



***DEARBORN  
PARK  
INTERNATIOAL  
SCHOOL***

***Family Handbook  
2014-2015 School Year***

Seattle Public School District  
Dearborn Park International School  
2820 South Orcas Street  
Seattle, WA 98108  
Ph: 206-252-6930  
Fax: 206-252-6931  
Principal: Angela Bogan

This handbook of general information and policies should answer most of your questions. Please contact the school if you have need of more specific information about programs and activities at Dearborn Park.

Families are always welcome. Dearborn Park has a proud tradition of academic excellence and community pride. With your help and support, we will maintain that tradition.

### **Vision**

A multi-cultural global community with high expectations and high academic achievement.

### **Mission**

Creating an exciting, safe learning community where children are engaged in their learning through international education, have pride in their school, are kind and respectful, and celebrate our diversity as global citizens. Upon leaving Dearborn Park students will have strong academic skills; good problem-solving skills; a commitment to creating safe, supportive communities; and the ability to take personal responsibility for their actions.

### **Goals**

Our goals are to increase academic achievement; maintain a healthy, safe and secure learning environment; and meet diverse student/parent needs.

### **Colors**

Our school colors are green and white.

### **Mascot**

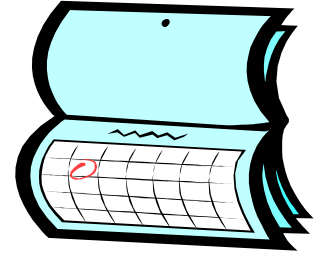
Our school mascot is the dragon.

**Please:** Think "Safety First!"

- **Keep your Emergency Contact numbers and change of address up-to-date.**
- **Watch for children in the parking lot, and in the streets around the school.**

## School Hours

Office Hours: 8:00am - 4:00pm  
School Hours: 8:40am - 2:50pm



## School Daily Schedule

08:20	Staff on duty. First bell rings. Breakfast begins in our lunchroom. Students may begin to arrive on campus.
08:40	SCHOOL BEGINS. All students should report to class. Arriving after 9:20 is considered tardy.
11:40-12:20	LUNCH/RECESS for Grades 1 & 2
12:00-12:40	RECESS/LUNCH for Grades 3, 4 and the Self-Contained Class
12:20-1:00	RECESS/LUNCH for Grades Kindergarten & 5
02:50	School Ends
03:10	Buses leave Dearborn Park

DEARBORN PARK INTERNATIONAL'S  
*Directory of Staff*

Principal.....	Angela Bogan
Administrative Secretary.....	Atia Yousuf
Office Assistant.....	Karen Lam
Custodial Engineers.....	Getatchew Kassaye, Antonio Alvarez
Lunchroom Manager.....	Liz Richards
Kindergarten.....	Danielle Romo
Kindergarten & ELL.....	Marizon Cruz
Kindergarten - Spanish Immersion.....	Claudia Conroy
Kindergarten - Mandarin Immersion.....	Junzhu (Bamboo) Lu
Grade 1.....	Courtney Hebert
Grade 1.....	Gloria Burton-King
Grade 1.....	Kim Rothschild
Grade 2.....	Cindy MacIsaac
Grade 2.....	Rick Jesus
Grade 2.....	Rose Leatham
Grade 3.....	Liz Johnson
Grade 3.....	Ron Knight
Grade4.....	Andy Russell
Grade 4.....	Marquita Prinzing
Grade 5.....	Karley Weinstein
Grade 5.....	Ann Walrath
Resource Specialist.....	Annamarie Smit-DeFranco
Special Ed. Teacher.....	Katherine Drake
English as a Second Language (ELL).....	Hien Pham
English as a Second Language (ELL).....	Kaylin Kuckhahn
Librarian.....	Jean Bolivar
Physical Education.....	Ed Adams
Music.....	Helen Zhou
Instrumental Music.....	Charles Holmes
Speech Therapist.....	Natalie Gasperini
School Relations Coordinator.....	Rica Mosqueda
Nurse.....	Jenny Osborne
Family Support Worker.....	Tyra Williams
OT Specialist.....	MariJo Shimer
Psychologist.....	Caity Stemple

**DEARBORN PARK INTERNATIONAL'S**  
***Support Staff***

**Language Immersion Instructional Assistants:**

Ericka Heyerman (Spanish Immersion)  
Yi Bing Zheng (Mandarin Immersion)

**Bilingual Instructional Assistants:**

Abduwali Abdullahi (Somali)  
Quang Dang (Vietnamese)  
Tamora Prevost (Spanish)  
Sam Wong (Chinese)

**Special Education Instruction Assistants:**

Maryyam Mohmdali  
Kerry Sisler

**Emergency Information**

In case of emergency, each student is required to have the following on file at the school office:

1. Parent/Guardian name(s)
2. Complete 4 address. **(Please remember to update your new address & phone number when you are moving).**
3. Home phone, parent/guardian work phone(s), cell phone(s) & email(s).
4. Emergency phone number of a friend or relative.
5. Physician's name and phone.
6. Medical alert information.
7. Other adults authorized to pick up your child: we will not release your child to any adult not on your emergency contact list (*yellow?* form in first day packet) without your written permission and identification.



**This is crucial for your child(ren)'s safety!!**

**Telephone**

The office telephone is a business phone and will be used by students only in an emergency. Students should make personal arrangements, such as requesting permission to go to another child's home, before arriving at school. Student should bring a letter from parent/guardian giving permission to go to another child's home and the other student name that your child will be going home with that day. We cannot allow children to take a different bus, or ride with another adult without your permission.

**Helpful District Phone Numbers**

Dearborn Park International School.....	252-6930
Family Support Worker.....	252-6938
School District Information.....	252-0000
Bilingual Program.....	252-0070
Highly Capable Student Program.....	252-0130
Enrollment Services (South).....	252-0760
School Board Office.....	252-0040
Security.....	252-0707
Superintendent's Office.....	252-0100
Transportation Office.....	252-0900

**Change of Address**

It is very important for emergency and administrative reasons, that every student maintains an up-to-date address record at the school office. **NOTIFY THE SCHOOL IMMEDIATELY** if you have a **Change of address and/or phone number** during the school year, or if you wish to **add or delete authorized adult who may or may not pick up your child.**

# STUDENT BEHAVIOR EXPECTATIONS

(Please review the Code of Conduct on pages 18-24)

The staff of Dearborn Park International School has high expectations for children both academically and behaviorally. In order to create a positive learning environment, it is necessary that staff, students, parents understand the following:

- **Respect** for other students, teachers and property as well as respect for self is imperative:

*The 3 "R's": **Respect yourself, Respect others & Respect the school."***

- If a student is involved in a **fight** or **physical assault**, as defined below, parents or guardians will be contacted by the principal and a suspension will result. **Verbal abuse, bullying, and harassment** are equally serious and will be treated as such.

**Fighting** is defined as mutual physical contact involving anger or hostility where two or more students need to be separated. This includes "play fighting".

**Physical assault** is defined as hostile or violent onset with blows or weapons by an individual or group.

**Verbal abuse, bullying or harassment** is defined by hostile words, arguments, threats or teasing (taunting or name calling).

## Visitors

Parents are encouraged to visit their child's classroom. The following procedures help to ensure a productive visit for you, your child and your child's teacher.

1. Report to the office when you arrive at school to sign in and pick up a visitor's pass. This is important for all the children's security & your safety in the event of earthquake or fire.
2. Walk right in and find a seat! You may want to watch for your child's ability to listen, independent work habits, willingness to participate, and performance in relation to others.
3. Please try to notify the classroom teacher before visiting. While you are welcome at any time, it is best to avoid visiting just before or after vacations, during parties and/or the last few minutes of the day.
4. If you wish to see a teacher please do not interrupt the teacher during teaching time. You are welcome to visit, but the teacher is responsible for the learning of the students and cannot be interrupted.
5. If you wish to meet with a teacher please make an appointment by sending a note with your child or calling the school office. You may want to make an appointment to talk with the principal at the same time.

6. Please try to leave small children at home. It is important that the school day not be disrupted by young children who do not have the maturity to follow the school rules.

### **Cancellation of School**

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or public crisis. Many means are used to notify families of an impending cancellation, including radio, TV and newspapers. In the unusual circumstances where school must be canceled during the school day, staff will determine that all students have satisfactory transportation and supervision to their home before releasing them from school. You may call Seattle District News and Information by dialing 252-0200 or if you have e-mail look at the District's web page: <http://www.seattleschools.org>

### **Attendance**

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

**"Washington law requires that you be informed of the compulsory education requirements of the State. Parents/guardians of children at least 6 years old and less than 18 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, parent/guardians or both. Parents may be fined and/or ordered to complete school community service.** The following lists of circumstances are the recognized excuses for school absence: personal illness, family illness, death in the family, religious holidays, and doctor/dental appointments.

*If your child has been ill during the night, he/she should be kept home the next day.*

When a child has been ill with a fever, he/she should have a normal temperature for **24 hours** before returning to school. *Please do not send an ill child to school.*

*Please call the school when your child is going to stay home, so we know that your child is safe.*

### **Tardiness**

Prompt arrival at school is expected of **all students**. Late arrival disrupts class and causes loss of instruction time. Any child who arrives at school after 8:40 a.m. is considered tardy. Frequent tardiness will prompt a call to the student's home. ***Students arriving after 8:50 a.m. should report to the office with a parent/guardian or a written excuse.*** Students, who are tardy **with no excuse**, will miss recess for the amount of minutes they are tardy.

Children who are late on a regular basis will have a home visit by the Family Support Worker, Counselor, or Principal and a plan developed with the child and parents to help teach the skill of arriving on time.



### Absences

Please call the school secretary at 252-6930 between 7:30 and 8:50 a.m. if your child will be absent. If you do not call, the office assistant will call home to assure the safety of your child. Help us by calling the school if your child will be absent. State law requires a written excuse upon your child's return to school. If we do not hear from you and do not receive a note, the absence is considered unexcused. The new truancy law requires unexcused absences to be recorded and a plan to be developed between families and the school. If the unexcused absences exceed 7, state law requires court action. Please avoid this by calling the school or sending a note with your child.

### Extended Absences for Family Emergencies/Vacations

Children who are absent for significant amount of time miss a great deal of work and may not meet their grade level standards. This would be a considerable hardship on the children, and is discouraged by school staff. Therefore, we have developed the following procedures:

- Families going away for an emergency situation should let the school know immediately about the emergency situation. As soon as travel arrangements are made, the school should be notified as to the dates of the child's absence and return. Teachers will try to provide assignments for your child.
- Families going away for vacations should let the school know at least two weeks in advance. The children's teachers will provide assignments to be completed. Any incomplete assignments will need to be completed before the child returns to school.
- Families going away for more than one week may be jeopardizing your child's chance of moving to the next grade. Your child's teacher will provide some homework for your child. **All children who are gone for more than one week will be expected to keep a journal and present a visual or oral project about the trip and what was learned.** An adult should accompany the child to school to present the project on an agreed upon date and time with the classroom teacher.
- **If the school is not informed about an extended leave, or the child returns without a project, the absent days will be considered unexcused, which could result in court action and a grade level retention for your child.**

*Children are expected to be reading 20-30 minutes a night, and keeping a reading log.*

### Arrival and Dismissal

Parents delivering or picking up students at school should not use the bus loading zone parking lot. **For safety reasons this area is reserved for the buses only.** Students may be picked up or let off at the turn-around or park at the church across the street. Please do not drop off your child(ren) in the driveway parking area. Please use the turn around to drop off and pick up your children. This is to ensure the safety of all child(ren).

Students will enter and leave classes through their pod doors.



### Loitering

Non-bused students should leave the school and school grounds, or report to their after-school activities promptly after classes or activities are dismissed. For your child's safety, please have him/her check in at home after school at the same time each day. Please ask your middle school children to remain off school grounds until 4:00 pm, unless picking up siblings. Then all students should return home.

### Playground Supervision

School staff will supervise the playground beginning at **8:20 a.m.** *Please do not send your children to school before 8:15 a.m.* Other supervised break times are the morning and noon recesses. At least three adults are on the playground during regularly scheduled breaks. The playground **is not** supervised after school; students are expected to leave for home immediately following dismissal. Parents are encouraged to assist with playground supervision. Organized games teach many social skills.

### Leaving Campus

Once here, students are not allowed to leave the school campus during school hours, or while waiting for the bus, for any reason without the knowledge and consent of the office. Permission to leave the school grounds, unaccompanied by an adult, will only be granted upon **written** request from the student's parent or guardian.

### Doctor and Dentist Appointments

Students are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be excused for these special appointments.

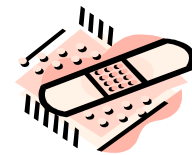
### Nurse



The nurse's office is open during school hours. School health personnel are on call if any emergency should occur. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning health problems, care of minor injuries and assistance in health teaching and vision screening. **Please be sure to contact the nurse and the teacher if your child has an unusual health problem.**



### Illness or Injury



In case of illness or injury, a child will be cared for, temporarily, by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents are not available, '911' will be called and the child will be taken to the emergency room at a hospital. However, unless the situation is life-threatening, the hospital will not attend to the child unless they can contact the parent or guardian. Therefore, it is **IMPERATIVE** that an up-to-date emergency telephone number where parents/guardians can be reached, and the name and telephone number of the student's family doctor be on file at the school.

If there is any reason why your child cannot participate in physical education class or recess, please send a note. Your child will not be excused from physical education or recess without a note.

### **Life Threatening Health Conditions**

Washington State Law (SHB2834) requires that **students with life-threatening health conditions** (For example: Peanut or other severe food allergies, bee sting allergy, asthma, hemophilia, diabetes, seizure disorder, and others...) meet the following requirements, **on or before the first day of school**.

- Medical Care Provider provides written orders for medications and treatments, including Medication at School Authorization Form.
- Medications in pharmacy-labeled bottle for any medications at school.
- An emergency plan from Provider & Parent that will assist school personnel in exactly how to help your child in a life-threatening event (including accurate, current emergency phone numbers.)

### **Immunizations**

State law requires that every child who is admitted to public school must have evidence of a successful vaccination for diphtheria, tetanus, whooping cough, polio, MMR (measles, mumps, and rubella), Hepatitis B, and Hib vaccination. Children will not be allowed to attend school if the immunization has not been completed.

### **Medications**

If your child must take prescribed medication during school hours, a written permission slip for the school to administer the medication **must be signed by the parent and doctor** and the medicine kept in the nurse's office as a safeguard for all. Medication permission forms are available in the office. If your child needs to take a non-prescribed medication at school, we ask that you send a written note indicating dosage, and giving the school permission to administer the medication. *At no time is a student to have any kind of medication on his/her person without the nurse's permission. All meds must be checked in at the office.* (This includes cough drops, etc...). The School Nurse may now grant permission for children to keep their inhalers with them. If you would like your child to exercise this option, please contact the school nurse to learn the necessary procedures.

### **Valuables**

It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by registering them and leaving them at the Main Office.

### **Unauthorized Articles**

Common sense consideration is the best guide in determining whether to bring personal possessions to school. In general, students should leave toys, potentially dangerous objects, or unusual items at home unless they are intended for a specific purpose in the classroom. Students may be expelled if weapons, toy weapons, or dangerous objects are brought to school. All unauthorized and/or dangerous articles will be confiscated and returned only to a parent/guardian coming to school to claim the item. During the year, specific items that create a disturbance in learning may be banned. For example: Game-boys are not allowed at Dearborn Park. If a child brings a valuable or unauthorized article to school and it is stolen or lost, we cannot take responsibility for finding or replacing the article.

### Lost and Found

Articles found in or near the school are put in the Lost and Found. Children should check the Lost and Found for any item that is missing. **It is important that parents put names on all children's caps, coats, overshoes, mittens, lunches, etc...** It will save you a good deal of money and avoid the frustration one experiences over lost belongings. Many parents write the child's name with a permanent pen on the clothing. Laundry marking pens (permanent ink) can be found at many stores.

### Fees

The school charges a variety of fees for different services and materials such as Scholastic News, Field Trips and special supplies. Some of these fees are for optional activities and some are required of all students. Fees should be paid promptly. If a student or his/her family has a financial problem, which affects the payment of school fees, the situation should be brought to the attention of the teachers or administration so that suitable arrangements can be made. You can budget approximately \$75.00/per child for such fees during the course of the year. Outdoor education will cost more.

### Pets

Pets are to be left at home. Teachers may give special permission for pets to be brought to school as part of a special display or activity. However, potentially dangerous pets should always be left at home. Due to allergy concerns, cats must also stay out of the building. Pets must be transported by private transportation. Only students are allowed on school buses. City law mandates that dogs, even on a leash, are not allowed on school grounds.

### Litter Policy

Our school is one of the most attractive buildings in our area. Let's keep it clean! If you are visiting our school, or if you are a student, please put litter in the trash.

### Smoking

Adults are asked to please refrain from smoking on school grounds at all times.

### Vandalism and Graffiti

Our school and school equipment are public property. We want our school to provide an attractive environment. Please help by teaching your child to respect public property.

### Off-Limit Areas

Our school is maintained and operated for the benefit of our students. However, common sense and safety considerations dictate the designation of a few off-limit areas where students are not allowed. These areas include stockroom, storage areas, kitchen maintenance area, the trash collection compound, the parking lot, and the truck delivery area. Students are expected to cooperate and refrain from playing in these areas.

### Pictures

Individual pictures will be taken. Within six weeks of the photography session, the pictures will be available for pickup. Class pictures will be taken in the spring.

### Food Services

Hot lunches are served daily. Free or reduced price lunches are available for those who qualify.

<i>MEAL PRICES FOR 2010-11</i>				
MEALS	BREAKFAST	LUNCH	MILK/JUICE	SOY MILK
Elementary	\$ 1.75	\$ 2.75	\$ .50	\$ .75
Adults/Staff	\$ 2.75	\$ 4.50	\$ .50	\$ .75

Students who qualify for free or reduced-price meals will not have to pay for lunch. To find out if your student qualifies, please look at the free/reduced lunch form that will be included in your student's First Day Packet, or contact Nutrition Services at 252-0675.

### Child Services

**Vision and Hearing Screening** services are done for all students in the fall of the school year.

**Speech Therapy** services are provided on a limited basis for those determined to need them.

**Special Testing** is provided for students showing serious academic delays. This testing is only done after parent or guardian gives written permission.

**Academic Support** is given to students who qualify for additional help in one or more academic areas.

**Family Support Worker:** Support will be given to identify families in a variety of ways depending on the needs of the individuals.

**Counselor:** Our Intervention Specialist supports students in learning school behaviors and promotes safe behaviors through small group instruction. Dearborn Park has names of several counseling agencies. If your child or family needs counseling please let the Family Support Worker know so a referral can be made to the proper agencies.

### Parent/Teacher Conferences

It is essential that parents know how their children are doing in school. Parent conferences for Dearborn Park students will be scheduled in November. Parents will be asked to sign up for conference time during evening events in September and October. Teachers, or the administration, may also ask you to participate in other conferences.

Parents may request a conference with their child's teacher or the principal at any time during the school year as well. Please make every effort to meet with the teacher if you receive such a request.

### Report Cards

Report cards are issued following the completion of each grading period. Dearborn Park is on a trimester system, so you will receive 3 report cards this year. Please carefully review your child's progress and contact the school if you have concerns.

### Promotions/Non-Promotions

Parents can assume their child will be promoted unless the possibility of non-promotion has been discussed during the school year. If your child is having difficulties, we will work with you to provide interventions that will hopefully bring him/her up to grade level expectations.

Seattle School Board policy states that every child is to meet grade level expectations for his/her age before they will be promoted to the next grade. Promotions and non-promotions are based on evaluation of academic, physical, social and emotional growth. The reasons for considering retention are a combination of the following:

1. Not meeting grade level standards.
2. Standardized test scores in the beginning or developing range.
3. Below average grades on the report card.
4. Physical or social immaturity.
5. Frequent or long absences

### Homework

**Homework is important!** It is an extension of the learning that takes place in school. Homework can provide opportunities for independent study, research and creative thinking. Parents can help their child by arranging a quiet, comfortable place for him/her to work, and by seeing that assignments are completed. If your child needs help, please feel free to help him/her. Please don't do the assignment for your child.

The following is a School Board suggested minimum amount of time to be allotted to homework:

Kindergarten - Grade 1:	5-10 min. daily.....	20-40 min. weekly
Grades 3 -4:	10-20 min. daily.....	40-80 min. weekly
Grade 5:	30 min. daily.....	120-150 min. weekly

**Other Homework:** Each child is expected to read for 20 min. (primary) or 30 min. (intermediate) minutes per day. You can read to your child as part of this time.

### Emergency Drills

Fire drills and earthquake drills are conducted once each month. For fire drills, each class has an escape route to an outside area, which is a safe distance from the building. Children are directed to go to these designated areas in less than 50 seconds, in a safe, quiet and orderly manner. Detailed escape plans are posted inside the exit door of each classroom.

During earthquake drills, all children will kneel under their desks, hold onto the leg of the desk with one hand, and cover their head with the other hand. Outside simulations may also occur.

In the event of a dangerous person in the building, security doors have been installed to keep the person isolated from the children.

### Parent Volunteers

Staff at Dearborn Park considers parent volunteers a very special resource. Parents are encouraged to help in all classrooms, programs and activities. Please call the office at **252-6930** if you have time or skills you can donate to make our school a better place for students to learn and grow. Before volunteering, you will have to fill out a Volunteer Application packet, provide a government-issued photo I.D. for the background check, read and sign the Volunteer Handbook, and watch the District's Adult Sexual Misconduct training video. If you wish to chaperone a field trip and know that you have not taken the mentioned steps this school year, you must do so 1 schoolday before the fieldtrip. The school cannot complete background checks and allow a chaperone to attend the day of a fieldtrip.

### Parties

Teachers appreciate assistance from parents in providing treats for the class. Parents should check with their child's teacher prior to sending treats or planning "fun" activities for the room. Room parents are needed to help coordinate class activities. If you are available, please contact your child's teacher if you can volunteer as a room parent.

### Safety

The school stresses both safety in walking to and from school and safe procedures for riding the school bus. It is important that these safety practices be stressed at home. Every child should know the safest route to take to and from school, or the bus stop, and the appropriate rules to follow:

1. Cross the street at crosswalks. **STOP, LOOK, and LISTEN.**
2. Look both ways before crossing the street.
3. When walking on a roadway, walk facing traffic. When coming to school from the east, students should use the stairs and not the Kenyon street roadway. They should not cut through the wooded area. When crossing Beacon Ave. S., they should cross at S. Kenyon with the crossing guard.
4. Go directly home after school. Do not stop to play at a friend's house unless parents have given permission.
5. Do not talk to strangers or accept a ride with anyone unless parents give permission ahead of time.
6. Walk with a friend.

### Bus Expectations

Following these paragraphs you will find expectations of students who ride the bus to/from Dearborn Park. Please go over the bus expectations with your child. They are important to follow because they involve the safety and well being of your child and others.

In the event your child receives a bus conduct notice (**write-up**) for violating bus expectations, these are the procedures which will be followed:

1. **The first notice** - The student will talk with the principal, or designee, about the incident. Bus expectations will be discussed and/or illustrated. The student will write the bus rules and miss a recess. The citation will be sent home.
2. **The second notice** - The student will talk with the principal or designee about the incident. The citation will be sent home; the student will write the bus rules and will lose a recess.
3. **The third notice** - The student will talk with the principal or designee about the incident. The parent/guardian and driver will be contacted. The student will be suspended from the bus for 1 day, or a parent/guardian will be requested to accompany the student on the bus, round trip, for 1 day.
4. **The fourth notice** - The student will be suspended from the bus for one to five days.
5. Any child fighting on the bus will be suspended from the bus for one to five days.

We hope that we will not have to suspend any students this year, and that your child will follow the expectations.

### **Student Transportation – Expectations for School Bus Riders**

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly and willingly. Any behavior by the driver that pupils deem inappropriate should be reported to the principal or the students' parent/guardian. The parent/guardian should inform the principal and the bus driver so that appropriate steps might be taken.
2. Students are to ride only their assigned bus unless the principal has granted permission. Only with a written request from the parent/guardian will the principal grant permission. If a temporary change in bus stops is necessary, please include in the note the student's name, teacher's name and room number, the number of your child's regular bus route, the change you are requesting (e.g.: to go home with Kathy Smith on Route #000), the day or days the change is to be effective.
3. Students are to board the bus and leave the bus only at their assigned bus stop unless the principal has granted permission in writing. Only with a written request from the parent/guardian, will the principal grant permission. Any permanent changes should be made through the Transportation Office.
4. Each student may be assigned a seat in which he/she will be seated at all times, unless permission to change is given by the principal and/or driver.
5. Students must have orderly behavior at the bus stop. They should line up and enter the bus in the line. There is no need to push or cut.
6. Students must remain seated, facing front, when the bus is in motion.
7. Students may talk quietly. They are expected to use correct language; speak respectfully to each other. Name calling, verbal abuse and swearing are unacceptable.
8. Students should talk to the driver only if it is necessary.
9. Students must keep head, arms, feet and all objects inside the bus. Students are expected to respect other people's space by keeping hands and feet to themselves.
10. Students must keep litter inside of the bus and dispose of it properly upon/after leaving the bus.
11. Students should not open windows on the bus without first getting permission from the driver.
12. Students must see that books and personal belongings are kept out of the aisle. Students are asked to keep the bus clean. No eating is allowed unless the driver grants permission.
13. Pets must be transported by private transportation. (Teachers may give special permission for pets to be brought to school as part of a special display or activity. **ALWAYS** check with the teacher before bringing a pet.)
14. Drivers must share any bus riding incentives program or any driver/student program with the principal before initiating any such program with the students.



### **RECESS POLICIES**

Students are given several recesses each day. Decisions to have outside recess during cold weather depend upon the temperature and the wind chill factor. Shorter outside recess times are scheduled on very inclement days. Always dress your child for outside recess. All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks. Teachers reserve the right to hold recesses from students for disciplinary purposes, within reason.

Students will have supervised free time in the classroom on days when inclement weather prevents outside recess. Quiet games, talking with friends, etc... are usually allowed by the adult in charge.

### **Programs and Offerings at Dearborn Park International**

Advanced Learning Opportunity  
Bilingual/ESL Program  
Title One Program (Inclusion Model)  
Technology Education  
Music/Dance  
Environmental Education Program  
Family Involvement Night  
Field Trips  
Full-Day Kindergarten  
Instrumental Music  
Multi-Cultural Activities  
Multi-Cultural Ethics Curriculum  
Open Concept/Team Teaching  
Performance-Based Assessment  
Physical Education  
Special Education  
SCATS

### **Support Services**

Breakfast Program  
Family Support Worker  
Community & Parents for Public Schools (CPPS) of Seattle  
Causey's Early Learning Center (On Site)  
Librarian  
Lunch Program  
Nurse  
Parent/Teache Association (PTA)  
Safety Committee  
School Intervention Team (SIT)  
Volunteer Program

**School Configuration**

Full-Day Kindergarten:	3 classes
Grades 1:	3 classes
Grades 2:	3 classes
Grades 3:	2 classes
Grades 4:	2 classes
Grades 5:	2 classes
SpEd:	1 class

DEARBORN PARK INTERNATIONAL SCHOOL

*Student Code of Conduct*

In an effort to establish clear expectations of students and good discipline at Dearborn Park International School, the staff asks that each parent/guardian discuss the school rules with their child. We have created this code of conduct to help foster an attitude of mutual support and respect among children and adults at our school.

In general, children are expected to be respectful. We expect them to respect themselves, adults in the building, other children, and our facility. If they can remember to always have respect, they will always be following the school rules.

## **STUDENT BEHAVIOR EXPECTATIONS**

The staff of Dearborn Elementary School has high expectations for children both academically and behaviorally. In order to create a positive learning environment, it is necessary that staff, students and parents understand the following:

***Respect for other students, teachers, and property as well as respect for self is crucial.***

- A respectful person says and does only kind things.
- Respect is caring for other people, their belongings, and for yourself.
- Respect for yourself means working hard, completing your assignments, and being prepared
- Respect means: "I am important and you are too!"
- If you want respect, be the first to show it!

***Consequences:***

- 1) Suspension will result from fighting, physical assault, verbal abuse and harassment, and serious vandalism. These are serious behaviors that disrupt the learning process and will not be tolerated at Dearborn Park.
  - Fighting is defined as mutual physical contact involving anger or hostility where two or more students need to be separated. This includes "play fighting".
  - Physical Assault is defined as hostile or violent onset with blows or weapons by an individual or group.
  - Verbal Abuse, bullying or harassment is defined as hostile words, arguments, threats, gestures or teasing (taunting or name calling).
  - Serious Vandalism is defined as causing damage to property, or theft that is difficult to fix or replace.
- 2) In-school consequences with a phone call home will result from pushing, arguing, minor vandalism, and rude behavior to teachers, minor disruptions in class or refusal to complete work. If these behaviors become a pattern of behavior, meetings with parents/guardians will be required and suspension could result.

## ACCEPTABLE BEHAVIOR AT DEARBORN PARK

At Dearborn Park, all staff takes responsibility for helping to keep all children safe. Thus, all children are expected to follow the directions of all staff. Staff and students are expected to speak respectfully to each other at all times.

### ***Students are expected to:***

1. Settle their disagreements in non-aggressive ways. (Discuss, be extra polite, ask an adult to intervene, walk away, apologize, wait and cool off, share and take turns.)
2. Show self-respect, respect for each other, for staff members, and follow school expectations in a cooperative manner at all times.
3. Respect the property of others.
4. Allow the teacher to teach and other students to learn without disruption.
5. Behave at recess in such a way that recess is safe and pleasant for all.
6. Leave personal items and toys at home unless approved by the teacher. Buying, trading, and/or selling of personal items is not allowed at Dearborn Park School.
7. Be part of a polite audience at all assemblies.
8. Walk in all areas in and around the building to avoid collisions and disruptions. Students may run on the lower blacktop and playfield.
9. Protect our walking areas, playgrounds, and buildings from litter, partially consumed food, and chewing gum. Leave gum and candy at home; eat only at authorized times in authorized areas.
10. Be under the supervision of an adult, whether inside or outside of the building, at all times. Stay on school grounds during the day.
11. Be in class and on time. Arrive daily between 8:40 a.m. - 9:00 a.m.
12. Show pride in our school by taking good care of books, furniture and all school property.
13. Wear coats, hats or gloves outside only. (Put your name on each of your personal items)
14. Secure teacher's permission and a hall pass before moving to another area of the school.
15. Respect the patrol officers.
16. Go directly home or get on your bus when dismissed from school.

Any students at Dearborn Park involved in a fight will be sent home for the remainder of the day. A conference with the parent/guardian and the children involved will be required before they are admitted back to class.

***BRINGING ANY KIND OF WEAPON TO SCHOOL - EVEN A TOY WEAPON - CAN RESULT IN IMMEDIATE EXPULSION.***

**RECESS AND PLAYGROUND RULES**

The purpose of recess is to give children a break from work, time to play, and have fun with friends. To have fun, please follow the safety rules:

1. Obey the playground supervisors.
2. Play in the supervised areas only.
3. Use playground equipment only for its intended purpose.
4. Share all playground equipment and climb only on play equipment.
5. Follow game and play equipment rules. Be courteous and a good sport.
6. Ask to join a game or an activity that is in progress. Wait to be give a turn.
7. Each child is expected to walk. Carrying another child is unsafe.
8. Leave rocks, sticks and other objects in their natural places. Throwing is unacceptable. All weapons (even toy weapons) or other dangerous objects must remain at home. (A child may be suspended and/or expelled if these objects are brought to school.)
9. Leave chewing gum and candy at home; eat only during designated times and in designated places. Only popsicles, popcorn and/or pepperoni received at school should be eaten outside.
10. Play away from the stairs or landings. Children may sit on lower stairs except by Pod H.
11. Use restrooms appropriately.
12. Use correct language. Respect other people's space. Keep your hands and feet to yourself. Name calling, verbal abuse and swearing are unacceptable.
13. Be considerate of each other. Fighting, physical abuse, threats, extortion and spitting are unacceptable.
14. Stop all play when the bell rings and go quickly to class.

**CONFLICT RESOLUTION**

Conflict or disagreement is normal and often happens when children get together. However, hurtful words, gestures, or physical attack are unacceptable ways to deal with conflict and disagreement at school.

Our goal is to teach students several positive ways to deal with these difficult situations. To do this, we are asking students who have minor problems to try at least two of the following ideas:

1. Go to another game or activity.
2. Share and take turns.
3. Respectfully talk it over and listen to each other.
4. Walk away from the problem.

5. Ignore the problem behavior.
6. Tell the person to stop the problem behavior.
7. Apologize.
8. Make a deal or compromise.
9. Wait to cool off.

This process can be done before asking for adult help. When a request for adult help is made, it should be after two ideas are tried. "Mrs. Jones, Tad is teasing me about my glasses. I tried ignoring him, and I've told him it hurts my feelings when he makes fun of me. He's still calling me names." The adult duty supervisor at school will get involved and help solve the problem using our playground discipline plan.

Of course, the adult duty supervisor will immediately handle any serious conflicts that cause a child to feel threatened or frightened.

By using this plan, we believe that our students will develop effective problem-solving skills that they can use again and again. It will help them to deal with conflict in a positive manner and to make appropriate decisions. Knowing what to do will help students reduce the stress and number of conflicts they have at school.

We encourage you to become familiar with this program and support it. *Please don't ever tell your child that it is okay to hit someone at school.* By working together, we can develop a healthy life skill for young people to use at school.

### **BULLYING**

Bullying is not tolerated at Dearborn Park International School. Though some people believe it is a natural stage in a child's development, studies have proven that students who bully others, who are the victims, or who witness unchecked bullying are affected for the rest of their lives. Since we cannot prevent every incident of bullying, we try and work with the children to ensure everyone's safety. We teach the children who are victims how to stop the bullying. We hold the witnesses responsible if they don't report recurring incidents of bullying. Finally, we work closely with the children who bully others to teach them other ways to exert their leadership and power in a positive direction. Oftentimes, we ask for parental support and hope that you will work with us to help all the children.

Both boys and girls engage in bullying by threatening others. Threats can be in the form of a physical act ("I'll beat you up if you don't....") to an emotional attack ("I won't be your friend unless you...."). In order to maintain a safe campus, and to set the best conditions for learning, we do not tolerate physical or relational aggression. If you are contacted about your child bullying others, please understand that this behavior can lead to serious negative consequences at Dearborn Park and in the years ahead. Please work with your child to teach them to go out of their way to be nice and brainstorm ways they can use their power to help others.

### **POD/CLASSROOM RULES**

These rules are in effect in every classroom/pod:

1. Show respect for others and for all property.
2. Control yourself (feelings, mouth, face, hands, and feet)
3. Come to class on time, quietly and ready to work/learn.
4. Do all assigned work neatly, on time and as well as you can.

Each class also develops their own rules for their learning environment....

### **RESTROOM RULES**

1. Please treat the restrooms at school better than you do at home.
2. Make sure toilets are flushed, hands are washed and paper towels are placed in the garbage.
3. Leave the restroom as soon as you finish.



## *School Uniform & Dress Code*

The Dearborn Park School Uniform policy is mandatory. Dearborn Park's dress code instills pride and dignity, and emphasizes that school is a place for study and learning. Our dress code standard creates a sense of belonging and promotes school spirit.

Our school is designed to be a conservative in nature to enhance the learning environment of our students. School uniforms will consist of the following:

### ***Pants & Slacks***

1. Navy Blue or Khaki in color
2. No more than one larger than waist size
3. Standard leg and hemmed. No wide pants.
4. Length is to the top of the heel, or shoe, not dragging on the floor.
5. Worn at the waist
6. Belted if there are belt loops
7. No rivets or pants split up the sides

### ***Tops***

1. Solid white or solid blue collared shirts
2. Turtleneck, mock-neck, button-up, or Polo styles **TUCKED IN!**
3. **ROUND NECK T-SHIRTS ARE NOT UNIFORM.**
4. No sleeveless tops
5. Clothing worn undershirts, blouses, and turtlenecks must also be solid white in color

### ***Shorts***

1. Navy blue or khaki in color
2. No more than one size larger than waist
3. Hemmed
4. No shorter than 2 inches Above/below the knees
5. Worn at the waist
6. Belted if there are belt loops

### ***Vests & Sweaters***

1. Solid navy blue or solid white in color
2. Long or short sleeve sweaters
3. Pullover or cardigan (navy blue)
4. Dearborn Park hooded sweatshirt with logo or any shirt with Dearborn Park name and logo

### ***Skirts & Jumpers***

1. Navy blue or khaki
2. No shorter than 2 inches above the knees
1. Belted if there are belt loops
2. Pleated, a-line, straight gathered or gored style

### ***Shoes***

1. Shoes or tennis shoes. (Safe for running & jumping, and securely fastened)
2. Shoes with roller skates in the soles (Heelys) are not safe and are **prohibited**.

Students are required to be in dress code upon arriving on campus and be in dress code as long as they remain on campus, to include all after school activities.

Uniforms can be purchased at major department stores as well as Wal\*Mart, Target, and Fred Meyer. You may contact Daphne Jones @ 252-6938 if you have any questions or need help with uniforms. Parents please check lost and found regularly for missing uniforms.



**Dearborn Park International School**

*Home of the Dragons*

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