

McDonald International School

2018- 2019

School Handbook

For Students and Families



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Seattle, WA 98105

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Mcdonald.attendance@seattleschools.org

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Office Hours: 6:30 a.m.-3:30 p.m.

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ABOUT OUR SCHOOL

Letter from the Principal, Michelle Goldberg

August 2018

Dear McDonald International Families,

Welcome to another exciting year at McDonald International. This family handbook was put together with input from our Building Leadership Team (BLT), which is a combination of staff and parents. Our hope is that you will be able to use this handbook to assist you in understanding our programs, procedures, policies, activities, expectations, schedules and services. Please use it as your first reference, and if you can't find the answer to your question, the office staff will be more than happy to assist you. Additionally, if you have any recommendations for information that you would like to see in this handbook, please let us know as we are continually looking for ways to improve our communication with families.

Sincerely,

Michelle Goldberg

Principal

mhsushner@seattleschools.org

The McDonald International Way:

- Be Safe
- Be Kind
- Be Responsible
- Be Respectful

The Vision: Engaging all students, in partnership with family and community, to become informed compassionate global citizens

The Mission: Through teaching and practicing our core values, our school community will challenge stereotypes and promote social justice in a diverse world. We will foster academic achievement through integrated, collaborative learning.

In our international education program, students will celebrate their own identity as they investigate the world, recognize different perspectives and communicate effectively across cultures so they are empowered to take action.

Core Values:

- ***Cultural Competence-*** We seek to understand, appreciate, and effectively communicate with people across cultures.
- ***Respect-*** We treat others as we want to be treated.
- ***Responsibility-*** We are accountable for our choices, actions and words.
- ***Justice-*** We work for equal rights, freedom from bias, and fair treatment for all.
- ***Empathy-*** We understand and enter into another's feelings.
- ***Courage-*** We have the strength to do the right thing.
- ***Honesty-*** We are truthful members of our community.
- ***Perseverance-*** We are determined to keep working and trying even when things feel hard.

The McDonald International School Immersion Model: At McDonald International, we offer both Spanish and Japanese immersion at every grade level. Once assigned to a language, students spend half the day studying math and science in their immersion language. The other half of the day is spent studying reading, writing and social studies in English Language Arts (ELA). As a school, we are continually looking for better ways to teach literacy on both the Immersion and English sides.

Each immersion classroom has two native-speaking leads in the classroom: an immersion teacher, and an immersion assistant (IA) for K-1st grade classrooms or an intern in 2nd-5th grade classrooms. Additionally, a 2nd certificated teacher supports with literacy in the English Kindergarten classrooms about 1 hour per day.

For the 2018-19 school year, all grades will flip mid-year on January 28th. Students who had immersion in the afternoons will have immersion in the morning and vice versa. To facilitate friendships between Japanese and

Spanish immersion students and to promote schoolwide solidarity, grades 3-5 ELA will be a blend of Japanese and Spanish immersion students.

ATTENDANCE

School Hours:

- **8:00 a.m. -2:25 p.m. (M,T,TH,F)**
- **8:00 a.m. – 1:10 p.m. (W)**
- The first bell rings at 7:55 a.m.
- The office opens at 6:30 a.m. and closes at 3:30 p.m.
- **Students are not to arrive at school before 7:40 a.m.**, unless they are enrolled in a before school activity. **There is no playground supervision before 7:40 a.m.**

Arrivals and departures:

Coming to school:

- The bell rings at 7:55a.m. Students must remain outside on the playground until the bell rings. Students line up by class on the playground, where teachers meet their students to take them to their classrooms.
- Students arriving to class after 7:55 a.m. are considered tardy and should check in at the front office for a late slip.
- A student may only enter the building before 7:55a.m if they have a “hall pass”.

Leaving school:

- When the afternoon bell rings at 2:25 p.m. K-3 classroom teachers walk students to either their bus line, the cafeteria for after-school activities or the playground pick-up. Teachers in K-3 remain with their students until they are with their adult. In the event that a parent is late, students will be brought to the office.
- Parents fill out student dismissal plans at the beginning of the school year. To change a student’s dismissal plan during the school year:
 - Grades K-3: Please complete the “Change of Go Home” form located on the PTA website (http://s3.amazonaws.com/hoth.bizango/assets/11530/Go-Home_Plan_Change_Note.pdf) and let the afternoon teacher know of this change.
 - Grades 4-5: A written note is not required **unless the student needs a bus pass.**
 - Students going home on a bus will be issued a Temporary Bus Card by the office that must be given to the bus driver. If a transportation change will last for more than a few days, the request must be made to the Transportation Office at **206.252.0900**.

*Please note that students are **not permitted to call parents/guardians during or after school to arrange playdates.** These arrangements should be made before the start of the school day.*

Early Dismissal: If your child needs to leave school early for any reason, the office and the teacher must be notified by either a written note or by email. Parents should come into the office to sign out their student, and we will call them to the office. Please refrain from picking up your child directly from the classroom. Only adults listed on your student’s emergency form will be allowed to take your child out of school.

Attendance: Laws of the State of Washington (RCW 28A.225) specify that parents/guardians have the primary responsibility for ensuring the attendance of their children at school. The law further states that students shall be regular and punctual in attendance. Missing school for any reason negatively impacts learning, achievement, and grades. The attendance procedures at McDonald International are designed to assist **parent/guardians in carrying out this responsibility.**

Washington law requires that you be informed of the compulsory education requirements of the State. Parents/guardians of children at least eight years old and less than eighteen years old must have their children in school on a full-time basis or in an approved home instruction program. Any exceptions must be granted according to law. If students have more than seven unexcused absences within a month, or more than ten unexcused absences within a school year, school districts are required to file a petition in juvenile court directed toward the students, parents/guardians, or both. Parents may be fined or ordered to complete school community service, and students may be detained or ordered to participate in certain alternatives, for established violations of the law.

Absences: Occasional absences from school are normal and expected. Absences are categorized as either Excused or Unexcused.

- **Excused Absences:**
 - Illness
 - Doctor/dentist appointment for student only
 - Death in the family
 - Religious observance
 - Extreme family emergencies
- **Unexcused Absences:**
 - Oversleeping
 - Babysitting
 - Finishing homework
 - Excursions – such as attending the fair, sporting events, movies, vacations etc.
 - Appointments for someone other than the student
 - Missed bus

An excessive number of tardies and/or absences negatively affect a student's academic performance. Tardiness also interrupts classroom instruction and has an impact on all students in the class. Five excused tardies or absences in one month are considered excessive, as are two unexcused absences in one month. Absences of this type may require notification and/or conference between the parent/guardian and building administration.

When your student will be absent: Please call the attendance hotline at (206) 252-2904 (voicemail available 24 hours a day) or email mcdonald.attendance@seattleschools.org if your child is sick or will be out for the day. You are required to call the office by 8:20 a.m. for the absence to be marked as excused. If a call or a note is not received by 8:20 a.m., the office will confirm your child's absence by contacting you that morning. When you leave the message, please provide the name of your child, teacher's name, your name, and reason for the absence. You will need to telephone each day that your child is absent.

Without office contact, students must bring a note from home when they return to school stating dates missed and reason for absence. This must be done within 48 hours of returning for the absence to be counted as excused.

The office should be notified if a student is seriously ill and unable to attend school for a period of time.

McDonald International has a part-time nurse who can help with minor accidents or illnesses that occur during the school day. However, we do not have the facilities to care for sick children and can only hold them in the School Office for a short time. Parents will be called to take the student home. **Students should not be sent to school with signs of illness.**

Students who are absent are expected to make up school assignments. Please make arrangements with the teacher to make up missed work.

Is my child too sick to go to school? Keeping ill students at home, encouraging frequent hand washing, and covering coughs protects everyone, including those with fragile immune systems. Please keep your student home from school if they exhibit any of the following symptoms:

- **APPEARANCE/ BEHAVIOR**– Unusually tired, pale, no appetite, hard to wake, or confused.
- **EYES**– If there is drainage, vision change, and/or redness of the eyelid, itching, pain or sensitivity to light. This may be a sign of “pink eye” (conjunctivitis) and the student should be checked by a health care provider.
- **FEVER**– Temperature of 100 degrees Fahrenheit (38 degrees C) or higher. Students need to be fever free for 24 hours before returning to school WITHOUT medications to reduce the fever.
- **BAD COLD AND/OR COUGH** – Students need to be able to cover their cough to be at school. If a cough or cold persists for more than 2 weeks, the student may need to be seen by a health care provider.
- **DIARRHEA**– Two or more watery stools in 24 hours, especially if the student acts or looks ill. Students should stay home for 24 hours after the last watery stool.
- **VOMITING**– Vomiting two or more times in 24 hours. Student should stay home for 24 hours after the last time they vomited.
- **RASH**– Bothersome body rash, especially with fever or itching. Some rashes may spread to others and should be checked by a health care provider.
- **INJURY/SURGERY** – If students are unable to concentrate due to pain or pain medication, they should stay home. Please have your health care provider contact the school nurse to help your child safely return to school. Letting the school nurse know in advance of any planned surgery will be helpful.

STILL HAVE QUESTIONS about whether or not your student is healthy enough to come to school?
Contact the school nurse or your child’s health care provider.

Note: Students are expected to participate in all parts of the school day including recess or PE. If your doctor has restricted activity, please send a doctor’s note, for example: “No contact sports x 1 week.”

To contact a teacher at McDonald International, send them an email (addresses are listed in the student directory as well as on the McDonald International Web page: <http://mcdonaldes.seattleschools.org/staff>). You can also leave a message after school hours for a staff member at (206) 252-2900.

Weather Related School Closures: Severe weather conditions sometimes prevent school buses and cars from traveling safely, and the district will cancel or delay the start of the school day. When this occurs, the Superintendent’s Office will update the Seattle Schools Web site and will contact families through email and automated phone calls. School closures are also announced on radio and TV stations. **For this reason, it is important that your contact information on file with the school remains current.** Please notify the office promptly if your family’s contact information changes during the school year.

Severe weather or other emergencies occasionally result in a last-minute early dismissal from school. Although early dismissal is rare, please be sure your children know what to do in case of unusual conditions requiring early dismissal.

Emergency Response Plan: McDonald International School's Emergency Response Plan is updated annually. Teachers will review and practice what to do in various emergency situations such as: fire evacuation, an earthquake, a pollutant in the air, and an intruder. In the event that the school needs to release students differently from our standard procedures due to an emergency, our school must follow protocols in which parents and guardians check-in and show identification prior to student release. If you are unsure who you have designated as emergency pick up for your child, please check your students Source account prior to Sept 30.

BEHAVIOR, ACADEMICS, AND SUPPORT EXPECTATIONS

Behavior Expectations at McDonald: Positive behavior is expected from every child at McDonald International School, and we encourage children to make positive choices. At McDonald International School, we believe that children want to learn and they want to do so in an environment that is exciting, challenging, safe, and respectful. We teach students **The McDonald Way-** We are safe. We are kind. We are responsible. We are respectful.

School-wide behavioral expectations that align with the McDonald Way were developed by our Effective School-Wide Behavior team. The behavioral expectations are specific to the open/shared spaces within and around the school and are displayed throughout the building. The behavioral expectations are taught/re-taught at the start of each year.

I am	Hallways/ stairs	Playground	Lunchroom	Bus Lines/ Bus	Bathrooms	Assemblies	Office
Safe	- Body in Control - Walking feet - Facing forward	- Line up quickly - Follow playground rules - Hands and feet to self	- Be seated and facing forward - “Peace” means quiet, put your peace sign up - Hands to self	- Body in control	- Body in control - Use an indoor voice	- Sit crisscross	- Stay seated
Kind	- Hands to self - Hold door for others	- Include everyone - Solve problem with kind words	- Say ‘please’ and ‘thank you’	- Use kind words - Wait your turn	- Flush toilets - Respect others’ privacy	- Keep your hands/feet to self	- Wait quietly -
Responsible	- Single file line - Right side of hallway	- Return equipment - Share problems with an orange vest	- Compost and recycle - Clean up around your table	- Stay seated until the bus comes to a stop - Ask the bus driver for help with a problem	- Finish quickly and return to class - Put trash in garbage	- Walk in line with your teacher - Voices off	- Hands to self
Respect	- Stay in own personal space - Obey rules - Quiet voices/ (voices off)	- Be a good sport - Take turns	- Use an indoor voice - Respect those around you - Listen to and follow directions	- Be ready for your stop - Clean up after yourself	- Wash hands with soap and water	- Eyes and ears on the speaker - Follow directions	- Use inside voice - Talk respectfully to the office adults

When students struggle with behavior, the following actions are taken:

- **First Step:** Problem solving conversation by teacher and a verbal warning
- **Second Step:** Problem solving conversation and possible consequence
- **Third Step:** Problem solving conversation, possible consequence, and parent/guardian contact
- **Fourth Step:** Referral to an administrator for problem solving conversation, possible consequence and parent/guardian contact
- The first three steps may be repeated as appropriate. Teacher judgment will determine movement to Step Four. For a serious behavior concern, the Principal might get involved immediately.

Cafeteria Expectations: The following expectations are taught at the beginning of the year to all students in K-5 and reinforced throughout the year.

- Be seated and facing forward
- “Peace” means quiet- put peace sign up
- Say, “please” and “thank you”
- Compost and recycle
- Clean up around your table
- Use an indoor voice
- Respect those around you
- Listen to and follow directions

Dress Code: Hats will not be worn in the building unless approved by the administration or for religious reasons.

Gum: No gum chewing unless gum was provided by the teacher.

Academic Progress (report cards and conferences): During the school year, there are many opportunities to learn more about your child’s education at McDonald International and check in about their progress, including Curriculum Night, report cards and fall teacher conferences.

There are three academic reporting periods during the school year. Students are evaluated on both academic achievement and effort, as well as on social behavior. District policy states that students should be graded based on where they should be at a given point in the school year. Families should expect to see a few sentences in the comments section of the report card about each student. When necessary, more detailed explanations about a student’s academic progress or behavior will be shared with parents in a separate communication. Additionally, teachers will send work home when possible so that families are up to date about what is going on in the classroom and how a child is performing.

A parent conference is a vital part of the first reporting period. Formal conferences are held in November during the three days before Thanksgiving. This is the time to share concerns or ask any questions you have regarding your child’s progress. While there is no school for students during these three days, please do not plan to leave for vacation until after you have had your parent/teacher conference. Teachers are not required to make up missed conferences.

Teachers may issue interim reports, call parents, or send student work home periodically. We encourage parents to contact the teacher if there is a concern about their student’s progress. Please be sure to give the teacher adequate notice if you are requesting a conference. *Teachers are not available for drop-in conferences during the school day, especially in the morning before the first bell rings.*

Homework Policy: Homework will be individualized by the teachers and (s) he will express his/her philosophy at curriculum night. We do, however, recommend reading every day.

Recommended Reading Minutes:

	Kindergarten	1st grade	2nd grade	3rd grade	4th grade	5th grade
Recommended reading min/day	Up to 10 minutes	Up to 10 minutes	Up to 20 minutes	Up to 30 minutes	Up to 30 minutes	Up to 30 minutes

Reading includes and is not limited to independent reading, audio books and reading aloud in any language. The expectation is to be flexible within a week: students could choose to do it all at once or in smaller chunks throughout the week.

Vacation Homework Policy: Elementary education today incorporates considerably more interactive processes that cannot be duplicated outside the classroom setting. These include student-to-student collaboration, small group work, hands-on learning, discovery/inquiry experiences, and classroom discussions, as well as interaction with teachers and specialists.

Because of this, teachers are rarely able to supply make-up work that adequately replaces missed learning experiences, and **teachers will not be able to provide alternative assignments for vacation absences.** Without having participated in classroom learning, the student would have difficulty doing the related follow-up assignment or homework.

We recognize that some families will still choose to take vacation outside the district’s scheduled vacation dates. Students can make up work when they return, at the teacher’s discretion, but they will not be able to recreate the shared classroom experience. For all the above reasons, we encourage parents to *limit voluntary absences* whenever possible to scheduled school breaks. Reminder: When a student misses school for a vacation, the days s/he are absent are considered an unexcused absence.

Typing, cursive, handwriting:

<i>Typing</i>	<ul style="list-style-type: none"> • 3rd grade begins formal typing instruction using the district provided keyboarding program Typing Agent. Students use this program two times a week for 30 minutes per class (once in ELA and once in immersion) • 4th grade begins the year with Typing Agent once a week to establish proficiency and continues as necessary • 5th grade continues as necessary.
<i>Cursive</i>	<ul style="list-style-type: none"> • Cursive is not a required piece of the Seattle Public Schools curriculum.
<i>Handwriting</i>	<ul style="list-style-type: none"> • K-2 teachers work on handwriting.

School Supplies: There is a \$50 classroom supply fee for each student, which covers the cost of student supplies. The PTA collects the money, the school purchases the supplies in bulk, and then the PTA reimburses the school with this money. For the most part, this prevents parents from having to purchase supplies throughout the school year. Beginning this year, parents will be required to purchase headphones or earbuds for their child. Please wait to hear from your child’s teacher before you purchase headphones or earbuds.

Specialist Teachers at McDonald: Each week, students at McDonald International spend time with specialist teachers in art, music, PE/gym, guidance, and the library. All 1st - 4th grade students will have Art, PE, or Music for 40 minutes each day. Kindergarten and 5th grade will have Art, PE, Music, or Guidance 40 minutes each day. All students will have library for about 1 hour every other week though they have the option to check out books weekly. 5th grade students have the option to take instrumental music once a week on Fridays. Classroom teachers can provide a more detailed scheduled of when your child has each of these classes.

Library: Each class is scheduled for library time during the week. During this time, students learn library skills, literature appreciation, and book care. This is also the time for your child to check out a library book. Books may be checked out for two weeks. In the event that a book is lost, stolen, or damaged beyond repair, you will be charged a replacement cost for the book. Payment may be made in the form of cash or check made payable to McDonald International School.

Guidance: Each class in grades 1st-4th is scheduled for class guidance time during the month, taught by our school counselor. During this time, students will engage in activities that promote social/emotional learning, academics, and career exploration. When needed, the school counselor will also work with students in small groups and 1-on-1.

MTSS (Quality Instruction, Intervention, Student Intervention Team (SIT) and Special Education Process):

MTSS is a term used to describe an evidence-based model of educating students that uses data and problem solving to integrate academic, behavior, and social, emotional instruction and intervention to maximize the success of all students. Instruction and intervention is provided to students across multiple tiers of intensity based on need. Staff make data-based decisions in order for resources (e.g., time, staff, and evidence-based strategies) to reach the students at the appropriate levels to increase the performance of ALL students with the goal of achieving and/or exceeding proficiency.

<http://www.seattleschools.org/district/initiatives/mtss>

<p>TIER I: Solid Core Instruction</p> <p>In Tier 1, all students receive high-quality, scientifically based instruction, differentiated to meet their needs, and are screened on a periodic basis to identify struggling learners who might need additional support and advanced learners who might need more challenge.</p>
<p>In-class Interventions</p> <p>When a student shows that he/she is not making adequate growth according to data (MAP, TC, Running Records, Unit Assessments, Teacher Created Assessments, etc.), these concerns must be communicated with the parent(s), administration, and the MTSS interventionist in order to determine appropriate in-class interventions.</p>
<p>TIER II: Targeted Intensive Interventions</p> <p>In Tier 2, students not making adequate progress in the core curriculum (Tier 1) are provided with targeted instruction matched to their needs. This might take the form of one-on-one support or small group support from the classroom teacher and/or the interventionist. Progress monitoring for students receiving Tier 2 support will occur more frequently in order to track growth.</p>
<p>Student Intervention Team (SIT)</p> <p>If a student is not demonstrating growth with Tier II Interventions, a face-to-face meeting (also known as a Student Intervention Team (SIT) meeting) with the teacher, the interventionist, an administrator, the school psychologist, and the parent(s) will be scheduled. During this meeting, the classroom teacher and parents will share the student’s strengths and areas of growth. Interventions that have been tried and the related data will also be discussed. The team will then come up with new interventions to try and specify who will be responsible for implementing them, how long they will be tried, and how the success of each intervention will be measured. A follow up meeting will also be scheduled in order to determine if the interventions are working. If the interventions do not work, the team might make the decision to evaluate for special education.</p>
<p>Eligibility</p>

If the team chooses to evaluate the school district has 35 school days to complete the evaluation. When the team meets back to discuss the results of the evaluation, a decision will be made regarding the student's eligibility for special education. If the results of testing determine that the student qualifies for special education, a special educator will have up to 30 calendar days to develop an initial IEP and meet back with the family to go over the IEP. If the student does not qualify for special education, the SIT team will continue to monitor the students' progress and the student will continue to receive the TIER 2 interventions.

Individuated Education Plan (IEP)

Students who qualify for Special Education receive an Individualized Education Plan (IEP). This plan is updated annually and at any time any member of the IEP team may ask for a meeting. When changes to the IEP are required, the case manager (typically the special education teacher) will amend the IEP.

FOR FAMILIES

Family Contact Information: It is the parent's responsibility to inform the school office of any changes in address, home or work telephone numbers, or emergency contacts during the school year. New this year- SPS will ask families to update their student's information electronically during the month of September. After Oct 1, parents must contact the school to have information updated.

Family Educational Rights and Privacy Act (FERPA): This law provides parents with the right to full access to their child's school records and guarantees that we do not give out any information without parental permission. The FERPA form is available online.
http://www.seattleschools.org/UserFiles/Servers/Server_543/File/forms/ferpa/ferpa_pk_english.pdf

Communication: Interested in knowing what is going on at McDonald International? Following are all of the ways you can stay informed:

- **PTA Newsletter-** The PTA sends out a weekly newsletters that summarize key events, news, and updates. The newsletter goes out to families, staff, as well as others in the community who have signed up to receive it. This is one of the **primary ways our school communicates with families**, so if you haven't already, [click here to sign up](#).
- **Principal Newsletter-** the Principal sends out a newsletter every other week. [Click here to sign up](#).
- **Teacher Newsletter-** At McDonald International you can expect to receive, at a minimum, a monthly newsletter from your child's classroom teachers. This include a Welcome Back letter at the beginning of the school year. Some teaching partners choose to write the newsletter together, while others write it separately. Some teachers also choose to communicate though a classroom blog. If you ever feel "in the dark" about what is going on in your child's classroom, please reach out to the classroom teacher.
- **PTA Website-** The PTA website provides a variety of resources, links, and information. [Subscribe to our RSS feed](#) to be notified instantly, when the website is updated or check back regularly.
- **McDonald International School Website –** Check here for the latest on happenings at school and district including announcements on school closures and emergencies <http://mcdonaldes.seattleschools.org/>.

- Google Groups- Class communication is done through Google Groups class lists, which are maintained by the PTA. For each new school year, parents will be invited to sign up to the lists for their class. Google Groups are generally used to communicate information pertaining to that particular class. These lists are strictly for families/guardians of students as well as teachers. The PTA will provide more information on class lists at the beginning of the school year.
- PTA Facebook page- The McDonald PTA Facebook page provides reminders of key dates as well as fun details that might not make it to the website or newsletter.

Volunteering: There are a number of ways to get involved at McDonald International, from classroom volunteering, chaperoning field trips and helping in art, music or PE, to sorting compost and recycling in the cafeteria. A full list of volunteer opportunities is available on the McDonald PTA Web site, www.mcdonaldpta.org. Parents may begin volunteering in the classroom on October 1 if they have completed the volunteer paperwork.

Anyone interested in volunteering during the school year must fill out the volunteer paperwork by October 31, 2018

Prior to volunteering at school, individuals must complete the Volunteer Check List available at www.seattleschools.org. Click on “Get Involved”, then “Volunteer”. Follow the links under Getting Started as a School Volunteer. Submit the completed packet (background check, photo copy of drivers’ license, and signed pages 18 and 19 from the Volunteer Handbook) to the main office. **Every volunteer must also take the online course, Adult Sexual Misconduct Prevention, and include the certificate of completion the first time they apply to volunteer.** This video training is only required once. All other forms are required every year.

All volunteers MUST pass the WATCH background check and complete district-required trainings before helping at our school or on field trips. All parents and guardians who would like to volunteer at the school should complete the background check process by Oct. 30. **We will not run background checks after Nov. 1,** except for families enrolled after the start of school. **Please complete this process even if you are uncertain if you will be able to volunteer this academic year.**

Confidentiality while volunteering: You will be serving in a unique capacity with our students. Sometimes students share things with a volunteer that they have not shared with anyone else. This information may be about private family matters, or information about themselves that they are entrusting to you. It is very important to the integrity of your work with students that you do not share this information with others. If you feel it is important that another person have this information, please talk to the teacher, counselor or the principal.

There may also be a time when a student shares something with you that causes you some concern... concern about their personal safety. If this should be the case, please immediately contact the **classroom teacher, counselor or principal**. That person will know the proper procedure to deal with this situation.

Below are some samples that could arise:

“Wasn’t it cute when John...” No matter how innocent, cute, funny or charming a classroom event may be, it is not okay to repeat stories about students.

When parents ask you questions... Many parents are tempted to ask you about how their children behave at school. This is especially likely if you are friends outside school. It is not okay to put volunteers in this awkward position. Advise parents to talk with school staff if they have concerns.

When you see or overhear something... As a volunteer, you might see or hear things from staff or students which they would not want to have repeated outside the school. Please respect this confidential nature of volunteering. If you have concerns, talk to the teacher, counselor or principal.

“What do you think about (teacher)?” ... As a volunteer, you are here in support of students and teachers, to help – not observe or judge. Do not critique or compare teachers/staff.

“How is John performing?”... As a volunteer, you might be working with a student or group on certain skills or at a specific academic level. Do not share this confidential information.

Curriculum Night:

- Curriculum Night is scheduled each fall for parents. For the 2017-2018 school year, Curriculum night will be held on Wednesday, September 26 from 6-8 pm. This is the best opportunity for you to learn about and ask questions related to the curriculum that will be taught during the school year.

SCHOOL MEDICAL POLICIES

Medication at School: Medication, including over-the-counter medications, are generally stored and dispensed by the school nurse, or the school secretary, in the absence of the nurse. Teachers dispense medications at overnight camp and field trips. All medication, prescription and over-the-counter, require a Medication Authorization form signed by the parent and health care provider for it to be given at school. Students are not allowed to carry or keep medication in their classroom unless both their families and health care providers have noted on the Medication Authorization form that they have permission and have been trained to carry and administer medication. Cough drops are over-the-counter medications and therefore students may not carry these items around. A new Seattle School District policy allows students to carry and administer sunscreen, but a specific sun screen form must be completed by a parent/guardian first.

Parents and guardians are prohibited from giving medications to any student other than their own while at school or on a school trip. Please call the Health Office at (206) 252-2907 for more information.

Immunizations: With the passage of the state law regarding the immunization of children (RCW28A.31.118) in May 1979, the schools and communities of Washington State have a mandate to protect the health and safety of our children. The law states, in part, “...The attendance of every child at every public and private school in the state and licensed day care shall be conditioned upon the presentation of proof of either (1) full immunization, (2) the immunizations required by the rules of the State Board of Health, or (3) a certificate of exemption...” For more information please visit the Health Services page on the Seattle Public Schools website: <http://www.seattleschools.org/cms/One.aspx?portalId=627&pageId=15843>

Medical or Religious Accommodations: If there are medical, religious, or other reasons children should not take part in certain school activities, please discuss this with the student’s teachers or the principal. Every effort will be made to accommodate individual needs and personal beliefs.

SCHOOL OPERATION POLICIES

Buses: Buses will pick up and drop students off in the Bus Zone on NE 55th.

If temporary changes in bus stop or routes are necessary so children can go home with friends or for other reasons, please write a note explaining the change requested (include name of student your child is accompanying home, and your name and phone number in case of questions).

Students will be issued a “Temporary Bus Card” by the office which must be given to the bus driver. If a transportation change will last more than a few days, the request must be made to the Transportation Office at 206-252-0900.

In the afternoon, the dismissal bell rings at 2:25 p.m. (M, T, Th, F) and at 1:10 p.m. (W). Students going home on the bus line up in the West covered play court, and teachers escort students to board the buses to go home.

Bus Expectations:	Problem Solving on the Bus:	On-going Inappropriate/Unsafe Bus Behavior:
Body in control Stay seated until bus comes to a complete stop Use kind words Wait your turn Ask the bus driver for help with a problem Be ready for your stop Clean up after yourself	If you have a problem on the bus, tell the driver right away. Students may <i>thoughtfully</i> attempt to solve their own problems on the bus. Problems on the morning bus will be discussed during that day (time permitting) with the student. Problems on the afternoon bus will be discussed the following day.	Students behaving inappropriately/unsafely on the bus might be written up and a referral will be given to the office by the bus driver. If this occurs, the principal will talk with the student about their behavior, reminding them of their responsibilities while riding the bus. Parent/guardians will be contacted. Students who continue to behave inappropriately or unsafely on the bus might lose bus-riding privileges for a period of time.

If you have questions about transportation you may also contact them by email transdept@seattleschools.org or the automated line at 206-252-0900. Transportation hours are from 7:00 a.m. to 5:00 p.m.

Lost and Found: Lost and found items are located in the first floor hallway, across from the Japanese kindergarten classrooms. Unclaimed items are given to a charity at the end of each month. Be sure to label all personal items brought to school.

Field Trips: Field trip permission slips will be sent home for you to fill out and sign for each field trip your child’s class takes. Please return the slips to your child’s teacher as quickly as possible to ensure that your child is able to participate. **Students cannot attend field trips without written parent permission.**

There are times where the cost of field trips can be a concern to some families. Scholarships are available thanks to our McDonald PTA. Contact your child’s teacher for more information.

Visiting Our School: If you would like to visit your child’s classroom, please contact the teacher

directly. Drop-in visits are hard on teachers and distracting to students, so please arrange your visit ahead of time.

When you visit, please sign in at the front office, then pick up and wear a visitor badge before going to the classroom. Please remember to sign out prior to leaving. These procedures help us to maintain security at the school for you and your children.

Parents are welcome to set up classroom visits anytime after Oct. 1. Teachers spend the first few weeks of school getting to know students and establishing classroom routines. **Visits from students who are not enrolled at McDonald are not allowed.**

Reminder: if you need to speak with a teacher specifically about your child, please email them for a conference time. Teachers are not able to meet about individual students during the school day.

Animals at school: The Seattle Public Schools discourage animals on school property unless they have direct relevance to specific learning objectives of the instructional program. Service animals are exempt from this policy, as are therapy animals.

School Lunch Program: A nutritious and well-balanced hot lunch, including milk, is served every day. Each student will have his or her own personal lunch account and may deposit any amount of money into his or her own account throughout the school year. Checks should be made payable to: Nutrition Services. You can also pay online at <https://paypams.com/HomePage.aspx>

Staff will assist students in accessing their account. Lunch menus are available at <http://www.seattleschools.org/cms/one.aspx?pageId=15056>.

Applications for the Free and Reduced-Price Lunch Program can be accessed through the Seattle Public Schools website. If you received a form and have not returned it to Seattle Public Schools, please return the completed application to the school office. It will take approximately two weeks for your application to be processed, so please plan to provide lunch for your child(ren) during this time. You may also hand-deliver the completed form to the Food Services office downtown and it will be processed while you wait.

If your child/ren qualified last year for the Free and Reduced-Price Lunch Program, you will still need to submit an application for this school year. Your child will continue to receive lunch (through the month of September) as they did last year while your new application is being processed. Forms need to be in **before Oct. 1st** or students' accounts will be charged.

If a student loses or forgets to bring lunch money, they will be provided with a school lunch. *Students will never be denied an adequate lunch; they will, however be charged.*

Of course, students are welcome to bring their "home lunch". A "Nut-Free/Allergy Table" will be provided in the cafeteria.

Parents and guardians are free to join their student for lunch any time after Oct. 1. Lunchtime volunteers are always welcome and needed! See the **Volunteering** section for more information.

Parking at McDonald International: Visitors to McDonald International must use street parking. Please be courteous of neighbors and do not block the driveways. 54th Street should be treated as a one-way street; please only access from Latona.

The parking lot to the West of the school by Kids. Co and the gym is reserved for teacher/staff parking **at all times**. Most of 55th Street is designated as a Bus Zone between the hours of 7:30 a.m. to 2:30 p.m. No one may park cars in this area. The area directly in front of the school is a **quick** drop off zone – **it is also a Fire Zone**. **DO NOT** park your car in this area to bring students into the school.

TECHNOLOGY

Cell phones, electronics and personal items at school: Students are only permitted to use cell phones outside the building before and after school. During the school day, cell phones should be turned off, kept in backpacks, and not brought out for any reason. If a student's cell phone is causing a distraction, the phone will be confiscated and parents will be asked to retrieve the phone from the school office.

Do not bring personal items such as toys, games, electronic devices, or money to school unless classroom-related. Lost/stolen items are not the responsibility of the school.

Seattle Public Schools Acceptable Use Technology Policy: It is the policy of the Seattle School Board that, as a condition of students having access to the Internet, students shall accept the district's "Network Use Agreement," which outlines standards for appropriate use. Acceptance of the Network Use Agreement shall be electronic or by paper at the district's discretion.

Seattle Public Schools makes available to students access to computers and the Internet. Though the Internet, students may have access to databases, web-sites, and sometimes email. Students might also publish online. Students are expected to use computers and the Internet responsibly and for school related purposes only.

This agreement includes access to the district's network and access to the Internet. Parents/guardians shall have the choice of "opting out" of Internet access if they do not wish their student to have access to the Internet. While the Network Use Agreement outlines standards for appropriate use, the district cannot control the content of material to which students may be exposed on Seattle Schools' networks. Acceptance of the Network Use Agreement terms is applicable to any access of the district's network, regardless of access point.

Use of the Seattle Public Schools network is a privilege. Violations of conditions of use may result in that privilege being taken away in whole or in part by school district personnel. All other related student policies are applicable and other consequences including suspension or expulsion may follow. Please review the "Student Rights and Responsibilities" pamphlet.

As a condition of my right to use the Seattle Public Schools Internet service, I understand and agree with the following:

I will use computing resources responsibly

I will use the Internet and other computer resources for academic activities only.

I will only play educational games authorized by my teacher, instructor, or librarian.

I will follow the guidelines for printing set by my teacher or school.

I will only save material in my folder appropriate for educational use.

I will not transmit or deliberately access obscene, indecent, harassing, defamatory, or otherwise offensive material in any form.

I will use computing resources safely

I will not give out my name, picture, address, e-mail, or any other personally identifying information online.

I will only access chat rooms, bulletin boards, blogs, or post to an Internet site with explicit teacher permission.

I will use computing resources respectfully

I will not deliberately attempt to harm or destroy data on any system on the network or internet.

I will not damage computer equipment or alter computer settings.

I will not alter other students' files.

I will use computing resources in a manner that respects the intellectual property of others.

I will not install, store, or distribute unauthorized copyrighted software or materials.

I will turn in work that I have created myself. If I borrow or copy material from other sources, I will properly cite those sources.