



Mark Toland

616 Pecks Drive

Principal

Everett, WA 98203

School Office: (425) 385-5900

24-HR Information Line: (425) 385-5911

FAX: (425) 385-5902

24-HR Attendance Line: (425) 385-5905

Student Safety Tip Hotline: (425) 385-5050

24-HR District Line: (425) 385-4636

## Parent-Student Handbook 2010-2011 School Year

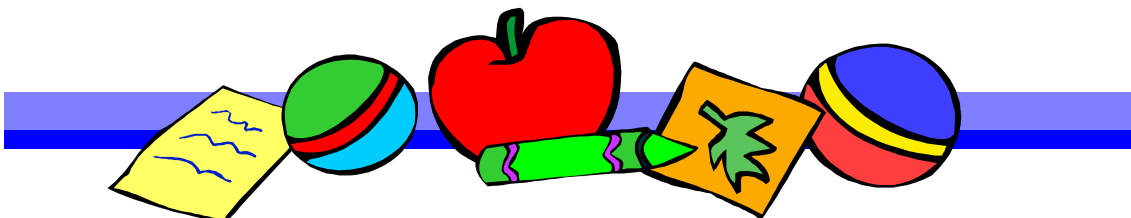
Our vision is to create a powerful school experience that positively influences the skills and hearts of each learner in order to achieve our educational mission.

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### ***EVERETT PUBLIC SCHOOL'S MISSION:***

***OUR STAFF, FAMILIES, AND COMMUNITY MEMBERS ARE COMMITTED TO ACADEMIC EXCELLENCE AND ENSURING THAT EACH STUDENT ACQUIRES THE SKILLS AND KNOWLEDGE NEEDED TO THRIVE AS A LIFELONG LEARNER AND RESPONSIBLE CITIZEN IN A CHANGING WORLD.***

Everett Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. Designated to handle inquiries about nondiscrimination policies are: Affirmative Action Officer, Carol Stolz, 3715 Oakes Ave., Everett, WA 98201, 425-385-4106; Title IX Officer, Randi Seaberg, 3715 Oakes Ave., Everett, WA 98201, 425-385-4104, ADA Coordinator, Kristine McDowell, 202 Alder St. Everett, WA 98203, 425-385-5250, Section 504 Coordinator, Becky Ballbach, 4730 Colby Ave., Everett, WA 98203, 425-385-4086. (Email address for each is FirstInitialLastName@everettsd.org)



Dear Madison Students and Parents:

On behalf of the Madison staff, I welcome you to our school. Madison Elementary is a proud and hard-working school dedicated to the success and learning of each child. It is our commitment to work in close partnership with families to provide excellent learning opportunities for all students.

The education of young people is very important, and requires hard work and dedication from all who touch the lives of children. At Madison, our mission focuses clearly on promoting a healthy environment where all students learn. Our staff is dedicated to ensuring that each student feels welcome, safe, and ready to engage students in quality learning experiences. To be successful in achieving our mission, we need the support and partnership of parents. We invite your participation in your child's education and the programs and services offered here at Madison.

This handbook has been developed to enhance communication, and provide families with information that may strengthen the partnership between the home and school. Please review this handbook, and consider the following ways you may work with us to ensure your child's success in school.

- **School Attendance:** We hope to see your child at school each and every day. Regular school attendance is important, and we will work with you as best we can to ensure your child is present and benefiting from the education we provide here at Madison. Please call (425)385-5905 to report your child's absence. If you would like suggestions on how to help ensure your child's regular school attendance, please contact your child's teacher, or our school counselor.
- **Readiness to Learn:** Children will be more successful in their learning, and experience greater personal satisfaction when they are ready for the school day. We encourage you to ensure that your child is prepared to start each day in a positive manner. Madison offers a variety of resources that may help families in this regard; please contact the school office if you have questions.
- **Safe and respectful environment:** Ensuring that each child feels welcome and safe is important. In order to achieve this, each and every student must demonstrate good citizenship, responsibility, and follow school rules. You will find many school policies within this handbook. Additionally, a district "Student Rights and Responsibilities" handbook will be distributed to each family. Please review both of these documents with your child to help ensure he/she knows about important school expectations.
- **Communication:** Communication between the school and home is extremely important, and we invite you to take every opportunity to make connections with our school. Please look for newsletters and other pieces of information to come home with your child every week. Our school website is quite extensive, and provides considerable information for families. Classroom volunteers are valuable and greatly appreciated, and we encourage you to take advantage of the various volunteer opportunities to be found within Madison Elementary. Our staff is dedicated to keeping you informed of your child's progress, and I encourage you to contact your child's teacher if you ever have a question about his/her education.

We are excited to begin a year that holds great potential for your child's growth and education. I encourage you to contact me at (425) 385-5900 should you have any thoughts, questions, or concerns as the year unfolds.

Welcome to the Madison Elementary School community!  
Sincerely, Mark Toland, Principal

MADISON ELEMENTARY SCHOOL STAFF 2005-2006

(425)385-5900...FAX (425)385-5902

24 Info line (425) 385-5911 Attendance line (425) 385-5905

Basic e-mail format = first name initial plus last name@everettsd.org

Here are the ways you can keep in touch by phone with your child's educators. All #'s are area code 425, prefix 385 (just add the appropriate extension). Teachers will forward their phones to voice mail during teaching times, but you will be able to leave a message or hear pertinent classroom information left by the teacher. If your message is urgent and needs to be heard before the end of the school day be sure to speak to someone in person by dialing "0" or the main school line (5900). You may also use the 24-hr school information line, attendance line to report an absence, or use e-mail to keep in touch.

MADISON ELEMENTARY SCHOOL STAFF 2010-2011

(425)385-5900...FAX (425)385-5902

Date: 9-27-10

<u>NAME</u>	<u>POSITION</u>	<b>ROOM #</b>	<u>EXT</u>
MARK TOLAND	Principal	168	5990
MARSHA PRESTWICH	Office Manager	170	5901
TERESA SCHULTZ	Office Assistant	169	5903
<b>CLASSROOM TEACHERS</b>			
BETH RISTIG	K-Title I X-Day	163	5959
CHRISTIE HENRIE	K-AM/PM	181	5960
ROSE DELEON	Ext Res 1 & 2	156	5956
BRENDA DOE	Grade 1	119	5919
BONNIE BARKATT	Grade 1	123	5923
WENDY BEAUDRY	Grade 1	117	5917
JULI TULLY-DOYLE	Grade 2	126	5956
VALERIE DEDE	Grade 2	125	5925
DEANNA HATHAWAY	Grade 2	124	5924
JOAN HEIDEN	Grade 3	217	5977
PAM TUCKER	Grade 3	216	5976
MARGARET HARVEY	Grade 3 & 4	210	5970
LINDA KRIEGEL	Grade 4	212	5972
JILL STROMSETH	Grade 4	211	5971
SHEILA DORST	Grade 5	202	5962
LAURA BECKETT	Grade 5	224	5984
CRIS JILK	Grade 5	215	5975
JULIE GALLAWAY	Ext Res 3, 4, 5	223	5983
<b>SPECIALISTS</b>			
MARIANA ROCHON	PE	133	5933
WAYNE KETTLER	Resource Center	134	5908
SHERRI GRINAGE	Literacy Coord	129	5991
SUE MORRIS	Title I Math	220	5980
CHERYL FERNANDEZ	Spec Ed Resource	218	5978
KRISTI LEE	SLP	130	5930

SELMA BALK	OT/PT	225	5985
CHERYL CROSBY	Counselor	222	5910
JOANNA ROCKWOOD	Psychologist	131	5912
KAYE LYSEN	Music	105	5945
DEBBIE TOTUSHEK	Math	220	5980
KRISTIE GOODING	ELL Coach	137	5953

<b>CLASSIFIED STAFF</b>			
SARAH BLACK	ECEAP Fam Spec	158	5958
MARYANN FORCK	ECEAP Teacher	157	5957
CHERYL VANDERMOON	Para ECEAP	157	5957
KRISTY HOLSOPPLE	Registered Nurse	167	5906
MARILU MAY	Para/Title I	121	5921
PATTY DINWIDDIE	Para/ELL	203	5988
PATTY ENGBRETSSEN	HRA	167	5906
BETH MOE	Workroom Para	172	5951
VIRGIE LUCERO	Para/Spec Ed	223	5983
CAROL HATCHELL	Para/Title I Math	220	5980
LESLIE ARCHER	Para/Spec Ed	223	5983
JODIE SEARLES	Para/Spec Ed	156	5956
DANNIE WILLIAMS	Para/Spec Ed	156	5956
KEN GOLDSMITH	Para/ Title I Rdg	121	5987
PEGGY REAGLE	Head Custodian	142	5997
THINH NGO	Night Custodian	142	5997
JENNIE HUTH	Nutritional Food Services Supervisor	144	5907
MIA SLATTUM	Nutritional Food Services Worker	144	5907
JEAN BRINGLE	Nutritional Food Services Worker	144	5907
DORIS MAHNKE	Lunchroom/Para	144	5907
SHANIN IPSEN	Noon Duty	203	5963
AMY NEEDHAM	Noon Duty/Para	110	5919

## **24-HR SCHOOL/STUDENT INFORMATION LINE (425)385-5911**

After dialing (425)385-5911 on your touch tone phone:

- Press 1 to report an absent or tardy student
- Press 2 to hear the current lunch menu
- Press 3 to hear the school's activities for the week
- Press 4 for directions or a listing of phone numbers for the school
- Press 5 for early dismissal and parent/teacher conference dates

If you need further assistance please press 0 to reach the main office. Thank You!



**Rev: 9-28-10**

**DAILY TIME SCHEDULE                      2010-2011**

8:10	PATROL AND BREAKFAST	
8:30	FIRST BELL	<u>10 Min RECESS</u>
8:35	TARDY BELL	10:05-10:15 1 <sup>st</sup> & 2 <sup>nd</sup>
11:00-11:40	2 <sup>nd</sup> GRADE LUNCH/ RECESS + DeLeon	10:20-10:30 4 <sup>th</sup>
11:15	AM KINDERGARTEN DISMISSAL	10:55-11:05 3 <sup>rd</sup>
11:20-12:00	5 <sup>th</sup> GRADE LUNCH/RECESS	
11:40-12:20	1 <sup>st</sup> GRADE LUNCH/RECESS + K X-Day	
12:00	P.M. KINDERGARTEN BEGINS	
12:00-12:40	3 <sup>rd</sup> GRADE LUNCH/RECESS + Gallaway	
12:20-1:00	4 <sup>th</sup> GRADE LUNCH/RECESS	1:30-1:40 5 <sup>th</sup>
2:35	PATROLS	
2:45	DISMISSAL	

**EARLY DISMISSAL SCHEDULE**

8:10	PATROL AND BREAKFAST
8:30	FIRST BELL
8:35	TARDY BELL
10:00	K-AM Dismissal
10:45	K-PM Begins
10:10-10:50	2 <sup>nd</sup> GRADE LUNCH/RECESS + DeLeon
10:30-11:10	5 <sup>th</sup> GRADE LUNCH/RECESS
10:50-11:30	1 <sup>st</sup> GRADE LUNCH/RECESS + K X-Day
11:10-11:50	3 <sup>rd</sup> GRADE LUNCH/RECESS + Gallaway
11:30-12:10	4 <sup>th</sup> GRADE LUNCH/RECESS
12:10	PATROLS
12:15	DISMISSAL

**In the event that the school day is delayed by an hour or two, (due to weather conditions) please be aware that buses will also run late. If school is delayed by TWO HOURS, then there will be NO MORNING KINDERGARTEN. On late start days, school will end at the regular time.**

## Animals

Please keep pets at home or in the car when picking up or dropping off children at school. Make every effort to keep your pets off the playground. If pets are on the school grounds, every effort will be made to contact the owner. If we cannot identify the owner or contact you, the pet will be impounded.

The District has established a policy (3418) discouraging and strictly limiting the introduction and housing of animals in the school, including their use in a “show and tell” manner. Prior to introducing any animal into the classroom, teachers shall ascertain that:

- \*Students and school personnel are not allergic to the animal
- \*The animals will not present a physical danger to students
- \*Students will be instructed in the proper care and handling of the animal

Dogs and cats must have a health certificate signed by a licensed veterinarian, and must be housebroken. All animals brought to school must have direct relevance to the instructional program; the principal should approve requests.

## Arrival

Playground and cafeteria supervision begins at 8:10 a.m. School Patrols and Crossing Guards are on duty at this time. Students are not to arrive on campus before 8:10 a.m. The school does not assume responsibility for supervising students prior to that time.

## Attendance

Regular and prompt school attendance is essential for continued student progress and school success. When a child arrives at school after 8:35 he/she is considered tardy and must check in at the office. When a child is going to be absent please call the Madison Attendance Line (425-385-5905) and press 1 for the attendance line before 10 a.m. Please indicate your child's name and his/her teacher's name. Calls will be made to the parent or guardians of all absent students to ensure their safety at home. **If you have not called @ (425) 385-5905 when a child is absent, a note is required excusing their absence on the day he/she returns to school. To prevent an absence from showing “unexcused” please make sure you report your absence to the office not the teacher. It is your responsibility to report your child’s absence to the office, not the teacher’s.**

If a child has been absent without excuse, parents will be notified by letter of their truancy. Further action is required if the child's attendance does not improve, meeting with Principal, etc. (Compulsory Attendance Law, Chapter 28A.225 RCW)

## Bicycles

Students in grades three through five may ride their bicycles to school if they are wearing a helmet. All students who ride their bikes to school are to follow these safety rules:

- Ride on the right-hand side of the road.
- Walk bikes on school grounds and when crossing the streets with the school safety patrol.
- Ride single file and be very careful when approaching people who are walking.
- Park and lock bikes in the bike rack; security chains or locks are required on all bicycles.
- Bike helmets are required when riding bikes.

- Bicycles brought to school are done so at the students' own risk; the school is not responsible for lost or stolen bicycles.

Skate boards, roller blades, hee-lies and scooters are not allowed at school.

### Buses

Children who are bus riders are to ride their assigned bus each and every day. They should not arrive at the bus stop more than five minutes prior to the bus pick up time. Children may not ride a different bus, or get off at a different stop, unless parents have **written a request for them to do so**. Parent permission notes must be turned in at the school office, and the school secretary will fill out a bus permission slip for the child.

Children who ride buses are expected to follow the Everett School District bus riding rules (included in the opening day packet). Children who continually misbehave on the bus will receive a bus referral, and parents will be contacted regarding their child's behavior. Students who continually misbehave on the bus may lose their bus riding privileges for a period of time.

School buses line up on Pecks Drive in front of the school at the beginning and end of the day. Please follow the signs posted in these areas, and **please do not park in the bus loading zones when picking up your children. If you have transportation questions call (425) 385-4144.**

### Conferences and Report Cards

Parent/Teacher conferences are held twice each year, in October and March. Report cards are also issued at the end of trimester designations, as well as on the last day of school. Parents who wish more frequent communication about their child's progress can contact the classroom teacher for additional information. See p. 3 & 4 for teacher phone numbers.

### Daycare

The school office keeps a list of day care providers in the Madison service area, and will provide one to families at your request.

### Dismissal

Students are to go directly home when the school bell rings at 2:45 for dismissal. Students may not return to the school grounds until after 4 pm. There is no supervision for students returning to school. School rules apply while students are on their way to and from school. If you are meeting your child on campus, please arrange to meet **outside** the building at a designated area. **Please do not enter the school buildings or wait in the hallways.**

Parents must notify teachers with a **written note** when any changes are planned in a child's leaving school, such as parent pick-up rather than daycare pick-up, or when the child is going home with a friend. **If the note has not been provided, the child will follow his/her regular transportation arrangement.** The safe arrival home of every child is of our highest concern.

### Dress

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard,

damages school property, or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

At Madison, students should come to school in clothing that is clean, comfortable, and appropriate for the weather conditions. We ask that children not wear halter tops, spaghetti straps, loose fitting tank tops, short shorts/skirts or tops with bare midriffs or sagging, bagging pants. In addition, students are asked not to wear clothing advertising tobacco, liquor, illegal drugs, or is sexually explicit, promotes violence or is offensive in any way. Hats may be worn during recess; hats may not be worn in the building.

Students will receive instruction in P.E. at least once a week. The gym floor is hardwood, your child needs to wear tennis shoes on his/her P.E. days. Your child's teacher will notify you of scheduled P.E. days.

Fragrances: Perfume or other fragrance should be worn in moderation. Under some circumstances, students may be asked to refrain from wearing perfume or fragrance.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to discipline including the following: the opportunity to change, to have a parent conference; detentions and/or Saturday School. Repeated violations may result in suspension.

If a student, parent or guardian is aggrieved by the school's interpretation of the dress code, they may appeal the interpretation in writing to the Superintendent's designee.

Any student, parent or guardian who is aggrieved by the imposition of resulting discipline may appeal the penalty following the steps in policy and procedure 3313 or 3321, in the case of suspension.

### Early Dismissal

Because we believe that each school experience is valuable to a child; students should not leave school early. We strongly encourage any appointments be made outside of the school day. If you need to remove your child from school during the day please come to the school office to request your child and to sign the child out of school. Children will be released only to parents or guardians, or to the designated people listed on the student's information card. Picture ID may be required.

### Emergencies

In the event of an emergency at school parents will be notified immediately. If a parent cannot be contacted, persons listed on the emergency card will be called. **It is important the emergency information be up to date. Notify the office of changes.** 911 will be called for serious injuries/illness.

**School Closure and Emergencies:** Radio stations KRKO (1380), KWYZ (1230), KCIS AM (630), KCMS FM (105.3) KING (1090), KIRO (710) and KOMO (1000) and TV stations KOMO (4), KING (5) and KIRO (7) will announce delays or cancellation of school.

**If there is no announcement about Everett Public Schools, school is on the regular schedule.** Please do not call the school. Listen to the TV or radio.

If there is ice and snow, students who ride the bus to school may have to walk to a different bus stop. A notice will be sent home with directions to an alternate bus stop.

**Emergency Plans and Drills:** Every month students practice earthquake, evacuation, fire, lock down and shelter in place drills at school to learn what to do in a real emergency.



In the event of an emergency, students will be kept safe at school until a parent or designee can pick them up. **Regular check out procedures will be followed. Students will only be released to parents or persons listed on the emergency card.** Be sure to keep emergency information current. Picture identification may be required.

### **Firearms**

Students who carry onto or who possess on school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools any firearms, other dangerous weapons, as defined by Policy 3323 and students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Students carrying or possessing a firearm shall be expelled for a period of not less than one (1) year.

**Appropriate law enforcement agencies will be contacted when there are firearms/dangerous weapons involved.**

### **Food Service Program**

Madison Elementary School serves breakfast and lunch for students. Prices are:

	Breakfast	Lunch
Student Breakfast:	\$1.00	\$2.50
Reduced price (K-3 <sup>rd</sup> )	free	free
Reduced price (4-5)	free	\$ .40

Second Meals served to students eligible for free or reduced meals are charged at the school's full price rate.

Adult Breakfast: \$1.65

Adult Lunch (no beverage): \$3.50

Adult Lunch (with beverage): \$3.90

Lunches may be prepaid for a week or more in advance. Please sign in at the office before your child's lunch begins. Parents are welcome to come to school and eat lunch with their children. Families may be eligible for free or reduced meals, and should complete the meal form included in the opening day packet.

Carbonated soda pop is not allowed in the cafeteria. No glass containers are allowed. All children are encouraged to eat lunch or breakfast before going out to play. Students are expected to act respectfully in the cafeteria, to use good manners, and to follow the directions of the cooks and cafeteria supervisors at all times.

### **Health Services**

The health room is staffed by a trained Health Room Assistant supervised by a Registered Nurse. State law prohibits school nurses and assistants from diagnosing illness/injury and dispensing medications not specifically prescribed for students. Students are screened for vision and hearing. Fifth grade students are checked for scoliosis (curvature of the spine). Parents are contacted about concerns. **Students who are ill should stay at home. Students should not return to school until they can participate in all school activities including recess.**

**Head Lice (pediculosis) Infestations:** Parents will be notified immediately and encouraged to pick-up student from school. Instructions will be provided for treatment. Students should be treated and return to school. Staff will check students upon return to school and notify parent if any lice/eggs/nits remain.

**Illness/Injury:** Parents will be notified immediately and asked to come for their child if they are ill or injured at school. In the case of less serious accidents, parents will be notified by phone or a note sent home with the student.

**Immunization:** Students must present evidence of immunity to measles, diphtheria, tetanus, polio, rubella, mumps and hepatitis on forms provided by Washington State. A list of the minimum requirements is available in our school office. Students who do not have the correct immunizations or this form on file will be **excluded** from school. Exemptions are available for medical, personal, or religious reasons. If an outbreak of vaccine-preventable disease for which the student is exempted should occur, the student will be excluded from school for the duration of the outbreak.

#### **Control of Diseases**

<b>Disease:</b>	<b>Exclusion Period from School:</b>
Chicken Pox	7 days or until all vesicles are crusted
Conjunctivitis (pink eye)	Until eyes are clear and no pus remains
Mumps	Until fever is gone and there is no visible swelling
Impetigo & Ringworm	May attend school with written notice from doctor
Strep Throat	While fever is present

**Medication:** School staff is authorized to administer medication to students during school hours or while the student is in the custody of the school **ONLY** when necessary to permit the student to attend school. To administer medication to a student the school office must have a **written request from the parent/guardian, a current request from the doctor and written instructions for administration.** Medicine must be brought to school in the original container. It will be stored in a locked cabinet in the health room. No more than a 4 week supply may be kept at school. Students are responsible for reporting to the health room to take their medication. Contact the office for the necessary forms for medication at school. **Aspirin, other pain relievers and any over-the-counter medications including cough drops are subject to the regulations listed above.**

#### **General Pupil Health:**

It is very important for students in all grades to get the proper rest at night and have a nourishing breakfast in order to function to their maximum capabilities in school.

Suggested hours of sleep:

Kindergarten - third grades	10-12 hours
Fourth - fifth grades	8-10 hours

### Items from home

Students are not permitted to bring toys or other items including electronics from home. Items brought to school are specified on the supply list. Selling or trading of any items at school is strictly prohibited. **Radios, tape players, or electronic games are not permitted at school.** Children should not bring large sums of money to school, as it can become lost or stolen.

### Leaving the school grounds

Students are not permitted to leave the school grounds during school hours. Students who do so will have their parents contacted immediately, and disciplined according to district policy.

### Library

Use of the school library is part of the regular curriculum at Madison. With the supervision of the librarian and classroom teacher, students are encouraged to check out books and materials regularly. Please help us to teach your child to be responsible for the care and return of materials to the library. Fines are given for missing or damaged books. Report Cards will be held until outstanding fees are paid.

### Lost and Found

Articles of clothing or other items found on the school grounds are taken to our Lost and Found Chest located in the hallway outside of the cafeteria. Please mark clothing with your child's name and check the Lost and Found if they lose something. All items are laid out at conference time. Unclaimed items will be donated to a thrift store.

### Party Invitations

Birthday parties are delightful and offer 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, and they are distributed at dismissal time.

Parents sometimes bring treats to school to celebrate a birthday within the class. To ensure students maintain a healthy diet while at school, we ask that you consider bringing healthy snack options during such celebrations, in place of the more traditional snacks such as cupcakes or cookies. Please speak with your son or daughter's teacher about classroom celebrations and snack options.

### PTA

Madison Elementary School has an active PTA that is eagerly looking forward to meeting you! Please join us in creating a positive home/school partnership for your children by becoming an active member and volunteer with our PTA.

### **School Safety Patrol**

Many of the students at Madison walk to and from school. Student safety patrols direct student traffic on Pecks Drive. All students are to follow the directions of the safety patrol at all times to ensure their safe crossing of the busy streets in the Madison neighborhood.

We have an adult crossing guard at Beverly Lane and Pecks Dr. and Beverly Lane and Madison Street before and after school.

There will **not** be an adult crossing guard at the Madison and Morgan Street crosswalk. We are discontinuing the crossing guard there because we have determined that it is not a safe walking route to Madison Elementary School.

If you or your child should choose to cross Madison Street at the Madison and Morgan crossing to get to school you do so at your own risk. We are not recommending that you use this route as a safe walking route to Madison Elementary School.

### **School Services**

Madison Elementary is fortunate to have many additional services to offer children in need of assistance. We have a school counselor who is available by calling the school office. Our staff includes a school psychologist, communications disorder specialists, an English as a Second Language program, and remedial reading and math specialists. If you are concerned about your child's progress and would like more information about any of these services please contact your child's teacher for more information.

### **Student Change of Information**

The school office needs accurate and up-to-date student information in order to keep in close communication with parents. It is extremely important to notify the school office whenever a change in address, home or work phone numbers, or emergency numbers for students occurs. Children will only be released to those adults listed on the student information card.

### **Student Discipline and Management**

Madison Elementary strives to create a positive learning environment for each individual. The purpose of our positive discipline program is to develop a positive school climate and to assist all students in learning how to assume responsibility for their own behavior while living and working together. We believe every student has the right to attend a school which encourages positive and productive learning within a safe and orderly environment. The goals of our positive discipline program include:

- Making expectations clear in the school and classroom
- Teaching and modeling appropriate behavior
- Fostering responsibility
- Building self-esteem
- Recognizing appropriate behavior

The program's continuing development and evaluation will involve representatives from the entire school community: administrators, teachers, staff, students and parents/guardians.

### **Bullying and Harassment:**

It is the policy of Everett School District to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. Harassment, intimidation and bullying of students by other students, staff members, volunteers, parents or guardians are prohibited.

It shall be a violation of this policy and the District's student discipline policy for any student of the District to harass, intimidate or bully another student through verbal, nonverbal, or physical conduct as defined by this policy on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property. Harassment, intimidation or bullying means any intentional written, verbal or physical act, including but not limited to one shown to be motivated by any characteristic set forth in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental, sensory, or physical disability), or "other distinguishing characteristics", when the intentional written, verbal or physical act:

- physically harms a student or damages the student's property; or
- has the effect of substantially interfering with a student's education; or
- is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- has the effect of substantially disrupting the orderly operation of the school.

### **Student Enrollment**

Parents may enroll new students at Madison within the normal school office hours of 9:00 a.m. to 3:00 p.m. Please bring the immunization record and emergency contact information for enrollment records. A birth certificate is also needed for Kindergarten only.

### **Student Pick-up and Drop-Off**

Students will be picked up and dropped off at Rose Street and East Drive **ONLY**. Enter Rose St. from Beverly Lane. Line up on Rose street & East Drive. Drive toward the school where students will be waiting. Supervisors will escort students to cars – please stay in your car and in line until you've reached the designated area. **DO NOT** park, drop off or pick up students in front of the school on Pecks Drive, in front of the church or in the church parking lot.

**Daycare vans will drop off and pick-up in the same manner in the drop off/pick-up line.**

### **Student Use of Telephone**

Students may use the school phone only with permission of a staff member. The phone may not be used to make arrangements with friends for after school play or visits.

Do not bring cell phones to school. All though we understand and appreciate that some parents provide their children with cell phones in hope of increasing communication with their children, cell phones can present difficulties at school. Cell phones can become lost, stolen, damaged, or be a source of disruption at school. Students who bring a cell phone to school do

so at their own risk; the school is not responsible for lost, stolen, or damaged cell phones. Cell phones must be turned off and put away during class time. Cell phones that are in use, turned on, or visible during instruction are subject to being confiscated until it can be returned directly to a parent.

### **Student Withdrawal**

Parents of students who are moving away from Madison should contact the school in advance of the student's last day. We will then make every effort to have everything ready for your child when he/she leaves. This includes a transfer card which will enable you to enroll your child in their new school quickly and efficiently.

### **Textbooks**

Children in the upper grades at Madison are issued several textbooks for their use during the school year. These books are to be kept in good condition. Lost or damaged textbooks will result in fines, and report cards can be withheld for failure to pay fines.

### **Title I Program (school wide)**

Madison Elementary qualifies to receive federal funds under the *No Child Left Behind Act of 2001, Title I, Part A*:

Our school is eligible for the following *Schoolwide Title I Program*:

Schools may consolidate and use funds under Title I, together with other federal, state, and local funds, in order to upgrade the entire educational program in schools in which not less than 40% of the children enrolled are from low-income families.

We look forward to your involvement in school activities and your child's education. You will receive notices and information throughout the school year to keep you informed about the progress of your child and the status of the school in making progress toward helping all children meet high academic standards. We also look forward to your attendance at school meetings when we will discuss the development, revision, and implementation of our Schoolwide Program Plan.

You are an important partner in our effort to provide the best education possible for your child. Please call the school if you have any questions or would like additional information.

### **Visitors**

You are welcome to visit your child's classroom. Please contact the teacher at least one day in advance. If you want to have a conference with your child's teacher, you'll need to schedule it in advance. Teachers will not be available to speak with parents during class time. We require all visitors to sign in at the office and pick up a visitor's badge for identification.

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

### **Voter Registration**

The school secretary has information to register voters for Snohomish County. In order to vote, you must be registered at least 30 days prior to an election. You may do this immediately upon moving into the state.