



# ***Graham Hill Whales***

***Graham Hill Elementary School***  
***5149 S. Graham St., Seattle, WA 98118***  
***Office 206-252-7140***  
***Attendance 252-7144***

Welcome to our neighborhood school!

This ***Family Reference Guide*** gives highlights of our school's philosophy, procedures and policies. Please visit us in person or call us for more details on any of the topics.

Christina Morningstar  
Principal

## **Our core beliefs and mission for Graham Hill...**

### ***Mission Statement***

*Graham Hill students will become lifelong learners and problem solvers. They will work to get along with others and respect differences.*

### ***Code of Conduct***

*Our Code of Conduct has recently been updated and is given to all families as a separate document.*

## **Mission Statement and Code of Conduct**

### School Hours: 9:10 a.m. to 3:15 p.m.

Children are permitted on the playground beginning at 8:45am. **Please be aware there is no school/adult supervision prior to this time.** Students are also permitted to enter the cafeteria at 8:45 a.m. through the east door near room 101 or front door of the school to eat breakfast.

### Lunch Times

**First Lunch: 11:40- 12:00 Rooms 230,232,233**      **Second Lunch: 11:45 - 12:05 Rooms 101,103,105**  
**Third Lunch: 12:00-12:20 108,112,203,235**      **Fourth Lunch: 12:10-12:30 Rooms 114,121,123,236**  
Parents are welcome to eat lunch with their children (remember to sign in as a visitor in the office).

### Progress Reports

Kindergarten through fifth grade will receive Progress Reports three times a year, or every 12 weeks:

End of 1 <sup>st</sup> trimester	Nov.30	Reports go home	Dec. 7
End of 2 <sup>nd</sup> trimester	Mar. 14	Reports go home	Mar. 21
End of 3 <sup>rd</sup> trimester	June 17	Reports go home	June 17

### Major Calendar Dates\*

Sept. 5	First day of school	Jan. 28	No school: <u>Day between semesters.</u>
Sept. 26	<u>Students released at 1:15 p.m.</u> (Prof. Dev. Train)	Feb. 6	Students released at 1:15 (prof. Dev. Training)
Oct. 12	<u>No school:</u> Staff Training	Feb. 18-22	No school: <b>Mid-winter break</b>
Oct. 31	<u>Students released at 1:15 p.m.</u> (Prof. Dev. Train)	Mar.5	<u>Students released at 1:15 p.m.</u> (Prof. Dev. Train)
Nov. 12	No school: <b>Veterans' Day</b>	Mar. 21	No school: (Prof. Dev. Training)
Nov. 13-20	<b>Parent Conf. Students released 1:05 p.m.</b>	Mar.31-Apr.4	No school: Spring Break.
Nov. 22-23	No school: <b>Thanksgiving</b>	May 21	<u>Students released at 1:15 p.m.</u> (Prof. Dev. Train)
Dec. 24-Jan. 4	<b>Winter break. School begins on the 7th.</b>	May 26	No school: <b>Memorial Day</b>
Jan. 21	No school: <b>M. L. King Day</b>	Jun. 17	Last day of school for students

**\*More dates will be shared every other WEDNESDAY in the newsletter. Check backpacks**

**SCHOOL HOURS**

**PROGRESS REPORTS**

**MAJOR CALENDAR DATES**

### **Sick Policy**

If your child has a fever of 99 or more do not send him/her to school. The child should be fever-free for 24 hours. A child with stomach illness (vomiting) should not be sent to school for 24 hours after the last incident.

### **Illness/Injury at School**

The school nurse is present one day a week. All injuries are sent to the Office and treated by Office Staff. Should a child be seriously injured, the parent will be notified immediately. 911 will be called should any major accident occur. If emergency transportation is necessary and the parent is not available prior to departure, a staff member will accompany the child. **SPECIAL NOTE:** *It is extremely important that up-to-date telephone numbers and addresses be maintained by the School Office for possible emergencies and general communication. Please be sure this information is always current.*

### **Medication at School**

It is preferred that all medication be dispensed at home before or after school hours under the supervision of a parent or guardian. If your physician determines medication must be administered at school, special permission forms are available from the school office and must be filled in and signed by the physician. **This includes over-the-counter medicines such as Tylenol, cough drops, cold and allergy medication, etc.** All medicine and the DR. signed form must be kept in the office. Students are never to give themselves medicine such as Tylenol or cough drops.

### **School Nurse**

Our school nurse is at Graham Hill on Thursday. Office personnel respond to medical and/or emergency needs on all other days, as needed.

### **Immunizations**

The school immunization law requires all students attending kindergarten through sixth grade present proof of immunization. Exemptions are allowed for medical and religious reasons. Any student enrolling in school who fails to provide documentation of full immunization or proof of medical, religious, philosophical or personal objections, before or on the child's first day of attendance, shall be excluded from school until proof is presented. Contact the school office if you have questions, 206-252-7140.

### **Check-Out Policy**

The Early Dismissal Sign Out Sheet is located in the Office. Please sign this and inform Office Staff if you, or any designated person (with *written permission*), is taking your child from school early. Teachers will not release students unless parents have a release slip from the office.

**SICKNESS/INJURIES    MEDICATIONS    SCHOOL NURSE    IMMUNIZATION    CHECK-OUTS**

## Tardy Policy

The tardy bell rings at 9:10 a.m. **All classes need to start their instructional time with the end of the tardy bell.** Visits with staff need to be scheduled outside of class time or during a teacher's conference period. If arriving after the 9:10 bell, please check in with the office. Students need a tardy slip to present to the teacher. Excessive tardiness must be referred to the Seattle Public School's Truancy Office. (Note additional information under "**Absence Policy**" below.)

## District Absence Policy

Unplanned Absences are excused when your child's personal illness or injury, or the illness, injury, or death of a family member, prevents your child from attending school. When this happens, please notify the school.

Planned Absences are excused when you submit a request to the office three school days before the start of your planned absence, usually for a family trip of *short duration* (about 3 days), doctor or dentist appointment, or religious or other special one-time event. The school may require your child to complete missed classroom assignments and/or make another academic requirement for any absences.

Unexcused Absences are absences caused by the student or parent oversleeping, student missing the bus, chronic transportation problems, student needed for baby-sitting, or long vacation/family trips of several weeks. **A student is considered truant if he/she is absent without a valid excuse for more than ½ of a school day.**

Parents must list a specific reason for any absence; otherwise it will be listed as *unexcused*. When a child has accrued seven unexcused absences in one month or 10 unexcused absences in a year, this must be reported to the district's truancy office for a possible legal hearing.

WASHINGTON STATE LAW (28A.225 RCW) cites strict requirements for student attendance in order to assure opportunities for essential learning and promotion. *Ten school days per year are permitted for ALL absences, whether excused or unexcused.* **Tardies can add up to hours being missed, which can then turn into "days" of absences. Under exceptional circumstances, the principal can approve absences beyond the annual 10-day limit.**

## Missed/Late Bus

If a child misses the bus after school, it is the parent's responsibility to get the child home. If a child's bus will be late, the Transportation Dept. will contact you. If the bus is late, and no phone call has been received, contact Transportation at 252-0900 or call us at 252-7140 prior to 4 p.m. If no one answers at Transportation, call Security at 252-0707.

## School Entry

From 9:10 a.m. until 3:15 p.m., students are expected to be focused on their lessons and teachers. When individuals (parents and/or community members) enter the school during these instructional hours, there must be care not to disturb the focus of the students with talking, noise, or "waving" to students. For this reason, we ask that family members remain outside of the building until the bell rings at 3:15 p.m., if they are present to pick up a student. In case of inclement weather, parents who enter the building need to remain in the front entrance hall. Please do not go to the room where your child is located. **Cooperation with this request is greatly appreciated.**

## "Lock Downs"

Graham Hill will be Locked Down should any harmful situation arise and it is determined to be unsafe to release the children. **Please DO NOT CALL THE SCHOOL.** Office staff will call all parents, either at work or at home, and inform them of the situation. Procedures must be followed by office staff for release of students to adults in emergency situations.

**ABSENCE/TARDY POLICIES**

**MISSED BUS**

**SCHOOL ENTRY**

**LOCK DOWNS**

## Dress Code for Students and Staff

While it is recognized that choice of attire and grooming are matters of expression and subject to fashion and current fad, any article of clothing or manner of hair style or makeup that presents a health problem, safety hazard, or that interferes with the educational process is prohibited. These include, but are not limited to, expressions that are obscene; profane, pornographic, disparaging or demeaning to others such as racial, religious, sexist, ethnic, or political epithets; representative of a clear and present danger of illegal behavior; or advocating pain, death, suicide, or use of drugs and alcohol. Further, the following dress behavior is required (and often forgotten on warm, spring days):

- ✓ **SHORTS:** When standing and hands are placed at their sides, students must be able to touch fabric with the tips of their fingers.
- ✓ **SHIRTS/TOPS:** Shoulders, backs, torsos, and stomachs must be covered. NO muscle shirts, spaghetti straps, tube tops, halter-tops, half t-shirts—even if worn under an open shirt, jacket, sweatshirt, or other covering. Straps on tops must be at least **two inches** wide.
- ✓ **DRESSES/SKIRTS:** Follow the **Shirt Rule** for coverage with dress tops and the **Shorts Rule** for length of skirts.
- ✓ **PANTS:** NO saggy or baggy pants. NO pajama bottoms or boxer shorts. Leggings or similar tight-fitting material may not be worn by any students. Tights under skirts and dresses are acceptable.
- ✓ **SHOES:** NO beach shoes, flip-flops, or thongs or shoes with wheels. This is a safety issue for gym, stairs and recess.
- ✓ **HEAD COVERINGS:** NO hats, head rags, bandanas, or scarves (same for girls and boys). Allowances are made for religious observances.

**Core belief: Appearance should never distract others from learning. We are helping prepare students for the world of work, and dress should reflect business standards, which should reflect a modest appearance for customers and clients.**

- Students who do not follow the dress code will be required to call parents/guardians to bring other clothing items.

## Lost and Found Items

Articles of clothing or other items found on the school grounds are put in the Lost and Found located at the bottom of the stairwell by the kindergarten hallway. If articles are marked with a child's name, they will be returned to the child. Unidentified items will be donated to charity at the end of each trimester. Please mark clearly your children's name on personal items.

## Student Services

A number of special programs are offered to students at Graham Hill. Part-time tutors work individually and/or inside classrooms to assist students with their lessons. On staff we also have a Family Support Worker and a Counselor. Special Education provides one resource room teacher and once-a-week services of a speech therapist and a school psychologist to assess students in academic areas. Autism inclusion is an integral part of our program at Graham Hill.

## Discrimination/Harassment Prohibited

The Seattle School District is committed to maintaining a working and learning environment free of discrimination and harassment. District education programs, activities, curriculum and services are monitored to insure they guarantee the rights of all students to partake fully in the educational processes, and they do not reinforce stereotypes or permit or encourage discriminatory behavior. A listing of potentially inappropriate behaviors is available from the school office.

**DRESS CODE    LOST & FOUND    STUDENT SERVICES    DISCRIMINATION/HARASSMENT**

### **Rainy Days**

This is Seattle. Rain is "liquid sunshine." Since it is our practice to provide outside recess for all students, they are encouraged to bring, and to wear, suitable clothing for Seattle's out-of-doors weather. However, there is a "Rainy Day Recess Plan" in place at Graham Hill. If it is raining heavily prior to school at 9:05 a.m., the rainy day bell will ring (3 short rings) and students are permitted to enter the building. The same procedure will be followed for recess, if necessary.

### **Drug Free Zone**

A Washington state law (RCW 69.50.435) in 1990 created a "Drug Free Zone" of 1000 feet from the outside property line of every school in Seattle, K-12, public or private. Graham Hill is proud that its students recognize and honor their roles in addressing potential problems of drugs on their school/community property.

### **Student Code of Conduct**

The Graham Hill Code of Conduct has recently been updated. It will go home to all families as a separate document. Additional copies of the Code can be obtained from the school office.

### **Visitors**

Visitors are always welcome at Graham Hill School. Visitors must check in the office first, sign in and wear a visitors badge. During the school day all outside doors will remain locked except the front and east doors.

If a student wants to visit the school, the office should be notified in advance of the proposed visitation day. If teacher approval is received, a visitation pass will be issued.

### **Volunteers**

We have approximately 5,000 hours of volunteer time given each year to Graham Hill by family and/or community members. We strongly encourage this collaboration and cooperation with adults who share special interests and concerns about their children's educational programs. Our Volunteer Coordinator is Christine King. She will be happy to discuss any questions you have about volunteering at Graham Hill. Any visitor to the school must check in to the office and obtain a "visitor's badge" before entering the hallways or classrooms.

### **Animals at School**

A classroom may have animals in cages (guinea pigs, rabbits, etc.). If your child is allergic to animals, please notify the teacher of your concerns. 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 to school and pick it up immediately at the end of the lesson. Pets must be held, on a leash, or be in a carrier. The Seattle School District prohibits pets on school grounds during school hours (8:45 a.m.-3:45 p.m.), unless specific permission has been granted by the principal.

### **Wheels at School**

Parents are encouraged to have their children wear helmets when riding their bicycles to school. All bicycles should be locked in the rack on the lower field behind the school or near the east door. Students must walk their bikes at all times on school property. The school assumes no responsibility for bicycles that are brought to school. Please do not allow your child to bring skate boards, roller blades, "heelies" or scooters to school. They cannot be used during school hours and they can become a distraction and sometimes a discipline issue. The office cannot store these items during the day due to limited space.

**RAINY DAYS    CODE OF CONDUCT    VOLUNTEERS    VISITORS    ANIMALS    "WHEELS"**

### **Seattle School District's Statement of Students' Rights and Responsibilities**

This document covers the following topics: *Student Rights, Student Responsibilities, Prohibited Conduct, Due Process of Students, Suspensions, Expulsions, Emergency Exclusions, Appeals, and Special Education Student discipline rules*. A free copy of this document may be obtained from the Graham Hill office.

### **Federal Family Educational Rights and Privacy Act of 1974 (FERPA)**

A complete copy of this protective federal legislation is available from the Graham Hill office. Its purpose is to safeguard confidentiality of student records. Parents/guardians are to read an explanation of this federal act and sign any appropriate paperwork, which is included in the School's Packet and distributed to students on the first day of school.