



Family Handbook

**General School Information
and
Common Area Procedures
2019-2020**

SILVER FIRS ELEMENTARY SCHOOL

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

General Phone Number: (425) 385-6500

Report an Absence email: SFEAttendance@everettsd.org

Report an Absence voice mail: (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. Give the speaker eye contact
3. Have your voice off
4. Have ears listening to speaker
5. Have your body still and free of distractions

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

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Dear families,

Welcome to the Silver Firs community! The staff and I are looking forward to a great year of working with you and your students. The Silver Firs community is made up of dedicated teachers, staff and parents who all come together with one common priority ~ doing what is best for our students.

At Silver Firs we are committed to ensuring academic excellence for every student in an engaging and positive way. Our motto at Silver Firs is, “Together we grow with PRIDE” (**P**oliteness, **R**espect, **I**ndependent managers, **D**oing our best, **E**veryone working cooperatively). In addition to ensuring academic excellence, we are dedicated to teaching students the skills necessary to become life-long learners who are respectful of differences and who can transition from the classroom to the community as successful contributing citizens.

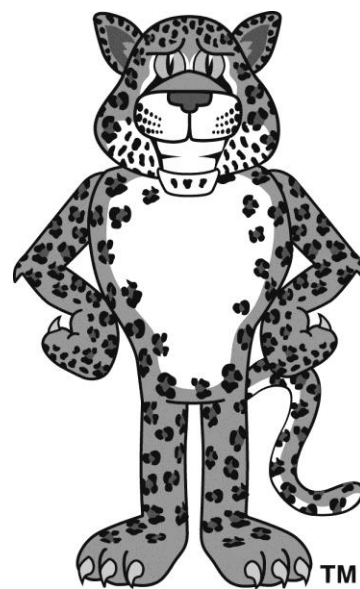
This handbook is designed to give you important information about our school’s policies and procedures that will help your child be successful at Silver Firs. Please review it with your students and keep it on hand for reference throughout the year. If you have questions that are not answered in this handbook, please call us at (425) 385-6500.

The education of our students is a partnership. You, the families of our students, are a very critical component of that partnership. Whether it is as a Watch DOG, a member of the PTA, or as a classroom volunteer, we invite you to visit Silver Firs and join in the partnership. We cannot do this important work without you!

Sincerely,

Aleta Smoot
Principal

Anca Wilson
Assistant 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. 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 may not be allowed. Your child’s teacher will inform you of any food restrictions for their class. 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 a reading, math, robotics, or writing clubs. 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 3:30-4:00 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 IN THEIR CLASSROOM ASSIGNED LINE UNDER THE COVERED PLAY SHED.** Due to the high number of students on the playground at this time and limited supervision, playing on the equipment is not allowed. On the first day of the school year, parents/guardians of First through Fifth graders are welcome to walk their children to their classroom. Starting the second day of school, we ask that all parents/guardians not enter the building past the double doors on the Kindergarten Corral side or the gates on the gym side (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 ensure 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. Kindergarten students, who begin full-time school attendance on the fourth day of school, will line up by classroom in the Kindergarten Corral in front of building A. We ask that parents of Kindergarten students say “good-bye” to their student at the corral and not follow the class into the courtyard.

Student arrival is 9:00-9:10 a.m.

(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 3:30 p.m. Monday - Thursdays; 2:15 p.m. on Learning Improvement Fridays (LIF), and 1:00 p.m. on Early Release Days

- 1st through 5th grade bus riders will be escorted by their teacher to the end of the garden near the bike racks and will be supervised in their bus line by staff members until the bus leaves. Kindergarten students are escorted by a safety patrol to the bus lines.
- 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 area (end of the garden near the bike racks).
 - 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.

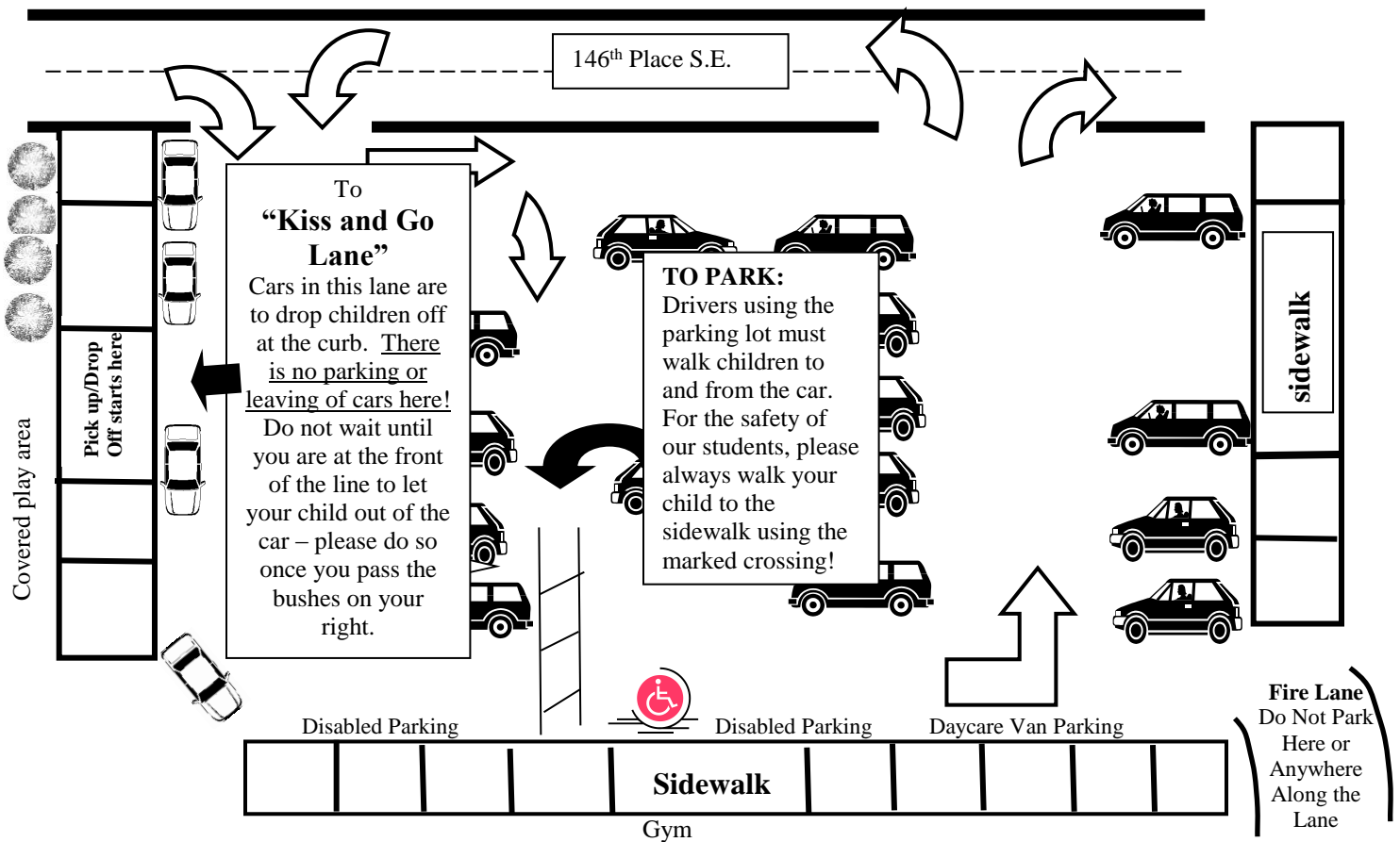
For safety purposes, a signed written note or email that is on file with the school from a custodial parent/guardian is required if a child’s routine for getting home will be altered for a day such as going home with a friend, riding a different bus, walking, or being picked up. Students going to a friend's house after school need to make arrangements **before the school day begins** with their parents before going to the friend's house. A child without a signed written note or email that is on file with the school from a custodial parent/guardian will be dismissed from school in the manner in which is typical for the student. Only in an infrequent emergency situation will we be able to make an exception to this policy with a verbal request via telephone.

Because buses are often loaded to capacity, it may not be possible to accommodate extra riders. Therefore, it is critical that a parent/guardian of a typically non-bus riding student give additional days written/email notice if they wish their student to ride a school bus to determine if this accommodation can be made.

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 up by their parent/adult guardian must wait with their parent/guardian until 4:00 p.m. prior to playing on our upper playground. The field will be available to parent/guardians who wish to stay afterschool to supervise their children there; **however, the upper playground equipment will be closed until 4:00 p.m.** 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, daycare loading zone (in front of the gym), and fire lane during student drop off/pick up. Please refer to the following diagram regarding our parking lot.

PARKING LOT TRAFFIC PATTERN



ATTENDANCE (Please see the *EPS Student Rights and Responsibilities 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. **Typical school hours at Silver Firs are 9:15 a.m.-3:30 p.m Monday through Thursday with Friday dismissal time at 2:15 p.m. (please check the EPS calendar and website for changes in dismissal times due to conferences, conference planning, and holidays).** The first bell rings at 9:10 am. 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 where they will be given a tardy slip to present to their teacher upon entering the classroom. If a student is significantly tardy (more than just a few minutes) we request that the student be accompanied to the office by a parent/guardian or bring a note signed by a parent/guardian detailing the reason for the tardy.*

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.

Absent

1. A student is absent when they are:

- a. Not physically present on school grounds; and*
- b. Not participating in the following activities at an approved location:*
 - (i) Instruction;*
 - (ii) Any instruction-related activity; or*
 - (iii) Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.*

2. Students shall not be absent if:

- a. They have been suspended, expelled, or emergency expelled pursuant to [Chapter 392-400 WAC](#);*
- b. Are receiving educational services as required by [RCW 28A.600.015](#) and [Chapter 392-400 WAC](#); and*
- c. The student is enrolled in qualifying "course of study" activities as defined in [WAC 392-121-107](#).*

3. A full day absence is when a student is absent for 50% or more of their scheduled day.

4. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

Excused and Unexcused Absences

Excused Absences

Absences due to the following reasons must be excused:

- 1. **Illness, health condition or medical appointment** including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health for the student or person for whom the student is legally responsible. (Please see EPS's [Student Rights and Responsibilities Handbook](#) regarding the district's excused absence policy due to an extended illness or chronic health condition.)*
- 2. **Family emergency** including but not limited to a death or illness in the family.*
- 3. **Religious or cultural purposes** including observance of a religious or cultural holiday or participation in religious or cultural instruction.*
- 4. **Court, judicial** proceeding, court-ordered activity, or jury service.*
- 5. **Post-secondary, technical school or apprenticeship program** visitation, or scholarship interview.*
- 6. **State-recognized search and rescue activities** consistent with [RCW 28A.225.055](#).*
- 7. Absence directly related to the **student's homeless or foster care/dependency status**.*
- 8. Absences related to **deployment activities of a parent or legal guardian** who is an active duty member consistent with [RCW 28A.705.010](#).*

9. Absences due to **suspensions, expulsions or emergency expulsions** imposed pursuant to [Chapter 392-400 WAC](#) if the student is not receiving educational services and is not enrolled in qualifying “course of study” activities as defined in [WAC 392-121-107](#).

As required by law, students who are removed from a class or classes as a disciplinary measure, or students who have been placed on short-term or long-term suspension, will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.

10. Absences due to student **safety concerns**, including absences related to threats, assaults, or bullying;
11. Absences due to a student’s **migrant status**; and
12. An approved activity that is consistent with district policy and is **mutually agreed upon** by the principal or designee and a parent/guardian or emancipated youth.

A school principal or designee has the authority to determine if an absence meets the above criteria for an excused absence.

With the exception of item 9, the parent/guardian is expected to contact their student’s school attendance office in writing or by phone to provide an explanation for a student absence within thirty (30) calendar days from the date of the absence.

To Contact the School in Writing

Parents/guardians may contact the school in writing to provide an explanation for a student absence. Such parent/guardian written contact can be in the form of a hand-written note, sent from the parent/guardian email address, or sent by fax. The written note should contain the following information:

- *Student ID number and/or name*
- *Date(s) of the absence*
- *Reason for the absence*
- *Parent/guardian name*
- *Parent/guardian signature (for hand-written notes)*
- *Parent/guardian phone number*

Silver Firs Attendance email address: SFEAttendance@everettsd.org

To Contact the School by Phone

*Parents/guardians may contact the school by phone to provide an explanation for a student absence. (The Silver Firs absent line is **425.385.6505**.) Such parent/guardian contact will be recorded in writing by school office staff to excuse the absence. Parents/guardians needing language assistance to provide a written note may use the district’s *Communication Line for Non-English Speaking Families* by calling 425-385-4011. If leaving a voice mail message, please state your student’s name and their student ID number, the reason for the absence, the dates(s) of the absence, parent/guardian name, and parent/guardian phone number.*

Unexcused Absences

Any absence from school is unexcused unless it meets one of the criteria for an excused absence set forth above (WAC 392-401-020). A student will receive an unexcused absence when:

1. *The parent/guardian or adult student submits an excuse statement that does not constitute an excused absence as set forth above;*
2. *The parent/guardian or adult student fails to submit any type of excuse statement, whether by phone, fax, email or in writing, for an absence; or*
3. *The parent/guardian or adult student submits an excuse statement more than thirty (30) calendar days after the absence*

Length of Absence

The length of a student's daily absence per the definitions below determines if the absence will be recorded as a tardy, part day or full day absence.

Tardy

Students are expected to be in their classrooms, in their seats, and ready to participate at the beginning of each class. Students are tardy if they arrive after the published start time or leave before the published end time for school or class. A student who is marked tardy to class is not absent unless the student otherwise meets the criteria for an absence.

Partial Day or Period Absence

Elementary (Kindergarten through Fifth Grade)

At the elementary level, a tardy becomes a partial day absence if the student has missed more than thirty (30) minutes and less than 50% of their school day.

Full Day Absence

A full day absence is defined as a student missing 50% or more of their scheduled school day.

A quick reference for how absences will be recorded:

- Less than 30 minutes late to school = "Tardy"
- Less than 30 minutes remaining of school when signed out by parent/guardian = "Tardy"
- Greater than 30 minutes late to school or if the student leaves with more than 30 minutes remaining of school but still less than 50% = "Part Day Absence"
- 50% or more absent for the day = "Full Day Absence"

Prearranged Absences

Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the absence and approved by the principal or designee pursuant to item 12 above. The principal or designee may excuse up to five (5) school days for a prearranged absence per student each school year. Assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) school days prior to the absence. Please inquire at the office for the EPS prearranged absence form.

Response to Student's Failure to Attend School***Notice to Parent/Guardian***

If a student fails to attend school, the student's parent/guardian will be informed by a notice in writing or by telephone whenever the child has failed to attend school after one (1) unexcused absence within any month during the current school year. The school shall inform the parent/guardian of the potential consequences of additional unexcused absences. If the parent/guardian is not fluent in English, the school must make reasonable efforts to provide this information in a language in which the parent/guardian is fluent.

Required Conference for Elementary School Students

In the event that a student in elementary school is required to attend school under RCW 28A.225.010 or RCW 28A.225.015(1) and has five (5) or more excused absences in a single month during the current school year, or ten (10) or more excused absences in the current school year, the district shall schedule a conference or conferences with the parent/guardian and student at a reasonably convenient time for all persons included for the purpose of identifying barriers to the student's regular attendance and the supports and resources that may be made available to the family so that the student may regularly attend school. The conference must include at least one (1) district employee such as a nurse, counselor, social worker, teacher, or community human services provider, except in those instances regarding the attendance of a child who has an individualized education

program (IEP) or a plan developed under section 504 of the rehabilitation act of 1973, in which case the reconvening of the team that created the program or plan is required.

A conference is not required for students with five (5) or more excused absences if:

- (1) Written notice of the prearranged excused absence was provided to the principal (or designee); or*
- (2) If a doctor's note was provided and an academic plan was in place to ensure the student did not fall behind while absent.*

If a regularly scheduled parent-teacher conference day is to take place within thirty days (30) of the absences, the district may schedule the conference on that day. If the student does not have an Individualized Education Program (IEP) or a Section 504 Plan, the conference must include at least one (1) district employee, such as a nurse, counselor, social worker, teacher or community human services provider. If the student has an IEP or a Section 504 Plan, the team that created that program must reconvene.

Required Conferences for All Students relating to Unexcused Absences

After one unexcused absence within any month during the current school year, the school shall inform the student's parent/guardian by a notice in writing or by telephone whenever the student has failed to attend school and of the potential consequences of additional unexcused absences. If the parent/guardian is not fluent in English, the school must make reasonable efforts to provide this information in a language in which the parent/guardian is fluent.

After three (3) unexcused absences within any month of the current school year, the school shall hold a conference with the principal or designee, parent/guardian, and student to analyze the causes of the student's absenteeism. If a regularly scheduled parent-teacher conference is scheduled to take place within thirty (30) calendar days of the third unexcused absence, the district may schedule the attendance conference on the same day. If the parent/guardian does not attend the scheduled conference, the school may hold the conference with the student and principal. However, the school shall notify the parent/guardian of the steps to eliminate or reduce the student's absences.

At some point after the second and before the fifth unexcused absence, the district will take data-informed steps to eliminate or reduce the student's absences. In middle school and high school, these steps must include application of the Washington Assessment of the Risks and Needs of Students (WARNS) or other assessment by the district's designated employee.

For any student with an existing IEP or 504 plan, these steps must include convening the student's IEP team or 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the student's absences. If necessary, and if the student's parent/guardian gives consent, the district will conduct a functional behavior assessment and will complete a detailed behavior plan to explore the function of the absence behavior.

For any student who does not have an IEP or 504 Plan, but who is reasonably believed to have a mental or physical disability or impairment, these steps will include informing the student's parent/guardian of the right to obtain an appropriate evaluation at no cost to the parent/guardian to determine whether the student has a disability or impairment and needs accommodations, special education services, or related services.

This includes students with suspected emotional or behavioral disabilities. If the school obtains consent to conduct an evaluation, time should be allowed for the evaluation to be completed, and if the student is found to be eligible for accommodations, special education services, or related services, a plan will be developed to address the student's needs.

The district will designate a staff member to apply the WARNS and, where appropriate, provide the student with best practice or research-based interventions consistent with WARNS. As appropriate, the district will also consider:

- 1. Adjusting the student's school, program or course assignments;*
- 2. Providing the student more individualized or remedial instruction;*
- 3. Providing appropriate vocational courses or work experience;*
- 4. Requiring the student to attend an alternative school or program;*
- 5. Assisting the student or parent/guardian to obtain supplementary services that might eliminate or ameliorate the causes of absence; or*
- 6. Referring the student to a community truancy board.*

After Five (5) Unexcused Absences

Not later than a student's fifth unexcused absence in a month, the district will:

- 1. Enter into an agreement with the student and parents/guardians that establishes school attendance requirements;*
- 2. Refer the student to a community truancy board; or*
- 3. File a petition with juvenile court (please see the EPS Student Rights and Responsibility Handbook for details).*

At Silver Firs, we have an incentive program to encourage consistent attendance. Each month, when a student has no absences or tardies, they receive an attendance JagTag that acknowledges their perfect attendance and their name is displayed on a classroom poster. Students will also be recognized for "near perfect" attendance for the month – meaning they had only 1 absence or 1 tardy. (This recognition award will be decided by the attendance committee early in the Fall). Students also earn a perfect attendance bracelet for each semester when they have no absences or tardies from September through January (or so) and then again from February through the last day of school. Students earn a medal at the end of the year when they have perfect attendance for the entire school year. We also recognize those students who have no more than 4 absences for the entire school year with a certificate of "Four or Less for Success" and a "Near Perfect" certificate and bracelet are awarded to those students who had no more than a combined 3 absences or tardies for the year. At the end of the school year, we hold an assembly and publicly acknowledge our students with "Perfect" and "Near Perfect" attendance!

BICYCLES AND OTHER WHEELED RECREATION DEVICES

The Everett Public School's procedure 3241P states 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 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). Bikes may not 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.

The Everett Public School's procedure 3241P also states that *skateboards, hoverboards, scooters, roller blades and similar devices may not be ridden on district property and the district cannot be responsible for the loss or theft of these devices or any other student property. 'Heely' style shoes are also not permitted for the safety of the wearer and others.*

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 (3204) regarding the Prohibition of Harassment, Intimidation and Bullying (HIB), which states:

Everett Public Schools maintains a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and community members that is free from harassment, intimidation and bullying (HIB). Our district's core values include our commitment to value differences among people and treat one another respectfully. HIB 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 sexual harassment 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.

Please see EPS's Prohibition of Harassment, Intimidation and Bullying Procedure (3204P) in the Student Rights and Responsibilities Handbook pages 37-42 for information regarding definitions, prevention, intervention, and incident reporting.

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 policies regarding the prohibition of harassment, intimidation, bullying, and discrimination (policy and procedures 3204, 3204P, 3205, 3205P, 3210, and 3210P).

BUS RIDING (EPS Policy 3244, Procedure 3244P)

The rules of conduct and behavior expectations that apply to students in schools and classrooms (Policy 3240, Student Conduct Expectations and Sanctions) also apply to students riding school buses and other district-provided transportation.

Student misconduct on a school bus or other district-provided transportation may be grounds for imposition of corrective action. The denial of the privilege of riding the school bus or other district-provided transportation will be made by the principal or designee.

The superintendent or designee may establish additional written rules of conduct for students riding school buses or other district-provided transportation.

Procedure 3244P

The following rules and expectations have been established for the safety of students riding school buses or other district-provided transportation. Any reference to “bus” in this procedure shall include other district-provided transportation.

A copy of these rules will be provided to each student in the Student Rights and Responsibilities Handbook.

Students who violate any of these rules/expectations may be subject to corrective action, up to and including suspension and/or denial of the privilege of riding the bus. Students may also be subject to corrective action under Policy 3240, Student Conduct Expectations and Sanctions.

Prior to Loading the Bus

- 1. Students are to be at their assigned bus stop no less than five (5) minutes prior to the scheduled bus arrival time.*
- 2. While waiting for the bus, students are to stand a safe distance from the roadway and avoid unsafe activities that could injure themselves or others. Students are to form a single line as the bus approaches.*
- 3. Students are expected to respect the rights and property of others.*
- 4. Students who must cross the roadway to board the bus should do so in front of the bus, never behind the bus, and only after the driver has signaled that it is safe to do so. Students should not approach the bus until it has come to a full stop and the door is opened.*

While on the Bus

- 1. Students are under the supervision and authority of the bus driver when boarding, riding, or leaving the bus. Disrespectful or defiant behavior, disruptive conduct, and/or obscene language or gestures toward the driver or other riders may result in corrective action. Harassment, intimidation and bullying of any kind is prohibited.*
- 2. Students are expected to identify themselves promptly and willingly when asked by the bus driver. A student may be assigned a seat in which he/she will be expected to remain at all times while on the bus.*
- 3. Students are to observe the same rules of conduct on the bus as in the classroom. Students should conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus. Quiet conversation is acceptable.*
- 4. Use of technology at Everett Public Schools is considered a privilege and not a right and may be revoked by a principal, assistant principal, or principal’s designee. All authorized use at school and on the bus shall be in compliance with Procedure 3245P, Technology, and Policy 3246 and Procedure 3246P, Personal Electronic Devices, and school rules.*
- 5. Students are expected to get on and off the bus in a safe and orderly manner. When getting on the bus, students are to go directly to their seats and remain seated while the bus is in motion. In preparation for getting off the bus, students should remain seated and not stand up until the bus has come to a full stop.*
- 6. Items not allowed in schools are also not allowed on the bus including, but not limited to: all forms of animal life (except service animals), firearms, weapons, drugs, alcohol, tobacco and tobacco-like products, flammables, breakable containers, lasers, and all other items which could adversely affect the safety of the bus and passengers.*
Items that are heavy, sharp or bulky (such as large musical instruments) or other items which may be hazardous in the event of an accident or an emergency stop (such as basketballs or other sports equipment not carried in a sports/gym bag) may not be transported unsecured in the passenger area of the bus.
- 7. Students should only open bus windows with the permission of the bus driver. Students shall not extend any part of their body out of the bus window. Objects shall not be thrown out or passed through open bus windows or doors.*
- 8. Unless otherwise prearranged by the parent/guardian and permission granted by the principal/designee, students are to ride their assigned bus and get off the bus at their assigned bus stop.*

Additional bus riding information:

- Preschool and kindergarten students returning home will not be allowed to get off the bus without an adult to meet them.
- For safety purposes, a signed written note or email from a custodial parent/guardian is required 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 notice from their parent/guardian for a change will be put on his/her regular bus. Only in those rare emergency situations will we be able to make an exception to this policy with a verbal request via telephone.
- 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.
- If a non-bus riding student wishes to ride a school bus, a note must be sent to school by the morning of the requested day and cleared through the school office. Often buses are loaded to capacity so it may be impossible to accommodate extra riders.

COMPUTER USE

Students use computers both in the classroom and in computer lab 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. Silver Firs Elementary adheres to the Everett Public Schools policy and procedures regarding the use of Technology (3245 and 3245P).

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? (What is the 2-hour delay and regular start schedule snow route for your school bus?)
- Where should your child go if they need help?
- Who would care for your child if you were not able to come home in an emergency?
- Is there someone your child could call to calm fears?
- How will you communicate with family members if power or telephone service is interrupted?
- Where do you keep emergency supplies, including a battery operated radio

How to find out about a delay start of school and closures:

- Most local radio and TV stations will announce any school cancellations, delay of starting time, or early dismissal. Typically, the District will notify the media of changes before 5:30 a.m.
- The district also makes Blackboard Connect calls to families beginning at 5:00 a.m. (please make sure your contact information is up to date at your school)
- Subscribe to FlashAlert.net (you can subscribe to receive notices at the same time those notices are sent to media outlets, or you can bookmark this site to check for a listing of regional school emergency schedule information)
- The Everett Public Schools Website (<http://www.everett.k12.wa.us>), Facebook, Twitter, and Instagram pages.

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.

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 Public Schools require that each school have a policy for discipline. Please see EPS Student Rights and Responsibilities Handbook pages 8-9 which explains the districts focus on Positive Behavioral Intervention Supports (PBIS) and how this relates to the district's and our school's philosophy regarding student behavioral expectations, prevention/instruction, and corrective actions.

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! In addition to our P.R.I.D.E. Handbook, we have outlined student behavioral expectations for many of the common areas of our school which are available for review at the end of this handbook. These behavioral expectations are taught to students at the beginning of the school year, retaught as needed throughout the school year, and reinforced throughout the school year.

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 Rights and Responsibilities Handbook.

DRESS CODE (Everett Public Schools Policy 3224 and Procedure 3224P)

Preserving a beneficial learning environment and assuring the safety and wellbeing of all students are primary concerns of the board.

Students' choices in matters of dress should be made in consultation with their parents/guardians.

Student dress shall only be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

- 1. a health or safety hazard shall be presented by the student's dress or appearance;*
- 2. damage to school property shall result from the student's dress; or*
- 3. a material and substantial disruption of the educational process will result from the students' dress or appearance.*

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of obscene, sexual, drug, alcohol or tobacco-related messages, or gang-related apparel. The superintendent shall establish procedures providing guidance to students, parents and staff regarding appropriate student dress in school or while engaging in extracurricular activities. Such procedures shall ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be asked, with notice to his or her parents, to make appropriate corrections and subject to discipline if the corrections are not undertaken.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion are not subject to this policy.

The student and parent may determine the student's personal dress and grooming standards, provided that the student's dress and grooming shall not:

- A. Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity and/or educational objectives;*
- B. Create a health or other hazard to the student's safety or to the safety of others;*

- C. Create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence; or*
- D. Imply gang or identifiable hate group membership or affiliation by written communication, marks, drawing, tattoos, painting, design, and/or emblem upon any school or personal property or one's person.*

The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- A. Creates a hazard to the student's safety or to the safety of others.*
- B. Shall prevent, interfere with or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.*

If the student's dress or grooming is objectionable under these provisions, the principal shall request the student to make appropriate corrections. If the student refuses, the principal shall notify the parent and request that person to make the necessary correction. If both the student and parent refuse, the principal shall take appropriate corrective action. Students may be suspended, if circumstances so warrant. Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal may determine. All students shall be accorded due process safeguards before any corrective action may be taken.

School authorities may communicate to students and parents the apparel, identifying symbols and/or behavior that are associated with identifiable hate groups and/or gangs that may become a hazard to a student's safety or the safety of others.

Hats and head coverings (e.g., hoodies on sweatshirts, sweaters, coats, etc.) may be worn outside of the classrooms and buildings only (unless for religious purposes).

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' dismissal time, it is helpful to our office staff for record keeping purposes that a note 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" or "Part Day Absence" (depending on the amount of time missed from school – see pages 9 and 10) 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 3:30 pm.

EMERGENCY CONTACTS

At the beginning of each school year, your child will bring home an enrollment information or enrollment update form. Please promptly return these forms with any updated addresses and telephone numbers where parents/guardians/emergency contacts can be reached if your child becomes ill or is injured at school. We also need reliable alternative phone numbers in case contacts cannot be reached at their primary numbers. Please keep these numbers updated by notifying the school office of any changes throughout the school year.

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

- Please pay attention to information released by the school, District, or emergency responders. Be aware that phone contact with the school may be limited or impossible as a result of the disaster event.
- If you or your emergency contact arrives on campus/evacuation site to pick up your child, please follow posted or verbal directions regarding the release of children. This will include:
 - ✓ A designated Student Reunification Site 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 Student Reunification Site, you will be asked to wait 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 information 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 be approved volunteers with the district. Don't wait until your child's field trip is announced to complete your volunteer application. Volunteer applications take two to three weeks to be processed at the District office. We encourage every parent to complete a volunteer application early in the school year. Volunteer applications must be completed online at <https://www.everettsd.org/domain/1452>. If you do not have a computer or access to internet services, you may complete the application on-line at our school.

If you are attending a field trip as a chaperone, it is expected that you stay for the entirety of the trip and ride the bus with the students. When you agree to be a chaperone, you are expected to be responsible for the group of students assigned. For this reason, it is prohibited for other non-Silver Firs children to accompany you while you are a chaperone on the field trip.

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.

Due to an increase in food allergy concerns among our students and to strengthen our alignment with the [district's food and nutrition policies](#), food items may not be brought to school to celebrate birthdays (i.e. cupcakes, cake, cookies, etc.) starting in the 2019-20 school year. If you would like to celebrate your child's birthday with his/her class please consider non-food options such as donating a book to the classroom library or a small item for each child (pencil, pen, erasers, stickers, etc.). We know this may come as a disappointment to some, but we appreciate your understanding and cooperation.

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 for midday snacks (if part of the classroom day) and all-class celebrations/treats. Please also consider portion size when sending treats. When sending in food to be shared with the class, the EPS Food & Nutrition department recommends: *"Prepared food from a commercial source is made following strict state and local inspection. For that reason, it is preferred that food items come sealed, from the store."* **Please refer to EPS Food & Nutrition Website regarding Food Safety Guidelines for Food Served at Room Parties (<http://www.everettsd.org/Page/15580>).**

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 or walking through 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 screenings for student's kindergarten through grade five. Hearing screenings are also provided for students in kindergarten through 3rd grade and 5th grade. Parents/guardian are notified by mail if their student does not pass the screening(s).

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 lesson.

- 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) 339-5200. The certificate of immunization status must show the month, day, and year the student received all vaccines required. Please see Washington State Department of Health website for information regarding Exemptions to School and Child Care Immunization Requirements

<https://www.doh.wa.gov/Portals/1/Documents/Pubs/348-726-ExemptionsQuickReferenceGuide.pdf>.

LIBRARY

Our library is truly a resource and learning center. Students have access to books, magazines, and technology. 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

Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the district. Neither right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy. Students are assigned lockers by their classroom teacher. It is expected that each teacher will 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 **EACH SEMESTER**, unclaimed items will be given to a charitable organization.

LUNCH/BREAKFAST

Breakfast is available every day and consists of an entree, fruit or juice, and milk. For lunch, students choose between the daily special, build a sandwich or a yogurt combo. All lunch meals include fruit, vegetables and milk. New menus are published each month. Families may have their student pay for their meals on a daily basis with cash or check; may prepay for several meals in advance in the cafeteria with cash or check; 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 "My Payments Plus" program. For more information regarding online bill account and the My Payments Plus options, please check the District Website at <https://www.everettsd.org/Page/4828>.

The cost this year for meals purchased at the elementary school level:

ELEMENTARY		
FULL PAY	BREAKFAST: \$1.25	LUNCH: \$3.00
REDUCED*	BREAKFAST: No Charge	LUNCH: No Charge* (K-3rd grade) \$0.40 (4th & 5th grade) *State funding covers the co-pay for reduced price students K-3rd grade
FREE *	BREAKFAST: No Charge	LUNCH: No Charge
ADULT	BREAKFAST: \$2.00	LUNCH: \$4.25
MILK ONLY (full pay)	SERVED AT BREAKFAST AND LUNCH: \$0.55	
JUICE ONLY (full pay)	SERVED ONLY AT BREAKFAST: \$0.55	

Occasionally, students forget their lunch or lunch money and may "borrow" three times. Elementary students who come to the cafeteria without the money for a meal will be given three breakfasts and three lunches on credit. In the meantime, food service staff will attempt to contact students' families to notify them about the need for payment. If after three days of credit for school meals, if no payment or arrangement for payment has been made, elementary students will be offered a courtesy meal*.

At any time during this process, it is appropriate to share information about a student's meal payment status with a school administrator or counselor.

Food & Nutrition services uses the district's automated communication system to make reminder calls and emails to parents who owe for school meals.

***What is a courtesy meal and how much do they cost?** A courtesy meal is provided as a short-term solution to students without money for a meal. A courtesy lunch consists of a cheese sandwich, fruit, veggie and milk. A courtesy breakfast consists of a cereal, fruit and milk. It is served at no cost to students. We never deny a student food, but after multiple days of courtesy meals, kitchen managers should contact the Food & Nutrition Services office, family or school office to work towards a solution.

Students are required to eat items from their lunch before they buy treats. Treats, which include such things as cookies and fruit snacks, are only available to students in 3rd-5th grades.

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. Applications are also available in the school office, school kitchen or online. If you feel you qualify, please complete the 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.

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 schoolwork can be prepared. Per EPS's absence policy, *"assignments requested for a prearranged absence will be provided to the student or parent/guardian if requested five (5) school days prior to the absence"*.

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 visit the Washington State Department of Social and Health Services (DSHS) at <https://www.dshs.wa.gov> for medical, childcare or food assistance.

MEDICATION AT SCHOOL

Silver Firs Elementary adheres to the EPS Policy 3416 regarding medication at school. Everett Public Schools Policy encourages families to administer medication to a child outside of the school day whenever possible. For medication that must be administered at school, including any nonprescription products (with the exception of sunscreen), it must be accompanied by *"...a completed Medication Authorization Order form, signed by the LHP and the parent/guardian"* and *"...be in the original, properly labeled container, including any OTC medication and samples"*. Please contact the school or look on the EPS's website for the "Medication Authorization Order" form. A full copy of this policy and the procedures for the administration of medicine at school can be found on the EPS's website.

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.**

PBIS (Positive Behavioral Interventions and Supports)

PBIS is an implementation framework for teaching behavioral expectations throughout the school. It is based on a proactive model, which teaches the expected behaviors, reinforces and recognizes students who are able to model these behaviors, and has systems in place to assist students who have a difficult time or may present with more challenging behaviors.

The school-wide discipline system addresses the classroom and areas outside the classroom (hallways, restrooms, offices, cafeteria, playground, and school grounds). All staff members at a school are aware of the behavioral expectations and work to ensure students are consistently getting the same message, regardless of the setting they are in or the adult they come in contact with throughout the day.

The Silver Firs PBIS teams (formerly called the "Management Team") is working to incorporate our P.R.I.D.E. behavior model into the PBIS framework. Please look for more information about our progress in the

implementation of PBIS in the Silver Firs' electronic newsletter published monthly and on our website. Everett Public School's Student Rights and Responsibilities Handbook (2019-2020) has additional information regarding PBIS on pages 8-9.

PERSONAL ELECTRONIC DEVICES (PED's-cell phones, tablets, Nooks, etc.)

Everett Public Schools provides students with the technology they need during the school day to access digital and online learning experiences.

Elementary and middle school students who choose to bring cell phones and other Personal Electronic Devices (PEDs) to school may only use them before or after the school day. During the school day, all cell phones and other PEDs must be powered off and stored (e.g., in the student's backpack, locker, other district provided storage). For more information about PED use at school, please refer to [Policy 3246](#) and [Procedure 3246P](#).

Students are responsible for the PED's they bring to school. Everett Public Schools shall not be responsible for loss, theft, damage or destruction of devices brought onto school property or to school sponsored activities or events off school property (EPS policy 3246 and 3246P).

Students found to be violating these policies will be given consequences following our school's progressive discipline policy and the PED may be confiscated by a staff member. **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).**

PETS

Pets are not allowed on school grounds. We have students and staff that have allergies to pets. We also have students who experience anxiety around some pets. EPS's policy 3418 states that animals may only be brought on school property when they have direct relevance to the objectives of the instructional program. If stray pets are on the playground during the school day, every effort will be made to contact the owner. If we cannot 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. Since our gym floor is hardwood, students are requested to 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 overall purpose of PTA is to make every child's potential a reality by engaging and empowering families and communities to advocate for all children. Membership information can be requested by calling the PTA office at (425) 385-6562 and leaving a voice mail message.

REPORTING TO PARENTS (CONFERENCES/PROGRESS REPORTS)

Parent-Teacher conferences are scheduled twice each year. You will receive an invitation to schedule a meeting 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 individual needs and interpret his or her progress. Progress Reports will be issued at the end of each semester (end of January and June).

SAFETY PATROL

Responsible intermediate level students are selected and trained 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. Please note per EPS’s policy/procedure 3422P: *A school patrol member shall not be allowed to direct vehicular traffic. They shall look for and utilize natural gaps in vehicular traffic as much as possible when allowing students to cross a street or road.*

SAFETY TIP LINE: (855) 637-2095

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 **(855) 637-2095**. 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.)

LEARNING IMPROVEMENT		
DAILY	FRIDAYS (LIF)	EARLY RELEASE
<u>Kindergarten through 5th Grade</u>	<u>Kindergarten through 5th Grade</u>	<u>Kindergarten through 5th Grade</u>
School Begins: 9:15	School Begins: 9:15	School Begins: 9:15
Dismissal: 3:30	Dismissal: 2:15	Dismissal: 1:00
<u>Morning Preschool*</u>		<u>Morning Preschool*</u>
School Begins: 9:15		School Begins: 9:15
Dismissal: 12:00		Dismissal: 10:45
<u>Afternoon Preschool*</u>		<u>Afternoon Preschool*</u>
School Begins: 12:45		School Begins: 11:30
Dismissal: 3:30		Dismissal: 1:00

*** Preschoolers do not attend school on Fridays**

SCHOOL SUPPLIES

Basic supplies are provided by the school. Grade level supply lists are available in the school office and on our website (please note that the items on these lists are requests, not requirements). 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 Rights and Responsibilities Handbook) has been established as a guide. It is sent home on or near 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 and on the District Website.

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 arriving late are to report to the office where they will be given a tardy slip to present to their teacher upon entering the classroom. If a student is significantly tardy (more than just a few minutes) we request that the student be accompanied to the office by a

parent/guardian or bring a note signed by a parent/guardian detailing the reason for the tardy. 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.

The policy for student cell phones is that they are to be turned off during the school day and must be stored in the student's backpack in their locker 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 you 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.

VIDEO SECURITY ON SCHOOL DISTRICT GROUNDS OR PROPERTY

The Everett School District is committed to maintaining a safe and positive environment for students, staff and visitors. The board recognizes that it is necessary to use video security on its property to ensure the safety of school staff, students and visitors; to protect district property; and to aid in the enforcement of district policies, procedures and rules. Toward that end, monitoring activity on district property, including by video security, is authorized. Please see EPS Students Rights and Responsibilities Handbook for details - Procedure 6505P.

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/guardians, community members, and interested educators. Visitors must notify the school principal or designee before visiting any area of a school. The superintendent or designee will establish guidelines governing school visits to ensure orderly operation of the educational process and the safety of students and staff.

Disruption of School Operations

The superintendent or staff member in charge will direct a person to leave district premises immediately if any person is:

- A. Under the suspected influence of alcohol or controlled substances, including marijuana (cannabis);*
- B. Disrupting or obstructing any school program, activity, or meeting;*
- C. Attempting to influence or solicit students in a manner that does not further the educational program of the district;*
- D. Threatening to do so or is committing any act which would disturb, interfere with, or obstruct any lawful task, function, process or procedure of the district or any student, official, staff member or invitee of the district; or*

E. *Inciting another to commit any act that would disturb, interfere with or obstruct any lawful task, function, process or procedure of the district or any student, official, staff member or invitee of the district.*

If such a person refuses to leave, the superintendent or staff member in charge shall call for the assistance of law enforcement.

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 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.

The school buildings, grounds, and play equipment are for use by enrolled students only and for school/district approved purposes during regular school hours. Younger siblings and other non-enrolled students may not use the school playground during the school day. Please also see Arrival and Dismissal policy page 7 for information regarding student and non-student use of the playground before and after school.

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.

The volunteer application is done entirely online and can be found at: <https://www.everettsd.org/domain/1452>. Approval status is good for three years.

Please note that the approval process can take up to two weeks to process so please plan ahead. All volunteer positions require that you complete the application process and be approved prior to volunteering – **including field trip chaperones**. Volunteers are **required** to sign in at the office when they arrive and wear a volunteer/visitor sticker or badge when they are in the building.

While volunteering at school or on a school-sponsored trip, siblings or other non-students are not permitted to accompany the volunteer.

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 while remembering to “look left, right, and left again and listen”, avoiding distractions from electronic devices (e.g., phones, MP3 players, etc.) 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

Families 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.

2019-2020

The Silver Firs Elementary's Positive Behavioral Interventions and Supports (PBIS) Team continues to work towards working implementing these detailed procedures into PBIS Behavior Matrix and Lesson Plans. Please look for more information about our progress in the implementation of PBIS in the Silver Firs' electronic newsletter published monthly and on our website.

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.

PBIS BEHAVIOR MATRIX: ASSEMBLY

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none">• Voice Level 1 max. with neighbor prior to the assembly• Once the assembly begins, focus your attention on the presentation	<ul style="list-style-type: none">• Give "5" for the entire assembly<ul style="list-style-type: none">○ Voice Level 0○ Ears listening○ Body facing presenter(s)○ Hands still and to self○ Feet still and to self	<ul style="list-style-type: none">• Enter and exit assembly safely using walking feet• Sit in "elbow" space	<ul style="list-style-type: none">• Follow directions of the presenter(s) immediately and without reminders	<ul style="list-style-type: none">• Show appropriate audience participation• Show appreciation to the presenter(s) with appropriate clapping

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. Teachers will send only 1 boy and 1 girl at a time unless the teacher supervises an all-class bathroom break.
4. When vandalism or misbehavior is reported, the bathrooms will be closed immediately and a report will be made to the office and please inform via email all staff in the unit. 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.

PBIS BEHAVIOR MATRIX: BATHROOM

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none">• Voice Level 0 max.• Use bathroom appropriately	<ul style="list-style-type: none">• Respect others' privacy• Leave restroom clean	<ul style="list-style-type: none">• Put toilet paper in the toilet• Flush toilet• Wash hands• Put all other trash in garbage• Use a reasonable amount of supplies	<ul style="list-style-type: none">• Return to class as soon as you've finished	<ul style="list-style-type: none">• Use the classroom/cafeteria/playground check-out procedures• Report problems to an adult

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.
2. Teachers will escort students into the cafeteria at lunchtime each day if their class eats lunch before going to the playground. Teachers will remain with their students in the lunchroom until their assigned lunch time begins.
3. Teachers will instruct students to place lunch tubs at a designated area within the cafeteria.

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 at the appropriate time.
5. The supervisor(s) makes sure the tables are cleaned between lunches.
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. If coming from the classroom, please follow your teacher's directions. If coming in from recess, please follow the supervisor's directions, walk safely and slowly following the yellow paw path, and enter the cafeteria near the music room door.
2. Students will sit at designated table(s). At the beginning of each year, students will sit in assigned seating as arranged by their classroom teacher. As lunch groups demonstrate their success in following the cafeteria procedures and supervisor directions, students may have the opportunity to earn free seating among their the classroom tables and possibly throughout the cafeteria. The continuation of free seating will be based on the students' ability to follow the cafeteria rules and procedures.
3. Students buying lunch will follow the supervisor(s) directions for getting in line for lunch.
4. While waiting in line to buy lunch, students will show P.R.I.D.E. and follow the cafeteria rules listed below.
5. Students will follow the CAFETERIA RULES:
 - A. Use respectful and quiet voices (2 Maximum Level = Small Group Level)
 - 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. Students must ask permission to use the restroom (raise hand using sign language signal  for "bathroom" and wait for acknowledgement from supervisor)
 - I. Clean your own garbage and scraps from your table and floor.

- J. Wait to be excused from table by lunchroom supervisor for clean -up. When students are ready to be dismissed for recycling and garbage disposal, they will place both hands in the air and wait for a supervisor to excuse them. Once excused, students:
- dispose of their garbage/recycling appropriately (Popcorn bags can be placed in garbage cans on playground.)
 - place their tray orderly into the kitchen clean up area or place their lunch box into their teacher's lunch tub/cart, and
 - return to their lunchroom seat to wait for the supervisor to dismiss each table to line-up for recess.
- K. When excused by the lunchroom supervisor to line up for recess, students will walk orderly and wait patiently against the wall as directed.
- L. A lunchroom supervisor will lead the lunch line out to the playground.
- 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 lunchroom and/or playground supervisor's directions
 - Returning to the classroom if your class went to the playground before eating.
6. Lunch tub helpers will follow the direction of the supervisors as to where to place their classroom tubs before/after lunch.
7. 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, Vice Principal or support staff
 - G. Eat lunch elsewhere
8. Students will be asked to call the kitchen staff and lunchroom supervisors by name to avoid the use of "duty".

PBIS BEHAVIOR MATRIX: CAFETERIA

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none"> • Voice Level 0 – 2 max. • Say "please" and "thank you" 	<ul style="list-style-type: none"> • Follow the supervisors' directions • Sit your bottom on the seat and keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Clean up after yourself • Eat your food only 	<ul style="list-style-type: none"> • Enter and exit quietly and safely • Raise your hand if you need help (e.g., permission to use the restroom; permission to get a utensil, etc.) 	<ul style="list-style-type: none"> • Use good table manners

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 (near garden and bike racks) area using the green paw P.R.I.D.E. path and remaining with them until the dismissal bell.
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.). A member of the Silver Firs safety patrol will escort bus riding Kindergarten students to their bus line under the covered play area. Preschool students are escorted to their bus by Preschool staff.
2. If buses cannot be boarded immediately, students will wait 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. 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 are welcome to play on the field with the parent/guardians supervision. **The upper playground will be closed until 4:00 pm.** This policy is enacted 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 pre-arranged 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 will refrain from using their cell phones until they are off school property, including district provided transportation.
9. Students are to walk on the sidewalks and blacktop only (respect garden).
10. 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. 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.

REMINDER: PLEASE KEEP OUR GARDENS BEAUTIFUL BY USING THE SIDEWALKS!

PBIS BEHAVIOR MATRIX: EXITING/END OF DAY

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none">• Voice Level 0 in the buildings• Voice level 2 max once past the courtyard• Walk with your class to your designated area for pick-up• Wait, showing P.R.I.D.E., in your bus line or Kiss & Go area	<ul style="list-style-type: none">• Walk on the paved areas only	<ul style="list-style-type: none">• Walk your bike while on campus• Go directly home after school	<ul style="list-style-type: none">• Be safe with your belongings	<ul style="list-style-type: none">• Everyone shows P.R.I.D.E.• Encourage others to follow the rules

HALLWAYS/COURTYARD/WALKWAYS PROCEDURE

GOAL:

The hallways/courtyard/walkways 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/courtyard/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 Paraeducators, 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, courtyard, and walkways. 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/courtyard/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/Courtyard/Walkways are "Silence" or "Whisper/Partner" voice level zones. Staff will instruct students to use voice levels which are respectful of others who are learning in those zones.
6. Students are responsible for making sure they have a pass while traveling on-campus without their teacher or other staff member.
7. Students without a pass will be sent or escorted back to their classroom during class time.
8. 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.

PBIS BEHAVIOR MATRIX: HALLWAYS

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none">• Voice Level 0-1 max.• Open and close lockers quietly using the black button	<ul style="list-style-type: none">• Keep your hands and feet to yourself	<ul style="list-style-type: none">• Have a pass with you	<ul style="list-style-type: none">• Move safely by walking on the right-hand side	<ul style="list-style-type: none">• Wave and smile to teachers, staff, and peers

PBIS BEHAVIOR MATRIX: COURTYARD/WALKWAYS

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none">• Voice Level 0-1 max.• Use walking feet	<ul style="list-style-type: none">• Walk at all times on the paved areas and keep right• Keep feet on the sidewalk	<ul style="list-style-type: none">• Be safe and do not touch the plants and shrubs• Have a pass with you• <u>Walk</u> all the way past paw prints to recess	<ul style="list-style-type: none">• Stay clear of safety cones when you see them	<ul style="list-style-type: none">• Follow the courtyard rules each time• Wave and smile to others

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 **Paraeducators** will welcome students while at their morning duty stations on the **playground at 9:00 am or cafeteria at 8:45 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 be ready to greet students either in the courtyard or classroom door. Students will be dismissed into the building by a supervisor.
 - C. At **9:10**, **Kindergarten teachers** will meet their students in the Kindergarten Corral located in fenced area front of building A.
 - D. At **9:10**, **Preschool teachers and para-educators** will meet their students at the bus parking lot or on the playground.
 - E. 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.) or eating breakfast in the cafeteria at 8:45 am.
2. Students **1st-5th** grade at school between 9:00 - 9:10 a.m. will **WAIT IN THEIR CLASSROOM ASSIGNED LINE UNDER THE COVERED PLAY SHED**. (At the beginning of the school year, signs indicating teacher line location will be prominently posted for students.) If students are in the cafeteria eating breakfast and finish their meal before 9:10 a.m., they are asked to join their line under the covered play shed. Students are not allowed to "hang out" in the cafeteria or in other areas of the school grounds prior to the first bell ringing.
3. Once the 9:10 a.m. bell rings, students will walk in classroom line order to their classroom following the supervisor's directions.
4. Kindergartners will wait in the fenced area near building "A" (called the Kindergarten Corral) between **9:00 a.m. and 9:10 a.m. in classroom assigned lines for their teacher to meet them at 9:10**.
5. Preschoolers will be escorted from the bus by Preschool staff or delivered directly to a preschool staff member by parent/guardian.
6. Students who arrive earlier than **9:00 a.m.** will be reminded of our start time and escorted into the office to sit quietly 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.
7. Students are to keep all personal belongings in a backpack, tote, or school bag.
8. Students are asked to show P.R.I.D.E.
9. On the first day of school for **1st-5th graders**, parents/guardians are welcome to walk with their children to their classroom. **Starting the second day of school**, we ask that all parents/guardians not enter the building past the double doors at the entrance to the courtyard (signs are posted). On the first full day of **Kindergarten**, please escort your student to their classroom line in the Kindergarten corral (the fenced area on the blacktop near building A) and then exit the corral. If you choose to wait until your child's teacher

begins walking the class into the courtyard, please do so outside the corral fence on the playground side (not walkway side). Our goal in requesting that parents not enter the courtyard/building before school is to develop your child's skill as an "Independent Manager" and ensure 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 before entering the building.

10. 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.
11. Students are tardy at **9:15 a.m.** and must enter through the office to obtain a tardy slip to present to their teacher upon entering the classroom. If a student is significantly tardy (more than just a few minutes) we request that the student be accompanied to the office by a parent/guardian or bring a note signed by a parent/guardian detailing the reason for the tardy.

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 are required to sign a "Bike Contract" asking them to adhere to our bike safety rules.

PBIS BEHAVIOR MATRIX: MORNING LINE-UP/WALKING IN

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none"> • Voice Level 2 max. for Morning Line-up • Voice Level 1 max. for Walking In • Stay in your line 	<ul style="list-style-type: none"> • Follow the supervisor's direction • Keep your hands and feet to yourself 	<ul style="list-style-type: none"> • Stay in line with your class • If your class leaves before you arrive, file in at the end of the next class that is leaving • After breakfast, join your class in the Under Covered Zone 	<ul style="list-style-type: none"> • Stay in your line order as you walk in • Follow the class in front of you 	<ul style="list-style-type: none"> • Everyone shows P.R.I.D.E. • Encourage others to follow the 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.
 - C. Inform the students' parents (either referring staff or administration) regarding the office referral (as per EPS Procedure 3300) if more than a temporary time-out.

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 “Zones” (Blacktop Zone, Covered Zone, Upper Play Equipment Zone, Field Zone) 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. To return from the playground to the classroom, each teacher will arrange a meeting spot with their students on the playground and escort their students from recess to the classroom.

Supervisor(s) Responsibilities:

1. Supervisors will prepare play equipment (equipment rack, 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, pen, bandages, gloves, rules and behavior plans, and key cards for students to access the bathrooms.
6. When a student violates a rule/behavior expectation:
 - 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. not play in that “Zone” for a specific period of time (e.g., the remainder of the recess; any recess for that day; ___ of recesses)
 - b. time-out (stand by the wall or fence).
 - c. write a plan and problem solve.
 - d. review the rules before playing.
 - e. practice the appropriate behavior.
 - f. shadow a recess supervisor for a day.
 - g. have a daily recess contract.
 - h. have an alternative recess.
 - i. 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 directions from the lunchroom/playground supervisors.
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 play 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 and/or teams 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 a student leaves the game, they must rejoin the same team they started out with during that recess.
- G. Use hands and feet safely
- H. Always use a safe speed/pace when 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. There is no throwing rocks, bark, wood chips, sand, or any objects found on the playground.
- R. 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.
- S. Use equipment properly (if unsure, ask the playground supervisors) and return it to the appropriate place at the end of recess.
- T. Go over rules with the playground supervisors before special games begin.
- U. Contact sports/activities such as tag/chase, football, dodge ball, etc., where someone could potentially get hurt are not allowed during recess
- V. Please follow the playground supervisor's directions regarding obtaining equipment (balls, jump ropes, etc.)
- W. When a whistle blows, stop and see if a supervisor is trying to get your attention. If the supervisor is looking at you, stop and look for the supervisor's directions. If the whistle is not for you, return to playing.
- X. Stop all games immediately when the bell rings and walk back to class or where your teacher/staff member directs you to meet him/her
- Y. Follow the P.R.I.D.E. rules
- Z. Have fun; remember it is only a game.
- AA. Students will settle differences peacefully using problem-solving techniques ("I messages" ; "S.T.E.P.")
- BB. 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.
- CC. Students will be asked to call the adult supervisors by name (to avoid using the term "Duty").

PBIS BEHAVIOR MATRIX: GENERAL PLAYGROUND

Polite	Respect	Independent Manager	Do Your Best	Everyone Working Cooperatively
<ul style="list-style-type: none"> • Voice Level 3 max • Use school appropriate language • Use Kind words and actions 	<ul style="list-style-type: none"> • Follow supervisors' directions • Keep hands/feet/body to yourself 	<ul style="list-style-type: none"> • Put away equipment when bell rings • Problem solve using S.T.E.P. 	<ul style="list-style-type: none"> • Use playground equipment correctly • Get off equipment in a timely manner 	<ul style="list-style-type: none"> • Share equipment fairly with others • Include and encourage others

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.

BUDDY BENCH

The purpose of the Buddy Bench is to make sure that anyone who wants to play with someone at recess has someone to play with! No one should feel left out or lonely at Silver Firs!

- ✓ Please don't use the buddy bench unless you are in need of someone to play with. We want to make sure that people know if someone is on the bench, they need help!
- ✓ Before going to recess, think about what you would like to play. Have a plan!
- ✓ Once on the playground, try your best to get involved in the game or activity of your choice following these steps:

Step 1: Stand nearby, look and listen at the game or activity you want to play. Pay attention to what is going on so you can give the people playing the game or activity compliments about what they are doing or helpful strategies they could use.

Step 2: Approach the game/activity/people in a friendly manner.

- Stand close but not too close!
- Have a friendly look on your face
- Show good body language

Step 3: Give a compliment or helpful advice (this shows you are interested!).

Step 4: Ask politely if you can play. (Remember – there are no closed games at Silver Firs. Everyone is welcome to play all games!)



- ✓ If your plan hasn't worked, you may take a seat on the bench and...
 - Keep thinking of a plan to get involved in a game/activity.
 - Look around to see if you can still join in somewhere. If you see something you want to play, get off the bench and go play!
 - If you see someone you want to invite to play, you can get off the bench, go up to the person, and ask if they would like to walk/talk/play.
 - If you are on the bench and there is another person on the bench, invite each other to go play.
 - If you are sitting on the bench and someone asks you to play, you must say "Yes" to the friend who invites you!
- ✓ We hope the Buddy Bench does not need to be used by the same person every day!
 - If you have found a friend through the buddy bench – we hope you can keep playing with each other!
 - **If you know a person needs a friend to play with, invite them before they even get to the buddy bench!**

“DOME” OR “SPIDER”



Rules/Reminders:

You may climb on top of the bars, however

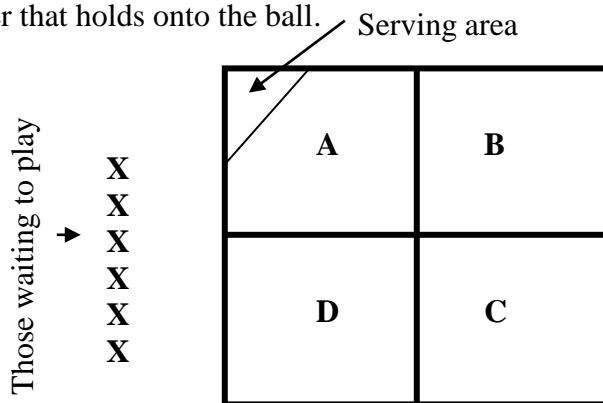
- ✓ No running underneath the bars (to avoid running into others hanging under the bars).
- ✓ No standing on the bars.
- ✓ You may be asked to get off the bars if the playground supervisor feels that there are too many students already on it (up to 8 at a time on this toy).

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:

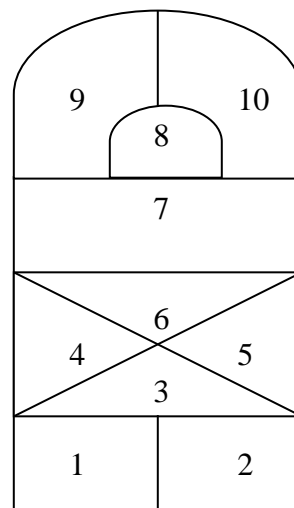
The object of this game is to throw a rubber ball into the top and see what hole/number/color the ball comes out of. You can play this by yourself or with friends!

- ✓ 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) Use jump ropes on the blacktop zone.
- 2) 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 that is kicked to put in play rather than hit with a bat.

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 FOR RECESS KICKBALL:

- 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 4 people at a time on the big bars.
- 3) No hanging.
- 4) 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.



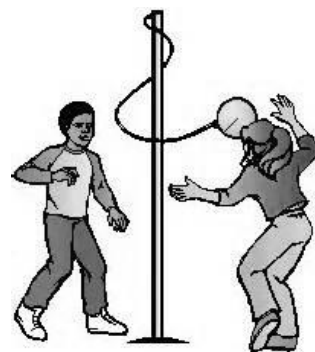
TETHER BALLS

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.
- ✓ Share equally or the supervisor will impose time limits.
- ✓ No helping on or of the bars (students must be able to get on by themselves).
- ✓ Play safe

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. Bring appropriate “school tools” to school.
2. 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)
 - D. Student Council Spirit Days
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.



SILVER FIRS ELEMENTARY ABSENCE NOTE

(please print)

For office use only
Date received by office:

Student Name _____ Date _____

Grade: _____ Teacher: _____

☐

Is late due to (*reason*) _____

☐

Will be picked up early by _____

at _____ AM/PM

Reason for early dismissal: _____

☐

Was/Will be absent from school: (*start date*) _____
through (*end date*) _____

Reason for absence: _____

- ❖ for extended absences please complete a *prearranged absence form* (available from the office) and submit to the office for Principal's signature

Signature of parent or guardian: _____



SILVER FIRS ELEMENTARY ABSENCE NOTE

(please print)

For office use only
Date received by office:

Student Name _____ Date _____

Grade: _____ Teacher: _____

☐

Is late due to (*reason*) _____

☐

Will be picked up early by _____

at _____ AM/PM

Reason for early dismissal: _____

☐

Was/Will be absent from school: (*start date*) _____
through (*end date*) _____

Reason for absence: _____

- ❖ for extended absences please complete a *prearranged absence form* (available from the office) and submit to the office for Principal's signature

Signature of parent or guardian: _____



Student Calendar 2019-20

2019

MON	TUE	WED	THUR	FRI
JULY				
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		
AUGUST				
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30
SEPTEMBER				
2	3	4*	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				
OCTOBER				
1	2	3	4	
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	
NOVEMBER				
				1*
4*	5*	6*	7*	8*
11	12	13	14	15
18	19	20	21	22
25	26	27*	28	29
DECEMBER				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

2020

MON	TUE	WED	THUR	FRI
JANUARY				
			1	2
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
FEBRUARY				
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
MARCH				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27*
30*	31*			
APRIL				
	1*	2*	3*	
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	
MAY				
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29
JUNE				
1	2	3	4	5*
8	9	10	11	12
15*	16*	17*	18*	19*
22	23	24	25	26
29	30			

* see notes on right schools closed Teacher workday

Board approved Sept. 11, 2018

Sep 2	Labor Day
Sep 4	First day of school for students
Sep 9	First day of school for kindergarten students
Oct 18	Teacher work day; no school for students
Nov 1	Early release elementary and middle school for parent conference preparation (2 1/2 hours)
Nov 4-8	Early release elementary and middle school for parent conferences (2 1/2 hours)
Nov 11	Veterans Day observed; no school
Nov 27	Early release for Thanksgiving break (2 1/2 hours)
Nov 28-29	Thanksgiving break
Dec 23- Jan 3	Winter break
Jan 20	Martin Luther King Jr. Day; no school
Jan 27	Teacher work day; no school for students
Feb 17-18	Mid-winter break
Mar 27	Early release for ES only – 2 1/2 hours (Full day for MS/HS)
Mar 30-Apr 3	Early release for ES only for parent conferences – 2 1/2 hours (Full day for MS/HS)
Apr 6-10	Spring break
May 25	Memorial Day; no school
Jun 5	Early release for students (2 1/2 hours)
Jun 15	Last day of school; early release for all students (2 1/2 hours)
Jun 16+	Potential inclement weather make-up days

75 Sept. 6 - June 12, Learning Improvement Fridays
each Friday **unless otherwise marked**.
All students dismissed 75 minutes early



Student Calendar 2019-20

2019							2020									
MON	TUE	WED	THUR	FRI			MON	TUE	WED	THUR	FRI					
JULY					JANUARY											
1	2	3	4	5	1							2	3			
8	9	10	11	12	6							7	8	9	10	
15	16	17	18	19	13							14	15	16	17	
22	23	24	25	26	20							21	22	23	24	
29	30	31			27							28	29	30	31	
AUGUST					FEBRUARY											
			1	2	3							4	5	6	7	
5	6	7	8	9	10							11	12	13	14	
12	13	14	15	16	17							18	19	20	21	
19	20	21	22	23	24							25	26	27	28	
26	27	28	29	30	MARCH											
					2							3	4	5	6	
					9							10	11	12	13	
					16							17	18	19	20	
					23							24	25	26	27*	
					30*							31*				
SEPTEMBER					APRIL											
2	3	4*	5	6	1*							2*	3*			
9	10	11	12	13	6							7	8	9	10	
16	17	18	19	20	13							14	15	16	17	
23	24	25	26	27	20							21	22	23	24	
30					27							28	29	30		
OCTOBER					MAY											
	1	2	3	4	1											
7	8	9	10	11	4							5	6	7	8	
14	15	16	17	18	11							12	13	14	15	
21	22	23	24	25	18							19	20	21	22	
28	29	30	31		25							26	27	28	29	
NOVEMBER					JUNE											
				1*	1							2	3	4	5*	
4*	5*	6*	7*	8*	8							9	10	11	12	
11	12	13	14	15	15*							16*	17*	18*	19*	
18	19	20	21	22	22							23	24	25	26	
25	26	27*	28	29	29							30				
DECEMBER																
2	3	4	5	6												
9	10	11	12	13												
16	17	18	19	20												
23	24	25	26	27												

* see notes on right schools closed Teacher workday

Board approved Sept. 11, 2018

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual

orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

- *Affirmative Action Officer – Randi Seaberg, rseaberg@everettsd.org, 425-385-4104*
- *Title IX Officer – Mary O’Brien, mo'brien@everettsd.org, 425-385-4106*
- *504 Coordinator – Becky Ballbach, rballbach@everettsd.org, 425-385-4063*
- *ADA Coordinator – Dr. Becky Clifford, rclifford@everettsd.org, 425-385-5250*