

TABLE of CONTENTS

Welcome.....	2
Mission Statement.....	2
Non-Discrimination Policy.....	2
Swan School Communication.....	3
School News	
Addressing a Concern	
Attending a Parent Meeting	
Communication Guidelines.....	4
Swan School Governance Process.....	4
Swan School Decision-Making Categories.....	5
School Hours.....	5
Drop Off and Pick Up.....	6
Supervision.....	6
Attendance & Absences.....	6
Parent Commitment & Fundraising.....	6
Tuition & Fees.....	7
Music Program.....	7
Field Trips.....	8
Homework.....	9
Snack/lunch.....	9
Recess/Playground.....	9
Birthdays & Special Occasions.....	10
Lost and Found.....	10
Student Behavior.....	10-11
Parent/Teacher Conferences.....	11
Swan School Community Expectations.....	12
Health & Safety.....	13
Immunizations	
Illness	
Injury or Illness at School	
Medication	
Vision & Hearing Screening/Lice Checks	
Appropriate Clothing	
School Closures.....	14
Emergency preparedness.....	14
Fire Drills/Earthquake Preparedness Drills	
Emergency Comfort Kits	
Emergency Preparedness Brochures	

Welcome

Welcome to Swan School!

You will find this is a very special place for children and their parents. Our community offers a diverse program focusing on the talents and needs of your child. The holistic focus is both our heritage and our strength, which has evolved over twenty-five years history of Swan School operation. Your interest and involvement is an integral part of continuing this tradition.

The board and staff welcome your comments, suggestions and questions. We look forward to this new year with you and your child.

Russell Yates,
Director

Mission Statement

At Swan School we value children as individuals and believe in developing the creative, intellectual, emotional, social and physical well being of each child through our core values of Community, Challenge, Creativity, Compassion, Connection, Leadership, and Enjoyment. (See our website for the full definition and examples of our core values.)

Non-Discrimination Policy

The Swan School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship and financial assistance programs, and athletic and other school-administered programs.

Swan School Communication

School News

Information regarding field trips, fundraisers, volunteering, school supply lists, and general educational information is regularly made available in the following ways:

- Weekly e-mail memos from the office
- Notices from your child's teacher(s)
- Letters from the Director
- Our Website – <http://www.swanschool.net>
- Bulletin board in the Office
- In your child(ren)'s folders (located in the office or door)
- Our automated phone tree, used for school closures and emergencies

Swan School is making an effort to reduce the amount of paper we produce, and therefore will use e-mail as much as possible. This saves paper, ink, copying, time and expense. If you cannot regularly check e-mail, please let the office know and we will provide you with hard copies in your child's folder.

We do everything possible to make communication flow smoothly. However, we rely on parents to be proactive by checking e-mail, the parent board, your child's folder and the Swan School website, <http://www.swanschool.net>. **You are responsible for staying informed about events at school.**

Addressing a Concern About Your Child

Questions about class subjects or general questions should be addressed to your child's teacher(s). If you need more information, the Director or Board Chair can help you.

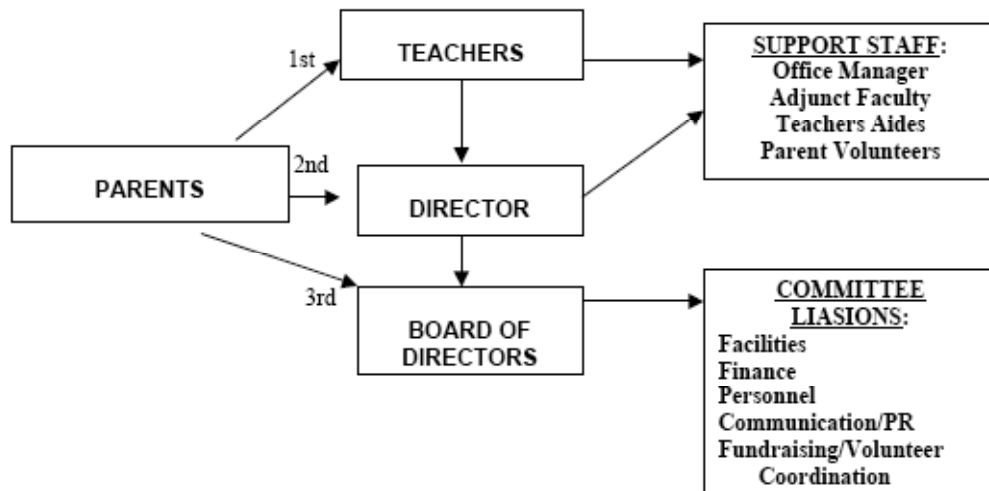
Attending Parent Meetings

Parent meetings are usually held once a month (see school calendar). These meetings are important to attend, as we discuss such topics as school policy, curriculum, upcoming field trips, and how the students' day-to-day time is structured. There will be an effort not to assign homework on meeting evenings. Childcare and food is available for a minimal fee. Food starts at 5:30; the meeting starts at 6PM and generally lasts an hour.

Communication Guidelines for Staff and Parents

- Every stakeholder in our school community has direct access to appropriate individuals for communication and problem-solving.
- Concerns requiring decisions should be expressed to the individual responsible for making the decision. Only after the attempt to communicate individually should the matter be taken to the next higher authority (see Swan School Governance Process Flow Chart).
- Communication and trust are the cornerstones of an effective school. Respect the rights of all members of our school community by making use of appropriate opportunities and processes for communication.
- Please remember that all communication should model the same elements of being respectful and responsible that our children are expected to follow.

Swan School Governance Process



Swan School Decision-Making Categories

Staff Decisions	Staff/Parent Community Decisions
<ul style="list-style-type: none"> • Staff positions: Certified; Classified (w/ committee input) • Curriculum/Academics • Grants/partnerships linked to curriculum and instruction • Daily schedule • Staff/student facilitated activities • Start/end time • Community partnerships and projects • Guest lecturers and performers • Classroom parent volunteers 	<ul style="list-style-type: none"> • Supplemental materials/resources acquisitions • Extracurricular off-campus activities (eg: Music instruction, clubs) • Extracurricular social events and activities
Board Decisions w/ Staff Input	
<ul style="list-style-type: none"> • Site Development • Budget • Salaries • School policies on enrollment/personnel • Final hiring of personnel • Fundraising 	

School Hours

The full school day is 9:00 A.M. to 3:30 P.M. for K-6 and 9:00 A.M. to 1:00 P.M. for Preschool. Doors open each day at 8:45 and school starts *promptly* at 9:00. Before 8:45 the teachers are busy with preparations for the day. **Please do not drop children before 8:45 A.M. or be late picking your child up at dismissal time.**

Drop Off & Pick Up

We encourage parents to either carpool, bike, or walk their children in order to lighten the impact on the neighborhood. **Preschool and Primary students** should be dropped off and picked up at the Kuhn Street entry. **Intermediate students** should be dropped off and picked up near the 24th Street entry. **(NOTE: It is important that drivers enter and exit Kuhn Street via 24th Street – do not proceed past 23rd Street.)**

At the end of the day, to avoid interrupting, please wait outside the school. Your child will not be dismissed at the end of the day until you arrive to get them. **Dismissal Time is 3:30. PLEASE BE PROMPT.**

Supervision

During school hours, the school is responsible for your child. Parents are responsible for their children prior to 8:45 A.M., after dismissal and at after-school functions.

Attendance & Absences

It is very important that your child arrives at school **on time, every day**. Your Child's first years in elementary school are an important time in which she or he will begin to form behavior, attendance, and study habits that will last throughout his or her lifetime.

In order to maintain continuity and facilitate teacher planning, it is expected that your child will be in school every day that we are in session. Exceptions to this policy naturally include ill health, emergencies and family obligations.

If you are planning to take your child out of class early or if you are planning a trip and your child will be missing several days of school, please let the teacher and office staff know ahead of time. Please call the school if your child is going to be late or sick. Also, it is very important to let the office or teacher know if someone else will be picking up your child.

Parent Commitment & Fundraising

Parent commitment at Swan School is two-fold: a financial commitment and a service commitment. Parents accept responsibility for the cost of tuition for the current year as stated in the tuition and enrollment agreement. Swan School is not subsidized by any government or church-related organization, the costs of operating the school are not fully covered by tuition. Therefore, we rely on your generosity-both in time and financial support for specific projects and fundraisers-to help keep tuition levels down. Parent involvement during the school year saves the school thousands of dollars in expenses which otherwise would be reflected in larger tuition costs.

We require 6 hours of time per month per family. (Additional hours of service are, of course, greeted with enthusiasm, and are greatly appreciated!)

Parents may choose from such activities as serving on the Board of Directors, transporting students on field trips, purchasing supplies, ordering books, assembling homework assignments, helping in the classroom, maintaining school facilities, teaching special programs, organizing or assisting with fundraising, helping with playground supervision, etc.

Tuition and Fees

Please refer to your enrollment contract or the school's web site for this year's specific tuition amounts. K-6 siblings receive a 10% discount.

Tuition is broken into ten monthly installments, September through June, with each installment due on the 1st of each month. Families who are able to are welcome to pay the entire year up front. Tuition can be mailed to the school or left in the locked tuition box in the school office.

There is an annual \$400 fee (K-6th) to cover field trips, textbooks and materials. Text book and field trip fees will be billed over ten months. The annual materials fee for Preschool is \$150, due Sept. 1st.

Swan School relies on families to make timely payments of tuition. All invoiced amounts are due the first of the month. If the payment is more than 10 days late, a late charge of \$30.00 will be assessed. If a family discontinues payments or gets more than 30 days behind, the student(s) will not be able to attend school.

Each student has paid a deposit of one month's tuition to secure enrollment at Swan School. This deposit will be applied to the last month of tuition when he student graduates or notifies the school by March 31st that they will not be returning the following year. The deposit will be forfeited should the student withdraw at any other time of the year.

We are able to provide some financial assistance via a formal application process each spring. The maximum award available to any family is one quarter of the year's tuition. Please do not hesitate to inquire or check our web site for more information.

Music Program

All students at Swan School participate in a comprehensive music program. This program begins in kindergarten with general music exploration and then continues with both choir and various instrumental options beginning in the older grades. Our instrumental options include beginning violin, ensemble violin, marimba and piano/keyboard. The instrument choices and grade levels at which they are offered vary somewhat from year to year based on staffing and schedules. Students enrolling in one of the instrument programs make their choice for the school year beginning in September. They may change to a different instrument at the beginning of the next school year.

Field Trips

Community integration is an important part of the Swan School curriculum. Your child will therefore have the opportunity to participate in various field trips. Throughout the year and parents will be needed to provide transportation. Below are the guidelines for volunteer drivers:

Proof of Liability Insurance: Must carry at least minimum amount of liability insurance required by the State of Washington on the vehicle you will be driving.

Age: Must be at least 25 years old, or if under 25 years of age, have approval to drive from the Swan School teachers.

Driving Record: Must verify that personal driving record reflects no citations other than minor violations, as defined by the State of Washington (i.e. non-moving violations, speeding infractions of less than 15 mph, etc.) and your driver's license has not been revoked or suspended in the past five years.

Speed Limits: Will abide by all posted speed limits on this trip.

Use of Tobacco, Alcohol, and Other Substances: Drivers will not smoke nor allow anyone in the vehicle to smoke on the field trip. During the 12 hours preceding the trip and between the time of departure and the return, drivers will not consume alcohol or any other substance that could adversely affect driving ability.

When Volunteering to drive, please consider the following:

- Be on Time
- Each child in the car must be individually seat-belted
- Properly secure child seats and booster seats for those children who need them.
- Children should not be placed in the front passenger seat of vehicles equipped with airbags.
- No detours

The school generally pays for all ferries, parking and admission expenses for drivers and students, but not for gas. **If you are joining the trip but are not a driver, you will be expected to pay your own way.**

Children should not be given extra money for treats and souvenirs unless instructed by the teachers. Teachers will assign students to vehicles and there will be no changes after the trip begins unless permitted by teachers. **If your child uses a car seat, be sure to leave it at school on field trip days.**

Homework

Homework is assigned to develop good study habits, refine and promote mastery of skills, and involve parents with their child's academic education. Each classroom handles homework differently; you will get more information from your child's teacher.

To assist your child with their homework, parents should:

- Expect your child to spend an appropriate amount of time on homework regularly.
- Establish a homework routine that includes a regular time and format for learning at home.
- Provide a comfortable, well-lit area away from television and other distractions.
- Monitor television watching and evaluate outside activities to be sure your child has sufficient study time.
- Encourage and support your child in his/her efforts without assuming the responsibility for completing the assignment.
- Regularly check over homework assignments when your child is finished to help monitor completion, neatness and effort.
- Communicate with the teacher if there are any concerns about the homework.

Snack/Lunch

Please send a healthy snack (fruit, vegetables, cheese and crackers, cereal bars) for your child along with lunch. We have a morning snack time in each classroom. Children have 20 minutes of eating time at lunch, followed by a recess.

Lunches are brought from home. If you wish a hot lunch please bring food in a thermal container as microwave ovens are not available.

Recess/Playground

Two 15 minute recesses in addition to a 15 minute lunch recess are scheduled each day. Teachers, aides, and/or parent volunteers supervise children on the playground. Playground rules and boundaries are reviewed with the students throughout the year. Climbing trees on school property is prohibited for liability reasons.

Birthdays & Special Occasions

Your child's birthday is of course a very special day. Swan School acknowledges each child's birthday as appropriate. Please make arrangements with your child's teacher in advance if you wish to bring something for a celebration.

If you are planning a home birthday party, please send invitations rather than distributing them at school, unless you plan to invite all children in your child's class. This avoids potential hurt feelings. For the same reason, gifts and birthday cards should be distributed outside of the school setting.

Swan School acknowledges special holidays. The children learn about various celebrations, sing songs, complete art projects and read stories about different cultural celebrations and traditions. More information is available throughout the year as holidays approach.

Lost & Found

Please label your child's clothing whenever possible; this helps get lost items back to their owners quickly. Lost items are kept in a box in the school office, and the teachers periodically go through the box at school assemblies. Unclaimed items are distributed to charitable organizations once or twice a year.

Student Behavior

We at Swan School believe it is important to differentiate between who children are and their behavior. Children are respected as individuals with unique temperaments, abilities and special needs. Appropriate behavioral expectations are communicated routinely to the children throughout the year. The three overarching expectations are: Be Curious, Be Responsible and Be Respectful (see page 12.) Each of these categories are further defined, listing what it means to exhibit these three things in the context of school life. Positive feedback and various reinforcers are given to encourage appropriate behaviors.

In general, for students who choose not to be curious, responsible, or respectful, steps teachers take will include (not necessarily in order):

- Privately bring the problem to the student's attention
- Give the students an "Oops! Problem solving Form" to complete
- Student loses "Friday Free Choice Time" option.
- Student goes to a time-out (in same or another classroom).
- Teacher privately takes away student's leadership card.
- Teacher calls parent.

Basic parameters that apply to all students who attend Swan School:

- Verbal and/or physical behavior that is hurtful to self or others is not tolerated.
- Behavior that is harmful to the environment is not allowed.

Swan School has no tolerance for violence, threats, harassment, drugs or weapons. This includes a no tolerance of “play” violence as well. Toy guns or other toy weapons are not permitted. The Swan School’s policy regarding dangerous weapons (as defined in RCW 9.41.250 and RCW 9.41.280) such as pocketknives, squirt guns, paintball guns and look alike weapons is as follows: First incident, confiscate the weapon, notify the parent and the student receives a written warning. If a second incident occurs, the child is expelled.

Although Swan School strives to provide a learning program to fit all students’ needs, we are not equipped with the necessary resources to adequately serve students who may fall into one or more of the following categories:

- Students who display severe behavioral problems.
- Those requiring special education programs.

In situations where behaviors are displayed to a degree beyond what is typical, a parent-teacher conference will be held and appropriate measures will be employed (e.g. referral to professional evaluation and support services). In the event that the child’s needs are beyond the scope of what can be addressed at Swan School, enrollment may be terminated.

Parent Teacher Conferences

Teachers will meet with parents twice a year—once in the fall and once in the spring. At first conference, the student’s progress will be discussed in addition to setting a goal for the student. This goal may be academic or social depending on the student’s strengths and challenges. We ask that parents come to the conferences with ideas of a goal, and then work with the teacher to make an appropriate one.

School is dismissed at 12:30 during conference week. See the school calendar for dates (www.swanschool.net). A sign-up sheet for conference times will be posted prior to the scheduled conference week.

A parent or teacher may request additional conferences at any time.

SWAN SCHOOL COMMUNITY EXPECTATIONS

Be Curious

Be Responsible

Be Respectful

LEARNER CHARACTERISTICS		STEPS TO BEING AN INDEPENDENT LEARNER	STEPS TO COMMUNITY
<p>Risk-takers Industrious Self-confident Collaborative</p> <p>Knowledgeable Thoughtful Generative/Creative Resourceful Organized</p>	<p>Primary: responsible for learning & then teaching these characteristics to the rest of the school.</p> <p>Intermediate: responsible for learning & then teaching these characteristics to the rest of the school.</p>	<ul style="list-style-type: none"> • Work quietly. • Take care of materials. • Know when and where to get help. • Respond to stop, look, and listen signal. • Work in the proper place. • Follow directions. • Keep your records up to date. • When finished with one activity, go directly to your next activity. • Focus on your work. • Turn your homework in consistently. 	<p><i>Care For Others</i></p> <ul style="list-style-type: none"> • be empathetic • be considerate • share • include others • cooperate • be at the right place at the right time • respect personal space • help others • be tolerant of others and their differences • be fair <p><i>Be Safe</i></p> <ul style="list-style-type: none"> • plan ahead • make safe choices • touch appropriately • respect personal space • keep the peace <p><i>Communicate</i></p> <ul style="list-style-type: none"> • listen • communicate thoughtfully • problem-solve • be a role model <p><i>Care for Swan School</i></p> <ul style="list-style-type: none"> • care for community property • care for personal property • care for the environment • put everything in its place

Health and Safety

Immunizations

As required by law, all school children must be immunized or properly exempted in order to attend school. Immunizations records must be on file before the first day of classes.

Illness

The health of all the children at Swan School depends on each family acting responsibly. Please consider these general guidelines.

- Since colds and childhood disease are most infectious before symptoms appear, it is wise to keep a child home if he or she is extremely irritable or if you notice unusual lassitude.
- Vomiting is frequently a symptom of oncoming illness; therefore, do not send your child to school for 24 hours after such an upset.
- Keep your child home if he or she is experiencing diarrhea.
- A child should remain at home 24 hours after a fever.
- An extra day at home is good protection against a relapse/re-infection.

Please notify us immediately if your child contacts anything that is contagious and also act promptly with medical care. We will provide information for dealing with contagious situations as the need arises.

Injury or Illness at School

If a child becomes ill or injured at school, every effort will be made to contact you or your emergency contact. If, in our opinion, the child is too ill to be at school, it is the parent's responsibility to pick up the child as soon as possible. In the event of an injury or illness too severe to warrant waiting for the parent, we will call for an aid car to take the child to the nearest emergency room. **Please be sure that all current emergency and work contact information is on file in the school office.**

Medication

By law, Swan School is not allowed to administer any form of medication, either prescription or over the counter. If your child requires medication during the school day, please arrange a time to come to the school to administer the medication.

Vision & Hearing Screening/Lice Checks

Swan School conducts vision and hearing screening once each year. Parents will be notified if their child's results fall outside the ordinary parameters. We also conduct lice checks throughout the year as necessary. Please notify the school immediately if your child has lice. Your child will need to be nit and lice-free in order to return to school.

Appropriate Clothing

At Swan School, children go outside in all kinds of weather. Please always consider this when your child is dressing for school. On P.E. days send your child dressed to participate with sturdy, non-slip shoes. We believe that students and parents can choose apparel that demonstrates individuality, as well as maintain the standards of appropriateness to ensure that the school environment is conducive to student learning.

School Closures

If we need to cancel school or have a late start due to inclement weather, you should expect to receive a short pre-recorded phone message from our automated system. In addition to the phone message, we will send out an email (if we have power) and get closure information to King 5 Television News. If you don't receive a phone message, email, and/or see notice on the morning news, then that means "all is well" and we will see everyone at school.

Should it be necessary to end school early due to weather or other natural disaster, we will make every effort to contact you or the people you have listed as your emergency contacts. Be sure to let your friends/relatives know you have listed them, and again, make sure this information is always kept up-to-date.

Emergency Preparedness

Fire Drills/Earthquake Preparedness Drills

The teachers will supervise and conduct fire drills and earthquake preparedness drills throughout the year.

Emergency Comfort Kits

Your child should have an Emergency Comfort Kit to be kept at school. These kits travel with the children on field trips, and are kept in a safe location at school throughout the year in the event of an emergency where the kids might not be able to reconnect with their families right away.

Emergency Preparedness Brochure

The school has prepared an excellent brochure regarding our policies and procedures in event of various types of emergencies. These should have been in your registration packet, and are also available in the office. Please be sure that you have one in an easily accessible location.