

Welcome to College Place Elementary School

20401 76th Avenue West PH: (425)431.7620
Lynnwood, WA 98036 FAX: (425)431.7626

We are delighted to have you and your family joining our educational community. We are looking forward to exciting new learning for all of us.

The CPE community is building a school where:

- ❖ Students are performing at high levels on work that has real life applications.
- ❖ Students are actively engaged in the learning process.
- ❖ The community is welcome and actively involved in the work of school.
- ❖ Community services are available at the school site.
- ❖ The school is characterized by a positive attitude and behavior which supports continuous improvement by risk taking, problem solving, reflection and learning.

Please review this handbook with your child and let us know how we can be helpful.



SAFETY ALERT: Please note that there is no supervision before 8:10 am and after 3:10 pm.
Students **DO NOT** arrive before 8:00 am.

Our School Creed

We have the right to do our best.

We have the responsibility to help others do their best.

We have the right to feel safe in our school and on our playground.

We have the responsibility to keep others safe.

We have the right to be respected by others.

We have the responsibility to respect others.

ABC's of CPE Behavior Expectations

CPE Olympians:	<i>Class</i>	<i>Walkway</i>	<i>Lunchroom</i>	<i>Playground</i>	<i>Assembly</i>
<u>Act Safe</u>	Be in the right spot the right way	Keep hands/feet to self	Sit facing the table	Use equipment appropriately	Quickly respond to quiet sign
<u>Be Your Best</u>	Complete assignments in a timely manner	Walk on sidewalks	Say "please" and "thank you"	Take turns	Be an active participant
<u>Choose Respect</u>	Follow teacher directions	Smile and greet people	Talk quietly to neighbors	Play by the rules	Appropriate applause

SCHOOL DAILY SCHEDULE:

8:10-8:35	Breakfast - Gym - Kitchen Area
8:40	School Begins
11:35 - 11:50	Lunch - Kindergarten & 1st Grade (<i>Recess 11:50 - 12:20</i>)
12:05 - 12:20	Lunch - 2 nd , 3 rd , & 4th Grade (<i>Recess 12:20 - 12:50</i>)
12:35 - 12:50	Lunch - 5th & 6th Grade (<i>Recess 12:50 - 1:20</i>)
3:10	School Dismissal

Early Dismissal: All students are dismissed at 11:40 am on early dismissal days. Lunch is served before students are dismissed.

ATTENDANCE POLICIES:

If your child is going to be late or absent from school, you must call (425) 431-7620 to notify the office that your child is safe. **Students who arrive after 8:40 am must come to the office** to receive a tardy pass before going to the classroom.

Five tardies will count as one unexcused absence. **Long-term absences must be pre-approved by the principal.** Approval forms are available in the office.

It's A Law - Excused absences and tardies: 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. To comply with the state law, the College Place office tracks whether parent contact has been made to excuse their child's absence. The acceptable reasons for an excused absence/tardy include:

- 1) Illness
- 2) Medical, dental, or other appointment that cannot be scheduled before or after school.
- 3) Recognized religious observance.
- 4) Family emergency or event such as funeral or birth.
- 5) A prearranged absence or tardy approved in advance by the principal.

These criteria guide schools in determining what is an excusable absence or tardy. It is important to note that a parent simply excusing a child's absence or tardy does not make it "excused" under district policy and state law. Not included are absences or tardies for reasons which might be detrimental to student learning.

School Policy and State Truancy Law Also Targets Tardiness:

Tardiness hurts learning. Frequent tardiness of even a few minutes clearly interferes with an individual student's performance. By interrupting the class, it also disrupts other students as well. Tardiness clearly due to circumstances beyond a parent or student's control (such as a late bus) will be excused.

BECCA Bill:

The Compulsory Attendance Law, Chapter 28A.225 RCW (Becca Bill) requires all parents, guardians and Washington residents having custody of any child between and including the ages of eight to eighteen to "cause such child to attend the public school in which the child resides" unless the child attends private school or the superintendent excuses the child.

Each child must attend school unless there is a valid reason, i.e. illness, for not attending. If a child has one unexcused absence during a month, the parent(s) will receive a letter notifying them of the unexcused absences. If a child has two unexcused absences, a conference will be arranged with the parent or guardian. Upon the fifth unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year, the school district **MUST** file a petition with the juvenile court alleging a violation of the State Compulsory Attendance law. Parents may be subject to a fine of \$25 per day for each day a child is absent from school without a lawful excuse. **Early Dismissal:** All students are dismissed at 11:30 am on early dismissal days. Lunch is served before students are dismissed.

BREAKFAST AND LUNCH:

Breakfast and hot lunch are served daily, and milk is available to those students that bring a sack lunch. Breakfast and lunch can be prepaid in the office, or you may send a check with your child. Make all checks payable to Edmonds School District #15, and write the students name and room number on the check. If paying for more than one student include a note with the students names, room number, and pin number if you know it.

Breakfast Prices

Student Full Price	\$ 1.50
Reduced Price: (paid for the State of WA)	\$ no charge
Adult Full Price	\$ 2.50

Lunch Prices

Student Full Price	\$ 2.95
Reduced Price: K-3 (paid for by the State of WA)	\$ no charge
Reduced Price: 4-6	\$.40
Extra Serving (Main Dish) with Full Meal	\$ 2.45
Milk/Juice A La Carte	\$.50
Adult Full Meal	\$ 5.00

IOU \$10 Limitation Set - Students who go through the cafeteria line and do not bring money or have money in their account will receive a full breakfast or lunch until their balance reaches negative \$10. Students who owe more than \$10 and do not bring money to purchase their meal will receive either a muffin for breakfast or a cheese sandwich for lunch. Please help us ensure your child receives full meals by paying in advance.

Check to see if you qualify for free or reduced-price meals - Also included in the letter mailed to your home, and available online at www.edmonds.wednet.ed, will be the qualification requirements for free and reduced-price meals and an application for the program. We encourage everyone who is eligible to allow their child to receive the benefit of this important nutrition program by sending in the application.

Questions? Please contact Sara Conroy, interim director of food service, at 425-431-7076 or Marla Miller, assistant superintendent, at 425-431-7036.

DISCIPLINE:

When students' attitudes or behavior cause a problem, we follow the District guidelines for discipline.

Level I: Student and staff work it out.

The focus of action is to help the student make better choices. Consequences will focus on doing something to correct the problem and will be done by the student.

Level II: Student, staff, and parent work it out.

If the problem continues, the teacher will contact the parent by phone or by mail. At this time the parent is to be informed of the problem and what discipline will occur. Level II behaviors are classroom problems including defiant or disruptive behavior, or playground problems.

Level III: Student, staff, parent, and principal work it out.

At this point the principal will work with the staff, parents and student to implement a plan to change the behavior of the child.

Level III behaviors are repeated violations of defiant or disruptive behavior in the classroom or playground.

Level IV: Student is suspended from school.

If the plan to change the student's behavior is not successful, the student may be suspended from school. **Exceptional misconduct** may result in immediate suspension.

Exceptional Misconduct includes the following:

- Substantial disruption of educational process
 - Refusal to identify self
 - Theft
 - Possession of weapon (even toy weapons)
 - Profanity
 - Verbal abuse
 - Harassment (racial, sexual, gang, etc.)
 - Refusal to follow staff directions
 - Immediate or continuing danger to self/others
 - Excessive physical violence
 - Possession of alcohol, drugs, or tobacco
 - Property damage
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EARLY STUDENT RELEASE:

We discourage the securing of dental or doctor appointments during school hours or having the students excused early for other reasons. This is disruptive to teaching and learning in the classroom. The child must be excused through the office. **You must sign your child out through the office. Do not go to the child's classroom. Your child will come to the office.**

PARENT INVOLVEMENT, SCHOOL PROGRAM and SERVICES:

Community Partnerships - At College Place Elementary we value our community and our place in it. To strengthen our community we are actively developing community partnerships with businesses and other organizations with the common goal of supporting the education and development of the children of our community. Our partners include the Edgewood Baptist Church, the Edmonds United Methodist Church, and Seattle University.

ELL Services - For families of English Language Learners, we provide free instruction on improving communication skills on a regular basis. Translation services can also be provided. For more information contact the office at 425-431-7620.

Family Fun Nights - Open to the entire community, evening events such as Ice Cream socials, Volleyball Nights, Cultural Festivals, and Science Fairs are sponsored in order to get our community more involved with the many activities going on at our school.

Field Trips - Field trips can be a very valuable learning experience, but keep in mind you represent your school and your community wherever you go. Be sure to follow the school creed! Student permission slips must be turned in before they can go on the field trip.

In order to participate as a chaperone on a school field trip, volunteers must first be cleared with a Washington State Patrol Background check at least one week before the field trip. Forms are available in the main office. Parents may not bring siblings on the field trip. The students' safety and supervision should be the main focus of chaperones during field trips. Volunteers should follow all instructions given by the teacher.

Kindergarten Jump Start Program - Held during the summer just before school starts, this is a free program for all incoming kindergartners. Students come to our school and work and play with our kindergarten staff for a few hours a day for one week. This helps both children and parents become comfortable and at ease with the transition to school.

Lunch Buddies - Parents and community members who can share lunch with individual student on a regular basis makes a huge difference in the lives of our students. Knowing that there are members of the community that care about them. Contact the office at (425) 431-7620.

CPE Parent Group - Our Parent Group conducts fund-raisers, provides support for our teachers, and promotes the welfare of students at home, in school and in our community. Parents and families who wish to work with teachers to identify and help meet the needs of classrooms and students are encouraged to become involved. For more information, you can contact the Parent Group at (425) 431-3923.

Volunteers - College Place Elementary welcomes all members of the community to volunteer here at school. If you or anyone you know is interested in volunteering in the classroom, on the playground, in the office, or in one of our many school programs, please call the office, (425) 431-7620 or contact our Parent Group at (425) 431-3923.

REGISTRATION:

To register a new student at College Place Elementary you must come to the office with proof of residency, the child's birth certificate and immunization records.

Transfer/Withdraw:

If you plan to move during the school year or are moving from the district, please send a note to the office as soon as possible, giving the following information: Child's name, new address and last date of attendance to allow for a smooth transition and transfer of school records. **All books must be returned before you leave.**

Changes in Address, Telephone Numbers, Emergency Numbers, Etc:

It is the parent's responsibility to make sure that all emergency information is current. **We must have a complete and current emergency card for your student.** It is important that the school have an accurate phone number and address, as well as reliable emergency contacts for every student. Please notify the office **AS SOON AS POSSIBLE** with all address and/or phone changes including work numbers and emergency contacts.

Second Households

Parents who do not reside with their children and want to keep informed of their progress and school activities are encouraged to contact their child's teacher. Copies of report cards, testing scores, teacher letters and other requested information can be mailed if the parent provides the teacher with self-addressed stamped envelopes for this purpose.

Legal Custody

A legal document is required to support any questions of custody between divorced, or separated parents; otherwise, either natural parent is considered to have the right to request contact with or pick up children at dismissal time.

TRANSPORTATION:**Bicycles**

If you bring your bike to school you must follow these rules:

1. Wear a Helmet
2. Walk your bike on school grounds.
3. Follow the rules of the road.

Buses

If you ride the bus you must follow these rules: *(see district rules and regulations on last page)*

1. Wait for the bus in an orderly single line.
2. Stay seated once on the bus, and face forward.
3. Pay attention when your bus driver speaks and follow his/her directions.

Change in Routine

By the School: If a student is requested to stay after school, parents will be notified a day in advance so that transportation can be arranged.

By the Parent: Students are expected to follow the same routine every day after school. If this routine is to be changed at any time, parents must write a note and send it to the teacher and/or the office with the student.

Walking

If you are walking to and from school you must walk on sidewalks and cross at manned crosswalks only. Please stay off the grass and out of the flowerbeds. Students should not walk across College Place Middle School field.

Students may not take any other bus home without a note. The note from the parent that must be turned in to the office in the morning.

STUDENT WELL-BEING/HEALTH/MEDICATION:**Immunizations**

New students and kindergartners are required by law to show proof of immunization against diphtheria, whooping cough, tetanus, polio, measles, mumps, rubella, and Hepatitis B. Before entering the sixth grade all students must have measles, rubella, and mumps booster.

Injury and Illness

In the event of an injury or illness while at school, the school will contact the parent, guardian, or emergency contact person of that child. That person must provide transportation home in this event. 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: thick mucus or pus draining from the eye or pink eye

Fever: temperature of 100 degrees or more

Discharge: greenish nose discharge and/or chronic cough: should be seen by a health care provider

Sore Throat: especially with fever or swollen glands

Diarrhea: 3 or more watery stools in a 24-hour period especially if the child looks or acts ill

Vomiting: 2 or more times in a 24-hour period

Rash: body rash with fever and itching

Ear infections: if there is no fever, does not need to be sent home, however the child must see a health care provider

Lice, Scabies: children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment

Medication at School

School personnel may only administer oral medication to any student who needs assistance taking over-the-counter or prescribed medications if the following procedures are followed:

- Licensed health professional and parent completes Form H-145, Authorization for Administration of Oral Medication at School.
- Instructions are specific and do not depend on the judgment of school personnel.
- Medication is provided in a container with the original label from the licensed health professional or pharmacy. The label includes the child's name, medication name, dosage, and administration time.
- The recommended medication quantity at school is a one-month supply, or less. Parents are asked to bring it to the office and are responsible for collecting any medication left on the last day of school. Any uncollected medication will be destroyed by school personnel.
- Parents are advised to provide a three-day supply of any essential medication, taken outside of school hours, in the event of a disaster requiring overnight stays at school.
- Unlicensed school personnel (office staff) are NOT authorized to administer any topical medication such as eye, ear, or nose drops. Arrangements must be made with the school nurse who is here one day a week.

Communicable Conditions and Diseases

Please leave a message for the school nurse if your child is diagnosed with a communicable condition such as chickenpox, head lice, scabies, ringworm, pinworms, impetigo, fifth disease, conjunctivitis, strep throat, scarlet fever, or whooping cough. Children with a fever of 100.4 or higher should NOT be sent to school until their fever subsides.

Significant Health Conditions

For the safety of any student with a life-threatening health condition, a medication or treatment order is required to attend school in the State of Washington. A life-threatening condition is any disorder that might result in death if medical services are not delivered at school. For example, a child may have a life-threatening condition if there is a history of severe asthma, allergic reactions, diabetes, or a heart condition. The order must be from a licensed health care provider such as a physician, physician assistant, or advanced registered nurse practitioner.

Parents are responsible for annually meeting with the school nurse and providing any needed supplies, prior to the first day of school. A release to exchange information with the student's health care provider is also requested. When the condition is life threatening, the law provides that a child may only attend school when these requirements are met. Parents may schedule an appointment with the school nurse by contacting the College Place Elementary office.

Activity Restrictions

When students require activity restrictions or precautions, following an injury or illness, please contact the office for a form to be completed by the child's health care provider for the PE teacher and other school personnel.

Screenings

Distance vision, and hearing screenings are conducted annually for all students. Scoliosis screenings are conducted for 5th grade students only. If results are outside state screening guidelines, parents or guardians are notified in a letter sent home with the students.

Student Insurance

Student Accident Insurance can be purchased. Complete the enrollment forms sent home with your child at the beginning of the school year and send them to the school office for processing. This plan is not a comprehensive health plan although the insurer does offer one if you are interested.

VISITING SCHOOL:

We strongly encourage you to visit the school. The more you are involved with your child's education the more your child will succeed in and out of the classroom. **Please contact your child's teacher to arrange a time. When you visit, sign-in at the office and pick up a visitors button before going to a classroom.** In an emergency, it is vital that we know who is in the building at all times.

If your child forgets to bring an item to school (e.g., lunch, book, money, etc.), please bring it to the school office. We will call the classroom at an appropriate time and make sure your child receives the item.

WEATHER EMERGENCY CLOSURES:**How do I know if school is closed or operating on an adjusted schedule?**

It is important to note that if no message is given for Edmonds School District by TV, radio, websites, or voicemail then our schools are operating on a normal schedule.

Every effort will be made for the information to be available from the following sources no later than 6 a.m. the day of a possible schedule change.

- **Listen or Watch area radio and TV stations** for a message about Edmonds School District (individual schools are not listed).
 - **Log On** to www.schoolreport.org or www.edmonds.wednet.edu
 - **School Messenger:** The District may utilize its emergency notification system to leave messages for parents with phones numbers available in our student records system.
 - **District Switchboard:** 425-431-7000 (from approx. 5:15 a.m. to 7:30 a.m.)
 - **Schools:** Your child's school may provide updates on its phone system. Call the school's main number.
 - **What are the possible adjusted schedules and what do they mean?**
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Schools Closed

- All schools and programs are closed for one day.
- All after-school activities, all evening events at district buildings (including non-district events), and athletic practices are canceled. For athletic games and events, contact coaches.
- School days lost for weather closures must be made up. See the June calendar page for the designated make-up days.

Two Hours Late, Limited Bus Transportation

- Same as under “Two Hours Late”
- Students will ONLY be picked up and returned to the stops listed on the 2009-10 Limited Bus Transportation Routes.

Two Hours Late

- Classes begin two hours after a school’s regular start time.
- A.M. special education preschool
- No A.M. preschool co-op or developmental kindergarten transportation
- All student activities (after-school athletics and academic clubs) take place as scheduled unless otherwise notified.
- Students will be dismissed at the regular dismissal time unless otherwise announced.

A specific snow route bus schedule will be sent home with your child in the fall.

STUDENT LIFE and ACTIVITIES:

Dress Code

Students are expected to come to school looking clean and neat and dressed in a manner which is accepted as keeping with prevailing community standards. **The administration shall have the discretion to interpret whether or not a student has violated the dress code. Clothing, hair color/style that calls undue attention to the individual and distracts others from learning is not acceptable.**

- District policy states the following dress code: When fitting shorts or skirts, a good measure is to have your student put his/her hands down to their side – where their fingertips touch the leg is a good length. Skirts with slits above the fingertip length are not appropriate for school. Pants must fit at the waist. Pants that are too baggy and worn too low, causing undue attention are not acceptable for school.
 - No make-up, perfume or cologne
 - No tube-tops, crop tops, half-shirts, or “fish net” shirts are considered appropriate to wear to school. Sleeveless undershirts, see-through blouses, half-shirts, tank tops, spaghetti-strap tank tops, halter tops, pajama bottoms, torn clothing or bizarre clothing are regarded as inappropriate for school attire and are not permitted. Clothing advertising alcohol/drugs/gangs, suggestive words or pictures are not appropriate. **No disrespectful slogans.**
 - Appropriate shoes must be worn at all times. No bedroom slippers, sandals, flip flops that don’t have a back strap. For safety reasons, we do not allow high heels or shoes with wheels.
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Lost and Found

Unidentified items are put in the Lost and Found Box in the entry to the gym until claimed. Please label your child's jacket and lunch pail. Articles left on the bus should be reclaimed from the bus driver. Small items such as watches, glasses and jewelry will be kept in the office. Periodically, unclaimed items will be sent to Clothes for Kids. It is your child's responsibility to check the Lost and Found for missing items.

Personal Belongings – Pagers, Cell Phones – Electronic Devices - Toys

Students bringing personal belongings to school are solely responsible for these items. The School District, which includes College Place Elementary, is NOT financially responsible for anything brought from home, e.g. any electronic device, books, collectors cards, games. *Electronics are not allowed* at College Place Elementary. If they are brought to school they will be confiscated by the teacher and must be picked up by a parent. Small pocket size toys are allowed at school. *Cell phones are permitted at school with parent permission. They must remain in the backpack and turned off while at school and on the bus.* If your child has an item taken away during school hours, you may recover it by sending a note or stopping by the office.

Phone Use

Since school is limited in its phone availability to parents and teachers, it is necessary to limit pupil use of the phone to Emergency Cases Only.

Permission to call home about visiting a friend after school will not be granted. Arrangements should be made prior to the school day. A written note from a parent/legal guardian needs to be turned into the office the morning of the event your child is going home with a friend, riding a different bus, getting off at a different bus stop, walking, or not taking the bus because of parent pickup. **If no note, the child will be sent home by their normal routine.**

Library

Students are welcome to check out books on a weekly basis. Books that have been lost or damaged must be paid for or replaced by the student (parent) who checked it out. Please see the librarian for more information and volunteer opportunities.

School Pictures

Individual school pictures are taken in the fall. This will ensure their delivery by the holiday season. All students will have their individual picture taken for identification purposes, and for the yearbook. Purchase of pictures or yearbooks are optional.

Classroom pictures are taken in the spring and are also optional. Yearbooks must be purchased in advance, and are given out the last week of school.

Homework

Students are expected to complete all assignments, either at school or home. Your parents can help by providing you the time and a place to study. Every student should read or be read to every day!

Recess

All students will be required to go outside during recess periods unless there is driving rain or hard rain/wind combination. It is important that parents provide clothing and instructions to their child for the outdoor periods. If the student cannot go outside for a few minutes when properly dressed, it is questionable if he/she should be a school. If it is absolutely mandatory that a child stay in, a note from the parent is required.

RULES FOR PLAYGROUND:

We cannot list all the specific problems that arise when kids play together in large groups of 200 or more. We will explain to students when their behavior is not proper and we will expect them to remember even if it is not on this written list.

The para-educators will use discretion and their personal judgment in a situation which is vital, often determining whether a student is conducting himself/herself properly or not.

1. ACT SAFE

a. Students may not, under any circumstances...

- Fight, push, kick, hit, slap
- Throw rocks, sticks, pine cones, snowballs, wood chips, etc.
- Use profanity, obscene gestures or vulgarities
- Play fight, wrestle, tackle football, rough house
- Carry/pick up another student. No digging with sticks
- Keep dugout fence open at all times
- No climbing on any backstop, tree or the fence

b. Students must stay in school boundaries.

- No going into/climbing trees on CPM side and golf course back side
- No going on hill on the north side of covered area
- No leaving the playground without permission
- Grassy area east of "E" building is not part of the playground
- No going behind portable/emergency shelter
- North side of baseball fence is not part of the playground
- No playing in the benched area between the gym and "E" building

2. BE YOUR BEST

a. The Slide Rules

- One at a time on the slide structures (including steps)
- Feet first, bottom only, hands and legs inside
- Do not climb up the slide or on the slide poles
- Do not sit on the bottom of the slide
- Do not wait at the top/hold up line
- Do not sit on coats and slide down

b. The Bar Rules

- Students may not walk on top of the bars
- There's a general rule that kids can count to 100 before the student on the bar needs to give it up-but students cannot "count back" right away: they need to count on someone else first
- No more than 3 students on a bar at a time
- Do not use coats to swing on
- No doubles (two students swinging together)

c. Jump Ropes

- May be used for jumping only
- Not for playing tug-of-war and other games.
- Need to stay on lower portion of the blacktop
- Spinning with the jump rope (helicopter style) – jump rope must stay on the ground

- d. Balls
 - Only soft balls are permitted on the playground during recess
 - Basketballs stay on the lower portion of the blacktop
 - Only kick the soccer ball – no kicking basketballs
- e. Tetherball
 - Players waiting are the judges (majority rules)
 - There are no “ropes”, “holds”, “closed hand/double hits”
 - After a player wins his/her first game, there is a 3 game limit
- f. Fitness America
 - This is exercise equipment and not playground equipment. Students should do what the pictures demonstrate. Direct all other play to the other two play areas
- g. Red Ring Climber
 - Students may sit on the top ring, but not the top cross bars
 - Students may jump off of the 1st ring only
- h. Balance Beam
 - No pushing or shoving (King of the Hill)
- i. Rings
 - No lifting of students to reach the equipment
- j. X-wave
 - No standing on equipment
- k. Sky Runner
 - Wait turn behind yellow line, 3 students at a time with 1 pusher
 - No lifting of students to reach the equipment
- l. Xcelerator
 - 1 student at a time

3. CHOOSE RESPECT

- a. Students may not, under any circumstances...
 - Be disrespectful or defiant to any adult
 - Harass or make fun of an adult or child regarding his/her race, culture, and/or religion
- b. Students must share any equipment they bring out to recess
- c. No eating on the playground

School Property

Students are responsible for school property. If property is lost or damaged through negligence, you may be assessed the school's cost for replacing the property.

COMMUNICATION:

Open communication is key to building a successful partnership between the school and the 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 activities classroom, your child's progress, behavior, curriculum, etc. Feel free to call Mr. Irish any time about all school-wide related issues – curriculum, school activities, inability to contact the teacher, physical, social or emotional needs that could affect your child's performance in school.

Conferences

School-wide conferences are held in October and March.

Conference Pointers

- Decide in advance what you want to talk about.
 - Be prepared to give the teacher needed information about your child.
 - Find out why things are done a certain way.
 - Leave brothers and sisters at home, if possible.
 - Listen and share.
 - Try to respect the time allowed for the conference – there may be other parents waiting.
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When you return home, review the conference and decide what steps you should take to continue helping your child.

Report Cards

Report cards for all students will be sent home two times a year: February and June.

DISTRICT INFORMATION:

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT DIRECTORY INFORMATION:

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. You can print, fill out, and submit to your child’s school the Do Not Release Directory Information Form (P-190) posted at www.edmonds.wednet.edu or pick up a copy of the form at your child’s school.

Directory information is routinely used by the District in news releases, school event programs, and student directories. 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 or members of athletic teams, grade in school, dates of attendance, degrees and awards received, and previous educational agency or institution attended by student.

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 development of a program which emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug and alcohol use/abuse. 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.

Part of our responsibility is to inform you each year of the district’s policy on student use of drugs/alcohol. This policy is as follows:

District policy: 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 resort to a short-term or long-term suspension or expulsion.

Student Rights and Responsibility: Copies of the Student Rights and Responsibilities are kept in the school office and library for student and parent reference. A copy will be furnished upon request.

TITLE I PARENT INVOLVEMENT**Parents' Right to Know About Teacher Qualification (NCLB [Section 1111(6) (A) ESEA]):**

At College Place Elementary we are very proud of our teachers and feel they are ready for the school year and are prepared to give your child a high-quality education. As a Title I school, we must meet federal rules related to teacher qualifications as defined in No Child Left Behind (NCLB). These rules allow you to learn more about your child's teachers' training and credentials. We are happy to provide this information to you. At any time, you may ask:

1. Whether the teacher met state qualifications and certification requirements of the grade level and subject he/she is teaching,
2. Whether the teacher received an emergency or conditional certificate through which state qualifications were waived, and
3. What undergraduate or graduate degrees the teacher holds, including graduate certificates and additional degrees, and major (s) or area(s) of concentration.

You may also ask whether your child receives help from a paraprofessional. If your child receives this assistance, we can provide you with information about the paraprofessional's qualifications. Our staff is committed to helping your child develop the academic knowledge and critical thinking he/she needs to succeed in school and beyond. That commitment includes making sure that all of our teachers and paraprofessionals are highly skilled.

Please call 425-431-7620 and ask to speak to the principal if you have any questions about your child's assignment to a teacher or paraprofessional.

**EDMONDS SCHOOL DISTRICT
District Title I Parent Involvement Policy (# 7340-R1)**

PART I. GENERAL EXPECTATIONS

The Edmonds School District agrees to implement the following statutory requirements:

- The school district will put into place programs, activities and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with the Elementary and Secondary Education Act (ESEA). Those programs, activities and procedures will be planned and operated with meaningful consultation with parents of participating children.

In other words, if your child is receiving academic support through a Title I program, we want you, as parents, to be involved in helping us plan ways in which parents can be involved in meaningful ways.

- The school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of the ESEA, and each includes, as a component, a parent-school compact that outlines how the school and the parents will work as partners to increase the academic growth of the children.

The parent-school compact is a document that outlines how the school and parents will each contribute to the academic growth of children receiving Title I services.

- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency and parents with disabilities, including providing information and school reports required under the ESEA in an understandable and uniform format and, including alternative formats upon request, and, to the extent practicable, in a language parents understand.
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In other words, our goal is for parents with limited English and those with disabilities to have opportunities to fully participate in Title I parental involvement activities. This includes, whenever practicable, providing required information and school reports in formats and language that parents can readily understand.

- If the school district plan for Title I, Part A is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the State Department of Education.

So, if there are parents of Title I students who find that the district's Title I plan isn't satisfactory, we invite you to share your comments with us. Those comments will be submitted, along with the plan, to the State Department of Education.

- The school district will ensure that not less than 95 percent of the one percent of Title I, Part A funds reserved for parental involvement goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement and expects that its Title I schools will carry out programs, activities and procedures in accordance with this definition:

Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring

- (A) that parents play an integral role in assisting their child's learning;
- (B) that parents are encouraged to be actively involved in their child's education at school;
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

PART II. DESCRIPTION OF HOW DISTRICT WILL IMPLEMENT REQUIRED DISTRICT-WIDE PARENTAL INVOLVEMENT POLICY COMPONENTS

Involvement of parents in the joint development of the district-wide parental involvement plan:

Parent representatives from each Title I school building will be invited to attend an annual district meeting. Feedback will be elicited regarding the district plan, Title I services to students, and parental involvement activities. Feedback will be shared with buildings and incorporated into a revised plan as appropriate. Each Title I parent in the district will receive a copy of the district plan.

Involvement of parents in the process of school review and improvement:

The school district will involve parents in a review of school programs by providing information via a monthly open forum conducted by the Superintendent, a quarterly newsletter, and an annual school report card. Parents are invited to give feedback which is considered and respected.

Coordination, technical assistance, and other support necessary to assist Title I schools in planning and implementing effective parent involvement activities to improve student academic achievement and school performance:

The following support will be provided by the district:

- Coordination with the district Volunteer Coordinator to enhance parental involvement activities at Title I schools.
- 1:1 assistance provided by the Title I Specialist to help buildings plan parental involvement activities.
- Creation of a summary of all the buildings' parental involvement activities that will be disseminated to each building in order to share ideas.
- Creation of a Title I Advisory Group to elicit feedback regarding the Title I programs and to generate ideas for improvement.

Coordination and integration of parental involvement strategies under other programs:

Parent involvement activities will be coordinated across all programs within a building including Title I, LAP, English Language Learner and Special Education. In addition, many of our buildings have linkages with Head Start and parental involvement will be promoted within that context. The Early Childhood Center, which houses the district's preschool program, will actively involve parents in its operation as well as in the transition of students into and out of the program.

Evaluation of the effectiveness of the parental involvement plan:

The district will conduct an annual evaluation that will include identifying barriers to greater participation by parents in parental involvement activities (with particular attention to parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background). The school district will use the findings of the evaluation about its parental involvement policy and activities to design strategies for more effective parental involvement, and to revise, if necessary (and with the involvement of parents) its parental involvement policies.

PART III: COLLEGE PLACE ELEMENTARY; PARENT INVOLVEMENT POLICY and PROCEDURES

College Place Elementary is committed to the goal of providing quality education for every student in our building. To this end, we want to establish partnerships with parents and with the community. Everyone gains if school and home work together to promote high achievement by all students. Neither home nor school can do the job alone. Parents play an extremely important role as students' first teachers. Support for students and for the school is critical to students' success at every step along the way.

College Place Elementary recognizes that some students may need the extra assistance available through the Title I program to reach the state's high academic standards. College Place Elementary intends to include parents in all aspects of the school's Title I program. The goal is a school-home partnership that will help all students to succeed.

A. Jointly develop, revise and agree upon with parents the school parent involvement policy and distribute it to parents of participating students and make available the parent involvement policy to the local community.

Each spring, we conduct a meeting with parents to review and seek input on our school parent involvement policy. We make any revisions necessary and then agree upon the final version with the parents. Before the school year starts, we give a copy of the policy to each Title I parent. Our policy is also available to any member of our local community.

B. Convene an annual meeting at a convenient time to which all parents of participating students will be invited and encouraged to attend. Inform parents of their school's participation under Title I and explain the requirements of Title I and the right of parents to be involved.

Each fall, we invite and encourage all parents to attend our curriculum back to school night. As part of the agenda, we inform parents of Title I students of our school's participation under Title I. We explain the requirements of Title I and the right of parents to be involved.

C. Offer flexible meetings, such as meetings in the morning or evening, and provide, with funds provided under Title I, transportation, child care, or home visits, as such services related to parental involvement.

In addition to the curriculum back to school night, we also offer a daytime meeting for Title I parents to explain the program, its requirements, and their right to be involved. We also try to accommodate parents' schedules by scheduling parent conferences at different times of the day. At our spring and fall meetings we provide daycare and ask parents to let us know if they have any transportation problems we can help with.

D. Involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of the school plan under Section 1112, schoolwide under Section 1114, and the process of the school review and improvement under Section 1116.

Each spring, we seek input from parents at a meeting. We ask them to reflect on the year and provide feedback on how we might improve services to their students. We incorporate their suggestions into our joint planning for the following year.

E. Provide parents of participating children—

- a. Timely information about the Title I program;**
- b. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet;**
- c. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their students, and respond to any such suggestions as soon as practically possible.**

Each fall, information regarding the Title I program and its requirements is provided to parents at curriculum back to school night. In addition, we describe and explain the school's curriculum, and the various forms of assessment (e.g., curriculum-based assessment, district assessments, state WASL test,) that are used to measure progress. We also explain the proficiency level that students are supposed to achieve in order to meet standard and how we help students to reach this standard. Teachers will be involved in assessment decisions through grade level meeting discussions and staff meeting discussions. We let parents know that we welcome any requests to meet regularly and participate in decisions relating to their students' education including individual or small group meetings and/or training sessions. We encourage parents to contact the principal or teacher with concerns so that we may meet and discuss the issue with them. Interpreters and Natural Leaders are available for meetings and conferences. We always listen to and respond to suggestions made by parents.

F. If the schoolwide/building plan is not satisfactory to the parents of participating students, submit any parent comments on the plan when the school makes the plan available to the district.

If any parent is dissatisfied with a part of our building plan, we make a note of the parent's comments and submit this, along with the plan, to the district office.

G. Inform parents and parental organizations of the purpose and existence of the Parent Information Resource Center (PIRC) in Washington.

As a regular part of our school newsletter, we publish the website for the Washington State Parent Information Resource Center (<http://www.wapirc.or>). We encourage parents to visit the website to gain information on a wide variety of state and national educational resources for parents.

H. SCHOOL-PARENT COMPACT

As a component of the school-level parent involvement policy, each school will jointly develop with parents of all students served under Title I a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement.

- Conduct a parent/teacher conference in elementary schools, annually (at a minimum), during which the compact shall be discussed as the compact relates to the individual student's achievement.**
- Provide frequent reports to parents on their student's progress.**
- Provide parents with reasonable access to staff, opportunities to volunteer and participate in their student's class and observation of classroom activities.**

Each spring meeting where we review and revise the parent involvement policy, we also jointly review, revise and develop the school-parent compact. Each fall during the parent conference, the compact is shared and discussed with parents. Progress reports are sent home to parents each semester or trimester; however, at anytime that a parent would like to discuss their student's progress, we gladly will make an appointment with them. Parents will be provided state and classroom based assessment results. We maintain contact between school and home through home visits, voice-mail, personal phone contacts, e-mails, district, school and classroom web pages, and classroom and school newsletters. We encourage and welcome parents to participate and/or volunteer at any of our many College Place social and learning focused functions including Back to School Night, Kindergarten Open House, Literacy and Math Nights, etc.

Edmonds School District No. 15

8245-R1 RULES AND REGULATIONS FOR STUDENTS RIDING BUSES

Adopted 5/19/78

Revised 8/25/92, 10/01/98

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 pick-up time.
2. At the bus stop and while waiting for the bus, students are to stay off the traveled portion of the roadway and respect private property.
3. Students are to cross the street in front of the bus and not behind it.

WHILE ON THE BUS

4. Upon entering the bus, students are to go directly to their seats, sit down facing forward, with their feet out of the aisle, and remain seated.
5. Students are under the supervision of the bus driver and must obey the driver at all times.
6. Students are to conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.
7. Students are to ride their regular 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.
8. Students should only open bus windows 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 the windows or doors.
9. Items not allowed on the bus include all forms of animal life (except seeing eye dogs), firearms, weapons (including, but not limited to knives), breakable containers (glass bottles, aquariums, etc.), flammables, and all other articles which could adversely affect the safety of the bus and passengers.
10. Standards for student conduct on buses shall be the same as standards for student conduct in all other school-sponsored activities.

FIELD AND ATHLETIC TRIP BUS RULES:

It is important for the bus driver, teacher, or coach to communicate prior to the beginning of the trip. Any changes to these rules will be announced to the passengers before the trip begins.

1. The bus driver has the responsibility for the safety of the students while they are on the bus.
 2. Students must stay seated and facing the front of the bus.
 3. Appropriate behavior and voice levels are to be used on the bus at all times and controlled by the teacher or coach. The driver will notify the teacher or coach when the students are too loud.
 4. The bus must be left clean and neat.
 5. Passengers may open windows, with the bus driver's permission only, but may not stick or throw anything out the window.
 6. Loading and unloading of equipment only will be allowed through the emergency doors and with the driver's permission.
 7. All trips must have an adult representative of the school district accompanying the students on the buses.
 8. Lunches or other types of food are to be eaten off the bus, if possible, and weather permitting. This should be a joint decision between the driver and the teacher or coach.
 9. Radio/tape players will be allowed on the bus but the playing of a radio/tape player and the type of music played will be up to the driver and teacher or coach.
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HEALTH INFORMATION:

Dear Parent/Guardian,

The Edmonds School District School Nurses follow carefully developed practices and procedures to protect your child and to provide emergency care when a student becomes ill or injured at school.

1. **The Student Information Form** is very important for emergency information, which would include health concerns, medication, and **emergency contact or caregivers**, (name, home phone and work phone numbers). Please make sure you have filled out this form and have returned it to your child's school.
2. **Alert the school to any health concerns for your child.** Asthma, allergies, chronic health conditions, mental health concerns, and any medications your child is taking that may affect your child in the classroom should be communicated so that we can be aware of any potential needs.
3. **Develop a plan for picking up your child promptly** in the event s/he becomes ill or injured at school.
4. **Keep your child at home**, if s/he has symptoms of a beginning illness. To determine if your child is able to attend school, ask the questions: "Is my child able to participate fully in classroom activities?" "Is my child free from a communicable disease (fever, constant cough) that could be passed to others?" Please see attached Because We Care information sheet
5. **We continue to emphasize consistent school attendance because the best learning occurs when students are able to attend school every day.** Compulsory school attendance is not only important for learning; it is required by law (Becca law).
6. **School Nurses** are in the school buildings one day/week. They train the office staff to provide health care to students in a safe and legal way. School Nurses train staff to care for students with minor illnesses and injuries, follow Individual Health Plans and Medical Alerts for students with more complex health needs, and to recognize when they need more assistance (e.g. contact 911 for emergencies, contact a nurse for consultation, etc.).
7. **All school staff** are trained annually in Life-Threatening Conditions such as Asthma, Severe Allergies/EpiPen use, Diabetes, and Seizures and how to respond to other emergencies.
8. The Health Services Department has a website! Here you can find out what school nurses do our schedules, download frequently needed health forms, and access other health information. www.edmonds.wednet.ed.

MEDICATIONS:

- **State law** requires that **any medication** administered at school, whether **prescription OR over the counter (Tylenol, Ibuprofen etc.) be accompanied by written parental permission and a doctor's written authorization form.**
 - The **authorization form** must accompany all medication brought to school and provide details on the type of medication, dosage, and frequency of use.
 - The medication must be in its **ORIGINAL CONTAINER labeled with the student's name (pharmacy label if prescription or write student's name on over the counter medication bottles).**
 - We cannot administer any medication without the doctor's form. **Forms are available in the office.** Call the office to have a form mailed home or sent with a sibling. They can also be accessed at the district website: www.edmonds.wednet.ed > Our Departments/Programs> Health Services> Medication Policy or School Health forms to download forms.
 - State law allows administration by staff of **ORAL MEDICATION only.** We are not permitted to administer eye or ear drops, so you will have to make accommodations for your student to receive these at school, if necessary. Parents may come in to school to administer eye drops to their student.
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