or any contact indicated to have pick-up permission in our records, so it is important that you have a home plan for care in the event of an emergency. Accordingly, children who appear to have a contagious and/or infectious illness, or are lethargic, pale or have a high temperature may not remain at school as we do not have the proper facilities to adequately treat illness.

Finally, all medications to be administered in school, whether they are over-the-counter or prescription, must have both physician and parental authorization. This includes Tylenol, Benadryl, or other non-aspirin pain reliever. Medications must be in their original containers and a "Medication at School

Authorization” form must be filled out and on file with the school nurse. Forms are available from the school nurse or in the front office. Students are not allowed to carry medications to school.

Head Lice

Head lice are a perennial and persistent problem in most schools and can cause anxiety for students and their families. And while we cannot control their infestation completely, the following are some tips to help in their prevention.

- Be cautious when your child goes to camps or has sleepovers and remind them to
- If one family member becomes infected, others are at risk, as well. Make sure all family members are thoroughly checked.
- Wash all clothing, toys and bedding in very hot water to kill existing lice and to prevent the spread of lice.
- Daily head checks are critical once lice have been reported. Vigilance is important.
- If lice are present, a call must be made to the teacher, school nurse, front office and daycare so that other families can be notified.
- Complete and thorough treatment is essential for eliminating the problem. Several websites offer helpful advice and information and are listed below:

www.srhd.org/documents/Health_Topics/Lice-Guidelines.pdf

www.headliceinfo.com

www.betterpestcontrol.com

www.healthcaresouth.com

Fire/Earthquake and Emergency Drills

Fire, earthquake and evacuation drills are held regularly. In the event of an earthquake, parents are requested NOT to phone the school. Whenever possible, parents are asked to come to the school office or playground in order to initiate an orderly dismissal. Parents will be informed as quickly as possible and as soon as emergency needs have been met. Students who may be stranded will be provided with food, water and emergency first aid provisions, which are stored either in the individual classrooms or in large containers on the playground.

Snow Closures

Snow and emergency announcements are available by calling 206.252.7207 or by accessing the Seattle School District’s home page at www.seattleschools.org. In addition, the following radio and TV stations and/or their websites will broadcast school closure information:

KING5-TV

KCIS-AM

KPLU-FM

KOMO-TV

KOMO-AM

KIRO-FM

KIRO-TV

KIXI-AM

KMPS-FM

Q13FOX-TV

KUOW-AM

KUOW-FM

School Buses

Students who ride the bus to and from school are expected to follow the rules established for their health and safety. Students should be at the designated stop five minutes prior to their scheduled pick-up time.

1. The driver is in charge of the bus and passengers and must be obeyed. If a supervisor is assigned to the bus by the district, she/he will be responsible for the behavior of the students while the driver remains responsible for the safe operation of the bus. Students must obey both driver and supervisor.
2. Students shall ride only on their assigned bus unless **written permission** to do otherwise has been received by the front office/school authorities and a Temporary Bus Pass (yellow card) has been issued. Students without written permission will be sent home as usual. Temporary Bus Passes are issued in the front office.
3. Unless the front office/school authorities receive **written permission**, no student shall be permitted to exit the bus except at his/her regular stop. Written permission and a yellow card are needed for permission to get off on any bus stop other than the student's regular stop or to ride a bus the student does not normally ride.
4. If a student is assigned to a seat, she/he will use only that seat unless permission to change is authorized by the driver.
5. Once inside the bus, students should go directly to a seat and remain seated at all times unless instructed to do otherwise.
6. All students are expected to walk on and off the bus without pushing or shoving. Head, hands, arms and feet must be kept inside windows.
7. Noise must be kept down to avoid distracting the driver. Loud behavior, teasing, name-calling, rough-housing and throwing objects on the bus is not tolerated.
8. Children who engage in unacceptable behavior will receive a write up and may face consequences. Students will meet with the head teacher/principal and their parents will be notified.
9. Students who do not follow the transportation rules risk suspension or expulsion from transportation privileges following three written notifications of misbehavior.

Please also refer to the bus conduct pamphlet supplied by the Seattle Public Schools. The Transportation Department phone number is 206.252.0900.

Parking and Traffic Patterns Around Bryant

By observing the one-way traffic flow, your children will not need to cross the street when being dropped off. Always pull over to the curb to drop your child off. ***Never allow your child to exit a vehicle in the middle of the street!***

Traffic flow around the school, (33rd Northbound and 34th Southbound) can be very congested at times, so we ask for your extra caution and patience. Please observe the signs for loading zones and drop-off areas as cars parked in these areas are often ticketed.

Please do not park your car or unload your student in the bus zone area. The buses arrive at different times and need to be able to unload children quickly. Also, for their own safety, it is prohibited to have parents or children walk between the buses as they are loading or unloading.

Traffic patterns at Bryant



Please remember that there is NO stopping on NE 60th in front of the school. Also, do not stop or park in the bus zone at any time. We have several buses that come at different times during the day. We also have activity and field trip buses that arrive and depart at different times during the day. Please use 34th Ave. NE or 33rd Ave. NE to drop-off or pick-up your children. Let's remember to be SAFE out there!

Safety and Patrol Crossings

Bryant stresses safety in walking to and from school. Consequently, it is important that safety practices are also stressed at home. Every child should know the safest route to and from school or the bus stop, as well as the appropriate safety rules to follow. The following safe practices are recommended:

1. Have a single, agreed-upon route for your child to travel to and from school.
2. Ask your child the names of the children she/he usually walks with to and from school.
3. Call the school office if your child doesn't arrive home within a reasonable length of time. All children are expected to go home immediately after school. No child should remain after school unless part of a supervised program.
4. Please notify the school of any safety concerns or problems.
5. Never cross with your child between cars or school buses.
6. Never call to your child and ask him to run to you from across the street.

Finally, please respect the job that the Safety Patrol children are performing. They need a clear view of the street to aid others in crossing, so please avoid parking in front of/close to stop signs. Also, remember to refrain from jaywalking and cross at the cross walks in order to set a good example for the children.