

GENERAL POLICIES

ACCIDENTS AND ILLNESSES AT SCHOOL

Please see health services

ANIMALS AT SCHOOL

Individual teachers may decide to allow animals into the classroom such as class pets or as part of a unit of study. Careful consideration needs to be given to the proper care of the animal and any potential health-related problems such as student allergies.

Animals are not permitted at school, unless pre-arranged with the teacher. Dogs that are normally gentle, may get excited in a crowd and nip or bite. Loose dogs on school grounds will be reported to Animal Control.

ARRIVAL

We ask that students do not arrive before 8:25 AM, as that is when we begin supervising our grounds. Children are to line up in their lines when they arrive, or go to the cafeteria for breakfast. The playground is closed before school.

ATTENDANCE

Under the Truancy/ Compulsory Attendance Law of 1995, your student must be in school unless previously excused. Washington State law recognizes illness or injury as the only valid excuse for an absence. Shoreline School Board Policy states that beyond school activities and health reasons, absences may be ". . . .excused for purposes agreed upon by the Principal and the parent." Although family emergencies and doctor appointments are at times unavoidable, please try to arrange your appointments outside of the school day.

An absence is excused when you call the school office to notify us that your student is ill. Call the school office at 206-368-4170 before 8:30 AM if your student will be absent or tardy. You may leave a message at this same number during non-office hours, press 1 for the attendance line. If we do not hear from you, we will call you at home or work when your student is reported on the school absentee list. This is part of our "safe-arrival" policy.

If you have not been in contact, PLEASE SEND A NOTE when your child returns to school, with your child's name, teacher, and reason for absence. Absence and tardies become part of a student's permanent record.

A student is considered tardy or late for class if he/she arrives in the classroom after 8:35 a.m. Students who are late for school, should report to the office first, so we know they are present and we won't need to call home.

Please come to the office to pick up your student for early dismissal. Students must be signed out at the front office.

Briarcrest Attendance Policy

1. Every absence requires a parent/guardian contact the school with either a phone call or note.
2. An absence without parent contact will be considered unexcused.
3. Two or more unexcused absences in a month will require a school intervention.
4. Five unexcused absences in a month require contact with the district truancy officer.
5. If absences or tardies exceed 15% of the school year, a letter will be sent to parents requesting a conference to plan for reduced absences or tardies.

CALLING HOME

Students are not to call home during the day to change “going home” plans. They often want to go home with friends and arrange it during the school day. They need to go home the regular way and make arrangements once they get home. The only exception is if they have forgotten to make arrangements due to an after school event, in which case they may call from the office.

CELL PHONES AT SCHOOL

Cell phones are not to be used by students during school hours. If a student brings a cell phone to school, they are to be turned off and kept in their backpack until they get home. The school district is not responsible for damaged, lost or stolen cell phones.

CHANGE OF ADDRESS AND TELEPHONE

It is **extremely important** that the school have **accurate and current emergency information, phone numbers, and addresses for each child**. Each year we send home an Annual Update form. Please make any changes needed and return the form to the school office. If your home phone, work phone, or emergency home contact changes during the year, PLEASE notify the school immediately.

DRESS AND PHYSICAL APPEARANCE OF STUDENTS (Approved by staff 6/6/07)

School District policy states, "Students' appearance should be neat and clean. Dress and appearance which cause disruption of the educational process or present health or safety problems shall not be permitted; otherwise, dress and appearance are the responsibility of parent".

Safety and comfort should be considered when dressing for school. Dress should be appropriate for the weather and for active participation in recess and P.E. Please be aware of your child's P.E. schedule. **Shoes** are especially important for safety: platform shoes, party shoes, heels, flip flops, clogs are not allowed during PE. Shoes w/ rollers on them are a safety hazard and not allowed at school.

Shorts are permitted. They should be "walking shorts", "Bermuda shorts" or "jam" shorts. The following are not to be worn to school: short skirts and short shorts, inappropriate wording or logos on clothing, gang related clothing, large rips or tears in clothing, or holes above the knee in pants, sagging pants, midriff tops or spaghetti straps. Tank tops are allowed as long the straps are 3 fingers wide and are worn with a t-shirt or camisole.

Makeup/cosmetics are best saved for home; at school, they can be a major distraction for students wanting to visit the restroom for substantial periods of time to apply or touch up their makeup.

As a matter of courtesy, **hats** shall not be worn in school buildings. Dress should not promote, advertise or encourage behavior or convey messages contrary to valid educational purposes or the District's educational purpose or mission.

ELECTRONIC EQUIPMENT

Electronic devices (.mp3 players, game systems, etc.) are not for school or playground use. Please keep these at home. The school district is not responsible for damaged, lost or stolen personal electronic equipment. Personal electronic equipment that is brought to school will be kept in the office for the remainder of the day, and held for the student or parent, as necessary.

HOMEWORK POLICY

Requesting homework due to illness or vacation:

1. If a child is absent and the parent wants homework, they can call the office before 11:15 and the teacher will have some homework ready by the end of the day.
2. If a child will be gone on an extended vacation (more than two days) and the parent wants homework, they need to contact the office or the teacher a week prior to leaving. The teacher will provide some homework and/or suggestions for the trip. Specific daily homework assignments will be provided upon the child's return.

Purpose of homework:

1. To engage in extended or enriched learning activities.
2. To develop a sense of responsibility and accomplishment.
3. To practice good study skills and work habits.

The Briarcrest Homework Policy defines responsibilities for the student and includes a guide for Parent Involvement:

Responsibility of Student:

- * Use calendar and assignment sheets in a notebook (4-6) or take-home folder (K-3).
- * Copy the assignment accurately.
- * Know and understand the assignment before going home; ask questions if needed.
- * Take home the assignment and necessary materials.
- * Finish all assignments on time and complete unfinished work.
- * Make up all work assigned when absent, as required by the teacher.
- * Deliver any written communication between parent and/or teacher.

Parent Involvement Guide:

- * Make a commitment to listen to your child talk about his/her schoolwork.
- * Review and discuss corrected papers with your child on a regular basis.
- * Contact your child's teacher if you have any questions regarding assignments.
- * Provide a place with proper supplies and without distraction such as television, telephone or other siblings.
- * Encourage your child to ask questions about assignments before he/she leaves school.
- * Set aside a time for homework. Develop a system so assignments will be remembered.
- * Check with your child frequently on the status of completed assignments.
- * Balance homework with extracurricular activities such as sports, music, dance and youth groups. All children need time to smell the flowers and daydream.
- * You are the most important person in your child's life. Take time to do things together.
- * Be an active learner; let your child see you learning new things.

Recommended Time Guidelines:

Kindergarten	10 minutes	Fourth Grade	40 minutes
First Grade	15 minutes	Fifth Grade	50 minutes
Second Grade	20 minutes	Sixth Grade	60 minutes
Third Grade	30 minutes		

Standing Assignments:

- * Complete missed work or check finished work
- * Read out-loud--parent to child and child to parent
- * Do special projects to follow through on classroom activities
- * Practice writing skills in a journal, diary or letter
- * Practice physical fitness skills such as sit-ups, jumping rope, etc.
- * Pursue topics of special interest, such as collections, current events
- * Study spelling words

HOMEWORK POLICY (Continued)

Standing Assignments (Continued):

- * Practice math facts
- * Practice a musical instrument

LOST BOOKS AND EQUIPMENT

Students and/or their parents will be responsible for replacement or payment for lost library books, textbooks, and equipment.

LUNCH PROGRAM

A nutritious and well-balanced hot lunch is served each day at a cost of \$2.50 or \$.40 for reduced price lunches. Milk and juice are available for \$.50. You may prepay for lunches by bringing cash or a check (made out to the Shoreline School District) to the school office.

Emergency lunches: When a student forgets his/her lunch money, an emergency lunch (consisting of a peanut butter or cheese sandwich and milk), will be provided. Each child is allowed 3 emergency lunches per year. There is NO opportunity to borrow lunch money, as the school office does not keep change.

Applications for the Free and Reduced Price Lunch Program may be obtained in the school office for those families who qualify. The verification time is two weeks.

*Families may apply any time during the school year as a result of decrease /increase in household income.

* All information on the application is confidential and used only for eligibility purposes.

PERSONAL PROPERTY/LOST AND FOUND/TOYS

ALL personal items brought to school should be plainly labeled with owner's name. Children must not bring extra money or valuable items to school, which is not responsible for lost or damaged personal items.

A LOST AND FOUND rack is available for unclaimed clothing. Unclaimed clothing will be sent to The Works at the end of each month. Small personal items (keys, watches, wallets, etc.) are kept in the school office.

Trading cards, electronics, toys, etc. are best enjoyed at home. Students in kindergarten - third grade may bring one non-electronic toy (small enough to fit in their pocket) to school to play with at recess.

If the toy is brought out in class, it will be taken from the student and held until the end of the day.

After a second infraction, the item will be held until a parent comes to retrieve it. Trading of cards or toys is not allowed, and will result in the loss of the privilege of bringing them to school. The school will not be responsible for, nor spend time on, the loss or theft of toys - they are brought at the risk of the student and family, and should not be of high value. Students in fourth - sixth grade should leave all toys at home.

STUDENT PLACEMENT POLICY

A Parent Input form is filled out in the spring to allow parents an opportunity to give information about their child that would be important in the classroom placement process. Teachers place students using this information as well as considering students' unique and special needs and classroom balance of academic skills, ethnicity, gender and behavior. Placement assignments are posted a few days before school starts. The school reserves the right to make last minute changes if unforeseen needs arise. If parents wish to pursue an Appeals Process after school has started, they should make an appointment with the principal and follow the guidelines outlined in the appeal documents.

TECHNOLOGY

Parental permission is required for students to access the internet. Forms will be sent home by the classroom teacher and must be returned with a parent signature. Shoreline Schools' complete Technology Policy is available through the Main Office.

TRANSPORTATION

Unless we receive a note or telephone call granting parental permission, students will be directed to follow their normal transportation plan for going home.

To improve traffic flow through our parking lot, we utilize student patrols to open and close vehicle doors and direct traffic. We have two load/unload zones; drivers will be waved to an empty zone, and a patrol will open and shut the right, rear passenger door. If you need to get out to assist your child with large or heavy items, please park in a space in the lot.

VANDALISM

Please urge your children to respect school property and take pride in their school. Any assistance you can give by keeping an eye on the school facility is appreciated. Please call Shoreline Police at 911 if there is a problem.

VISITORS

Parents and community members are always welcome at school. However, all visitors must check in at the office, sign in, and pick up a visitor's badge. If you would like to visit a classroom, please make arrangements with the teacher for a mutually convenient time. Children not enrolled at Briarcrest SHALL NOT attend school with a Briarcrest friend or relative.

VOTER REGISTRATION

Our school office has forms to take care of your change of address or any original registrations. This must be accomplished 30 days before an upcoming election. You may also register at all public libraries and fire stations, and at the Department of Motor Vehicles when you renew your Driver's License.

WEAPONS AND FACSIMILES

Our number one priority is to maintain a safe learning environment for students and staff at Briarcrest. NO weapons or objects that may be interpreted as a weapon are permitted on school premises. Any student possessing a weapon on the school premises will have the weapon confiscated and is subject to emergency expulsion. "Toy" guns and knives are inappropriate at school and will be held in the principal's office until the end of the school year. Depending on the realism of the toy and how it is displayed/used, consequences may range from a parent contact to emergency expulsion.

WITHDRAWALS

A family moving out of the attendance area of Briarcrest or the Shoreline School District should notify the classroom teacher and office staff immediately. Proper transfer papers will assist the new school in enrolling your children. Student records will be mailed directly to the new school once we receive a formal request from that school. Parents should obtain a copy of the immunization record for their child's new school.