

**Parent – Student Handbook
2010-2011**



**Albert Einstein
Elementary**

**18025 NE 116th Street
Redmond, WA 98052**

(425) 558-7973

<http://www.lwsd.org/einstein>



Table of Contents

<i>Message from Melissa Pointer, Principal</i>	3
SCHOOL DAY	4
GENERAL INFORMATION	4
Absentee/Tardy Procedures	4
Tardy And Truancy	4
Early Dismissals	4
Accidents/Illness At School	4
Medications	4
Field Trip Medication	5
School Telephone	5
Bus Passes	5
Breakfast And Lunch Program	5
Lost And Found	5
Toys and Valuables	5
Rainy Day Recess Policy	5
School Closing	6
COMMUNICATION	6
Office hours	6
Teacher communication	6
Friday information packet	6
CLASSROOM VISITS	6
STUDENT HOMEWORK	7
Primary Homework Activities Could Include	7
Intermediate Homework/Assignment Expectations	7
CUSTODIAL/GUARDIAN INFORMATION	8
SAFETY AND PARKING	8
Safety Patrol	8
Walking	8
Bicycles	8
To And From School Supervision	9
Parking	9
Night Event Parking	9
2007 - 2008 PTSA OFFICER ROSTER	9
2007 - 2008 PERSONNEL ROSTER	<i>Error! Bookmark not defined.</i>

Message from Mrs. Pointer Principal

Welcome to the 2010-2011 school year!

Albert Einstein Elementary has it all – a wonderful well qualified staff, terrific students and a super supportive PTSA. Teacher, support staff and parents team together to provide the best educational experience possible for our students.

We will continue to focus on providing the students a high quality educational experience. In addition to the focus on academic skills, we will continue to work on our school being a safe place for students. Please refer to the Student Management Handbook for our policies and procedures around student behavior expectations, our systems to communicate behavior concerns, and the curriculum resources we will be using to teach our students the skills necessary to be successful socially at school.

I encourage all parents to take an active role in your child's education. There are ample opportunities for you to be involved in a variety of ways. Parent involvement and strong academic achievement go hand-in-hand.

If you have any questions during the school year regarding your child's experiences at Einstein, please feel free to contact our office staff. We'll do our best to answer your questions. Together we will make 2010-2011 a great year.

Melissa Pointer, Principal
Karen Bates, Interim Principal

SCHOOL DAY

We begin having supervision with our Safety Patrol on campus at 8:40, which is also the time that our Breakfast Program starts. The first bell rings at 8:55 and class begins promptly at 9:00. School dismisses at 3:30 except on Wednesday when we have a 2:00 dismissal time.

GENERAL INFORMATION

Absentee/Tardy Procedures Daily attendance is taken each morning. Parents are asked to notify the school in advance or prior to 9:00 AM if their child will be tardy or absent that day. **Please call 936-2540 and leave a message, the recorder is on 24 hours a day.** If a student is absent and the school has not been notified, a phone call to the parent is placed by safe arrival. Since each student needs to be accounted for daily, please call the recorder line for **each day of absence**. Due to state law absences will be considered unexcused until you have notified us. After three unexcused absences, the law may require an investigation.

Tardy And Truancy Please help us reduce our tardiness to the "true emergency" category. We will notify parents in cases where chronic tardiness is having a negative effect on the child's opportunity to learn. Students may receive a detention for tardiness that they cause. When your child is tardy (after 9:00), report directly to the office. Classroom attendance is taken promptly at 9:00. Failure to get a tardy slip at the office may result in a full day absence report.

Early Dismissals We discourage early dismissals from school and request that doctor or dental appointments be made before or after school. If an early dismissal is necessary, we request that a written excuse be sent to the teacher that morning. In this way, the teacher can plan for the child's absence. The note should include the time you will pick up your child/children from the office. Students will wait in the classroom and be called down once the parent arrives in the office.

Accidents/Illness At School When children become seriously ill or injured at school, parents are contacted. Our health room has a cot where a sick child can wait for a short period of time until parents arrive. Please be sure your child's emergency card includes phone numbers of nearby friends or relatives that could come for your child quickly if you cannot be reached.

Please do not send your child to school if they are sick. This only spreads infection and the ill child cannot work up to par. If your child is too sick to go outside he/she is too sick to give their best in the classroom setting. Children will be sent home if vomiting (with or without a temperature) or if they have temperatures of 100° or higher.

Medications According to a state law (RCW 28A.31, Chapter 195), medication (including non-prescription) must be kept in the school health room and administered to a student by a school employee. Administration of all medications at school must be requested and authorized in writing by: (a) a parent or legal guardian and (b) a physician or dentist. Form 4023 (which you may obtain in the school office) is used for this purpose. Medications must be in their proper container, delivered by a parent, taken under supervision, and altered only under doctor supervision. Controlled meds must be delivered and picked up by a parent/guardian and counts will be verified with a secretary at that time.

Field Trip Medication Medication that needs to be administered during a field trip must be in a container **labeled by the pharmacist** specifically for that day. If a labeled container is not provided **PRIOR to the field trip**, we will be unable to give medication on that day.

School Telephone Students will be limited in use of the telephone to calls of an emergency nature or those pertaining to school business. Please help your student develop self-reliance by not "rescuing" them from routine forgetfulness. Students will not be allowed to use the phone to make after school plans.

Bus Passes If students are going to ride the bus to a friend's house, they need to have a dated note with a parent signature to have their teacher issue a bus pass. Even if they are going to ride the same bus, but get off at a different stop, you need a bus pass. Students will not be allowed to make after school plans during the school day.

Breakfast And Lunch Program We have a breakfast program that is open to all students and starts at 8:40 in the Commons. Breakfast costs \$1.00 and a variety of menu items are available. Since there is a limited time between breakfast and the beginning of the school day, students are encouraged to eat quickly and get to class on time. For lunch, Kid's Way Café allows choices among a variety of hot lunches or sandwiches from the basic food groups each day. Lunch accounts are managed through Microcheck™ a computerized pay system where all children have a bar coded card that works like a debit card deducting the cost of lunch each day. You may deposit into your child's account any amount you desire and add to it at any time throughout the year. Each time your child buys a lunch the amount is deducted from their balance (**\$2.25 per lunch includes beverage**). We discourage sending cash with students because of the possibility of loss. You may begin depositing money in your child's lunch account on August 30th or you may charge it to your credit card by calling Food Services at 702-3393. Menus are printed monthly and distributed in the Friday packets. Forms are available for assistance in the free/reduced lunch program. A form will be included in your first day packets. New forms must be submitted each year. All students are under adult supervision while eating in the commons.

Lost And Found A "Lost and Found" for large items is maintained near the office. Many valuable articles remain unclaimed and **are given to charitable organizations in January and June**. Please be sure that all articles of clothing and other items are **MARKED WITH YOUR CHILD'S NAME**. Small or valuable items are kept in the office and must be identified.

Toys and Valuables - WE DISCOURAGE BRINGING TOYS AND VALUABLES. The school district cannot, by law, pay for lost or stolen personal possessions of students, such as toys, watches, musical instruments, etc. Please realize that valuables are brought at your child's risk. We cannot disrupt classroom learning to search for toys. Any toy that causes a significant disruption to the learning process will be banned.

Rainy Day Recess Policy Students at Einstein have recess every day except during severe rain, snow, lightning or high winds. Children should be dressed for our Northwest weather, including some sort of headgear and raincoat. Children need a break from the classroom and the covered areas and overhangs around the school are sufficient for children to stand under and release the wiggles. It is each child's responsibility to stay dry. Children are allowed

library, computer lab and some classroom access (if the teacher or trained adult is present). Children will not be out more than twenty-five minutes at any one time.

School Closing Severe weather conditions sometimes prevent school buses and cars from traveling safely. When this occurs, the Superintendent's office notifies local radio stations. News of school closing is always announced early in the morning. **Please listen to the radio or TV if you suspect that weather conditions may close the schools.** Do not phone the school, as the lines need to be kept open for emergency purposes. Although early dismissal is rare, it is comforting for children to know the procedures to follow. Planning in advance with neighbors or making sure that children have access to the house key prevents worry for children and parents. Please be sure your children know what to do in case of unusual conditions requiring early dismissal. **Always list as many contact numbers as possible for those who are authorized to pick up your child in the event of an emergency.** It is important to keep these numbers up to date. Notify school of any changes in home phone or cell numbers.

COMMUNICATION

Office hours are 7:30 to 4:00. Our phone number is 425 936-2540. The answering machine will be on at all other times. If your child is not home by 4:00 PM, call us. If it is after 4:00 PM, please call Transportation at 425 882-5120.

Teacher communication Teachers will be in communication with you in a number of ways. Classroom newsletters, e-mail messages and phone calls. Teachers may be reached via email or by calling 425 936-2540 during school hours. Keep in mind that during instructional time, the secretaries will take a message or direct you to the teacher's voice mailbox and the teacher will call you back at their earliest convenience. All staff members have an e-mail address which is listed on the Staff section of this handbook.

Friday information packet The webpage is our prime source of information to parents. PTSA puts together and maintains a fabulous web site with current and important information. You can view it anytime at <http://www.lwsd.org/einstein>. Watch for an email every Friday afternoon that includes a weekly message from our principal and links to registration forms for many outside events. If you have email access and are not receiving these emails, please check with the office to verify your email address. For families who do not have access to internet, we will continue to do a hard copy packet.

CLASSROOM VISITS

Parents are often curious about their child's classroom experiences and want to see the program in action. We welcome communication at any time concerning the status or progress of your child. Please call **425 936-2549** to make an appointment with the teacher. (If you schedule an appointment, please share which type of information you are looking for. Calling ahead will help the teacher set up a time frame that is relevant.) Before or after the visit, the teacher may want to schedule a conference with you to share your thoughts or concerns and to ask any clarifying questions.

Unannounced drop-in visits tend to be disruptive. The teacher may not be able to talk to you as teaching and student supervision is their first priority. Always check in at the office and pick up a Visitor Pass before going to the classroom. The Einstein staff encourages your interest in school activities and is willing to share information with parents in a variety of ways.

STUDENT HOMEWORK

An important part of a child's education is the carry-over of learning into his/her activities outside regular classroom instruction. One way this can be done is through homework.

Homework is schoolwork assigned for completion outside the classroom. The assignment and completion of homework is an integral part of developing successful, independent study skill habits. The amount and frequency of homework varies for several reasons. Certain subjects are characterized by frequent homework, while others require fewer outside assignments. The emphasis and amount of homework will be appropriate to the developmental skills required by the subject and will vary depending upon the individual student.

The purpose for homework at Albert Einstein can be any one of the following:

1. To practice and refine skills so that mastery is achieved.
2. To prepare students for the next meeting.
3. To extend assignments; to apply learning to a new situation.
4. To stimulate creativity through activities requiring original expression.
5. To maximize parent-student involvement in the learning process.

Listed below are some of the types of homework that you will see during the course of your child's stay at Albert Einstein. A general rule of thumb is that each grade should average 10 minutes each weeknight, (i.e. 1st grade is 10 minutes, second grade is 20, third is 30, and so on). Please be advised that this will vary depending on how efficient the child is in class, work habits, temperament, the nature of each project, etc.

Primary Homework Activities Could Include

1. Study weekly spelling lists.
2. Learn and review math facts and processes.
3. Oral or silent reading - parent to child, child to parent.
4. Special projects in science, language, social studies, some parental involvement and supervision may be required. (Please assist, but, do not do the project for them).
5. Completion of any missed or unfinished work.
6. Completion of weekly homework packet.

Intermediate Homework/Assignment Expectations

1. Study weekly spelling lists.
2. Review completed/corrected work brought home.
3. Math/reading/writing process will continue at home and corrected in class.
4. Long-term projects in science, social studies, or language arts. Each project will be specifically spelled out by the teacher at the beginning of each project with a timeline, student expectations, and parent expectations. (Please assist, but, do not do the project for them).
5. Late work must be completed within the teacher's policy of accepting late work.

CUSTODIAL/GUARDIAN INFORMATION

During the school year custodial/guardian conflicts between parents can occur. Without documentation, we cannot prevent release of your child to a parent or guardian. To prevent release, you must provide:

1. A legal document with dates (or relevant portion of document or decree) providing you with custody of your child/children and the specifics of that agreement.
2. A detailed description of the restricted party.
3. Legal directions should we be contacted by the other party for information about your child/children and/or visitation of them.

While the information provided might not guarantee prevention of the removal of your child/children from this school by a parent/guardian, it will provide the best possible protection for them and allow for the involvement of authorities if necessary. Without legal documentation prohibiting it, we must allow access to children and information by either parent.

SAFETY AND PARKING

Safety Patrol Most students at Einstein ride the bus. However, there are some students who walk, ride bicycles, or are driven by parents to/from school each day. Safety of these students, once on school property, is the responsibility of adults and students who work within the authorization of the Student Safety Patrol. No matter the weather, adult supervisors and student patrol squad members are watching and helping. The safety patrol is made up of students in the 5th and 6th grade. Please be courteous. Student Safety Patrol participants are protected by state law.

Walking Students living in the nearby neighborhoods on 116th west of Avondale , including Avalon @ Bear Creek will walk to school. Adult crossing supervisors will be available in the morning and afternoon to assist walkers in crossing NE 116th. Supervision will begin at 8:40 in the AM and supervision will be provided until 3:40 in the afternoon (2:10 pm on Wednesdays).

Safety is our utmost concern. Students must use the sidewalk at all times and cross only at the crosswalk at 179th NE.

Bicycles Albert Einstein School discourages the riding of bicycles for safety reasons. Students who wish to ride their bike to and from school must meet with the principal and their parents prior to riding to school.

To And From School Supervision Parents should see that students do not arrive on school grounds before 8:40 a.m. nor remain after school dismissal or beyond the conclusion of an after school activity. We cannot provide supervision at these times.

Parking

- If you are transporting your child to school, there is a drop off in the outer parking lot. Students will then cross only at the crosswalk and walk on the footbridge to the school. Only carpools transporting 3 or more students can go past the 116th lot for drop off and/or pick up in the cul-de-sac. Carpool permits are available in the school office.
- When entering the drive-in lane, pull up as far as possible and keep advancing.
- Never leave your vehicle. If you must come in, park in a stall.
- Say short and sweet goodbye or hello.
- Do not enter the bus lane at any time.
- When going to and from school, students and parents are expected to follow directions of our staff and patrol. Obey safety rules at all times.

Night Event Parking When we have events at night, our parking lots tend to fill up quickly. We do allow parking on the playground once the parking lots are full. Please follow the directions of our parking volunteers. To access the playground parking, drive around the southwest corner of the school by the Gym. Proceed in a counter clockwise direction to where our parking volunteer will direct you. Use caution when leaving, especially when backing up. Leave by continuing in a counter-clockwise motion around the A- wing and exit the playground through the cul-de-sac by the office. Please carpool whenever you can since parking is limited.

2010-2011PTSA OFFICER ROSTER

President	Deva Demeter Interim
Vice President	Melanie Williams
Secretary	Margie Segress Interim
Treasurer	Kari Haegele
Fundraising	Melanie Williams
Membership	Laura D'Urso
Art Docents	Deva Demeter
Communications	Kitty Tam & Candice Giffin
Family Events	Shannon Fabian
Outreach	Esthela Jimenez
Volunteers	Rana Shafi

Principal	Melissa Pointer mpointer@lwsd.org	Better Schools Room 301	Stephanie Harshman sharshman@lwsd.org
Office Manager	Judy Norman jnorman@lwsd.org		Emily Moulton emoulton@lwsd.org
Secretary	Bobbie Jo Connors bconnors@lwsd.org		Michelle Vallene mvallene@lwsd.org
Kindergarten Room 151	Mary Locke mlocke@lwsd.org		Nikki Wetzal nwetzal@lwsd.org
Kindergarten Room 150	Elizabeth Ryan eryan@lwsd.org	Safety Net Portable	Kimberlee Shakeri kshakeri@lwsd.org
Kindergarten Room 115	Emily Uphus euphus@lwsd.org		Renee Welch rwelch@lwsd.org
Kindergarten Room 116	Laura Russell larussell@lwsd.org	Safety Net Room 202	Sharon Schmale sschmale@lwsd.org
Grade 1 Room 117	Kailee Vanderwerff kvanderwerff@lwsd.org	ELL Room 121	Janet Green jgreen@lwsd.org
Grade 1 Room 118	Carol Stonich cstonich@lwsd.org		Jennifer Roberts jroberts@lwsd.org
Grade 1 Room 119	Amy Walter awalter@lwsd.org	Counselor	Candida Crane ccrane@lwsd.org
Grade 1 Room 120	Carole Brandt cbrandt@lwsd.org	LAP/Title 1	Kathy Murray kmurray@lwsd.org
Grade 2 Room 135	Jennifer Whitten jwhitten@lwsd.org	Librarian	Anne Sandbo asandbo@lwsd.org
Grade 2 Room 136	Jane Wartenbe jwartenbe@lwsd.org	Music	Maria Seong mseong@lwsd.org
Grade 2 Room 137	Linda Johnson lkjohnson@lwsd.org	Occ. Therapist	Bhumika Chandarana bchandarana@lwsd.org
Grade 2 Room 141	Esther Bak ebak@lwsd.org	PE	Cheryl Plate cplate@lwsd.org
Grade 3 Room 139	Marissa Nichols mnichols@lwsd.org	Psychologist	Jo Sentell-Perez jsentell-perez@lwsd.org
Grade 3 Room 140	Jenny Benzel jbenzel@lwsd.org	Special Ed	Tracy McCammant tmccammant@lwsd.org
Grade 3 Room 142	Janie Hemingway jhemingway@lwsd.org		Aparna Vaidyanathan avaidyanathan@lwsd.org
Grade 4 Room 206	Allison Holzer aholzer@lwsd.org	Speech/Lang	Carla Keats ckeats@lwsd.org
Grade 4 Room 207	Michelle Brennan mbrennan@lwsd.org	Y.E.S. Counselor	Caron McCune cmccune@lwsd.org
Grade 5 Room 208	Karen Ollerenshaw kollerenshaw	Instructional Assistants	Jeanne Conover jconover@lwsd.org
Grade 5 Room 209	Karl Olson kaolson		Eleanor Dootson edootson@lwsd.org
Grade 6 Room 210	Barbara King bking@lwsd.org		Barbara Gessel bgessel@lwsd.org
Grade 6 Room 211	Josh Benson jbenson@lwsd.org		Mary Goodwin mgoodwin@lwsd.org
			Georgia Medina gmedina@lwsd.org
			Laura Price lprice@lwsd.org
Custodians	Dawn Moore dmoore@lwsd.org		Colleen Scace-Bollinger Cscace-bollinger@lwsd.org
	Makara Tim mtim@lwsd.org		Pat Wyke pwyke@lwsd.org

(district calendar)