

Woodside Student Handbook 2019-2020



Woodside Elementary School “Soaring Toucans”

17000 23rd Ave. SE Bothell, WA, 98012
Phone: 425-385-7800 425-385-7802 fax

Dr. Betty Cobbs	Principal	425-385-7890
Clinton Parker	Assistant Principal	425-385-7891

Woodside’s webpage: <https://www.everettsd.org/woodside>

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

GENERAL RULES

- Students should not arrive at school prior to 8:15 a.m. All students must go directly home after school unless they have a note stating otherwise. This is for the student's protection so parents know when to expect their children home. Children should not return to school to play or ride bikes until after 4:00 p.m.
- Regular school attendance is closely related to school success. State law requires that children attend school unless they are ill. When a student is going to be absent from school, parents are asked to contact the school at (425) 385-7805. Arrangements can be made to provide homework for seriously ill students. Please contact the school office **ahead** of time to make arrangements to pick up homework. **Students are expected to bring a written excuse from their parent/guardian when there has been no phone contact with the school.** Students are expected to be at school in time for the beginning of school activities, which set the tone for the school day. Tardy students must check in at the school office before going to their classroom.
- Designated areas of the building and grounds are normally "off limits" for students, including the kitchen, staff room, custodial rooms, storerooms, the storage container, bleachers, bus lane and the parking lot. Children should not play in the landscaped areas of bark and shrubs.
- Students must not be in any classroom unless there is a teacher present.
- Students are not permitted to leave the school grounds unless given special permission by the principal or principal's designee.
- All students are expected to follow directions given by any staff member, playground supervisor or other responsible person designated by the principal.
- Students are to leave their own playthings at home and use only school equipment unless the teacher or principal has given permission otherwise. Woodside is not responsible for lost, stolen or broken personnel property.
- The office telephone is not for the use of students except for emergencies.
- Field trips are taken as a regular part of our educational program. Signed permission slips are required in order for a student to participate. In order to provide adequate supervision, we ask for parent volunteers to accompany classes going on field trips. If you would like to volunteer please let your child's teacher know. You must have a current Everett Public Schools' volunteer application on file in order to attend field trips. Occasionally admission fees may be requested depending on the nature of the field trip. No student will be denied participation due to financial situations.
- We discourage parents from requesting their child be dismissed early because we believe that each school experience is valuable. However, there may be need for a doctor or dental appointment and at times emergencies do arise. In that case, please write a note stating the date and time you are requesting an early dismissal for your child. **PLEASE STOP AT THE OFFICE WHEN YOU COME TO PICK UP YOUR CHILD AND WE WILL NOTIFY THE TEACHER THAT YOU HAVE ARRIVED.** (Do not go directly to the classroom). All students who leave early must check out in the office before they leave.

CHANGE OF FAMILY INFORMATION AND STUDENT TRANSPORTATION HOME

Parents are requested to inform the school of **any change** of address, telephone number (work or home), or family information. This helps us keep our emergency information up-to-date

- [Please inform the office by written notice if your child's routine for getting home will be altered for a day such as going home with a friend, riding a different bus, walking, or being picked up. A child without a written request from their parent/guardian for a change will be sent home by their regular transportation.](#) Emergency phone calls need to be made to the office in case of last minute transportation changes.

HEALTH ROOM

- Throughout each year a number of students become ill at school. Our procedure in caring for these students is as follows:
 1. The student's temperature is taken and symptoms analyzed by a staff member. Often a short rest in the health room is all that is needed. Students who have temperatures over 100 degrees should stay at home until their temperature returns to normal.
 2. If the student needs to go home, parents are notified. A parent or other designated person on the student emergency information must come and transport the student home.
 3. For health reasons, we ask that students not be sent back to school until they are able to take part in the full school program, **including recesses.**

- Medication, including any non-prescription substances (i.e. cough drops, Tylenol, etc.), cannot be given/taken at school without specific written directions from a doctor and signed parental permission. If your child requires any medication during school hours, please contact the school. Medication should **never** be sent to school with students. An adult should bring the medication, doctor's written directions and written parental consent to the health room.

- A staff member will give any student injured at school emergency first aid. The student's parents will be called if the accident is serious. In the event that the parents cannot be reached, we will call a neighbor or friend designated on your emergency information. If we are unable to contact parents, relatives or neighbors, 911 will be called. The 911 emergency response is five minutes to Woodside School. **It is extremely important that you notify us immediately of any changes in your emergency information.**

BICYCLES, ROLLER SKATES, ROLLERBLADES AND SCOOTERS

- Everett Public Schools' policy is that students may ride bicycles or scooters to school when they become **third graders.** This grade level requirement is made for safety reasons identified by the local law enforcement agencies.

- All students who want to ride their bikes to school must fill out and return a "Bike Registration" form to the school office before they bring their bikes to school. All rules for bicycles are the same for scooters, roller blades and roller skates. All students are to follow these safety rules:
 1. Ride on the right-hand side of the road.
 2. Walk the bicycles from the first patrol intersection crossed.
 3. Ride single file and be very careful when approaching people who are walking. No double riding.
 4. Walk bicycles and carry scooters while on school grounds.
 5. Park and lock bicycles/scooters in assigned areas.
 6. Scooters are not allowed inside school buildings.
 7. Helmets are strongly recommended.

- The school assumes no responsibility for loss or damage of bicycles or scooters. We recommend bikes or scooters be chained to the bike racks.

Everett Public Schools' policy states that skateboards and roller blades are never to be brought onto school property.

BUS RIDING

- Students who ride the bus are expected to ride the bus home unless they bring a note for the particular day stating that they are not to ride the bus.
- Students are not to leave the bus except at his or her regular stop unless they have written permission from their parent or from school authorities.
- A list of bus rules and regulations are discussed with all students at the beginning of the school year. These rules are also available in the school office. These are the basic rules that help ensure safety of all that ride the bus.
 1. The driver is in charge and the students must follow the direction of the driver.
 2. If a student is a bus rider, he/she is to ride the bus to which he/she has been assigned each and every day to and from school. Other arrangements must be given in writing to the teacher by the parents.
 3. Students who ride buses should not arrive at the bus stop more than five minutes prior to the bus pick up time.
 4. Failure to comply with the bus rules may result in suspension of riding privileges. Parents will be notified prior to such action.
 5. Students may listen to CD players or radios while riding the bus. They must use headphones. This equipment must be placed inside a backpack upon arriving at school. Woodside will assume no responsibility for personal CD players or radios.

INCLEMENT WEATHER

- During inclement weather such as snow, high winds and ice, we attempt to provide additional supervision at the patrol crossings and on the school block area so students can get to school safely. Safety procedures are also discussed in the classroom.
- Area radio and TV stations will also announce any school closures or delays in starting times. If no announcements are broadcast from the radio stations, schools are open. **Please do not call the school office.**
- All students who ride school buses will receive information from their bus driver noting the changes in bus schedules and routes in severe weather or other emergencies.
- All students are expected to go out for recess even during inclement weather. Students should dress appropriately for the weather (coats, hats, gloves, boots, etc.).

INFORMATION SENT HOME WITH STUDENTS

We rely on students to carry home information from the school and the PTA. **Please discuss with your child the importance of bringing home this information and giving it to you.** If your family needs extra copies for any reason, please call the school office or notify the classroom teacher. Woodside PTA generally sends home information weekly on Fridays.

LOST AND FOUND

Many items are turned in to the office daily including coats, sweaters, hats, mittens, shoes, as well as personal treasures...rings, lockets, watches and eye glasses. It is helpful in returning them if they are labeled. Students or parents may retrieve lost clothing articles and lunchboxes by checking the lost and found in the cafeteria. Smaller items (rings, keys, etc.) are kept in the office. At the end of the year, unclaimed items are given to a charitable organization.

PETS

- Dogs on the school grounds are a nuisance and can be dangerous. We appreciate your effort to keep your pets off the playground. Even friendly pets present problems when large groups of children are playing. If pets are on the playground, every effort will be made to contact the owner. If we cannot identify the owner or contact you, the pet will be impounded by county animal control.
- Please do not bring your dog when you drop off or pick up your child at school. Many children are afraid of dogs and this makes for an upsetting experience for some of our students.
- If you are invited to bring a pet to school by a classroom teacher, you must present a health certificate upon check in at the office. Also, it is district policy that all cats and dogs be leashed at school. (A shoelace is not an acceptable leash.)

PLAYGROUND RULES

Playground rules are established to keep students safe, to help them get along with each other and to make sure recess is fun for everyone. All students are expected to know and follow all of the playground rules outlined here:

1. **NO RUNNING ON THE BLACKTOP. Walk in all "Walk Zones" marked by the blue lines.**
2. There will be no rock, dirt, snow or ice throwing.
3. Follow directions on the first request.
3. Use people's names and be polite and friendly.
4. Keep your hands and feet to yourself.
5. Play fair, follow the rules of the game, take turns and use the play equipment as it was intended, and be a good sport.
6. Play in the appropriate areas. Watch out for others.
7. When the bell rings recess is over. **STOP PLAYING, PUT THINGS AWAY, LINE UP.**

A more detailed description of Woodside's behavior rules and expectations will be sent home with students

PROGRESS REPORTS/REPORT CARDS/CONFERENCES

Teachers and parents are encouraged to maintain close contact with each other through conferences, telephone contacts, classroom visits, newsletter articles, and notes. Individual parent/teacher conferences are held in the fall and the spring. Your child's teacher will make an appointment with you. If you are unavailable at a specific time, please let the teacher know so s/he can plan for it. Teachers will make a considerable effort to adjust to your time. If you cannot keep your appointment, please let the teacher know as soon as possible so that others may be scheduled into your time. Arrangements can also be made with your child's teacher for more frequent progress reports. Written report cards will be issued at the fall and spring conferences and at the end of the school year.

SAFETY PATROL

- Responsible students are selected to help your child cross safely at designated crossings.
- All students are expected to use the appropriate crosswalks and to follow the directions of the safety patrols.
- Safety patrols will be stationed at the raised crosswalk in front of the school and the corner of 171st and 23rd Avenue SE. A Woodside staff member supervises student patrols.
- There is no midday kindergarten patrol crossing.
- Every morning 3-4 patrols provide "valet service" for children who are driven to school. The valet patrols, stationed along the parking lot sidewalk directly in front of the school, will open the passenger door and make sure your child safely exits your vehicle.

SCHOOL DRESS

- Students are encouraged to wear comfortable and typical school clothes. Clothing that displays alcohol or smoking advertisements, profanity or sexual connotations are not permitted at Woodside. On PE days, students should wear tennis shoes or a soft-soled shoe to assist in active physical education.
- The following dress or appearance is **not** acceptable at Woodside:
 - Clothing that will present a reasonable expectation that there will be a health or safety hazard caused by the student's dress.
 - Clothing or appearance that will present a reasonable expectation that a substantial disruption of the educational process of the school will be disrupted.

The following **are not** considered appropriate school dress or appearance:

- Halter-tops
- Tank tops
- Half-shirts
- Shirts with shoulder straps that are less than 2.5 inches in width
- Shirts with suggestive wording and/or illustrations (references to alcohol, drugs, gangs, or violence, etc.)
- Bandanas, headscarves and baseball caps may not be worn during the school day. Stocking caps may be worn during recess.
- Hair dye in colors other than natural colors (i.e. purple, red, green, orange, pink, blue).
- Shorts, dresses or skirts that are shorter than the length of your fingertips when the arm is in a resting position at your side.
- Heelys (roller blade shoes)

It is strongly suggested that students do not dye their hair in any color other than a natural hair color.

SCHOOL LUNCHES

- Our school cooks serve lunch in Woodside's cafeteria. Students may bring their own lunch or buy a hot meal prepared in our school kitchen. School menus are sent home monthly or are available on the school information line (385-7811). Students are allowed to charge 3 lunches. After that, students will receive a peanut butter sandwich until the lunch charges are paid.
- For those students who are eligible, free or reduced priced meals are available. Guidelines are sent home at the beginning of the school year and are available in the school office.
- Parents are invited to have lunch with their children. Please call the school office or notify the classroom teacher when you are planning to visit so the school cooks can prepare a lunch for you. If you will be a frequent lunch guest, Everett Public Schools' policy requires that you fill out a volunteer form. You must also check in at the office and wear a name badge while you are in the cafeteria.

WEAPONS (Policy 3240 and 3240P)

Possession and/or use of light or laser pens by students at school or on school buses could be considered a weapon and are prohibited. Violations are subject to corrective action up to and including expulsion.

STUDENT ACCESS AND USE OF TECHNOLOGY (Policy 3245P)

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

STUDENT RIGHTS AND RESPONSIBILITIES

It is the intent of the Everett Public Schools to insure that all students are dealt with in a fair and equitable manner. Pursuant to that goal, after considerable thought and effort, a handbook has been established to guide us. A copy of this handbook is sent home with all students on the first day of school and is also available to parents from the school office upon request or online at everettpublicschools.org

TECHNOLOGY

Students must have parental permission in order to use the Internet. Information about student use of the Internet and parental permission is sent home with students in the back to school packet on the first day of school.

TEXTBOOKS

Textbooks are provided by the school district for student use. Students are responsible for maintaining the textbooks, which are assigned to them. In order to protect textbooks, books that are taken home are to be covered with book covers. Replacement costs for lost and/or damaged books will be collected when students move or check out at the end of the school year.

VISITATIONS

Woodside parents are more than welcome to visit their children's classroom, because some days are not routine or on a normal schedule, we would appreciate it if you would follow these procedures.

Everett Public Schools' policy requires Washington State Patrol background checks be conducted on all persons who volunteer in the schools. **This includes chaperoning field trips, tutoring or being a room parent.** The forms are available in the school office. Background checks are good for two years and then the process must be done again. Volunteers must sign-in at the office and get their name button before entering any of the classrooms.

- ◆ Send a note or call at least one day in advance with the day and time you wish to visit.
- ◆ Please check in at the office to get a visitor's badge before going to the classroom.

FRAGRANCES AT SCHOOL

While many students choose to wear fragrances to school, fragrances should be worn in moderation so as not to distract, disrupt, or offend others. In addition, some members of the school community have health conditions that are negatively affected by fragrances worn by others. In those circumstances, students will be asked to refrain from wearing fragrances to school.

SCHOOL FINES, i.e.: Lunch/library etc.

In the event the student does not make proper restitution, grades, transcripts, and/or diplomas will be withheld. A student may make restitution through a voluntary work program.

A charge for lost or damaged materials or equipment may be appealed to the Superintendent.

When damages are \$100 or less, a parent and/or student has a right to appeal the imposition of a fine in a manner similar to that specified for a short-term suspension (Policy #3322).

When damages exceed \$100, the parent and/or student may request a hearing in the manner provided for in a long-term suspension (Policy #3323)."