

Voyager Elementary School

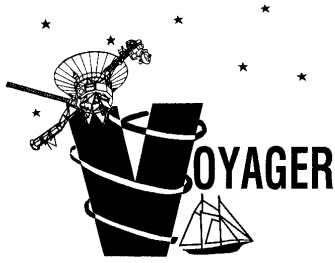
PARENT/STUDENT HANDBOOK

2009-2010



Voyager Elementary School
5615 Kopachuck Drive, NW
Gig Harbor, WA 98335
(253) 530-4800

Principal: Patty McClelland



At Voyager, all students achieve high academic standards and learn skills necessary to be productive world citizens.

5615 Kopachuck Drive NW
Gig Harbor, WA 98335
(253) 530-4800
FAX (253) 530-4820

Welcome to Voyager!

A new school year is a magical time. Everyone comes to school with their highest hopes for a year that is filled with successful learning, new friends, good times with old friends, and a feeling of accomplishment.

Teachers have the opportunity to take every new year and incorporate new strategies. Our goal is always to make it a better year than the year before, and at Voyager that means working to a very high standard.

Last year, thanks to the Wednesday morning collaboration time, our staff spent focused time on our school improvement goals. We worked hard to incorporate the Washington State's new math standards. Grade level teams worked together to create common assessments, to look at students' progress, and to design strategies to provide support and additional challenge, as needed. In addition, we researched our needs regarding our school climate.

This year, we will continue with our emphasis on math. While teaching reading and writing to a high standard, we will look at the components of an effective math program and will develop school-wide interventions to help students who need something beyond the regular classroom. We will also refine our student behavior plan, with an emphasis on self-management.

This year, we will focus on the theme, "Never Give Up." We will help students see the value of their best effort, and to understand that persistence is the best road to success. As teachers, we can apply the theme to a philosophy of never giving up on a student. We work daily to ensure that every student is successful; receiving appropriate support as well as challenge in order to be learning every day in a meaningful way.

Parents have an important role in their child's success at school. I urge all parents to make it a priority to:

- Read, read, read with your child. Have fun and read things your child enjoys.
- Monitor your child's homework. Know what is assigned; provide a time and a place to do it.
- Attend events that feature your child and his/her work such as music programs and parent orientation.
- Make school important by insisting on good attendance and punctuality.

This handbook provides general information about Voyager Elementary. It is important that you take time to read it carefully and to go over pertinent sections with your child. You should then put it in a place where you can find it easily for future reference.

We are committed to our partnership with you and to the work we will do together to meet the needs of your child. If you ever have a question, concern, or suggestion, please let us know.

I look forward to our time together at Voyager!

Patty McClelland, Principal

The Peninsula School District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, or national origin, sex, sexual preference, marital status, previous arrest (unless a clear and present danger exists), or incarceration or non-program-related physical, sensory or mental disabilities, as per RCW 49.60 Law Against Discrimination.

- Title 9/RCW 28A.640 Officer: Dr. Claudia Thompson, 14015 62nd Ave. NW Gig Harbor, WA 98332 253 530-1007
- 504/ADA Coordinator: Dr. Sarah Drinkwater, 14015 62nd Ave. NW Gig Harbor, WA 98332 253 530-1081

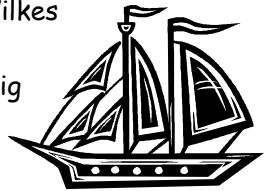
Voyager History

Voyager opened 20 years ago, in the fall of 1989. The eager staff members came from the other seven elementary schools in the district. The staff brought to Voyager an array of expertise in educational curriculum, including extensive training in language arts, math, science, early childhood, integration of curriculum and the fine arts. Voyager's facility lends itself to teamwork, which is what you will find among the students, staff and parents.

Our school's name, Voyager, was adopted after input from the community. "Voyager" represents the past, the present and the future.

REMEMBERING THE PAST

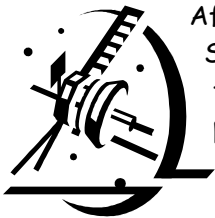
In 1989, the Centennial year, we were reminded of our past. In 1841 Lt. Charles Wilkes led the expedition, later named "*The Magnificent Voyagers*," into Puget Sound. He named familiar places such as Fox Island, Green Point and Gig Harbor. He named Gig Harbor after his small gig found a perfect little harbor as shelter from a storm. As a result of Wilke's expedition, the United States took an active interest in settling and claiming this area.



LIVING IN THE PRESENT

The flight of the Voyager, the first plane to circle the globe without refueling, reminded us of the equality of women and men and the advances in science and technology.

LOOKING TO THE FUTURE



After years of sending millions of photos of the planets and moons, the Voyager Space Probes 1 and 2 left this solar system. They carried messages on a voyage from earth to the unknown. At Voyager, our students begin a voyage of learning to prepare them for their future.

Voyager Elementary Staff

2009-2010

Principal	Patty McClelland
Office Manager	Lynn Tachell
Secretary	Lorraine McCormick
Counselors	Ann Fessler and Kim Lubin
Health Tech	Tina Theinert
School Nurse	Miriam Atchison
Kindergarten Teachers	Jennifer Knowles, Missy Northstrom, Heather West
1 st Grade Teachers	Callie Conti, Margaret Duncan, Kathryn Hyde
1 st & 2 nd Grade Split Teacher	Nicole Satterthwaite
2 nd Grade Teachers	Kathy Brittain, Patti Martin, Joanna Hanson & Margo May
3 rd Grade Teachers	Kristin Page & Danielle Scott, Kim Rosenbach, Linda Rudsit, Laurie Scherer
4 th Grade Teachers	Robin Dower, Rhonda Haug , Amy Neal
4 th & 5 th Grade Challenge Teacher	Alexa Shanafelt
5 th Grade Teachers	Jim Falcocchio, Lisa Henschel, Lynne Johnson
Learning Center Teacher	Leslie Walker
Music Specialist	Ruth Cole
PE Specialist	David Aston
Computer	Kathy Fox
Science Specialist	Andi McKay & Theresa Parker
Librarians	Nora Halsen, Sherry Olive
Psychologist	Dr. Cheryl Cleven
SLP (Speech/Language Pathologist)...	Carol Davis
OT (Occupational Therapist)	Anca Vaughn
Paraeducators	Tammi Falconer, Ardith Johnson, Hollie Macdonald, <i>learning support, recess supervision</i> Melinda Satterthwaite
Kitchen Lead	Mary Williams
Kitchen Assistant	Sally McCarthy
Head Custodian	Jim Wolf
Night Custodians	Ron Chapman, Patty Allen

Peninsula School District

Adopted 4-10-08

MISSION STATEMENT

In partnership with family, business and community, the Peninsula School District will provide a learning-focused environment in which every student has the opportunity to acquire the knowledge, skills and character to become a productive citizen in a changing world.

GOALS, 2008-12

Provide a safe learning environment for all students and staff

Provide challenging educational programs which prepare all students for global living, learning and working

Recruit and retain a high quality workforce throughout the district

Employ innovative and effective fiscal management strategies in a transparent manner which supports the district's strategic plan

Provide quality facilities and technology to support and strengthen student learning and protect the community investment

Provide communication which informs and invites community participation, parent and staff involvement, and which encourages partnerships

SCHOOL BOARD MEMBERS

President: Jill Guernsey

Vice President: Jill Uddenberg

Jill Johnson

Matthew Wilkinson

Wendy Wojtanowicz

Peninsula School District

Adopted 4-10-08

BELIEFS

This we believe...

...about students:

- Students should be prepared to live and compete in a global society.
- All students can learn - but in different ways and at different rates.
- Personal responsibility is the basis for successful learning and positive behavior.
- Students must be able to transition successfully through their learning experiences.
- Positive self image enhances higher achievement, mutual respect, and a safe school environment.

...about home and community:

- Parents and family have the greatest influence in, and responsibility for, their child's learning and behavior.
- Collaboration with our community strengthens learning.

...about the school system:

- Sound fiscal management is essential for the operation of the school district.
- High expectations lead to high achievement; low expectations lead to unmet potential.
- Respect for diversity contributes to a strong community and learning environment.
- A highly effective staff creates an environment for student success.
- Staff and community members serve as role models for all students.
- A safe, nurturing environment is critical to student success.

Guiding the Work of the School

Having a mission statement, vision statements, and an articulated process for continuous improvement, provides the Voyager staff with direction for the future.

SCHOOL MISSION STATEMENT

Adopted Spring 2009

At Voyager, all students achieve high academic standards and learn skills necessary to be productive world citizens.

VISION STATEMENT

Voyager parents, students, and staff believe in and are committed to:

- Acknowledging the uniqueness of each individual.
- Providing a safe, positive, nurturing environment.
- Establishing a home, community, and school partnership.
- Developing the process of life-long learning.
- Recognizing the physical, intellectual, emotional, and social needs of the learner.
- Participating in shared decision making.

SCHOOL IMPROVEMENT PLANNING (SIP) PROCESS

Voyager is beginning its third year in the SIP process. With a SIP team providing guidance, the school will be engaged in the following activities:

- Implement strategies that will help us accomplish our goal in the areas of math. These strategies specifically include:
 - School-wide implementation of components of an effective math program.
 - Develop and implement a variety of interventions to meet students' math learning needs, both for struggling students and those who need additional challenge.
- Develop and implement a student behavior plan that has a focus on proactive strategies that will develop responsible, productive, self-managing behavior as well as responsive strategies to be used when students have difficulty with their behavior.

LATE START WEDNESDAYS FOR SCHOOL IMPROVEMENT

This year, nearly every Wednesday (except Sept. 2, Nov. 25 and March 17), school will start ONE HOUR late (10:00am). This will allow the staff a valuable chance to meet weekly for 90 minutes to work on school improvement tasks.

We are excited to have this amount of quality time to devote to becoming an ever-better school, focused on the learning success of EVERY student at Voyager. If you have questions about this schedule, be sure to contact the principal. See page 26 for information about free child care on Wednesday mornings.

Attendance

Regular attendance is important to your child's success at school. Please make every effort to have your child at school on time every day, unless your child is sick.

ABSENCE

When a child is absent because of illness or medical/dental appointment, it is considered an excused absence. Absences for other reasons need to be pre-approved by the principal or else they may be considered **unexcused**.

Please call the 24 hour attendance line at (253) 530-4807 before 9:00am on the day of your child's absence, to let us know that your child will be absent. You may leave a recorded message. Please include your child's full name, teacher's name, reason for absence and date(s) of absence. For your child's safety, we will call to check during the morning, if we have not heard from you.

ARRIVAL TIME

School starts at 9:00am. Students should plan to arrive at school between 8:45-8:55am. Students are allowed to go to their classroom at 8:50am, and can wait in the front hall if they arrive before that time. We ask that students not come before 8:40am.

TARDIES

If your child arrives after 9:00am, it is counted as a tardy. If the tardy is caused by a reason such as a medical/dental appointment, it is considered excused. If children ride the bus, they are not considered tardy if the bus is late. If you drive your child to school and your car is in the Voyager drop-off zone when the 9:00am bell rings, your child is not considered tardy.

If there is not a legitimate reason for the tardy, it is considered unexcused. Over the course of the year, if your child has a number of unexcused tardies, parents will be notified by letter. If the problem isn't resolved, the principal will contact parents. If there still isn't improvement, the tardies can begin to count as unexcused absences. The office staff or the counselor is happy to work with parents to find ways to have children arrive on time.

Arriving late can make it difficult for a child to feel oriented to the day, and it is disruptive to the rest of the class. Please do all you can to have your child at school on time (before 9:00am).

DISMISSAL TIME

School is dismissed at 3:30pm.

EARLY PICK-UP

It is disruptive to the entire classroom when a student leaves early, so we encourage you to do all you can to have your child at school for the entire school day. We know that there are occasions when medical appointments require an early pick-up, but unless there is an unusual situation, early pick-up should be avoided.

EXCUSES

When your child is absent, a phone call to the office is enough; there is no need to send a note. A written note/or phone call from parents is appreciated if your child needs to leave school before the end of the day (such as for a doctor or dental appointment).

PICKING UP/DROPPING OFF STUDENTS DURING SCHOOL DAY

If you pick up a student during the day, please come to the office to have your student released from class and to sign your child out.

If you drop off a student returning from an appointment, they must check in with the office before going to class.

LAST MINUTE CHANGES IN YOUR SCHEDULE/PLAN

If there is a change in plan (such as a need to pick up your child rather than sending him on the bus), you can call the front office with that information and it will be delivered to your child. Please plan ahead as much as possible. Messages received after 2:30pm cannot be guaranteed to reach your child before dismissal time.

VACATIONS

While there are occasionally exceptions to this, we ask that you do not schedule vacations or trips on school days. Even for students who are doing well academically, this is disruptive to the learning process. The school calendar is enclosed in this handbook on page 9 to help you identify dates. Your support in making school attendance a priority is appreciated.

WITHDRAWAL OF STUDENTS

To withdraw a student, please notify your child's teacher and the office a **week prior** to the date the child will be leaving. Students need to return all library books, school books and materials, and pay all charges and fines. Records will be mailed when the new school sends a record request form.

According to Washington Law (Chapter 28A.2725 RCW) all school-age children are required to be enrolled and attend public school unless permissible exceptions are approved by the superintendent. State law requires that parents/guardians be informed annually of the school district's responsibility to enforce this compulsory attendance requirement.

Daily Schedule, 2009-10

On Monday and Tuesday, students in grades K-2 gather in the gym at the beginning of the day for announcements with the principal. At 9:10am, they are excused to their classrooms. The same occurs for students in grades 3-5 on Thursday and Friday. This allows all students to meet with the principal on a regular basis and to discuss topics that aren't possible over the intercom announcements.

On Wednesday, school starts one hour late and all students report directly to their classrooms, as they do on days they don't meet in the gym with the principal.

Students Go to Classroom or To Gym for Announcements

8:50am

School Starts

9:00am

Students in Gym for Announcements

8:50-9:10am

K-2 Monday, Tuesday

3-5 Thursday, Friday

Specialists

#1	9:20-10:00am
#2	10:00-10:40am
#3	10:40-11:20am

Recess

3-5 10:20-10:40am

Lunch(L)/Recess(R) Schedule

K-1	11:55-12:20 (L)	12:20-12:50 (R)
2-3	11:50-12:20 (R)*	12:20-12:45/50 (L)
4-5	11:30-11:50 (L)	11:50-12:20 (R)

*Wash hands after recess, before lunch

Specialists

#4	1:25-2:05pm
#5	2:05-2:45pm
#6	2:45-3:25pm

Recess

K-2 2:05-2:25pm

Dismissal

3:30pm

LATE START WEDNESDAY

Students Go to Classroom

9:50am

School Starts

10:00am

Intercom Announcements

10:03am

Specialists

#1	10:10-10:45
#2	10:45-11:20

Lunch/Recess (same as other days)

Specialists

#3	K	12:55-1:30
	4-5	12:20-12:55
#4		1:35-2:10

Recess

4-5	1:45-2:10pm
K-3	2:10-2:35pm
#5	2:10-2:45
#6	2:55-3:30

Dismissal

3:30pm

Communication

Close communication between school and home is important. Do not hesitate to contact your child's teacher if you have a question or concern. A list of staff members' phone numbers and email addresses can be found on pages 13-14 of this handbook.

CONTACTING SCHOOL

The school phone number → 253.530.4800

24-Hour attendance number (call and leave a message whenever your child is sick or late) → 253.530.4807

The school fax number → 253.530.4820

The school website → <http://www.vges.psd401.net/>

The district phone number → 253.530.1000

The district website → <http://www.psd401.net>

CONTACTING YOUR CHILD'S TEACHER

Every teacher has a phone in the classroom. If the teacher is not available when you call, your call will go to voice mail and he/she will return your call as soon as possible. During the school day, our voice mail will automatically answer calls in classrooms to prevent disruptions in student learning. Email is also a great way to communicate with your child's teacher. Phone numbers and email addresses can be found on pages 13-14 of this handbook.

RESPECTFUL TIMING

To provide students with an excellent learning experience, teachers spend many hours working outside of actual instructional time. Before school and during their planning time, teachers are often working hard to be ready for the next lesson. While teachers are happy to talk with parents if you want to discuss your child's progress, please make an appointment rather than just dropping by. Particularly between 8:50am and 3:30pm, teachers are specifically focused on the needs of their students.

Scheduling ahead for a time to meet shows respect for the teacher's busy schedule and also allows the teacher to give you the attention you deserve. It helps ensure that all of our students get the attention from the teacher that they need.

Similarly, please do not drop by during teaching time and expect to have a conversation. While it may only be a few minutes, it takes the teacher away from the important job of teaching.

MESSAGES TO STUDENTS DURING SCHOOL

In order to insure interruptions be kept at a minimum, please limit messages to emergency situations, which includes any change in going home plans. To get a message to your child, call or drop by the office and staff will see that it is delivered.

DELIVERING ITEMS FOR STUDENTS DURING SCHOOL

If your child has forgotten an item (such as lunch or a coat), please bring it to the office and staff will see that it is delivered.

VISITING SCHOOL

We encourage parents to visit Voyager Elementary. It is helpful to arrange visits by note or phone call. All visitors are required to sign in at the office. Many teachers welcome parent helpers in their classrooms on a regular, scheduled basis.

Visitation by students who are not enrolled at Voyager can be disruptive in the classroom. Typically, we do not allow student visitors. Contact the principal if you have a question about this.

BUS/TRANSPORTATION NOTES

Many times throughout the year, children like to visit friends after school hours or they may have activities to attend. On these occasions, a note from home is necessary to ride another bus, to get off at a different stop, or to ride in someone else's car. On receiving permission from a parent/guardian, a staff member will write a bus permission slip for the child, and the child will give it to the bus driver.

Due to limited space on the bus, we cannot guarantee that your child will be able to ride a different bus. Therefore, it is recommended that parents provide transportation that is different from your child's regular home route. This is particularly important to note if your child is having an event such as a birthday party. In that event, alternative transportation should be arranged as our buses often cannot accommodate a large number of additional riders.

Any change of go-home plans should be made by 2:30pm to insure your child gets the note.

LAST MINUTE SCHEDULE CHANGES

Messages received after 2:30pm cannot be guaranteed to reach your child before dismissal time since this is a transitional time.

STUDENT USE OF THE TELEPHONE

Since the demand on the school telephone is so great, we limit student calls. Students are allowed to use the telephone if there is a compelling reason to do so.

We understand there may be a need for your child to have a cell phone to use before and after school, but it must be left off and stored in the back-pack during the school day. The school cannot be responsible if it is lost or stolen.

We do not grant permission for students to make after-school arrangements at school. We ask that these be made at home prior to coming to school.

PARENT ORIENTATION

Early in the school year, we schedule a parent orientation during the evening. This is a chance for parents to hear the philosophy of their child's teacher, and to learn about the curriculum. We design this event as an 'adults only' event, so we can focus on sharing and understanding your child's program this year. It is a valuable time that helps you to knowledgeably partner with your child's teacher. Thanks for making every effort to attend and to make child care arrangements.

PARENT/TEACHER CONFERENCES

Near the end of November, Parent/Teacher conferences will be held. The student's first report card is shared and progress discussed. Additional conferences can be arranged at any time by contacting your child's teacher. Conferences can be held on the phone or in person.

Conference times are also available in the spring. Not all students are conferenced at this time, but every family is welcome to request a conference.

STUDENT PROGRESS REPORTS

Our reporting process regarding student progress includes fall and spring conferences, 2nd trimester report cards, and last day of school report cards. When needed, teachers set up individual reporting systems for a student. The reporting process is one part of an effective communication system. We encourage an ongoing exchange of information between home and school, and invite you to contact your child's teacher if you ever have a question or concern about your child's progress.

CONTACTING THE PRINCIPAL

The principal, Patty McClelland, welcomes your concerns and questions. She reads her email every day, and it is an excellent way to communicate with her. mcclellandp@psd401.net

If you prefer to meet with her in person, she is often available for a drop-in visit. Or, you can schedule an appointment with the office manager (530-4805).

STARGAZER - THE SCHOOL NEWSLETTER

The Stargazer is the school newspaper and is distributed via Thursday folders every other week. It can also be found on the school website [www.http://vges.psd401.net](http://vges.psd401.net) Parents and community members can sign up to have the newsletter delivered via email by going to the website and subscribing.

Articles can be submitted to the Stargazer by parents, with permission from the principal. Generally, information should either be of interest to all students in the school, or should highlight a student or group of student's achievement. All articles shall be submitted to tachell@psd401.net, no later than 4:00pm Monday, to be printed in that week's paper.

STAFF - SCHOOL PHONE NUMBERS/EMAIL ADDRESSES

Note: Phone calls made during the day will go to the staff member's voicemail and will be returned at the staff member's earliest convenience.

If you need to get an urgent message to a staff member, you should call the front office (530-4800).

STAFF MEMBER	PHONE	EMAIL ADDRESS
Allen, Patty (night custodian)	530-4827	allenp@psd401.net
Aston, David (PE specialist)	530-4879	astond@psd401.net
Atchison, Miriam (school nurse)	530-4823	atchisonm@psd401.net
Brittain, Kathy (2 nd grade teacher)	530-4842	brittaink@psd401.net
Chapman, Ron (night custodian)	530-4827	chapmanr@psd401.net
Cleven, Cheryl (psychologist)	530-4893	clevenc@psd401.net

Cole, Ruth (music specialist)	530-4878	coler@psd401.net
Conti, Callie (1 st grade teacher)	530-4856	contic@psd401.net
Davis, Carol (speech/language pathologist)	530-4891	davisc@psd401.net
Dower, Robin (4 th grade teacher)	530-4850	dowerr@psd401.net
Duncan, Margaret (1 st grade teacher)	530-4857	duncanm@psd401.net
Falcocchio, Jim (5 th grade teacher)	530-4860	falcocchioj@psd401.net
Falconer, Tammi (para)	530-4800	falconert@psd401.net
Fessler, Ann (counselor, 3-5)	530-4832	fesslera@psd401.net
Fox, Kathy (computer)	530-4848	foxmcdonnellk@psd401.net
Halsen, Nora (librarian, para)	530-4822	halsenn@psd401.net
Hanson, Joanna (2 nd grade teacher)	530-4841	hansonj@psd401.net
Haug, Rhonda (4 th grade teacher)	530-4851	haugr@psd401.net
Henschel, Lisa (5 th grade teacher)	530-4854	henschell@psd401.net
Hyde, Kathryn (1 st grade teacher)	530-4858	hydek@psd401.net
Johnson, Ardith (para)	530-4800	johnsona@psd401.net
Johnson, Lynne (5 th grade teacher)	530-4853	johnsonl@psd401.net
Knowles, Jennifer (K teacher)	530-4861	knowlesjl@psd401.net
Larson, Andi (science teacher)	530-4869	larsona@psd401.net
Lubin, Kim (counselor)	530-4845	lubink@psd401.net
Macdonald, Hollie (para)	530-4800	macdonaldh@psd401.net
Martin, Patty (2 nd grade teacher)	530-4840	martinpc@psd401.net
May, Margo (2 nd grade teacher)	530-4841	maym@psd401.net
McCarthy, Sally (kitchen)	530-4814	
McClelland, Patty (principal)	530-4800	mcclellandp@psd401.net
McCormick, Lorraine (secretary)	530-4806	mccormickl@psd401.net
Neal, Amy (4 th grade teacher)	530-4849	buckridgeneala@psd401.net
Northstrom, Missy (K teacher)	530-4862	northstromm@psd401.net
Olive, Sherry (librarian, technology)	530-4822	olives@psd401.net
Page, Kristin (3 rd grade teacher)	530-4847	pagek@psd401.net
Parker, Theresa (science)	530-4869	parkert@psd401.net
Rosenbach, Kim (3 rd grade teacher)	530-4844	schockrosenbachk@psd401.net
Rudsit, Linda (3 rd grade teacher)	530-4846	rudsitl@psd401.net
Satterthwaite, Melinda (para)	530-4800	satterthwaitem@psd401.net
Satterthwaite, Nicole (1 st /2 nd gr. teacher)	530-4863	satterthwaiten@psd401.net
Scherer, Laurie (3 rd grade teacher)	530-4843	schererl@psd401.net
Scott, Danielle (3 rd grade teacher)	530-4847	scotttd@psd401.net
Shanafelt, Alexa (4 th / 5 th grade challenge teacher)	530-4852	shanafelta@psd401.net
Tachell, Lynn (office manager)	530-4805	tachelll@psd401.net
Theinert, Tina (health tech)	530-4824	theinertt@psd401.net
Vaughn, Anca (occupational therapist)	530-4872	scholtevaughna@psd401.net
Walker, Leslie (resource teacher)	530-4868	walkerl@psd401.net
West, Heather (K teacher)	530-4864	westh@psd401.net
Williams, Mary (kitchen lead)	530-4814	williamsm@psd401.net
Wolf, Jim (head custodian)	530-4827	wolfj@psd401.net

Emergency Information

EMERGENCY/ACCIDENT

In case of serious illness or injury to your child, you will be contacted immediately. **It is imperative that your child's emergency information be kept up to date.** If any of your information changes during the year, please contact the office or send a note with your child.

In severe cases of illness or injury, we may call 911 for assistance. It is a priority to reach parents, but our primary concern is the health of your child. Again, it is essential that we have your current emergency information (phone numbers, emergency contact names and numbers).

DELAYED SCHOOL START OR CLOSURE

In the case of bad weather or other unusual circumstance, the school may be closed for the day or will schedule a 2-hour late start. This decision is made by 5:30am, so you can soon after find out the status of school using one of the following methods.

1. With our district's new communication system, **School Messenger**, you will receive a phone call telling you whether school will be opening late or will be closed, along with other pertinent information.
2. Other ways to find out whether school is delayed or closed include:
 - Check the school district's website <http://www.psd401.net> or the Public Schools Emergency Communication System www.schoolreport.org or www.psecs.wednet.edu.
 - Radio and TV stations provide information on the following stations:

Radio:

AM Stations				FM Stations			
KIRO	710	KMPS	1300	KLSY	92.5	KEZX	98.9
KING	1090	KITZ	1400	KMPS	94	KMGI	108
KOMO	1000	KIXI	880	KPLU	88	KBSG	97.3
KVI	570	KTAC	850	KUBE	93	KRPM	106.1
KJR	950	KJUN	1450	KZOK	102.5	KPLZ	101.5
KCIS	630	KLSY	1540	KCMS	105.3		

TV: KIRO 7, KOMO 4, or KING 5

- Parents and students are requested not to call the radio stations, the school, or the transportation center since phone lines are needed for operational purposes.

When there is a 2-hour late start, buses will operate two hours later than the regular schedule. All co-curricular events, e.g., athletics, field trips, and concerts, will be cancelled regardless of whether they are scheduled for before school, during school, after school, or in the evening.

In the event that Emergency Routes are announced in the morning, they will also be used in the afternoon, regardless of weather changes. Your emergency bus stop will likely be different than your regular stop. Each year, the district sends out Emergency School Bus Procedures. Please be sure to discuss this information with your child to determine the emergency stop and procedures.

EMERGENCY SCHOOL CLOSURE DURING THE SCHOOL DAY

In the event of a developing weather system, a sustained power failure or other unusual circumstances, it may be necessary to dismiss school early. Parents should formulate emergency plans should this occur. Every attempt will be made to reach parents or emergency contacts to notify them about the emergency dismissal and to make arrangements for student pick-up or delivery to home. If we are not able to reach parents or emergency contacts, students will be kept at school. **Students will not be released unless we are able to contact parents or emergency contacts.**

RELEASE OF STUDENTS DURING SCHOOL DAY TO AUTHORIZED ADULTS

Students can only be released to authorized adult(s). This includes parents and those listed as emergency contacts. If your child is to go home with someone not listed as an emergency contact, please send a note, or contact the office to give us direction and permission.

IMPORTANT: If there is a restraining order or parenting plan that is relevant to your child, we must have a copy for your child's file in order to comply.

If there is an emergency, we will only release students to people listed as emergency contacts/ authorized persons, or who a parent specifically authorizes when we contact the parent.

EMERGENCY DRILLS AND PROCEDURES

Voyager has developed and practiced emergency procedures to ensure we are prepared for any emergency that may arise. We regularly practice fire, earthquake and lockdown drills with students.

For a more comprehensive emergency, we have developed a plan based on the ICS model (Incident Command System) that will be implemented in the event of a severe fire, earthquake, windstorm, bomb threat, building intruder, etc. If you would like to review our detailed plan, contact building principal, Patty McClelland.

Health and Safety

INSURANCE

There is a School Insurance Plan available to all students. The policy includes medical accident, dental accident, and life insurance. These policies are made available as a public service; the school or school district receives no fee or commission for these policies. Additional information concerning these policies can be requested at the office. You are encouraged to obtain this inexpensive insurance if you have no medical coverage.

ILLNESS

When your child stays home sick, a call to the 24-hour attendance line (530-4807) is sufficient notification (a note is not required).

In order to control the spread of germs, please keep your child home if he/she:

- Has a temperature of 100 degrees F or higher
- Is vomiting or diarrhea
- Has heavy nasal discharge
- Has a rash of unknown origin or pink eye
- Has symptoms of a communicable disease
- Has been ill within the past 24 hours

Please do not send your student back to school until they have had a normal temperature and have been symptom free for at least 24 hours. When at school, every child will be expected to participate in all school activities, including P.E. and recess, unless the school is notified otherwise.

INJURY OR ILLNESS AT SCHOOL

A certified school nurse, health technician, or office staff will assist children who are ill or injured. If minor first aid or a few minutes of rest is not enough to help your child return to class, we will call you to pick up your child. If we are unable to reach you, we will call the person you have designated as the emergency contact person. **It is imperative that your child's emergency information be kept up to date** (please see the Emergency Information page #15 for further information about serious illness or injury).

MEDICATION

Medication is rarely given at school. Whenever possible, parents and the physician are urged to design a schedule for giving medication outside of the school hours. When it is deemed necessary to administer medication during school hours, Washington State Law requires that you must complete a form (Physician's Order for Medication), which you may obtain in the school office or from your health care provider. **This form must be completed by your child's physician, and signed by the child's parent and physician, and a copy placed on file in the health room. A note with the parent's signature is not sufficient.** All medication is to be kept locked in the health room and will be given to students at the appropriate time.

Medication must be sent in the original container with the pharmacy label. Most pharmacies will gladly give you an additional container for school if you ask. Medications should be brought to school by the parent and not sent with the child. Medications must be kept in the health room to ensure safe storage and correct administration. **Medications should be picked up at the end of the school year.** New medication will need to be provided and forms updated at the beginning of each school year.

Pain relievers (Advil, Aspirin, Tylenol, etc.), decongestants, antihistamines, cough drops, etc. are considered medication and cannot be given without a written doctor's order. It is permissible for a parent to come to school and give their child medication.

LIFE-THREATENING CONDITIONS

A recent law enacted in Washington State (Substitute House Bill 2834), helps us provide for the safety and health of children with life-threatening conditions.

The law defines a life-threatening condition as "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place." Any child with a life-threatening condition such as severe allergic reactions, asthma, diabetes, seizures, etc., are now required to have a medication or treatment order and a nursing plan in place before they start school. The medication or treatment order must be from the child's licensed health care provider.

If a medication or treatment order is not provided, the district is required to exclude the child from attending school until an order has been provided.

If your child has a life-threatening health condition that may require medical services to be performed at school, it is vital to your child's safety that you immediately notify your school's principal and nurse. The necessary forms will be provided, and a time will be arranged for you to meet with a school nurse.

HEALTH SCREENING: VISION - HEARING - SCOLIOSIS

During the school year all students are screened for vision and hearing. 5th grade students are also checked for scoliosis (curvature of the spine). After these screenings, parents are contacted if the results warrant further professional testing.

All new students entering after health screening has taken place, are checked soon after enrolling. Any student may be tested during the year by parent or teacher request.

RECESS SUPERVISION

Paid supervisors monitor all outside recess periods and indoor rainy-day recesses. The primary responsibility of the supervisor is to see safety rules are followed. Teachers, the counselor and the principal will assist in solving problems with students that can't be quickly resolved on the playground.

If you need to take your child from school during the day, please be sure to check your child out through the office. If your child is on the playground, office staff will contact supervisors to send your child in.

HEALTHY SNACKS AND LUNCH

These years are critical to your child's growing body. Please pack healthy lunches and snacks. Fruit and vegetables are better than candy or other sugar-based foods.

ANIMALS

We do not allow animals to visit school unless there is an exceptional situation or if they are part of an instructional activity. The district requires paperwork be completed for any animal visit to school. Please see the principal if you have questions.

For students' health reasons, we appreciate that the community refrain from walking their dogs on the playground. If we aren't able to quickly locate owners, dogs on the playground will be picked up by Animal Control.

CLOSED CAMPUS

Once a child arrives at school, he/she may not leave without permission from the school office. Students are not allowed to go home for lunch.

Parents need to send a note or call if a child is to leave early or be picked up by an adult other than the parent. If picking up a child before the end of the school day, parents are to come to the office where office staff will locate your child, and sign out in the student log book.

PLAYGROUND - AFTER SCHOOL HOURS

If your children plan to play on the playground after school, please have them report home after school, before they play. We cannot allow them to call home from school. Due to safety factors, it is highly recommended that you accompany your children if they plan to play at school during off school hours.

Instruction/Assessment

ASSEMBLIES

Assemblies are a way we enrich our regular program and provide an opportunity for students to learn to be good listeners and members of an audience. The PTA provides funding for our assemblies and we thank them for this meaningful learning opportunity!

Parents will be notified of assemblies through the monthly school calendar and newsletters and are always welcome to attend.

At an assembly, students are expected to:

- Enter and exit in an orderly manner.
- Give their full attention to the speaker as soon as that person is in front of the group.
- Listen (hands and feet to self, no talking) during the program.
- Show their appreciation by clapping at the appropriate times (no booing, yelling or whistling).
- Stay seated during the program.

FIELD TRIPS

Field trips are a continuation of classroom learning experiences, giving students an opportunity to see first hand things they have studied. Permission slips are required. Forms will be sent home for you to sign several days before the trip. Parents will occasionally be asked to pay a small fee to cover transportation or entrance fees, etc. If you need help with fees, contact your child's teacher or the school counselor for financial support.

Parents are sometimes needed to assist on trips. So that parents can devote their full attention to their chaperone responsibilities, younger siblings are not allowed on field trips unless special arrangements are made with the teacher. Let your child's teacher know if you are interested in being a chaperone.

HOMWORK POLICY

Homework is for enrichment, finishing incomplete work and the purpose of increasing the potential for long term retention of the subject matter through repetition/practice.

Parent Responsibility for Homework:

1. Provide a quiet place to study.
2. Establish a routine/set time for when homework is to be done.
3. Have necessary supplies available (paper, pencil, dictionary, etc.)
4. Show support for the child's effort. Provide guidance and help if needed but be sure your child does the work.
5. If your child is having difficulty, have your child stop working and contact the teacher.

CURRICULUM

You can find the district curriculum on the district website (<http://www.psd401.net/>), under 'learning and teaching.' If you have specific questions, you should talk with your child's teacher.

WASL (Washington Assessment of Student Learning) has been revised and renamed. It is now known as the MSP - MEASURES OF STUDENT PROGRESS

As this document goes to print, we do not know all the details about the new state assessment, so watch for details next spring. We currently know the following:

Grades 3 - 8 Measures of Student Progress (MSP)

Beginning in spring 2010, the MSP for grades 3-8 will be available in two formats: paper/pencil and online. Test administration windows are different depending on the delivery format used. For the **paper/pencil test**, the administration window is **Wednesday, May 12 through Friday, May 28**. For the **online tests**, the administration window is **Monday, May 10 through Friday, June 4**. More information is forthcoming regarding the option to test online. Paper/pencil tests will be available for all students.

Except for Writing, subject area tests in elementary grades are single-session tests taking approximately 75 minutes each and middle school subject area tests are single session tests taking approximately 90 minutes each.

Grades 10-12 High School Proficiency Exam (HSPE) - only available as a paper and pencil test for 2010

The administration dates are as follows:

- Reading: Tuesday, March 16 (one 120-minute session);
- Writing: Wednesday, and Thursday, March 17-18 (two 120-minute sessions);
- Mathematics: Tuesday, April 13 (one 120-minute session); and
- Science: Thursday, April 15 (one 120-minute session).

Times are approximate. Students can still work as long as they are productively engaged. All tests will have fewer items.

All 3rd, 4th, and 5th grade students take part in this state assessment. It is an opportunity for us to find out how well we are doing as a school in meeting the Washington State Essential Academic Learning Requirements (EALRs) and Grade Level Expectations (GLEs). As part of our School Improvement Planning process, we use this data to help us know what curricular areas need additional focus.

These assessment scores also give us valuable information about individual students' achievement in core subject areas. We do not yet have information about how quickly scores for the MPS will be available, but with the WASL, scores were sent to individual families in September. We anticipate that, as before, the scores will be used by the next year's teacher and the grade level teams to help determine where additional support or challenge will be needed. WASL scores from spring 2009, will be mailed in September and will be used to inform instruction this year.

In this time of close accountability, state assessment is an important measuring tool. However, it is only one indicator of an individual child's achievement, and we keep that in clear perspective, using other assessment tools throughout the year to determine what students know and where they need further instruction.

The district's curriculum materials have been selected because they help students learn the content that has been identified by the state as essential in each grade level. A teacher who is teaching the district curriculum is preparing his/her students to be successful on the state assessment. Therefore, our focus is to teach the curriculum so our students are successful in the areas of reading, math, writing and science. When that occurs, along with some instruction and practice with the format of questions on the state assessment, the MPS takes care of itself.

If you have any questions about this assessment, or our approach to it, please contact the principal.

MSP (MEASURES OF STUDENT PROGRESS) DATES

Four weeks are reserved for state assessment → May 10 - June 4, 2010

Because we do not yet know if we will test using paper and pencil or electronically, we ask that you save the entire testing window until more details are known.

Please do not schedule vacation, appointments etc. during these testing dates. Make-ups will be arranged for students who miss, but unless a student is sick, it is important that your child is here for the assessment. During testing time, to help students do their best, please keep your child on a routine, be sure he/she eats a healthy breakfast, and have him/her get plenty of rest.

Meal Program

Welcome to the Kids Way Café! Below we have listed some highlights of the Peninsula School District Child Nutrition Program. It is our pleasure to serve your child and look forward to an exciting year!

Daily we offer a nutritious breakfast with an assortment of multi-grain cereal, fruit, and fresh low-fat milk. In addition, we offer a daily hot breakfast special. We encourage students to eat breakfast at home, but when that isn't possible, they are able to eat a healthy breakfast here.

Daily for lunch we offer several choices in our Kids Way Café. We have a featured "Main Event" as well as several stations for your child to select from including:

The Wellness Station: Featuring Fresh Wraps and Fresh Salads.

The Deli Station: Featuring Hoagie and Tuna Sandwiches

The Bun Station: Featuring Hamburgers, Cheeseburgers, and Hotdogs

The Pizza Station: Featuring Pepperoni and Cheese Pizza (Mon, Wed, and Friday only)

Included with each meal purchased are fresh low-fat milk and unlimited fruit and vegetables from our Salad Bar.

Meal Prices

Breakfast:

Paid: \$1.25

Reduced Price: No Charge

(Adult: \$1.90)

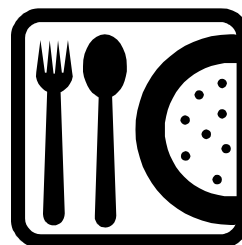
Lunch:

Paid Meals: \$2.25

Reduced Price: No Charge for K-3 students

\$0.40 for 4-5 students

(Adult: \$3.00)



Milk is part of every breakfast and lunch, but can also be purchased separately for \$.50

To apply for the free or reduced program - applications are included with your child's 2009-2010 start of the year packet. Applications are available in each school office.

Pre-payment for Meals

Peninsula School District Food Service uses a computer accounting program named Mealttime. You may deposit money for your child in any increment for purchase of breakfast or lunch meals. At the beginning of the year your child will receive a special Mealttime number that will be their "lunch number" as long as they attend that school.

Mealttime has the capability to accept payments online and apply them to your child's account. Log onto www.mymealttime.com to register. Once registered you will be able to check account balances and view transactions.

Questions About Our Food Service Program?

If you have any questions, the food service staff is happy to help. You may contact Sid Taylor, the Food Service Director at 530-1015 or contact the Voyager Kitchen Lead, Mary Williams, at 530-4814.

LUNCHROOM BEHAVIOR EXPECTATIONS

In the lunchroom all students are expected to:

- Walk.
- Sit at your assigned table with your class.
- Keep your area clean.
- Stay seated during the lunch period.
- Raise your hand if you need anything.
- Follow all school rules.
- Bring what you need for recess to lunch.
- Stop talking if an adult is at the microphone.
- Use indoor voices.
- Not throw anything.

Discipline steps:

- 1 = Warning
- 2 = Assigned place to sit
- 3 = Conduct slip

Students will be dismissed by tables. Students will be responsible to clear their space of trash and wipe their table prior to recess dismissal.

When the lunchroom is well maintained, students will be provided 'sit by a friend' day.

PARENTS VISITING DURING LUNCH

Parents are always welcome to come and eat lunch with their child. When you come, we ask that you either bring a homemade lunch or purchase a school lunch. If possible, we prefer that you do not bring fast food with you - Thanks!

Other Important Information

CELL PHONES and ELECTRONIC TOYS

Cell phones and electronic toys may not be used at school. If your child brings one of these items to school it must be turned off and stored in the backpack while on school grounds. The school cannot be responsible if it is lost or stolen. *A school phone is available to students who have a legitimate need to make a phone call.*

HOLIDAYS

There are some traditional holidays, e.g., Halloween and Valentine's Day, that are observed by parties or festivities at school. Should parents disagree with these observances, please contact your child's teacher and explore alternate activities that can be agreed upon. It is also permissible to keep your child at home during these times if you choose. Anytime a child is kept out of school for a holiday related reason, the parent or guardian should contact the teacher so you can make a plan that best matches the day's scheduled events. You should also call the office attendance line to explain the absence (530-4807) no later than the morning of the absence.

LOST AND FOUND

Our school has a lost and found cabinet available during school hours throughout the school year. It is located near the gym. Parents are invited to claim their children's lost articles at their convenience. Parents should be sure their children's possessions are labeled with your child's name (i.e., sports equipment, lunches, and clothing) to ensure proper identification. Items not claimed are given to charity at the middle and end of the year.

OUTDOOR PLAY/RAINY RECESSES

Children perform better during the school day if they can go outside for recesses and can participate in PE. Students should dress with adequate outer clothing and shoes.

Students are sent outside to play in light rain, but are kept inside if the rain is heavy. Be sure your child brings an outer garment that can get wet outside and be taken off when students return to the classroom.

PENINSULA ATHLETIC ASSOCIATION (P.A.A.)

The P.A.A. offers soccer in the fall, basketball in the winter, and baseball in the spring. Although forms are distributed by the school, and many games are played on school property, P.A.A. is not affiliated with the school. If you need information you may call P.A.A. at 253-858-7678.

PERSONAL PROPERTY AT SCHOOL

Students who bring personal property to school (e.g., balls, toys, etc.) do so at their own risk. Personal play things sometimes get lost or broken. Due to student rights and responsibilities laws, Voyager personnel will not become involved in such disputes or searches.

SCHOOL PICTURES

Both individual and class pictures will be taken during the school year. You will be notified prior to the date. Parents are under no obligation to purchase these items.

STUDENT DRESS CODE

Students are asked to dress in a manner that it is **non-disruptive and does not present health and safety problems**. Students who fail in this respect may be sent home to properly dress for school. The school recommends a neat, clean, well-groomed appearance. Clothing which is considered "grubbies" or beach wear is not considered appropriate for school.

- Changing hair color is discouraged as it can be disruptive.
- Swimsuits, halter tops, spaghetti straps, or half shirts (shirts should cover the stomach) are not allowed.
- Shorts and skirts should not be shorter than the tip of the student's fingers.
- Tank tops should fit snug around the arms.
- Wearing hats/hoods in the building is prohibited.
- For safety reasons, flip-flops and sandals/shoes without heel straps are not allowed.
- Shoes with rollers/wheels are not allowed.
- Pictures, designs and writing on clothes must be in good taste (no beer, tobacco, alcohol, bad language, negative messages)

THURSDAY FOLDERS

Every Thursday, your child will bring home a folder with paperwork in it. This is our primary way to communicate with you and is very important. The folder will include announcements about upcoming events, permission slips, the school newsletter, your child's completed work and other items. Please take time and go through this folder with your child and return the signed folder to school with your child on Friday.

VOTER REGISTRATION

Any citizen 18 years of age or older may obtain voter registration forms in our office. We encourage all citizens to vote on all issues.

YOUNGER SIBLINGS AT SCHOOL

When parents come to visit or to volunteer, it is often convenient to bring along a younger sibling who is not yet in school. We welcome these young, pre-Voyager students, but appreciate your close monitoring of their behavior. If they are disruptive to the classroom, please make it a priority to take care of their needs, and if necessary, remove them from the classroom. Please note that the workroom contains possible hazardous equipment, so young children should be watched carefully.

YMCA

The YMCA offers before and after school care. Please call 253-534-7840 for information regarding cost and registration. The YMCA operates independently of the school.

On **Wednesday morning**, the YMCA provides FREE childcare from 8:50-9:50am, during the late start. If you plan to use this service, please pre-register your child so we can be sure to have an adequate number of supervisory staff. The registration form can be found on the district website: http://www.peninsula.wednet.edu/education/onsite_childcare.asp - click on 'registration form.' We appreciate the partnership of the YMCA in providing this helpful service for our families.

PTA (Parent Teacher Association)

Parent Involvement/Volunteers

We, the Voyager PTA, would like to welcome all the Voyager families to Voyager Elementary School. Members of the PTA are parents or guardians of children who attend Voyager Elementary. Our purpose is to benefit the students and the school.

The PTA provides volunteer help for the school, serves as liaison between the school, the parents and the community, and raises funds to help provide beneficial materials or services to the students and/or school.

Our elected officers run the PTA. The president presides over the monthly meetings from September through June. The vice-president coordinates special activities. The secretary produces the agendas and minutes for each meeting. The treasurer maintains our financial accounts. We communicate with our membership through a newsletter and bulletin board located in the main entry. Our past events have included Meet the Teacher/Ice Cream Social, A-Too-Fa-Ta, Halloween Carnival, Read and Lead Program, Auction, Winterfest and Movie Night.

Fund raising efforts have provided playground equipment, science equipment, AR books and tests, computers, printers, and scholarships for students. Last year the PTA purchased 10 new high-quality radios (walkie-talkies) for the school. The PTA provided a new computer lab for Voyager students in February, 2003. PTA completed Phase 1 of our new playground in the winter of 2006. Phases 2 and 3 were completed in the 2007-08 school year.

We look forward to seeing you at our monthly meetings and PTA sponsored activities!

THE PTA BOARD FOR 2009-2010

President	Sherine Rowhein	ninibelle@comcast.net
Vice President	Emily Bertram	emily@wabertrams.com
Co-Secretaries	Nicola Smith	ghwamom1@aol.com
	Diba Wickline	dibamwickline@yahoo.com
Co-Treasurers	Tracey Schneringer	TSchneringer@hotmail.com
	Sherry Flood	sheri.flood@gmail.com

MEETING DATES/TIMES

Please check your student directory for General meeting dates and times. The meetings are held in the YMCA room (located in the 1st grade portable) at 9:15am. Additional information will be provided through the PTA newsletter in September.

VOYAGER VOLUNTEER PROGRAM – SECURITY MEASURES (THUMB-PRINTING)

The Volunteer Advisory Board (VAB) was formed several years ago to provide additional support to Voyager students and staff. The primary role of the VAB is to schedule volunteers to meet the needs of the classroom teachers and the support staff of Voyager.

Facilitating that goal, the school district has security policies regarding school volunteers. The office staff works with the VAB to be sure that each volunteer is thumb-printed and completes a questionnaire from the Washington State Patrol. Volunteers are required to have a photo taken that is placed on a photo ID to be worn while on school property. The VAB orients new volunteers to these policies and to the expectations of the Voyager Volunteer Program. We have a district volunteer agreement that volunteers sign and adhere to. Security clearance is good for 2 years. Watch the Stargazer for information about when thumb-printing can be done, or check with the office for further information.

VOLUNTEER AGREEMENT

We understand that the role of the volunteer in the school is a vital and important role. Volunteers need to understand the culture of the school environment, and work within it. Volunteers who work with students need to understand that confidentiality is vital, as is a positive approach with students. We thank you for your willingness to support our students as a volunteer and for your observance of the agreement. A copy of the agreement is included as part of the volunteer packet and is also available in the office.

Voyager  Volunteers!

Registration, Class Placement

REGISTRATION - WHAT IS NEEDED

If your child will be a kindergartner, you will need to bring a birth certificate, immunization record, proof of residence (power bill showing name and address). If your child was previously enrolled in another school, you will need to bring immunization records, proof of residence, and the name and address of the former school. You will be asked to complete several forms, including a medical history, registration card, and school history form.

KINDERGARTEN

Students can register for kindergarten if they will be five years old on or before August 31 of the year the child is entering kindergarten. Registration for kindergarten begins in the spring and can be done at any time the school office is open. There is one day during the summer that staff will be available for registration. This date can be found by looking at the school website (<http://www.vges.psd401.net/>).

CLASS PLACEMENT FOR THE NEXT YEAR

In the spring, teachers spend a lot of time carefully organizing students into classes for the coming fall. Many factors are considered so that every child is placed into a class where the child will feel comfortable and maximum learning will occur, and classes are balanced based on a number of criteria. Class lists are developed through a collaborative process that includes consultation with:

- Grade level teachers
- PE, music, science and computer specialists
- Counselor, resource teacher
- Recess supervisors

The principal makes final decisions about class placement and teacher assignments.

At Voyager, we ask that you trust the thoughtful placement process we use, and that your child will be placed in a class where s/he will grow and thrive. We ask that specific teacher requests not be made.

However, we realize that there are situations when additional factors should be considered as placements are made. If that is the case for your child, you are encouraged to either speak to the principal or to fill in a form you can get from the office and turn it in no later than the end of April.

MOVE UP DAY

Near the end of the year, students have the opportunity to go to the classroom they have been assigned for the coming year. They meet the teacher and the other students who will be in their classroom. They spend a short time, doing a 'get-to-know you' activity. A letter is sent home that day, notifying parents of the name of their child's next year teacher. This activity is a big success and helps students and parents relax through the summer.

It is understood, however, that sometimes there is an influx or decrease in enrollment that requires the addition or removal of a class. In that rare instance, the principal will call affected families during the summer, to let them know about the new placement for the fall.

Special Programs and Services

SPECIALISTS

All students have five, 40 minute specialist classes per week, along with a library lesson.

MUSIC

All K-5 students receive music instruction throughout the year. Students in grades 4 and 5 have the option of joining the choir, which meets as needed to prepare for various events.

PE

All K-5 students receive physical education instruction throughout the year. The year culminates in Field Day, which features a wide variety of physical events that students choose to participate in, and a finale that includes 'peel-the-snake' and 'tug-of war' competition between classes.

TECHNOLOGY

All students in grades K-5 receive computer instruction throughout the year. This includes keyboarding as well as word-processing skills.

SCIENCE

Throughout the year, all students receive science instruction in their regular classroom. In addition, each student in grades 1-5 attends a science enrichment class once a week with our science specialist to supplement classroom learning. The goal is for students to become scientifically literate through an inquiry-based science program, which includes investigating broad concepts, as well as specific content.

LIBRARY

Every week, every class has a chance to visit the library. There, they participate in a lesson focused on library use and have an opportunity to check out books for personal use.

SUPPORT STAFF

COUNSELOR

The counselor consults with teachers, parents, administrators, and other professionals about resources, programs, and individual and family issues. Student and parent conversations with the counselor are confidential. The counselor sees students individually, in small groups or as a whole classroom. Other structured groups are formed during the year for children who need support with anger/impulse control, friendship/social skills. When a child has ongoing behavioral difficulties, the counselor offers a week long intervention called "Choices Class" that focuses on helping the child be more successful with behavior choices.

The counselor is a valuable participant on several Voyager teams. The Student Success Team provides a way to discuss options for a student who is experiencing difficulty with academics, behavior and/or social-emotional issues. The counselor directs the 504 Team, which meets to discover if a student is having problems with a major life issue that meets the qualifications for a 504 plan. If so, the counselor helps develop the plan and identify the needed accommodations.

SCHOOL NURSE

A certified school nurse is assigned to Voyager for one day a week. Otherwise, office staff or the Health Technician will assist children who are ill or injured. The school nurse oversees health records, creates health care plans, monitors medication use, and is available to consult with students, parents and teachers. The nurse works to prevent and control communicable diseases and gives advice on immunization requirements. The nurse is available for home, office or telephone visits. If you wish to contact the nurse regarding your child's health, please contact the school. *Please see the "HEALTH" section for more information.*

OCCUPATIONAL THERAPIST

The Occupational Therapist (OT) is concerned with a child's motor coordination skills and how these skills impact the child's educational development within the classroom. The role of the OT is to screen, evaluate, and provide occupational therapy services to those children who demonstrate a significant delay in sensory skills, including gross, fine and/or visual-perceptual motor skills. Children must qualify for special education to receive OT services.

PSYCHOLOGIST

The primary function of the School Psychologist is to provide consultation and assessment services for students with learning difficulties, adjustment problems, or behavioral disorders. Assessment results not only help determine program needs, but also yield valuable diagnostic (prescriptive) information about a child's unique learning style. Consultation services are provided to both parents and teachers regarding appropriate placement, curriculum modifications, and behavioral management strategies for the classroom and at home. The School Psychologist is an appropriate contact person for parents who have concerns regarding their child's school performance.

SPEECH THERAPIST

The Speech and Language Pathologist (SLP) is concerned with a child's communication skills and how these skills impact the child's educational development within the classroom. The role of the SLP is to screen, evaluate, and provide speech/language therapy to children who show disordered communication in articulation, language, voice or fluency areas. In addition, the SLP consults with teachers and parents to help them provide for the child with communication differences and facilitate development of correct skills.

SPECIALIZED PROGRAMS

ENGLISH LANGUAGE LEARNERS (ELL)

Educational services are provided for students who do not speak English as their primary language. Specially trained staff work to help students gain sufficient command of English to function in the classroom.

LEARNING ASSISTANCE PROGRAM (LAP)

Our special education certified teacher oversees the Learning Assistance Program which is taught by a paraeducator. Every year, the staff uses data to determine which grade level will benefit most from this support. Parents are notified if their child is identified as one who will benefit from this additional support. This is not a special education program.

SPECIAL EDUCATION

This program is available for students who qualify for additional support with learning or behavior problems. If your child has problems that require special attention, please contact the classroom teacher or the principal to discuss next steps. Usually, a Student Success Team (SST) meeting will be the first step, to provide the team a chance to understand the concern and identify possible solutions. If the problem persists, a referral for assessment may be next, which is necessary to determine if a child qualifies for special education services. A student will not be tested for, or placed in special education without the full knowledge and consent of the parent. While in special education, no changes in program can be made with the full knowledge and consent of the parent.

HIGHLY CAPABLE

Students in grades 4-5 may participate in the Highly Capable Program, if they qualify. In the spring, parents or teachers of students in grades 3 and 4 can request that a student be tested for this program. Information regarding this process will be shared in the Stargazer (school newsletter), or can be found by calling the school office.

Students who qualify are invited to participate in the self-contained program, which is housed at Voyager. This year (2009-10), these students will be in a self-contained, 4th/5th grade classroom.

HOMELESS

The law defines you as homeless if your family lives in any of the following situations:

In a shelter, motel, vehicle, or campground; on the street; in an abandoned building, trailer, or other inadequate accommodations; or, doubled up with friends or relatives because you cannot find or afford housing.

As such, you have certain rights and protections under the McKinney-Vento Homeless Education Assistance Act. Please contact the school counselor for more information.

Student Behavior Expectations

At Voyager, we believe that all students can behave appropriately at school. We teach students our expectations. We help them learn to solve their problems in constructive ways. Respectful, positive behavior is encouraged and recognized. We teach and expect students to demonstrate cooperation with students and staff, positive communication, respect, and caring.

BEHAVIORAL PLAN

Part I: Beliefs

- Students are responsible for their choices.
- Good behavior is taught and expected.
- Misbehavior results in appropriate consequences.
- Communication between teacher, parent, and office is essential.

Part II: School Rules:

Students will:

- Keep your hands to yourself. (Inappropriate behaviors include hitting, pushing, fighting, rough play)
- Be kind with your words. (Inappropriate behaviors include swearing, bullying, teasing, verbal harassment, intimidation, threats)
- Have appropriate bus behavior. (Inappropriate behaviors include language, hands on others, not following bus rules)
- Be where you are supposed to be. (Inappropriate behaviors include going out-of-bounds, not having a pass)
- Be kind with your actions—follow playground rules. (Inappropriate behaviors include spitting, biting, vandalism, throwing debris, not using equipment safely)

Specific behavior that is expected of all Voyager students:

At all times, use behavior that is respectful to people and property.

- Treat all people (adults and students) with respect at all times. This means that hurtful actions or words are not to be used.
- Be on time to school and in from recess.
- Take good care of all school property, including text books, library books, furniture, and equipment.
- Violent play is not allowed at school. Students may not bring real or toy weapons of any sort. Students are not allowed to 'play fight' or to play with pretend weapons.
- No electronic games or devices at school. This includes cell phones. If these items need to come to school for any reason, they should remain off, stored in the student's backpack. The school is not responsible for the loss or damage of these items, so students are encouraged to leave them at home.
- No gum chewing without teacher permission.
- No eating during class without teacher permission.
- No passing out party invitations in school. This can create hurt feelings for those not invited and can be a disruption in class.

Specific behavior that is expected of all Voyager students (continued):

Use hallways without being disruptive.

- Walk, do not run.
- No talking.
- Go directly to and from destinations.

Use restrooms appropriately.

- Use appropriate etiquette.
- Use supplies properly.
- Use inside voices.
- Bathrooms are not a place for socializing.
- Wash hands with soap and water.

Demonstrate appropriate bus behavior (see transportation for rules while riding the bus).

- Walk to and from buses.
- Board the bus when given the proper signal from bus driver.
- Stand quietly in line without pushing, shoving or cutting.
- Stand and wait at the bus stop in an orderly manner and refrain from rock throwing, fighting, running across streets or taking any other action that causes a clear and present danger to self or to others.

Demonstrate appropriate assembly behavior.

- Walk quietly and orderly to and from the gym.
- Sit quietly.
- Give attention to the adult(s) in charge and the performers/presenters.
- Respond politely to questions or comments made by assembly leader.
- No inappropriate comments or noises will be made, such as screaming, booing, extended clapping or clapping in rhythm.
- Show appreciation by clapping, not by shouting out or using other noises.
- When assembly ends, look to teacher for directions.

Play in a safe manner in all games and on all equipment.

- Share and use good sportsmanship.
- Settle differences peacefully.
- No rough play on the playground.
- Do not enter the building during recess without a "pass" from a playground supervisor.
- When the recess bell rings, line up with your class and wait for your teacher.
- Leave rocks, bark, sticks, snow and other dangerous objects on the ground.
- Play only in assigned areas.
- Keep the building and grounds free of litter.
- Take turns on the equipment; count to 25 on the swing.
- No food on the playground without specific teacher permission.
- Leave unsafe and valuable objects at home, i.e., radios, CD players, hard balls, skateboards, scooters, etc.
- Electronic devices are not allowed at Voyager.

Part III: Behavior Related to Violence or Weapons

With the violent acts that occur in schools and our society, we have become extremely vigilant, particularly in regard to weapons and violence.

- It is illegal for a child to bring a weapon of any kind to school.
- We do not allow any toy weapons to come to school, and consequences can be severe.
- We do not allow students to play with pretend weapons or to play violent games.
- Threats are not allowed and are particularly serious if they involve a threat of violence or physical harm.

Part IV: Discipline Procedures

Discipline for misbehavior is to be progressive and appropriate for the situation. Voyager's procedures comply with Student's Rights and Responsibilities as delineated by Peninsula School District Policy and Washington State Administrative Code.

Classroom consequences will be determined by the teacher and may include using a warning system, playground restriction, parent contact, a 'big slip' which may include supervision center (loss of 30 minute recess), and/or referral to the principal. Playground misbehavior consequences are set by the playground supervisors and may begin with a warning, time-out, a 'big slip', and/or referral to classroom teacher and/or principal.

Serious student misbehavior and consequences are recorded on a Voyager Misbehavior Form (Big Slip). This form is sent home, signed by a parent or guardian, and returned to the classroom teacher. This procedure is meant to keep parents informed. Unless other consequences are more fitting, the student then spends the next lunch recess time in supervision center, reflecting on the misbehavior, its effect on others, and what the student could have done differently. Students who receive three "Big Slips" will attend Choices Class for one week during lunch recess with the counselor. The purpose of Choices class is instructional and provides students with the opportunity to review and practice more appropriate behavioral choices for the future.

Additional detail can be found in the *Parent/Students Rights and Responsibilities* on the District's website <http://www.psd401.net/> , or at <http://www.psd401.net/docs/Student%20Handbook%202007.pdf>

Part V: Staff Responsibilities

Teacher and Staff

Every teacher and staff member is responsible to set and teach specific expectations for appropriate behavior in their classroom/learning area and in the common areas of the school. Staff members are responsible for taking appropriate steps or corrective actions to resolve problems when they occur.

Principal

While most student behavior problems are expected to be resolved at an early stage, when a problem persists or is of a serious nature, the principal becomes involved. At that point, the principal will review the student's discipline problem and previous corrective actions to determine the appropriate action to be taken. Consequences for more serious or chronic misconduct may include restriction from non-academic activities, service work, parent-school conference, in-school suspension, suspension, or expulsion. When students are engaged in serious or dangerous behavior, or are referred repeatedly, parents will be called.

Transportation

SCHOOL BUS

Nearly all students living in the Voyager area are provided with bus transportation. You are encouraged to have your child ride the bus. You can get information about the bus your child rides and your bus stop by calling the school office (530-4800), calling transportation (530-3900), or checking the website: <http://www.psd401.net/busroute/default.asp>

If a student has problems on the bus, the driver will work with the student to solve the problem and may assign consequences such as assigned seating. If it persists or is a major problem, parents and/or the school will be contacted and further action will be taken. In serious situations, a student may be suspended from the bus for a day up through the remainder of the year.

If you have questions, you are invited to call the transportation department or the Director of Transportation, Annie Bell at 530-3900. Her email is bella@psd401.net

BUS RULES

1. The driver is in full charge of the bus and passengers and is authorized to assign seats.
2. Students will remain seated while the bus is in motion.
3. Students will speak with a conversational voice and will refrain from the use of vulgar and abusive language.
4. Students will throw away trash in an appropriate waste receptacle.
5. Students will keep windows closed unless given permission by the driver.
6. Students will keep their head, hands, feet, and all personal possessions to themselves, inside the bus, and out of aisles.
7. Students will keep objects that injure or anything that may be used as a weapon off the bus (matches, glass, sticks, etc.).
8. Students will treat the bus driver and other passengers with respect.
9. Students will not eat or drink on the bus.

CAR DROP OFF/PICK UP

We encourage parents to put their child on the bus, but we understand that there are many reasons to drive a student to/from school. These guidelines will help make the drop-off/pick-up process safe, as well as efficient. We know that there is sometimes a LOT of traffic, and the better these guidelines are followed, the safer and quicker the traffic will move.

GUIDELINES FOR PARENT DROP OFF AND PICK UP

- Enter the parking lot by going to 56th Street (between Voyager and Kopachuck). Enter the school grounds at the first entrance on the left. (The second entrance is used by buses.)
- As you move toward the school, you will see that there are two lanes. We ask that you use BOTH lanes, so we can have as much traffic moved off 56th as possible. When the two lanes turn into one lane to go past the school itself, please merge every other car.
- When you get to the front of the school, pull forward as far as you can.

GUIDELINES FOR PARENT DROP OFF AND PICK UP (continued)

- Only allow your child to leave/enter the car in the drop-off/pick-up zone. That zone is identified with a sign and paint along the curb. This allows our supervisors to see students as they enter and exit cars, which is an important safety precaution.
- Children should leave/enter the car quickly. When possible, for safety and efficiency, they should use the passenger side of the car.
- Do not leave your car. If your child is not ready, you are invited to park in a parking spot rather than wait in the drop off/pick up zone.
- Exit the school grounds onto Kopachuck Drive.
- Thanks for your patience. There simply is no way to have all the cars arrive at the same time of day without having some people wait in line.

We prefer that you use the drop-off/pick-up lane, but if you deliver your child to the lower parking lot, we ask the following:

- Park in a parking space. Please do not park behind cars, even when you will only be there for a few minutes. Do not park in the lined area in front of the stairs.
- Walk your child all the way to the sidewalk in front of the school. We do not want children crossing the drop off/pick up road without an adult.
- Unless weather is miserable, we ask that you please wait to cross until we get the new set of cars pulled up to the curb. You can then cross, walking between the stopped cars. If you cross when cars are in the process of pulling forward, it can be more dangerous. And while cars will stop for you, that slows the drop-off/pick-up process significantly when there are a lot of people crossing.

Final safety precaution:

- **No Cell Phones** - Please do not talk on your cell phone as you drive through school property. We have a lot of people moving around and it is best that you keep your full attention on the traffic and people around you.



PARKING LOT

- The parking lot is designed to be one-way. Come in the south entrance and leave through the north entrance. Even if you arrive before or after school hours and/or you are only coming partly into the lot, you are asked to follow this rule. There have been some 'near-hits' when someone was leaving the parking lot and found themselves nose-to-nose with a car that is entering the exit.
- Do not park in areas that are not designated parking spaces.
- When you park, your car should not block other cars.
- Please respect the handicapped parking spots and only use if you have a handicapped tag.