

MEDINA ELEMENTARY SCHOOL

FAST FACTS

After-School Plans/Play-Dates

Should your child wish to go home with a friend or anywhere else other than the normal after-school destination, written permission from a parent or guardian must be brought to the Office in the morning where it will be initialed. No child will be allowed to ride a school bus other than his/her own without first showing the bus driver a permission note stamped by the Office. Students will not be dismissed early from school or released to anyone other than their parent or guardian without prior arrangement with the office. These measures are taken in a joint effort between school and home to insure each child's safety. In addition, after-school plans are to be made while at home. School phones are not available to make last minute play plans.

Arrival/Dismissal

Students are to arrive at school between 7:55 and 8:05 A.M. and line up outside the front door of the school. Prompt arrival at school is expected of all students. Students who arrive after 8:10 A.M. are considered tardy and must report to the Office.

Crossing Guards are out from 7:55-8:05 A.M. and from 2:30-2:40 P.M. (12:10-12:20 every Wednesday).

Unless children are involved in a supervised after-school activity, students must leave campus at the end of the school day 2:35 P.M., or 12:15 P.M. on Wednesdays. Staff members are not available to supervise students after school. Students may return to campus after 4:00 P.M. under parent or other adult supervision.

Attendance

24-hour Hotline (425)456-5401 – Call by 8:10 A.M. to report your child's absence or late arrival.

Regular attendance is important to a student's success in school, and students are expected to be in school unless excused. In accordance with state law, an absence from school will be excused for the following reasons:

- Illness or medical emergency
- Family emergencies
- Observances of established religious holidays
- Pre-arranged medical and dental appointments
- Absences which are considered appropriate at the discretion of the Principal

Pre-Arranged Absences: If your child is going to be absent for more than a day or two due to family plans, please obtain a Pre-Arranged Absence Form from the Office. Your child's teacher will assign homework as appropriate.

Bicycles & Scooters

Fourth and fifth grade students may ride their bicycles and scooters to school. A bicycle helmet is required for all students who ride. Bicycles should be walked on and off the school grounds and riders are to obey the school crossing guards at all times. Bike racks are provided on campus where bicycles must be parked and secured with an appropriate lock. Scooters are to be left in the student's cubby.

Buses

Bus Service is provided for any student living within the school attendance area and at least one mile from school (one-half mile for Kindergarten students). If you have a question about a bus stop or walking route, please contact District Transportation at (425)456-4512.

Clinic/Health

The school nurse, Jean Brockenbrough, is in on Thursdays. The school clinic is under the direct supervision of the school nurse and Office staff at all times. During the noon recess, we are sometimes fortunate to have first-aid trained parent volunteers helping to care for our children. Any child who becomes ill at school or requires minor medical care, such as a band-aid or an ice pack, will be treated in the Clinic. In the event of a more serious illness or injury, the parent will be contacted.

Drop Off/Pick Up

Drivers should drop off and pick up students in front of the school in the designated zone. Drivers are asked to follow these safety rules:

- Remain in your car in the student drop-off/pick-up zone.
- Pull forward as space becomes available
- Pull up to the curb for drop-off and pick-up.
- Park only in designated parking spaces.

The buses drop off students in the Bus Zone located at the north end of the school. Students walking to and from school must stay on the crosswalks.

Lunch

Nutritious hot lunches will be available for purchase every day for all students, or students may bring a lunch from home our computerized lunch accounting system enables students to pay in advance for lunches.

Lunch Money Deposits: Lunch money is accepted in the Office. Payment envelopes are available in the Office, or you may use your own by including student's name, grade, teacher, Pin #, and amount. Bring payment to the Office. *Please do not bring money*

through the lunch line. For your convenience, it is suggested that you pay a minimum of five days at a time. Your pre-planning is greatly appreciated.

A “\$” stamp will be placed on your child’s hand when his/her lunch balance drops below the price of a school lunch. Please be sure to send money immediately as we are unable to extend credit. Free/Reduced Lunch Forms are available in the Office for those qualifying for financial assistance.

Lunch prices for this school year:

- Elementary lunch (includes milk): \$2.25
- Reduced lunch: .40
- Milk a la carte: .50
- Adults: 3.25

Medications

Whenever possible, parents and physicians are urged to design a schedule for administering medication before or after school hours. If this is not possible, parents must come to the Office to complete an Authorization to Administer Medication Form. This authorization is good for the current school year only. Unused medication must be collected from the school at the end of the prescribed administration period or end of the school year, whichever is sooner. Bellevue School District Policy states that all

Medications must come to the Office, not the classroom, in the original container labeled by the pharmacy or physician with the medication name, the amount to be taken, frequency of administration, and name of physician.

Playground Supervision

School staff supervises the play areas during the morning and lunch recesses. These areas are not supervised before or after school.

Project Safe

Project SAFE is a program designed for the prompt identification and verification of students absent from school. If your child is going to be absent for the day or will arrive late, please call the Attendance hotline at (425)456-5401 by 8:10 A.M. If your child is absent, and you have not notified the Office, you will be called by a staff member to confirm your child's whereabouts.

Telephone Messages

Medina Elementary has an integrated telephone system that allows calls to be made from all classrooms and offices. If absolutely necessary, and with teacher permission and supervision, students may call home at appropriate times. The telephone in the Office reception area is also available for visitors to the building

Messages to students must be telephoned to the Office prior to 1:45 P.M. to allow adequate time for delivery. Please limit these, as every call to a classroom interrupts valuable teaching time.

An added convenience, staff members have voice mailboxes where private voice messages may be left. Voice mailbox extensions may be obtained directly from your child's teacher, the Office, or

PTA Directory. *Please do not leave voice messages with your Childs' teacher regarding changes in after school plans.* Contact the Office for this purpose.

Visitation at School

Parents are always welcome to visit their child's classroom or any other activity on the school grounds, such as special programs and assemblies. We ask all visitors to sign in at the Office and obtain a "Visitor" sticker before engaging in any activity elsewhere on the school grounds. If you are bringing an item to school for your child, please leave it in the Office, and your child will be called from the classroom to pick it up.