

Cedar Wood Elementary Parent/Student Handbook

2012 — 2013



[\[Table of Contents\]](#)

3414 168th St. SE

Bothell, WA 98012

425 385 7700

School Website - cedarwood.net
District Website - <http://www.everett.k12.wa.us/everett>

WELCOME TO CEDAR WOOD ELEMENTARY

This Family Handbook is a collection of the most important procedures, routines and expectations we have established over time which are intended to improve your child's and family's experience at Cedar Wood.

We will teach these procedures to your student and provide opportunities for students to practice them. You can help. Please read through this booklet at home together. Discuss and clarify those items which may be new or challenging expectations.

Thank you for supporting these common procedures and for helping your child understand what is expected at Cedar Wood. Thank you, too, for being an involved partner in our shared responsibility to raise happy, healthy, well-educated children.

Sincerely,



Dr. David Jones, Principal

NONDISCRIMINATION STATEMENT

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 and 504 Coordinator: Randi Seaberg, 3715 Oakes Ave., Everett, WA 98201, 425-385-4104

ADA Coordinator: Kristine McDowell, 4730 Colby Ave., Everett, WA 98203, 425-385-5250

QUICK REFERENCE

(Email address for staff is FirstInitialLastName@everettsd.org)

Dr. David Jones, Principal	385-7701
Criss Bowsher, Office Manager	385-7701
24- Hour Attendance Line	385-7705
24-Hour Information Line	385-7711
Fax #	385-7702

Cafeteria	385-7707
Mr. Coleman, Counselor	385-7710
Health Room	385-7706
Ms. Lundberg, Library	385-7708
Safety Tip Line	385-5050
Transportation	385-4144
YMCA*	337-0123

*On-site before and after school childcare is provided by the YMCA.

STUDENT SAFETY TIP LINE

Children’s safety is everyone’s primary responsibility. Please contact the Cedar Wood office to report a safety concern. Everett Public Schools maintains a Safety Tip Hotline which parents may call if the school office is not available.

The number is 425-385-5050. The line is answered during business hours; after hours you may leave a message. To report an immediate threat, call 911.

SCHOOL HOURS

Regular Day:

Grades 1-5 and All Day Kinder	9:15 am - 3:25 pm
AM Kinder and AM Preschool*	9:15 am – 11:55 am
PM Preschool	12:40 pm - 3:25 pm

Half Day Early Dismissal:

Grades 1-5 and All Day Kinder	9:15 am - 12:55 pm
AM Kinder and AM Preschool	9:15 am - 10:40 am
PM Preschool	11:25 am - 12:55 pm

Friday 75 minute Early Dismissal

Grades 1-5 and All Day Kinder	9:15 am – 2:10 pm
AM Kinder and AM Preschool	9:15 am – 11:17 am
PM Preschool	12:08 am - 2:10 pm

DIRECTIONS TO CEDAR WOOD ELEMENTARY

Northbound & Southbound on I-5:

- Take exit 186 (164th Street) off of I-5
- Go east on 164th ST to 35th AV (past Bothell-Everett Highway).
- Turn right (south) on 35th AV and continue to the light at 168th.
- Turn right.

TABLE OF CONTENTS

(Titles and page numbers are [HYPERLINKS](#))

WELCOME TO CEDAR WOOD ELEMENTARY	2
NONDISCRIMINATION STATEMENT	2
QUICK REFERENCE	2
STUDENT SAFETY TIP LINE	3
SCHOOL HOURS	3
DIRECTIONS TO CEDAR WOOD ELEMENTARY	3
TABLE OF CONTENTS	4
ARRIVAL AND DISMISSAL PROCEDURE	6
ATTENDANCE	7
BICYCLES AND WALKING	7
BULLYING, HARASSMENT, INTIMIDATION	8
BUS RIDING	8
CAFETERIA FOOD	9
CELL PHONES	10
COMPUTER USE	10
DELAYED START OF SCHOOL / EARLY CLOSURE	10
DISCIPLINE POLICY	10
DRESS CODE	11
ELECTRONIC DEVICES	11
EMERGENCY EARLY DISMISSAL	12
EMERGENCY PROCEDURES	12
EMERGENCY RELEASE PROCEDURES	12
FAMILY EMERGENCY PLAN	12
FIELD TRIPS	12
FINES	13
FOOD (snacks from home, birthdays treats, etc.)	13
FRAGRANCES	13
HEALTH SCREENINGS	13
HOMEWORK	13
ILLNESS	14
IMMUNIZATION	14
INSURANCE	14
LATE START	14

LIBRARY.....	15
LOCKERS AND DESKS.....	15
LOST AND FOUND.....	15
MEDICAL COVERAGE AND HELP FOR FAMILIES.....	15
MEDICATION.....	15
PARENT TEACHER ASSOCIATION (PTA)	16
PARENT-TEACHER CONFERENCES	16
PARTIES IN THE CLASSROOM.....	16
PARTY INVITATIONS.....	16
PETS / ANIMALS IN THE CLASSROOM	16
PHYSICAL EDUCATION.....	17
PROGRESS REPORTS.....	17
SAFETY PATROL.....	17
SCHOOL ACTIVITIES.....	17
SPECIAL EDUCATION SERVICES	17
SCHOOL SUPPLIES.....	17
STUDENT RECORDS	18
TARDIES	18
TELEPHONE / MESSAGES.....	18
TOYS	18
VIEWING RECORDS.....	18
VISITORS	19
VOLUNTEERS.....	19
VOTER REGISTRATION	19
WITHDRAWAL OF STUDENTS.....	19
CEDAR WOOD SHARED BELIEFS.....	19
T-E-A-M SONG	20

ARRIVAL AND DISMISSAL PROCEDURE

(Also see [Bicycles and Walking](#))

Parents may drop students off after 8:50 a.m., except for kindergarten. Kindergarten supervision begins at 9:00. No supervision is available before 8:50 anywhere on campus. All students should be at school before 9:10 a.m.

If your child is not eligible for bus services there are two options for dropping off and picking up your student:

Drop Off:

- A. Park your vehicle in the main parking lot. Using the crosswalks, walk your child safely to the sidewalk. Do not permit your student to walk alone in the parking lot.
- B. If you choose the KISS & GO lane, enter the parking lot safely and slowly. Stay to the right. When at the curb, remain in the car. The student must be ready to promptly exit the car through the door closest to the sidewalk. Drivers must always drive safely and attentively on campus—there are many families walking within the parking lot.

Pick Up:

All students should depart by **3:40** p.m. After this time students will be taken to the main office to be picked up.

For everyone's safety, use the **Enter** and **Exit** gates as designated. Cars are not allowed in the bus and daycare loading zone in front of the covered play area. Please respect handicapped parking areas.

- A. Park your vehicle in the main parking lot and walk to the front of the building. First grade students will be dismissed by the cafeteria doors. All other grades dismiss students through the east courtyard doors (between the office and the kindergarten fence). Once you have met your student, walk together back to your parked car, using the crosswalks.
- B. Pick your child up using the KISS & GO lane. Do not arrive and park in the KISS and GO lane before 3:15. If you arrive before 3:15, you will be asked to return later.

Reminder: It is illegal to use cell phones while driving.

Please make all transportation arrangements with your child before the start of school day.

If student is going home with a friend or someone other than a family member:

A signed note from parent or guardian is required. If your child will be riding a different bus, he/she must present a signed note to the office and be issued a bus pass before the end of the school day.

Checking out students before the end of the school day: If you need to pick up your child before the 3:25 p.m. dismissal time please let your child's teacher know ahead of time. **We get very busy toward the end of the school day; it is very difficult to respond to requests after 3:00.** Students dismissed during the school day must be signed out from the school office by a parent/guardian. Whenever possible, schedule your child's appointments outside of the school day. Students dismissed before the end of the school day are not eligible for perfect attendance, and are marked tardy, by District policy. Students missing more than 30 minutes of school are recorded as a partial or whole day absence.

[\[Table of Contents\]](#)

ATTENDANCE

Attendance is a critical factor in your child's school success. We expect all students to attend every day, on time. When your child is absent we cannot duplicate what has been accomplished in the classroom during the school day.

School hours at Cedar Wood are 9:15 a.m. to 3:25 p.m. The first bell rings at 9:10 a.m. Instruction begins promptly at 9:15, at which time your child should be in his/her classroom. Students arriving after 9:15 must report to the office accompanied by a parent or with a note from a parent before going to their classroom. Students arriving after the 9:15 bell or dismissed before the end of the school day are not eligible for perfect attendance, and are tardy. Students missing more than 30 minutes of school are recorded as a partial or whole day absence.

If your child is absent, call 425-385-7705 to report the time and reason for the absence. If an extended absence is considered, contact the office for permission.

If your child is absent for an extended time and needs school work sent home, call or email your child's teacher with the request. **Please give the teacher 24-hours notice** to compile your child's school assignments and materials. Once your child returns to school following an absence, he/she is expected to participate fully in school activities, including outside recess. There is no indoor supervision of students during recess.

Letters informing parents/guardians of excessive absences/tardies are sent home as required by Washington State law. Excessive absences trigger referral to juvenile court.

[\[Table of Contents\]](#)

BICYCLES AND WALKING

Parents are always encouraged to ride bikes with their children to school. Students are permitted to ride their bikes to school by themselves beginning in the third grade. Make sure that your child has adequate skills to ride his/her bike to school before allowing him/her to do so.

Bicycle riders must abide by the following rules:

- Wear a helmet
- Ride on the right-hand side of the road in single file
- Use extreme care when approaching children, other bicyclists, pedestrians, crosswalks and intersections
- Always be careful of cars and buses; you may see them but they may not see you!
- Walk your bike across crosswalks and follow the directions of safety patrol members. On campus, bike riders should follow the same route as walkers, avoiding bus loading/unloading areas.
- When on school grounds, walk **beside** your bicycle
- Park your bike in the bike rack
- Secure your bike with a bicycle lock. Store your bike helmet in your locker.

Skate boards, roller blades and scooters are not allowed at school or on school grounds.

If your child walks to school, familiarize him/her with the route at the beginning of the school year. It is a good idea to walk with him/her the first few days of school. If possible, have your child walk with other children. Remind him/her not to talk to a stranger and not to ever accept a ride from anyone he/she does not know. Report any problems to the police immediately. Stress the need to

stay on the designated sidewalk/path and to walk directly to school. Teach your child traffic safety procedures.

[\[Table of Contents\]](#)

BULLYING, HARASSMENT, INTIMIDATION

It is the policy of Cedar Wood Elementary School to maintain a safe, respectful, and secure learning environment for all students which 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 is a violation of the District's student discipline policy for any student of the District to harass, intimidate or bully another person 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 of school property.

Bullying is defined as one or more individuals repeatedly inflicting physical, verbal or emotional abuse on another or others. Harassment, intimidation or bullying can take many forms, including but not limited to slurs, rumors, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, verbal and nonverbal or physical actions.

Any student who believes that he or she has been subjected to harassment, intimidation or bullying in the educational environment is encouraged to bring his or her complaint to the immediate attention of a Cedar Wood staff member for assistance in resolving the matter. Students are encouraged to report school-related harassment, intimidation and bullying of which they have knowledge. Staff members and school administrators will use disciplinary actions as appropriate to the goal of ending harassment, intimidation or bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and State and Federal law. For more detailed information, please refer to Everett Public School District's policy, number 3204, Prohibition of Harassment, Intimidation, and Bullying.

[\[Table of Contents\]](#)

BUS RIDING

A list of District [Bus Rules and Regulations](#) is distributed to and discussed with all students at the beginning of the school year. These rules are also available in the school office and on the District web site, <http://www.everett.k12.wa.us/everett>. The following basic rules help insure safety for all who ride school buses.

- The driver is in charge and the students must follow the rules established by the driver.
- If a student is a bus rider, he/she is to ride the bus to which he/she has been assigned. **Any student riding a different bus home or getting off at a different bus stop must present a signed note requesting the change to his/her teacher.** The student will be issued a bus pass by the school office. A continuing bus pass may be issued for such activities as Scouts, etc.
- Students who ride the bus should not arrive at the bus stop more than five minutes prior to the bus pick-up time. While waiting for the bus or walking home after getting off the bus, children are expected to follow Cedar Wood's behavior expectations.
- Consequences for inappropriate behavior on the bus or at the bus stop will follow the District's progressive discipline policy and may range from a referral to the office to the suspension of

bus privileges for the remainder of the school year. Incident reports will be sent home and parents will be notified regarding disciplinary action.

- ***A note must be sent to school if a student is going to be picked up or walk home rather than ride his/her bus.*** A child without a note will be put on his/her regular bus.
- Kindergarten students will not be allowed to get off the bus without an adult to meet them. If a parent needs to pick up a child who normally rides the bus, the parent must first come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that the child needs to come to the office to be picked up. Students are released from the office only. Parents should not go to the bus area – supervisors are not authorized to sign out any student at the bus loading area.
- Large packages, glass items, or pets are not permitted on a bus. Small items brought to school, such as for Show & Tell, are to be kept in containers and out of sight.

[\[Table of Contents\]](#)

CAFETERIA FOOD

Breakfast

Breakfast is available at 8:45 - 9:10 a.m.

Full Price	\$ 1.00 (includes milk or juice)
Free or Reduced	free for all grades
Adult Breakfast	\$1.65 (includes milk or juice)

Lunch

Lunch is available from 11:25 - 1:20 p.m.

Full Price	\$ 2.75 (includes milk or juice)
Reduced	free for K - 3rd
	\$ 0.40 for 4th & 5th includes milk/juice
Adult Lunch	\$ 3.75 (add \$0.25 for milk or juice)

Meals can be pre-paid on line through the district website

Occasionally, students forget their lunches or lunch money and may “borrow” up to two times. After two “borrows” a student will be given a peanut butter and jelly sandwich for lunch until the money owed is paid.

A special table is designated for those students with peanut or tree nut allergies. Because of the concern for allergies, food should not be shared with anyone during lunch.

Parents and guardians are welcome to eat with their children. If you are planning to purchase food from the school cafeteria please call the cafeteria (425-385-7707) or send a note with your child at the beginning of the day. Please sign in at the school office before entering the cafeteria.

A free/reduced lunch program is offered to those who qualify based on financial need, as determined by the federal government. An application form is sent home with each student the first week of school. If you feel your family may qualify, please complete the application and return

it to school immediately. The kitchen manager will notify you when the form has been processed. Should your income status change during the school year you may request and submit an application. For more information regarding the qualifications for Free and Reduced breakfast and lunches please contact the Cafeteria Manager at 425-385-7707.

[\[Table of Contents\]](#)

CELL PHONES

Student cell phones are to be turned off any time a student is on campus or on a school bus. This includes the end of the school day. Students must keep cell phones in a backpack; they should not be taken out while at school. Improper use of a cell phone will result in it being confiscated, and a parent will be required to pick it up from the office. See additional information under

[Electronic Devices.](#)

[\[Table of Contents\]](#)

COMPUTER USE

Students In Everett Public Schools use computers to support learning in many ways. They are allowed to access the Internet for instructional purposes only. Student Internet use is planned and closely monitored by teachers. Any intentional misuse of Internet access by students will result in disciplinary action and may lead to the loss of Internet privileges.

[\[Table of Contents\]](#)

DELAYED START OF SCHOOL / EARLY CLOSURE

Occasionally weather and other emergency conditions may require school delays or closures. Most area TV and radio stations announce school cancellations, delays of starting time or emergency early dismissal. **No announcement means normal operations.** Announcements are for one day only.

Do not call the school, the District or TV/radio stations about school closures. Check the media, including the District web site: <http://www.everett.k12.wa.us> . The District will notify the media of changes before 5:30 a.m. Information is also placed on the District information line: 425-385-4636. See information on the [Family Emergency Plan](#).

[\[Table of Contents\]](#)

DISCIPLINE POLICY

The Everett Public Schools' Student Responsibilities and Rights Policies are issued to every family. Expectations for student behavior in the classroom, lunchroom, and elsewhere on the campus are taught and reinforced.

The staff at Cedar Wood encourages and supports appropriate behaviors as well as the concept that we are all working as a team.

Our **T.E.A.M.** Cedar Wood Code:

Total respect

Every day do your best

Act safely

Make the right choice

Failure to comply with behavior expectations may result in disciplinary actions, in accordance with the District progressive discipline policy. Consequences may range from parent contact to an office referral to a short or long term suspension.

Toy guns, knives, weapons, ammunition or any object that could reasonably be considered a weapon are not permitted by state law on any school property and will result in disciplinary action.

[\[Table of Contents\]](#)

DRESS CODE

Student and adult dress is 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.

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are not permitted:

- Attire that shows or displays undergarments and inadequately covers chest/breasts, midriff, buttocks, and thighs. Shoulder straps must be 1 inch in width (e.g., no spaghetti straps, halter tops, tube tops, etc.) Shorts, skirts, and skorts must extend past the wearer's finger tips when standing straight with arms extended at side.
- Attire that displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
- Any clothing that would create an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
- Pants must be secured at the waist and cover the stomach and underwear.

No hats or hoods may be worn at Cedar Wood. Exception: T.E.A.M. Cedar Wood hats may be worn on designated school spirit days.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline.

[\[Table of Contents\]](#)

ELECTRONIC DEVICES

Everett Public Schools cannot be responsible for personal property that is lost, stolen or damaged at, or in transit to or from school. Therefore, students should refrain from bringing non-educational items to school without the express permission of school staff. Electronic e-readers are permitted on campus in grades 3-5, with the teacher's permission. Specific information about cell phones on campus can be found at [Cell Phone Policy](#).

[\[Table of Contents\]](#)

EMERGENCY EARLY DISMISSAL

Conditions may develop during the school day which require an early dismissal. Early dismissals will be broadcast on the same radio stations as delays and closures. We will notify parents via the district automated telephone/email system.

If school is dismissed early, authorized persons (identified by parents on their child's registration form) may pick up students. School staff will remain at school until all students have left. Please remember that under many emergency conditions telephone service may be unavailable for outgoing or incoming calls. At times, local radio stations may be the only available means of communication.

[\[Table of Contents\]](#)

EMERGENCY PROCEDURES

Staff and students at Cedar Wood practice emergency drills throughout the school year so they are prepared in case of an actual emergency. Parents/guardians should review procedures that their children will use if an emergency occurs on a child's way to or from school.

[\[Table of Contents\]](#)

EMERGENCY RELEASE PROCEDURES

Depending on the type of disaster event, our school may evacuate students to a safe location outside the school buildings or may impose a lock-down where children will remain in the building throughout the duration of the emergency. Whether our students have been evacuated from the building or remain inside the school, a process exists for your child to be released from our care to you or your designee. To assure this goes smoothly:

- Update all emergency phone numbers with the school office. This includes home phone, cell phones, parent work numbers, daycare, and emergency contacts. Be sure that all your emergency contacts are aware of their responsibility to your child.
- Listen to the radio/TV for school information. Please do not call the school, as phone lines may become jammed.
- If bus service is not available in an emergency situation, we will keep children at school until parents or the child's designated emergency contacts arrive.

[\[Table of Contents\]](#)

FAMILY EMERGENCY PLAN

Each family must have a plan of action in case the start of school is delayed or students are dismissed earlier than expected. Families should address these questions:

- With whom will your child stay in the morning if the start of school is delayed and you cannot remain at home?
- Who will pick up your child from school if buses are not available due to an emergency and/or if school is dismissed early?
- If children are held at school due to an emergency, who might we have your child contact to calm his/her fears?

[\[Table of Contents\]](#)

FIELD TRIPS

Field trips are a regular part of our educational program and parents are often needed to help chaperone. Siblings are not permitted on field trips. Parents must complete their child's

permission form and have an up-to-date emergency card on file before the child leaves for a field trip. ***In order for parents to be considered as field trip chaperones, a completed volunteer form must be approved ahead of time.*** Don't wait until your child's field trip is announced to complete your volunteer form. Volunteer approval can take two to three weeks to be processed by the District office. We encourage every parent to complete a volunteer form early in the school year. Approval is valid for three years. Forms are available on the district web site.

[\[Table of Contents\]](#)

FINES

Students and their parents/guardians are responsible for the cost of lost textbooks and fines. Final progress reports will be withheld until fines are paid in full.

[\[Table of Contents\]](#)

FOOD (snacks from home, birthdays treats, etc.)

Everett Public Schools is committed to providing nutritious food for students through our meal programs. In keeping with this goal, we request that you send healthy food with your child and when bringing food for the entire class during celebrations. This includes midday snacks (if part of the classroom schedule) and birthday treats. **All food shared with other students must be approved ahead of time by your child's teacher and must be purchased at a store.**

[\[Table of Contents\]](#)

FRAGRANCES

Fragrances must be worn in moderation so as not to distract, disrupt or offend others. 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. Parents will be asked to comply as well.

[\[Table of Contents\]](#)

HEALTH SCREENINGS

Everett Public Schools provides vision, hearing and scoliosis screenings for students in selected grade levels. If you have questions about the schedule or procedures for these screenings please contact our Health Room at 385-7706.

[\[Table of Contents\]](#)

HOMEWORK

Homework is assigned to improve, enhance and/or expand a child's learning experiences. Teachers will communicate their homework policy with parents/guardians at the beginning of the school year. Homework is most beneficial when parents establish and reinforce a routine time and place for homework, contact their child's teacher with any questions or concerns, and monitor their student's homework each evening.

The purpose of homework at Cedar Wood can be for any one of the following reasons:

- To practice and refine skills so that mastery is achieved.
- To independently apply material learned in class.
- To extend assignments by applying learning to a new situation.
- To stimulate creativity through activities requiring original expression.
- To foster the development of independent study habits.

[\[Table of Contents\]](#)

ILLNESS

If an **accident** occurs at school the child should report the incident to the teacher or duty supervisor immediately. If a child is injured a staff member competent in first aid will administer emergency first aid treatment. Parents (or their emergency contact) will be notified. 911 will be contacted should the emergency be life threatening.

If your child is diagnosed with a **communicable disease** you must notify the health room at 385-7706. A doctor's written permission will be required before the child may return to class.

If a student **becomes ill** at school, our school nurse, health room assistant or office staff will review the symptoms. If appropriate we will take your child's temperature. After this assessment we will make a decision whether your child should go home. Often a short rest in the health room is all that is needed. If a child's temperature is 100 or above, a parent/guardian will be notified by phone and the student will be sent home. The parent/guardian or emergency contact person must come to the school to pick up the sick student. Children needing to go home for illness will not be sent back to class or sent home on the bus. In the event of a serious or life-threatening illness, 911 will be called.

Please do not send an ill child to school. Children are welcome back at Cedar Wood when they are able to take part in the full-school program, including recess. Supervision of students is not available in classrooms during recess.

[\[Table of Contents\]](#)

IMMUNIZATION

A list of required immunizations is available in the school office and on the District web site. These immunizations must be recorded on a Washington State form showing the month and year of each dose and signed by a parent/guardian. Exemptions are available, as defined by state law. If an outbreak of a vaccine-preventable disease, for which the student is exempted, should occur the student will be excluded from school for the duration of the outbreak.

[\[Table of Contents\]](#)

INSURANCE

The Everett School District provides information on low cost student insurance. Contact the office staff for the latest pricing and contact information. Also see [Medical Coverage](#).

[\[Table of Contents\]](#)

LATE START

See [School Hours](#), for regular, Early Dismissal and 75-minute Release start and end times.

Students entering the building before school must have a pass from their teacher.

In the event the school day is delayed by an hour or two (due to inclement weather) buses will also run late, delayed by the same number of minutes as the school start.

If school is delayed by TWO HOURS there will be NO a.m. Kindergarten and Preschool.

School will end at the regular time on late start days.

[\[Table of Contents\]](#)

LIBRARY

Our library is the hub of our school. Each week classes rotate through the library for lessons and students are provided time to browse the extensive book collection for check out.

On most days students may take Accelerated Reader tests before and after school, starting at 8:45 a.m. if accompanied by a parent.

Students without a parent who want to visit the library in the morning must get a pass from the morning line supervisor at 8:50 am. They may take AR tests, work on homework or check out books at this time. Twenty-five student passes are available on Monday, Wednesday, Thursday and Friday mornings.

The library is closed before school for staff meetings on Tuesdays.

After school AR testing is available Monday, Wednesday and Thursday. The library closes at 3:55. Students must be accompanied by a parent to test.

[\[Table of Contents\]](#)

LOCKERS AND DESKS

Lockers, desks and storage areas are the property of the District. No right or expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school. Lockers and other spaces are subject to search in accordance with district policy.

Students are assigned lockers by their classroom teacher. Each teacher establishes procedures for students to access their lockers in a quiet and safe manner and advises students as to what items may appropriately be stored in a locker.

[\[Table of Contents\]](#)

LOST AND FOUND

A lost and found bin is located in the cafeteria. Parents should check this bin and the student's classroom if their child is missing coats, sweatshirts, shoes, lunchboxes or other personal items. Unclaimed items will be donated to a local charity during breaks and at the end of the school year.

[\[Table of Contents\]](#)

MEDICAL COVERAGE AND HELP FOR FAMILIES

In Washington State there are two medical programs available to children. Families may be eligible for Medicaid (a free insurance plan) or the Children's Health Insurance Plan (a low cost state insurance plan). Coverage for eligible children includes immunizations, doctor and dental visits, hospital care, glasses, prescriptions, etc. More detailed information is sent home with each child at the beginning of the school year, and can also be requested from the Health Room or main office.

[\[Table of Contents\]](#)

MEDICATION

Medication will be given at school only when absolutely necessary. Parents/guardians are encouraged to work with their Licensed Health Care Provider (LHCP) to design a schedule for administering medication outside of school hours. If a student must receive medication during school hours, the school must have a written order signed by both a LHCP and the parent/guardian. The medication must be in the original, properly labeled container and must be

brought to the Health Room by the parent/guardian. This policy applies as well to any over-the-counter medication. Contact the health room assistant at 425-385-7706 for forms and additional information.

[\[Table of Contents\]](#)

PARENT TEACHER ASSOCIATION (PTA)

We invite and encourage all parents to join the Cedar Wood PTA. This group is a very active and involved community of committed parents who work together to support the learning of all students in our school. Meetings and activities are shared with parents via the PTA newsletter and web site. More information about the PTA is available in the school office. Visit the PTA website, at <http://www.cedarwoodPTA.org>

[\[Table of Contents\]](#)

PARENT-TEACHER CONFERENCES

Cedar Wood Elementary parent-teacher conferences are scheduled twice a year, fall and spring. Students are released from school early during these two weeks. Parents will receive an invitation to meet with their child's teacher. Conferences provide parents and teachers an opportunity to discuss each child's needs and progress. Interpreters are available upon request.

[\[Table of Contents\]](#)

PARTIES IN THE CLASSROOM

Classroom celebrations are intended to be brief, tied to our district learning standards and considerate of the needs and values of Cedar Wood families. Treats must be purchased from a store. Many students have food allergies. Parents should speak with the teacher prior to bringing food into the classroom.

[\[Table of Contents\]](#)

PARTY INVITATIONS

Out of fairness for all children, no invitations to non-school events (such as a home birthday party) may be handed out at school unless each child in the classroom receives one, and they are first approved by the teacher.

[\[Table of Contents\]](#)

PETS / ANIMALS IN THE CLASSROOM

Please keep pets off of Cedar Wood's playground and school campus. If an animal or pet is on our campus we will attempt to contact the owner. If we cannot identify the owner the pet will be impounded. District Policy 3418P states:

- The principal shall approve the instructional purpose for each animal in the school. No animal shall come into schools without the principal's approval.
- Prior to introducing any animals into the classroom, teachers shall ascertain that: students and school personnel are not allergic to the animal; the animals will present no physical danger to students; and students will be instructed in the proper care and handling of the animals.
- Animals shall not be allowed to roam freely.
- Animals shall be housed in suitable, sanitary self-contained enclosures appropriate to the size of the animal or kept on a leash.
- Teachers will be responsible for ensuring enclosures are kept in a sanitary condition.

- Animals shall not be left in schools during holiday periods where practical (fish in tanks are an exception). Teachers are not responsible for making arrangements for their care.
- Animals brought to school must have a current (within 30 days) health certificate signed by a licensed veterinarian.

[\[Table of Contents\]](#)

PHYSICAL EDUCATION

Physical Education is a part of the basic education curriculum required and provided for each child. Your child's teacher will notify you of scheduled PE days. Since our gym floor is hardwood, students must wear lace-up or Velcro (not slip-on) sport shoes with non-marking soles on their PE days. (A special pair may be kept in your child's locker at school.) Clothing should allow for a wide range of motion and strenuous physical activity.

[\[Table of Contents\]](#)

PROGRESS REPORTS

Progress Reports are issued at the end of each semester.

[\[Table of Contents\]](#)

SAFETY PATROL

Responsible students are trained to help children cross safely at designated crossings before and after school. All students are expected to use the appropriate crosswalks, designated walking routes and to follow the directions of the safety patrol members.

[\[Table of Contents\]](#)

SCHOOL ACTIVITIES

At various times throughout the school year students may have an opportunity to participate in planned activities before or after school. Participation is optional, and some require payment of a fee or tuition. Parents will receive notice of activities. If parents want their student to participate they must sign a permission slip and provide or arrange transportation to school or home for their student.

[\[Table of Contents\]](#)

SPECIAL EDUCATION SERVICES

Students may be provided special education services in the areas of reading, written language, and math. Speech & language and occupational/physical therapy services are also available for students with specific needs. Students are assessed for qualification in these programs by the District Special Services Department. Contact your child's teacher with any concerns and to discuss a possible referral.

[\[Table of Contents\]](#)

SCHOOL SUPPLIES

Grade-level supply lists are available from the school office and on the school's website, <http://www.cedarwood.net>. Please label your child's personal supplies if requested and replenish as needed during the school year.

[\[Table of Contents\]](#)

STUDENT RECORDS

Everett Public Schools takes very seriously its duty to protect the privacy of student records. Student transcripts and other education-related records are protected by multiple security measures. Only those teachers, administrators and other staff who work directly with a student and/or have an educational need to know about the student have access to individual student records.

[\[Table of Contents\]](#)

TARDIES

Students are expected to be in their classrooms ready to learn by **9:15 a.m.** Late arrivals at school interfere with individual progress and with classroom procedure. Students who arrive after 9:15 must report to the school office with a written excuse from home or be accompanied by a parent. A late arrival or removal from school before the end of the school day will be noted on the student report card as a "Tardy." and will count against perfect attendance. Review [Arrival and Dismissal](#) for more information.

[\[Table of Contents\]](#)

TELEPHONE / MESSAGES

Please do not call the school office to relay messages to your child unless it is truly an emergency. Calls into the classroom disrupt student learning. Messages and notes must come to the school office by 3:00 p.m. in order to assure delivery before the end of the school day. Student use of telephones is for emergencies **only**. If there is a change to your child's schedule, please talk to him/her **before** sending your child to school. Students without a written note will follow their regular dismissal routine. Deliver forgotten items (lunches, books, etc.) to the school office. Items will be delivered to your child at an appropriate time.

Students needing to contact their parent/guardian during the school day must first receive permission from a staff member to use the student emergency phone in the office.

See the policy on [student cell phones](#).

[\[Table of Contents\]](#)

TOYS

Toys, including electronic devices and trading cards, are not allowed at school. Show & Tell items must be brought in a paper bag labeled with the student's name. During the school day items are to remain in the bag until it is time to share, then returned to the bag and taken home the same day. Expensive or irreplaceable items should remain at home or brought to school by an adult who will take charge of the item until sharing time. With signed parent permission, electronic readers (Nook, Kindle, etc.) are permitted.

[\[Table of Contents\]](#)

VIEWING RECORDS

Many records and documents in the school district are available to the public. Parents and other citizens have the right to ask the school district to view or have copies made of records defined as "public" under state and federal laws including their own student's records and public records about discipline of school employees. Everett Public Schools' public records requests are handled by the District's Communications Office. Records can be requested by writing that office at 4730 Colby Avenue, Everett, WA 98203, or by sending an e-mail to mwaggoner@everettsd.org.

[\[Table of Contents\]](#)

VISITORS

Cedar Wood parents/guardians are welcome to visit their child's classroom. They must contact the child's teacher at least one day in advance of the visit to confirm the date and time. When arriving at school on the day of the visit please **sign in at the office and obtain a visitor's nametag before going to the classroom**. To assure safety and maintain the best environment for learning, only adults with children enrolled at Cedar Wood may visit their child's classroom, unless invited as a guest by the classroom teacher. Parents, siblings and other family members approved by the parent and office may arrange to eat lunch with a student. All lunch visitors must check in with the office first to receive a visitor's pass.

[\[Table of Contents\]](#)

VOLUNTEERS

Volunteers are important partners at Cedar Wood Elementary School. We have a continuing need for volunteers in classrooms and around school. **To volunteer for any student-related activity adults must complete an Everett Public Schools volunteer application, which is available on the District web site, <http://www.everett.k12.wa.us/everett>**. Volunteer forms take up to three weeks to process at the District office. We encourage every parent to complete a volunteer form early in the school year. Approval is valid for three years. Volunteers must sign in at the school office when they arrive and will be given a volunteer badge, which must be worn the entire time the volunteer is on campus.

[\[Table of Contents\]](#)

VOTER REGISTRATION

The only requirement to vote in Washington State is that a registration form is completed at least 30 days prior to an election. It is possible to register to vote immediately upon moving into the state. Registration forms are available in many locations in the community, including the school office and District web site, <http://www.everett.k12.wa.us/everett>.

[\[Table of Contents\]](#)

WITHDRAWAL OF STUDENTS

Parents withdrawing their child from Cedar Wood Elementary should let the school office know in advance so that student's cumulative file may be copied and ready when the new school requests records. Please request a copy of your child's immunization record from Cedar Wood's health room assistant prior to withdrawal. It will be needed when enrolling your child at his/her new school.

[\[Table of Contents\]](#)

Thank you for taking the time to carefully review these guidelines for a successful year.

CEDAR WOOD SHARED BELIEFS

We are committed to doing our best for kids.

As we work together to accomplish this goal

we will strive to:

Celebrate successes.

Listen, respond, respect, reflect, and review.

Communicate in a timely fashion.

Be tough on problems, easy on people.

**Commit to the group, support decisions,
and share responsibility.**

T-E-A-M SONG

**Sea Wolves, show your total respect.
I said, Sea Wolves, it is what we expect.
I said, Sea Wolves, now let's have a good year.
Everybody join in and cheer.**

**Sea Wolves, everyday do your best.
I said, Sea Wolves, put yourself to the test.
I said, Sea Wolves, Cedar Wood's #1.
Where we learn, work, play and have fun.**

**We're all part of the T-E-A-M.
You know we're part of the T-E-A-M.
You can act like a champ, and become an all-star.
Earn respect and you will go far.**

**Refrain: Give me a "T"
 Give me an "E"
 Give me an "A"
 Give me an "M"
 What's that spell?**

**Sea Wolves, let's hear you lift up your voice.
I said, Sea Wolves, always make the right choice.
I said, Sea Wolves, now let's have a good year.
Everybody join in and cheer.**

**We're all part of the T-E-A-M.
You know we're part of the T-E-A-M.
You can act like a champ, and become an all-star.
Earn respect and you will go far.**

T-E-A-M.

[\[Table of Contents\]](#)