

# Forest View Elementary School

## 2022 – 2023 Student/Family Handbook



5601 156th Street SE  
Everett, WA 98208  
(425) 385-7900

Monique Beane, Principal  
Brent Radcliff, Assistant Principal

### MISSION STATEMENT:

*Forest View Elementary School provides rigorous and aligned instruction in order to foster flexible thinkers prepared to address the demands of a 21st century global community. We pursue collaborative solutions to ensure the growth of all students.*

### REGULAR SCHOOL HOURS:

9:15 a.m. - 3:30 p.m.

### LIF FRIDAY RELEASE HOURS:

9:15 a.m. – 2:15 p.m.

### EARLY RELEASE HOURS:

9:15 a.m. – 1:00 p.m.

### ARRIVAL AND DISMISSAL:

#### ADULT CROSSING GUARD / SAFETY PATROLS:

An Adult Crossing Guards is stationed on Silver Firs Drive located on the east side of Forest View. Our student safety patrols are posted in front of the school before and after school **Please remind students to always follow the directions of the crossing guard.**

#### ARRIVAL PROCEDURES:

Students that are eating breakfast in the cafeteria before school are welcome starting at 8:50 and should go directly to the cafeteria through the double doors by the gym.

Students that are not eating breakfast at school can arrive starting at 9:00 and are expected to go directly to their grade level's designated line-up area.

#### DISMISSAL PROCEDURES:

All students will be dismissed by their teacher at their grade level's designated area. Bus riders will be taken to the covered area to stage for loading of busses.

### STUDENT DROP-OFF & PICK-UP:

Parents are reminded to use 156<sup>th</sup> Street and the line-up area that borders the parking lot for student drop off and pick up. Do not leave your car unattended in the pick-up/drop-off lane. Please be considerate of others and pull forward along the curb. Students and parents must use the crosswalk.

**Students picked up prior to the end of the school day.** During the school day, students will not be released to anyone other than parents or those listed on the child's emergency form. If arrangements have been made to have another adult pick up your child, please email or send a written note to the front office. The individual picking your child up will need to provide photo I.D.

### ATTENDANCE:

#### REPORTING PROCEDURES:

Parents are to email at [FVEAttendance@Everettsd.org](mailto:FVEAttendance@Everettsd.org) or call the Forest View Attendance Line at 425-385-7905 to report an absence or tardy. Please call before 9:00 a.m. This will allow us to monitor student attendance and assists us in notifying parents when children are not in school.

#### ABSENCE POLICY:

A student who arrives to school after 9:45 a.m. (30 minutes late) will be marked absent for a ½ day (morning). A student who arrives to school after 12:20 p.m. will be marked absent for a full day (50% or greater of the day unattended). In addition, a student who is picked up from school prior to 3:00 p.m. (30 minutes early) will be marked absent for a ½ day (afternoon). A student picked up before 12:20 p.m. will be marked absent for a full day (50% or greater of the day unattended). When a student returns from any absence, a written note or email is required.

#### EXCUSED AND UNEXCUSED ABSENCES:

When a student is absent from school, you must call the school each day that the student will be absent. The office must receive a written note or email when the student returns to school. District policies dictate that illness, family emergencies and medical appointments are excused absences. It is very important children attend school on time and on a regular basis. Parents and guardians are responsible for children's attendance in school. When a child has three (3) unexcused absences a letter will be sent home; five (5) or more unexcused absences in a month a letter will be sent home and an attendance conference is required; ten (10) or more unexcused absences in a year, a medical note will be required and the Becca process may begin if more occur. The school district is required, by law, to file a petition and affidavit with the juvenile court alleging a violation of [RCW 28A.225.010](#) by the parent, student, or parent and student. Unless we have a note from your doctor stating otherwise, every child in school will be expected to participate in all school activities, including P.E. and recess.

#### PREARRANGED ABSENCES

If you are planning a trip, a Prearranged Absence Form must be turned into the office at least one week prior. Depending on the situation, the first 5 days may be excused by the principal. Any additional days will be marked as unexcused.

### **TARDY POLICY:**

A student who arrives to school after the 9:15 a.m. bell will be marked tardy (9:16 – 9:45 a.m.). In addition, a student who is picked up before the 3:30 p.m. bell will also be marked tardy (3:00 - 3:30 p.m.).

### **APPOINTMENTS AND CHANGES IN AFTER SCHOOL PLANS:**

In order to keep disruptions to a minimum, **we will not disturb classrooms the last 30 minutes of the school day.** Please plan ahead when picking up your student for an appointment, and also remember any time your child is picked up before 3:00 p.m. it is recorded as a half day absence. We know unexpected situations arise, but we appreciate at least a half an hour notice (by 3:00 p.m.) for any changes to pick-up or after school plans.

### **ILLNESS:**

Children need to be in school to learn. However, if your child is ill, please do not send him/her to school. He/she may return to school after being symptom-free for 24 hours. For your child's protection as well as for other children in school, students with a fever (100 degrees or more) must stay home until their temperature remains below 100 degrees for 24 hours (without the aid of medication). A note or email stating the reason for an absence is required. When a child has been home sick for more than 3 days, a note from a doctor may be required.

### **BICYCLES:**

In accordance with School Board policy, only 3rd – 5th grade students may ride bicycles to school without an adult. All riders must wear a helmet and walk their bikes at crosswalks and on the school campus. Bike racks are provided, and a bike lock is required. *Forest View Elementary is not responsible for bicycle security.*

### **LUNCH:**

Students eat lunch with their class. Students who purchase lunch in the cafeteria are expected to pay in advance. Applications for free/reduced price lunch are available throughout the year in the office or on the district website. Students are not to bring glass containers or knives to school.

### **CLASSROOM VISITS:**

As per school district policy, the teachers association and the District agree parents and members of the community are welcome in our schools. They also agree guidelines/procedures are necessary to minimize the impact of such visits on classroom instruction, activities and student performance. Therefore, all visitors must register at the office upon their arrival at the school, and classroom visits will be arranged by the teacher and principal after conferring with the teacher at least during the workday prior to the visitor's arrival.

### **DRESS CODE:**

Student clothing will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Clothing which presents a health or safety hazard, damages school property, and/or which creates a material and substantial disruption of the educational process is prohibited as per Everett Public Schools policy 3224.

**All Clothing/Accessories:** **NO** obscene, vulgar or suggestive logos or slogans, or any reference to tobacco, alcohol, drugs and/or weapons, may be worn on clothing and/or accessories.

**Tops:** Shirts must cover the shoulders (three fingers wide--no spaghetti straps) and be long enough to cover the mid-section of the body (both stomach and back), when a child's arms are raised above his/her head, and when seated in a chair.

**Pants/shorts/skirts:** Pants must be secured at the waist and cover the underwear. Shorts, skirts and dresses must reach below the child's fingertips when his/her arms are both extended downward. Sagging pants and pajamas are not permitted at school.

**Hats:** Hats and hoods are to be removed while inside all buildings, and bandanas are not allowed at school.



**Shoes:** High heels and flip-flops are not safe. Please help your child make good, safe choices for school. Athletic shoes must be worn on P.E. days. Any shoes with rollers inset into the heels of shoes are not permitted.

**Fragrances:** Many people are allergic to fragrances, therefore fragrances are not allowed.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to discipline which may include the following: the opportunity to change clothing and/or appearance, to have a parent conference. Repeated violations may result in suspension. The principal, and/or principal designee, reserve the right for final authority regarding the appropriateness of clothing, fragrances and make-up.

### **EMERGENCIES:**

Forest View has emergency response plans for several types of emergencies. If our students and staff must evacuate the building they will gather with their class and teacher in a predetermined, organized formation in a designated area on campus. School wide drills are scheduled regularly. In the event of a true emergency, our first priority will be student safety. Our staff is trained to release children only to authorized persons. Please be patient with us during these times so we can ensure every student's well-being.



### **HARASSMENT, INTIMIDATION AND BULLYING:**

It is the policy of Everett School District and Forest View Elementary School to maintain a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying (HIB). HIB of students by others students, staff members, volunteers, parents or guardians will not be tolerated.

If a student has experienced harassment, intimidation, or bullying it should be reported to school teachers, counselors or administrators by the targeted student, his/her friends and/or family, and/or witnesses. Staff will intervene in HIB and report all situations. School staff will take steps it deems necessary to end and prevent the occurrence of harassment, intimidation and bullying (HIB). School administrators will intervene, and parents will be notified when their child is involved.

\*\* To report unresolved, severe or persistent harassment; reporters may also contact Mr. Radcliff, the assistant principal at Forest View, or Dani Mundell, the district Compliance Officer, and utilize the district HIB Incident Reporting Form.

## **FOREST VIEW SCHOOLWIDE BEHAVIOR EXPECTATIONS:**

Forest View Elementary will continue the Positive Behavior Intervention Support (PBIS). Forest View students, staff, families, and volunteers commit to providing a positive, safe, respectful learning environment. Our commitment includes proactively teaching, modeling and consistently reinforcing expected behaviors. The positive, safe, respectful learning environment will be achieved by intentionally fostering relationships and recognizing growth and achievement.

Forest View Behavior Expectations:

- Be Safe**
- Be Respectful**
- Be Responsible**

Behavior expectations are taught and reinforced throughout the school year. These behavior expectations are also posted throughout the Forest View campus.

### **Student Recognition:**

- Fabulous Falcon Tickets: Students are recognized for following school-wide expectations.
- Monthly Assemblies

In the event student misbehavior occurs, a teacher, the counselor or an administrator will communicate with parents regarding the incident. This will include a phone call, email and/or sending a behavior form home with the student to discuss the incident with parents.

While accurately reporting student behaviors to a parent/guardian is important, it is a violation of student privacy rights to disclose personal information regarding behaviors, consequences or disciplinary actions of other students. Please refer to the *Students Rights and Responsibilities Handbook* (available in the main office or the district website), and/or EPS Board Policy 3240 for more specific details.

In addition to PBIS, all students are expected to comply with all district policies as well as all federal, state, and local laws.

### **MEDICATION:**

Oral medication may only be administered at school when the proper paperwork has been completed. *Medication at School* request forms are available through the Health Room or the Forest View website. The forms are to be filled out by a licensed healthcare provider and must also be signed by the parent or guardian. Per district policy, medication includes such things as cough drops and aspirin. If students bring any unauthorized medication to school, it will be taken, and the parent or guardian will be notified.

**Medication must be in the current original container** from the pharmacy, showing your child's name, the name of the medication, the dosage, and the frequency of administration. Medication includes all prescription and non-prescription (over-the-counter) medications.

### **RECESS/PLAYGROUND:**

Students go outside every day and will play under the covered play area on rainy days. Coats are required during inclement weather. Students may not bring toys, equipment, or electronic items from home.

### **SCHOOL CLOSURE:**



School days may be delayed or cancelled because of the weather or other emergencies. The Everett School District will notify the media of schedule changes before 5:30 AM. Listen to your favorite radio or television stations for information. School closure information is also put on our district's website. No announcement means normal operations.

\*\*Please do not confuse an announcement for Everett Public Schools with an announcement for Snohomish Schools. We are located in Snohomish County, but not the Snohomish School District.

### **SKATEBOARDS, SCOOTERS, WHEELED SHOES, AND ROLLER BLADES:**

Are **not permitted** at school.

### **CELL PHONES and SMART WATCHES:**

Parents who wish to send a cell phone or a smart watch with their students for safety purposes while in transit to and from school may do so. Student cell phones are to be turned off any time a student is on campus or on a school bus. Students must keep cell phones in their backpack, they should not be taken out while at school. This includes before and after the school day. Smart watches can be worn during the school day as long as they are not a distraction or used to send messages during the school day. Improper use of devices, including taking photos, will result in the device being held in the office for parent pick up.

### **TELEPHONE USE and PHONE CALLS:**

Student phone calls will be limited to **emergency purposes only**. All arrangements for after school activities must be made prior to the start of the school day.

### **TOYS AT SCHOOL:**

It is expected that personal items remain at home. Many times children would like to bring personal toys to school to show their friends and to share with them. Frequently, these items are lost or damaged at school and hurt feelings develop. Students should not bring toys or sports equipment for recess. The school will provide play equipment during recess. Electronic games, music players, cards such as Pokémon and playing cards, fidget spinners/fidget cubes, etc. are also not allowed at school.

### **VISITORS:**

**ALL VISITORS AND VOLUNTEERS MUST CHECK IN THROUGH THE SCHOOL OFFICE** and wear a visitor's ID badge. For safety reasons, children who are not of school-age may not be present while volunteering, and may not be on the playground during recess or other school activities.

## **VOLUNTEERS:**

We invite parents, grandparents, other community and family members to volunteer at Forest View. **All volunteers must be at least 18, fill out a volunteer application and have a background check prior to serving in the Everett Public Schools.** This process can take up to two weeks, so please plan ahead. We recommend that all parents fill out the necessary paperwork to get approved so that they are cleared and able to serve as a volunteer when they want to. Volunteer applications are available online and must be renewed every two years. Our desire is not to make it harder to help at school, but to ensure that the adults working with our students are safe to be around children. Please know that you are always welcome in our school. **For safety reasons, children who are not of school-age may not be present while volunteering, and may not be on the playground during recess or other school activities.**

## **NON-DISCRIMINATION STATEMENT:**

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.

Designated to handle inquiries about nondiscrimination policies are:

### **Title IX/Civil Rights Compliance Officer**

Kevin Allen PO Box 2098, Everett WA 98213  
425-385-4100 [KAllen@everettsd.org](mailto:KAllen@everettsd.org)

### **Section 504 Coordinator**

Dave Peters PO Box 2098, Everett WA 98213  
425-385-4063 [DPeters@everettsd.org](mailto:DPeters@everettsd.org)

### **ADA Coordinator**

Randi Seaberg PO Box 2098, Everett WA 98213  
425-385-4104 [RSeaberg@everettsd.org](mailto:RSeaberg@everettsd.org)

Address: 3900 Broadway, Everett, WA 98201