

A decorative border of spotted cats, resembling leopards or cheetahs, is arranged in a rectangular frame around the central text. The cats are shown in various poses, some sitting, some lying down, and some walking. They are all black and white line drawings with black spots.

Family Handbook

**General School Information
and
Common Area Procedures
2012-2013**

SILVER FIRS ELEMENTARY SCHOOL

5909 146TH PL S.E.
EVERETT, WA 98208

General Phone Number: (425) 385-6500

Report an Absence: (425) 385-6505

Teacher Extension #: _____

Fax: (425) 385-6502

Silver Firs Mission Statement:

Our mission is to educate with high academic and behavioral expectations.

We will nurture and guide students to become life-long learners who are respectful of differences and who can transition from the classroom to the community as successful contributing citizens.

Our motto at Silver Firs is:

“Together We Grow”
with

Politeness

Respect

Independent managers

Doing our best

Everyone working cooperatively

COMMON SIGNALS/VOCABULARY

“P.R.I.D.E.”

All students will be instructed in our “P.R.I.D.E. Guidelines for Success” at the beginning of the school year as outlined in Silver Firs’ P.R.I.D.E. Handbook. Students will be asked to “show P.R.I.D.E.” which is defined as:

Polite
Respectful (to myself, others, and property)
Independent manager (self manager)
Doing my best
Everyone working cooperatively

“Give me 5”

“Give me 5” is a universal signal at Silver Firs which asks students to:

1. Have your body face the speaker
2. Have your body still and free of distractions
3. Give the speaker eye contact
4. Have your voice off
5. Have ears listening to speaker

Some teachers/staff may substitute “May I have your attention, please” for “Give Me 5”.

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Dear Parents,

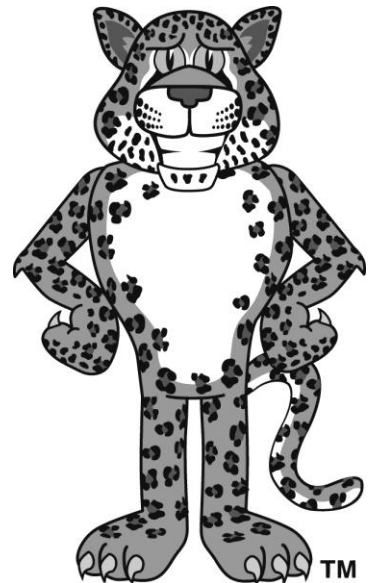
Welcome to the Silver Firs family! The staff and I are excited to have the opportunity to be a part of your children's lives and help them to become lifelong learners and positive members of society. We will hold your children to high behavioral and academic standards while at the same time we promise to provide a nurturing environment to meet these challenges.

We have an expert staff that is well prepared to educate your children and we would like your input and support. Not only is this your child's school, it's yours! Together we can make it best fit the needs of your child and the Silver Firs community. Our motto is "Together We Grow", so we ask you to be involved by doing such things as supporting your child at home, being an active part of our PTA, participating in school activities, and/or by volunteering at school.

This handbook is designed to give you important information about our school's policies and procedures. Please keep it handy for reference when you are in need of information throughout the year. If you have questions that are not answered in this handbook, please call us at (425)385-6500.

You, the families of our students, are a very important part of our Silver Firs family. We welcome your assistance, comments, concerns, and ideas. Please feel free to call or come by at any time. We are here to work with you to ensure the success of your child!

Sincerely,
Kimberly Gilmore
Principal



ACCIDENTS

Any student injured at school will be given emergency assistance by a staff member trained in first aid. The student's parents will be called if the accident is serious. In the event that the parents cannot be reached, we will call the relative, neighbor or friend listed as the emergency contact. If no one is available to come for the student, we will determine whether or not to call a doctor. It is extremely important that you notify us immediately of any change in your emergency information or telephone number. Community emergency personnel will be contacted in the event of a life-threatening emergency.

ALLERGIES

FOOD

We have both students and staff with food allergies, some quite severe. Due to this, we will arrange for separate eating areas when needed (e.g., “non-nut table in the cafeteria”). Given a particular student or staff need, it may be necessary to ask that a classroom(s) be a specific food free room (e.g., “Peanut Free Classroom”) to ensure the safety of students/staff. Therefore, certain home brought snacks or birthday treats may not be allowed. Your child’s teacher will inform you of any food restrictions for their class or lunch time. While we understand this may be an inconvenience, our intent is to make Silver Firs a safe and welcoming place for all.

FRAGRANCES FREE and SCENT FREE SCHOOL

In consideration of staff and students who may be sensitive to fragrances/scents, we ask that all members of our school community (staff, students, volunteers, and visitors) refrain from wearing fragrances (perfume, cologne, scented lotion/shampoo, etc.) or using scents (candles, air fresheners, etc) on campus.

AFTER/BEFORE-SCHOOL ACTIVITIES

At various times throughout the school year students are given an opportunity to participate in specially planned before or after-school activities such as Reading Club or Math Club. Parents will be sent a written notice of activities and will need to sign a permission slip as well as provide transportation to school or home for their children. Only those students participating in before or after school supervised activities are permitted on campus prior to 9:00 a.m. and from 3:25-4:00 p.m. on regular school days.

ARRIVAL AND DISMISSAL

Students should arrive at school between 9:00 a.m. (when staff members, wearing orange safety vests, are scheduled to supervise) and 9:10 a.m. (when the first bell rings). Crosswalks near the school will be supervised by student patrols at these times as well. All students should be at school before 9:10 a.m. waiting on the upper playground (but not on the wood chip area) when the bell rings. Due to the high number of students on the playground at this time, playing on the equipment is not allowed. For the first week of the school year, parents/guardian of First through Fifth graders are welcome to walk their children to their classroom (parents of Kindergarten students will meet their child’s teacher in the Kindergarten Corral in front of building A). Starting the second week of school, we ask that all parents/guardians do not enter the building past the double doors at the entrance to the courtyard (signs are posted). Our goal in requesting that parents/guardians not enter the courtyard/building before school is to develop your child’s skill as an “Independent Manager” and to insure the safety of all children. We have also found that this has helped with a quicker and smoother start to the school day. If you have a meeting or you are volunteering, please sign-in at the office and obtain a visitor’s badge/sticker.

Student arrival is 9:00-9:10

(please refer to parking lot diagram on page 7 for additional clarification)

- If you plan to wait with your child on the playground or sign-in at the office and get a badge to walk with your child to his/her classroom, please park your car in the marked parking area and escort your child to the safety of the sidewalk and blacktop using the designated crosswalk path in front of the gym.

- If you drive your child to school and do not plan to park, please use our “KISS and GO LANE”. Please follow these safety tips:
 - ✓ Kindergarten Students are not allowed to be dropped off at the “KISS and GO LANE” unless a student in the car is in 3rd grade or above and can safely escort them to the “Kindergarten Corral.” Otherwise, please park in a designated parking spot and escort your Kindergarten student from the parking lot to the “Kindergarten Corral” located in front of building A.
 - ✓ Approach the “KISS and GO LANE” safely and slowly, staying in the line of cars.
 - ✓ The driver should remain in the car and the child should exit the car onto the sidewalk. *Please do not wait until you reach the front of the “KISS and GO LANE” before having your child exit the car. Please have them exit when you reach the curb and the cars in front of you have stopped to let their students out.*
 - ✓ The driver should safely pull away from the “KISS and GO LANE” as soon as the child has exited the car in order to make room for other cars. (This is why we ask that you use the designated crosswalk path in front of the gym – cars will be pulling away from the curb any time along the “KISS and GO LANE”).

Student dismissal is at 3:25

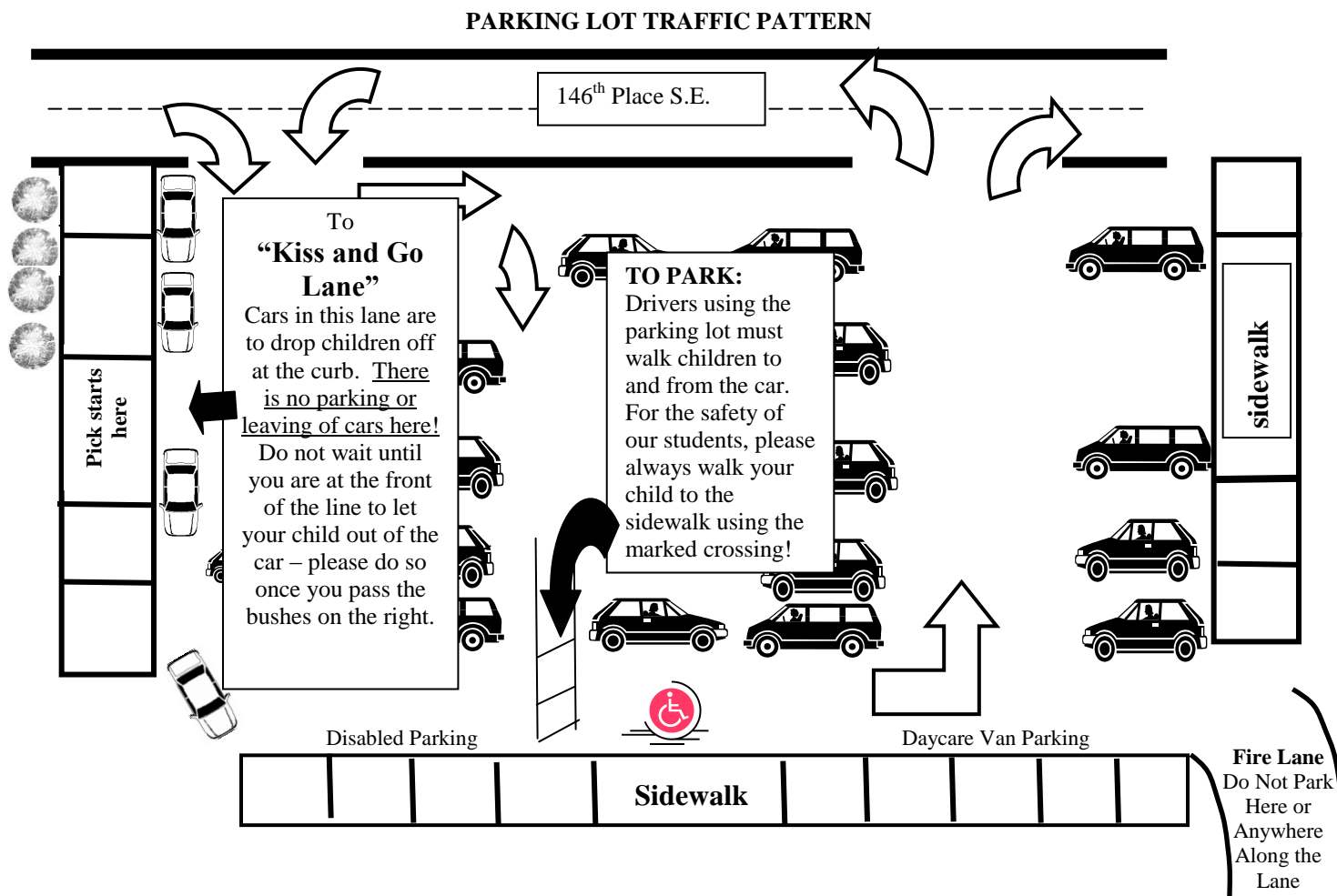
- Bus riders will be escorted by their teacher to the covered play area and will be supervised by staff members until the bus leaves.
- If you walk to campus to pick up your child, please wait near the covered play area and beyond the green paw path. *(If the paw path is blocked with parents/guardians waiting for their children, teachers cannot safely and efficiently walk their students to the covered area to line up for the bus.)*
- Students who walk home are expected to go directly to their house from school when classes are dismissed. They are to remain on the sidewalk areas.
- Parents who drive to pick up their child at the end of the day may meet him/her in two ways:
 - 1) Park your vehicle in the marked parking area and wait for your child on the school grounds near the covered play area and beyond the paw paths. When the bell rings, teachers will escort their students to the covered play.
 - 2) Pick your student up along the “KISS and GO Lane”. Please follow these safety tips:
 - ✓ Kindergarten Students are not allowed to be picked up at the “KISS and GO LANE” unless a student who will also be riding in the car is in 3rd grade or above and is available to escort them safely from the “Kindergarten Corral” to the “KISS and GO LANE”.
 - ✓ Approach the “KISS and GO Lane” safely and slowly, staying in the line of cars.
 - ✓ Once you have passed the bushes that are on the right of the “Kiss and Go” lane, you may pick your child up at anytime along the “KISS and GO LANE”. Please have children enter the car along the sidewalk.
 - ✓ It is helpful if your child knows how to buckle their safety belts to avoid backing up cars as drivers assist children with their seatbelts.
 - ✓ The driver should pull away from the “KISS and GO LANE” as soon as the child is safely in the car in order to make room for other cars.

Students going to a friend's house after school should make arrangements with their parents before going to the friend's house. A clear understanding should exist between parents, school and child when a change in a regular pattern of dismissal is to occur. If a non-bus riding student wishes to ride a school bus, a note must be sent to school a day ahead and cleared through the school office. Often buses are loaded to capacity so it may not be possible to accommodate extra riders.

To assist our supervisors in making sure all children are on their way home/daycare safely, we ask that children not stay unsupervised on our campus after school. Therefore, children riding the bus need to line up immediately in their designated bus line once walked to the covered play area by their teacher. Those students who have been directed by their parent to return home/daycare independently after school, must leave campus immediately after being released by their teacher and go directly home/daycare. Please do not have students return to campus prior to 4:00 pm. Those students picked by their parent/adult guardian must wait with their

parent/guardian until 3:45 p.m. prior to playing on our playground. This helps our supervisors ensure that children are safely on their way home or to daycare.

Private automobiles are not allowed in the bus loading zone and daycare loading zone (in front of the gym). Please refer to the following diagram regarding our parking lot.



ATTENDANCE (Please see the *EPS Student Responsibilities and Rights Policies and Parental Notifications Handbook* for the district's entire policy and procedures regarding attendance.)

Regular, consistent, timely attendance is essential to school success, student learning and future employment habits. Life-long attendance behaviors begin with entry into school at the pre-school or kindergarten level, and continue through middle school and into high school until the student graduates. When students arrive in the classroom, it is expected that they will immediately begin to prepare for the start of the day or the period, and be ready to engage in the learning process when the school day or period officially begins.

*Students are expected to attend all assigned classes each day on time. It is recognized that there are rare occasions that necessitate a late arrival, early departure or legitimate excused student absence. Teachers will keep a record of student absences and tardiness. **Determination as to whether an absence is a tardy, excused or unexcused absence is made by the school in accordance with law and policy.** The role of the parent or guardian is to ensure that his/her children attend school and to verify that the student's absence was for an excusable reason.*

It shall be the responsibility of principals and certificated staff to enforce the district's attendance policies and procedures. The attendance policy and procedure will annually be distributed and made available to parents/guardians.

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence. Unexcused absences fall into two categories:

1. Submitting a signed excuse which does not constitute an excused absence as defined in EPS policy 3122P.
2. Failing to submit any type of excuse statement signed by the parent/guardian.

Absences will be recorded as follows:

- Less than 30 minutes late to school = “Tardy”
- Greater than 30 minutes late to school to ½ day absence = “Part Day Absence”
- 50 % or more absent for the day = “Full Day Absence”
- Less than 30 minutes remaining of school when signed out by parent/guardian = “Tardy”

Beginning in the 2012-2013 school year, the district has instituted a new procedure for responding to a student’s failure to attend school. Please read the **EPS Student Responsibilities and Rights Policies and Parental Notifications Handbook 3122P** for the specific steps that will be taken to assist students to attend school regularly.

The absences associated with childhood illnesses sometimes make it difficult for a student to keep up with the class because we cannot duplicate what has been accomplished in the classroom during the school day. We do not suggest that you send an ill child to school but we ask that you make every effort to assure your child of as much classroom time as is reasonably possible. Please schedule appointments outside of the school day whenever possible and avoid scheduling days off/vacations on school days, including District half days.

School hours at Silver Firs are 9:15 a.m.-3:25 p.m. The first bell rings at 9:10 a.m. Instruction begins promptly at 9:15 a.m., at which time your child should be in his/her classroom. Students arriving late are to report to the office accompanied by a parent/guardian or with a note from a parent/guardian before going to their classroom. If your child is going to be absent from school, call **(425) 385-6505** to report the day and reason for his/her absence. Students are required to bring a written excuse on the day they return to school. If your child is going to be gone for an extended period of time (e.g., vacation; planned medical issue, etc.) please complete a “Prearranged Absence Form” that is available in our office. (Please see page 15 for “Make Up Work/Due to Absence”).

BICYCLES AND OTHER WHEELED RECREATION DEVICES

The Everett Public School’s elementary school policy is that students may ride bicycles unaccompanied by a parent/guardian when they become third graders. This grade level requirement is made for safety reasons. All students riding bicycles to and from school will be asked to sign a “Bike Contract” agreeing to follow bike safety rules which include:

- Ride on the right-hand side of the road.
- Wear a bicycle helmet.
- Walk the bicycles across the crosswalk at the patrol crossings.
- Ride single file and be very careful when approaching people who are walking.
- Walk bicycles on school grounds (physically dismount from bike and walk bike at all times on campus). No bikes may be ridden on the school grounds between 8:00 a.m. and 4:00 p.m.
- Park and lock bicycles in bike racks. Security chains or locks are required on all bicycles.

Please ask for a “Bike Contract” from our office if you plan to have your children ride their bike to school.

Students who violate any of the bicycle safety rules may be required to leave their bicycles at home. Bicycles brought to school are done so at the students' own risk.

In accordance with the Everett Public Schools policy, scooters, skateboards, roller blades, Heelys and similar devices are not be brought to school or used for transportation to and from school.

BULLYING, HARASSMENT, INTIMIDATION

Silver Firs Elementary School pledges to maintain a safe, respectful, and secure learning environment for all students, which is free from harassment, intimidation, and bullying. Silver Firs Elementary adheres to the Everett Public Schools policy regarding the Prohibition of Harassment, Intimidation and Bullying (HIB) which states:

Everett Public Schools maintains a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Our district's core values include our commitment to value differences among people and treat one another respectfully. Harassment, intimidation and bullying of students by other students, by staff members, by volunteers, by parents or by guardians is prohibited.

It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass, intimidate or bully another student through electronic, written, verbal, nonverbal, or physical conduct while in or on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

Prohibition of Harassment, Intimidation and Bullying Procedures 3204P

Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, sensory, or physical disability or other distinguishing characteristics, when the intentional electronic, written, verbal or physical act:

- *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, embarrassing or threatening educational environment;*
or
- *Has the effect of substantially disrupting the orderly operation of the school.*

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation and bullying.

"Other distinguishing characteristics" may include, but are not limited to: physical appearance, clothing or other apparel, socio-economic status and weight.

"Intentional" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation and bullying can take many forms, including but not limited to slurs, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, oral, or physical acts or electronically transmitted messages or images.

Any student who believes that he or she has been subjected to harassment, intimidation, or bullying in the educational environment, is encouraged to bring his or her complaint to the immediate attention of a Silver Firs staff member for assistance in resolving the matter. Students are encouraged to report school-related harassment, intimidation, and bullying of which they have knowledge. Staff members and school administrators will use both informal remedies and disciplinary actions as appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and State and Federal law. To report unresolved, severe or persistent harassment, reporters may also contact the school administrator and utilize the HIB Incident Reporting Form found in the school front foyer or on the district website. For more detailed information, please refer to Everett Public School District's policy, number 3204 Policy – Prohibition of harassment, intimidation, and bullying.

BUS RIDING

A complete list of District Bus Rules and Regulations are distributed to and discussed with all students at the beginning of the school year. Families registering mid-year also receive this list. These rules are also available in the school office. For the safety of all that ride the bus, please remember:

- The driver is in charge and the students must obey him/her.
- Preschool and kindergarten students returning to home will not be allowed to get off the bus without an adult to meet them.
- Bus riders should arrive at the bus stop approximately five minutes prior to the bus pick-up time. Please avoid arriving too early or too late.
- While waiting for the bus or walking home after getting off the bus, children are expected to follow Silver Firs' behavioral expectations.
- Please inform the office by written notice if your child's routine for getting home will be altered for a day such as going home with a friend, riding a different bus, walking, or being picked up. A child without a written request from their parent/guardian for a change will be put on his/her regular bus.
- If you need to pick up your child who normally rides the bus, please come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that your child needs to go to the office instead of to the bus. Students will be released from the office only. Do not go the bus area – supervisors are unable to sign out any students at the bus loading area.
- Large packages, glass items, or pets are not permitted on the bus. Small items brought to school, such as for Show and Tell, are to be kept in containers and out of sight.
- If a non-bus-riding student wishes to ride a school bus, a note must be sent to school a day ahead and be cleared through the school office. Often buses are loaded to capacity so it may be impossible to accommodate extra riders.
- Incident reports will be mailed home and parents will be notified regarding disciplinary action.
- Failure to comply with the bus rules may result in suspension of riding privileges. Parents will be notified prior to such action.

CELL PHONES

Cell phones are to be turned off during the school day, while on school property and on school buses. Cell phones must be stored in the student's backpack and should not be taken out while at school. **To decrease distractions, we ask that ADULTS (both staff and volunteers) also refrain from cell phone use when in direct contact with children (including hallways where students may overhear conversations).**

COMPUTER USE

Students use computers and are allowed to access the Internet for instructional purposes only. Student Internet use is planned and closely monitored by the teacher. Any intentional misuse of Internet access by students will be cause for disciplinary action.

DELAYED START OF SCHOOL AND CLOSURES

Occasionally, weather and other emergency conditions may require school closure or a 2 hour delay. Each family should have a plan of action in case students must leave school before parents are home. Families should be clear about these questions:

- What is the best route to and from home if your child cannot be dropped off at the normal bus stop?
- Where should your child go if they need help?
- Who would care for your child until you arrive?
- Is there someone your child could call to calm fears?

Most area radio stations will announce any school cancellations, delay of starting time, or early dismissal.

Announcements will also be made on TV stations:

KING TV 5 KIRO TV 7 KOMO TV 4 KVOS TV 12 KCPQ TV13

No announcement means normal operations. Announcements are for one day only. We ask that you do not call the school, the administration office, or radio stations about school closures. Listen to your radio. Typically, the District will notify the media of changes before 5:30 a.m. Information is also placed on the District information line (425.385.4636) and website: <http://www.everett.k12.wa.us>.

DELIVERIES

To help maintain our focus on learning and the safety of our students, we ask that flowers, balloons, cookie bouquets, etc., not be delivered to school. Please save those special surprises for home. If items are delivered to school they will be kept in the office for the student to pick up at the end of the day.

DISCIPLINE POLICY

Legislation and the Everett School District require that each school have a policy for discipline. Parents often inquire about general school behavior and student expectations. Therefore, our staff at Silver Firs School has put together a P.R.I.D.E. Handbook which contains procedures and student expectations, which will help secure a learning environment that is safe, cooperative and emotionally positive. Please review with your child our P.R.I.D.E. Handbook which outlines our “Guidelines for Success” and help him/her join the Jaguar P.R.I.D.E. team!

We view the success of student achievement and emotional stability as a partnership between the parents, staff and children. The policy and procedures are designed to teach students how to take responsibility for their actions. Severe behavioral issues will be handled in accordance with the Everett Public Schools Student Responsibilities and Rights Policies manual.

DRESS CODE (Everett Public Schools policy 3224)

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are not permitted:

- Attire that shows or displays undergarments and inadequately covers chest/breasts, midriff, buttocks, and thighs. In addition, shoulder straps must be 1 inch in width (e.g., no spaghetti straps, halter tops, tube tops, etc.) and shorts, skirts, and skorts must be extend past the wearer’s finger tips when standing straight and arms extended at side.
- Attire that displays obscene, sexual, drug, tobacco or alcohol related messages; or displays gang-related symbolism.
- Any clothing that would create an atmosphere in which a student, staff member, or other person’s well being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- Hats may be worn outside of the classrooms and buildings only.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline.

Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Everett Public Schools Student Rights and Responsibilities Handbook.

EARLY DISMISSAL AT PARENT REQUEST (due to doctor/dentist appointment, etc)

If it is necessary for a parent/guardian to pick their child up before Silver Firs' 3:25 p.m. dismissal time, a note must be written stating the specific date and time requested. Students who are dismissed during the school day must be signed out from the school office, by their parent/guardian, before leaving the school grounds. This absence will be counted on the report card as a "Tardy" to indicate the student was not present in class for a portion of the afternoon. Whenever possible, we ask your assistance in scheduling your child's appointments outside of the school day as instruction continues until 3:25 pm.

EMERGENCY CONTACTS

At the beginning of each school year, your child will bring home an enrollment information or enrollment update form. We ask for addresses and telephone numbers where parents can be reached if your child becomes ill or is injured at school. We also need reliable alternative phone numbers in case you cannot be contacted at your primary numbers. Please keep these numbers updated by notifying the school office of any changes.

EMERGENCIES/DISASTERS

Students at Silver Firs Elementary are taught procedures for responding to emergencies such as fire, earthquake, or an intruder in the school. We hold regularly scheduled drills to prepare for these emergencies. We encourage parents to review emergency procedures for their family in the event a disaster occurs as children walk/bike ride independently to and from school. Please be assured we are prepared to keep your child safe should a disaster event occur while your child is in school.

EMERGENCY RELEASE PROCEDURES

Depending on the type of disaster event, our school may evacuate the students to a safe location outside the school buildings or may impose a lock-down where children will remain in the building throughout the duration of the emergency. Whether our students have been evacuated from the building or remain inside the school, a process will be in place in order for your child to be released from our care to you or your designee. To help in the orderly release of students, we ask that families:

AT THE BEGINNING OF THE SCHOOL YEAR:

- Have current phone numbers on file in the office including home, work, daycare, and emergency contacts.
- Have current list of emergency contacts on file in the office. This would include all possible adults your child has permission to be released to including grandparents, other relatives, neighbors, and friends. Please inform emergency contacts that they will need to present picture identification to staff when picking up your child.

PROTOCOL IN THE EVENT OF A DISASTER

- Listen to the radio/TV for information released by the school, District, or emergency responders. Be aware that phone contact with the school maybe limited or impossible as a result of the disaster event.
- If you or your emergency contact arrive on campus to pick up your child, please follow posted or verbal directions regarding the release of children. This will include:
 - ✓ A "Reunification With Students Gate" where you/designee will be asked to present picture identification, provide a signature, and indicate where you will be going after you leave the campus.
 - ✓ Once you have completed the process at the "Reunification With Students Gate" you will be asked to wait at our "Release Gate" while a "runner" obtains your child from the evacuation location.

Please do not attempt to pick up your child without going through this process. It is very important that we accurately account for the whereabouts of each and every child during an emergency. Your cooperation with our protocol is appreciated.

EMERGENCY EARLY DISMISSAL

Conditions may develop during the school day which requires early dismissal. Early dismissals will be broadcast on the same radio stations as delays and closures. We will try to notify parents by telephone in these cases. If school is dismissed early, authorized persons (identified on the school emergency form) may pick up students. School staff will remain at school until all students have left. Please remember that under many emergency conditions, telephone service may be unavailable for outgoing or incoming calls. At times, the local radio stations may be the only available means of communication.

FIELD TRIPS

Field trips are taken as a regular part of our educational program. Parents are required to complete an information/permission form and have an up-to-date emergency card on file before a student leaves for a field trip. Teachers often seek parent volunteers to chaperone on field trips. In order for parents to be considered as field trip chaperones, they need to have a completed volunteer form on file in the school office. Don't wait until your child's field trip is announced to complete your volunteer form. Volunteer forms take two to three weeks to be processed at the District office. We encourage every parent to complete a volunteer form early in the school year. Volunteer forms can be found on the district's website at <http://www.everett.k12.wa.us/everett/Volunteer>.

FINES

Students and their parents/guardians are responsible for lost/damaged text and library books and will be assessed a fine to replace these items. Final report cards will be withheld until fines are paid in full. Silver Firs adheres to the Everett Public Schools Policy 3520, in regards to the levying of fines.

FOOD (snacks from home, birthday treats, etc)

Please refer to section titled Allergies for additional information regarding food at school.

Everett Public Schools are focusing on providing nutritious food for students through their meal programs and campus snack bars. In keeping with this goal, we request that you consider sending healthy food options with your child and when sharing food with the entire class during celebrations. This includes midday snacks (if part of the classroom day), birthday goodies, and holiday treats. Please also consider portion size when sending treats. Often birthdays are celebrated during lunch time and many large items are discarded in the garbage as children choose to head to recess rather than eat a large treat.

FRAGRANCES/SCENTS (information also found under "Allergies")

In consideration of staff and students who may be sensitive to fragrances/scents, we ask that all members of our school community (staff, students, volunteers, and visitors) refrain from wearing fragrances (perfume, cologne, scented lotion/shampoo, etc.) or using scents (candles, air fresheners, etc) on campus.

GARDEN

We ask that students and adults alike respectfully refrain from stepping in the gardens at Silver Firs. We hope to keep our grounds beautiful and teach our students to respect all living things.

HEALTH SCREENINGS

The Everett Public Schools provide vision and hearing screenings for students in kindergarten and grades one, two, three, five and seven. Vision screening is also provided for fourth-grade students. The District also conducts annual screenings for scoliosis for students in grades five, seven and nine.

HOMEWORK

An important part of a child's education is the transfer of learning into his/her activities outside of the school setting. One way this can be done is through homework. The amount and frequency of homework varies for several reasons. Certain subjects are characterized by frequent homework while others require fewer outside assignments. The emphasis and amount of homework will be appropriate to the developmental skill level of students.

Homework will improve, enhance and expand your child's learning experiences. It should be remembered that these experiences can best be maximized when parents and students work together.

The purpose of homework at Silver Firs can be for any one of the following:

- To practice and refine skills so that mastery is achieved.
- To independently apply material learned in class.
- To prepare students for the next class.
- To extend assignments; to apply learning to a new situation.
- To stimulate creativity through activities requiring original expression.
- To foster the development of independent study habits.

Teachers will clearly communicate their homework policy with parents/guardians at the beginning of the school year.

ILLNESS

When a student becomes ill at school, Silver Fir's nurse, health room assistant, and/or office staff will follow these procedures:

The student reports his/her symptoms. If appropriate, his/her temperature is taken. At that time, a decision is made whether or not the child should go home. Often a short rest in the health room is all that is needed. However, if a child's temperature is 100° or above, the student will automatically be sent home. If it is determined that the student needs to go home, parent/guardian will be notified by phone. The parent/guardian or emergency contact person must come to the school and pick up the sick student. Sick children will not be sent back to class or home on the bus. In the event of a serious or life-threatening illness, 911 will be called.

Please do not send an ill child to school. General guidelines for keeping a child home due to illness include a fever of 100 degrees or more; vomiting within the last 24 hours; diarrhea within the last 24 hours; and communicable diseases such as open spots from Chicken Pox; untreated pink eye; untreated ringworm, etc. Children are welcome back at Silver Firs when they are able to take part in the full school program.

IMMUNIZATIONS

Under Washington state law, all students must present, or have on file, documentation of their immunization status on or before the first day of attendance. Immunization forms are available at all schools or from the Snohomish Health District, (425) 339-5220. The certificate of immunization status must show the month, day, and year the student received all vaccines required. Students may be exempted for medical, religious, philosophical or personal reasons. A licensed health care provider's signature must accompany an exemption for medical purposes. A parent's or guardian's signature is necessary to exempt a student for religious, philosophical or personal reasons.

Prior to kindergarten, please check the Washington State Department of Health Web site at www.doh.wa.gov/cfh/Immunize/ for required vaccines.

LIBRARY

Our library is truly a resource and learning center. In addition to books and magazines, students have access to encyclopedias, CD-ROMs and other technology resources. We also have a Parent Library that you are welcome to use (just check out a resource with your child's library number).

LOCKERS AND DESKS

Lockers, desks, and storage areas are the property of the District. As such, no right, or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy.

Students are to be assigned lockers by their classroom teacher. It is expected that each teacher establish a procedure for students to access their lockers in a safe way when classes are in session.

LOST AND FOUND

The school has two locations for lost and found items. Lost clothing and lunch boxes can be found in the foyer of the gym/cafeteria. Smaller items will be located in the office. It is helpful in returning lost items if they are labeled with your child's name. At the end of the year, unclaimed items are given to a charitable organization.

LUNCH/BREAKFAST

Hot lunch and breakfast are served at Silver Firs each day. New menus are published each month. Students may pay for their lunches/breakfasts daily; may prepay in the cafeteria for up to 20 lunches; parents can set up an online bill pay account with their credit union or bank to pay for their child's school meals; or use the Districts Mealpay Plus program. For more information regarding online bill account and the Mealpay Plus options, please check the District Website at <http://www.everett.k12.wa.us>.

The cost this year is:

LUNCH	Full Price:	\$2.75	*Reduced: \$.40 (4 th & 5 th grades) \$.00 (k-3 rd)
BREAKFAST	Full Price:	\$1.00	*Reduced: \$.00 (see below for explanation)
	Milk/Juice Only	\$.55	

Occasionally, students forget their lunches or lunch money and may "borrow" two times. After two "borrows", a student will be given a peanut butter and jelly sandwich until the "borrows" are paid.

Students are required to eat items from their lunch before they buy treats (cookie, fruit snack, etc). Parents are welcome to eat lunch with their children. However, we ask that you please call ahead or write a note if you are planning to eat a school lunch so our kitchen staff can prepare an adequate supply of food for the day.

*A free/reduced lunch program is offered to those who qualify based on financial need determined by the federal government. An application form is sent home with each student on the first day of school. If you feel you qualify, please complete that application and return it to school immediately. We will notify you when the form has been processed. Those families currently receiving government food assistance may already be qualified. Should your income status change during the school year, please do not hesitate to request an application anytime during the year.

Students with a note from their parents will be allowed to go home for lunch. All students going home for lunch must check in at the office when leaving the school grounds and when returning after lunch. Patrols will not be on duty during lunch breaks.

MAKE-UP WORK/DUE TO ABSENCE

Whenever possible, your child's teacher will provide school-work/homework that was missed when your child was absent from school (please note that it is difficult to replicate many of the lessons that were taught during school hours such as math games, science lessons, etc). Often, particularly in upper elementary, it is important that the work missed during an absence be completed for assessment and grading purposes. Your child's teacher will inform you of his/her make-up work policy.

If your child will be out of school for reasons other than illness, please contact your child's teacher as soon as possible to determine if school work can be prepared. A minimum of 24 hours notice is greatly appreciated.

MEDICAL COVERAGE AND HELP FOR FAMILIES

Call or visit 2-1-1 for Snohomish County information and referrals to health and human services (i.e. housing, food and clothing, volunteering, caregiver resources, legal help, utility assistance, health care and disability services).

You can also contact the Washington State Department of Social and Health Services (DSHS) at 877-501-2233 or visit their website for medical, child care or food assistance.

MEDICATION

As per state law RCW 28A.31, Chapter 195, all medication, including any nonprescription products, can be given at school only with specific written directions from a licensed health care provider with signed parental/guardian permission. No over-the-counter medications, including topical products such as Neosporin and Caladryl and oral products such as aspirin or Tylenol are kept in the health room for general student use. If your child requires any medication during school hours, please contact the school office for an "Authorization for Administration of Oral Medication at School" form to be completed by the child's licensed health care provider and parent or guardian. Before administering any medication, an authorized employee shall determine that the medication is in the original pharmacy or manufacturer's container labeled with the name of the student, the name of the medication, specific dosage, mode and time of administration, and name of physician.

PARTY INVITATIONS

Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. In consideration of the feelings of children not receiving invitations, we are requesting that no invitations be handed out at school unless each child in the classroom is receiving one.

PETS

Pets are not allowed on school grounds. Even friendly pets can present a problem when there are large groups of children playing. Our goal is to ensure the safety of all students as well as comply with Everett School Board Policy #3418, which states that pets may only be brought on school property when set up ahead of time for the sole purpose of furthering the educational program. If stray pets are on the playground during the school day, every effort will be made to contact the owner. If we can not identify/contact the owner, the pet will be impounded.

PHYSICAL EDUCATION CLOTHING

Physical Education is a part of the basic education curriculum required for each child. Your child will have P.E. one time per week. Since our gym floor is hardwood, we request students wear tennis shoes with non-marking soles on their PE days (a special pair may be kept in your child's locker at school). Your child's teacher will notify you of the class' scheduled P.E. days. Clothing should allow for a wide range of motion and strenuous physical activity.

PTA

We invite all parents to join Silver Firs PTA. The purpose of this organization is:

- To promote the welfare of children and youth in home, school, church and community.
- To secure adequate laws for the care and protection of children and youth.
- To bring into closer relation the home and the school, that parents and teachers may cooperate intelligently in the training of the child.
- To develop between educators and the general public such united efforts as will secure for every child the highest advantages in physical, mental, social, and spiritual education.

Membership information can be requested by calling the PTA office at (425) 385-6562 and leaving a voice mail message.

REPORTING TO PARENTS (CONFERENCES/REPORT CARDS)

Parent-Teacher conferences are scheduled twice each year. You will receive an invitation to meet with your child's teacher. This is an important way in which parents and teachers can get to know each other and to work toward the child's success. Conferences give parents and teachers an opportunity to discuss the child's special needs and interpret his or her progress. Report cards will be issued three times per year: fall, spring and end of the school year.

SAFETY PATROL

Responsible students are selected to help children cross safely at designated crossings. The crossings are inspected from time to time by local law enforcement personnel. All students are expected to use the appropriate crosswalks and to follow the directions of the safety patrols.

SAFETY TIP LINE: (425) 385-5050

Students, parents or other community members who have a concern about safety in Everett Public Schools or know something about a possible threat to safety, are urged to call the district's safety tip line at (425) 385-5050. Those who call remain anonymous while providing information that might protect our students.

SCHOOL HOURS (Students are welcome to be on campus after 9:00 a.m.)

DAILY	EARLY RELEASE
<u>All day Kindergarten, 1ST through 5th Grade</u>	<u>All day Kindergarten, 1st through 5th grade</u>
School Begins: 9:15	School Begins: 9:15
Dismissal: 3:25	Dismissal: 12:55
<u>Morning Kindergarten and Preschool*</u>	<u>Morning Kindergarten and Preschool*</u>
School Begins: 9:15	School Begins: 9:15
Dismissal: 11:55	Dismissal: 10:40
<u>Afternoon Kindergarten and Preschool*</u>	<u>Afternoon Kindergarten and Preschool*</u>
School Begins: 12:40	School Begins: 11:25
Dismissal: 3:25	Dismissal: 12:55
*Preschoolers do not attend school on Fridays	

SCHOOL SUPPLIES

Basic supplies are provided by the school. Grade level supply requests are sent home each year with the final progress report in June. Copies are also available in the school office. In younger grades, school supplies that are brought from home may become "classroom or community supplies" where all students are welcome to use them. Items such as lunch boxes, coats, sweatshirts, backpacks, etc., that only your child will be using should be labeled with your child's name.

SPECIAL EDUCATION SERVICES

Students may be provided special education services in the areas of reading, written language and math. Speech and language services are also available for students with specific communication needs. Physical therapy is provided to students who qualify for these services. Students are assessed for qualification in these programs by the District Special Services Department.

STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Everett Public Schools to ensure that all students are treated in a fair and equitable manner. Pursuant to that goal, a District-wide handbook (Student Responsibilities and Rights Policies) has been established as a guide. It is sent home on the first day of school or provided at registration after school starts and we ask that parents review this handbook with their children and return the signed form, verifying they have read it. A copy of this handbook is also available in the school office.

TARDINESS

Students are expected to be in their classrooms ready to learn by 9:15 a.m. Late arrivals at school interfere with individual progress and with classroom procedure. Students who arrive late must report to the school office with a written excuse from home. Please review “Attendance” and “Arrival and Dismissal” sections for more information.

TELEPHONE/MESSAGES

Please do not call the school office to relay messages to your child unless it is an emergency. Because calls into the classroom disrupt student learning, all messages and notes must come to the school office. If it becomes necessary to contact your child, please call by 3:00 p.m. in order to give office staff time to deliver the message before the end of the school day.

Student use of telephones is for emergency use only. If there is a change to your child’s schedule, please discuss it with him/her before they are sent to school. Students without a written note will follow their regular dismissal routine.

Forgotten items (lunches, books, etc.) should be brought directly to the school office and they will be delivered to your child at an appropriate time.

Cell phones are to be turned off during the school day and on school buses. Cell phones must be stored in the student’s backpack and should not be taken out while at school.

Students who need to contact their parents/guardians during the school day must obtain permission from a staff member to use the classroom phone or the student phone in the office.

VANDALISM

The Silver Firs community takes pride in our school. If you see anything that looks suspicious during the school day, we would appreciate your calling the school. At any other time, please call the Snohomish County Sheriff’s Office. The sheriff’s office has been helpful regarding school problems.

VISITATIONS

Silver Firs Elementary complies with the Everett Public School’s policy 4314 regarding visitors and/or other disruption of school operations. The policy states:

The board welcomes and encourages visits to schools by parents, other adult residents of the community, and other educators. Visitors must notify the school principal or designee before visiting any area of a school. The superintendent will establish guidelines to ensure the orderly and safe operation of the school.

If any person is under the influence of drugs or alcohol or is disrupting any school program, activity, or meeting or threatens to do so or is committing, threatening to commit or inciting another to imminently commit any act which would disturb or interfere with or obstruct any lawful task, function, process or

procedure of any student, official staff member, or guest of the school district, the superintendent or staff member in charge shall direct the person to leave immediately and/or shall call for the assistance of a law enforcement officer.

All visitors must sign in and out through the school office. Individuals not wearing volunteer/visitor badges will be escorted to the office. These procedures, as well as having our exterior doors locked, are school security issues and we appreciate your understanding.

Silver Firs parents are more than welcome to visit their child's classroom. Because some days are not routine or on a normal schedule, we would appreciate it if you would follow these procedures:

Write a note at least one day in advance telling the day and time you wish to visit. The teacher will then return the note agreeing to the visit or suggesting another day or time that would be more convenient for the class. When you arrive at school on the day of your visit, please check with the office to let them know you are in the building, sign-in on the visitor's log, and get a visitor's badge/sticker.

It is our school's policy to not accept student visitors (cousins/friends on vacation) in the classrooms.

VOLUNTEERS

Volunteers contribute a great deal to our school program and are highly appreciated. We have need for continuing help as well as help with short-term projects around the school and in classrooms.

If you are interested in volunteering, you will be required to complete and return a Volunteer Application. This application must be completed and submitted 2-3 weeks prior to volunteering (including chaperones for field trips). The volunteer application information can be found on the district's website. Volunteers are **required** to sign in at the office when they arrive and wear a volunteer/visitor badge when they are in the building.

WALKING TO AND FROM SCHOOL

Students walking to and from school are asked to follow all pedestrian safety rules including using sidewalks, crossing at marked crosswalks, and following our Safety Patrols' directions. Please remember to show P.R.I.D.E. your entire way to and from school.

WITHDRAWAL OF STUDENTS

Parents who are moving and must withdraw their children from Silver Firs are requested to let the school know in advance. The school can then have everything ready for the student(s) when they leave. PLEASE NOTE: With the current change in the immunization law, it is suggested that you pick up your child's immunization status record from the school office prior to withdrawal. This will assist you when enrolling your child at his/her new school.

COMMON AREA PROCEDURES

Staff is asked to teach these procedures at the beginning of each school year. Staff may be asked to reteach after winter, mid-winter, and spring breaks and on an "as needed" basis.

ASSEMBLY PROCEDURE

Typically assemblies will be held in the cafeteria unless otherwise instructed.

GOAL:

Students will demonstrate respectful behavior during assemblies by entering and exiting in a safe manner, listening, participating and following directions.

Entering an Assembly

1. All available cafeteria doors will be used for entering the assembly.
2. A seating chart will be established and remain constant for the entire school year.
3. The office will announce to classrooms/all school when they are welcome to transition to the assembly.
4. Classes will leave their classroom in a timely fashion allowing enough time to get seated prior to the assembly.
5. Fifth graders will carry their chairs to all school assemblies (unless notified otherwise).

Assembly Behavior

Staff Responsibilities

1. Specialists are responsible for supervising during an assembly if it is a teacher's planning time.
2. All staff will actively supervise students during the assembly in addition to modeling and reinforcing P.R.I.D.E.

Student Responsibilities

1. Students will enter and exit quietly and safely.
2. Students are welcome to quietly talk to the person next to them before the assembly begins.
3. Students will show P.R.I.D.E.

Exiting the Assembly

1. All available doors will be used.
2. Students will follow the directions of their teacher regarding how to walk back to his or her classroom.
3. Students will exit in a quiet and safe manner.

BATHROOM PROCEDURE

Staff Responsibilities:

1. During the first week of each new school year staff will review bathroom procedures.
2. Staff will be responsible for teaching any new students the rules and expectations.
3. Classrooms will have a check out sheet that is age appropriate.
4. When vandalism or misbehavior is reported, the bathrooms will be closed immediately and a report will be made to the office. Office or custodial staff will note the time the bathroom was closed. A sign or tape is to be placed across the entrance of the bathroom by the staff who received the report to indicate the bathroom is closed. The bathroom will be reopened after inspected and/or cleaned by the custodial staff.
5. Students in the unit where the bathrooms are closed will use the office bathroom until their unit bathroom reopens. Staff will remind students of office bathroom procedures.
6. Administrator and/or support staff will investigate the incident, as needed, by checking individual classroom sign-out/sign-in sheets for that unit and/or portables.
7. Staff may choose to have regular all-class bathroom breaks. If students need to use the bathroom at other times they may use the office bathroom.

Student Responsibilities:

1. Students are responsible for using a classroom (or specialist teacher) check out procedure when using the restroom (a sign out sheet appropriate to your grade level).
2. When not in class, students are to obtain permission from a lunchroom supervisor when in the lunchroom and to obtain a pass from the playground supervisor during recess to use the restroom.
3. While using the office bathroom, students will use the sign-in/out sheet located in the office.
4. Students are to use restrooms appropriately and leave them clean.
5. Students are to put toilet paper in the toilet and all other paper in the garbage can.
6. Students are to flush the toilet.
7. Students are to leave the stalls unlocked after use.
8. Students are to wash their hands.
9. Students are to leave the restroom as soon as they are finished.
10. Students are to report vandalism or misbehavior.

When a student vandalizes or misbehaves:

1. Students responsible for vandalism will clean up and/or pay for damages.
2. Additional consequences that may occur are:
 - A. Write a plan and notify parents and involve support staff.
 - B. Review bathroom procedures and student responsibilities.
 - C. Practice appropriate behavior.
 - D. Be escorted to the bathroom.
 - E. Bathroom privileges limited to office bathroom.

CAFETERIA PROCEDURE

GOAL:

The cafeteria at Silver Firs Elementary is a safe and clean environment where students, parents, guests, and staff can eat lunch and interact with each other in a courteous and respectful manner.

Staff Responsibilities:

1. Classroom teachers will teach and reinforce the rules and expectations of the cafeteria. A video of dining manners (appropriate for students K-2) and a video specific to Silver Firs cafeteria procedures are available for classroom instruction.
2. Teachers will escort students into the cafeteria at lunch time each day if their class eats lunch before going to the playground.
3. Teachers will instruct students to place lunch tubs on the first step of the stage.

Cafeteria Supervisor(s) Responsibilities:

1. The supervisor(s) sets up the cafeteria daily (table washing sign-up; microphone; etc.)
2. The supervisor(s) is responsible for monitoring student behavior to ensure P.R.I.D.E.
3. The supervisor(s) circulates through the cafeteria, interacting with students in a positive manner.
4. The supervisor(s) dismisses the students to recess at the appropriate time.
5. The supervisor(s) makes sure the tables are cleaned between lunches. (Students are assigned the jobs of table washers after each lunch)
6. The supervisor(s) uses a calm, firm, and respectful voice when redirecting inappropriate student behavior.
7. Supervisors will follow Silver Firs management plan when a student misbehaves which includes: non-verbal warning, verbal warning, time-out at an empty table with verbal or written plan, and/or referral to office.
8. Supervisors will communicate with classroom teachers (either by note, e-mail, or in person) if one or more of the teacher's students repeatedly displays difficulty following the cafeteria rules or is involved in a serious infraction.
9. Supervisors are encouraged to reinforce individual students or entire classes for following cafeteria rules.

Student Responsibilities:

1. Students will enter the cafeteria quietly and safely.
2. Students will sit at their designated table.
3. Students buying lunch will wait at their table to be excused to line-up against the cafeteria/gym wall by the lunch room supervisors or "Table Manager" (a student from their class).
4. Students will follow the CAFETERIA RULES:
 - A. Use respectful and quiet voices.
 - B. Keep hands, feet and objects to self.
 - C. Eat your own food.
 - D. Sit your bottom on the seat.
 - E. Keep feet under the table.
 - F. Use good table/dining manners.
 - G. Eat all food while seated (food should not be consumed out of the cafeteria, with the exception of the PTA popcorn).
 - H. Clean your own garbage and scraps from your table and floor.
 - I. Wait to be excused from table by lunchroom supervisor.
 - J. Dispose of left-overs/garbage appropriately. Popcorn bags can be placed in garbage cans on playground.
 - K. Place lunch box/containers in classroom tubs before leaving the cafeteria
 - L. Students must ask permission to use the restroom (raise hand and wait for acknowledgement from supervisor).
 - M. Students will show P.R.I.D.E. in the cafeteria.

- N. Students will be instructed by their teacher in their classroom's procedure after eating their lunch. This may include:
- Exiting to the playground following the white paw path (do not go through the garden or towards the parking lot).
 - Returning to the classroom if your class went to the playground before eating.
5. Lunch tub helpers will make sure classroom lunch tubs are on the first step of the stage before exiting the cafeteria.
6. If a student violates a rule, his/her behavior will be redirected and he/she will be reminded of the cafeteria rules. For repeat rule violations, a student may be asked to:
- A. Sit at a table away from the others
 - B. Write a plan
 - C. Review the rules before being excused
 - D. Practice appropriate behavior
 - E. Clean the cafeteria
 - F. Talk with the Principal or support staff
 - G. Eat lunch elsewhere
7. Students will be asked to call the kitchen staff and lunchroom supervisors by name to avoid the use of "duty".

EXITING/END OF THE DAY PROCEDURE

GOAL:

Students will leave school in a safe and orderly manner.

Staff Responsibilities:

1. Staff is responsible for walking their class to the covered play area using the green paw P.R.I.D.E. path and remaining with them until the dismissal bell (with the exception of children who take an alternate route home).
2. Staff is expected to instruct and respectfully remind students of their responsibilities.
3. After school supervisors, wearing orange safety vests, will be at their designated area on time and remain at bus area until buses depart.
4. Once the buses depart, supervisors will escort those students who have not been picked up by their parent or other responsible party to the office.

Student Responsibilities:

1. When exiting the building after school, all students will walk to their designated area (bus line, sibling/friend/parent/daycare meeting place, etc.). Kindergarten and Pre-school students will wait in the designated Kindergarten and Pre school area until they are escorted to the bus line by patrols, Para educator, or picked up by the person responsible for them.
2. Students waiting for buses should remain in orderly lines.
3. Students being picked up must wait on the blacktop/sidewalk for their ride.
4. Students MUST be escorted by their parent/guardian/responsible adult to a car parked in the parking lot. If students are not picked up by the time the supervisors come in, they must wait in the office.
5. Students may not play on the playground equipment immediately after school. It is required that children check-in after school with the adult responsible for them prior to returning to school to play. Children are welcome to return to campus after 4:00 pm. Those students picked up by their parent/adult guardian must wait with their parent/ adult guardian until 3:45 p.m. prior to playing on our playground so our supervisors can be assured that all children are safely on their way home.
6. Siblings and friends of patrols will wait in a designated area outside. If siblings and/or friends are still waiting when the after school supervisors re-enter the building, the students will be asked to wait in the office until they are met to be walked home.
7. Students are responsible for keeping their possessions on their person in a safe and responsible manner.
8. Students are to walk on the sidewalks and blacktop only (respect garden).
9. Bike riders must walk their bikes while on campus. Students are asked to follow safety rules while riding to and from school, including wearing a helmet.

Bike Procedures:

1. As per Everett Public School Policy, students in 3rd through 5th grades are welcome to ride their bike without parent/adult supervision.
2. Students are to walk their bicycles on school grounds. Once you reach the patrols helping with crossing the street near the school grounds or when you reach the gates entering the school grounds (if you don't cross at the patrol crosswalk), physically dismount from bike and walk bike at all times on campus.
3. Students are asked to follow all safety rules while riding to and from school, including wearing a helmet.

HALLWAYS AND WALKWAYS PROCEDURE

GOAL:

The hallways of Silver Firs will be a safe and quiet environment where people interact with courtesy and respect.

Staff Responsibilities:

1. Teachers will teach proper hallway procedures (i.e., locker use, walking, using quiet/no voice to respect the learning of others).
2. Staff will be responsible for supervising and/or escorting their classes throughout the school day (i.e., library, computer lab, PE, music, cafeteria, playground, and covered play area at dismissal, etc.).
3. Staff must provide a signed pass for unescorted students in the hallways/walkways during the school day.
4. Passes will be issued for those students who will be traveling in the building before or after normal school hours. Students will be expected to have these passes visible to staff as they move through the building and courtyard.
5. If a student violates a rule, staff is responsible for redirecting students towards the expected behavior through a gentle reminder and/or asking students to practice appropriate behavior.
6. Staff is responsible for providing adult supervision (including para educators, parent volunteers) when students are working in the hallways, walkways, and courtyard. This may include visual contact with the student(s) by the teacher/staff. It is requested that staff ensure the student(s) working in these areas are independent managers. Any staff member may request that a student(s) return to their classroom if their behavior is disruptive to other classrooms.
7. Staff is responsible for ensuring students and visitors have passes when walking unescorted in the building and courtyard. It is the responsibility of all staff to inquire and/or intervene when they observe an unescorted student or visitor on-campus without a pass or badge. This may include contacting the office, escorting the student to their teacher or office, and escorting a visitor to the office.

Student Responsibilities:

1. Students will move safely in the hallways/walkways by walking on the right hand side (this does not apply to the morning entry into the building or the afternoon dismissal out of the building).
2. Do not stand or walk on curbs or garden walls.
3. If a staff member requests to speak with a student, the student will follow the reasonable adult request.
4. If a staff member requests that a student correct a behavior, the student will follow the reasonable adult direction.
5. Hallways are "Quiet Zones". Staff will instruct students to use voice levels which are respectful of others who are learning.
6. Walkways and the courtyard are quiet zones (6 inch voice or less).
7. Students are responsible for making sure they have a pass while traveling on-campus without their teacher or other staff member.
8. Students without a pass will be sent or escorted back to their classroom during class time.
9. A pass to the office, to conduct business relating to a student concern, is not necessary before and/or after school. Student concerns include making an appointment with the principal, seeing the nurse, being directed to report to the office by a parent, etc.

MORNING GREETING PROCEDURE

GOAL:

Silver Firs Elementary is a warm and welcoming place with all staff members participating in a daily "Morning Greeting" welcoming our students.

Staff Responsibilities:

1. All staff is responsible for being ready to welcome students daily:
 - A. All **para educators** will welcome students while at their morning duty stations on the **playground** beginning at **9:00 am**. If a student or parent has a concern or needs help while on the playground prior to school, they may seek help from an educational assistant who will be wearing an orange safety vest.
 - B. At **9:10**, all **1st – 5th** grade classroom **teachers** will greet and monitor students at their classroom door.
 - C. At **9:10 Kindergarten and Pre School teachers** will meet their students while standing in line in the kindergarten waiting area.
 - D. At **9:10**, all **specialists** are assigned a **greeting station** around the building
2. Any staff member unable to be in his/her classroom/station at the designated time needs to inform others so that his/her classroom/station can be covered.
3. Each teacher will establish a morning routine for his/her classroom.

Student Responsibilities:

1. Students are welcome to be at school after **9:00 a.m.** unless prearranged to arrive earlier (i.e., Safety Patrol, Morning Reading Club, etc).
2. Students 1-5 grade will be on the upper playground (under the covered play shed or blacktop) no earlier than **9:00 a.m. and no later than 9:10 a.m.** Blacktop is defined as not standing past the portable classroom or garden. Students are also asked to not play in the wood chip area prior to the beginning of school. Kindergartners will go to the fenced area near building "A" between **9:00 a.m. and 9:10 a.m.** Preschoolers will be escorted to and from the bus by pre-school staff or delivered directly to the classroom by parent/guardian.
3. Students who arrive earlier than **9:00 a.m.** will be reminded of our start time and escorted into the office until morning supervision begins. Students who continue to arrive early will have a letter mailed home to remind the family of our "welcoming" time. If the situation continues, a phone call will be made and/or a parent meeting arranged.
4. Students are to keep all personal belongings in a backpack, tote, or school bag.
5. Students are asked to show P.R.I.D.E.
6. Students are to walk to their classrooms when the **9:10 a.m.** bell rings. For the first week of the school year, parents/guardians are welcome to walk their children to their classroom. Starting the second week of school, we ask that all parents/guardians do not enter the building past the double doors at the entrance to the courtyard (signs are posted). Our goal in requesting that you not enter the courtyard/building before school is to develop your child's skill as an "Independent Manager" and insure the safety of all children. If you have a meeting or you are volunteering, please sign-in at the office and obtain a visitor's badge.
7. Students are to enter the building quietly and follow their established classroom routine. Other than offering a morning greeting to classmates and staff, we ask that students do not talk/chit-chat in the hallway before school.
8. Students are tardy at **9:15 a.m.** and must enter through the office to obtain a tardy slip.

Bike Procedure:

1. As per Everett Public Schools Policy, students in 3rd through 5th grades are welcome to ride their bike without parent/adult supervision.
2. Students are to walk their bicycles on school grounds (physically dismount from bike and walk bike at all times on campus).
3. Students are asked to follow all safety rules while riding to and from school, including wearing a helmet.
4. Bike riders will be asked to sign a “Bike Contract” asking them to adhere to our bike safety rules.

OFFICE REFERRAL PROCEDURE

An office referral can occur when a student:

1. is experiencing a crisis.
2. is judged to be an immediate danger to self or others.
3. exhibits angry or disruptive behavior.
4. refuses to follow the normal classroom/school procedures after working through the behavior management steps as outlined in the P.R.I.D.E Handbook.
5. has a pre-planned intervention and needs time away or time for practicing appropriate behavior(s).

Staff Responsibilities:

1. Follow the level system outlined in the P.R.I.D.E Handbook when working with student misbehavior. If an office referral is warranted, the staff will:
 - A. Notify the office that the student has been referred.
 - B. Provide documentation for the referral such as:
 - a. classroom plan.
 - b. intervention contract/plan for student currently working with the Intervention Team or Evaluation Group.

Student Responsibilities:

1. Student will be required to write, draw, and/or tell a plan for changing the inappropriate behavior.
2. Student may return to class when a verbal or written plan is completed.

RECESS PROCEDURE (FOR THE PLAYGROUND AND INDOOR RECESS)

GOAL:

To provide a safe place for the students at Silver Firs to play.

Staff Responsibilities:

1. To reinforce appropriate recess behavior, classroom teachers will teach the rules and expectations of the playground at the beginning of the school year.
2. At the beginning of the school year (and as needed throughout the year), teachers will tour the playground, discuss the different play areas, and brainstorm different games/activities that could occur in the areas.
3. Movies specific to our playground procedures/expectations will be available for teachers to show their students at the beginning of the school year (and as needed throughout the year)
4. Teachers will walk their students to the bike racks or Kindergarten Corral gate at the beginning of each recess to assist in monitoring the transition of students to the playground.
5. Each recess/lunch group will submit to the Principal their group's plan for monitoring students when they return from recess.

Supervisor(s) Responsibilities:

1. Supervisors will prepare play equipment (ball cart, tether balls, etc.)
2. Supervisors will circulate about the playground, rotating positions from the upper to lower playground areas.
3. Supervisors will be visible, wear orange safety vest, and interact positively with students.
4. Supervisors will enforce the playground rules.
5. Supervisors will be equipped with a whistle, walkie-talkies, passes, red card (to alert the office of an emergency), pen, bandages, gloves, rules and behavior plans.
6. When a student violates a rule:
 - A. A supervisor will redirect the student by reminding him/her of the playground rules.
 - B. For subsequent infractions, supervisors may ask the student to:
 - a. time-out (stand by the wall or fence).
 - b. write a plan and problem solve.
 - c. review the rules before playing.
 - d. practice the appropriate behavior.
 - e. shadow a recess supervisor for a day.
 - f. have a daily recess contract.
 - g. have an alternative recess.
 - h. lose recess privileges for a specified time period.
 - C. Supervisors will refer a student to the office for behavior that is physically dangerous, intentionally harmful, or when inappropriate behavior is repeated despite the re-direction by the supervisors.
 - D. Supervisors will communicate with classroom teachers (either by note, e-mail, or in person) if one or more of the teacher's students displays difficulty following the playground rules or is involved in a serious infraction.
 - E. Supervisors are encouraged to reinforce students for following playground rules.

Student Responsibilities:

1. **GENERAL PLAYGROUND RULES:**
 - A. When walking from the cafeteria, follow the white paw path to the playground. Do not walk through the garden or near the parking lot.
 - B. Playing or hanging out by the bike racks/garden is not allowed.
 - C. Other than PTA popcorn, students must finish their lunch while sitting down in the cafeteria. No eating on the playground.

- D. Do not bring toys/games/equipment from home. Please only use school provided equipment. This is to avoid items being broken or stolen and to prevent trading of items without parent permission.
- E. All games are open to all students.
- F. For large team games such as soccer, kickball, and basketball:
 - When needed, a supervisor will assign captains before play begins.
 - The captains will choose their teammates by picking students - alternating turns. When choosing teams, make them fair and balanced or a supervisor will assign teams.
 - If you leave the game you must rejoin the same team you started out with during that recess.
- G. Use hands and feet safely
- H. Always walk on the blacktop and cement
- I. Walk up and down the stairs properly
- J. Walk up and down the ramp properly
- K. Do not walk in the gardens or along grass on the hill between upper and lower playgrounds
- L. Speak and play kindly with others
- M. Take turns on the equipment and in organized games
- N. Use hands only when playing with balls on the upper playground
- O. Follow reasonable adult directions
- P. Be safe at all times
- Q. Never go behind blue railroad storage container and the sport container (on lower field)
- R. There is no throwing rocks, bark, wood chips, sand, or any objects found on the playground.
- S. If a ball/equipment goes into the parking lot, bus area, or off the playground at any area, notify the playground supervisor to retrieve it.
- T. Use equipment properly (if unsure, ask the playground supervisors) and return it to the appropriate place at the end of recess.
- U. Go over rules with the playground supervisors before special games begin.
- V. Contact sports/activities such as tag/chase, football, etc., where someone could potentially get hurt are not allowed during recess
- W. Please follow the playground supervisor's directions regarding obtaining equipment (balls, jump ropes, etc.)
- X. If you hear the whistle blow, stop and see if a supervisor is trying to get your attention. If the supervisor is looking at you, stop and look for the supervisors directions. If the whistle is not for you, return to playing.
- Y. Stop all games immediately when the bell rings and walk back to class or where your teacher directs you to meet him/her
- Z. Follow the P.R.I.D.E. rules
- AA. Have fun; remember it is only a game.
- BB. Students will settle differences peacefully using problem-solving techniques
- CC. Existing rules may be modified or additional rules may be added throughout the school year as deemed necessary by staff or by a request from a student(s) after evaluation of the request by staff.
- DD. Students will be asked to call the adult supervisors by name (to avoid using the term "Duty").

RECESS/PLAYGROUND EQUIPMENT

General Rules/Reminders EQUIPMENT RACK

- 1) Please follow the playground supervisor's directions regarding obtaining equipment (balls, jump ropes, etc.)
- 2) Please return the playground equipment to the rack immediately after the bell rings.

EQUIPMENT USES:

RECESS BASKETBALL

- 1) Students will follow the general object of the game to shoot basketball into the hoop.
- 2) A reasonable number of players will be allowed on the court. The number of players allowed will depend on the amount of room under the covered area.
- 3) "Jump balls" occur when two players have their hands on the ball at the same time, struggling for possession.
- 4) Teamwork is expected (pass the ball to other players).
- 5) No physical contact is allowed.
- 6) No hitting people.
- 7) Supervisors will facilitate a discussion when complaints occur regarding:
 - ✓ how long a player can hold a ball.
 - ✓ age/developmentally appropriate rules such as:
 - double dribble.
 - Traveling.
 - Up and Down (player jumps up to shoot the ball but does not shoot and comes down with the ball still in his/her hands).
 - fakes the free throw.
 - passes the ball to him/her self.
- 8) Fouls occur when a player:
 - ✓ pushes, shoves, trips or grabs another player's arm.
 - ✓ throws the ball at another player so the ball goes out of bounds.
 - ✓ hits any part of opponent's body.
- 9) A player is OUT of the game if he/she:
 - ✓ swears or makes threats.
 - ✓ argues with other players.
- 10) Points are earned:
 - ✓ one free throw = 1 point
 - ✓ one field throw inside ring = 2 points
 - ✓ one field throw outside ring = 3 points
- 11) The line for shooting foul shots may vary according to grade level or size of each player (example: some shorter 4th or 5th graders may choose to shoot closer). This is a decision each team makes before starting a game.



BIG TOY



Rules/Reminders:

- ✓ Get on the toy where the equipment is marked with GREEN.
- ✓ Exit the toy where the equipment is marked with RED.
- ✓ Only 1 person on a slide, wavy tree climber and fire pole at a time. Make sure the person who is in front of you is clearly out of the way before you take your turn.
- ✓ Feet first on slides.



- ✓ No more than 3 people climbing the rock at a time.



- ✓ Do not go under the rings or monkey bars – we don't want anyone to be hurt by others hanging from the equipment.

X-CELERATOR

- ✓ One person on the X-celerator at a time.
- ✓ No spinning another person.
- ✓ The line for this equipment is located on the blacktop marked with giant paw prints.



STEPPING PODS

- ✓ Start where the equipment is marked GREEN.
- ✓ One person on a pod at a time.



Phase 3 of Playground:

- ✓ Get on the toy where the equipment is marked with GREEN.
- ✓ Exit the toy where the equipment is marked with RED.
- ✓ Only 1 person on a slide, and chain ladder at a time. Make sure the person who is in front of you is clearly out of the way before you take your turn.
- ✓ Feet first on slide.

“DOME” OR “SPIDER”



Rules/Reminders:

You may climb on top of the bars, however

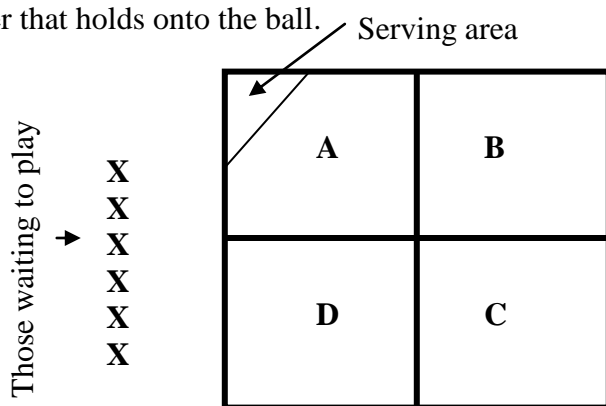
- ✓ No swinging, hanging, playing, walking, or running underneath the bars.
- ✓ No standing on the bars.
- ✓ You may be asked to get off the bars if the playground supervisor feels that there are too many students already on it (up to 8 at a time on this toy).

FOUR SQUARE

One player stands in each square. The player in the area “A” or with the server mark starts the play. From a bounce, he/she strikes the ball with one or two hands, directing the flight of the ball so that it bounces in one of the other areas B, C, or D. The player in the receiving area keeps the ball in play by striking it off the once bounce and by directing the flight of the ball to one of the other three areas. Play proceeds until one of the players fails to hit the ball into an area or commits a foul. If the offending player is “A”, he/she goes to the end of the line; players in B, C, and D move up one square and a new player enters D. If a player in B, C, or D misses, he/she goes to the end of the waiting line and all below move up one place. The ball is always put into play by the player in area A.

Fouls (a failure to return the ball properly)

- ✓ A ball that hits a line or outside the playing squares.
- ✓ A ball struck with a closed hand (fist).
- ✓ Allowing the ball to bounce more than once in a square.
- ✓ Failing to return the ball to one of the other three squares.
- ✓ A ball that hits a player while that player is standing in his/her area. If the ball hits the player above the waist, the player who hit the ball is out. If the ball hits the player below the waist, the player who got hit is out.
- ✓ A player that holds onto the ball.



FUNNEL BALL



Rules/Reminders:

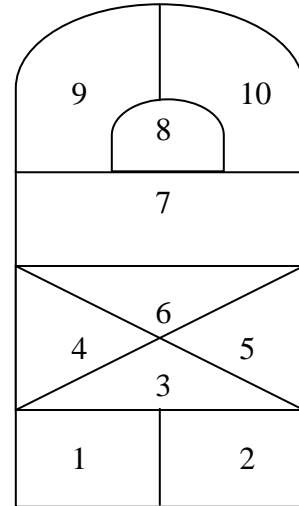
The object of this game is to throw a rubber ball into the top and see what hole/number/color the ball comes out of. You can play this by yourself or with friends!

- ✓ Don't spin on the pole.
- ✓ Stay in your colored area (red, blue, green or yellow).
- ✓ Only 1 person retrieves the ball at a time.

HOPSCOTCH

Playing Rules:

- 1) The first player starts by tossing his/her marker (bean bag) into the first box (#1).
- 2) He/she then hops over box #1 to box #2 and on through the boxes turning around in boxes #9 and #10.
- 3) The general rule is to hop on one foot in the single boxes and both feet (one in each box) in the double boxes.
- 4) After turning around in the boxes #9 and #10, he/she hops back to box #2, reaches over and picks up his/her marker/bean bag, hops in box #1 and on out.
- 4) Once players have completed their turn, they need to remember the next number to throw their bean bag to and go to the end of the line. When it is the player's next turn after successfully completing box #1, the player will attempt to toss the marker/bean bag into box #2 then hop through the playing field without stepping on box #2. Player continues through the field until all 10 boxes have successfully had a marker placed on them.



Fouls:

- 1) A player may not hop into a box where a marker/bean bag has been tossed.
- 2) Players lose their turn if their marker/bean bag is not tossed into the correct box or if it rests on the line.
- 3) Stepping on a line.
- 4) Missing a box while hopping.
- 5) Stepping into a box with a marker/bean bag.

INTERMEDIATE TRAINER



Rules/Reminders for Intermediate Trainer

- ✓ Start where the equipment is marked GREEN.
- ✓ Only one person on the monkey bars, rings, and Swivel Meister at a time.
- ✓ Don't go under the monkey bars or rings – we want to avoid someone getting hurt by those hanging from the equipment.

JUMP ROPES

- 1) Please use on the blacktop on the upper playground only.
- 2) Please use jump rope for its intended use only.
 - No tug-of-war
 - No playing horse
 - No swinging the rope in a dangerous manner
- 3) If playing “helicopter”, swing “low and slow”.

RECESS KICKBALL

The rules for kickball are closely related to those of baseball. The main difference is that kickball involves a big rubber ball.

Kickball is played on a field with 4 bases arranged on the corners of a diamond-shaped "infield". Player positions are also similar to those of baseball. There is an "infield" and an "outfield." The infield contains the positions that involve the bases, while the outfield is mainly designated for catching or retrieving the ball when it is kicked out of the infield. Actual playing positions vary depending on the number of kids that are actually playing. If there are only a few children playing, the positions are usually spread out, but if there are a good number of players, kids will position themselves wherever there is space.

Game play goes as follows: the ball is rolled towards home plate, and the player which is up (kicking), tries to kick the ball. If the ball is caught in the air, the kicker is out. A player is tagged while running to first base (or any base); he/she is also out. Also similar to baseball, if the ball is thrown to the first baseman, and it is caught by the first baseman while he/she is touching first base, the player running to first base is out. This is known as a "forced out" in that the runner was forced to run to that base. A "forced out" can occur on any base that a runner is forced to run to. A runner can only advance one (1) base on an over-throw. (This means that if a player in the field throws the ball to another teammate and the ball is not caught and goes rolling out into the field, the runner can only go on to the next base.)

Once a team gets 3 outs, the teams switch sides. A team gets one point for having a runner make it all the way around the bases and back to home base.

OUTS:

- 1) Players are considered out when:
 - a) Their kicked ball is caught before it touches the ground.
 - b) They are tagged out (a player in the field touches them while holding the ball and the kicker is not safely on base).
 - c) The ball is in the first base person's hands and the kicker has not made it to first base (or when a player is forced to advance to 2nd, 3rd, or home bases and the base person's had possession of the ball).
- 2) If a kicked ball hits a runner, the runner is out.
- 3) A runner runs out of the baseline.
- 4) If two runners end up on the same base, the second runner is out.
- 5) If a runner is passed by a teammate on the way to home plate, both runners are out.

PARALLEL BARS

- 1) Please keep two hands on the bars at all times.
- 2) Only 3 people at a time on the small bars.
- 3) Only 4 people at a time on the big bars.
- 4) No hanging.
- 5) No spinning.

RECESS SOCCER

Playing Rules:

- 1) When needed, a supervisor will assign captains before play begins.
- 2) The captains will choose their teammates by picking students alternating turns. If needed, a supervisor will assign teams.
- 3) The purpose of the game is for a team to kick the soccer ball in their goal. Goals are located at opposite sides of the playing field.
- 4) Only the goalie is allowed to use his/her hands.
- 5) No physical contact between players is allowed.
- 6) No slide tackling is allowed.
- 7) Show good sportsmanship.
- 8) Follow P.R.I.D.E.

FOULS: Players may lose the privilege of playing recess soccer for any of the following behaviors:

- 1) Kicking or attempted kicking of an opponent.
- 2) Tripping or attempted tripping of an opponent.
- 3) Jumping at an opponent.
- 4) Charging an opponent.
- 5) Striking or attempted striking of an opponent.
- 6) Pushing an opponent.
- 7) Holding an opponent.
- 8) Spitting at an opponent.
- 9) Slide tackling.
- 10) If a player's shoe comes off during the game.



TEAL AND PURPLE PLAYGROUND EQUIPMENT OR LOWER PLAYGROUND EQUIPMENT



Rules/Reminders:

- ✓ Get on the equipment where it is marked GREEN.
- ✓ Exit the equipment where it is marked RED.
- ✓ When using the slide, go down on your bottom with your feet first!
- ✓ One person on a slide, fire pole, bars, and spiral at a time.
- ✓ Don't go underneath the equipment.

TETHER BALLS

One player stands on each side of the court (divided in two by a white line). The server starts the game by tossing the ball into the air and striking it with his/her hand or fist in the direction he/she chooses. The player who first winds the rope completely around the post in the direction of his/her play wins the game. During the game, each player must remain in his/her own playing zone.

- 1) Tether balls are to be hit with hands only.
- 2) No touching of the rope during the game.
- 3) If you are waiting your turn, stay away from the playing zones.
- 4) When you are out, go to the end of the line.
- 4) If you win three games in a row, take yourself to the end of the line to allow new people into the game.

Fouls:

- 1) Hitting the ball with any part of the body other than the hands or forearms.
- 2) Stopping continuous play by holding or catching the ball.
- 3) Touching the pole with any part of the body.
- 4) Interfering with the progress of the game by hitting the rope with forearms or hands.
- 5) Playing the ball while standing outside of the playing zone.
- 7) Throwing the ball.

A player who commits any fouls listed forfeits the game to his/her opponent. Play stops immediately after a foul has been committed.

THE UNEVEN BARS



Rules/Reminders:

- ✓ Two people may hang from a section on the bars at a time.
- ✓ Only one person can sit/spin on a section of the bar at a time.
- ✓ Make sure others are out of the way before spinning.
- ✓ Do not touch others.
- ✓ No pulling someone off the bars.
- ✓ It is a long way down so play safely - keep both hands on at all times! No “jello”, “dead man’s drop”, “penny drop”, or “demon’s drop”.
- ✓ No standing on bars.
- ✓ No jumping off bars.
- ✓ Students grade 1-5 are allowed on the bars.
- ✓ Share equally or the supervisor will impose time limits.
- ✓ No helping on or off the bars (students must be able to get on by themselves).
- ✓ Play safe and show P.R.I.D.E.

WALL BALL

Look for “WALL BALL” label on blacktop which indicates those walls designated for wall ball play.

Playing Rules:

- 1) Server begins play by bouncing the ball then striking it with the hand or fist. Ball must hit the ground once, then hit the wall and return to the playing area past the service line.
Younger students may use a “2 bounce” rule.
- 2) The other player must return the ball by striking it before it bounces more than once. Ball may also be returned before it bounces.
- 3) There may be a replay when accidental interference occurs.
- 4) The player who first commits a foul is out and a new challenger enters the game.

Fouls:

- 1) Hitting the ball with any part of the body other than the hand.
- 2) Hitting the ball again before opponent plays it.
- 3) Catching the ball.
- 4) Throwing the ball.
- 5) Not playing the ball to the ground before hitting the wall.
- 6) Not service the ball across service line (e.g., no “babies”).
- 7) Allowing the ball to bounce more than one time before returning it.
- 8) Returning the ball out of the playing area.
- 9) Inappropriate use of language.
“Zapper” is the term to use when the ball hits the angle between the wall and cement or hits a corner.

Addendums will be made and shared with staff and students when new game rules are added.

TOYS/PERSONAL PLAY ITEMS PROCEDURES

GOAL:

To eliminate arguing, fighting, stealing, and unfair trading of personal property, students are requested to use the equipment provided by the school and not bring toys and personal items from home.

Staff Responsibilities:

1. Administration will provide appropriate and ample equipment for students to use on the playground.
2. Staff will review and provide a list of appropriate and expected “school tools” necessary for students to bring from home.
3. Staff may confiscate inappropriate toys and/or personal items that interfere with learning.
4. Each individual staff member will decide on a method of returning the items taken from a student.

Student Responsibilities:

1. Students are to bring appropriate “school tools” to school.
2. Students are to leave all personal play items at home (toys, sports equipment, personal stereo equipment, trading cards, virtual pets, etc)
3. Students are welcome to bring favorite items and/or collections for the following reasons:
 - A. Show and Tell
 - B. Prearranged with classroom teacher (e.g., museum display, cultural project, etc)
 - C. Display case outside the front office (as pre-arranged)
4. Items for sharing or displaying will remain in the student’s backpack until the appropriate time.
5. Toys and/or personal play items inappropriately brought to school may be confiscated by any staff member.
6. If a student repeatedly brings an inappropriate item to school, the item may not be returned until the end of the year or when a parent comes to school to retrieve the item.

Everett Public Schools does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Officer: Carol Stolz

Phone: 425-385-4106

Mailing Address: 3715 Oakes Ave., Everett, WA 98201

Title IX Officer and 504 Coordinator: Randi Seaberg

Phone: 425-385-4104

Mailing Address: 3715 Oakes Ave., Everett, WA 98201

ADA District Coordinator: Kristine McDowell

Phone: 425-385-5250

Mailing Address: 4730 Colby Ave., Everett, WA 98203