

SCHOOL PROCEDURES

ATTENDANCE & ABSENCES

Attendance at school is important to a child's achievement and success in school. Regular attendance is expected for every student. Because instruction begins immediately at the appointed time, every effort should be made to avoid tardiness.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. It is the responsibility of the parent to send the student to school regularly and on time. When a child is late or picked up early, it is disruptive to the students as well as the learning environment. Please schedule appointments and/or extra curricular activities outside school hours. The State of Washington attendance law, the BECCA bill, requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

When your child is absent from school, please call the school at 425-822-7554 by 8:30 a.m. In addition, a written note from the parent is required within 2 days of the student's return to school in order to request that the absence be excused.

In order for the absence to be considered excused it must be in one of the following categories:

- Illness or injury
- Quarantine of the child by the State Board of Health
- Death of an immediate family member
- Emergency medical or dental appointments
- Court proceeding (if the student is a party to the action or under subpoena as a witness)
- Religious observance
- Disciplinary action
- Educational opportunity with prior approval by the principal

Extended illnesses of more than five days may require a doctor's note for the child to re-enter the classroom.

All other absences will be considered unexcused. Students who are frequently absent will be referred to the principal for help with problems that interfere with the child's attendance.

PRE-ARRANGED ABSENCES

Please speak directly to the Vice-Principal to arrange for a pre-arranged absence.

Family trips are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often, written work is a practice, or an extension, of what is taught and discussed during the lesson in class. Those assignments that can be

completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. When feasible, some assignments may be completed before the planned absence.

PRE-CARE AND EXTENDED CARE

The Pre-Care Program is available each school day beginning at 7:30am. There is a flat fee of \$2.00 per day for this service.

The Extended Care Program is available as a service to parents needing childcare after regular school hours. The program combines a supervised snack time, arts & crafts, games and free play from 3:30–6pm, Monday through Thursday and until 4pm on Fridays. The cost of the program is \$3.50 per hour or any part of an hour with a \$15.00 registration fee.. Non-registered rates are \$5.00 per hour. [Rates for late pick up past the posted times \(6 p.m. Monday through Thursday and 4 p.m. on Friday\) are \\$20 each 15 minute block.](#)

ARRIVAL AND DEPARTURE

Classrooms open at 8am for our 8:10am start. Students that arrive at the school before 8am will be sent to our Pre-Care Program (see fees above). Students should be picked up promptly at 3:15pm, Monday through Thursday, or by 1:45pm on Friday. Students who remain at school more than 15 minutes after school must be under direct supervision of the parent/guardian or in the extended-care program.

PLAYGROUND

The playground is intended for the sole function of recess during school hours. It will remain closed before school begins and will close after school for use by our Extended Care Program, Monday-Friday.

LEAVING SCHOOL EARLY- CHECKING STUDENTS OUT

Students are not permitted to leave the school grounds during school hours without being accompanied by an approved adult.

If a student is planning to go home before the close of school, parents must notify the school and make proper arrangements in advance. A written note, email, or phone call to the teacher or front office will be sufficient notice. The person who is to pick up your student must be on your authorized pick-up list and must report to the main office. If the individual is unknown to the staff member, they will be required to show ID.

E-MAILS AND TEXT MESSAGES

Teachers love to get e-mails and text messages. However, the day is very busy and teachers may not be able to check their e-mails and phones until the end of the day. If your child experiences a change in their schedule during the day, please call the office and a message will be given to the teacher.

TRAFFIC PATTERN

As a safety precaution for our students all vehicle traffic is designed to flow in a north to south direction for drop-off and pick-up. Vehicles must enter using the 108th Avenue N. E. driveway and exit only onto N. E. 53rd via the driveway in front, or through the gate behind the school. Drivers in the two right lanes for pick-up are requested to stay with their vehicles and exit the parking lot in a timely manner. Should parents wish to speak with a teacher we request that they utilize the parking spaces on the left side of the playground.

Because of recess and class schedules, there is no parking or driving through the playground area behind the school during school hours. Please observe all traffic signs put in place to protect the children.

SCHOOL CLOSURE/DELAYED OPENING

In the event of an emergency or extreme weather conditions, information about school status will be sent via the phone information provided on the student application using One Call Now. Information will also be sent to the three major TV stations (KOMO, KING or KIRO). The school website www.ksdaschool.org will also carry emergency information. We will endeavor to have information posted to these sources no later than 6:00 a.m. on the day affected. Please refer to more than one source in case each site has not yet provided information. Please do not drop off your child early on a delayed school opening as no one is available to supervise students. The decision to delay school, because of weather conditions, includes the safety and well being of all students and staff.

MAKE UP DAYS

When the school has emergency days the SWAP (School Work Alternate Plan) program will be implemented. The school will provide enrichment activities in daily packets that will be assigned for each day that is lost to inclement weather or emergency. Students and parents will be notified to use the SWAP packet through the One-Call Now telephone messaging.