

BEVERLY ELEMENTARY SCHOOL

FAMILY HANDBOOK



2016-2017

Beverly Elementary School
5221 168th St. SW
Lynnwood, WA 98037
Phone: (425) 431-7732

Danielle Sanders, Principal

Kathleen Hodges, Assistant Principal

Beverly Elementary Certificated Staff 2016-17

Classroom Staff	Grade	Room
Lisa Brizendine	Kindergarten	Room 16
Rania Carter	Kindergarten	Room 7
Nancy Fishman	Kindergarten	Room 6
Noel Shahbazian	Kindergarten	Room 8
Cathi Wrolstad	Kindergarten	Room 5
Pam Bader	Grade 1	Room 2
Laura Eschrich	Grade 1	Room 4
Lynnette Kelly/Monica McDonough	Grade 1	Room 1
Amy Weaver/Patti Gilman	Grade 1	Room 3
Tami Baker	Grade 2	Room 11
Amanda Hansen	Grade 2	Room 10
Rachel Moxson	Grade 2	Room 9
Dixie Ussery	Grade 2	Room 12
Cheryl Caesar	Grade 3	Room 14
Kristie Terwilliger/Julie Roark	Grade 3	Portable 5
Wynne Webster	Grade 3	Room 15
Katie Byrne	Primary Intensive Support	Room 10
Emily Czerwonka	Grade 4	Room 18
Ingrid Mager	Grade 4	Room 17
Susan Searing	Grade 4	Room 19
Ioanna Grose/Gina Park	Grade 5	Portable 2
Tim Rowe	Grade 5	Portable 3
Cheryl Roth	Grade 5/6	Room 24
Anna King	Grade 6	Room 22
Tanya King-Bazor	Grade 6	Room 23
Katie Bartell	Intermediate Intensive Support	Room 21

Certificated Specialists	Subject	Room
Laurel Barkley	Library	Library
Patty Allen/Kyra Rengstorf	General Music	Room 25/ P-1
Tom Davis/Jake Dalton	P.E.	Gym
Ian Alvarez	Orchestra	Stage
Ed Dominguez	Band	Portable 1
Support Services Staff	Role	Room
Liz Bertun	Learning Support	Room 13
Rose Toves	Learning Support	Portable 4
Deanna Sanders	ELL	Room 13
Julie Nikaitani	Counselor/Psychologist (IS)	Office
Sue Melum	Psychologist (LS)	Office
Nancy Edwards	OT	Portable 1
Patricia McClain	SLP	Office
Lavonne Bissell (Tuesdays)	School Nurse	Office

Beverly Elementary Classified Staff 2016-17

Educational Assistants	Subject	Room
Sandie Penna	Primary Intensive Support	Room 20
TBD	Primary Intensive Support	Room 20
Stephanie McKinney	Intermediate Intensive Support	Room 21
Annette Porter	Intermediate Intensive Support	Room 21
Maryanne Danner	Kindergarten Support	Room 5
Carmen Ketcham-Hamilton	Kindergarten Support	Room 6
Claudia Marossa	Kindergarten Support	Room 8
Cathy Sankey	Kindergarten Support	Room 7
Jennifer Edmonds	ELL	Room 13
Patrice Case	Learning Support	
Jeri Cleveland	Learning Support	
Karley Jablonski	Learning Support	
Roslynn Young-Nyland	Learning Support	
Lori Wendt	Healthroom Assistant	Office

Office Staff

Lauri Velasquez, Office Manager

April Cooper, Office Assistant

Jenee Beaurain, Campus Coordinator

Rashanah Botley, Family Engagement Liaison

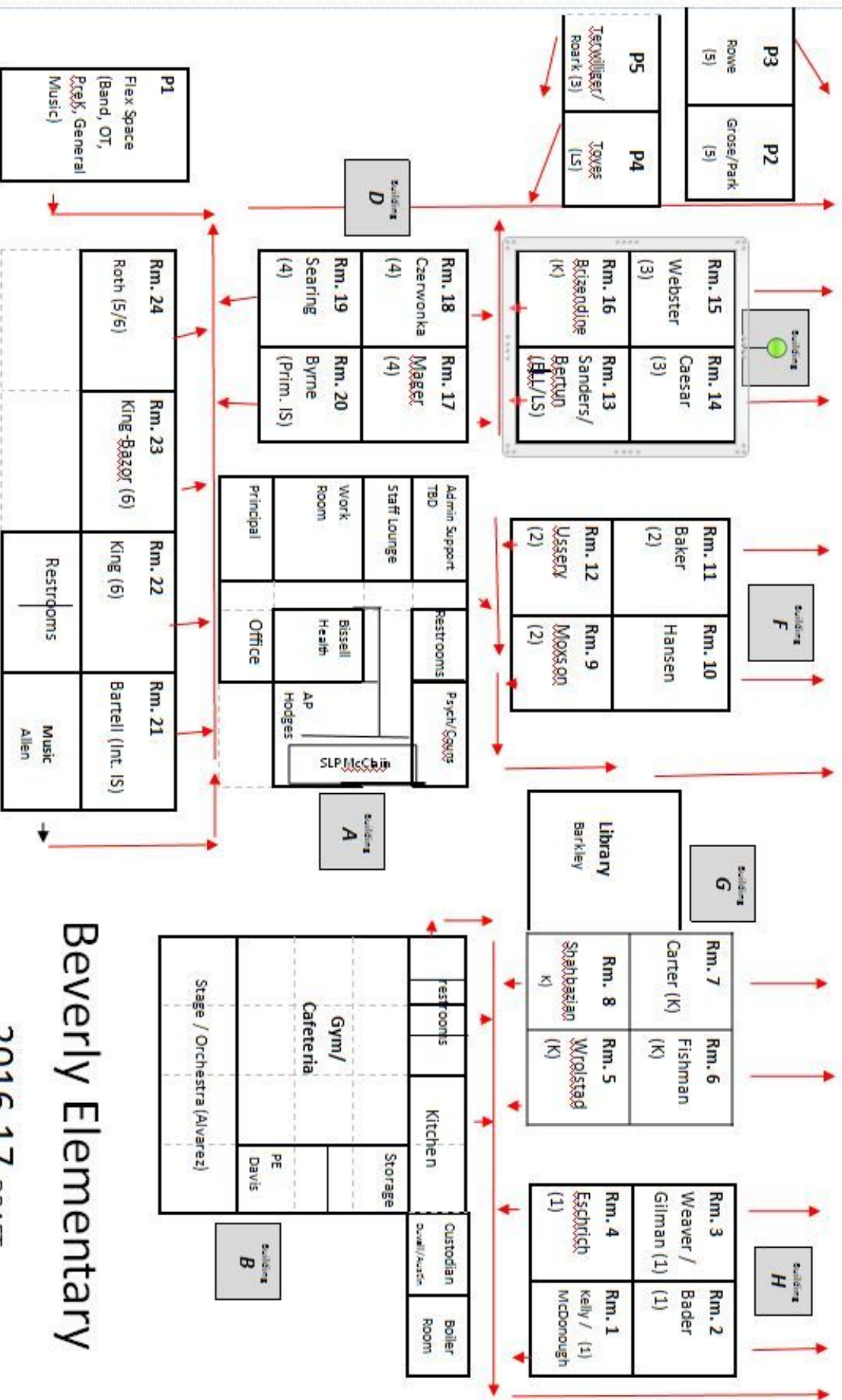
Custodial Staff

Tony Curl - Day Custodian

Norm Austin, Evening Custodian

Food Services Staff

Cindy Hensel



Beverly Elementary

2016-17 DRAFT

Arrows indicate evacuation route

Last updated 6.27.16

Arrival & Dismissal

Arrival

Students should arrive at school no earlier than 8:10 AM due to limited supervision before school. Students enter the school property via sidewalks and crosswalks monitored by student patrols. No students should cross the parking lot driveways outside marked crosswalks or jaywalk on any street surrounding the school.

Upon arrival, students should immediately proceed to their designated classroom area and line up quietly or to the breakfast area located in the gym. Students should not loiter anywhere on school grounds or outside the property. Playing in the courtyards or playgrounds is not allowed before school. The first bell is at 8:30 AM, the tardy bell is at 8:40 AM. Late arrival by your student(s) not only impacts their education, but also the learning of all other students in the room.

Dismissal

Students should leave for home promptly at 3:10 PM dismissal, and not loiter on the property. Dismissal routes should include sidewalks and crosswalks monitored by adult and student patrols. No students should cross parking lot driveways outside marked crosswalks or jaywalk on any street surrounding the school. Students and parents should be aware that school conduct rules apply until children reach their homes. Early dismissal for your student also impacts the education of fellow classmates. Please make every effort to have your student attend school ALL day, every day.

Parking Lot Procedures for Drop-off & Pick-up

General Procedures:

- Parents dropping off or picking up their child must use the designated loading/unloading zone.
- Parents wishing to pick up their children in person are able to park off campus at the New Beginnings Church across 168th street and walk to our campus. Please do not park in the parking lot of the minimart across 52nd street. Do not wait for students in or near classrooms, or along walkways. Please meet students by the flagpole in front of the school.
- Follow the instructions of school staff and student safety volunteers.
- Do not park in the bus-loading zone.
- Stay in line. Do not pull around the car in front of you unless directed by staff. Be patient.

Morning drop off procedures:

Student drop-off area is restricted to the east parking lot loop. Patrols will assist in opening car doors for your convenience so you don't have to leave your vehicle when dropping off your student. Please pull forward as far as possible to expedite a quick and smooth flow of traffic and make sure your students exit curbside and not the driveway. Please do not drop your children off in the parking lot or in the bus loop. If you park, please walk your child to the curb in front of the school.

Afternoon pick up procedures:

Please use the east parking lot loop for student pick up. You may park your vehicle and wait for your child in front of the school near the bus loop. Crossing guards will be available to cross them safely at the corners of 168th St SW and 52nd Ave W. There is no pick up in the bus loop or parking lot in the afternoon. .

Bicycles and Scooters:

If your child rides a bike or scooter to school, please ensure that your child:

- wears a helmet
- observes state laws
- walks bicycles on school grounds and at crosswalks
- yields to pedestrians
- parks and locks bicycle in assigned area

The school is not responsible for stolen or damaged bikes.

Skateboards & Rollerblades:

Skateboards and roller blades and the like have proven to be a hazard and are not allowed at school or on school buses as per District risk management guidelines.

Attendance & Absence

Your child's consistent presence at school is the biggest factor in their success. Students fall behind when they are frequently absent. Unless your child is ill or injured, please be sure that he or she is in school on time every day, ready to learn. According to district policy, absences and tardiness are excused only for personal illness or injury, doctor or dental appointments, participation in religious holidays or other absences deemed appropriate by the principal. Please schedule doctor and dentist appointments before or after school if at all possible.

Our School Day

School Hours: 8:40 a.m. - 3:10 p.m. (Intensive Support: 8:30-3:00)

Early Dismissal Days 8:40 a.m. - 11:40 a.m.

Students enter class at 8:30 a.m. and class starts promptly at 8:40 a.m. (Intensive Support doors open at 8:20, and class starts promptly at 8:30)

Reporting Absences

If your child has to be absent, please call the 24-hour attendance line at (425) 431-7732 (select option 1) before 8:30 a.m. If we do not receive a call, we will attempt to contact parents to confirm the child's absence. If we do not receive a phone call or a note requesting an excused absence within 2 days from the absence, the absence(s) will not be excused.

Please make every attempt to schedule family trips during school vacations. If you must take your child out of school for more than 2 or 3 days, we ask that you make arrangements with the principal prior to the absence. Approval forms are available in the office.

How absences and tardies are recorded:

If your student	It is recorded as
Arrives between 8:40 - 11:30	Tardy (3 tardies = 1 unexcused absence)
Arrives after 11:30	Half day morning absence (and possible afternoon tardy depending on how late after 11:30)
Leaves before 1:30	Half day afternoon absence
Misses the entire day of school	Full day absence

Attendance & Tardiness Policy: Becca Law

The Compulsory Attendance Law of the State of Washington demands a great deal of accountability from schools and parents on student attendance. A section of this legal code is known as the "Becca Bill," named after the tragic case of a runaway teen. The goal of this bill is to improve school attendance and reduce unexcused absences and tardies. To comply with state law, the Beverly office tracks whether parent contact has been made regarding each child's absences. It is the parent's responsibility to contact the school to report an absence or tardy on the morning it occurs, by leaving a message on our attendance line (425) 431-7732 (select option 1) or provide a note within two days of your child's return to school.

Behavior Expectations

Beliefs

The staff at Beverly Elementary School commits its time, energy and resources to build a community of scholars where everyone has the right to grow and learn. No one has the right to interfere with the learning of others.

- We believe that key strategies to teach commonly held expectations include modeling, practice, and self-assessment.
- We believe these strategies should be used on a daily basis.
- We know that students are learning the boundaries of their goodness and may sometimes make inappropriate choices.
- We are committed to consistent, logical consequences.
- As importantly, we recognize that when we meet expectations as individuals and/or as a community, both the individual and the community benefit in seen and unseen ways. Subsequently, we need to affirm the positive behaviors within our community.

Essentials of Good Discipline Are:

- Be consistent
- Be clear
- Be professional
- Build relationships
- Use positive approach

We expect that adults will:

- Be responsible for all of the children at Beverly Elementary School.
- Provide a learning environment that empowers students to reach these goals.
- Foster and encourage these goals in the classroom, on the playground, and throughout the school setting in a consistent and respectful manner.

Classroom Expectations

- Each classroom has the responsibility for developing a set of class expectations that support achievement of the school mission and goals.
- Staff will regularly review student expectations through group process.
- Classroom and school-wide behavior expectations will be taught and reinforced in the classrooms, on the playground, during assemblies and all common areas, as well as through school communications.
- Teaching will focus on student self-discipline; helping students learn to take responsibility for their own actions and monitor their own behavior to give them the skills they will need later to become responsible citizens.
- A continuum of strategies exists to help students refocus on school goals. These strategies include reminders, redirections, providing alternatives, problem solving, re-teaching, and parent conferences.
- When misbehaviors do occur, staff will respond with calm, consistent redirections and/or consequences. When misbehavior occurs at recess, it will be dealt with by the playground staff (see Recess Rules & Expectations). Appropriate staff members, parents and administrator will process ongoing or chronic misbehaviors. Communication among adults is essential for consistent and effective discipline.

Behavior Referral

When a student exhibits repeated or serious misbehavior, a Behavior referral will be completed and turned in to the campus coordinator, assistant principal and/or principal. The administrator and referred student(s) will discuss the offending issue and develop a plan for consequences and restitution (typically during a recess period). While the campus coordinator or administrator will often call parents to discuss the student's plan, in most instances, the student will be responsible to deliver and communicate the plan with his/her parent. Parents will sign and return the plan to communicate that their child has done this. Referrals are not to be sent home to parents without the student having talked with and processed the issue with the campus coordinator or attending administrator first. The referral is the starting point for improving student actions, words or behavior. The referral is not a punishment or a consequence for behavior, but a place to start in working through issues with students. Its purpose is to log the issue and document a plan of improvement.

Behavior Expectations

School Arrival & Departure

Teachers/Staff:

- Will open their classroom doors by 8:30 AM.
- Will dismiss students at 3:10 PM.
- Will walk all students to the flagpole, parent pick-up and buses in a line.
- Will assist with parent pick up on a rotational basis.

Students will:

- Keep hands, feet, and objects to self
- Stay in assigned area
- Watch for moving vehicles
- Walk at all times
- Use pathways and crosswalks
- Walk bikes while on campus
- Follow adult directions
- Wait quietly and calmly
- Use kind words and actions
- Line up quietly at classroom or lunchroom for breakfast
- Hold on to your belongings

Parents:

- Will help assure that their child arrives to school on time every day.
- Will come to the office to meet their student for early dismissal if applicable.
- Will wait for their walking student at the flagpole in front of the office or in the designated parent pick up area for students being picked up by car.
- Will review safe behavior with their students.

Assemblies

Staff will:

- Teach and model appropriate behavior for assemblies.
- Be mindful of transition time by leaving an appropriate amount of passing time from their classroom to the gym so that that the assembly/performance may begin and end on time.
- Monitor student behavior at assemblies.
- Follow the seating chart (established and published every year)

Students will:

- Come in quietly
- Sit where directed by adults
- Eyes on the speaker
- Raise your hand to speak
- Look to your teachers for dismissal

Bathroom

Staff will:

- Teach appropriate behavior expectations for bathroom use.

Students will:

- 0-1 Voice
- Use kind words and actions
- Respect others' privacy
- Wait for your turn
- Leave materials in class
- Keep hands, feet, and objects to self
- One push of soap
- Wash hands for 15 seconds
- Keep restrooms clean and dry
- Put towels in the garbage can
- Promptly return to classroom

*Inappropriate bathroom use may result in loss of privilege to use bathroom in individual units. Students may be required to use the health room bathroom instead.

Lunch Room:

Staff will:

- Teach and model appropriate behavior for the lunchroom including entry and exit procedures.
- Walk students into the lunchroom and guide their students to their assigned tables.
- Assist with individual students and classroom when behavior issues arise.

Students will maintain lunchroom privileges by:

- Keep hands, feet, and objects to self
- Walk at all times
- Sit properly (feet on floor)
- Eat your own food
- Carry tray with two hands
- 1-2 voice
- Use kind words and actions
- Try sitting by someone you don't know
- Wait your turn
- Use restaurant manners
- Sit and remain at class table until dismissed
- Clean up after self
- Ask to use the restroom

Traveling around Campus

Staff will:

- Teach appropriate walking behavior.
- Designate Class Waiting Place and teach appropriate waiting behavior.

Students will:

- Keep hands, feet, and objects to self
- Walk at all times
- Walk face forward
- Watch where you are walking
- Walk on the right hand side
- Voice (follow teacher expectations)
- Use kind words and actions
- Carry materials quietly in hands
- Stay on pathways

Recess Games/Equipment Rules

These games and rules are taught to our students at the start of the year in combination by Mr. Davis, our PE Teacher, and our Playground Supervisors. The listing below is for your information.

General Procedures

- Use kind words - there should be no put downs
- Stay where adults can see you at all times.
- Always ask permission to leave the playground
- When in doubt of what to do, use common sense
- Talk to an adult on the playground if you need help
- No Food, Gum, Toys or umbrellas on the playgrounds
- Use jump ropes for jumping only
- Leave all dirt, woodchips, and rocks on the ground
- Do not spit
- Pick fair and even teams without captains, teams should be a mix of grades and boys/girls
- Everyone is welcome to play in any game
- Stay on the same team after they are created
- New people to a game should join the team with the least players
- Line up without cutting to wait your turn in a game
- Any ball that starts a game should stay with that game
- The playground teacher will help settle a disagreement; ultimately, their decision is final
- When recess is over use the playground and not the breezeway to walk back to your line.
- Do not bring recess equipment from home.
- When the bell rings, stop playing and line up quickly and quietly to go in.
- Equipment belongs to the school and is to be shared with everyone.
- Share the different fields.
- Students are responsible for putting all equipment away at the end of recess.
- Tag and kickball should be played on the field.
- Tag is a tap, not a tackle.
- **Football is not a recess game.**
- No carrying other students or piggyback rides.
- Electronic devices, toys from home, purses and backpacks are not allowed on the playground.
- Please use the bathrooms near the gym during recess.
- Once we are out, we stay out.
- Dress appropriately; there is no going back in the classroom.
- Wear appropriate shoes for recess play.
- No pretend gun play, even with fingers or hands.
- We don't wrestle at school.

Basketball

- Starting play: (play starts with either 3 on 3 or 4 on 4)
 - Rock, paper, scissors for first ball.
 - The ball must be checked at the top of the key.
 - (_____)
 - The ball must be passed in to a teammate after the check
 - All balls must be taken out at the top regardless of where the ball went out of bounds, and checked.
- Guidelines:
 - Fouls: The ball is just taken out, and the person who committed the foul is out for a sixty second count. (_____)

- All other rules of basketball apply regarding traveling, double dribble, or any other rules. These may be called at any time the offense happens by any player or official (if designated at start).
- Games are played to three points. (One point is given for each basket scored.)
- The other team gets the ball on top after a made basket, and must be checked before starting play.
- Next game
 - The next two people waiting are two people responsible as officials per game. These are people who watch the action, and keep score. They may call any of the rules, but may not call fouls. Fouls are called by the players.
 - The next two waiting players after the game may pick up two from the other waiting players in order of waiting. The team that did not win if they want to play must go to the end of the waiting line.
 - A team may only play two games and then rotate out. (unless no one is waiting)
- Have fun!!!

Toys and Play equipment

- All slides are one at a time, DOWN only on your bottom.
- The spinny toy is to be sat on, no standing, one at a time with one person spinning.
- The green caterpillar toy must have at least 3 points of contact at all times on the bars.
- Take turns (one at a time) on the rings, bars, slide, spinny toy, or other equipment.
- Bars
 - Both hands on the bars.
 - No hanging by your knees.
 - No jumping off of the bars.
- No climbing over (travel up and then down safely)
 - The big toys (both ends).
 - The climbing walls. (No more than two people on the wall at a time)
 - The bars.
- Tetherballs are for tetherball only.
- No sitting, swinging on, or kicking the ball.
- Jump-ropes are for jumping only.
- No tying to equipment or people.

Tetherball Rules

- Equipment: Tetherball with rope attached to polet
- Description:
 - The first server is picked by lot (Rock, Paper, and Scissors).
 - The server unwraps the rope backwards one time around the pole before serving
 - The server puts the ball in play by tossing it into the air and hitting it in the direction they chooses.
 - The opponent attempts to hit the ball back in the opposite direction.
 - As the ball travels back and forth, each player attempts to wrap the rope completely around the pole in the direction they are hitting.
 - A game is won when the rope is wrapped completely around the pole or when an opponent commits a foul during play.
 - Server may win twice and then rotate to the end of the line.
- Fouls:
 - Hitting the ball with any part of the body other than hands.
 - Catching or holding the ball during play.
 - Touching the pole during play.
 - Touching the rope during play.
 - Stepping over the center line.
 - Dribbling the ball in the hands before hitting.

Kickball Rules

- 3 Outs per inning per team.
- NO Stealing or leading off until the ball is kicked. PITCHER'S HAND RULE (off base in hand is OUT)
- Kicking a ball outside of the playing area and to the blacktop playground is an OUT for the kicking team.
- The kicking team MUST be seated in their kicking order. (each person standing is OUT)
- NO throwing the ball at the baserunners. (The person who threw the ball is out of the game if considered intentional), however, the ball maybe carried and touch the runners going to a base.
- Only one person on a base.
- FREE BACK on any ball that is caught in the air.
- Any unsportsmanlike conduct will result in being asked to leave the game and OUT from the game for one week.
- No players may be added after 7 minutes from the beginning of recess.
- Team MUST be picked evenly and fair. (NO loading up one team girls and boys picked equally) Once picked the players are given a number and this is their kicking number.
- The last person to KICK an out is the pitcher, and should this be at the start of the game the pitcher is the last kicker on the defensive team.
- Ways to make and given OUTS:
 - Anyone off base when the pitcher has the ball. (PITCHER'S HAND)
 - A flyball caught in the air. (FLY OUT)
 - Touching a baserunner with the ball while they are running to a base. (TAG OUT)
 - Touching the base a runner is going to if forced to run. (FORCE OUT)
 - Anyone not seated on the kicking team. (TEAM OUT)
 - Kicking the ball on the blacktop area. (FOUL OUT)
 - Missing the ball three times while trying to kick (STRIKE OUT)
 - Not asking the pitcher in good words on a bad pitched ball. (SPORTSMANSHIP OUT)

Four Square Rules

- Serving: Player # 4 serves the ball underhand to square # 1, 2, or 3
- Play:
 - Player receiving the serve or volley must let the ball bounce once in their square before directing the ball to another square.
 - When a player makes an error, they leave the game and everyone rotates up to the next higher number.
 - New players enter at square #
- Guidelines:
 - Ball MUST be hit with both hands
 - Ball can only be hit ONE time.
 - Ball must land inside a square - LINES ARE OUT
 - Ball CANNOT touch any part of the body EXCEPT THE HANDS.
 - Ball CANNOT be CAUGHT or CARRIED.
 - Server must serve from INSIDE the serving spot
 - Server may only stay in serve for two games (rotations)
 - Keep the ball in play if at all possible
 - Use a fair serve - easily hit back
 - Only judge makes the call
 - The teacher may supersede the judge's call if necessary
 - Go out if you know you are out
 - The ball must stay in the square but the players do not. Feet may be outside their square
 - Stay behind the line while waiting for your turn to play
 - Play the balls that hit the line
 - Hits Not to Use: Holding, Double Hits, Slams, Fakes, Teaming Up, Babies, Set Ups, Bobble Hits, Cherry Bombs, Slices

Consequences for Misbehavior:

Playground supervisors will follow the following sequence of disciplinary actions in dealing with unsafe or inappropriate behavior on the playground:

1. **Verbal Warning** - with explanation of the problem behavior and recommended changes. Supervisors may use verbal warnings more than once with a child if the behavior is occurring intermittently and not repeatedly within a short period of time.
2. **Timeout** - to occur on the playground or in the main office for the duration of no more than one full recess. The number of minutes a student is assigned to time out "on the wall" on the playground typically shall not exceed the child's age, i.e. a six year student should not be assigned time-out of the playground for more than six minutes. A playground supervisor may also direct a student time away from a specific activity.
3. **Referral to the Campus Coordinator, Assistant Principal and/or Principal**- a student may be sent to the office when he or she demonstrates physically dangerous behavior or makes threats, is defiant, and/or acts illegally. Referrals may result in parent notification.

Bell Schedule

Here is our daily schedule:

- 8:10 Gym opens for Breakfast
- 8:30 Classroom Doors Open
- 8:40 Tardy Bell Rings
- 10:30 Primary Recess: 1st, 2nd, 3rd grade (15 min.)
- 11:40 Kindergarten and 1st grade lunch (20 min.)
- 12:00 Kindergarten and 1st grade recess (30 min.)
4th, 5th, 6th grade lunch (20 min.)
- 12:20 4th, 5th, 6th grade recess (30 min.)
2nd and 3rd grade lunch (20 min.)
- 12:40 2nd and 3rd grade recess (30 min.)
- 1:45 Intermediate Recess: 4th, 5th, 6th grade (15 min.)
Kindergarten Recess (15 min.)
- 3:10 Dismissal

Bus Transportation

School bus transportation is available for Beverly students living within a certain distance from the school. Please make sure that your child is at the bus stop no more than five minutes before the scheduled pick-up times. This helps to eliminate problems that sometimes occur when students are unsupervised for long periods of time. Encourage your child to maintain safe and appropriate behavior at all times at the bus stop and on the bus.

The bus driver will only allow students to board and depart at their assigned stops. This is for safety reasons. If different arrangements are made for a particular day, please call Beverly at (425) 431-7732 **before 1:00 pm** with transportation information and provide a note for the bus driver and the Beverly office.

Important guidelines: Students are to conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.

1. Items not allowed on the bus include all forms of animal life (except Seeing Eye dogs), firearms, weapons (including, but not limited to knives), breakable containers (glass bottles, aquariums, etc.), flammables, and all other articles which could adversely affect the safety of the bus and passengers.
2. Standards for student conduct on buses shall be the same as standards for student conduct in all other school-sponsored activities.

A Review of Bus Rules for Beverly Students:

Waiting for the bus, I will:

1. Stay off the road
2. Follow the same rules as I would in school in avoiding physical conflict and respecting parent supervisors.

Getting on the bus, I will:

1. Go straight to a seat and follow the directions of the bus driver on where to sit quickly and without arguing. Refusing to let someone sit next to me is not allowed.

On the bus, I will:

1. Sit down during the entire bus ride. Sit facing forward with feet out of the aisle.
2. Always keep hands and feet to myself and off other riders.
3. Talk in a normal voice and never yell, scream or use bad language.
4. Open windows only if the bus driver gives permission. All objects and parts of the body must be kept inside the window.
5. Follow the directions of the bus driver quickly and without arguing.

Questions- Call Edmonds School District Transportation at (425) 431-7230.

Calendar for the Edmonds School District

AUGUST 2016				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	<u>25</u>	<u>26</u>
<u>29</u>	30	31 ^{D/B} (CLA)		

SEPTEMBER 2016				
M	T	W	Th	F
			1 ^I	2
5	6 ^{B/I}	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30 ^{ER/B}

OCTOBER 2016				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21^{CR}
24	25	26	27	28
31				

NOVEMBER 2016				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

DECEMBER 2016				
M	T	W	Th	F
			1	2
5	6	7	8	9 ^{ER/B}
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

JANUARY 2017				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26 ^{ER/I}	27^I
30	31			

2016-17 SIGNIFICANT DATES

August 25, 26, 29
Aug. 31, Sept. 1 New Cert. Staff Orientation
Prof. Development Days (S/S)
(Teacher Contract/Non-Student)

September 5 Labor Day
September 6 Prof. Development Day (S)
September 7 (Wed.) First day of school
September 30 Early Release
October 21 Professional Development Day (S)
(Teacher Contract/Non-Student)

October 24-28 Grades K-6 Parent-Teacher Conf.
(Early Release K-6)

November 11 Veterans Day
November 23 Teacher Noncontract Day
November 24, 25 Thanksgiving Break
December 9 Early Release
Dec. 19 - Jan. 2 Winter Break
January 16 Martin Luther King, Jr. Day
January 26 Early Release
January 27 Professional Development Day (S)
(Teacher Contract/Non-Student)

February 10 Early Release
February 20 Presidents' Day
February 21 Teacher Noncontract Day
March 15, 16 Grades K-6 Parent-Teacher Conf.
(Early Release K-6)

March 17 Early Release
April 3-7 Spring Break
May 12 Professional Development Day (S)
(Teacher Contract/Non-Student)

May 29 Memorial Day
June 22 Last day of school - Early Release
July 4 Independence Day

District-wide early release:
Sept. 30, Dec. 9, Jan. 26, Feb. 10, March 17, June 22 (or last day of school)

Snow make-up days, if needed, will be in this order:
↑ June 23, 26, 27, 28, 29

End of First Quarter November 4, 2016
End of First Semester January 26, 2017
End of Third Quarter April 14, 2017
End of Second Semester June 22, 2017 (or last day of school)

B = Building Time
I = Individual Time
S = Supplemental Day
ER = Early Release
C = Collaboration Time

Green Days = no meetings

FEBRUARY 2017				
M	T	W	Th	F
		1	2	3
6	7	8	9	10 ^{ER/B}
13	14	15	16	17
20	21	22	23	24
27	28			

MARCH 2017				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17 ^{ER/B}
20	21	22	23	24
27	28	29	30	31

APRIL 2017				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

MAY 2017				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12^{DB}
15	16	17	18	19
22	23	24	25	26
29	30	31		

JUNE 2017				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22 ^{ER/I}	↑ 23
↑ 26	↑ 27	↑ 28	↑ 29	30

JULY 2017				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

Cell Phones & Electronics

All cell phones carried by students must be turned completely off and stored in backpacks while on campus (typically from 8:10 - 3:20) and may not be used on school grounds. This policy applies during field trips and specified after school and evening school functions as well. Use outside of these times is permissible. Use includes calling, text messaging, photography and other phone functions.

Parent-student phone contact during school hours must take place through the use of school telephones. The policy may be altered during a time of extreme all-school emergency.

Communication

Monday Folders

Each Monday students will bring home classroom and school district communication inside of folders. The monthly school newsletter will be sent home the first Monday of each month.

Classroom Newsletters

Some classrooms choose to send home periodic communications to their family groups. This mode of communication can take multiple forms and is purely optional for the classroom teacher.

Monthly Newsletter

The monthly newsletter is emailed to families on the first Monday of every month (October-June). Families without an email address in Skyward receive a printed copy of the newsletter that is sent home with the youngest child in the family.

Robo-Call and Robo-Email

Periodically we communicate with our school community, primarily parents through our automatic calling system. This mode of communication is used when a message needs to be sent out to our entire school community. Robo-call or Robo-email is initiated by the principal and executed by the principal and/or office staff.

District Communication Policy

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

1. Contact the staff member directly responsible for the issue you have a concern about. Share your concern, the facts or views you have. Be as clear as possible about what information you need or what you would like to have happen.
2. The school principal or supervisor of the program (such as Transportation) is also a valuable source of information. If you do not know whom to contact, the supervisor or principal can help. This step is also necessary if your concerns were not answered in Step 1.
3. If you are not satisfied with the answer or proposed solution to your concern at the principal/supervisor level, contact the Educational Services Center (425/431-7000) to speak with the administrator responsible for that school or program. In some circumstances, a formal hearing or review committee exists to review the matter. In all cases, we will review the issue with you and others concerned in an effort to reconcile the concerns and move forward.
4. If your concern is about a district-wide matter or about a superintendent-level decision, please contact the Superintendent's Office (425/431-7003).
5. If you have a question about Board policy or are not satisfied that the above process has produced a result you can accept, the Board of Directors will review your concern. In some matters, like student discipline, the Board may make a decision about the issue. In some cases, the Board of Directors is the final decision making body, while some matters may be appealed to other authorities. Personnel and individual student matters are handled in closed sessions with

the board. Other matters may be presented to the Board in writing or at their regular meetings (usually the first and third Tuesday of each month).

Discipline Policy

Progressive Discipline

Beverly Elementary School practices a progressive discipline policy. This means that if a student continues to engage in misconduct repeatedly, consequences increase with each incident. Example: A student engages in bullying behavior and receives a consequence. Two weeks later the student engages in bullying behavior again. The consequence for the misconduct will increase; it will not remain the same if the number of incidents increases. One exception to this is in cases of "exceptional misconduct" as defined at the end of this section. For example, a student may engage in misconduct so severe that it may warrant short-term suspension, long-term suspension or expulsion. The principal or principal designee will manage office referrals. Consequences will be applied based on the nature and severity of the situation in accordance with District Policy and State Law. Appropriate staff members will be included in the process of disciplinary action when applicable. Staff and parents will be notified in writing of all formal actions taken.

The following types of behavior are classified as "exceptional misconduct" and warrant an immediate office referral:

- Illegal acts
- Physically dangerous behavior
- Overt insubordination
- "Exceptional Misconduct" as defined by Washington State law.

For a link to more information from the Office of the Superintendent of Public Instruction, please [click here](#).

Bullying/Intimidation/Harassment/Unacceptable Language

There is no place in a public school for bullying, intimidation, harassment or unacceptable language. By Washington State law and Edmonds School District policy, acts of bullying, intimidation and harassment are not tolerated. Serious disciplinary action will take place and may include suspension. Students who observe or are the target of any of these unacceptable behaviors should report them immediately to recess supervisors, classroom teachers and/or the principal. Parents, please talk frequently with your children about these issues and call your child's teacher or the principal anytime you have a concern. Students are here to learn. Each has the right to do so free from intimidation. Parents will be contacted if your child participates in these behaviors. Please refer to state and district policy below for more information.

Drug & Alcohol Policy

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

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of

exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension or expulsion.

Internet Policy

The Internet is a valuable resource for our students and staff, providing current information, instructional materials, and ways to acquire research skills. This resource is available to any of our students, as long as they have a signed Internet Acceptable Use Procedures form in their student file and have adhered to the rules laid out in it. Once this form has been signed, it is considered to be valid unless it is revoked by either the parent or the school.

Although no filter will block all of the sites on the Internet which might be offensive, having a filter can help. That's why all student-used district computers with Internet access are filtered. There will be three distinct filters, to address the differences in student curriculum and maturity levels.

Personal Belongings

Please label all your student's belongings, including all removable clothing.

Students may bring certain technology devices to school at parent's discretion:

- Cell phones may be brought to school and are to be in the off position and stowed in the student's backpack for the duration of the school day.
- Earbuds or headphones may be brought to school to school and are to be stowed in student's backpacks for the duration of the school day.
- Tablets may be brought to school for use in the classroom. Use in the classroom is at teacher discretion and this item should be in the off position and stowed in student's backpack unless permission had been given by the teacher and a form has been completed, signed and returned by the parent.
- All devices are subject to Beverly Elementary and Edmonds District policy regarding use and content.
- Any electronic item brought to school is at your own risk.

Students may not bring the following items to school:

- Toys or items that may cause disruption to the learning space (some are listed here):
- Electronic games
- Virtual pets
- Toy weapons
- Laser pointers
- Trading cards
- Stuffed animals

No item that could cause any injury shall be brought to school. Any confiscated item(s) may only be recovered by the student's parent or guardian. Progressive disciplinary consequences including short-term suspensions are applicable.

Threats of Violence or Harm

By Washington state law, Edmonds School District policy, and Beverly school rules, the issuing of a threat against individuals or against district property will be taken seriously.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property or to harm students, employees, volunteers, patrons or visitors.

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Persons found to have made threats of

violence or harm will be subject to relevant district discipline policies and will be referred to appropriate community agencies, including law enforcement and mental health services.

Sexual Harassment

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District education programs, activities, curriculum and services are monitored to ensure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior. If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the district Equity Office, Debby Carter, 425 431-7012.**

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

Sexual Harassment

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

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

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

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

- Submission to such conduct or communication is made either in an explicit or implicit term or condition of success in school;
 - Submission to or rejection of such conduct or communication is used as a basis for education decisions affecting that person; or
 - Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating, hostile, or offensive educational environment.
-
- Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
 - Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.
-
- Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
 - Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
 - Cornering or blocking of normal movements;
 - Displaying sexually suggestive pictures or objects in an educational/work environment;
 - Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually

degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

Weapons Policy

The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. Edmonds School District Administration Regulation #8220 (Section 1.7), RCW 9A.41.250, RCW 9A.41.280 and ESSB 5307 also prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property.

Weapons include, but are not limited to: firearms, throwing stars, airguns, weighted chains, firecrackers, baseball bats, nun-chu-ka sticks, toy weapons, knives, facsimile weapons, water guns, clubs and pipes. Possession means having a weapon or dangerous object:

- on school property or at a school event
- on a student's person
- in a desk or other assigned space
- under the student's control
- hidden by the student on school premises
- given by a student to another person
- in a student's property (clothing, purse, lunch box, backpack, gym, car, etc.)

Any student found to be in possession of a firearm, an airgun, nun-chu-ka sticks, throwing stars, knives or other dangerous weapons on school property or during a school event shall be emergency expelled; violators are guilty of a gross misdemeanor. Any student using a toy or facsimile weapon in a threatening manner shall be suspended or emergency expelled; violators are guilty of a gross misdemeanor. Any student using any dangerous object in a threatening manner, or using any object to cause injury to any person shall be suspended or expelled.

Any student found to be in possession of a facsimile or dangerous object may be suspended (minimum of five school days) or emergency expelled. Determining factors for the length of suspension are:

- nature of the object
- degree of possible injury to any person
- any threatening actions to any person

Dress Code

School is a professional workplace for both students and adults. Students are to be neat and clean upon entering school. Appropriate dress is expected for reasons of respect, safety, and to reduce distractions in the school setting.

- Hats/hoods/bandanas are to be removed in all common indoor areas.
- Clothing that portrays gangs, drugs, alcohol, tobacco, violence, sex or inappropriate language shall not be worn.
- Skirts and shorts must extend past fingertips of straightened arms at side. Midriff (torsos) should be covered at all times.
- No underwear should be showing-including sports bras.
- Make-up, perfume and cologne are not allowed at school.
- Any clothing that is inappropriate to the learning environment shall not be worn at school. This includes pajama bottoms, transparent clothing, spaghetti strap or low-cut tops, and any other clothing that is revealing.
- Chains attached to clothing are inappropriate for school dress.
- On days when a student has PE, he/she will wear appropriate shoes as to maintain safety for the student. No flip flops.

If a student comes dressed in inappropriate clothing, he or she will be directed to cover or change the clothing.

Emergency Procedures

Inclement Weather, Earthquake, Power Failure

The Edmonds School District sends out procedures for inclement weather (snow, high wind, etc.) every fall. "Limited Bus Transportation" bus routes will be included with this information. Please watch for this information that your child will bring home in late September or early October.

Communication

In case of snow or other inclement weather, listen/watch radio or TV stations. Announcements will be made from 6-8:00 am.

AM radio: KIRO 710, KIXI 880, KOMO 1000, KRKO 1380, KYCM 1090

FM radio: KPLU 88.5, KLSY 92.5, KMP5 94.1

TV: KOMO 4, KING 5, KIRO 7

Internet: <http://www.edmonds.wednet.edu>

Limited Bus Transportation

If radio/TV announces: "Edmonds School District, Limited Bus Transportation" buses operate on emergency routes under snow and ice conditions. Drivers will inform families about emergency route changes after the school year begins.

Late Start of School Due to Snow or Inclement Weather

News about delayed starts will also be on the radio and TV. Listen carefully for the exact times. A delayed-start day at Beverly will begin at 10:40 am. Dismissal time will remain 3:10 pm.

When school and bus transportation are delayed because of weather, our schools will be open at the regular time.

Student Safety Information

Providing for your student's safety when school is in session is a major responsibility of the school staff. All schools have a disaster plan for student safety. The principal and school staff is prepared to make prompt and responsible decisions in any situation that could threaten the safety of students.

The need to close a school and evacuate the students before the regularly scheduled closing time could arise from a relatively minor emergency such as a prolonged interruption of power or from a major event such as fire, disastrous earthquake, or severe storm. At times, communication and/or transportation may be disrupted.

In The Event of a Major Disaster

- Information will be broadcast to parents over local television and radio stations (see communication on page 8) Information will also be published in local newspapers, posted at the school site, and posted on the district web page at: www.edmonds.wednet.edu
- No student will be dismissed from school unless a parent (or individual designated by a parent) comes for him/her.
- No child will be allowed to leave with another person, even a relative or babysitter unless we have written permission to that effect or that particular person is listed on the student's Emergency Release Authorization Form (P-139) in our files and is able to identify him/herself.
- All parents or designated persons who come for students must sign students out at the school office or at the temporary student release station. Signs will be posted if this alternate location is required.

We are prepared to care for your child in emergency situations. If you are not able to reach the school, we will care for your child until you or a designated person arrives. We have a number of staff members with first-aid certificates and we will be in communication with local emergency services. We do ask your help in the following ways:

- Please do not call the school. We must have the lines open for emergency calls.
- Do turn to radio and television stations or the district web page for information.
- Following an earthquake or other emergency, do not immediately drive to the school. The school access route and street entrance areas must remain clear for emergency vehicles and/or may be cluttered with debris.

School personnel will be involved with emergency response following an emergency or disaster. An orderly plan for student release will be organized. PLEASE ALLOW ONE HOUR FOLLOWING AN EMERGENCY BEFORE COMING TO SCHOOL TO PICK UP YOUR CHILD.

In the Event of a Lockdown

If our school is ever locked-down for any reason, all doors will be locked and staff and students will remain indoors. Please do not come to the school or call the school until after the lockdown is lifted. It is important that we be prepared personally and in relationship to others in our school community as well as the broader community. During the year your student will be trained in the necessary emergency procedures. Students will learn how to react, where to assemble, and what to expect in an emergency situation. Education, knowledge, and preparation are our best allies.

Family Contact Information

Please let us know right away if you move or change telephone numbers so the office always has current contact information in case of an emergency.

Family Events

We offer several annual events that the whole family can attend. Here are a few annual events you might want to attend:

- **Meet the Teacher** - on Thursday, September 1st, you are welcome to come drop off supplies and meet your child's teacher during our ice cream social.
- **Multicultural Night** - a night in October where you can come and learn about what your child is doing in school. For grades 1-6.
- **Carnival** - in March our PTA holds a carnival in our gym that the whole family can enjoy.
- **BBQ** - in May we come together as a school and enjoy a large BBQ with the students and their families.

Gum

Gum chewing is not allowed at Beverly, either in the building or on school grounds.

Health

Please contact the school for readmission directions if your child has the following communicable diseases:

- Chicken Pox
- Mumps Head
- Lice
- Measles
- Whooping Cough
- Hepatitis, all forms
- Scarlet Fever

In coordination with the Snohomish County Health District please keep your child home if he/she has any of the following:

- **APPEARANCE/BEHAVIOR:** unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.
- **EYES:** thick mucus or pus draining from the eye or pink eye
- **FEVER:** temp of 100 degrees or higher. Please keep child home at least 24 hours following an elevated temperature of 100 degrees or higher
- **GREENISH NOSE DRAINAGE, AND/OR CHRONIC COUGH:** Should be seen by a health care provider. These conditions may be contagious and require treatment.
- **SORE THROAT:** Especially with fever or swollen glands in the neck
- **DIARRHEA:** 3 or more watery stools in a 24 hour period.
- **VOMITING:** Vomiting 2 or more times within a 24 hour period
- **RASH:** body rash, especially with fever or itching.
- **LICE:** Children with suspected infestations will be screened. Parents will be notified of treatment needs. Please notify school if you find head lice on your child.
- **SCABIES:** Children with scabies can be admitted 24 hours after treatment has begun.

Medications given at school

Occasionally, a student needs to take medicines at school. State law and district policy requires that:

1. The medication be sent to school in the original prescription bottle
2. Be accompanied by a Medication Authorization Form (available from the school office) signed by a doctor and the parent. This includes all medications, including over-the-counter drugs such as aspirin, cold medicine, etc.
3. The medicine is to be kept in the office and dispensed by school personnel.

No medication can be dispensed at school unless steps 1-3 listed above are followed.

Excusing Students from Recess or Other Activities for Health Reasons

Students are required to go outside to recesses. Please ensure your child has the appropriate clothing for weather conditions. Students will only be allowed to stay inside at recesses or be excused from activities (such as physical education) with a signed doctor's note.

Lost & Found

Lost and found items labeled with the student name are returned to the student promptly all other items are hung on a rack outside the gym. Unclaimed items are sent to Clothes For Kids at Winter break and Summer break.

Please write your student's first and last name inside coats, sweaters, jackets, hats, mittens, backpacks, and notebooks. Each year we send an amazing number of coats, sweaters and jacket to Clothes for Kids because we can't locate the owners. Our Lost & Found can be found inside the gym foyer. Please take time to look through the Lost & Found for your items.

School Lunch Information

Breakfast and Lunch prices

Breakfast may be purchased for \$1.50 and lunch may be purchased daily for \$2.95 with milk included. Milk purchased separately is \$0.50. You may purchase any number of lunches for your child's account through the school office by cash, check or money order made payable to Edmonds School District. You may also go the district website (edmonds.wednet.edu) and click on "My lunch money.com" on the right hand side to set up lunch purchases on line. You may send payment for lunches to school with your child with a note to the teacher. The District no longer will be allowing IOU's.

Free and reduced meals

Free and reduced price lunches are available for children whose family income is listed on the approved Family Size/Annual Income scale. A copy of this scale and an application form is available at the school office. If qualified, reduced price breakfasts are free and reduced price lunches are free to students in

grades K-3 and \$0.40 to students in grades 4-6. Applications must be completed each school year to qualify.

Special Education

Special Education services are provided to all students who qualify aged birth to 21. If you have questions, or for students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, call the Psychological Services Office at (425) 431-7208.

Student Placement

Parent input is valued and appreciated in determining which classroom your child will be placed for next year. All placements are tentative until after the 4th day of school, when adjustments are made. Input forms are available at the Beverly office. We cannot guarantee placement in a particular classroom due to the complex and unpredictable nature of enrollment patterns at the beginning of the year.

Transferring or Withdrawing from School

If you should decide to move to another school, please notify the Office that you are withdrawing your child. This will allow us to give you the information you will need to enroll your child in his/her next school.

Visiting & Volunteering

Visiting School

This is your school and families are welcome and encouraged to visit! For the safety of our students all visitors must check in at the school office and will be asked to wear a Beverly visitor badge while on campus.

To help maintain a productive learning environment we ask that parents:

1. Contact the teacher to make visitation arrangements prior to a visit.
2. Stop by the office to check in and get a visitor's badge.
3. Make an appointment for a conference with the teacher to discuss your child's progress as needed rather than just dropping in. Doing so will allow staff to give you the attention your conversation deserves.
4. Bring any items forgotten by your child (lunches, books, permission slips) to the office. We will get the item to your child at a time that doesn't interrupt instruction.

The principal always welcomes opportunities to visit with parents. A telephone call in advance will help insure that she is available when you come.

Volunteers

There are many and various opportunities to volunteer at Beverly Elementary! We love volunteers and hope that you will lend a hand whenever possible—daily, weekly, monthly, or once a year if that is what your schedule allows.

Please contact your child's teacher, the office staff or the principal if you have time to give. We will help you find just the right opportunity to fit your interests. Remember that all volunteers must complete a Washington State Patrol Background Check each year prior to volunteering at school. Forms are available in the office.

Parent Teacher Association

Beverly has a very active PTA (Parent Teacher Association). Their goal is to make your family feel welcomed and make sure your time here at Beverly is enjoyable. Beverly's PTA is committed to our school by organizing many events throughout the year to help you and your student(s) feel that you are part of our community. The best way to be part of the community is to get involved and feel invested by volunteering in the classroom, for a PTA activity or on a PTA committee. If you have questions please do not hesitate to contact Beverly's PTA at (425)431-7732, option #3 or email them at beverlyvolunteers@gmail.com. If you haven't done so already, please sign up to become members of the PTA. It's one of the best ways to stay informed and connected.

Watch D.O.G.S. (Dads of Great Students)

Attention: dads, stepdads, grandpas, uncles and any other special male in a Beverly student's life. If you are interested in volunteering, please inquire with the office about our Watch D.O.G.S. program.

Washington State Policies & Edmonds School District Policies

Student Rights & Responsibilities

A complete copy of the Edmonds School District "Student Rights and Responsibilities" are available in the school office for student and parent reference. A copy will be furnished to parents upon request.

Family Rights & Privacy Act

The Federal Family Rights and Privacy Act permits the school district to routinely release what is called student "directory information." Directory information includes a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight/height of members of athletic teams, grade in school, diplomas and awards received, and the most recent previous school attended by the student. This information is not released for commercial purposes, but can be released to provide educational, scholarship, vocational/occupational and/or military information, to law enforcement or the news media, in school event programs (music performances, for example) or in student directories. Generally, student information that is released to the news media relates to their participation in a school program or project, or highlights their receipt of an award or scholarship. Student information would not be released to news media without parental consent in the event of an accident or injury. You have the right to keep this information confidential. If you do not wish to have such information about your child released, please notify your school in writing. Questions about directory information can be directed to the District Community Relations Department.

District Directory Information

District directory information consists of a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended. District directory information may be released without consent for the purpose of providing educational, scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons.

You have a right to withhold any or all of this information. If you do not wish to have such information about your child released, please let us know in writing by October 1. You may choose to have all information withheld or you may choose to designate a specific agency from which you choose to withhold information.

Wellness: Moving Toward What Is Best For Our Kids

Wellness Guide & Policy: An Initial Guide to the New Policy

New USDA legislation changes what can be sold to students on school grounds, from midnight to 30 minutes after the close of the school day. This includes vending machines, school stores, á la carte lines and all fundraisers. There are no exceptions to this federal mandate. Any school found out of compliance jeopardizes the \$3 million in Federal funds provided to our District's school meals program. This applies to

all schools in all districts across the country. In Edmonds School District, we have shared this policy with administrators, held a [Superintendent's Roundtable](#) and a special meeting for parent group leaders in May. We will continue to provide support and training as we all adjust to this required change.

Here are some important points to be aware of:

- **Food as Incentives/Rewards**

The Edmonds School District strongly discourages the use of food as an incentive or reward. Staff members and parent group leaders compelled to use food must select items that meet the USDA "Smart Snacks in School".

- **Physical Activity/Physical Education**

The difference between physical activity and physical education is critical to understanding why both contribute to the development of healthy and active children. Physical education is a K-12 planned and sequential program of curricula and instruction that helps students to develop the knowledge, attitudes, motor skills, self-management skills, and confidence needed to adopt and maintain physically active and healthy lifestyles. Physical activity is the application of what is learned in physical education class.

- **Classroom Parties**

Birthday parties in classrooms may be celebrated with non-food treats and favors for students. No food is allowed as part of a birthday celebration. Appropriate alternatives to food that may be shared on special occasions can be within the procedures.

- **Food may be served at three classroom celebrations (such as seasonal, cultural or curriculum related) per classroom per year.** The theme and time of year of the party is up to the discretion of the classroom teacher. If food is served it must meet the "[Food Safety Guidelines For Room Parties](#)" published by the Snohomish Health District. Due to the prevalence of students with severe food allergies, foods with nuts or tree nuts are strongly discouraged.

Please direct questions to Barb Lloyd, Wellness Committee Chair (425-431-7073 or lloyd@edmonds.wednet.edu) or any members of [the Edmonds School District Wellness Committee](#).