

Queen Anne Elementary School

Family Handbook

2024-25



Dear Queen Anne Families,

Welcome to Queen Anne Elementary! I hope your summer has been both exciting and relaxing, filled with lots of fun moments and memories. As you enjoy the last days of summer, please take a moment to review our new parent handbook. This is the first year our school has had a parent handbook, and I want to thank our PTSA communication team for creating such a helpful resource.

At Queen Anne Elementary, we are committed to the personal success of every student. We believe that all students can achieve at high and rigorous levels. Our staff is dedicated to personalizing education, ensuring that all our students perform at their highest capabilities. In addition to maintaining high academic standards, we are committed to educating the whole child. Our academic programs, physical education, art, and library offerings are all designed to create engaging, relevant activities that encourage and challenge our students.

Our families and school community play a critical role in this work. Along with you, we value a positive attitude toward school, hard work, academic curiosity, and respect for others. Our goal is to cultivate a group of educated and civically responsible students who will contribute to the world and lead us into the future. As an option school, we have unified our Project-Based Learning (PBL) approach and Social Emotional Learning (SEL) practices with our Five Pillars. These three components continue to form the foundation of our curriculum, guiding our staff and students in developing a community of 21st-century learners.

The success of our students ultimately depends on our partnership with you. Your involvement in your child's education is both valued and essential to the success of this important work. I want to thank you for the opportunity to serve as your child's Principal. It is a responsibility that I do not take lightly. If you have any concerns regarding your student's safety, academic progress, or emotional well-being here at Queen Anne, please feel free to contact me directly.

Sincerely,

Dan Warren
Queen Anne Elementary Principal
(206) 252-2480

This Family Handbook provides you with essential information about Queen Anne Elementary School. It also includes answers to some of our most frequently asked questions. Please contact the school or your child's teacher if you have specific questions or concerns. You can also visit our school's PTSA website at qaepsa.org.

If you have specific questions about district policies and procedures, please visit the Seattle Public Schools website at seattleschools.org.

The Five Pillars of Queen Anne Elementary

- We are self-directed learners.
- We encourage each other to think critically and learn more.
- We are concerned, confident and compassionate citizens of the world.
- We learn everywhere, we learn together.
- We are creative.

As an option school, we unified our Project Based Learning (PBL) approach and Social Emotional Learning (SEL) practices with our Five Pillars. These three components continue to be the foundation of our curriculum and guide our staff and students' pursuit to develop a community of 21st Century learners.

Colors:

Our school colors are purple and orange

Mascot:

Our school mascot is the Explorer.

School Hours:

7:55am – School Day Begins

2:25pm – Dismissal

Wednesday Early Release

1:10pm - Dismissal

Contact Information:

2100 4th Ave N

Seattle, WA 98109

206-252-2480

Staff email directory:

qaepsa.org/our-staff.html

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After-School Activities:

Enrichment Programs

The QAE PTSA offers a variety of after-school enrichment programs in the Fall, Winter and Spring periods. Historically these enrichment programs have included various sports classes, sewing, art, coding, and a variety of other topics. The offerings vary each year and are dependent upon the willingness of a leader to hold an activity as well as the interest of the school community.

Information regarding the specific classes offered, schedules and costs is published in all QAE PTSA Information channels prior to that term's registration. For the 2024-2025 school year, the schedule will be posted on Homeroom (<https://www.homeroom.com/sites/queen-anne-elementary-seattle/enrichment>) in early September with classes beginning in October.

Scholarships are available. If you would like to suggest an enrichment course or have questions regarding after-school enrichment, please reach out to enrichment1@qaeptsa.org.

After-School Care

KidsCo offers after-school care on-site on a space-available basis. Students enrolled in KidsCo will go directly to KidsCo once school is over without leaving the school grounds. Contact Sara Metcalf at saram@kidscompany.org or visit kidscompany.org for more information.

Rules/policies for after school activities

- Transportation must be provided by parent/guardian
- School rules are in effect during the activities
- Activities are run by the individual or group that submitted the building permit and secured approval for the activity. All issues that arise regarding the activity are to be directed to the sponsor/leader of the activity. Issues that may arise may include discipline, financial aid, and membership.
- Limitations on the activity are at the discretion of the leader of the activity, not the school administration.
- All questions about the after-school activities should be directed to the leader/sponsor of the activity.
- Organizations/Individuals that sponsor after-school activities must follow school board policy.
- Fees are charged for all after-school activities. Scholarships are available. Contact the activity leader for specific information.
- QAE after-school activities are for current QAE students only. Any exceptions need the express permission of the principal.

Arrival and Dismissal

We want every student and family member to feel safe and welcome when they arrive at school. We will prioritize student safety during arrival and dismissal. To maintain a secure facility parents may not accompany students into the building during arrival or dismissal; parents must drop off and pick up students outside of the building. Lines will be escorted by school staff in and out of the building each day.

It is important that students and families are prepared for whatever weather Seattle may bring during arrival and dismissal. Please make sure your child is dressed in appropriate clothing each day. If inclement weather occurs during arrival, staff will work to bring students into the building as quickly and safely as possible, using an inclement weather arrival plan.

Arrival

Playground supervision and breakfast (served in the cafeteria) begin at 7:30am. Please do not allow your student to arrive earlier than 7:30am. Upon arrival, students and/or parents should go to the playground or cafeteria for breakfast.

Students line up behind a cone on the playground displayed with their teacher's name. Their teacher will escort students into the building at 7:55am.

If a student arrives after the 7:55am start bell, the student should buzz in at the main door and sign in.

It is important that students enter the building efficiently. Please give staff space to escort students quickly so learning can begin. Parents should stand behind and clear of lines, not with students.

Dismissal

When the dismissal bell rings at 2:25pm (1:10pm on Wednesdays), school staff will escort classes out of the building to the playground. Please pick up non-bussed students immediately after school.

If you have arranged for an adult who is not on your contact list to pick up your child, you must submit written notice or call the office at 206-252-2480. Please do not email or call the classroom teacher during the day for this; it is likely that your message will not be received in time. Please understand that school protocol requires staff to not release a student unless the adult's name is on file. We appreciate your cooperation and support in this important safety measure.

Driver Drop-Off and Pick-Up

The Drop Off and Pick Up Zone is on 4th Avenue North.

- Drivers come to a full stop in the drop off zone before children leave the vehicle.
- Drivers stay in their vehicle as children exit the car.
- Children exit and enter the vehicle from the sidewalk side only.
- To be safe and efficient, children keep belongings with them in the back seat at all times, not in the trunk.

Parking Procedures

Parking is a challenge across Seattle and Queen Anne is no exception. You can help by:

- Planning to walk a few blocks for drop off and pick up each day and walk to our site. We ask all families to plan enough time to arrive for our 7:55am start.
- Please do not park in the loading dock on 4th Ave or the sidewalk near the loading dock. Thank you.
- When you park, model being a kind and safe neighbor:
- Park in a legal parking space away from driveways, fire hydrants and garbage cans.
- Around our block:
 - Newton between Bigelow and 4th is reserved for families with infants and mobility challenges.
 - **Bus zone only:** Bigelow between Boston and Newton is only for buses. Please do not park here at any time. Thank you.
 - 4th Avenue N is a school drop off/pick up zone between Boston and Newton.
 - Staff parking lot is for staff-only, except for those requiring handicapped access.

Again, thank you for your support in following these procedures.

Attendance

Attendance has been proven to be one of the most powerful predictors of academic achievement and can have a dramatic impact on key milestones. Students who miss instruction in key concepts due to absences or late arrivals quickly fall behind in school and are less likely to achieve academic success.

School staff will adhere to all Washington State Compulsory School Attendance Laws (RCW. 28A.225) and [district attendance procedures](#). School staff are

required to record and track unexcused absences and to develop a plan between school and parents if truancy becomes a concern. If a student exceeds three unexcused absences or five excused absences in a month or 10 days during the year, state law requires schools to work with families to identify barriers to improve attendance. Chronic absenteeism due to illness must be documented by a physician.

We understand there are circumstances when children must be late or absent from school.

Absence Related to Illness

Please keep your child at home if he/she has any of these symptoms:

- Fever over 100 degrees within the past 24 hours
- Vomiting within the past 24 hours
- Diarrhea more than once within the past 24 hours
- Drainage from the eye
- Sore throat, especially with fever or swollen glands
- Yellow or greenish nasal discharge accompanied by a fever and/or coughing, sneezing, drowsiness and general signs of not feeling well
- Rash not associated with heat or allergic reaction
- Unusually tired, pale, lack of appetite, difficult to wake, confused
- If your child has been ill during the night, exhibits COVID-19 related symptoms, or has been exposed to COVID-19, the child should be kept home.

Please notify the school office if your child has been found to have any of the common childhood illnesses such as chicken pox, conjunctivitis (pink eye), or head lice.

Email ksalvarez@seattleschools.org by 8:15am if your child will be late or absent. State the reason your child will be absent and copy your child's teacher on the email. If no reason is given, the absence will be unexcused. If you do not send an email, we will call home to ensure the safety of your child.

Travel/Pre-Arranged Absences

We encourage families to schedule travel during the many school breaks to minimize loss of learning time. Email ksalvarez@seattleschools.org and copy your child's teacher if you need to pre-arrange an absence. Weekly learning plans and materials will not be provided for planned absences unless there are special circumstances. Per district procedures travel absences are unexcused.

Before-School and After-School Supervision

Supervision for students begins at 7:30am. Students should not arrive before then. Students should remain on the playground, in line up areas, or in the cafeteria for breakfast until they line up for their classes at 7:50am. Students may not leave campus once they arrive at school.

It is essential that students be picked up promptly at 2:25pm (1:10pm on Wednesdays). Students must have parent/guardian supervision present on the school grounds if they wish to play after 2:25pm. Parents in cars do not count as supervision. Parents must pick up students at designated line up areas, or in a designated spot such as the playground after school. Parents may not pick up students inside the building during dismissal time.

On Wednesdays, students must be picked up promptly at 1:10pm. Students must have parent/guardian supervision present on school grounds if they wish to play after 1:10pm. Every Wednesday, except September 4, is a 1:10pm early dismissal day.

The QAE Playground is a joint SPS/City of Seattle Park. Activities that occur before 7:30am and after 2:25pm must be supervised by a caregiver, not school staff.

Bikes, Scooters, Skateboards, and Skates

Students may use non-motorized bikes, scooters, skateboards, and skates on the playground before and after school but not during the school day or at recess. Students must lock bikes and scooters in the rack on the west side of the building near the playground entrance. Adults and students using bikes, scooters, skateboards, and skates should also model safety and be mindful of pedestrians.

Bullying Policy - Prohibition Against Harassment, Intimidation, and Bullying

QAE is committed to a safe, civil, and equitable environment for all students, staff, and community members. We follow the [Seattle Public Schools policy Prohibition of Harassment, Intimidation, or Bullying](#) of students and staff.

Concerns about harassment, intimidation, or bullying should first be reported to the principal at djwarren@seattleschools.org. Reports can be made verbally or via email.

Bus Assignments and Supervision

Bus assignments for those students who qualify should be received in the mail. Bus number, pick up points, and time should be included in this notice. Please call the Seattle Public School Transportation Office at 206-252-0900 or our main office 206-252-2480 if you have specific questions.

Candy and Gum

Students are not permitted to chew gum on campus. We encourage families to keep candy and sugary drinks at home to help keep our building clean.

Cell Phones and Smartwatches

Per [Seattle School Board Policy 2022](#), the use of personal electronic devices during instructional time is strictly regulated. This policy aims to minimize distractions, foster focus, and ensure equal access to educational resources for all students.

Key points of the Seattle School Board Policy regarding personal electronic devices include:

1. The use of personal electronic devices during school hours is prohibited in all schools' grades K-8. This includes smart watches.
2. Students are encouraged to respect the classroom environment and refrain from using personal electronic devices in a manner that disrupts the learning process or distracts their peers.
3. Failure to adhere to the policy will result to the following actions;
 - a. Student will be asked to put device in backpack,
 - b. A conversation will take place with the student, Mr. Warren and a family member,
 - c. Progressive Discipline

We recognize the importance of technology in today's world and its potential to enhance learning. However, it is equally important to establish boundaries to ensure that technology is used as a tool for education rather than a distraction.

Class Assignments

Your student's class assignments will be emailed to families approximately one week before the first day of school.

Classroom Coordinators

It is helpful for each classroom teacher to have at least one classroom coordinator. This person serves as a key communicator and organizer of

classroom events as needed. Please contact communications@qaepsa.org if you would like to serve as a classroom coordinator.

Communications

There are a variety of communication channels for information regarding Queen Anne Elementary. We highlight a few below.

Talking Points

The principal sends out school news every Friday via [Talking Points](#). All QAE parents should receive these communications automatically.

Classroom Coordinator Emails

At least one parent from each class will serve as the Classroom Coordinator for that class. The Classroom Coordinator will act as a liaison for the classroom teacher, the PTSA and the parents. Each week, the classroom coordinator for each class will send an email to all classroom parents with classroom and school information.

Seesaw

QAE teachers use Seesaw to share classroom information, photos, and student work. At the beginning of the school year, classroom teachers will provide parents with information about joining their Seesaw class.

PTSA Communications

The QAE PTSA maintains many communication channels. qaepsa.org contains information regarding the school and has a calendar with all upcoming school events.

The PTSA also posts school-related information on social media. Follow them at facebook.com/qaepsa, x.com/QAEPTSA, and instagram.com/qaepsa/.

There is also a QAE WhatsApp Community in which parents are encouraged to join groups by student grade level, class, or shared activity. An invitation will be shared with all parents during the first week of school.

The Source

The Source, seattleschools.org/student-portal/technology-supports-for-families/source/, is an SPS information source that all SPS families should be able to access. There, you will find your student's progress reports, standardized test scores, attendance record, and much more.

Community Events

The QAE PTSA typically organizes and funds many community events for students, their families and staff. Events include a welcome back to school BBQ, game nights, cultural nights, art nights, bingo nights, family dances and much more. Please check the PTSA calendar and your classroom coordinator emails for these events.

Conferences

We value our partnership with parents in supporting each child's growth and development. Parent-teacher conferences are an important event and essential to this collaboration. Parent-teacher conferences are held in November, typically during the Monday, Tuesday and Wednesday of the week of Thanksgiving/Native American Day. These conferences are scheduled electronically via a link sent from your child's teacher. We ask that parents arrive on time to the conference and be mindful of the conference schedule so that each parent has ample time to meet. If you need additional time to discuss your child's progress in school or any other concerns, email your child's teacher to schedule an appointment.

Curriculum

All SPS elementary schools are required to use the same standards-based, district-aligned curriculum in the core subject areas. We believe strong, targeted instruction using research-based best practices ensures every student receives a world-class education. To learn more about curriculum used at QAE and across the district visit <https://www.seattleschools.org/academics/>.

Daily Schedule

| Mon/Tues/Thurs/Fri | | Wednesdays (Early Release) | |
|--------------------|---|----------------------------|---|
| 7:55 | First Bell | 7:55 | First Bell |
| 8:00 | Opening Meeting | 8:00 | Opening Meeting |
| 8:25 | Instruction Begins | 8:25 | Instruction Begins |
| 9:20-9:35 | K-2 nd AM Recess | 9:20-9:35 | K-2 nd AM Recess |
| 9:40-9:55 | 3 rd -5 th AM Recess | 9:40-9:55 | 3 rd -5 th AM Recess |
| 11:00-11:15 | 3 rd -5 th Lunch Recess | 11:00-11:15 | 3 rd -5 th Lunch Recess |
| 11:15-11:35 | 3 rd -5 th Lunch | 11:15-11:35 | 3 rd -5 th Lunch |
| 11:25-11:40 | K-2 nd Lunch Recess | 11:25-11:40 | K-2 nd Lunch Recess |
| 11:40-12:00 | K-2 nd Lunch | 11:40-12:00 | K-2 nd Lunch |
| 1:00-1:15 | 3 rd -5 th Recess | 1:10 | Dismissal Bell |
| 1:25-1:40 | K-2 nd Recess | | |
| 2:25 | Dismissal Bell | | |

Diversity, Racial Equity, and Inclusion

In alignment with [SPS School Board policy 0030](#) and the district strategic plan, QAE is committed to the academic excellence and personal success of every student, in every classroom, every day. We strive to provide a safe, nurturing, and inclusive environment where all students can learn, grow, and thrive. To achieve this mission, it is crucial that we foster respect, understanding, and empathy among our students. Central to this commitment is ensuring educational and racial equity through a Culturally Responsive Teaching Framework that transforms educational opportunities, access, and outcomes for each of our students.

We welcome and rely on authentic parent engagement and feedback related to diversity, racial equity, and inclusion. The sharing of perspectives and experiences is essential to our continued effort to be a more inclusive and welcoming school community where every student has a path to success and all parents feel connected. If you have a question, feedback, or concerns related to racial equity and inclusion, reach out to school staff directly. We welcome and value your feedback.

Doctor/Dental Appointments

While it is preferable to schedule doctor and dental visits outside of school time, we recognize that this is not always possible. If you need to pick up your child during the school day for an appointment, the office staff will call your child to the office when you arrive. Please allow a few extra minutes for this to happen. Please do not ask teachers to track the time when your child must leave.

Testing/Progress Reports

[Progress reports](#)

We use progress reports to inform parents/guardians about the growth, progress, and efforts of your child three times per year (December, March and June). The report is based on student progress in relation to work presented at the student's grade level or program. Each student has different interests, abilities, and experiences that affect growth, both academically and socially. We encourage parents to review the reports with this consideration in mind. We welcome the opportunity to meet with parents to work cooperatively in helping children develop to their greatest abilities. Contact your child's teacher to make an appointment if you would like a conference. QAE is on a trimester schedule. Progress Reports will be available on [The Source](#).

[District testing](#)

Students in grades K-5 take the Measurement of Academic Progress (MAP) test, a computer-based assessment aligned to Washington State standards.

State testing

Students in grades 3-8 take the Smarter Balanced Assessments once a year in spring for both English Language Arts (ELA) and math.

Advanced learning testing

Application information and deadline are available on the district's Advanced Learning page.

Early Release Wednesdays

Excluding September 4, school will end at 1:10pm every Wednesday. School staff engage in collaboration and professional development during this time. All Seattle Public Schools dismiss 75 minutes early every Wednesday.

Emergency Plans and Protocols

QAE has a comprehensive safety plan in place that is reviewed annually by the district, administration, safety committee, and staff. Each year, staff are trained on safety procedures and protocols. Our Safety Team meets monthly. The team includes staff members and a parent representative who work to continuously evaluate and improve school safety. QAE follows all safety and emergency procedures and protocols outlined by the Seattle Public Schools Safety and Security Department. To learn about emergency procedures in the district visit seattleschools.org/departments/safety-security/ You can contact district security at 206-252-0707 or security_office@seattleschools.org.

Emergency Drills/Procedures

State law requires schools to have at least one drill per month. Drills must practice four basic functional threat or hazard responses:

Shelter-in-place - to limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside.

Lockdown - to isolate students and staff from threats of violence, such as suspicious trespassers or armed intruders, that may occur in a school or in the vicinity of a school.

Evacuation - to move students and staff away from threats, such as fires, oil train spills, or tsunamis.

Earthquake – to practice the "drop, cover, and hold" protocol.

Prior to emergency drills, school staff will review procedures with students.

Parent-Student Reunification and Critical Incident Management

If students are unable to dismiss from school because of weather, natural disaster, or other emergency, we are prepared to keep students safe through a Critical Incident Management Plan and Parent-Student Reunification Plan. QAE has a specific plan for both indoor and outdoor parent-student reunification.

During both indoor and outdoor parent-student reunification, parents must check their child out via the designated student pick up location so we can account for each child. It is important that parents follow all steps and directions provided by staff/emergency personnel during parent-student reunification. Should the school need to implement emergency reunification, the plan and logistics will be communicated via all school channels.

Emergency Supplies

Each classroom at QAE has an emergency backpack. It contains supplies, copies of emergency procedures, and essential student contact information. Each classroom also has an emergency water supply. QAE has a locked storage container with emergency supplies located on the playground. It contains items that would be useful in the event of an emergency.

Family Learning Guides

Family Learning Guides specifically share what students will be learning at their specific grade level. Specifically, the information on our Family Learning Guides can help you understand the subject standards your child is learning.

([Kindergarten](#), [First Grade](#), [Second Grade](#), [Third Grade](#), [Fourth Grade](#), & [Fifth Grade](#))

Field Trips

Field trips are a fun and important part of the educational experience. Field trip permission forms will be sent home for parent/guardian signatures and will indicate any fees needed for the field trip. Payment should be made online through School Pay on [The Source](#) on the district website. Students must have a signed permission slip to participate in field trips. If you plan to chaperone a field trip, district requirements must be completed at least two weeks prior to the day of the field trip. See the Volunteers section below for requirements.

Food Service

For those students who choose to eat breakfast at school, it is served from 7:30-7:50am in the cafeteria. Students may bring a lunch from home or buy a school lunch. Neither refrigerators nor microwaves are available for student use.

In case a student chooses to purchase items from the cafeteria, Culinary Services offers a variety of convenient ways to add funds to a student's Food Service account. Checks and cash are accepted by the school's Lunchroom Manager either as a pre-paid deposit to a student's account or for purchasing individual meals, milk or other a la carte item. Checks should be made payable to Culinary Services. Student meals can be paid for with a credit card online at MySchoolBucks, effective August 7, 2024. [MySchoolBucks](#) requires the Student's ID number to create an account. The Student ID number can be found on report cards or by accessing [The Source](#).

MySchoolBucks charges users a \$2.75 fee for credit/debit card meal payments and \$2.49 for electronic check meal payments for a maximum payment limit of \$200.

The fee will not be applied multiple times within the same transaction when a parent is paying for multiple students. This will allow families of two or more students to make payments up to \$400 in one transaction (or even \$600 dollars if they have 3 students)

No student will be denied food due to insufficient funds. However, if a student's Food Services account becomes negative, the parents will be contacted so that funds can be added to the account. The Lunchroom Manager can help any child who is unsure of their PIN.

Applications for the free and reduced lunch program are available in the main office and online.

Health

Concerns

Please let us know if your child has any special health concerns (asthma, allergies, chronic conditions, etc.). Contact our nurse, Kim Chin, at krchin@seattleschools.org.

Vision and Hearing Screening

Vision and hearing screenings are typically done in the fall. If your child does not pass the vision or hearing screening at school, the nurse will send a letter home, stating the need for further evaluation by a primary care provider.

Illness or Injury

In case of illness or injury during the school day, students will be cared for 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, parents/guardians will be contacted. If parents are not available, 911 will be called and the child will be taken to a local emergency room.

If there is any reason why your child cannot participate in health and fitness class or recess, send a note or email to our nurse. Your child will not be excused from health and fitness class or recess without a note or email.

Immunizations

Washington State requires that all children be immunized to attend school unless a parent/guardian has signed an exclusion form. Learn more about vaccination requirements at

seattleschools.org/departments/health_services/immunizations.

Life-Threatening Health Concerns

Washington State Law (SHB2834) requires that students with life-threatening health conditions notify the school on or before the first day of school annually (such as severe food allergies, bee sting allergies, asthma, hemophilia, diabetes, or seizure disorder).

Medical care provider provides written orders for medications and treatments, including *Authorization to Administer Medication at School*.

Medications must be in pharmacy-labeled bottles for any medications at school.

An emergency plan from the provider and parent/guardian will assist school personnel in exactly how to help your child in a life-threatening event (including accurate, current phone numbers).

Medications at school

If your child must take prescription or non-prescription medication during school hours, a written permission slip must be signed by the parent/guardian and child's doctor. Medication must be kept in the nurse's office as a safeguard for all. Nonprescription medication must be in original sealed container. All medications must be checked in at the nurse's office. Forms are available from the nurse or at seattleschools.org/departments/health-services/forms/

Nurse/Health Room

The health room is open every day; however, we only have a registered nurse on site one day per week. 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 contact the nurse and the teacher if your child has a health concern.

Homework Policy

Guiding Principles

Homework can be a valuable way to extend lessons, practice skills, engage in critical thinking, and develop good work habits.

Homework should not involve new learning but should rather expand what students are learning during the school day.

Homework can serve as one form of communication between the teacher and the family.

Homework should be a shared responsibility between student, teacher, and family.

Homework is an important part of each student's academic year.

Homework should include reading every night to help each student develop the habit of being a lifelong reader.

Instrumental Music

Fourth and fifth grade students may take elementary instrumental music (EIM) lessons. The EIM teacher and schedule are assigned annually by the district. Brochures and sign-up forms will be sent home by the teacher during the first month of school.

Jump Start

Incoming kindergarteners are offered the opportunity to meet teachers and staff and familiarize themselves with their classroom and school during the summer before other students return to campus. The 2024-2025 Jumpstart program will be held August 20th-22nd at QAE from 8:30-11:30.

Lost and Found

Articles found in or near the school are put in our Lost and Found. Small and/or valuable items are stored in the front office, as well as any found money. The Lost and Found coat rack will be placed outside the main entry every Friday. We encourage parents to label coats, jackets, and sweatshirts with names; labeled items will always be returned to owners. The lost and found is cleaned out regularly and unclaimed items are donated to charity.

Lunch Guidelines

Students will each lunch in the cafeteria in the following groups:

- 3rd, 4th & 5th Grades: 11:15-11:35
- Kindergarten, 1st & 2nd Grades: 11:40-12:00

Parents may join students for lunch starting in October and must sign in at the office as a visitor and wear a visitor badge.

Behavior expectations for the lunchroom

- Use a moderate voice level (level 1 or 2)
- Always walk
- Sit at assigned class tables
- Raise a hand to leave the table
- Clean the area
- Respect and listen to staff and follow directions
- Report problems to staff

Money at School

Please keep money at home to prevent loss and other distractions.

Non-Discrimination

To see the Seattle Public Schools Notice of Non-Discrimination go to seattleschools.org/about/officialnotices/non-discrimination/. If you have questions, please contact OSCR@seattleschools.org.

Outdoor Schools/5th Grade Field Trip

Outdoor education encourages relationships with and connection to the natural world. We seek to encourage students curiosity, exploration and science through outdoor education. Typically, the 5th grade class will take an outdoor camping trip during the year. Since Spring of 2024 our 5th graders have gone to Camp Kirby. Camp Kirby, Padilla Bay, encompasses 47 acres of forest, grassland, and beach and presents an amazing opportunity for unique and meaningful outdoor experiences.

Parent Engagement and Volunteering

We believe inclusive and authentic family engagement is essential to student success. We encourage you to find a way to become involved in your child's classroom and in the school community. We invite parents, guardians, extended family, and community members to volunteer in classrooms, programs, and special functions. Through the year, there are a variety of volunteer opportunities. Volunteers may work directly with students, assist staff in preparing materials, or volunteer at special events. We welcome the diverse cultures, perspectives, experiences, and skills our parent community brings to QAE's educational program. You can learn about opportunities for parent engagement via the following:

- Attend QAE's Back to School BBQ and Curriculum Nights

- Join the Parent Teacher Student Association (PTSA) or visit their website: gaeptsa.org
- Connect with your child's teacher about volunteer needs

Please see the Volunteers section of this handbook for requirements.

Parent/Teacher Communication

You will receive weekly communications from your child's teacher and will have the opportunity to attend a parent/teacher conference in November. We value the strong and open communication between parents and teachers and believe it is essential to the success of each student. If you have specific concerns regarding your child or your child's teacher, we ask that you first contact the teacher before contacting the administration. The principal is available to support the positive, respectful, and productive communication between parents and teachers and ask that you follow this sequence of communication.

Parent Telephone Calls

Parents are welcome and encouraged to call the school when the need arises. However, phone calls will not be put through to the classrooms, either for the teacher or the student, unless the teacher has specifically notified the office that they are expecting a call. Messages will be taken and forwarded. We will make every effort to get urgent messages through immediately. If you are calling to notify your student of a change in school pick-up plans, please call the office and we will deliver the message.

Photographs

Individual portraits (fall) and classroom group photos (spring) are taken annually by a privately contracted photographer. A range of packages are offered for purchase. Yearbooks are distributed to each student in the spring at no cost, but the PTSA does ask that parents consider making a donation, if able, to offset the costs of the yearbooks.

Parent Teacher Student Association (PTSA)

The QAE PTSA has a strong history of active involvement in the school community. The PTSA helps to provide students and families with an enriching and equitable public education and a rich learning environment. PTSA fundraising and engagement activities help meet the needs of all students, particularly those furthest from opportunities by providing additional funding for a librarian, tutors, specialists, equity and inclusion activities, basic needs, schoolwide events, and more.

The PTSA conducts monthly board meetings, and multiple general membership meetings during the year. We encourage you to join and volunteer with the PTSA. The support, generosity, and partnership of our PTSA play a significant role in creating a welcoming and engaging instructional program for every QAE student.

To find out more, visit the PTSA website at qaepsa.org or contact the PTSA president at president@qaepsa.org.

Records Requests

We request a minimum of three school days to complete records requests. Please do not expect same day response. Let us know well in advance of the new school's deadline.

Recess Procedures

Weather permitting, students are given three recesses each day, except Wednesday, on which they are given two due to early release. Decisions to have outside recess during cold weather will depend upon the temperature, rain, ice, and wind chill factor. Always dress your child for outside recess on cold or rainy days. Students will have supervised indoor recess in classrooms for games and social time with peers on days when the weather does not permit outdoor recess.

Safety

General Safety

To ensure student safety and adherence to district policy and state law, all Seattle Public Schools staff complete mandatory trainings pertaining to student safety each year. Additionally, QAE maintains a comprehensive school safety plan that includes prevention/mitigation, preparedness, response, and recovery strategies.

In alignment with district safety and security procedures, exterior doors at QAE are locked during the school day. Parents/visitors may only access the building through the main door buzz-in system.

QAE follows procedures and protocols outlined by the Seattle Public Schools Safety and Security Department. This department is staffed 24 hours a day, 365 days a year. You can contact Safety and Security at 206-252-0707 or Security_Office@seattleschools.org. The Safe Schools hotline is 206-252-0510.

Learn more about SPS safety and security by visiting:
seattleschools.org/departments/safety-security.

Pedestrian and Bike Safety

QAE stresses safety in walking, biking, or riding a school bus to and from school. Every child should always be safety conscious and know the location of their bus stop or the safest route to take. Here are some general street safety rules for students:

- Cross streets at crosswalks.
- Look both ways before crossing a street.
- When walking on a roadway, walk facing traffic.
- Go directly home after school. Do not stop to play at a friend's house, unless your parents have given permission ahead of time. Forgetting this rule has caused anxiety for parents and school staff members looking for "lost" children.
- Do not talk to strangers. Do not accept a ride with anyone unless your parents have given you permission in advance.
- Tell your parent/guardian and a grownup at school if anyone bothers you or makes you feel uncomfortable on your way to or from school or on the playground.
- Researchers tell us that parents overestimate the ability of young children to safely cross streets. Practice, practice, practice crossing streets. Parents, please do not ask your child to jaywalk to reach your car. Setting a good example is the first step to teaching your children these skills.

Safety Patrol

Safety is our utmost goal for students on campus and as they walk to and from QAE. We have a student safety patrol program for fourth and fifth grade student leaders. Our safety patrol supervisor is Josie Haley, johaley@seattleschools.org.

To be considered for this position, students must show leadership qualities to join our league of patrollers and a teacher recommendation is required. Once selected, the students go through AAA Washington Safety Patrol Training, which consists of one classroom instruction session and on-site training. The main job involves helping provide the safety needed to get students to and from school as well as around the campus safely. Duties may include helping students to cross at streets/intersections where students come and go to school, and monitoring students as they get in and out of cars at our load/unload areas. Wherever the student patrols are stationed around the school or at intersections, they know their paramount duty is safety. They are a great team of students who take their job seriously and we appreciate them greatly, especially on those cold and rainy Seattle days.

The process/requirements for becoming a patroller:

- Must be at least ten years old (state requirement)

- Submit student application
- Parent permission
- Hearing and vision screening complete
- Recommendation from teacher; final selection by safety patrol supervisor and principal
- Complete training (including classroom instruction and on-site training)
- Exhibit exemplary behavior

Zero Tolerance Weapons Policy

Seattle Public Schools has a no tolerance policy towards weapons of any kind on its campuses and at district-sponsored activities. Seattle Public Schools has a Safe Schools Hotline at 206-252-0510. Reports of students or adults who bring weapons to school, or who otherwise make school an unsafe workplace, can be made anonymously.

School Improvement (CSIP)

The Continuous School Improvement Plan (CSIP) is an action plan that identifies the areas QAE will focus on in the current and coming school year, the performance goals we want students to achieve, and how our school plans to collaboratively meet these goals. You can read QAE's CSIP at www.seattleschools.org/wp-content/uploads/2024/02/CSIP-QueenAnne.pdf

School Supplies

There are no school supply lists at QAE. Instead, we ask that parents donate \$65 per student, if able, at the beginning of the school year so that classroom teachers may purchase any school supplies that they would like their students to have. This ensures that all students have access to the same supplies. The donation request will be included in the Back to School Form that will be sent to each family approximately one week before the first day of school.

Selling Items at School/Flyer Distribution

Students may not sell items for personal gain on school property or on a school bus. Fundraising sales by groups which are pre-approved may be allowed, for example a student council fundraiser for a community service project; or a class or grade level selling items to raise money for an approved charity. Fundraising for organizations unrelated to QAE is not allowed. Students may not distribute any literature at school without the approval of the principal (for example, community club flyers or community event flyers).

Snacks

Please send your child to school each day with at least one small, easy-to-eat snack.

Teachers will share information about snack routines at the beginning of the school year and may request that parents donate emergency snacks for the classroom.

If your child has a food allergy, it is important that the school nurse and classroom teacher are notified prior to the first day of school.

Social Emotional Learning and Positive Behavior

Social Emotional Learning is a process of developing social and emotional skills for academic success as well as life success. Examples of social and emotional skills are being able to recognize, understand, and express one's own emotions; controlling impulses; and establishing and maintaining positive relationships. SEL may also refer to a school curriculum that develops social and emotional skills.

Student Dress

See the SPS Student Dress Policy at seattleschools.org/about/school-board/policies/3224-student-dress/. We recommend students wear comfortable closed toe shoes for recess and PE.

Toys and Personal Athletic Equipment

Students should leave all toys, including fidget spinners, action figures, trading cards, and recess equipment at home. We cannot guarantee their security, and try as they might, students cannot guarantee that they will not become a distraction or problem during class time or recess. We do allow students to use scooters, in-line skates, and roller skates before and after school but not during the school day. With teacher permission, students may bring in toys or personal athletic equipment for a presentation, sharing, or a special occasion.

Vandalism

Our school and equipment are public property. Willfully damaging or destroying this property is cause for immediate discipline. This includes graffiti. If students accidentally cause damage, they should report it to their teacher immediately. We are proud of our school and want our students to be proud also.

Please help us take good care of our equipment, materials, building, and grounds. Significant vandalism will be reported to the Seattle Police Department as well as school district security.

Visitors

All visitors must sign in at the office and wear a visitor badge while on campus. Visitors must have an appointment to enter learning spaces (no drop-ins).

Volunteers

There are many volunteer opportunities at Queen Anne Elementary, and we are very grateful to all those who choose to volunteer.

Volunteers are required to complete a video training and follow health and safety protocols. The volunteer application process can be found at <http://www.seattleschools.org/volunteer>. Volunteers must sign in at the front office and wear a volunteer badge while on campus.

Weather

If weather conditions make a schedule change necessary, the SPS Communications team will share the schedule change in the following ways. Families will be notified at approximately 5:00am on the morning of a weather event through phone messages, emails, and text messages. Updates will also be shared with local media stations, on social media, and the district and school websites.

- Local TV stations: KOMO 4, KING 5, KIRO 7, FOX13
- Radio: KNWN AM 1000 (formerly KOMO), KIRO 97.3 FM
- Social media: [Facebook.com/SeattlePublicSchools](https://www.facebook.com/SeattlePublicSchools), [Instagram.com/SeattlePublicSchools](https://www.instagram.com/SeattlePublicSchools), and [Twitter.com/seapubschools](https://twitter.com/seapubschools).
- District and school websites: www.seattleschools.org
- Email to parents, guardians, and staff
- Phone and text messages to parents and guardians

Wonderful Children

Thank you for entrusting us with your wonderful children. We look forward to partnering with you this year to support their growth and success!
