

Skyline Elementary School Parent Handbook



2225 Thornton Rd. Ferndale, WA 98248
Phone: 360-383-9450 Fax: 360-383-9452



Skyline Elementary School

Dear Skyline Parents:

I would like to personally welcome you to Skyline Elementary School. Speaking for all our staff, we appreciate having the opportunity to serve you and your children. We are committed to providing a safe environment and dynamic learning experiences.

The purpose of this booklet is to introduce you to Skyline and to share with you the procedures in place to help us accomplish our mission. All of the rules and procedures have been developed to enhance school safety and to protect the integrity of the learning environment.

To help us provide quality learning experiences for your children I invite you to become an active, integral part of our school. I firmly believe a child's academic and social success depends upon a plan that involves you, your child and our school staff working as a team. A critical component of this plan is communication. We will work hard to keep you informed about your child's progress and other important matters. At the same time, I encourage you to share with us your questions, concerns, and/or ideas.

In closing, I would like to thank you for trusting us with your children. I fully realize how valuable they are to you. Because of this, I pledge to you that we will do our best to challenge them academically and to keep them safe. I want our students to have the most positive experience possible here at our school. Simply put, I want them to love school and learning. I also want them to develop dreams and learn to tenaciously seek them out. Let's work together as partners to help those dreams come true.

Sincerely

Bill Tipton
Skyline Principal

Skyline Elementary School Daily Schedule

9:00	Students Arrive, Breakfast program starts
9:15	Students not eating breakfast enter the building and go to class
9:20	Breakfast Program ends and kids must go to class
9:25	Tardy Bell
11:30-12:15	Recess and Intermediate Lunch (grades 3-5)
12:00-12:45	Recess and Primary Lunch (grades k-2)
2:10- 2:25	3 rd – 5 th Afternoon Recess (with a kindergarten exception)
2:30-2:45	K-2 nd Afternoon Recess (with a 3 rd and 4 th grade exception)
3:30	School dismissed

OFFICE CONTACT INFORMATION

AA2 Tena Leavitt Secretary Student Services 383-9453

AA2 Sarah Lagerway Secretary Medical Services 383-9497

AA1 Cyndi Tennyson Secretary Adult Services 383-9451

ABSENCES

Regular attendance is legally required. **Please call or email Tena Leavitt at: 383-9453 tena.leavitt@ferndalesd.org to report your child's absence as soon as you know.** You may leave a voice mail on our attendance line at any time. Please know however, if a guardian has not reported the absence by 10:00 AM, our automated call system will begin calling guardians at 10:00 AM and again after 6:30 PM.

A state law, (E2SSB 54339 Runaway/Truancy Bill) popularly known as the "BECCA Bill," mandates the way that all Washington schools must address unexcused absences. The following measures are taken after a specific number of unexcused absences have occurred:

- **At one (1) unexcused absence the school must inform the parent.**
- **At two (2) unexcused absences, the school must schedule a meeting with the guardian (and student when appropriate) to discuss the causes of the unexcused absences and work to find solutions to prevent further absences.**
- **At five (5) unexcused absences within a 30-day period, the school must hold a truancy agreement meeting with the guardian (and student when appropriate) identifying necessary steps to resolve attendance problems.**
- **At seven (7) unexcused absences within a month, the school must file a petition in juvenile court to order the student to attend school.**
- **At ten (10) unexcused absences within a school year, the school must file a petition in juvenile court to order the student to attend.**

Please know it is not the school's desire to go through any of these activities with families. We do, however, believe that children need to be in school every day except for legitimate excuses (e.g. illness, death in the family, infrequent pre-arranged absences, important school activities, or unanticipated emergencies).

Important: Guardians have 48 hours to excuse an absence upon return from an unreported absence. When your student has reached 10 excused absences in a school year, we require guardians to either provide medical information from a physician's office or meet with the principal to further excuse any absences.

FAMILY VACATIONS

We strongly encourage guardians to arrange student vacations during the school breaks. While we recognize that families sometimes would like to take vacations while school is in session, children lose vital instruction and social connection when away from the classroom. Please fill out a Permission for Planned Absence Form as far in advance as possible if you wish to be gone during the school year. We cannot approve/excuse a planned absence with less than two school day's notice.

ARRIVING LATE

Students arriving at or after 9:25 **must** check in at the office before going to class. This is the only way the office knows your child has arrived at school after attendance has been taken. It will also alleviate calls to your home regarding your child's absence. Please call 360-383-9453.

LEAVING EARLY

Every effort should be made for students to stay until 3:30 daily. If you need to check your child out before dismissal time at 3:30, please come to the office to sign them out and we will call them out of class on the intercom. Students should only leave early for medical appointments or a family emergency. If your child usually takes an early bus, and you decide to pick them up instead, you must notify the transportation department (360-383-9236) that your student will not be riding their bus prior to the end of the day.

WALKERS AND BIKE RIDERS ARRIVAL/ DEPARTURE

Students who walk or ride bicycles are asked to arrive at school after 9:00 a.m. unless they are having breakfast at school or attending a special program such as Math Olympiad, Reading Club or a PBIS related activity by invitation. Similarly, students are to leave campus directly after school unless they are a member of an afterschool club. We ask that students walk their bikes and scooters after arriving on campus.

BICYCLES, SKATEBOARDS, SCOOTERS, ETC.

Bicycles and scooters are not to be ridden on school grounds between 9:00 a.m. and 4:00 p.m. Skateboards and roller blades are prohibited and should be left home. The school is not responsible for personal property.

Please review the following with your student:

1. **Safety helmets are required any time you ride to school.**
2. Bicycles are to be walked and scooters are to be carried on the school campus immediately before and after school.
3. Students are to park their bicycles and scooters in the bike rack immediately upon arriving at school. Scooters may be brought into the school office to park.
4. Students should have chains or locks for bikes.
5. Students abusing these expectations may lose the privilege.

CHANGE OF ADDRESS, HOME PHONE OR CELL PHONE

If you move during the school year or change phone numbers, please let us know immediately for emergency purposes. Please send a note, call us at 383-9450, or email tena.leavitt@ferndalesd.org.

GETTING MESSAGES TO STUDENTS

Messages for students are delivered at the end of the day. Please call in **before 3:00**. **Please do not leave urgent messages late in the day on voice mail.** 3:00 PM is our busiest office time of day and we cannot guarantee we will get incoming messages before school is out and children have departed.

SCHOOL NEWSLETTER

The "Skyline News" is posted on the school website at <http://ferndalesd.org/skyline/> and on our Facebook page. We will also send home a paper copy the last week of every month. The newsletter is designed to inform you of upcoming events.

ILLNESS AT SCHOOL

When students become ill at school, the office will notify you so that you may arrange for your child to go home. In case no one is home during the day, an emergency contact should be listed for us to call. Children should not be sent to school with any contagious illness, fever over 100°, vomiting, or diarrhea and should stay home for 24 hours after symptoms subside.

MEDICATION AT SCHOOL (prescription and over the counter)

If a student needs to take medication at school, **an adult** must deliver it to the office in the *original* container with the student's name on it. Additional required information includes the name of the drug, the dosage, how often it is to be given, and the doctor's name. Along with the aforementioned, a Ferndale School District medication form must be completed and signed by your doctor. School staff is prohibited by state law from dispensing any medications without these requirements being met. **Please note that students may not bring over the counter medication with them to**

school. This would include, but not be limited to, cough drops, aspirin type medications, ointments, or vitamins. Please contact your school office for more information.

LICE

Head lice are considered a nuisance infestation. As much as parents monitor whether children are brushing their teeth or washing behind their ears, so should parents inspect children's hair once a week for the presence of lice or nits (lice eggs) that are glued to the hair shaft. The easiest places to discover nits are behind the ears or at the nape of the neck. It is much easier to get rid of an infestation in the early stages when there are only a few nits and not hundreds. When the school identifies a student with head lice, the student's parents will be informed. We do not exclude students from school for lice. Parents must determine the appropriate treatment for their family. We will track students who have chronic infestations, inform parents, and make referrals to the school nurse for follow up. Please be aware that an ongoing and continued presence of untreated head lice may in some instances be considered neglect. See this web site for detailed information: <http://www.hsph.harvard.edu/headlice.html>

DISCIPLINE PROCEDURES

The creation of a positive social climate and culture in our school and community is paramount to everything we do. We spend much of our lives at school and this time should be positive and educational, striving to create a community in which all are treated equitably and with respect.

Our school staff strives to teach useful and appropriate ways for each student to manage themselves and to make good decisions. Children's academic skills will be strengthened while they learn and they gain stronger social skills. As educators and parents, we know that teaching decision-making skills to children is something that requires practice and patience. We do not expect every child to always make the right choice, but we do expect every child to **try to do the right thing and try to make the right choices**. Learning appropriate behaviors and decision-making skills is a developmental process, just as is the learning of reading and mathematics.

At school, we emphasize that each person is responsible for his or her own behavior. We seek win-win solutions and teach proactive social skills. Our teaching will always emphasize that conflict can be resolved through verbal skills rather than physical aggression. There are three elements in Skyline's Code of Conduct that create the appropriate behavior expectations anywhere at Skyline or on the bus to and from Skyline:

- 1) Be safe wherever you are
- 2) Be respectful wherever you are
- 3) Be responsible wherever you are

In the event that behavior problems do occur at school or on the bus, the following examples of consequences may be used:

- Re-teaching the proper behavior and expectations
- An immediate consequence such as, helping the child follow the particular expectation/guideline.
- Restitution relevant to the discipline event (paying back what has been taken)
- If the problem continues or the behavior is severe, other actions that may be taken include but are not limited to:
 - developing a written behavioral intervention plan with input from teacher, parents, principal and the student,
 - family conference,
 - loss of school privileges,
 - in-school suspension or a short-term suspension from school

DRESS CODE CRITERIA

Clothing worn at school should be appropriate and follow district dress code policy. It should not restrict student health or safety, or cause a disruption of the learning environment. Clothing that advertises tobacco or alcohol products, sexually explicit material or violence of any type, is not allowed at Skyline. We offer these recommendations to help students meet Skyline's dress code:

- Sleeveless shirts need to stay on shoulders and extend to the waist
- Shorts and skirts must be long enough to extend past fingertips when arms are at sides
- For safety purposes, we recommend closed toed shoes
- No flip flops

HAT RULES AND EXPECTATIONS

Hats can be worn during recesses, breakfast and lunch. The reason for this is: 1) It is difficult for kids to hold hats or extra belongings while trying to also navigate a tray of food, 2) food or drinks could spill on the hats if left on a table and 3) It is not sanitary to set a hat on a surface with food. *(Hoods may **not** be worn at either breakfast or lunch because the above concerns do not apply.)

Hats may be worn at Friday Assemblies until we stand for the Pledge of Allegiance. Once the Pledge has been completed, hats and hoods need to stay removed. There should be no sharing of hats.

INVITATIONS AND GIFTS

In the interest of sensitivity to the feelings and needs of children, we ask parents not to bring gifts or invitations to school for parties or activities to which all students in a class are not invited. If you have questions or concerns, please talk to your child's teacher first.

LOST AND FOUND

The school is not responsible for personal items. Please put your child's name on his/her coat, backpack, and lunchbox. If an item is lost, please contact your child's teacher first. The lost and found is in the gymnasium hall area and students need to check there for lost articles. All items left in lost and found are donated to charity three times a year. Check the office for smaller lost items such as glasses, house keys or gloves.

MONEY

Students should only bring money to school for meals, book orders, or field trips.

RECESS BEFORE LUNCH

This year our students will be enjoying recess before they go to lunch. This change is based on research showing a positive impact on student learning, nutrition, and behavior.

PLAYGROUND

Three or more adults are on duty each recess. We also allow 5th grade students trained as "Peace Keepers," to assist students and adults with this supervision. Students have the opportunity to be at recess twice a day for a minimum of 15 minutes each time. We do allow students to run on our blacktop area, but to prevent severe injuries we will not allow them to play "running-pushing" games like tag or football on the blacktop.

SCHOOL ACCIDENT INSURANCE

School accident insurance is available through United Healthcare for students at a nominal cost. Both medical and dental coverage is available on separate policies. Application forms are available in the office and are available online at: www.k12StudentInsurance.com

BUSES:

If your child rides a bus, we want the ride to be safe and pleasant. Our school staff in partnership with the transportation department develop bus expectations. These will be sent home with your child at the beginning of the year. Bus drivers and our school staff go over bus rules with children throughout the year and as needed. We ask guardians to follow up with these expectations at home. If there is a behavioral problem on the bus, the driver will generally give the child a verbal warning about the rule to start, followed by a written warning if needed. If inappropriate behavior continues, the child may receive a bus suspension. In the event of a bus suspension guardians are responsible for transporting their children to and from school.

Glass items (flowers in a vase), pets, band instruments larger than lap-size, and balloons are not allowed on school buses for safety reasons. Children should be extremely careful at bus stops and when crossing streets. Students should understand that bus stops become dangerous when pushing and shoving occur.

Students are not allowed to ride a different bus from school without a written note signed by their parent and given to our school office. The office will then write a bus pass. **Please make sure to call the office before 3:00 to switch a student bus pass.**

To Parents of Preschoolers and Kindergarteners:

The transportation department requires adult supervision at bus stops for both pick up and drop off. If no parents are present, drivers will continue on route with the child. While in route the driver will communicate back to the child's school. In most circumstances the child is brought back to the school. School office staff will call all phone numbers left by parents or custodians until we reach someone. If no contact is made by 5:30 pm, the office staff will call the local police.

BUS SCHEDULE/ SEVERE WEATHER

Operation of buses during snow or ice conditions:

Students and parents should listen to the following local radio stations on snowy or icy days to determine if school buses will operate on a regular or delayed schedule. The stations are KGMI (790 AM), KPUG (1170 AM), KISM (92.9 FM) and KAFE (104.3 FM). You can also check @ www.ferndalesd.org/transportation or the school closure line @ 383-9888.

Operations of buses during a thaw and county-imposed road restrictions:

Buses will run only on all-weather roads during a thaw following a long and/or severe freeze as determined by county commissioners. The school district will be notified by the county commissioners. Parents are expected to get their student to all-weather roads and home again from the all-weather road drop-off points in the afternoon.

PARKING LOTS

Visitors may park in two locations at Skyline. Our east parking lot (the smaller parking lot) directly in front of the Skyline office is for visitors only. Our west parking lot (the big parking lot) is mostly for staff, although we have created eight visitor spots, marked visitor, and two disabled spots.

WALKERS AND CAR TRANSPORTATION:

- Students should not arrive at school prior to 9:00 daily and may enter the school at 9:15. Breakfast eaters may go to the gym area at 9:00 AM to pick up and eat breakfast in the west solarium.
- All students arriving at school should gather in the commons area in front of the library and in front of the west solarium within the yellow lines to allow flow of movement. Students may not wait near the gym or bicycle racks.
- **Walkers** should take care to always use sidewalks and crosswalks. Crossing Guards are on duty at the corner of Vista and Thornton, daily, from 9:00 to 9:25 a.m. and 3:30 to 3:45 p.m.
- **Students who arrive by car** should be dropped off in our drop-off/pick-up lane in front of the west solarium. A map is included in this newsletter. **For student safety, please do not allow your student to walk through the parking lot.** If you wish to park your car in the parking lot and walk to the front of the school to escort your child, you may. If you are in this area, you must use a designated parking spot.

LUNCH AND BREAKFAST PROGRAM

Parents may put money on their student's account by going on the district website and following the Food Services link. Students bringing money or a check to school should have their first name, last name and teacher name on the outside of the envelope. Money for breakfast or lunch should be taken directly to the kitchen. We encourage you to fill out the Free and Reduced Breakfast/Lunch form as soon as possible. It may take up to 10 days before the service begins. Parents and guardians may not charge breakfast or lunch to the school.

BEVERAGES AT SCHOOL:

If your child brings lunch from home, the beverage should be water, juice, milk or, other healthy alternative. Please avoid soft drinks and sugary drinks.

SNACKS/TREATS/PARTIES

Food will no longer be distributed at school due to an increasing number of students with life threatening food allergies. Additionally, families are no longer allowed to bring food or treats for events such as birthday parties. Some exceptions can be made on a case by case basis, but would have to be approved through the building principal. We do allow for snack time in the school day as long as they are healthy, brought from home, are specific to the student, not shared with others, and approved by teacher and principal. For more information about Food and Nutrition see FSD Board Policy on the District website: www.ferndalesd.org

TOYS FROM HOME

Students are not to bring toys from home, this includes fidget spinners. If your student brings a cell phone or other electronic device to school, it must be powered off and stored in your student's backpack during school hours. **Toys, phones or other items that are being used inappropriately or are not allowed at school, will be held by staff so parents may be notified to come pick up the item.** The school is not responsible for personal property.

Playground items donated to the school must be cleared with the PE teacher prior to donating to a class to make sure they are in compliance with safety and curricular guidelines.

VISITATIONS

PARENTS - You are welcome to observe your child in class. We appreciate having you contact the teacher before you come to school as even quick casual visits stop the flow of learning and instruction. After you have contacted the teacher and set up a time for your visit, please stop at the office for a Visitor Pass. While in the class, please sit quietly in the back as chatting with your child is disruptive to others. Teachers have the right to speak with visitors before or after a visitation.

STUDENT VISITORS – Students from other schools are not allowed to visit during the school day except for student alumni volunteering in classrooms. Before this happens, student alumni volunteer must first fill out a volunteer packet. See Mrs. Tennyson in the office for this packet.

PARENT VOLUNTEERS - Please sign in and out in the office and put on a badge with your name. All Volunteers must have filled out a volunteer packet and have been cleared by FSD prior to volunteering in any classroom or for any school activity.

FERNDAL SCHOOL DISTRICT TOBACCO POLICY

It is a violation of district policy and state law for any person to use or carry tobacco or tobacco products on school property or at school events. Effective June 11, 1998, state law made it illegal for students or any person under 18 years of age to possess tobacco products anywhere, anytime. If students possess tobacco at school or school activities, the police will be notified. The penalty for a person under age 18 to possess tobacco products is 1) a \$50.00 fine, or 2) up to 4 hours community service, or 3) participation in a smoking cessation program, or 4) all three.

FERNDAL SCHOOL DISTRICT SEXUAL HARASSMENT POLICY

This district is committed to an educational and working environment free from discrimination, including sexual harassment of students, employees, and others involved in school district activities.

Sexual harassment does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior that is unwelcome, offensive, or creates uneasiness in the educational and work environment.

For the purposes of this definition, sexual harassment may include conduct or communication that happens from adult to student, student to adult, student to student, adult to adult, male to female, female to male, male to male, and female to female.

The district will take prompt effective remedial action within its authority on substantiated reports of sexual harassment. Individuals engaging in sexual harassment will be subject to appropriate discipline or other sanctions.

FERNDAL SCHOOL DISTRICT DANGEROUS WEAPONS POLICY

It is a violation of district policy and state law for any person to carry (be in possession of) a firearm or dangerous weapon on school premises, school-provided transportation, or other facilities being used for school activities.

Students who violate this policy are subject to district discipline policies and procedures, including the due process provisions regarding notification of parents. Students in violation of the firearms portion of the policy are subject to a minimum one calendar year expulsion, with a possible case-by-case modification by the Superintendent.

School officials shall notify the appropriate law enforcement agency or juvenile authorities with the names of any violators.

PUBLIC NOTICE

The Ferndale School District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, nationality, sex, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and grievance procedures may be directed to the school

district's Title IX RCW 28A.640 Officer, Dr. Paul Douglas, Human Resource Director, 383-9223, or Section 504 ADA Coordinator, Ms. Jill Iwasaki 383-9212, at the administrative offices at P. O. Box 698, Ferndale, WA 98248.

SKYLINE ELEMENTARY SCHOOL PTO

“Bringing together students, staff, and families at Skyline.”

Who is the PTO? You are!

Every Skyline parent, guardian, and staff member is a member of the PTO

General Membership Meetings are held in the Skyline Library at 6:30 pm the second Tuesday of each month.

PTO Board Members Meeting will be held at 6:30 pm the first Tuesday of each month.

FREE child care with planned activities in the gym during meetings

PTO Board Member Contact Information:

Presidents: president2@skylinepto.org

Vice Presidents: president@skylinepto.org

Secretary secretary@skylinepto.org

Treasurer treasurer@skylinepto.org

Volunteer Coordinator volunteer@skylinepto.org

Public Relations publicrelations@skylinepto.org

**Fundraising
Coordinator** Fundraising1@skylinepto.org

WAJAT Coordinator

Please visit our website for information about upcoming events at: www.SkylinePTO.org

SKYLINE ELEMENTARY SCHOOL

STUDENT AND TRAFFIC SAFETY PROCEDURE

Student and Traffic Safety at Skyline is a top school priority that requires ongoing evaluation and change. If you have any concerns, questions or suggestions, please contact the Skyline Office. The pick up/drop off areas for all students is as follows:

PLEASE:

- NO CELL PHONES
- USE CROSSWALKS TO CROSS LANES
- DO NOT EXIT VEHICLES TO FIND STUDENTS
- STUDENTS MUST ENTER THE VEHICLE ON THE PASSENGER'S SIDE

WEST PARKING LOT: STAFF AND DISABLED DRIVERS PLUS EIGHT VISITOR PARKING SPACES ALONG THE FRONT.

EAST PARKING LOT: FOR VISITORS ENTERING THE OFFICE. PLEASE USE THE CROSSWALK. STUDENTS MAY NOT CROSS HERE WITHOUT AN ADULT.

MORNING STUDENT DROP OFF: DRIVERS MUST USE THE PICK UP/ DROP OFF LANE. LOOK FOR THE SIGN ON VISTA DR. AND FOLLOW IT THROUGH THE YELLOW GATES, PAST THE COVERED PLAY AREA, AROUND TO THE FRONT OF THE SKYLINE BUILDING TO DROP OFF STUDENTS.

AFTERNOON STUDENT PICK UP: DRIVERS MUST USE THE PICK UP/ DROP OFF LANE. LOOK FOR THE SIGN ON VISTA DR. AND FOLLOW IT TO THE YELLOW GATES. THE GATES WILL BE OPENED AT 3:30. STAFF WILL ASSIST STUDENTS GETTING INTO VEHICLES BY COVERED PLAY AREA. STUDENTS WILL BE GUIDED TO ENTER CARS ON THE PASSENGER'S SIDE. ONCE STUDENTS ARE SAFELY IN VEHICLES, DRIVERS WILL BE DIRECTED TO DRIVE AROUND THE FRONT OF THE SCHOOL TO EXIT ONTO THORNTON RD.

