

PRE-ARRANGED ABSENCE FORM

It is a state law that schools have in writing or receive a phone call as to why a student is absent. No absence or tardy will be excused without a note or a phone call. The only excusable absences are illness, medical / dental appointments, religious occasions and funerals. The principal may approve personal reasons on a case by case basis. For additional attendance information, refer to the attendance section of the handbook.

Vacations must be approved by the principal two weeks in advance for them to be an excused absence. Please complete the Pre-arranged Absence Form and return to the school office. Notes for anything other than vacations will only be accepted up to two (2) days after a student returns to class.

Tardies will not be excused for oversleeping or missed bus. Please call 425.431.7374 and press #1 to report an absence or tardy, state your child's name, room number and the reason they will be missing school.

used as part of a District approved curriculum; and turtles (greater than four inches), fish and frogs kept in clean and maintained aquariums. Service and therapy dogs must have current vaccinations, be trained and registered, and kept on leashes. Any animal may be restricted from school property should the animal become aggressive or a nuisance, including service and/or therapy dogs.

No other animals are to access District school buildings or vehicles with students, parents or staff. These include dogs, cats, chickens, ducks, reptiles and snakes, tarantulas, ferrets, rabbits, gerbils, hamsters, guinea pigs, mice, rats, birds, horses and ponies, dead animals, animal parts, and ant farms. The Superintendent shall establish procedures to ensure health and safety for staff and students when animals are brought onto school property.

Need to add information about birthdays.

Rainy Days

It is our intent to send students outside every day at every recess. We do not have a covered area so that means, when there is a drizzle or light rain your child needs to have a heavy sweatshirt, sweater or coat and preferably closed-toed shoes. There are rare occasions when we have indoor recess, but please send your child with clothing that will keep them warm and dry even in wet weather.

Lunch

All students have a selection of three main dishes at lunch each day. A salad bar with fruits and fresh vegetables is part of the lunch selection as is the choice of chocolate or regular milk. Children are permitted to make their own choices at lunch. If you wish to provide guidance to your child regarding their lunch choice, please discuss it with them. A monthly menu calendar sent home with students provides information about the rotating main dish offered each day. Kindergarten students are served first and provided with assistance in purchasing their lunch and getting started.

Students may purchase lunch with cash on a daily basis or may pre-pay online. Checks for lunches are to be made out to Edmonds School District and your child's name and room number should be noted on the check.

The meals costs for Elementary students for the 2014-15 school year:

Breakfast	\$1.50
Lunch	\$2.95
Milk	\$0.50

Students may also bring lunch from home. For safety reasons, we request that no glass containers be brought to school. Students are encouraged to bring water, milk, or other fruit juices with their lunch.

Breakfast

Breakfast is served in the gym, starting at 7:30 am. A hot breakfast item and/or cereal, milk and juice are usually available, although hot breakfast is not served the morning after long breaks. Breakfast is not served the last day of school.

Free and Reduced Lunch/Breakfast

If you have a financial need, your child may qualify for free or reduced lunch and breakfast. Be sure to ask the school office for more information. You may apply for the free and reduced lunch program at any time should your financial situation changes during the year. Meals costs for this program:

Breakfast	Free
Lunch K-3	Free
Lunch 4-6	\$0.40

Pets/Animals

Pets are not allowed at school. The Edmonds School District is committed to providing a healthy and safe environment for all students and staff. It is the policy of the Edmonds School District to only allow animals inside District schools and buildings as defined below.

Animals which will be allowed in and on school property are: service dogs; therapy dogs which have been approved by the District and which support a District program or curriculum; animals which are

STUDENT LIFE AND ACTIVITIES

School Telephone

The school is served by very few telephone lines. It is necessary to limit pupil use of the phone to school related matters only. Permission to call home about visiting a friend after school is not considered an emergency. Arrangements for after school activities should be made prior to the school day. Students should remember to bring books, homework, papers, and musical instruments so that they will not need to call home from school. The school telephone number is 425.431.7374.

Lost and Found

1. Articles of clothing or other items found on the school grounds are put in the Lost and Found box under the main courtyard stairs.
2. Any article which is marked with a child's name may be returned to that child. Unidentified items are put into the "Lost and Found" box until the end of the month.
3. Items not claimed will be sent to our District clothing center and distributed to appropriate students.

Clothes For Kids

Clothes for Kids, a local non-profit organization is available to district students and families. The organization provides clothing and school supplies. If you wish to receive or donate items, please call 425.431.7285 for more specific information.

Personal Belongings

Please do not allow your children to bring items of monetary value to school. These items might include but are not limited to jewelry, I-Pods, toys, digital e-readers and electronic games. Edmonds Elementary assumes no liability for damaged, lost or stolen items (including money) that are left in classrooms, or in the student's possession. Please label all other belongings (lunch boxes, items of removable clothing, etc.). Students should only bring items to school that they use for learning.

Cell Phones

If your child brings a cell phone to school it must be turned off and stored in their backpacks during ALL school hours. Any cell phones not stored in this manner will be turned into the principal. Parents may be asked to pick-up the cell phone in the school office.

Bicycles

Bicycle riders are expected to obey the traffic rules that apply to vehicles. It is the parents' responsibility to decide whether or not their child has enough skill and judgment to ride safely. Parents who want their kindergarten, first and second grade child to ride bicycles to school are to send a note of parent approval to the office for principal approval. The school assumes no responsibility for bicycles, scooters, roller blades and skateboards that are brought to school. All bicycles should be locked.

1. All riders must wear protective headgear.
2. Ride on the right-hand side of the road (with the traffic).
3. Use the crosswalks when crossing the street at school.
4. Ride single file and use extreme care when approaching children walking to and from school.
5. Lock and park bicycles in the assigned areas.
6. No bicycles near the buses that are loading or unloading.
7. Students must walk bikes / skateboards / roller blades at all times on school property.
8. Skateboards, scooters, and roller blades are not to be used on school grounds at any time.

SCHOOL DISTRICT PROGRAMS AND INFORMATION

Federal Family Educational Rights and Privacy Act of 1974

The District is required to protect families from unauthorized release of certain information about students. However, "directory information" may be released without permission of parents, unless parents notify their child's school, in writing, of their objection by October 1.

Directory information is routinely released by the District in news releases, school event programs, and student directories, and may be released to law enforcement agencies as well. Such information is also released for the purpose of providing educational, scholarship, vocational/occupational and/or military information and services.

Directory information includes: student's name, parent's name, phone number, address, date and place of birth, major field of study, participation in officially recognized activities and athletics, weight/height of members of athletic teams, grade in school, dates of attendance, degrees and awards received and previous educational agency or institution attended by student.

Communication Process

Communication is essential for successful relationships and organization success. To that end, we will use the following guidelines for communication. Questions and feedback are important in the continuous improvement process. It is important that we have this conversation in a respectful, civil manner. Even when we disagree, it is important that we work hard to be role models for our students about how conflicts are resolved in a positive manner.

1. Contact the staff member directly responsible for the issue you have a concern about. Share your concerns and the facts or views you have. Be as clear as possible about what information you need or what you would like to have happen.
2. The school principal or supervisor of the program (such as Transportation) is also a valuable source of information. If you do not know whom to contact, the supervisor or principal can help. This step is also necessary if your concerns were not answered in Step 1.
3. If you are not satisfied with the answer or proposed solution to your concern at the principal/supervisor level, contact the Educational Services Center (425.431.7000) to speak with the administrator responsible for that school or program. In some circumstances, a formal hearing or review committee exists to review the matter. In all cases, we will review the issue with you and others concerned in the effort to reconcile the concerns and move forward.
4. If your concern is about a district-wide matter or about a superintendent-level decision, please contact the Superintendent's Office (425.431.7003).
5. If you have a question about Board policy or are not satisfied that the above process has produced a result you can accept, the Board of Directors will review your concern. In some matters, like student discipline, the Board may make a decision about the issue. In some cases, the Board of Directors is the final decision making body, while some matters may be appealed to other authorities. Personnel and individual student matters are handled in closed sessions with the board. Other matters may be presented to the Board in writing or at their regular meetings (usually the first and third Tuesday of each month).

This process is not to be used in a retaliatory manner.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL HARASSMENT

Notice to Students and Parents Regarding Equal Educational Opportunity and Sexual Harassment

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

Sexual Harassment

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent, or student who has testified, assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;
2. submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

- If your child has a doctor, dental, or other appointment that cannot be scheduled outside the school day, please send a note with the child the morning of the appointment. Students receiving an early release must be signed out through the main office.
- Help your child arrive at the recommended arrival time of 7:50 am. School begins at 8:00 am.
- Please keep your child at home if he or she has had a fever in the last 24 hours. We appreciate your child's attendance when healthy.

Vacations

Please schedule vacations during school scheduled breaks to minimize disruptions to student learning. Vacations require prior approval of the principal. A Pre-Arranged Absence Form is available on our website or in the main office. This form should be submitted two weeks prior to the absence. Final approval for an excused absence is made by the principal. If the vacation request is not excused, the office will notify parents. Families can then make other arrangements, such as having the student stay with a relative or neighbor, or rescheduling the vacation.

Actions Steps for Unexcused Absences

In accordance with state law, all students will attend and be punctual at regularly scheduled classes unless officially excused. The "Becca Bill" requires the District to:

1. Schedule a conference with parents after the second unexcused absence/truancy.
2. File a petition with the county court after the 7th unexcused absence in a month or 10th unexcused absence in a year. This petition may be filed earlier.
3. Report to the court additional absences, which occur after the first referral.

According to district policy #8130R, absences and tardies are excused for personal illness or injury (may require doctor's confirmation), doctor or dental appointments, participation in religious holidays or other absences deemed appropriate by the principal. School related absences/tardies are also excused.

Families are to complete a "Pre-Arranged Absence" form (available in the office) and submit them to the office prior to vacation absences. The form will be completed by the classroom teacher and attendance secretary. Final decisions for applications will be made by the principal (Policy #8125).

Tardiness and Early Dismissals

Tardiness and early dismissals hurts learning. Frequent tardiness and early dismissals of even a few minutes clearly interferes with an individual student's performance. By interrupting the class, it also disrupts other students as well. Reducing tardiness helps teachers to get morning learning activities underway for all students or eliminates time spent helping late arrivals to "catch up". Early dismissals interfere with instructional time and students may miss important information during the day's wrap-up, including homework assignments. To be excused, a tardy must meet the same general criteria as an excused absence. Tardiness clearly due to circumstances beyond a parent or student's control (such as a late bus) will be automatically excused.

If there is a frequent pattern of unexcused tardies or early dismissals, the school will contact parents detailing the occurrences. The intent is to work together to find possible solutions to maximize attendance and student learning.

ATTENDANCE POLICIES

THE COMPULSORY ATTENDANCE LAW OF THE STATE OF WASHINGTON requires students to regularly and punctually attend school and holds parents and schools accountable for attendance. A section of this legal code is known as the "Becca Bill," named after the tragic case of a runaway teen. The goal of this bill is to improve school attendance and reduce unexcused absences and tardiness.

Excused Absence, Tardies and Early Dismissals

Under district policy, an excused absence or tardy is one in which the parent, by phone call or note, presents a reason for non-attendance. Notification must be within two school days of the child's return to school. The **acceptable** reasons for an excused absence or tardy include:

- Illness
- Medical, dental or other appointment that cannot be scheduled before or after school
- Recognized religious observance
- Family emergency or event such as a funeral or birth
- A prearranged absence, early dismissal or tardy which the principal approved in advance.

These criteria guide schools in determining what is an excusable absence or tardy.

***Note:** A parent excusing a child's absence, early dismissal or tardy does not make it "excused" under district policy and state law. The event must meet one of the criteria above. School personnel will determine if an absence is excused (see reasons above) or unexcused (overslept, missed bus, etc.) in accordance with district policy and state law.*

Three unexcused tardies equals one unexcused absence.

A note from a physician is required after three consecutive days of absences.

Absence / Illness / Late arrivals

It is very important that you let the school know when your child will be absent or late to school. Please leave a message on the attendance line, 425.431.7374 Option #1. The parents of all children not in attendance and not previously excused will be called by our safe arrival program. This is our way of checking to make sure the child is safe at home if they are not in attendance at school.

How Parents Can Help

Report absences and tardies on the attendance line at 425.431.7374 Option #1 prior to 7:45 am on the morning they occur. This feature is available 24 hours a day. Please record the child's name, teacher's name and the reason for the absence. In the event that our office staff does not hear from a parent concerning an absent student, we will attempt to make contact with the parents at the telephone numbers listed on the student record. This procedure insures the safety of your student if he or she does not arrive at school. If we are unable to contact anyone, the absence is recorded as unexcused unless we receive a note within two days of the child's return to school.

- Verification of student absences or tardies with a note helps us check on truancy and communicable disease trends. It is the responsibility of individual parents to ensure that your child's absence or tardy is excused within two days of each occurrence.

SPECIAL AND AFTERSCHOOL PROGRAMS

Instrumental Music for 5th & 6th Grade Students

Instrumental instruction is offered to interested elementary pupils in beginning and advanced band and stringed instruments. There is no charge for this instruction; however, families are expected to rent or purchase the instrument used. Information about musical instrument rental locations and district scholarship information will be provided by the music teacher. All students are encouraged to participate.

Speech and Hearing Therapist

A speech and hearing therapist is assigned to our school. Early in the school year the therapist will screen all students in grades K- 6 and new enrollees for hearing problems. During the year the therapist will conduct classes for students with speech problems.

Student Services

The Edmonds School District offers a number of special services to students through Special Education funded programs. Special classes are available for students with identified conditions, which interfere significantly with their educational progress. Support services to students who qualify are provided by Speech and Hearing Therapists, Physical/Occupational Therapists, School Psychologists and Itinerant Teachers. Parents who feel their child has a possible condition which significantly affects his/her school progress should contact the school principal (425.431.7374) or Student Services (425.431.7200) to discuss mutual concerns.

The Child Study Team is a weekly meeting of the school counselor/psychologist, school nurse, learning support teacher, principal, and classroom teachers to determine the best educational strategies for meeting the needs of individual students. Teachers or parents may refer students to the Child Study Team.

MOVE 60

This district sponsored program encourages and provides opportunities for students to exercise and move for 60 minutes per day over four school days. The MOVE 60 program is scheduled Monday-Thursday from 2:30-3:30 pm. The program goal is to fight childhood obesity, improve student health issues, offer an opportunity to play sports, and to provide the physical, social and emotional benefits of extra exercise to students. Families must provide transportation following the program. Space is limited to 50 participants over the span of three different sessions (fall, winter and spring). Information and student participation applications are sent home with students prior to the start of each session.

Afterschool Programs

Additional afterschool programs may be provided to students including Foreign Language Clubs, Art Wizards and/or Math Club. These activities could be sponsored by the school or may be sponsored by an outside organization. Information will be made available to all families regarding afterschool activities and clubs on a yearly basis.

medication to a child, the physician must complete this form at the time the medication is prescribed. It is important to keep this information updated.

Immunization

The school immunization law requires that all students attending kindergarten through sixth grade must be immunized per WAC 246-105-030. Exemptions are allowed if a Certificate of Exemption is completed for medical, religious, philosophical or personal reasons. However, students may be excluded from school if an outbreak of a disease occurs that they have not been fully immunized against. If you have any questions, contact the school nurse. Certificate of Immunization Status Forms are available in the school office. If you have any questions, contact the school. Certificate of Immunization Status Forms are available in the school office.

Insurance

School insurance is offered to our students. This is a voluntary program offered for your convenience. Applications are included in the first day packets and are available in the school office.

ACCIDENT/ILLNESS AND MEDICATION

Injuries and Illness at School

If a child is ill or injured at school, he/she will be given emergency first aid treatment, and parents will be called if needed. If parents cannot be reached at home, the emergency contact person listed on the registration form will be called. If no one is available to come for the student, we will use our best judgment on whether to call 911 or to keep the child in the nurse's office. Every year, there are several instances where sick or injured students are suffering needlessly because the staff cannot contact parents. Please remember to update your emergency phone numbers.

If your child shows the following symptoms, it will be necessary to pick him /her up at school:

APPEARANCE, BEHAVIOR – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable

EYES – White or yellow drainage, vision change, and/or redness of the eyelid or skin around the eye, itchiness, pain or sensitivity to light. This may be a sign of "pink eye" (conjunctivitis) and need medical evaluation. However, students can be in school if there is only minimal redness to the white of the eye and no other signs.

FEVER – temperature of 100 degrees Fahrenheit or higher. Student needs to be fever free for 24 hours before returning to school.

EAR PAIN WITH FEVER – Untreated ear infections may cause permanent hearing loss so consult with the student's health care provider.

PERSISTENT NASAL DRAINAGE AND/OR CHRONIC COUGH – may need to be seen by a health care provider.

SORE THROAT – especially with fever or swollen glands in the neck – A student with a confirmed diagnosis of strep throat may return to school after 24 hours of appropriate treatment.

DIARRHEA – 3 or more watery stools in a 24 hour period.

VOMITING – vomiting 2 or more times within the past 24 hours.

RASH – body rash, especially with fever or itching. Exceptions are rashes due to heat, diapers, and allergic reactions which are not spread to others.

SCABIES – Students with scabies may return to school 24 hours of beginning of treatment.

CHICKENPOX- Students are infectious 1 – 2 days before the rash appears and until the blisters (sores) are dry and crusted. This is usually 5-6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no new lesions in 24 hours.

Short and Long Term Medication Requirements

School District policy requires that school personnel have written authorization from the parent or legal guardian as well as from your physician regarding the amount and frequency of medication to be taken at school. There is a form available for this in the school office. For the school office to distribute any

Behaviors/Expressions:

- This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment.
- Behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other District policies or building, classroom or program rules.
- If you witness behaviors that are of concern to you, please report that information to a school staff member.

Volunteer Responsibilities:

- Any person in the school community (other than a staff member) who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, must notify school staff.
- The incidents may be reported verbally or in writing to any staff member.

Prevention:

Staff will receive annual training on the district's policy and procedure, including staff roles and responsibilities, how to monitor common areas, and how to use the reporting form.

- Staff includes, but is not limited to, educators, administrators, counselors, school nurses, food service workers, custodians, bus drivers, athletic coaches, advisors to extracurricular activities, classified staff, substitute teachers, volunteers, or Para educators.
- The district will provide students with strategies aimed at preventing harassment, intimidation and bullying. In its efforts to train students, the district will seek partnerships with families, law enforcement, and other community agencies.

Incident Form:

To make a report in writing, a school community member may use the district's Harassment, Bullying or Intimidation (HIB) Form.

- The form can be found on the district's website: www.edmonds.wednet.edu or from each school's website.

Immunity/Retaliation:

No school employee, student, or volunteer may engage in reprisal or retaliation against a targeted student, complainant, witness, or other person who brings forward information about an alleged act of harassment, intimidation or bullying.

- Retaliation is prohibited. It is a violation of Policy 8207 to threaten or harm someone for reporting harassment, intimidation, and bullying.

Relationship to Other Laws/Policies:

There are other laws and procedures to address related issues such as sexual harassment or discrimination. For information about these, please contact the school principal.

Student Alcohol and Drug Use Policy

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the support, and necessary corrective actions. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

The policy is as follows: Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate short-term suspension or expulsion.

Harassment, Intimidation or Bullying Policy 8207

The district is committed to establishing a safe and civil educational environment for all students that is free from harassment, intimidation, or bullying (HIB). It is a violation of District policy for a member of the school community to harass, intimidate, or bully a student on District property, at school-sponsored events, or when such actions create a substantial disruption of the educational process. Students will not be harassed because of their race, color, religion, ancestry, national origin, gender, sexual orientation (including gender expression or identity), mental or physical disability, or other distinguishing characteristics.

- This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community.
- This policy shall be implemented in conjunction with training of students, staff, and volunteers.

Definitions:

Harassment, intimidation, or bullying is an intentional electronic, written, verbal, or physical act that:

- Physically harms a student or damages the student's property;
 - Has the effect of substantially interfering with a student's education;
 - Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - Has the effect of substantially disrupting the orderly operation of the school.
- "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).
- "Other distinguishing characteristics" can include, but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.
 - "School community" includes all students, school employees, school board members, contractors, volunteers, families, patrons, and other visitors.

To determine whether conduct is "substantially interfering with a student's education," the district will consider a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation, and bullying may include, but is not limited to: slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group.

been paid for in full or the superintendent directs his or her admittance. If the student was suspended for damaging a school bus, the same suspension provisions apply plus the student may not ride any school bus.

Fighting/Violence

Fighting is defined as any kicking, hitting (with hands, body, or objects), pinching, biting, hair pulling, or shoving (into people or objects) that causes physical injury (e.g., scratches, scrapes, welts, bruising, bleeding) to another student. Fighting is not defined as name calling or pushing, but those behaviors are often precursors to a fight. There will be no distinction regarding intent to harm once a student has engaged in a fight.

School Bus Behavior

Student conduct shall be maintained on district school buses in order to provide for safe and efficient transport of students. Bus drivers shall have the responsibility and authority to maintain discipline on the school buses and to recommend to the appropriate building Principal when necessary, that disciplinary action be taken. Student misconduct on a school bus may, depending upon seriousness and /or frequency, be sufficient cause to discontinue provision of transportation to a student. Parents of a student who damages a school bus will be responsible for restitution to the school district.

These rules and regulations have been established for the safety of students riding school buses.

Prior to loading

1. Students are to be at their designated bus stop five minutes before pickup time.
2. At the bus stop, while waiting for the bus, students are to stay off the traveled portion of the roadway and respect private property and each other.
3. Students are to cross the street in front of the bus and not behind it.
4. Students will follow the school rules in avoiding physical conflict and respecting parent supervisors.

While on the bus

1. Upon entering the bus, students are to go directly to their seat, sit down facing forward, with their feet out of the aisle, and remain seated during the entire bus ride. Students will follow the directions of the bus driver on where to sit quickly and without arguing. Refusing to let someone sit next to you is not allowed.
2. Students will keep their hands and feet to themselves and off other riders.
3. Students are under the supervision of the bus driver and must obey the driver at all times.
4. Students are to conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus. They will talk in a normal voice and never yell, scream or use inappropriate language.
5. Students are to ride only their regularly assigned bus and leave the bus at their regular stop. To ride another bus or get off at a different stop requires the written permission of a parent or guardian.
6. Students should open bus windows only if the driver gives permission. Hands, head, legs, etc. are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors.
7. Items not allowed on the bus included all forms of animal like (except seeing eye dogs), firearms, weapons, knives, breakable containers, flammables, and all other articles, which could adversely affect the safety of the bus and passengers.

Standards for student conduct on buses shall be the same as standards for student conduct in all other school sponsored activities. Rules will apply while on a field trip.

- Positive praise
- Outstanding Orca Slip
- Friday High 5s and Good Choice Charm
- Lunch with the Principal
- Quarterly Outstanding Orca Assemblies with Student Pennant Recognition

Behavior Consequences

Within state and district guidelines, we attempt to have consequences “fit” the behaviors as much as possible. With that philosophy in mind, the following are some general guidelines with regards to discipline.

1. We ask the student to explain what happened.
2. If there is a disagreement, we attempt to talk with others to confirm, deny or add information.
3. Further investigation if necessary.

Some consequences may include:

- Discussion and verbal warning
- Redirection
- Whale Warning (repetitive or chronic misbehaviors)
- Time out at a logical location (the wall at recess, in the office, Solution Room)
- Parent phone call
- Alternative recess location
- Referral to Solution Room or Counselor
- Referral to Principal
- In-School Suspension (continued/chronic misbehavior or possibly the first offense based on behavior).
A student remains in the suspension area for a minimum of one half day, to complete schoolwork. There will be no recesses. Lunch will be eaten in the suspension area. Parents will be notified and a conference may be scheduled.
- Out of School Suspension (chronic misbehaviors, physical fighting and/or higher level misbehaviors). A student is formally suspended for one or more days. Parents are notified and a parent conference will be required before the student may return to school. Students suspended from school on either an in-school or out-of-school suspension may not attend evening school functions or school-sponsored activities.
- Expulsion for weapons or firearms

Exceptional Misconduct

The following behaviors cause a substantial disruption to the learning environment and will result in an immediate suspension. The Principal or designee will determine the number of days of suspension.

- Blatant disrespect to adults or peers
- Profanity / obscenity
- Possession of alcohol, drugs, or weapons
- Intentional damage to property

Legislation allows for suspension and punishment of a student who defaces or otherwise injures “property belonging to a school contractor, employee, or another student” not just those damaging school property. A student suspended under this section may not be readmitted until the damage has

STUDENT BEHAVIOR GOALS AND EXPECTATIONS

Positive Behavior Intervention & Support

As part of a district-wide initiative, Edmonds Elementary has implemented a Positive Behavior Intervention & Support (PBIS) model. Our staff and student body have devoted much time over the last several years to collaborating on the details of our school-wide PBIS model.

What is Positive Behavior Intervention & Support?

PBS is a process for creating safer and more effective schools. Instead of using a different behavioral management plan in each classroom and other learning areas, a consistent system of expectations and rewards for all students within a school is implemented in all classroom and non-classroom settings (such as hallways, playground, restrooms). This approach is based on directly teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, correcting them when they do not, and celebrating their successes. The goal of PBIS is to create a positive school culture by reducing problem behavior and providing maximum academic time for students and staff.

Why is it so important to focus on teaching positive social behaviors?

In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals and suspensions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior are important pieces of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding.

What is PBIS at our school?

One important piece of PBS is to create a set of 3-5 school rules that are well-known to all students and staff. Our school-wide expectations include:

Edmonds Orcas are:

- Responsible
- Respectful
- Safe
- Ready to Learn

The Edmonds Behavior Matrix will be posted throughout the school and your child will be learning our school expectations during his or her first days at school and they will be reinforced regularly throughout the school year. It is the mission of Edmonds Elementary to nurture each student's academic, social and emotional development to his/her fullest potential. We need the continued support and involvement of our families to make this a reality. Please take this opportunity to talk to your child about our school rules and the importance of consistently striving to demonstrate these behaviors.

Behavior Rewards

It is important to recognize positive student behavior. At Edmonds, the staff uses the following systems:

school fully informed of any situations related to student safety. Please do not go to the student's classroom, the lunchroom, or the playground without coming to the office first. This helps to maintain a secure campus for all children.

Parent-Scheduled Early Dismissals

It is important that the following early dismissal procedure be observed for pupil security. In the event that an early dismissal is necessary, please make requests in writing to the teacher. The child will be excused through the school office. Please go to the school office to sign out and pick up your child.

Earthquake and Emergency Planning

The safekeeping of Edmonds students is a top priority for the staff, especially in the event of an emergency caused by weather or earthquake. Our emergency plans are continually being enhanced and improved through staff training, emergency planning and preparation, and student education. Parent support is vital in this area. Additional emergency forms, medications and food supplies may be requested from parents to assist our preparation. Please watch the [Orca News](#) for important information and updates about all of our emergency procedures.

In the event of a large scale emergency, a student check-out process will be established for families. All families must report to the designated area to check-out students to approved individuals only. Please proceed to the family reunification station and not to the student's classroom.

Emergency planning and safety is important. Emergency drills are held regularly during the school year so the entire school community can practice for potential emergencies. School volunteers, in the building at the time of an emergency or emergency drill, will evacuate the building and report to the Volunteer Check-In location.

KEEPING CHILDREN SAFE

School Arrival and Departure

The safety of your child at school, as well as going to and from school, is very important. Buses are met daily by staff to oversee the safe arrival of students and to ensure close communication between the drivers and the Principal. Students should not arrive before 7:45 a.m. as there is no student supervision inside the school, on the playground or in the halls. The one exception is for students accessing breakfast food service in the gym beginning at 7:30 am.

All students should be in their classroom at 8:00 a.m. Students arriving after 8:00 must report to the office for a tardy slip. Their school attendance record will reflect a "Tardy".

Students are expected to follow the same routine for going home on a daily basis. If there is to be a change in the routine, such as a visit to a friend's house, a written note must be provided to the office. All students are expected to report home directly after school and not remain to play on school property unless supervised by a parent or adult family member. Once a student has checked in at home they may return with parent permission and the understanding that no supervision is provided.

School Hours

Kindergarten - Grade 6	8:00 am to 2:30 pm
Half-Day Morning Kindergarten	8:00 am to 10:40 am

School Hours: Early Dismissals

At times, early dismissals are scheduled to give teachers professional growth and collegial opportunities. On those dates, all Edmonds Elementary K-6 students will be dismissed at 11:00 am. Lunch will be served at school prior to dismissal except for the last day of school.

School Supervision

Students are supervised throughout the school day. Our staff of educational assistants supervises our lunchroom and recess periods. They work closely with classroom teachers and the principal to prevent safety problems. The educational assistants review with students their expectations for safe behavior. This review includes lunchroom expectations, rules of play and areas for play outside during recess. On rainy days, the educational assistants supervise the students for indoor recess in the classrooms during the recess period.

Patrol Times

Safety Patrol members assist at various locations including: lower parking lot crosswalk, the corner of Viewland and Olympic Avenue, and at the intersection of Olympic View Drive and Puget Drive. The guards are on duty from 7:45-8:00 am and 2:30-2:45 pm and work with adult staff members. Safety Patrol members should arrive to school at 7:40 am and report to the Intermediate classroom unit. Following afternoon safety patrol, please encourage your child to come home right after school.

Student Release

If your child must leave school during the day for any reason they must be checked out through the office. Please come to the office to sign them out, and we will call the class and have the student report to the office. It is very important that you list on your emergency card those people who may pick up your child, as children will only be released to those listed. Both natural parents of a child will have the right to pick up their child unless the school has a copy of a court order forbidding it. Please keep the

7. When you return home, review the conference and decide what steps you should take to continue helping your child.

Report Cards

Grades (K-6) will receive report cards two times a year (January and June). The report cards are printed and mailed home from the school district office to all families following the end of the semester grading period.

Newsletter

Our school newsletter, [The Orca News](#), is published twice a month and is sent home via email. It contains important information concerning special events, schedules, community events and other student news.

hours prior to the event. Edmonds Elementary school does not permit parent drivers on field trips unless the parent is driving themselves to the destination.

Visiting School

Parents are encouraged to visit their students during the school day. **Classroom visits must be scheduled in advance.** The School Board has an agreement with its employees regarding parents visiting school, which provides that classroom visits have the approval of the Principal and be discussed with appropriate staff members prior to the visit. Advance planning through the school office is required for these visits.

If you have questions about your student or the educational program of the classroom, please set up a convenient time to speak directly with the teacher to discuss these issues. This should be done outside of the observation time so that the instructional program for all students is not interrupted. Problems or concerns are best discussed with the classroom teacher first and if not resolved then brought to the attention of the Principal.

Parents are asked to stop by the office, sign in and get a visitor's badge before visiting the school. This policy is part of our school security system.

Communication

Open communication is the key to building a successful partnership between the school and parents. When the school and the parents are working together, every child can succeed. Feel free to call your child's teacher to ask about what's going on in the classroom, your child's progress, behavior, the lessons being taught, etc. Please feel free to call the principal at any time about all school-wide related issues, curriculum, school activities, inability to contact the teacher, or any physical, social or emotional needs that could affect your child's performance in school.

Conferences

Parent/teacher conferences for all students grades K-6 are planned for late October. Students will be dismissed early (11:00 am) on those days. Lunch is served at school prior to dismissal. In addition, two school days in March are planned for spring conferences for students who enroll later in the year or for updates.

Please do not wait until the formal conferences if you have questions or concerns. We encourage teachers and parents to schedule conferences as they are needed throughout the year. Feel free to call and schedule a conference.

Conference Pointers

1. Decide in advance what you want to discuss.
2. Be prepared to give the teacher necessary information about your child.
3. Find out why things are done a certain way.
4. Leave other children at home, if possible.
5. Listen and share.
6. Try and respect the time allotted for the conference – there may be other meetings teachers need to attend

FAMILY LIFE AND ACTIVITIES

Parent-Teacher Association (PTA)

Our Parent-Teacher Association is established to ensure that close and positive communication and cooperation between parents and the school occur. We encourage you to become a member of our PTA. Your suggestions regarding our procedures would be welcomed in the School Office or by the PTA. There are four PTA offices filled by voter approval, each year: President, Vice-President, Secretary and Treasurer. Other ways to serve the PTA include working as a committee member or chairperson. Please visit the PTA website link found on the main school website or call the PTA phone line at (425.431.7374 Option #5) if you want more information.

STARS Foundation

The STARS Foundation is unique to Edmonds Elementary School and we all feel a deep sense of pride that we have been able to create this special non-profit organization solely to enrich the lives of our students. This organization of parents, teachers and community members create and support enrichment and learning opportunities for the children and families of Edmonds Elementary School. The work of the STARS Foundation enriches the education of hundreds of students and helps students meet high academic standards. The source of this funding comes from our gala annual auction. The STARS Foundation has become a highly valued resource for teachers. An organization that not only allows them to dream of creative ways to educate and enrich students, but also provides the key financial resources to make the dreams come true.

In programs supported by the STARS Foundation students have written, illustrated and created hundreds of beautifully bound books, designed quilts based on their study of geometry and tessellating patterns, developed their own portfolios of photographs presented with reflective essays and have studied the timeless art of illumination. In addition, hundreds of books for take home and in school reading are part of grants for second, third and fourth grade students. Our Artist in Residency programs have beautified our courtyard and resulted in our clay tile murals, which adorn the breezeways. Other projects support the arts, drama and writing in every classroom. The fine and performing arts are a powerful way of engaging students in learning and problem solving. But the work of the STARS Foundation is not limited to the arts, it touches every academic subject. In addition, the STARS Foundation has supported programs for families and the community such as our annual spring "ORCA" Strated Art Show. Additional information about STARS can be found at the STARS link on the main school website.

Family Involvement at School

There are many opportunities for our parents and the wider community to be involved at Edmonds Elementary. Those who wish to work directly with children have an opportunity to volunteer in the classroom, tutor students just outside the classroom, or work in the teacher's workroom (copying, laminating), or the health room. Those who have special areas of expertise in the area of technology have assisted students and teachers in the use computers and new software, or provided enrichment lessons and activities. Others have worked in the school library, or assisted with art programs. For the safety of students, all volunteers at school must fill out an Applicant/Disclosure Form and a Washington State Patrol background check. These must be submitted each year. Forms are sent home in the First Day Packets, and we encourage parents to complete the forms early in the year. If you are planning to participate in a field trip, your volunteer paperwork must be submitted no later than 48

STUDENT HEALTH AND WELLNESS

Student health and wellness are important characteristics for student success. To support these important developmental areas, the Edmonds School District adopted a Local Wellness Policy in conjunction with Federal Food Regulation guidelines. The following district and school guidelines are in place for students at Edmonds Elementary School:

Physical Activity and Physical Education

- Daily recess periods for physical activity. Students have access to playground structures, blacktop play areas, walking track, and athletic fields. Classroom teachers provide movement breaks during classroom hours as often as possible.
- Access to school's physical activity facilities will be available outside of normal school hours. This includes the playground structures, athletic fields, blacktop area and walking track.
- Encouragement to voluntarily participate in after school physical activities such as MOVE 60. MOVE 60 is a district sponsored program funded by the Verdant Health Commission. This program provides 60 minutes of physical activity over four school days per week. Three program sessions (fall, winter and spring) are scheduled yearly. Program information and participant sign-up forms are provided to all families.
- School instructed physical education programs to teach skills and knowledge needed to establish and sustain an active lifestyle. Physical education teachers assess student knowledge, motor and social skills and provide a safe and supportive learning environment.

Parties and Celebrations

- Birthday parties in classrooms may be celebrated with non-food treats and favors for students. No food is allowed as part of a birthday celebration. Non-food treats could include pencil erasers, stickers, pencils, or a book donation to the classroom library in honor of your student's birthday. Other options are possible and can be confirmed with the classroom teacher.
- Food may be served at (3) three classroom celebrations (seasonal, cultural or curriculum related) per classroom per year. The theme and schedule is up to the discretion of the classroom teacher. Due to the prevalence of students with food allergies, foods with nuts or tree nuts are strongly discouraged.
- Birthday balloons and/or flowers are not allowed in the classroom for celebrations. Students have allergies and the presence of these items distracts from student learning. If these items are brought to school, they will be kept in the office during the school day and students can pick them up when school concludes.

School Meals

- Menu offerings comply with the nutritional requirements of the National School Lunch Program, School Breakfast and Summer Feeding Program.
- Meals are nutritionally balanced to meet the age-appropriate dietary needs of students and menus are regularly reviewed and modified as needed.
- The dining area (gym) is clean, orderly and inviting allowing students adequate time to eat breakfast and lunch. Adult supervision is provided during these times.

SCHOOL DRESS CODE

We believe it is important for individuals to make good decisions about what is appropriate dress in a school environment. Clothing, hair, or make-up that interferes with the educational process and / or draws undue attention to an individual will be subject for review.

Parents will be notified if students are not in compliance with the dress code. Proper clothing, if available, will be provided so students can return to class. If clothing is not available, parents will need to bring proper clothing. If continued issues regarding appropriate dress occur, parents will be contacted for a conference with the teacher and / or principal.

Guidelines for the dress code are, but not limited to:

1. Clothing / Shoes worn by students should in no way inhibit their ability to fully participate in the school curriculum, including P.E. and recess activities.
2. For safety concerns, no shoes with wheels, Flip Flops, or high heels.
3. Clothing with inappropriate language and/or clothing that portrays provocative, offensive, violent, alcohol- related, tobacco related, or drug-related pictures and/or slogans will not be permitted.
4. Revealing tops that expose the midriff and/or back area, tops that are low cut, tops with straps that are less than 2 inches wide, or see through clothing will not be permitted.
5. Shorts and skirts must extend past fingertips of straightened arms at side (mid-thigh or longer).
6. Clothing that allows undergarments to be visible will not be permitted.
7. Hats are to be worn outdoors only.
8. We strongly discourage the wearing of makeup at school.

The goal of this dress code is to allow the students at Edmonds Elementary School the ability to learn self-expression through their clothes and hair styles while still focusing on creating an environment where the educational process may be met successfully.

WEAPONS POLICY

WEAPONS

Senate Bill 5307 prohibits firearms and weapons on school premises. The School Board specifically requires the immediate expulsion of any student who carries a gun on campus. This policy is extended to include toy guns.

Washington State Law states: "It is unlawful for any person to carry onto public or private elementary or secondary school premises... any firearm or dangerous weapon as defined by law." This includes school transportation and areas of non-school facilities while in use for school activities. The law further stipulates that any violation of the above by an elementary or secondary student constitutes having to do specifically with firearms "shall result in expulsion and notification of law enforcement officials."

Look alike (toy) weapons may be treated with the same severity.

A student carrying a dangerous weapon may be expelled; a student carrying a firearm must be expelled. The school must notify law enforcement officials and the parent/guardian when this statute has been violated.

Students who possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of producing bodily harm in a manner which, under the circumstances, intimidates another or warrants alarm for the safety of others will be subject to discipline up to and including expulsion.

"Possession" includes, but is not limited to, having a weapon on district property or at a district-sponsored event located (a) in a space assigned to a student such as a locker or desk; (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack or gym bag); or (c) under the student's control or accessible or available, such as hidden by the student.

It is our belief that all children have the right to a safe learning environment. To ensure that right, we have instituted the following no tolerance policies.