

Fernwood Elementary

Student-Parent Handbook 2018-2019



Kate Bradshaw, Principal
Tamorah Redshaw, Assistant Principal
Tracy Bickhaus, Dean of Students
LeAnn Edison, Office Manager

3933 Jewell Road, Bothell, WA 98012
Main Office: (425) 408-4500 (24-hour line)
Fax: (425) 408-4502
Web Address: <http://www.nsd.org/fernwood>

Fernwood Student-Parent Handbook 2018-2019

This handbook is distributed electronically to every family at the beginning of each school year to offer specific information about the policies and guidelines at Fernwood Elementary. Please read this information carefully so you are aware of the policies and guidelines and how they may affect you and your child. If you would like a printed copy please let the office staff know and we can provide one.

Northshore School District Mission Statement:

Strengthening Our Community Through Excellence in Education

[Link to Northshore's Strategic Plan](#)

Fernwood Mission Statement:

We create and maintain a safe and consistent learning community by establishing positive behavioral supports and a culture where all students achieve social, emotional and academic success.

Responsibilities of Student, Teacher and Parent

Student Responsibilities

- Read and discuss the Fernwood Elementary Discipline Plan.
- Follow the school rules and behavior guidelines consistently.
- Use good decision-making and problem solving skills.
- Accept consequences and responsibilities for actions.

Teacher Responsibilities

- Clearly teach, practice and model rules and respectful interactions.
- Consistently enforce school/classroom rules and behavior guidelines.
- Keep accurate documentation of inappropriate behavior.
- Provide reasonable and consistent consequences.
- Monitor and assist students in modifying their behavior.
- Contact parent when behavior interferes with the educational process.

Parent Responsibilities

- Read and discuss the school rules and behavior guidelines with your child.
- Help your child take responsibility for his/her choices.
- Work with the school to support your child's development in decision-making skills, problem solving and social issues.
- Contact the school if you have a concern.

Fernwood Student-Parent Handbook 2018-2019

Table of Contents

SCHOOL INFORMATION	
Office Hours	4
Daily Schedules	4-5
Absence	5
Attendance	5-6
Requests for Excused Absences/Homework	6-7
Early Dismissal/Late Arrival	7
Illness or Accident	7
Student Withdrawal/Transfer	7
STUDENT SAFETY	
Closed Campus	7
Valuables	7
Visitors	8
ICE AND SNOW CONDITIONS	8-9
EMERGENCY PROCEDURES	9-12
STUDENT TRANSPORTATION	
Bus	12-13
Bicycles	13
Other	13
Parking Lot Procedures	13
Parents: Student Drop Off and Pick Up	14-15
STUDENT SERVICES AND ACTIVITIES	
Instrumental Music	15
Insurance	15
Lunch Program	15
Lost and Found	16
Library	16
PE	16
Music	16
Health Room	17-19
Medications at School	19-20
GENERAL INFORMATION	
Communications	20
Newsletters	20-21
Reporting/Conferences/Curriculum Nights	21
Dress	21-23
Holidays and Classroom Celebrations	23
Technology Use	23-24
Privacy Flags	24
Supplies	24
Telephone Messages/Calls	24
Volunteers	24-25

Fernwood Student-Parent Handbook 2018-2019

Pets	25
Items at School	25
SCHOOL EXPECTATIONS	26-31
Assembly Expectations	31-32
RECESS AND CAFETERIA GUIDELINES	32-37

School Information

Main Office Hours

8:00 a.m. to 4:30 p.m.

Daily Schedule – Grades K-5

FERNWOOD DAILY SCHEDULE Monday, Tuesday, Thursday, Friday 2018-2019

8:30	Before School Supervision and Breakfast Program Begins
8:50	Starting Bell – students walk to classrooms/classes begin
10:35-10:50	2 nd Grade AM Recess
10:35-11:00	1 st Grade Lunch
11:00-11:20	1 st Grade Recess
11:10-11:35	3 rd Grade Lunch
11:35-11:55	3 rd Grade Recess
11:50-12:15	Kindergarten and 2 nd Grade Lunch
12:15-12:35	Kindergarten and 2 nd Grade Recess
12:20-12:45	4 th and 5 th Grade Lunch
12:45-1:05	4 th and 5 th Grade Recess
1:45-2:00	3 rd Grade PM Recess
2:05-2:20	Kindergarten and 1 st Grade PM Recess
2:25-2:40	4 th and 5 th Grade PM Grade Recess
3:20	School ends

FERNWOOD DAILY SCHEDULE Early Release Wednesday 2018-2019

8:30	Before School Supervision and Breakfast Program Begins
8:50	Starting Bell – students walk to classrooms/classes begin
9:35-9:50	4 th Grade AM Recess
10:10-10:25	K/1 st AM Recess
10:35-10:50	2 nd /3 rd /5 th Grade AM Recess
10:35-11:00	1 st Grade Lunch
11:00-11:20	1 st Grade Recess
11:10-11:35	3 rd Grade Lunch
11:35-11:55	3 rd Grade Recess

Fernwood Student-Parent Handbook 2018-2019

11:50-12:15	Kindergarten and 2 nd Grade Lunch
12:15-12:35	Kindergarten and 2 nd Grade Recess
12:20-12:45	4 th and 5 th Grade Lunch
12:45-1:05	4 th and 5 th Grade Recess
1:50	School ends

Students should **not arrive at school before 8:30 a.m.** as playground supervision is not provided until that time.

The school grounds are supervised after school only until buses depart at 3:30 p.m. Students not picked up by 3:30 p.m. must report to the main office.

**Please do not leave your children unattended
before 8:30 a.m. or after 3:30 p.m.**

Absences

Any time your child will be out of school, please contact the school office before 8:30 a.m. The school office needs early notice of serious or contagious diseases. For your convenience, voicemail is available to record information regarding your child's absence 24 hours a day.

Please call **425-408-4510** (even if you notify the classroom teacher)

It is our policy to call the home, cell and work telephone numbers of each parent or guardian if we do not hear from you, to ensure your child's safety.

While regular attendance is important for success in school, a sick student should regain his/her health at home.

Attendance

The Northshore School District Strategic Plan relates student attendance to Goal #2: Developing Responsible, Resilient, and Empathic Learners. Students are encouraged to maintain 95% of attendance to benefit from classroom learning. We appreciate your support on this goal by ensuring your child is on time to school and only absent for valid reasons listed below.

Absences to be processed in the following manner:

Inform parents in writing after one unexcused absence in one month.

Schedule a parent conference after three unexcused absences in one month or five excused absences without a doctor's note.

Enter into a formal agreement with the student and parent regarding attendance or file a truancy petition with Juvenile Court if a student has five unexcused

Fernwood Student-Parent Handbook 2018-2019

absences in a month.

File a truancy petition with Juvenile Court if a student has seven unexcused absences in a month or ten unexcused absences in a year.

File a contempt motion if a student is not in compliance with a court order resulting from a truancy petition.

Request for Excused Absences and Homework

We recognize that some families choose to take vacations outside our scheduled vacation dates. Much of the learning that takes place cannot be duplicated outside of the classroom setting. In most cases, it is not possible for the teacher to give the child or the parent all the information required for that child to understand the lesson and/or participate in the learning. Without having participated in the learning, the student would have difficulty doing the related follow-up assignment. With that said, teachers should not be asked for homework in advance.

Below is the request form used for absences longer than three days. It should be filled out and given to the office staff for Principal approval. You also can get a copy in the office.

[Click here to download and print the form.](#)

Regular school attendance is necessary for mastery of the educational program provided to students of the district. At times, students may be appropriately absent from class. The following principles will govern the development and administration of attendance procedures within the district:

A. The following are valid reasons for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal/designee and parent, guardian, or emancipated youth mutually agreed upon approved activity.

*** Please note: State law requires that a student be withdrawn after 20**

Fernwood Student-Parent Handbook 2018-2019

consecutive absences. You will need to provide "proof of residence" to reactivate your student upon their return. Please submit our Request for Excused Absence form at least one week prior to your absence request when missing three or more days.

Early Dismissal/Late Arrival

A student requiring early dismissal should present a note to the teacher signed by a parent/guardian. All students must be signed out from the office. Please avoid last minute calls to the office requesting early dismissal for your child if at all possible. If a parent arrives during a recess to pick up their child, we will wait until after recess to summon them to the office due to supervision on the playground. **Please request any bus or transportation changes for your child by 3:00 pm so there is time to communicate with staff and students prior to dismissal.**

If a student arrives after 8:50 a.m., he/she MUST stop at the office to pick up a tardy slip before going to class.

Illness or Accident

In case of injury, first aid will be administered and the parent will be notified immediately. If parents cannot be reached, the person(s) named on the Student Information Verification Form will be called. **Please check with our office staff to make sure this information is up to date.** Failing to reach anyone listed on the Student Information Verification Form, school authorities will take the best alternative in the interest of the child.

Student Withdrawal/Transfer

Please notify the office in advance of departure in writing. Checkout will be completed and records will be prepared for mailing. School records cannot be released until requested by the new school.

Student Safety

For your child's safety please keep your home, cell, work and emergency contact telephone numbers current.

Closed Campus

Students may not leave the school grounds during the school day without proper authorization in writing by the parent or guardian.

Valuables

Toys are not allowed at school. Fernwood is not responsible for items lost, stolen, or broken. Electronic devices will be confiscated and made available for parents to pick up.

Fernwood Student-Parent Handbook 2018-2019

Visitors

Adult visitors at school are always welcome. Please arrange classroom visits and conferences with teachers at least 24 hours in advance. Visitors must check in at the office, register and obtain a visitor badge. No matter the length of the visit, visitors must sign in at the office. This includes dropping of lunch to students in the cafeteria. Visitors must check out at the office when leaving the premises.

Ice and Snow Conditions

CALL (425) 408-4500 and enter menu number 9 for the most current school closure information pertaining to Northshore School District.

Emergencies and weather-related problems can alter school schedules and affect bus transportation for students.

Families will receive a telephone message from the district if there is a change to the school schedule. (Morning calls will be made before 6 a.m.) Families who do not want the interruption of an early morning or evening inclement weather call can opt out of receiving them by contacting the Communications Department at 425.408.7670. You will still receive general announcement and emergency phone calls.

If no schedule change information is posted, schools and buses are on their regular schedules.

Find Out Immediately

Below are ways to find out if school will be delayed or closed:

- Local radio and television stations provide school information on a continuing basis beginning around 6 a.m. Since conditions vary from one district to another, it is very important to listen for mention of Northshore School District #417.
- Public Schools Emergency Communications System Web site: www.schoolreport.org, click on "Northshore SD"
- Look under the **News & Updates** section of the District Homepage
- Northshore School District Information Line 425.408.6001

If Northshore **IS** mentioned during the newscast, it will be because of one of the following situations:

1. "2 hours late, normal bus routes" means:
 - Buses start 2 hours late on normal routes
 - School starts 2 hours late
 - All partial programs cancelled
 - No Sorenson ECC or preschool/pre-k
 - No out-of-district transportation
 - No elementary band/orchestra, zero-period, or satellites

Fernwood Student-Parent Handbook 2018-2019

- No after-school athletics or activity trips
2. “2 hours late, snow bus routes” means:
 - Buses start 2 hours late on snow routes (www.nsd.org/nsdtransportation)
 - School starts 2 hours late
 - All partial programs cancelled
 - No Sorenson ECC or preschool/pre-k
 - No out-of-district transportation
 - No elementary band/orchestra, zero-period, or satellites
 - No after-school athletics or activity trips
 3. “On time, snow bus routes” means:
 - Buses start at normal time on snow routes (www.nsd.org/nsdtransportation)
 4. “Closed” means:
 - All district schools closed
 - No after-school/evening activities, athletics or band/orchestra

Please do not call the school offices or the radio stations. This ties up phone lines needed for emergencies. Listen to your radio for closure information. These stations also will carry information if deteriorating weather conditions force an early afternoon closure.

Please Note: If it appears that buses cannot travel their normal routes through your neighborhood, even though no announcement has been made, send your child to the area previously designated by the bus driver for emergency pick up. Drivers will have informed students earlier in the year about these anticipated pickup changes for emergency conditions. Since all buses have several runs, they likely will run later as they proceed with the morning (or afternoon) routes during emergency weather conditions. Please allow for delays as the schedule progresses, but do not make it necessary for the bus to wait for your child.

When schools are closed for the day, or even if they close early in the afternoon, there will be no after-school activities on that day, including athletic events. When schools open late in the morning, there will be no YMCA, elementary band, orchestra, or preschool classes that day.

Emergency Procedures

Northshore School District has adopted an automated intercom system that will read directions for the following emergency situations in a safe, calm matter

Fernwood Student-Parent Handbook 2018-2019

Fire Drill Procedures

Signal – pulsing blasts on the fire alarm.

1. At the sound of the fire alarm, look to the teacher. The teacher will:
 - a) Turn off lights
 - b) Close all doors
 - c) Take their emergency backpack.
 - d) Direct students to the designated fire exit
2. Students will walk quickly to the designated safety area
3. Students will remain quiet to await further instruction
4. Teachers will account for all students in his/her class.

Earthquake Drill Procedures

Signal – announcement over the intercom for drills.

Classroom Earthquake Drill Procedures

1. Teach students to “Drop, Cover and Hold” the legs of their desk, chair, or table.
2. Teachers keep classroom emergency backpack ready for use and readily available.
3. Make a family plan. Remember students may be here up to three days.
4. If student takes daily medications that should not be missed, (i.e. seizure medications), provide the school nurse with a supply of emergency medications good for three days with proper medical authorization.

Earthquake Protocol

1. Room Procedures: Remain in rooms crouching under desks, chairs, or tables. Students should hang on to the legs of a desk, chair, or table. When quake is over, evacuate to assembly area.
2. Playground: Move away from all buildings. Crouch on the ground until the ground stops shaking, then move to the safety area

Student Release Procedure

In the event of an emergency, all gates will be locked. No parent, guardian or visitor will be allowed to enter school grounds until school administrators deem it is safe.

1. Go to the designated safety area. Signs will be posted.
2. To release a student following an emergency, complete a request form and **show proper identification** to school personnel. **Students will only be released to their parents, guardians or persons listed as an Emergency Contact on the Student Information Verification Form.**
3. Once a request is made to release a student, the person making the request will be directed to the Reunification area. The student will be brought to the Reunification area and released to the requestor.

Please remember our main objective is the safety of our students. We appreciate your patience and understanding during this process.

Fernwood Student-Parent Handbook 2018-2019

Safe Inside: We will conduct at least 1 Safe Inside drill throughout the year.

Used for more common incidents, such as wildlife near campus or police activity in the surrounding area.

NORMAL EDUCATION PROCESS MAY CONTINUE.

- If the school is placed in SAFE INSIDE, staff and students will hear: “May I have your attention please? The building is now in Safe Inside mode. Once again, we are in Safe Inside mode.”
- Pull magnet off door latch area (if using one, your door should already be locked) OR lock door from inside if that is applicable to your room, using a hex key (some portables). If no door magnet, use keys to lock door from the outside.
- Shut open windows, close blinds, and lower any/all door window shade(s).
- Account for students, volunteers and staff that should be in your room.
- Complete this Google Form: <https://goo.gl/forms/1SgySrIPUPVFXNHw2> to verify staff, students, and volunteers in your room (Call x4532-Tracy’s office- if needed).
- Instruction may continue as normal; students remain in classroom or foyers.
- Only unlock doors and end Safe Inside when all- clear announcement is made over intercom and is safe to do so.

Shelter in Place: We will conduct at least 1 Shelter in Place drill throughout the year.

Meant to address exterior atmospheric hazards, such as a gas leak or non-domestic animals in the surrounding neighborhood(s) or ash from a nearby fire.

NORMAL EDUCATION PROCESS MAY CONTINUE.

- If the school is in SHELTER-IN-PLACE, staff and students will hear: “May I have your attention please? The building is now in Shelter-in-Place mode. Once again, we are in Shelter-in-Place mode.”
- Turn off any fans, close and seal under doors, windows, and vents (supplies are in your rooms; stepladders are in foyers- share with others around you)
- During a drill, mentally scan room, looking for places needing to be sealed
- Complete this Google Form: <https://goo.gl/forms/1SgySrIPUPVFXNHw2> to verify staff, students, and volunteers in your room (Call x4532-Tracy’s office- if needed).
- Keep room secure until directed otherwise by Admin or Emergency staff

Fernwood Student-Parent Handbook 2018-2019

- You may need to improvise bathroom space in your room

Lockdown Procedures

If an existing or emergent situation develops on the school grounds or surrounding areas, which could pose a threat to students, parents or school personnel, the following procedure will be implemented:

1. An announcement will be made over the intercom indicating that there is a lockdown. Proper authorities will be notified at the same time.
2. Upon hearing the announcement, the teacher will immediately lock all classroom doors and close the windows and blinds.
3. All students and staff will be in their secured rooms. Nobody will leave classroom or go outside.
4. All students and staff who are outside the buildings will proceed quickly and quietly to the nearest secure building.
5. Designated personnel will proceed carefully around the buildings to check that all doors are locked, blinds are closed, and that all staff and students are indoors.
6. If an emergency occurs during recess, the playground staff will sound a handheld whistle, gather all students on the playground and direct them back to the classroom or another designated area depending on the situation. The playground staff will remain with students until the situation is resolved.
7. When the situation is resolved, an announcement will be made over the intercom by the same person who made the initial announcement of the emergency lockdown. At that time, staff and students will return to normally scheduled activities.

Student Transportation

Bus

The majority of our students ride the school bus. Most students will ride the same bus to and from school. If it is necessary for your child to take a different bus, you must inform the office with a note or a phone call.

If the student does not get a signed bus pass from the Main Office, the bus driver will not be able to transport the child.

If we receive notice from the Transportation Department that a bus has reached capacity, students will not be allowed to ride home with friends and you will have

Fernwood Student-Parent Handbook 2018-2019

to make other arrangements.

Bus Procedures

Students are expected to obey all directions of the driver and follow all bus rules (distributed the first week of school). Failure to do so will result in a “bus ticket” and may lead to forfeitures of bus-riding privileges. Parents will be notified of infractions of any consequence. The following are basic rules for our bus riders:

1. Arrive at the bus stop no more than 5 minutes prior to scheduled bus arrival. Students should stay off the private properties adjoining the bus stop and well away from the road.
2. Enter the bus and be seated immediately.
3. Be courteous to the bus driver and to each other.
4. Do not put head or arms out the window or throw anything from or in the bus.
5. Always wait for the bus driver’s signal before crossing the street when meeting or leaving the bus.
6. A quiet and orderly atmosphere is essential to safe driving conditions.
7. Balloons, glass, large or breakable items are not allowed on the bus.

Bicycles

Students are not allowed to ride bicycles to school as there is currently not a bike rack for bike storage. Bicycles cannot be ridden or parked on school grounds.

Other

Skateboarding, skates, roller blades and shoes with wheels are prohibited on school grounds because of the damage they cause to curbs, sidewalks and structures.

Parking Lot Procedures

▷ ***Allow your child to get out of the car by their self***

▷ ***Allow your child to only use the door nearest to the covered curb***

If they are unable to do this, please take the time to park in the Visitor Parking spots in the front and assist your child.

When you arrive please pull all the way forward to the last available location in the circle. ***For the safety of the children, stay behind the car in front of you against the curb (while dropping off or picking up) and do not pull out into traffic.***

▷ ***Please stay in your vehicle***

▷ ***Turn off engine if you are waiting***

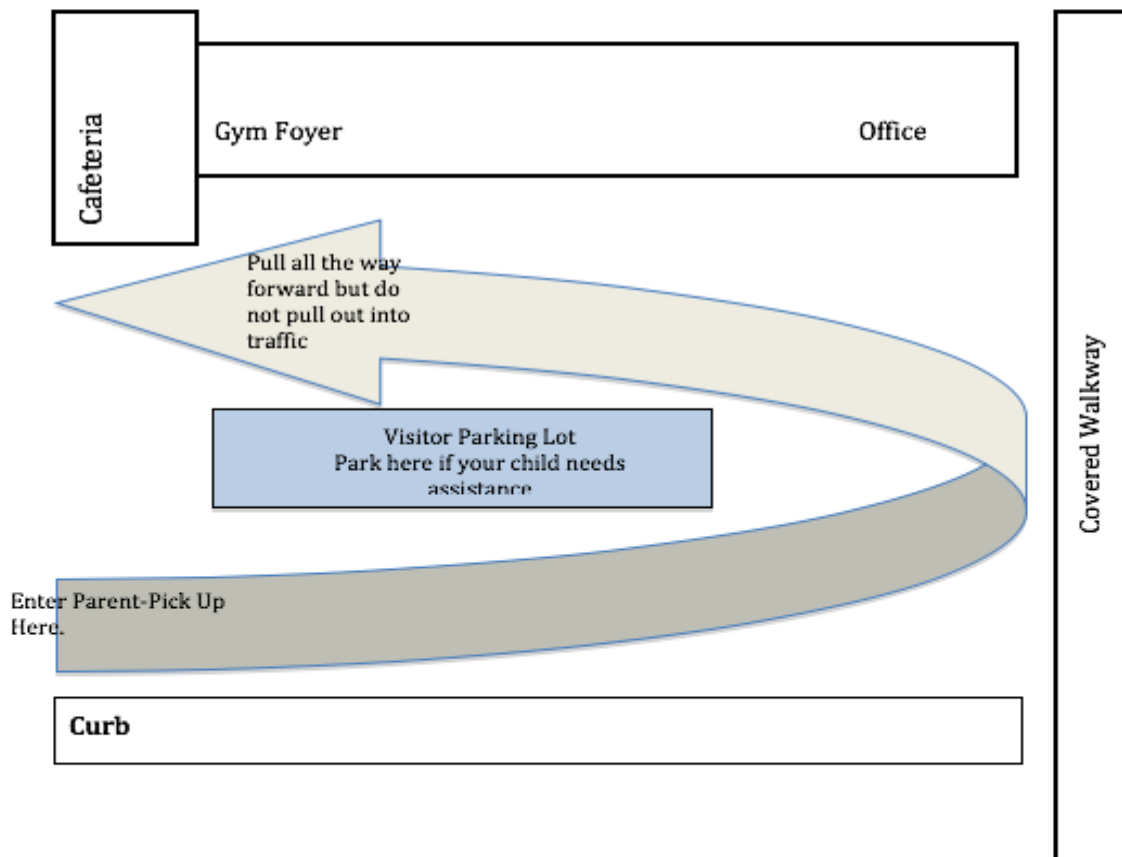
Guidelines for the Parent Drop-off/Pick-up Zone:

- ⇒ Allow your child to get out of the car by their self
- ⇒ Allow your child to only use the door nearest to the covered curb

If they are unable to do this, please take the time to park in the Visitor Parking spots in the front and assist your child.

When you arrive please pull all the way forward to the last available location in the circle. **For the safety of the children, stay behind the car in front of you against the curb (while dropping off or picking up) and do not pull out into traffic.**

- ⇒ Please stay in your vehicle
- ⇒ Turn off engine if you are waiting



Student Drop Off

Drop-off time is 8:30 a.m. There is no supervision before 8:30 a.m. Students must be dropped off in the drop off loop parking lot only (by cafeteria/gym). It is not safe to drop students off in the driveway entrance or the bus circle.

Student Pick Up

Due to severe congestion and traffic, students are encouraged to ride the school bus to and from school.

Fernwood Student-Parent Handbook 2018-2019

Dismissal time is 3:20 p.m. If you need to pick up your child earlier, you must check him/her out through the office. The staff will call your child to the office from the classroom. Do not go directly to the classroom.

Pick your child up only in the designated area. Children must wait behind the red line on the sidewalk for pick up. Children must load through the passenger side of the car. Do not have your child step into the lane of traffic to get into your car.

If you and your child are walking home, or if you parked your car and picking up your child, please wait behind the entrance of the cafeteria. This is to allow space for students to safely walk on the sidewalk.

Student Services & Activities

Instrumental Music

Intermediate students who wish to play band or orchestral instruments are encouraged to do so. The 5th grade band and 4th and 5th grade orchestra programs are held at Canyon Creek Elementary and Skyview Middle School before school. Students ride the middle school buses and are bused to Fernwood afterwards. Schedules, assignments and evening demonstrations for parents and students are publicized in the fall.

Insurance

Accident insurance for students is available from a private company. The school sends home policy applications in September, which offer several options covering the child under different conditions and for varying time periods.

Lunches

Our Bank-A-Meal program will continue for the 2018-2019 school year. This gives parents the option of prepaying for school breakfasts, lunches or milk. Your child will receive a card that is kept at school and used by him/her each time a purchase of breakfast, lunch, or milk is made. A reminder will be sent home when the balance gets low.

Checks should be made payable to “NORTHSHORE SCHOOL DISTRICT”.

The school lunch menu can be downloaded and printed at [Breakfast and Lunch Menus](#)

A hot, nutritious lunch is served daily at a cost of \$3.00, milk included. The reduced lunch price is 40 cents. Milk can be purchased separately for 50 cents. Students are encouraged to pre-pay with the Bank-A-Meal program.

If your child forgets his/her lunch and is out of lunch money on their Bank-A-Meal card, he/she will receive a nutritional substitute meal.

All students whose family income falls within the guidelines set by the United

Fernwood Student-Parent Handbook 2018-2019

States Department of Agriculture may submit an application for free or reduced price lunches. Applications are given to all students at the beginning of the school year or can be picked up in the office.

Lost and Found

CLEARLY MARK YOUR CHILD'S NAME on clothing such as jackets, sweatshirts, hats and personal belongings so they may be easily identified and returned.

Unclaimed items are donated to a multi-service agency "Treads and Threads" at the beginning of winter, mid-winter, spring breaks and at the end of the school year.

Library

The school library offers books, research materials, magazines, and computers for individual use. All classes visit the library once each week. Teachers and the Librarian encourage students to check out books for school and home reading. Students have the opportunity to help the Fernwood Library increase its collection by donating a book in honor of their birthday. These books are dedicated to the library in the student's name.

Mrs. Randles - nrandles@nsd.org

Ms. Hough - ehough@nsd.org

Physical Education (P.E.)

All full-time students at Fernwood receive 90 minutes of physical education instruction per week. In order to provide Fernwood Panthers with the best physical education experience possible, we require a few things. Please send your students to school in active wear on PE days, most importantly in running shoes. If your student is dealing with an ailment that prevents them from participating in PE, please provide a doctor's note to include any limitations and when they may return to full activity. Our goal is to expose your child to many types of physical activity, in hopes that they will find fun and enjoyable ways to maintain an active, healthy lifestyle! Any questions or concerns can be addressed to:

Mr. Ciucci - sciucci@nsd.org

Ms. Luckenbach - nluckenbach@nsd.org

Ms. Magnusson - lmagnusson@nsd.org

Music

All full-time students at Fernwood receive 90 minutes of music instruction per week. Have you ever wondered what your child does in music class every week? The Fernwood music staff has created a brief synopsis of the elementary music objectives, broken down by grade level. This information can be found on the Fernwood website [HERE](#). If you have any questions about our music program, please contact your child's music teacher.

If you have questions about the Fernwood music curriculum or would like information on how you can support the music department please contact:

Mrs. Berry - kberry@nsd.org

Mrs. Teter - cteter@nsd.org

Fernwood Student-Parent Handbook 2018-2019

Ms. Fowler - sfowler@nsd.org

School Nurse - Health Room

Our Registered Nurse serves our Fernwood Elementary building. His or Her duties are diverse, from administering first aid and necessary medication to monitoring the general health and well-being of our students. Our health room is used for emergency care and for ill students awaiting pick-up.

Space and personnel are not available to accommodate extended care or supervision. Per district guidelines: "When your child is ill, he/she is more likely to contract other illnesses. Your child also exposes other students and staff when he/she comes to school sick." **We require that you or an emergency contact will pick up your sick child within the hour that you are called.**

Please keep the nurse informed of any health concerns or changes in your child's health, including new or resolved medical or mental health diagnosis, medication changes and immunization updates.

For your child's safety it is very important to keep your home, cell, work, and emergency contact telephone numbers current. If you change jobs or cell phone numbers, please give us your new number immediately. This will assist us getting in touch with you when it is an emergency.

Children learn best when they are healthy. If you think your child is getting sick, **please keep him/her home.** This helps keep other children from getting sick and gives your child the rest he/she needs to get well quickly.

When Should I Keep my Child Home from School?

- A temperature, taken orally, that is 100 degrees Fahrenheit or higher, is considered a fever. Children should be fever-free, without fever reducing medication, for at least 24 hours before sending them to school.
- Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep him/her home from school the following day.
- Any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature, or unless the rash is no longer present.
- 24 hours after administration of the first dose of an antibiotic or as directed by the health care provider.

Accidents

If a child is injured at school, he/she will be given emergency first-aid treatment by the nurse, principal, school secretary, or a first aid-trained health room assistant. The parents will be called immediately in the event of a serious injury. If you are not at home or work, the person listed as the "First Emergency" contact will be called. If no one is available to come for the child, we will use our best

Fernwood Student-Parent Handbook 2018-2019

judgment on whether to keep the child in the nurse's office or call 911 for medical assistance.

Children with Life Threatening Conditions

In order to provide a safe learning environment, the state of Washington passed a law that requires students with life threatening conditions to have medical orders and a nursing care plan in place BEFORE the first day of school attendance. (Chapter 101, Laws of 2002, amending Chapter 28A.210 RCW)

The law defines life-threatening condition as “a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place.” Children with life-threatening conditions such as diabetes, severe bee sting or food allergies, severe asthma, severe seizures, etc., are required to have a medication or treatment order in place before they start school.

“Medication or treatment order” means the authority a registered nurse obtains under RCW 18.79.260(2). This is covered when the child’s licensed health care provider completes the Authorization for Medication form or treatment order for medical services to be performed at the school.

If a medication or treatment order is not provided, the principal of the school is required to exclude the child until such an order is provided. This requirement applies to students with life-threatening conditions who are new to the district, and students who are already attending the school.

If your child has a life-threatening health condition requiring medical services at school, or if you have questions about a medical condition, please notify the school nurse right away.

Students with a life-threatening condition qualify for a 504 Accommodation/Emergency Care Plan.

Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to starting school.

Health Screening

Health screening for hearing and vision is done each Fall in grades K-3 and 5th. Other students may be screened for hearing or vision upon referral by the teacher or parent. The vision screening does not identify all vision problems and is not intended as a substitute for periodic eye examinations by a healthcare provider. A referral letter will be sent home when a student’s hearing and/or vision screening results do not meet the expectations for their age.

Immunization

For the protection of your child, the Washington State immunization law states that every child attending public or private school **must show proof of compliance with the law before the student’s first day of attendance.**

Fernwood Student-Parent Handbook 2018-2019

Any student not meeting this requirement will be excluded. Bothell Health Point (425-486-0658) accepts medical coupons and has a sliding fee scale. If you need assistance in acquiring these immunizations, please contact the school nurse.

Medications at School

If your student will be taking ANY medication at school, you must confer with the school nurse.

The Northshore School District recommends that medication be taken at home whenever possible. We recognize, however, that in some cases it is essential that medication be administered during the school day. For the protection of all the students and to comply with Washington state law, the district has a policy and procedures in place for the handling of ALL medications in the schools.

Please do not put any kind of medicine, including aspirin, vitamins, and cough drops in your child's lunchbox, backpack or pockets.

Unidentified medicine can **never** be given at school. If your child needs to take a medication, a doctor's note is required and the nurse must be notified; the nurse will administer the medication. Students who require use of a narcotic for pain control should be kept home.

Field Trips: For students on daily medication, an Authorization for Medication must be completed and on file with the nurse. Request an extra labeled container from your pharmacy for use on field trips.

School Staff Administered - The following conditions must be met:

- All medications, whether over-the-counter or prescription, need a current Northshore Medication Authorization Form signed by the student's physician/dentist **and** parent/guardian.
- Medication must be delivered to school in a properly labeled prescription or original over-the-counter container. The student's name must be on the label with proper identification of the drug, dosage, and directions for administration.
- A quantity sufficient for one month **only** can be sent to school.
- The medication order is effective for the **current** school year only.
- If changes in the medication order occur, the parent is responsible for notifying the school and providing verification from the physician/dentist.

Student Self-Administered Medication - The following conditions must be met:

In appropriate cases and with the knowledge of the school nurse, the parent/guardian can delegate the responsibility for self-administration of medication to the student. In doing so, the parent releases the school district from any obligation to monitor the student and assumes full responsibility for the student's use of the medication.

Fernwood Student-Parent Handbook 2018-2019

- Self-Administration does not apply to controlled substances, e.g. codeine, vicodin
- The student may only carry a one-day supply (1 - 2 doses) of the medication.
- The medication must be in the original container.
- The student must have written permission to self-medicate signed by the parent/guardian.

Medication to be self-administered for more than fifteen (15)

consecutive days whether over-the-counter or prescription requires a current Northshore Medication Authorization Form signed by the student's physician/dentist and parent/guardian stating that the student may self-medicate. The student must also demonstrate his/her ability to the School Nurse to correctly evaluate his/her symptoms and use the medication appropriately.

Asthma and Anaphylaxis medications

When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis (severe allergic reaction), an Authorization for Medication must be filled out and signed by the Health Care Provider **and** parent/guardian. The permission form must contain a treatment plan for what to do in case of an emergency.

The Health Care Provider must also provide training for the student to recognize symptoms and the correct use of medications. Additionally, the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medications to the school nurse including how to access help when needed. (RCW 28A.210.370 and School District Policy 3419)

General Information

Communications

Effective communication between school and home contributes to quality education of students. We encourage you to contact the school by phone, note, or email should a concern arise. Please keep in mind, however, the importance of helping your child become an independent problem solver.

Please also consider teachers' needs to balance communication and problem solving with their need to spend time planning and preparing for effective daily lessons. Every effort is made at Fernwood to keep parents well informed about school procedures, policies, and events.

Newsletters

The office and administrative team will send out monthly newsletter called, *Panther Pride*. This newsletter will be sent out to parents through the Northshore 471 App from your app store. The newsletter will be sent on the first Tuesday of each month. However, the month of September will be sent out on Tuesday,

Fernwood Student-Parent Handbook 2018-2019

September 12th.

The PTSA Newsletter, *Panther Tales*, is sent home monthly and is an excellent source of school and community news. Teachers will send home periodic newsletters as well. Additional informational flyers are sent home to provide more detailed information about upcoming events.

Please remind your child of the importance of being responsible in delivering the newsletters to you. Often there are important deadlines and events to consider.

Reporting/Conferences/Curriculum Nights

You will receive a report card each Semester, January and June. Report cards are sent home approximately one week after the end of each Semester. There are two interim reporting periods in November and April. A parent-teacher conference is held in November for all families and another conference, as needed, in February. **Teacher/Parent Conferences will be on November 15, 16, 19, 20, and 21 and Feb 8.*

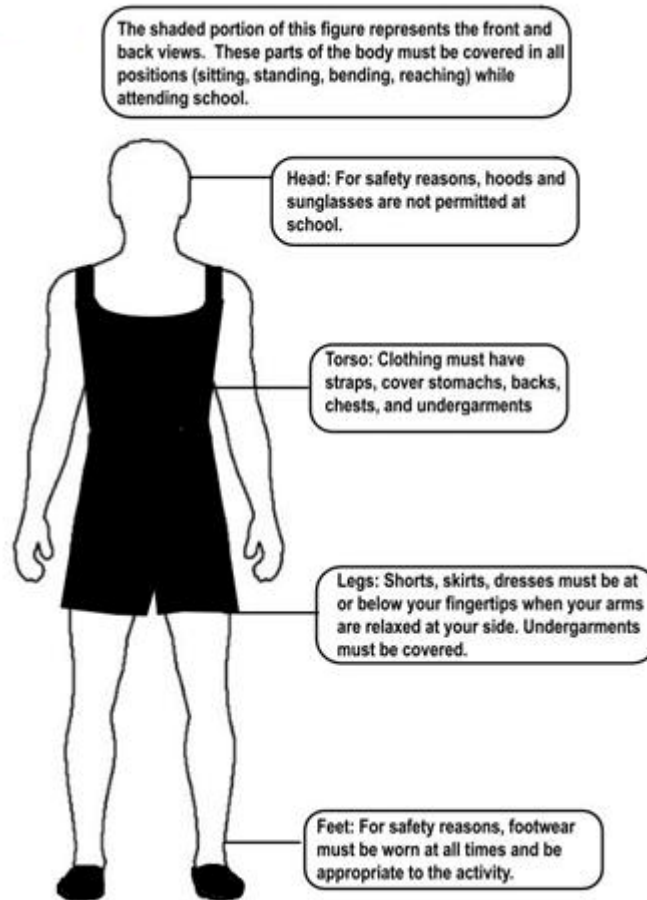
Should you have any questions regarding reporting procedures, please call the school office and make an appointment to see the teacher. Appointments with the assistant principal or principal should only be made if needed after first communicating with your child's teacher.

In the fall, classroom teachers will conduct a Grade Level Curriculum Night for the parents. The teachers will share expectations, goals, plans, and curriculum for the coming school year. Parents are **strongly encouraged** to attend these informative meetings.

Dress Code

At Fernwood we strive to create a community that is safe, conducive for teaching and learning, and promotes the dignity of all students. Student dress should be compatible with an educational setting. Any pictures or messaging on clothing should be of content that is appropriate and respectful for students in K-5. We trust that students and parents will work together to develop a workable and comfortable standard using the image below as a guideline.

Fernwood Student-Parent Handbook 2018-2019



In general, you can support us by ensuring that clothing adheres to the diagram above and appropriate layers are worn when clothing material is sheer, loose, or low hanging. Since recess occurs regardless of weather conditions, it is advisable to wear warm, water resistant clothing and shoes during our long rainy season. It is each student's responsibility to stay dry on rainy days and to stay out of wet areas. Students who choose to play in the rain and get wet will not be given dry clothes from the nurse.

Students may wear hats out at recess and to and from school. Hats are to be removed as students enter classrooms unless permitted by the teacher. Often times students wear t-shirts, sweatshirts or jackets with hoods. Hoods must remain down when students are in class. If students wear a hooded garment that includes a mask, the mask must remain unzipped and off the face at all times during the school day.

Shoes need to be a style that stays on the feet – no flip-flops. Open-toed shoes are permitted, but close-toed shoes are recommended as they provide additional protection from stubbed toes or other injuries. Tennis shoes must be worn on each P.E. day to provide increased safety during activities and to avoid damage to our gym floor. Clothing, such as dresses and skirts, can often times inhibit movement during P.E. and recess. If this clothing is worn, we encourage students to wear shorts or long pants underneath.

Fernwood Student-Parent Handbook 2018-2019

** Students often remove outer articles of clothing in the classroom, at recess, or in other areas of the school. In some cases, clothing is left behind. It is helpful to mark clothing with your child's name such as coats, sweatshirts, hats, etc.*

Holidays and Classroom Celebrations

Some teachers plan holiday parties during the school year. Arrangements must be made in advance with the classroom teacher.

Please do not send balloons to school. They are not allowed on buses. Candles are also not allowed as they are fire hazards.

Invitations for after-school/weekend birthday celebrations should not be distributed at school, unless distributed to the entire class.

Technology Use

We live in a global and digital world -- a world changed by technology and new ideas about how we communicate with one another and exchange information. As a result, students must develop the research, information fluency, and technology skills that will allow them to be successful, safe and ethical in this digital world. For this reason, students are provided computer access privileges at school, as well as access to the Internet, email, digital communication and collaboration tools, online learning spaces, and electronic educational resources. These resources, tools, and equipment are essential to teaching and learning. The guidelines for responsible use of these tools are outlined in School Board Procedure 2022P, which can be found here: <https://goo.gl/mPQ1qD>.

Given all of these factors, Parents or guardians still do have the right to terminate their student's access to electronic tools and resources by signing the District Technology Opt-Out form, which can be found at <https://drive.google.com/file/d/oB6segdCy4ozkQ18oenFqNWVpWm8/view>. If you do not want your student to use District technology resources, please be aware that your decision to eliminate access to these tools may significantly affect your student's ability to work collaboratively with his or her peers on class assignments and project, and may impact the development of skills necessary to live and work in this increasingly digital world.

Only complete the form if you choose for your student NOT to use District Technology. Return the signed form to your school and schedule an appointment to discuss this with your Principal or Designated School Administrator. After meeting with your Administrator, the Opt-Out request will remain in effect for one school year, and expires at the end of this school year. To keep this Opt-Out in effect, you must complete a new form every school year.

If no documentation is on file, it will be assumed that permission has been granted for access to the Internet, GoogleApps for Education, Online Curriculum services, and other online applications and services that have been selected for use by the District, your child's school, or your child's teacher.

Fernwood Student-Parent Handbook 2018-2019

Questions about the Opt-Out request can be directed to school administration.

Privacy Flags

It is very important that the emergency information we have on your family be current and accurate. Federal Law prohibits schools from releasing information about our students without the consent of parents or guardians EXCEPT for what is termed “directory information”.

Directory information is defined as the student’s name, address, telephone number, date and place of birth, major field of study, dates of enrollment, photographs, most recent school attended, diplomas and awards, participation in officially recognized activities and sports, and weight and height of athletes.

The most common request we receive is for mailing labels for our families. These mailing labels might be used for a school-wide or district-wide letter which we believe should be sent through the U.S. mail, or requests from non-commercial groups such as the Baccalaureate Committee, the Citizens Committee (levy/bond information), the Northshore Public Education Foundation, or the Northshore Performing Arts Foundation.

If you DO NOT want to have directory information given out, whether for requests similar to those examples stated above or other reasons, please notify the main office in writing.

Supplies

Basic school supplies are furnished by the school district. A supply list is posted on our website or a copy can be obtained in our school office. Recommended supplies are available to any student with a financial hardship.

Telephone Messages/Calls

Please avoid calling the school with messages for your child. Make arrangements at home prior to school whenever possible. This will limit classroom disruptions and lighten the load of our busy office.

Volunteers

Our students’ school lives are enhanced by the talents, expertise, and interest of parents who volunteer at school. There are opportunities for parents to assist in the library, health room, classrooms, reading labs, and with many all-school programs. Parent volunteers also drive on field trips, help monitor the playground during recess, assist with before and after-school programs, and in many, many other ways.

Parent volunteers are asked to carefully consider issues of confidentiality. We

Fernwood Student-Parent Handbook 2018-2019

also ask your help in maintaining a school environment that is warm and respectful and teaches students independence and personal responsibility. Volunteers who work in the classroom may be asked to attend a Volunteer Orientation, depending on grade level. Further training is offered in specific areas when necessary.

No Pets

Children are proud of their pets and want to share them with their classmates. **However, due to state regulations, pets are not allowed at Northshore School District schools, including Fernwood. If you walk with your pet to pick up your child, you must stay behind our Fernwood fence.**

Items at School

Cell Phones, Electronics, Toys

We understand the importance of family communication and that cell phones may be a part of the plan. Phones may be in backpacks, but must remain turned off during school hours. They are not allowed in the classroom, cafeteria, on the playground, in bus lines, or any time between 8:40-3:50 for any reason. If you need to contact your child, please do so through the office at (425) 408-4500. We are happy to pass messages on to children when it is needed.

Electronic watches, iPods, other music players, and other electronic devices are also not allowed on campus during the school day. If used going to or from school, they should be put in backpacks while on campus. Students assume responsibility for devices when bringing them to school; the school is not responsible for lost, stolen, or damaged devices. Toys (such as trading/game cards, dolls, computer games or other electronics, etc.) that could cause annoyance or disruption in the classroom or on the playground are to be left at home.

Hazardous Items

Students are prohibited from bringing items to school that may be hazardous to the safety and health of themselves and/or others. This prohibition shall include, but not be limited to, such items as firearms, fireworks, knives, laser pointers, drugs or any other item that in the judgment of a school authority could be defined as hazardous. A weapons violation constitutes grounds for immediate expulsion from the district subject to due process and the right to appeal. If a student brings a firearm to school, new legislation provides that the student be expelled from state public schools for one year. Objects used as a weapon or that look like weapons, such as toy guns or knives, will be treated in the same manner as real weapons. If a student encounters a dangerous item on our campus, that student is expected to leave it alone and alert an adult immediately.

Gum

Gum is not permitted while students are on campus. Exceptions may be considered for those with individual student plans.

School Expectations

We believe in order to meet school-wide behavior standards, students must have a strong understanding of the expectations and what they look like in practice. As a school focused on using Positive Behavior Interventions and Supports, we strive to teach, model, cue, and reinforce appropriate behavior in all settings.

With myself and others...

I am SAFE

We are safe by:

- Always walking in the buildings and on sidewalks
- Following school, playground, and bus rules
- Staying on school grounds at all times
- Resolving conflicts in a safe and fair manner
- Using school equipment properly

I am KIND

We are kind by:

- Obeying adult directions and responding politely to others
- Using appropriate language and/or gestures
- Respecting the feelings of others
- Taking care of school property and property that belongs to others
- Keeping school grounds clean and litter free

I am a LEARNER

We are learners by:

- Arriving on time for school and classes
- Doing our best work
- Being prepared for learning after recess, lunch, and breaks
- Helping and supporting others with their learning
- Taking responsibility for our actions

Panther PAWS Recognition:

When a staff member observes a student being: **Safe, Kind**, or a **Learner** they can receive a Panther PAW. If your student brings a Panther Paw home please talk with them and celebrate how they were Safe, Kind and a Learner!

Fernwood Student-Parent Handbook 2018-2019

Classroom Cafeteria Recess Buses/sidewalk

----- ✂ -----

I earned a Paw today for being

Great work Panther!
Families, please reinforce your child's positive choices at school by celebrating at home

Behavior Matrices

To reinforce expectations to be safe, kind learners in all settings.

	Bathroom	Walkways	Bus Line	Recess	Cafeteria
Safe 	<ul style="list-style-type: none"> Hands to self One person per stall Wash hands Report unsafe behavior 	<ul style="list-style-type: none"> Hands to self Walking feet Voice level 0-1 Stay to the right 	<ul style="list-style-type: none"> Hands to self Walking feet Stay to the right Form one line per bus behind the sign 	<ul style="list-style-type: none"> Play by the rules Be aware of your body and space Take care of equipment 	<ul style="list-style-type: none"> Hands to self Clean up any messes or spills Hold your tray with two hands Eat only your own food
Kind 	<ul style="list-style-type: none"> Be friendly Use appropriate language Keep the bathroom clean 	<ul style="list-style-type: none"> Make room for others Walk quietly to not distract learners Kindly remind peers of sidewalk expectations 	<ul style="list-style-type: none"> Allow younger kids to go first Make room for others Be polite 	<ul style="list-style-type: none"> Look for new friends Invite others to play Take turns and share equipment Use kind words Be forgiving 	<ul style="list-style-type: none"> Use kind words Say "please" and "thank you"
Learner 	<ul style="list-style-type: none"> Do your business quickly and return to class Voice level 1 	<ul style="list-style-type: none"> Stay in your space Face forward Focus on your line 	<ul style="list-style-type: none"> Go directly to the line and stay in line Pay attention when your line is moving 	<ul style="list-style-type: none"> Listen for your bell and go back to class right away Take responsibility for actions 	<ul style="list-style-type: none"> Follow adult directions Bring your card with you Talk quietly with the people around you

Fernwood Student-Parent Handbook 2018-2019

Major vs. Minor Behaviors

Minor behaviors	Major behaviors
Arguing Blurting out Disrespect Disruption Electronic device Gum Lying Off Task Physical horseplay Property misuse Teasing Other	Bullying Bus misconduct Fighting Harmful threats/harassment Inappropriate language Insubordination Non-compliance Physical contact Property misuse Spitting (on a person/indoors) Theft Other

PLEASE NOTE: Possession of any weapons (or look alike weapons) or student behavior that presents an immediate threat to safety will result in an emergency expulsion and/or suspension. Legal authorities may be contacted in case of illegal activities. Disciplinary actions will be based on the Northshore School District Rights and Responsibilities for Student Conduct.

Discipline Policies and Procedures: Through our Positive Behavior Interventions and Supports Framework, Fernwood Elementary practices a proactive, positive behavior support system. In accordance with the [NSD Students' Rights and Responsibilities Handbook](#), when a student exhibits undesirable behavior toward another child or staff member that causes either physical or emotional harm, he or she will receive a consequence that fits the actions of said undesirable behavior. Please know that all incidents will be thoroughly investigated and resolved so that any harm caused will be repaired and relationships rebuilt. In addition, parents/guardians will be notified of incidents that involve their child within a timely manner.

Fernwood Student-Parent Handbook 2018-2019

Fernwood Think Sheet

Student Name _____

I can think about my choices and how they affect others and ME.

Today I had trouble with:



I am safe



I am kind



I am a learner

How was I feeling?

bored



excited



sad



mad



scared



frustrated



Other: Complete box at bottom

What choice did I make?

Other: Complete box at bottom

hurt someone



hurt school



disruptive behavior



unsafe body



unkind words



How did my peers/teacher feel when I did this?

Other: Complete box at bottom

happy



sad



mad



scared



frustrated



What will I do next time?

Other: Complete box at bottom

take a break



do my work



be safe



follow directions



use kind words



ask for help



Incident details:

Other: I felt _____
The choice I made was _____
It made someone feel _____
Next time, I will _____

Issued by: _____

Date: _____

Circle One 1st Think Sheet (file) 2nd Think Sheet (Teacher notifies parent) 3rd Think Sheet (Communicate with Admin)

Fernwood Think Sheet

I can think about my choices
and how they affect others and
ME..

Student Name _____

Today I had trouble with:



I am safe



I am kind



I am a learner

How was I feeling?

bored

excited

sad

mad

scared

frustrated

other: _____

What choice did I make?

hurt someone

hurt school

disruptive

unsafe body

unkind words

other: _____

How did my peers/teacher feel when I did this?

happy

sad

mad

scared

frustrated

other: _____

What will I do next time?

take a break

do my work

be safe

follow directions

use kind words

ask for help

other: _____

Incident details:

Issued by: _____

Date: _____

Circle One 1st Think Sheet (file) 2nd Think Sheet (Teacher notifies parent) 3rd Think Sheet (Communicate with Admin)

Fernwood Student-Parent Handbook 2018-2019

Internet Policy

Students at Fernwood are expected to follow the Network Code of Conduct:

- Be ethical and courteous. Do not send hateful, harassing, obscene, or discriminatory messages.
- Respect the files and data of other users. Do not change or copy files/data of others without their permission.
- Treat anything created by others (information, graphics, music, sounds, projects, etc.) as their private property. Respect copyrights (Board Policy 3212).
- Use the network in a way that does not disrupt its use for others. Do not destroy, change or misuse the hardware or software in any way. Do not develop or distribute programs that invade other computers, computer systems, or networks. Do not “hack” the system.
- Use the NSD Network and the Internet for educational purposes. Do not use the network to access or create inappropriate material or for commercial purposes.

Progressive Disciplinary Procedures will be followed for infractions of the Network Code of Conduct including school suspensions, compensation for damages, and loss of Internet privileges at school.

Assembly Rules & Expectations

I am SAFE

When we bring our chairs we are safe by:

- Carrying chairs the correct way.
- Keeping chairs still and quiet during assembly.
- Keeping our bottom on the chair and facing forward.

When we sit on the floor we are safe by:

- Sitting with our bottom on the floor and facing forward.
- Keeping our hands and feet to ourselves.

I am KIND

We are kind by:

- Not wearing hats during assemblies.
- Being good listeners.
- Applauding by clapping our hands.
- Laughing “with”, never “at”, a performer.
- Putting ourselves in the performers place – how would you want people to respond to you if you were up on stage?




I am a LEARNER

We are learners by:

- Keeping our eyes on the speaker/performance
- Being good listeners
- Talking at appropriate times; otherwise voice level is a zero.

Recess and Cafeteria Guidelines

Recess Expectations:

Recess	
<p style="text-align: center; font-weight: bold;">Safe</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> ● Play by the rules ● Be aware of your body and space ● Take care of equipment ● Look for new friends ● Invite others to play ● Take turns and share equipment ● Use kind words ● Be forgiving
<p style="text-align: center; font-weight: bold;">Kind</p> <div style="text-align: center;">  </div>	
<p style="text-align: center; font-weight: bold;">Learner</p> <div style="text-align: center;">  </div>	<ul style="list-style-type: none"> ● Listen for your bell and go back to class right away ● Take responsibility for actions

Recess Guidelines:

- All foyers and walkways are off limits during recess. Areas for play include all visible areas of the field and the covered area.
- No running on walkways. Walk on the right hand side of the sidewalk.
- No hanging or sliding on the stair handrails nor pipes.
- Never leave the playground without permission from the playground supervisor. You must have a pass to go to the nurse room, office or restroom. Students can only access restrooms in the Kindergarten Foyer or Foyer A. Students are not allowed in the corner area by the container unit because we cannot see them. They are also not allowed to play in between the portables for that same reason.
- All games and activities are open to anyone. The playground supervisor

Fernwood Student-Parent Handbook 2018-2019

- must approve game participation restrictions by grade.
- The primary grades (K-3) can only play on half the field, not beyond the middle portables. For secondary (4-5) they are allowed to use the entire field.
- Some balls from home are okay as long as they are labeled with student's first and last name (toys, tennis balls, rackets, baseballs, bats, and bouncy balls are not allowed).
- Throwing or kicking rocks, sticks, playground bark, snowballs, etc. is not allowed.
- Dangerous games are not allowed. These include tackling, piggyback, tripping, wrestling and pushing.
- On rainy days, stay under the covered areas unless you are wearing a hat and coat. Umbrellas are not allowed at recess.
- No kicking the ball in the undercover area and no throwing or kicking the ball over the short wall. The only balls allowed in the undercover area are basketballs, and wall balls. **No footballs or soccer balls are allowed in undercover area.**
- The big toy playground has three slides on it, **ALL** slides are down only, feet first on your bottom, one person at a time. No tummy sliding and no head first. The blue tube is **UP** only. Students are not allowed to climb on top of the tube. There are no running tag games allowed on or around any of our play structures or the lower area of our playground. **The only place students are allowed to play tag is on the field.** No bark on the slides and no balls on the big toy. No jumping off any of our big toys, or climbing on the outside or on top of any of our structures.
- Clean up all recess supplies before returning to class. If you take a ball out of the ball cart, you are responsible for returning it to the box.

Swings

Staff are not allowed to push students on the swings. Each student will need to be able to get on/off the swings by themselves. Students are to swing on their bottoms only facing the playground. There is no pushing another student, no twisting on the swing, no swinging on your belly and no jumping off the swings. If all the swings are taken and you would like a turn stand in front of someone far enough away that you won't get hit and count One Fernwood, Two Fernwood until you get to 25. When you get to 25 the student must get off the swing and give you your turn. There are no count backs. (Count-backs mean you can't count on the person that just took your swing). You may count on another person. You are not allowed to walk through the swings or play on the bars of the swing set.

Monkey bars

We are not allowed to help students up on the bars. Each student will need to be able to get on/off the bars by themselves. The monkey bars are always one-way only, hand-over-hand. Students must wait their turn to go. There is no hanging and grabbing another student with your legs and no pulling students off the bars by their feet.

Field Games

Tag rules

On field only- if you don't want to play, clearly say, "Stop!" and stop running.

Kickball rules

On field only- the ball is rolled towards home plate by a pitcher and the kicker tries to kick the ball. Once there are three outs, teams switch. Everyone kicks in the same order so if you were “up” last inning, you will be first next time you’re up to kick. You are OUT if: the ball is caught in the air, the ball is tagged to the player running, the ball is thrown to the next base player and tags it before the runner gets there. **No throwing the ball at players.**

Football rules

On field only- no tackling. One hand touch only. Stay in your game and watch out for other students running on the field.

Soccer

On field only- no slide tackling. The only person to use hands is goalie. Stay in your game and watch out for other students running on the field.

Blacktop Games

Tetherball rules

The server hits the ball to begin the game. The server may not touch the ball again until his/her opponent does. Touching the pole, stepping on your opponent’s side or hitting rope eliminates you from the game. The game is won if your opponent commits any of the above infractions or you succeed in winding the cord around the pole. The winning player stays in, the loser goes to the end of the line. The winner allows his new opponent to serve and choose the direction he/she will hit the ball. No “cuts” or “do-overs” in tetherball. Three-win rule applies. Win three in a row, go to the back of the line. The first player in line acts as the judge.



Four Square rules

The ball is served from Square A by dropping it and serving it underhand from the bounce. If the serve hits a line, the server is out. The server can hit the ball to any of the other three squares. The player receiving the ball must keep it in play by striking the ball after it has bounced once in his/her square. He/she hits it to any other square underhand. Play continues until one player fails to return the ball or commits a fault. Faults are: Hitting the ball sidearm or overhand; Ball landing on the inside lines; Outside boundary lines are good, except on the serve; Catching or carrying a return volley (this includes backstops); Stepping in another’s square; Allowing the ball to touch any part of the body other than the hands. If any questions arise on who is out, the next player in line will be the judge.

The P.E. Teachers will be reviewing rules for Football, Soccer and Kickball.

Fernwood Student-Parent Handbook 2018-2019

Cafeteria Expectations:

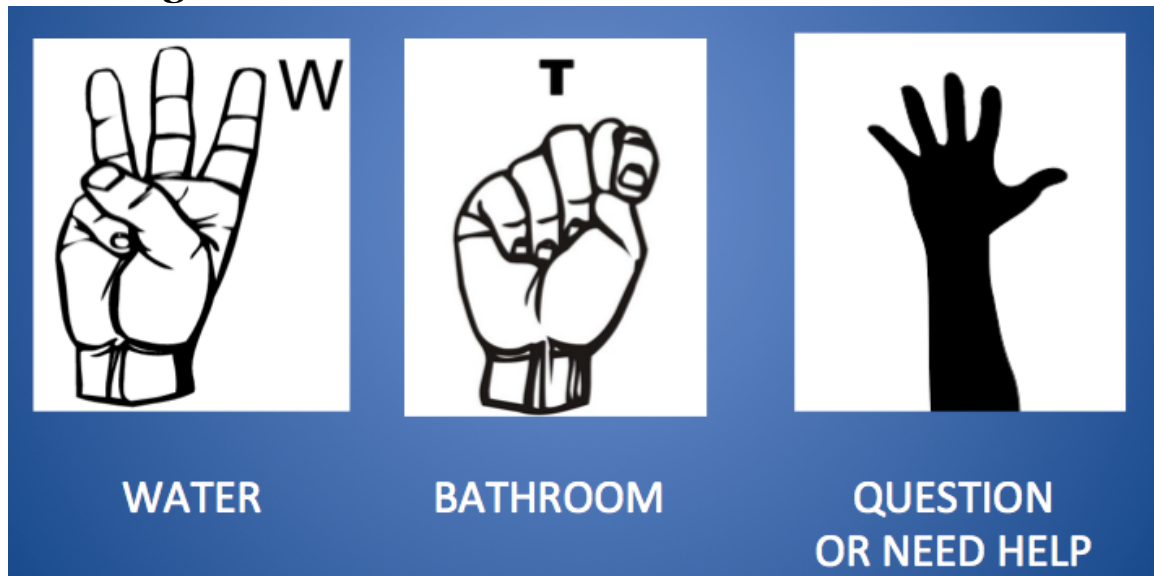
Cafeteria	
<p>Safe</p> 	<ul style="list-style-type: none">● Hands to self● Clean up any messes or spills● Hold your tray with two hands● Eat only your own food
<p>Kind</p> 	<ul style="list-style-type: none">● Use kind words● Say “please” and “thank you”
<p>Learner</p> 	<ul style="list-style-type: none">● Follow adult directions● Bring your card with you● Talk quietly with the people around you

Cafeteria Guidelines:

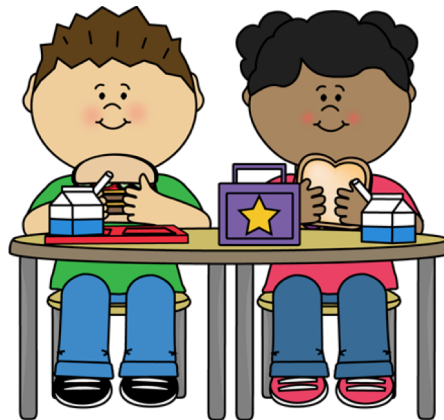
1. Students must bring coats to lunch with them. They are not permitted to go back to classrooms after entering the cafeteria.
2. Students will enter the cafeteria through the front door and exit through the back door straight to the field or playground.
3. Use hand signals to communicate needs (W=I need water, hand up=I need help, T=I need to go to the bathroom)
4. Be mindful of voice levels. More eating, less talking!
5. Only use the nut-free table if you have an allergy
6. Only eat your own food - for safety reasons, sharing is not allowed.
7. Empty any milk left in milk cartons in the bucket labeled “MILK/JUICE” and put EMPTY cartons in the BLUE CANS labeled “RECYCLE ONLY.” No food or garbage goes in recycle.
8. Dump all food garbage in the GREY CANS labeled “GARBAGE ONLY” and stack trays in containers
9. Clean up your table. Check table tops, benches and floor.

10. Remain seated while eating. Wait to be dismissed for recess.

Silent Signals



Cafeteria teachers will be using countdown signs in the cafeteria. Students have 25 minutes total for lunch and will be given a countdown to remind them to eat their lunches.



10 minutes: Finish Eating

5 minutes: Finish Eating

0 minutes: Clean up, Lunch tubs out, go to recess

11.

Nondiscrimination Statement

Northshore School District prohibits *discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical*

Fernwood Student-Parent Handbook 2018-2019

disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, *in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups.* The following employee has been designated to handle questions and complaints of alleged unlawful discrimination: Doug Hale, Human Resources Director, 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-7601.