

Dutch Hill Elementary
Student and Parent
Handbook
2009-2010



Snohomish School District No. 201

Children are . . .

Amazing, ACKNOWLEDGE THEM.

Believable, TRUST THEM.

Childlike, ALLOW THEM.

Divine, HONOR THEM.

Energetic, NOURISH THEM.

Fallible, EMBRACE THEM.

Gifts, TREASURE THEM.

Here Now, BE WITH THEM.

Innocent, DELIGHT WITH THEM.

Joyful, APPRECIATE THEM.

Kindhearted, LEARN FROM THEM.

Lovable, CHERISH THEM.

Magical, FLY WITH THEM.

Noble, ESTEEM THEM.

Open minded, RESPECT THEM.

Precious, VALUE THEM.

Questioners, ENCOURAGE THEM.

Resourceful, SUPPORT THEM.

Spontaneous, ENJOY THEM.

Talented, BELIEVE IN THEM.

Unique, AFFIRM THEM.

Vulnerable, PROTECT THEM.

Whole, RECOGNIZE THEM.

Xtraspecial, CELEBRATE THEM.

Yearning, NOTICE THEM.

Zany, LAUGH WITH THEM.



Opportunities for Student Recognition

Include:

Grades K-4 Hawk Pride Assemblies:

Students receive a certificate from the principal and classroom teacher and a Hawk Free Recess Pass with a friend.

Grades 5-6 Hawk Pride Luncheon:

Students will receive a certificate from the principal and classroom teacher, have lunch with the principal and a Hawk Free Recess Pass with a friend.

Pink Slips:

Students following the school rules will be selected for this recognition randomly by various school staff. These students receive a Free Popcorn slip for their outstanding model of behavior.

Golden Garbage Can Award:

The evening custodian selects the classroom that demonstrates the cleanest classroom each month.

Dear Dutch Hill Families,

Everyday counts in the life of a child. All of the educators who work with your children are committed to making this school year one of meaning, caring, and accomplishment. Dutch Hill Staff are exemplary! They are unparalleled in their dedication in creating a school that supports children in their personal, social and academic growth.

While it has been said many times, it is none-the-less quite true that families are vital partners in the education of children. The relationship of the home and school is unique in that each may know different aspects of the child in different settings. Together, we represent a strong and dynamic team serving the whole child. With a shared commitment to high standards, effective communication and common expectations of both the home and school fronts, we will nurture healthy, thoughtful learners.

I encourage you to contact me with your questions and suggestions. My door is open and I welcome your input.

Welcome to the 2009-2010 school year at Dutch Hill Elementary!

Sincerely,

Donna Kapustka, Principal



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Playground – Children need recess breaks for fresh air and physical activity. We encourage all students to go outside, weather permitting. Toys are not allowed at school. This includes personal sports equipment, electronic items, toys, etc. Rules will be discussed in the first few weeks of the year. These discussions will be repeated throughout the year. Consequences for not following these rules may include:

- a verbal reminder; restriction from an area; "time out" on the wall, walking with the recess supervisor
- a Playground Communication Note (to teacher and home)
- loss of recess(es)
- possible suspension from the playground or school
- other appropriate, related, respectful, progressive consequences

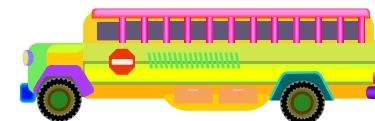


Library and Book Check Out – Students will visit the library once each week. Library books are checked out for a one-week period and should be returned each week for renewal or check-in.



School Bus Behavior – Students are expected to treat everyone with courtesy, respect, and maintain a safe environment on the bus and at bus stops. School rules apply at bus stops and on school buses. In addition, all students riding school buses are responsible for obeying the rules posted by the bus driver. The bus driver is authorized to assign seats. Violations of the rules will result in a bus ticket. Consequences range from a warning to removal from the bus.

- ✓ Observe the same conduct as in the classroom.
- ✓ Be courteous, use no profane language.
- ✓ Do not eat or drink on the bus.
- ✓ Keep the bus clean.
- ✓ Cooperate with the driver.
- ✓ No tobacco.
- ✓ Do not be destructive.
- ✓ Stay in your seat.
- ✓ Keep hands and feet inside the bus.



General Student Expectations

Homework Policy – Students are expected to finish daily work and will have homework periodically. We recommend a regular nightly study time. If your child finishes his or her work or brings no work home, he/she could practice math facts, read, or write a story.

Recommended daily study times:

- 5th and 6th Graders 30 to 45 minutes
- 3rd and 4th Graders 20 to 30 minutes
- K, 1st and 2nd Graders 15 to 20 minutes



Study Skills / Organization – In an on-going effort to support our students in academic success, we provide 2nd and 3rd grade students with a **Dutch Hill folder** and 4th, 5th and 6th grade students with a **homework planner** (assignment calendar) at the start of the school year. Students are expected to bring and use these items each day. Teachers will instruct students on how to effectively use these tools. Please contact the office regarding lost or destroyed folders and planners.

You can assist your student(s) by checking his/her folder or planner every evening for homework, notes from teacher, or other important items.

Specialists – Students visit specialists (teachers) for Music, Library, and PE. They are expected to enter these classes in an orderly manner and be prepared to participate in the lessons. During a “regular” school week, students in grades one through six will work with the Music and PE specialists two times each, and the Librarian once.

Dress and Grooming – Students should wear only those items of apparel that are appropriate to the school learning environment, and the weather. Anything that is disruptive in nature, obscene, immoral, considered a health hazard, a safety concern, or that interferes with the learning environment is not acceptable. The following are not considered appropriate:

- sleeveless undershirts (tank tops with less than 3” straps)
- spandex-type clothing
- see-through blouses
- half-shirts or belly baring tops
- clothing advertising alcohol, tobacco or other drugs, or suggestive words or pictures
- wallet chains (for the safety of other students)
- Baggy pants baring undergarments

Shoes must be worn at all times. No hats are allowed in the building. Shorts and skirts should be longer than fingertips when hands are held directly at sides while standing erect.

Dutch Hill Elementary

Main Line & Attendance Line 360-563-4450

Transportation (Bus Questions) 360-563-3525

(To reach a specific staff member dial 360-563-XXXX and their four digit extension listed below.)

Principal	Donna Kapustka	4450
Secretaries	Teresa Rodewald/Debbie Harrington	4450
Counselor	Lynn Bohlmann.....	4495
Nurse, RN	Theresa Hutchison.....	4461
Nurse, EA	Christina Smith	4453
School Psychologist	Collin Revoir	4462
OT/PT	Chris Davison	4494
Speech	Kathy Pace	4460
Resource Room	Solveig Vinje	4464
LAP/Title Reading	Rozaine Sparacio	4459
Library	Nancy Collins.....	4497
Music	Kay Wildman.....	4488
PE	Pete Rasmussen	4489
Education Assistants	Brooke Acuff	TBD
	Joanne Briggs.....	5447
	Jo Gordon	5446
	Jana Henley.....	TBD
	Heidi Henry	TBD
	Julia Howell.....	TBD
	Donna Jones.....	4464
	Karen Lindemuth	5448
	Heidi VanLom	TBD
	Mike Ferrari/Stephanie Sakelaris.....	4498
	Ast, Shawn.....	4475
	Brandvold, Corrine.....	4468
	Cassaday, Cami	4473
	Cort, Dawn.....	4480
	Cottet, Joan	4486
	Coughlin, Meghan.....	4467
	Donaldson, Linda.....	4474
	Ewing, Mary	4469
	Janzen, Nicole	4476
	Larson, Megan.....	4477
	Locknane, MaryLee	4483
	Marchel, Carmen	4481
	Movius, Nick	4487
	Painter, Ryan	4472
	Peterson-Moens, Zan	4505
	Pettit, Christina	4479
	Revoir, Jeannie.....	4470
	Sedenquist, Sarah	4465
	Snyder, Alex	4485
	Spaetig, Kimberlee	4482
	Stensland, Val.....	4466



Custodians
Teachers

General Parent Information

Arrival – Supervision for students begins at 8:15 a.m. Classes begin at 8:30 a.m. A student will be marked tardy if they arrive after 8:30 a.m. The student must check in at the office before going to class. If the student checks in without a written note from their parent/guardian or without being accompanied by their parent/guardian, the tardy will be marked unexcused.

Attendance – Being in school regularly provides the opportunity for students to learn in a consistent, progressive manner. If your child is absent, or is going to be absent for a number of days, please send a note or call the school office at 360-563-4450. When you do not notify us of your child's absence, someone from the office will be in contact with you the day of the absence. Our goal is to communicate with you for your student's safety when they are not in school. You may call before the school office is open and leave an attendance message on our voice-mail at 360-563-4450.

When a child is absent, Washington State law requires a note or phone contact from a parent/guardian regarding the reason for the absence when the student returns to school. We are required by Board Policy and Washington State law to monitor and support consistent attendance.



Change of Address / Emergency Information – Please be sure that the office has your current address and phone numbers. If we are unable to reach you in an emergency situation it is very important that the office has current emergency information so we may contact some other adult close to the student.

Early Dismissal – Parents needing to pick up a child before regular dismissal time must sign out their student in the office. If you know in advance your child will be leaving early, a note to the teacher would be appreciated. Children will be called to the office over the intercom. We will not call a student after 2:45 p.m. from class. Children will not be permitted to wait outside for parents unsupervised.

- **Leaving School Early** – The school staff discourages students leaving school before the end of the day. We believe that consistent classroom participation is essential to educational progress.

Withdrawal from School – If you find it necessary to withdraw (transfer) your student from Dutch Hill before the end of the school year, please come in to the main office to make final arrangements.

Medication – In compliance with Washington State law and Snohomish School Board policy, the school is authorized to administer oral medications to students at school only when:

- medicine is in the original container,
- properly labeled, and
- accompanied by a form signed by both the doctor and the parent/guardian.

This requirement covers both prescription and non-prescription medications. All medication must be kept in the school office, in a locked cabinet. Medication forms are available in the school office.

Immunizations – All student immunization records must be up to date.



6th Grade Students – A dose of the DTap vaccine, if they have not had one within the last 5 years, and a dose of the Varicella vaccine (Chickenpox) is required in September or a parent reported history of the disease. **Kindergarten Students** – A dose of the Varicella vaccine (Chickenpox) and a second dose of measles vaccine is required for students entering Kindergarten in September.

Students will not be allowed to attend school without documentation of these additional vaccinations on file with the school.

Weather “Emergencies” – In cases of storms or other severe weather, please listen to the local radio or TV stations for school closure or late start information. There is detailed information in your District calendar regarding stations to listen to and limited transportation routes for buses.

Safety – Because of hazardous road conditions, students are not permitted to walk or ride bicycles to school. Students who are driven to school should be dropped off at the north end of the parking lot and should always use the crosswalk. No one should ever walk between parked buses. Parents and guests should avoid using the bus lanes for parking at all times during the school day.

Fire / Earthquake Drills; Lockdown Drills – The exit used during a fire drill or earthquake evacuation depends on location within the building. Directions are posted in each room. We will practice these drills on a monthly basis. Students (and visitors to the building) should participate in a safe and orderly manner.



The purpose of the Lockdown Drill is to practice what to do in the event of a dangerous situation or person on campus. We generally review this process one or two times a year. Prior to the drill, teachers explain to students the process and emphasize that this is only a drill to lessen potential anxiety.

General Health & Safety Information

HARASSMENT/ANTI-BULLYING: Dutch Hill Elementary School and the Snohomish School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation or bullying. Any physical, verbal, or written act of abuse, violence, threat, harassment, intimidation, vulgarity, profanity, derision, or hazing will not be tolerated. Such behavior will result in disciplinary action and may be grounds for immediate suspension or expulsion. Any unwanted behavior should be reported to a counselor, administrator, or other staff member without fear of retaliation.

THIRD PARTY HARASSMENT: Be advised that bystanders overhearing offensive conversations or actions are entitled to protection under the harassment law. Students and staff who are offended, threatened, or intimidated by the actions of others have the right to file a harassment complaint as a third party victim.

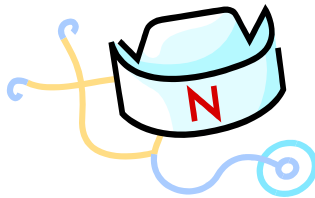
For more information, please refer to school district policies on the website at www.sno.wednet.edu.

Counseling – Our counselor, Lynn Bohlmann, is in our building part-time. Some of the reasons students may meet with her are:

- need for individual support
- help to resolve peer problems
- improving communication skills
- building social skills as in individual and in groups

Nurse – Mrs. Theresa Hutchison is the Certificated nurse assigned to Dutch Hill. Some of the support she provides to our students includes:

- Development of care plans for students with special needs;
- Health education support activities for students and teachers;
- Supervision of health screenings (i.e., vision, hearing).



Health Room Supervision—Christina Smith is available during the day to assist students with their health care needs.

Sickness at School – If your child becomes ill at school they should ask an attending adult for permission to go to the clinic. Please do not send your child to school if he/she is ill for their own health & well-being and that of other students and staff. Under no circumstances can a student go home during the day without parent permission. We cannot release a student without parent permission. If a student is too ill to attend class, we will attempt to contact parents. Please ensure emergency numbers are continually updated.

Day-to-Day Changes in Transportation – A note from a parent/guardian should proceed being picked up from school by a parent or authorized adult. **Unless we have a note, the student will be put on the regularly assigned bus.** Students who will be picked up will be given a Pick-Up Pass.

- All students are expected to ride their assigned bus. If a student needs to ride another bus, he/she MUST have a note from his/her parent/guardian.
- Notes should be given to the classroom teacher at the beginning of the day so that a bus pass can be issued. Students should not wait until the end of the day to ask for a bus pass.

If you must make a change the day of, please call before 1:00 p.m. Student passes **will not** be called to classrooms after 2:45 p.m. Please no early pick-up of students after 2:45 p.m., as classes are preparing for dismissal.

Parent Pick-up Procedure— ALL students **NOT** riding the bus **WILL** be dropped off by their classroom teacher with staff members, Mrs. Briggs and Mrs. Smith. Mrs. Briggs and Mrs. Smith will supervise Parent Pick-Up located in the Court Yard directly behind the office. Non Bus-Riding and Parent-Pick-Up students **MUST** remain until their parent/guardian personally greets them and escorts their child safely to their parked vehicle.

We do realize that parking conditions/availability is far from optimal at Dutch Hill! Therefore, the Dutch Hill Staff is committed to parking their cars behind the Playshed in an effort to create additional parking availability for Non Bus-Riding and Parent-Pick-Up family vehicles during student dismissal time.

Parent Communication – Every other Wednesday, we publish important information and dates in Hawk Happenings. This is sent out via email communication and may be viewed online at <http://dutchhill.sno.wednet.edu>.

Individual teachers provide general parent communication on a regular basis. Please feel free to call and/or set up an appointment with your child's teacher if you have any questions or concerns regarding your child.

Formal parent/teacher conferences are scheduled twice during the school year. An individual time will be scheduled for you in advance. If you have more than one child attending Dutch Hill, teachers work together to coordinate conference times. Please use these opportunities to meet with teachers to discuss your child's progress. During these weeks, students are dismissed from school at 11:50 a.m.



Events to add to your Calendar:

Curriculum Night	September 24th, 2009
School Pictures—Individual Only	October 1, 2009
Picture Retakes.....	November 12th, 2009
Parent / Teacher Conferences	October 26th—30th, 2009
.....	March 22nd—26th, 2010
“Grandparent’s/Someone Special” Day	February 11th, 2010
Class Pictures/Optional Individual Pics.....	March 4, 2010
Spring Break	March th—April 2nd, 2010

Visitors to Campus – Dutch Hill welcomes both volunteers and visitors. All visitors and volunteers to the building must sign in at the office first and pick up an identification badge. This helps us keep track of who is in the building in case of an emergency and also lets everyone know who you are.

- All volunteers must have a Washington State Patrol form on file in the office if they are working with students at any time.
- All parents are welcome to visit in classrooms after making arrangements with the teacher first.
- Students are not to bring friends or guests to school with them as this is against Board policy.

Parking Lot – Our parking lot gets congested. Please observe the following guidelines:

- When you visit Dutch Hill during the school day, please do not park in the Bus loading lane. We frequently have buses coming and going for field trips. Every day at mid-day, we have buses in and out for our Kindergarten runs.
- After school – please do not double-park behind parked cars and leave your vehicle unattended. Also, please leave a lane for travel in the center of the parking area so cars may exit.
- PLEASE only drop your student off at the North end of the parking lot and insist that your student use the crosswalk. Your student needs to exit on the right passenger side of your vehicle for optimal safety. After you have dropped off your student DO NOT pass cars on the left hand side of another vehicle as children will sometimes exit on the left hand side. Additionally, never drop your student off at the exit or across the street on 131st as there is no crosswalk, light or adult supervision.



Field Trips – If the opportunity for a field trip arises, all students must have a signed permission slip to participate. Academics, behavior, or lack of permission slip could be reasons for a student not earning the privilege of going on a field trip. Parents who chaperone/attend must have the appropriate forms filed in the office. This includes completion of the Washington State Patrol form and a copy of a valid Washington State Driver's License.

Behavior & Discipline: The community of Snohomish expects and supports high standards of behavior and discipline in its schools. The adults at Dutch Hill are dedicated to helping each student achieve success. We do this by teaching problem solving skills and protecting each student's right to learn.

We know, however, that appropriate behavior is a learned activity, and that students will sometimes stumble in their efforts to behave. Therefore, we have established discipline guidelines to help students understand and practice appropriate behavior.

Behavior Expectations for Dutch Hill Students:

Be Safe

- **Walk inside the school and in all high traffic areas on the school grounds.**
- **Stay within the designated play areas during recesses.**
- **Learn and follow the emergency procedures for fire drills, earthquake drills, etc.**
- **Follow the direction of all Dutch Hill Staff.**
- **Learn and follow Dutch Hill game rules.**

Be Kind

- **Behave appropriately at all times; treat others as you wish to be treated yourself.**
- **Show respect for the feelings, rights and property of others.**
- **Keep your hands, feet, and saliva to yourself.**

Be Respectful

- **Follow the dress code.**
- **Wear hats at recess only.**
- **Use appropriate voice levels at all times.**

Be Responsible

- **Come to school prepared to learn.**
- **Have all the books and supplies needed for learning with you each day.**
- **Be prompt. Report directly to your classroom in the morning and after all recesses.**
- **Participate actively in all learning activities.**
- **Demonstrate your best effort at all times.**
- **Take care of personal business before school, during lunch, and/or during recess.**

In addition, behavior and discipline interventions will be in accordance with Snohomish School District's Student/Parent Handbook and the policies and procedures therein.

Behavior Guidelines for Dutch Hill Students:

All Dutch Hill Students will be SAFE, KIND, RESPECTFUL, AND RESPONSIBLE

1. **Students will behave in a manner safe for themselves and others.**
2. **Students will treat others with respect and courtesy.**
3. **Students will respect and care for school property and the property of others.**
4. **Students will not physically or verbally hurt others.**
5. **Students will try their best at all times.**



Toys, Electronics and Personal Property – The school provides playground equipment for each classroom. Please do not allow your child to bring toys, computer games, radios, balls, jump ropes, etc. to school. The school cannot be responsible for lost, damaged, or stolen items if children bring them to school. In addition, children are tempted to play with these items during class time, creating a distraction to him/herself and others.

NO CELL PHONES!



Lost and Found – We encourage parents and students to place their names on all articles brought to school. Clothing should be labeled on the inside for identification. The lost and found is located just outside the main office. Every year we send hundreds of unclaimed items to charity. Please check the lost and found if your child is missing an item of clothing. Anything left on the bus is taken to the bus garage. Parents may call the bus garage at **360-563-3525** to locate these lost items.

Lunch and Breakfast Programs – Dutch Hill Elementary serves breakfast and lunch. Students are expected to bring money for a hot lunch or bring a sack lunch from home each day. You may pre-pay for student lunches into an account*. Free and reduced meals are available for families who qualify – this is a completely confidential process. Free and reduced meal information and applications are available in the office – these should be filled out each year. If a student forgets his/her lunch or money, a sandwich and milk will be provided. Parents are asked to pay for this “emergency” lunch the following day.

	<u>Full Cost</u>		<u>Reduced Cost</u>	
Breakfast:	\$1.00		FREE	
Lunch:	\$2.25		\$.40 (4-6 grades)	(K-3 Free)
	\$11.25	(5 days)	\$2.00	(5 days)
	\$22.50	(10 days)	\$4.00	(10 days)
	\$45.00	(20 days)	\$8.00	(20 days)

Milk is \$.50 each.

* Please make checks payable to the Snohomish School District.



