

Policies & Procedures

General Contact Information

West Mercer Elementary
4141 81st Avenue S.E
Mercer Island, WA 98040-4699
Office Phone: 206.236.3430
Office Fax: 206.230.6043
Absentee Alert Line: 236.3433
Transportation Office (Bus): 236-3338
District Emergency Number: 236.3366
www.misd.k12.wa.us/schools/wm/

**Current contact information
for staff, PTA & administrators
can be found in West Mercer
Directory and the west mercer
web site.**

School Hours & Daily Schedule

Normal school hours are 9:00 am to 3:30pm, Tuesday through Friday and 9:00 am to 2:00 pm on Mondays. The school office is open from 8am to 4pm. The playground and school grounds are unsupervised before and after normal school hours. ***In the morning students are to line up outside their classroom prior to 9:00 am – not play on the playground.*** Children playing on school grounds outside school hours must be under the supervision of an adult.

Teachers often are in their classrooms before and after school preparing for the school day, grading papers, collaborating with their peers, attending meetings and working through curriculum. In consideration of their busy schedules, please schedule an appointment you would like to meet with them during these times.

| School Begins (Classrooms open at 9:00 am) | | | | |
|---|------------|-------------|------------|-------------|
| Warning Bell | | | | 9:10 |
| Tardy Bell | | | | 9:15 |
| Recesses & Lunch | | | | |
| Recess—AM | Grades K-2 | 10:35-10:50 | Grades 3-5 | 10:50-11:05 |
| Lunch/Recess | Grades K-2 | 12:10-1:00 | Grades 3-5 | 12:40-1:30 |
| Recess—PM | Grades K-2 | 2:15-2:30 | Grades 3-5 | 2:30-2:45 |
| School Dismissal | | | | |
| AM Kindergarten | | | | 12:00 |
| Kindergarten KAP & Grades 1-5 | | | | 3:30 |
| Monday Early Dismissal | | | | 2:00 |

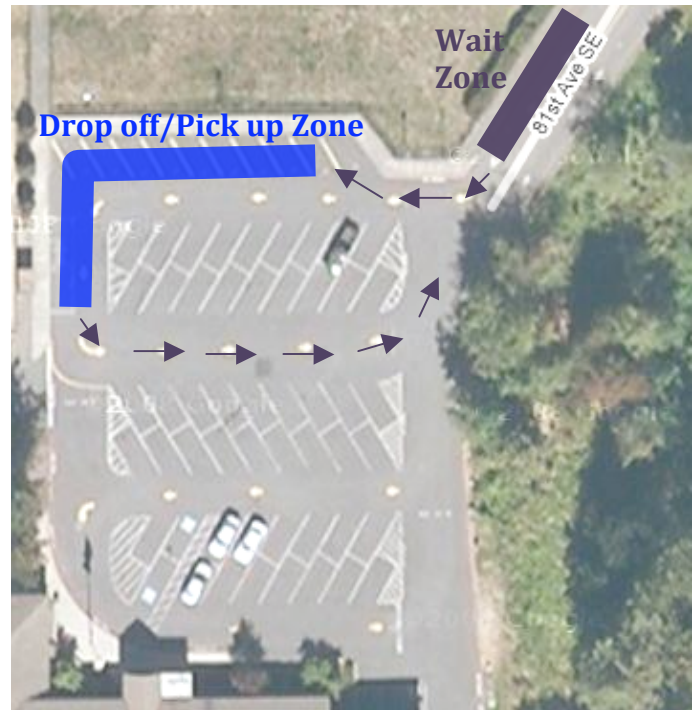
District Calendar: The district calendar may be found on the district website at www.misd.k12.wa.us/news/calendar.

Pick-up & Drop Off

Morning drop off begins at 9:00 am. **Do not drop your child off before 9:00 am.**

In an effort to provide the safest and most efficient means of organizing students for after school car pick up, we ask that you observe the following safety guidelines. We drop off and pick up in batches to make the process as quick and efficient as safely possible. Everyone's cooperation is needed to assure safety of all students.

1. Wait in line on 81st until ...
 - a. In the morning the drop off zone is clear
 - b. In the afternoon until dismissal and the pick up zone is clear.
2. When the drop off / pick up zone is clear the front group of cars (approx. 7) will fill the drop zone. Pull as far into the drop off/pick up zone as possible.
3. Students exit/approach the car.
4. Once drop-off / loading is complete, then all seven cars exit in line. Then the next seven cars enter the load zone.



If you are parked in the lot, please do not call your children to your car if it is parked in the parking lot. Come to the car pick up waiting area and walk them to the car.

If possible, please have your students enter your car on the curbside. Vehicles sometimes pull around parked cars, and loading on the street side puts children in harms way unnecessarily.

Remind your students to look for your car when they are waiting in the car pick up area. If they are ready to get in when you arrive, the line will move much more quickly.

Also remind your students to wait until the car comes to a complete stop before they step off of the curb to enter the car.

For the safety of all **please refrain from using your cell phone when driving in the lot.**

Other Transportation Information

- Busses: *For questions about bus transportation please call 236-3338.*
- Going home with a friend: *We need a note to send a student on a bus with a friend.*
- Parking: *Parking is limited, please observe the signs. Overflow parking available at Homestead Field.*

Visitors & Volunteers

West Mercer truly values our volunteers and parent involvement. It makes a difference. To promote a safe and respectful school environment please observe a few common courtesies when volunteering or visiting:

- **Sign-in** at the office (I know we said this already, but it is important)
- **Wear a visitors badge** while at school
- **Refrain from using cell phones** in the building (please step outside)
- **Take the volunteer training** (required, offered each fall)
- **No Pets** should be brought on school grounds
- **No Siblings in the Classroom.** As a general rule please do not bring younger siblings into classrooms when volunteering at school. Teachers may make exceptions but it is strongly recommended that this policy be followed during instructional activities.

Communications

There are several ways the school & PTA communicates with families so all know what is happening at school, a few key ways we communicate are listed below. Please look for and read school communications.

- **List Serve.** **CRITICAL:** *To receive school communications send a totally blank email to: join-misdwm_list@lists.psesd.org*
- **School Website:** www.misd.k12.wa.us/schools/wm/
- **Wolf Watch.** *A quick weekly bulletin sent electronically via the list serve, current and past bulletins are available on the school website*
- **Good Times.** *An in-depth monthly newsletter sent electronically via the list serve, current and past newsletters are available on the school website*
- **Friday Folders.** *Information sent home with children on Fridays.*
- **Parent/Teacher Conferences.** *Formally in November, informally by appointment*
- **Special Concerns & Needs.** *Email or call your child's teacher or the office.*

If you have a question or concern about your child's class, please contact your child's teacher directly. All teachers and staff are committed to working in partnership with you.

Other Important Information

- **School Supplies.** A school supply list is distributed before the start of school, by the front office to new families, or at local drugstores. As a convenience, school supplies may be ordered through the PTA at the end of the school year for the following year. Note that many items on the school supply list are shared.
- **Lost & Found.** Please check the lost & found regularly. Unclaimed goods are donated to charity periodically. ***Please put your child's name in all coats, hats, backpacks and lunchboxes.***
- **Lunch.** The school operates a hot lunch program. Lunch tickets may be purchased through the school office. Information on menus may be found at www.misd.k12.wa.us/departments/food. For information on the Free & Reduced Lunch program contact the school office.
- **Health & Immunization.** Current immunization is required for school attendance. To assure all students are safe at school it is equally critical that all allergies and other medical

conditions of students be reported to the school health office through our health report form or by contacting the school nurse.

Attendance Policy

Students develop attendance patterns early in their school careers. By having students stay home only when absolutely necessary, parents can help their youngsters develop good attendance patterns.

- **Notification.** *As soon as you know your student will be absent, please call the school Absentee Alert number at 236-3433.* Leave the name of your child and the dates and reason for their absence on the recording. Each day as a safety check, we call the home of students who have not been reported absent by a parent or guardian.
- **Student Sign-In:** Students must be signed in and out from the front window whenever their arrival or departure is not at the normal time, regardless of reason.
- **Absences:** If your child is ill, it is best to keep him or her home. A child with a fever should be kept home for 24 hours after a normal temperature has been reached. When children become ill at school, the parent or designated person is called to pick them up. It is extremely important to keep the office up to date with any telephone, address or work changes in case of your child's illness or emergency.
- **Vacations:** We encourage families to follow the school vacation schedule when scheduling a family vacation. When children are missing from the classroom, the dynamics and classroom work are impacted. *Please understand that students miss irreplaceable instruction when on vacation. Though teachers may be able to provide some resources or information to help, lesson packets are not generally provided for students on vacation.*
- **Tardies:** Classroom doors are opened and the school day begins at 9:00am. Students are expected to be at school by 9:10am and seated in the classroom by 9:15am or they will be considered tardy. Please help your child be responsible by getting him or her to school on time. Tardy students must check in at the front office. Frequent tardiness will result in disciplinary action.
- **Early Dismissal.** If your child needs to leave early from the classroom for any reason, please report to the Main Office for your child to be called out of the classroom. Allow 10 minutes for your child to gather belongings and walk to the front office. You need to sign the student out on the clipboard at the Main Office window. For security reasons, follow proper school check-out procedures.