



Silver Firs Elementary
5909 146th Place S.E.
Everett, WA 98208
(425) 385-6500 general office
(425) 385-6502 FAX

August 2014

Wow – what another great summer in the Pacific Northwest! The Silver Firs staff hopes your family has had the opportunity to spend time this summer with loved ones and that it has been filled with both fun adventures and well-deserved relaxation! A new school year is just around the corner and we are busy preparing to welcome our students to the 2014-2015 school year! Our motto at Silver Firs is:

“Together We Grow”
with

Politeness
Respect
Independent Managers
Doing Our Best
Everyone Working Cooperatively
(P.R.I.D.E.)!

To assist with a smooth start to the school year, we want to share with you some important information.

CLASSROOM ASSIGNMENTS: Your family will receive a telephone call on Friday, August 29th after 2:00 pm announcing your child’s classroom assignment.

MEET & GREET: You and your child are invited to attend our Meet & Greet on Tuesday, September 2nd from 4-5 pm to meet your child’s teacher, tour the classroom and drop off school supplies (if you wish).

Kindergarten parents: Teachers ask that you drop off your students’ supplies at the Meet & Greet event. During this time our PTA will be hosting an *Ice Cream Social*.

SCHOOL BEGINS: School starts on Wednesday, September 3rd at 9:15 am. On the first day only, the double doors leading to the courtyard will open at 8:55 am, so your 1st through 5th grade child may come to school early and get settled for the start of the new school year. Please have all Kindergarten students meet in the Kindergarten corral (the fenced area near the portable on the blacktop). We ask K parents to say good-bye to their student at the corral. Also on this day, the PTA will host a *Coffee Kickoff* starting at 9:15 in the cafeteria.

On the second and third day of school, our double doors to the courtyard will open at their normal time of 9:10 am and parents of 1st through 5th grade students are welcome to walk your child to class. On the fourth day of school (Monday, September 8th), we request that parents not enter the double doors during morning arrival unless they are volunteering and have signed in at the office and received a badge/sticker. Please say good-bye to your student on the playground. Our goal in requesting that you not enter the courtyard/building before school is for security reasons and to develop your child’s skill as an “Independent Manager”. We have also found that this has helped with a quicker and smoother start to the school day!

Please note that our outdoor supervision begins at 9:00 am and students are not allowed on school grounds prior to 9:00 am unless they are in the cafeteria eating breakfast (doors open at 8:45 am) or are accompanied by an adult.

ARRIVAL PROCEDURES: To help make the arrival and dismissal times safe for everyone, please adhere to the following procedures:

Parking Lot Procedures:

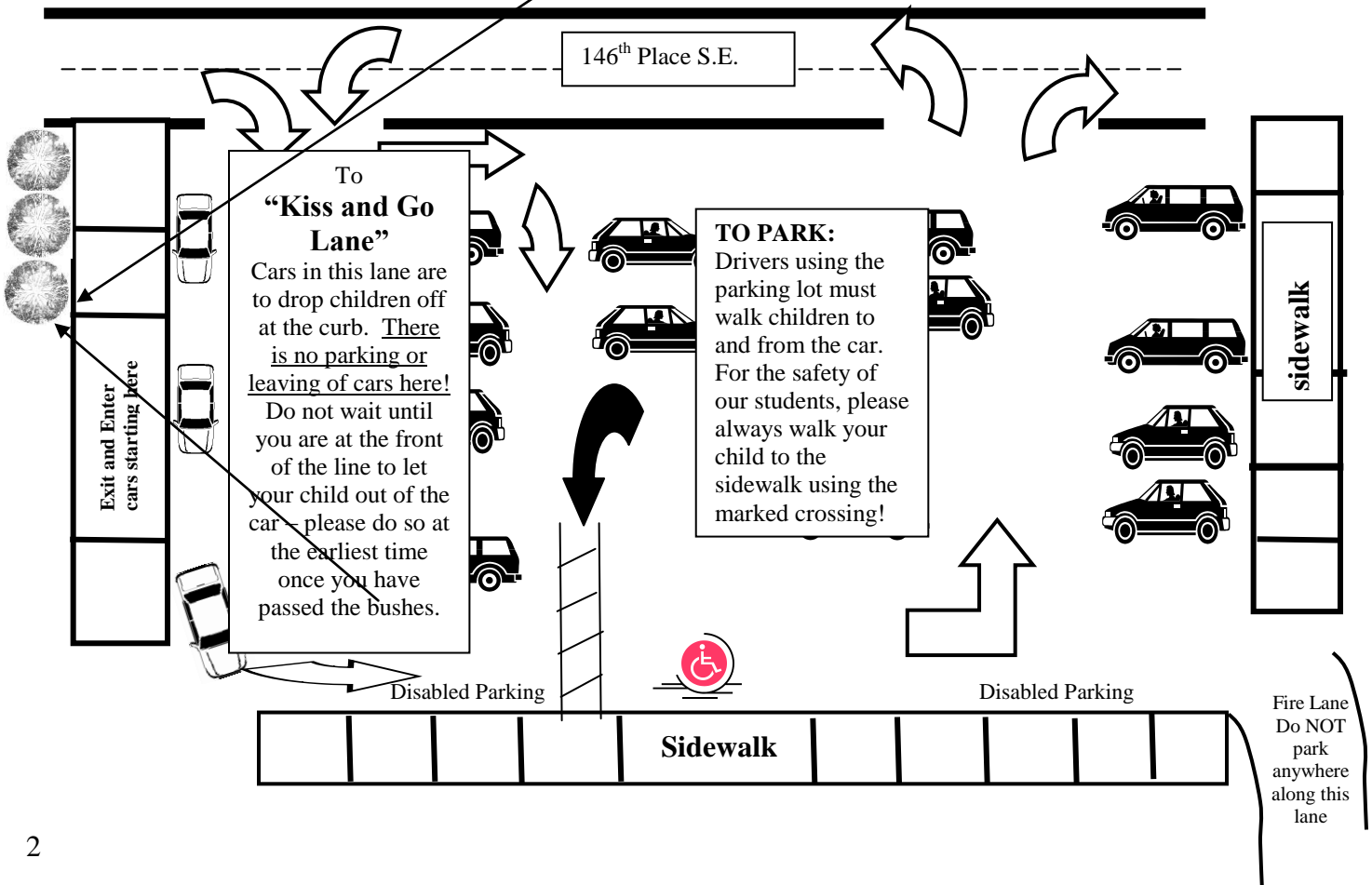
If you plan to wait with your child on the playground or sign-in at the office and get a badge to walk with your child to his/her classroom, please park your car in the marked parking area and escort your child to the safety of the sidewalk and blacktop using the designated crosswalk path in front of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

If you drive your child to and from school and do not plan to park, please use our "KISS and GO LANE". Please follow these safety tips:

- ✓ Kindergarten students are **not allowed** to be dropped off or picked up at the "KISS and GO LANE" unless a student in the car is in 3rd grade or above and can safely escort them to and from the "Kindergarten Corral." Otherwise, please park in a designated parking spot and escort your Kindergarten student from the parking lot to the "Kindergarten Corral" located in front of building A.
- ✓ Approach the "KISS and GO LANE" safely and slowly, staying in the line of cars.
- ✓ The driver should remain in the car and the child should exit or enter the car onto the sidewalk. *Please do not wait until you reach the front of the "KISS and GO LANE" before having your child exit or enter the car. Children can exit/enter at any point once you have passed the bushes on the right and the cars in front of you have stopped to let their students out/in.*
- ✓ The driver should safely pull away from the "KISS and GO LANE" as soon as the child has exited/entered the car in order to make room for other cars. (This is why we ask that you use the designated crosswalk path in front of the gym – cars will be pulling away from the curb anytime along the "KISS and GO LANE".).

Please follow the parking lot traffic pattern below:

PARKING LOT TRAFFIC PATTERN



Walkers to and from school:

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

Bus Riders

To find out if your child has bus transportation, before school begins in the fall please go to the EPS's District website, place your cursor on the "parent tab" and look for the tab labeled "School & Route Finder". The webpage will ask you to input your child's grade and your home address. Depending on your address, you will be told whether your child is within walking distance or has a bus available for transportation. If your neighborhood has a bus, you will be told the bus number and the nearest pick-up location. The general rule of bus riding is to always show P.R.I.D.E. A specific list of bus rider rules can be found in the Everett Public Schools Responsibility and Rights Handbook which will be distributed to students at the beginning of the school year and can be found on-line at the EPS website.

Bicycles

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

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

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

Students who violate any of the bicycle safety rules may be required to leave their bicycles at home. Bicycles brought to school are done so at the students' own risk. In accordance with the Everett Public Schools policy, scooters, skateboards, roller blades, Heelys and similar devices are not to be brought to school or used for transportation to and from school.

DISMISSAL PROCEDURES: Student dismissal is at 3:25 pm (please check the EPS calendar and website and the Silver Firs Handbook) for changes in the 3:25 pm dismissal time). Please make sure your child clearly knows your expectations for how they are to get home.

If you plan to drive your student home, please follow the same parking lot procedures as when you dropped off your student in the morning. Bus riders will be escorted by their teacher to the covered play area and will be supervised by staff members until the bus leaves. If you walk to campus to pick up your child, please wait near the covered play area and beyond the green paw path. *(If the paw path is blocked with parents/guardians waiting for their children, teachers cannot safely and efficiently walk their students to the covered area to line up for the bus.)* Students who walk home are expected to go directly to their house from school when classes are dismissed. Students need to follow all pedestrian and safety rules.

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

guardian must wait with their parent/guardian until 4:00 p.m. prior to playing on our upper playground. The lower playground on the field will be available to parent/guardians who wish to stay afterschool to supervise their children on the equipment; however, the upper playground equipment will be closed until 4:00 p.m. This helps our supervisors ensure that children are safely on their way home or to daycare.

A SPECIAL NOTE TO KINDERGARTEN PARENTS: If you are unable to make it to the Meet & Greet on September 2nd, please call the school office at 425-385-6500 prior to the first day of school to communicate how your kindergarten student will be getting to and from school or relay this information directly to your child's teacher at drop-off on the first day of school. At the Meet & Greet, Kindergarten parents will be asked to fill out a form indicating the typical way your child will be leaving school (bus, daycare, or parent/guardian). You will also be asked to indicate if you expect any changes (e.g., normally you want your child to ride the bus home, but you plan on picking him/her up from school on the first two days of school). Please see the supplemental page regarding Kindergarten pick-up procedures.

Our playground has paraeducators assigned to provide supervision before school. One of these paraeducators is assigned to monitor the Kindergarten corral for the entire year. For the first several weeks of school we will have a staff member specifically assigned to escort Kindergarten students from the bus drop off to the Kindergarten corral. Within the first 3-4 weeks of school, Kindergarten students will be taught how to independently walk from the bus to the corral. At the end of the day, Kindergarten students who ride the bus home will be walked to the bus line by either a staff member or a member of our Fifth Grade Safety Patrol.

HANDBOOKS: The Everett Public Schools Responsibility and Rights Handbook and the Silver Firs Family Handbook will be distributed on or near the first day of school. These handbooks are important documents that cover many of the policies and procedures for the District and our school. The Silver Firs P.R.I.D.E. Handbook will be reviewed with your children within the first few weeks of school. Once your family receives this handbook, we appreciate you reviewing it with your child and completing the last page of the booklet and returning it to your child's teacher.

MEAL PRICES:

Doors open for breakfast at 8:45 am. Students eating breakfast should not arrive prior to 8:45 am and will remain in the cafeteria until 9:00 am when outdoor supervision begins.

LUNCH -- Full Price: \$2.75

BREAKFAST -- Full Price: \$1.00

Milk Only -- \$.55

The Everett Public Schools participates in the Federal Government's Free and Reduced meal program. An application will be sent home with all students the first few days of school or you may go on-line to print an application (<http://www.everettsd.org/Page/4827>).

MEDICATION: Medication, including any nonprescription products, can be given at school *only with specific written directions from a licensed health care provider with signed parental/guardian permission*. If your child requires any medication during school hours, please contact the school for a "Medication at School Form" to be completed by the child's licensed health care provider and parent or guardian.

PETS: Please do not bring pets onto school grounds. We have students and staff that have allergies to pets. We also have students who experience anxiety around some pets.

SCHOOL SUPPLIES: Basic supplies are provided by the school. Grade level supply requests were sent home with the final progress report in June (please note that the items on these lists are requests, not requirements). Copies are also available in the school office or on the Silver Firs website (<http://www.everettsd.org/Page/16027>). In younger grades, school supplies that are brought from home may become "classroom or community supplies" where all students are welcome to use them. Items such as lunch

boxes, coats, sweatshirts, backpack, etc., that only your child will be using should be labeled with your child's name.

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

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

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

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

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

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

Absences will be recorded as follows:

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

Everett Public Schools has a procedure for responding to a student's failure to attend school. Please read the ***EPS Student Responsibilities and Rights Policies and Parental Notifications Handbook 3122P*** for the specific steps that will be taken to assist students to attend school regularly.

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

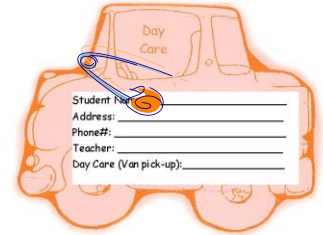
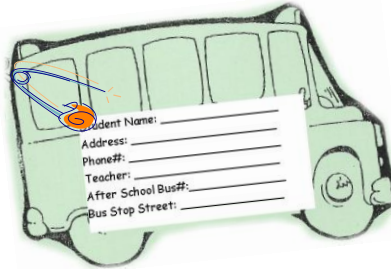
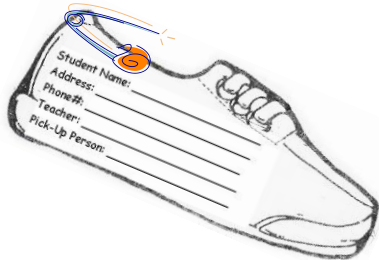
We look forward to seeing you and your child in September! We hope the rest of your summer is enjoyable. Please do not hesitate to contact the school if you have any questions (425-385-6500).

Kindly,

The Staff at Silver Firs



PICK UP PROCEDURES & INFORMATION FOR KINDERGARTEN PARENTS:



PARENT PICK-UP

For those students who will be picked up by a parent or guardian, you will be asked to fill out a form in the shape of a shoe at Meet & Greet. If you fill out a shoe, we will know not to put your child on a bus or a daycare van. The information you need to include will be your child's name, address, phone number, teacher and who will be picking up your child (you, a neighbor, or a home daycare provider).

On the back of the shoe will be a place to let us know when this routine will begin and if there are any expected changes to the schedule. For example, sometimes we have children who go home with a neighborhood daycare M,T,W,TH but on F is picked up by a parent. This schedule change would be indicated on the back of the form.

BUS RIDERS

For those kindergarten students who will be riding a bus home on a regular basis, you will be asked to fill out a form in the shape of a bus at Meet & Greet.

To find out if your child has bus transportation, before school begins in the fall please go the EPS's District website, place your cursor on the "parent tab" and look for the tab labeled "School & Route Finder". The webpage will ask you to input your child's grade and your home address. Depending on your address, you will be told whether your child is within walking distance or has a bus available for transportation. If your neighborhood has a bus, you will be told the bus number and the nearest pick-up location.

In addition to looking on the website, in August our District has typically sent out information by U.S. mail alerting you to our bus schedule. Please look for bus information via mail late this summer and bring that information with you to the Meet & Greet.

If you fill out a bus form, we will know to put your child on a bus. The information you need to include will be your child's name, address, phone number, teacher, **AFTER SCHOOL BUS NUMBER AND BUS STOP STREET LOCATION**. Please remember to fill out the form with the information about the bus your child will be riding home. If you have a child in 1/2 day Kindergarten, the bus number he/she rides to school may be different than the one they ride home.

Please know which bus number your child will be taking home when you first meet your child's teacher. We will have these bus forms printed in different colors to help us place the kindergarten children in the correct bus line.

Often times, we find that parents wish to drive their children the first few days of school and then have their children start riding the bus. If you choose to do this, we ask that you fill out the back of the bus letting us know when you want your child to start riding the bus and if there will be any other changes in your child's going home routine. WE ALSO ASK THAT YOU FILL OUT A SHOE that will be placed over the bus to indicate your child should not get on the bus. Please remove the SHOE form and leave the BUS form on the date you want your child to start riding the bus.

DAYCARE

For those students who will be riding a daycare van after school, you will be asked to fill out a form in the shape of a car at Meet & Greet. If you fill out a car, we will know to release your child to the daycare provider listed on the form. The information you need to include will be your child's name, address, phone number, teacher and name of daycare. On the back of the car will be a place for to let us know when this routine will begin and if there are any changes to the schedule.

As with the bus riders, we know that some parents may wish transport their children themselves the first few days of school and then have their children start going with the daycare. If you choose to do this, we ask that you fill out the back of the car letting us know when you want your child to go to daycare and if there will be any other changes in your child's going home routine. WE ALSO ASK THAT YOU FILL OUT A SHOE that will be placed over the car to indicate your child should not get on the van. Please remove the SHOE form and leave the CAR form on the date you want your child to start going to daycare.