From the Principal

Greetings Penny Creek Families,

It is an honor to greet you as Penny Creek’s new principal. My work with the Penny Creek Staff these last weeks has revealed a very positive, capable, and committed group of educators. The teachers and paraeducators had two positive and rigorous planning days with the assistant principal, Mrs. Koetje, and myself to prepare for welcoming your children to the 2019-20 school year. These days were capped off with our annual Cookies at the Creek. I enjoyed meeting and visiting with many of you. I could see that our students were excited to meet their teacher, see their classroom, and learn their way around the campus. Of course, eating cookies provided by the PTA made it even more fun.

We are especially pleased to welcome many new families to Penny Creek. Whether you are joining us from a nearby school, or from another state or country, know that you are welcome here. We are committed to making the year ahead a positive learning experience for you.

Sincerely,

Marti Shefveland
Principal
ARRIVAL AND DISMISSAL

<table>
<thead>
<tr>
<th>Arrival Times</th>
<th>Dismissal Times</th>
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</thead>
<tbody>
<tr>
<td>8:50-9:10 a.m. Student Arrival</td>
<td>3:30 p.m. Regular Dismissal</td>
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<tr>
<td>9:10 a.m. First Bell Rings</td>
<td>2:15 p.m. LIF Dismissal</td>
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<tr>
<td></td>
<td>1:00 p.m. Early Release Dismissal</td>
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Many of our students arrive and depart from Penny Creek on assigned school buses. For those families that transport students to and from school by cars, we have designated specific arrival and departure options. Student safety is our number one priority at Penny Creek and we ask that you read through each option and select the method that will work best for you and your student(s).

Arrival Options

1) **Park and Walk** - This option is available for parents who would like to walk their students into the courtyard or cafeteria each morning.
   - Enter the parking lot using the east or center entrance.
   - Park in the east lot and walk students on to campus using the crosswalk.
   - Parents walk students to the courtyard or the cafeteria.

2) **Kiss and Go Lane** - This option is available for parents who would like to drive up and drop off their student, while still remaining in the car. It is supervised until 9:10 am.
   - Enter the parking lot through the west entrance.
   - Turn right into the Kiss and Go loop.
   - Follow the Kiss and Go lane around in front of the gym, pulling forward to the covered area.
   - Stay in the right lane, making sure to drive slowly.
   - Driver remains in the car.
   - When the car come to a complete stop, the student unloads from the passenger side. Students walk through the undercover area and on to the campus.
   - Driver departs from the Kiss and Go lane by following the lane to the west exit on 132nd Street SE.

Dismissal Options

For the safety of all students, we ask that prior to 3:25 p.m., all drivers either park to pick up students, or detour through our parking lot and circle around in order to avoid a back-up of cars onto 132nd Ave. SE. Cars and vans are not allowed in the bus and daycare loading zones in front of the main office areas or kindergarten play area.

1) **Park and Walk** - This option is available for parents who would like to walk in and greet their students at departure time.
   - Enter the parking lot using the east or center entrance.
   - Park in the east lot and walk on to campus using the crosswalk.
   - Parents wait for students to be released from the doors located between Building A and Building D.

2) **Kiss and Go Lane** - This option is available for parents who would like to drive up and pick up their student, while still remaining in the car. It is supervised until 3:45 pm.
   - Enter the parking lot through the west entrance. Turn right into the Kiss and Go loop. There are three ferry style lanes to wait in. At 3:35 p.m., a Penny Creek staff member will release each lane to pull forward to the student pick up point.
   - When the lane is released, follow the Kiss and Go line around to the front of the covered area. Make sure to drive slowly and to pull forward as far as possible. Students will be waiting in the undercover area.
   - Driver remains in the car. When the car come to a complete stop, the student will load into the car from the passenger side.
   - Driver departs from the Kiss and Go lane by following the lane to the west exit on 132nd Street SE.
Children may never walk through the parking lot unaccompanied. In the morning, students should walk through campus (not across the parking lots) to the cafeteria for breakfast or courtyard and wait in their class line. Parents are invited to wait with their students, however, we ask that they establish a departure point with his/her student to say goodbye (courtyard doors, sidewalk, etc.) rather than walking students into the cafeteria or courtyard to help keep areas clear. Parents who decide to wait with their child in the cafeteria or courtyard will need to check in at the office and get a visitor sticker before joining their child in the gym or courtyard.

New Penny Creek Staff

Ms. Hitchcock – First Grade          Ms. Cook – Kindergarten          Ms. Wilson – Fourth Grade
Ms. White – Primary Achieve          Ms. Nordwall – Fifth Grade       Ms. Brunner – Resource
Ms. Hallquist – Fifth Grade          Ms. Zheng – Kitchen

Penny Creek Attendance Corner

Welcome to the 2019-20 school year.

Please read the information below outlining the PCE Attendance procedures.

- If your student is absent or tardy from school, please email the attendance line at pceattendance@everettsd.org to let us know the reason for the absence or tardy. There is also a direct link on our webpage at: https://www.everettsd.org/pennycreek
- Absences must be reported (by email or note) within 30 days after a student returns back to school, not including Holidays or weekends, in order to have the absence excused. Emails or notes turned in past the 30-day timeframe will be accepted; however, the absence is not excused and will be coded as such.
- Automated attendance calls will be sent out daily at 10 a.m. If your student will be absent or tardy you must notify the office before 9:15 a.m. If it is reported after this time you will receive the automated call.
- If your student is out of school over 5 days due to illness, a doctor’s note is required to excuse the absence. Homework can be requested for students out sick over 3 days. Please be aware that we require 24 hour’s notice to teachers for homework collection. You are welcome to email teachers directly to request school work.
- Pre-Arranged absence request: If your student is going to be out of school due to vacations, surgeries, tournaments, appointments, etc., a pre-arranged absence form is required. These forms are found on-line or in the office. This must be filled out by the parent and turned in before the absence. The Assistant Principal will review all Pre-Arranged absence requests before approval.
- Please remember that if your student missed the bus, overslept or is running late due to traffic, the absence will not be excused per ESD policy.
- The following excuses are considered valid and acceptable per the Everett School District Attendance Policy:
  - Illness
  - Appointment
  - Funeral
  - Emergency (must provide reason)
  - Religious Observance
Arrival and Dismissal Procedures

Many of our students arrive and depart from Penny Creek on assigned school buses. For those families that transport students to and from school by cars, we have designated specific arrival and departure options. Student safety is our number one priority at Penny Creek and we ask that you read through each option and select the method that will work best for you and your student(s). You can view the arrival and dismissal procedures on the Penny Creek webpage. Please see copy above for the procedures. If you choose to park in the west parking lot please know that this is the bus parking lot. Buses park here starting at 9:10 a.m and again at 3:30 p.m. Please do not park in these spots during that time.

Changes to a student’s daily going home plan

Occasionally, we need to change the plan of how our child is going home at the end of the school day. Maybe Dad is picking up instead of riding the bus or Grandma will be at Kiss and Go instead of the parent pick up location in the Courtyard. If this is the case for your family, we ask that a guardian sends an email to the school office at PennyCreek@everettsd.org and the classroom teacher by 2:50 pm on Mon-Thurs and 1:35 pm on Friday. Please include the name of your student, their teacher, and the change of plan. Our office will then send out a messenger to deliver this information. We ask that you please send this email before these times. This method of communication helps to support our staff with accurate message delivery.

Checking out a Penny Creek student during the school day

Sometimes it is necessary for a parent/guardian to pick up a student before Penny Creek's dismissal time. To help us prepare, please send a note or email the school office at PennyCreek@everettsd.org in advance, letting us know the specific date, time and who will be picking up your child. Students who are dismissed during the school day must be signed out from the school office by their parent/guardian (or adult designee) before leaving the school grounds. If an adult designee is coming to check out your child, a note or email to the school office at PennyCreek@everettsd.org must be submitted by the guardian to confirm. Students will be called from the classroom for dismissal once the parent/guardian (or adult designee) arrives at the office. For the safety and security of students, we will ask for photo identification.

Penny Creek save the date events

September 13, 2019 PTA Back to School Carnival 5 – 8 p.m.  
September 26, 2019 PTA Popcorn Day  
September 26, 2019 Curriculum Night  
October 3, 2019 Picture Day (Volunteers needed)  
October 17, 2019 PTA Skate Night

Access to public records

District records are public records. Parents and other citizens have the right to ask to view or have copies of records defined as “public” under state and federal laws. These include parents’ and legal guardians’ student’s records and records about discipline of school employees.

The district’s finance and business services office handles public records requests. Request records by writing to that office at PO Box 2098, Everett, WA 98213, sending an email request to publicrecords@everettsd.org, or calling 425-385-4150.
New cell phone policy

The use of cell phones and personal electronic devices (PED) in the classroom can distract students from instruction, yet can be important to have accessible in case of emergency. With this in mind, the district has adopted a new personal electronic device policy and procedure which will prohibit cell phone use in the classroom while still providing emergency access for students in case of emergency.

Elementary students who choose to bring cell phones and other PEDs to school may only use them before or after the school day. During the school day, they must be powered off and stored (e.g., in the student’s backpack, locker, other district provided storage). There will be storage in the classroom so, in the event of an emergency, the cell phones will be accessible without leaving the classroom.

There is an exception for students having an IEP, 504 Plan, or Individual Health Care Plan (IHP) that includes specific accommodations for assistive technology, following the process outlined in the student’s IEP, 504 Plan, or IHP.

Your student’s records are confidential

Everett Public Schools is serious about protecting student records and privacy. The district uses multiple security measures to safeguard student transcripts and other education-related records. Only those teachers, administrators and other staff members who work directly with students (and have an educational need to know) have access to individual student records. Staff members are required to maintain confidentiality of all information in a student’s records.

2019-20 Immunization Changes

On July 28, 2019 a new Washington State law went into affect that removes the personal and philosophical option to exempt children from the MMR (measles, mumps, and rubella) vaccine required for school and preschool. This law does not affect students with a religious or medical exemption. For more information please refer to Exemption to School and Child Care Immunization Requirements Quick Reference Guide.

Access your family’s immunization information

To access your family's immunization information from the Washington State registry visit, sign up for MyIR to view, download and print your student's immunization records securely online. Once you register, you can access the records anytime you need them. You can print your child's Certificate of Immunization Status for school, child care and camp programs.

Four ways to stay in touch

At the bottom of every district webpage, you can sign up for InTouch announcements and school board meeting agendas highlights delivered to your email box twice monthly. You can also follow us on Facebook, Twitter and Instagram.
Mobile app

Families can [download the district mobile app](#) to easily access student information, grades, attendance, lunch balances, borrowed library books, calendars and more!
Translate notifications and app functions into the language you prefer.

Attendance procedures

We look forward to seeing your child at school every day. Regular school attendance is important, and we will work with you to ensure your child is present to benefit from an excellent education. If your child is absent, please email the school at their attendance email address, which you can find on the school website.

If email is not possible, and even if you leave a message with the school attendance line, please send a written note to the school office within 30 days after your student returns to school.

ECEAP preschool is now enrolling for 2019-20

Everett Public Schools Early Childhood Education & Assistance Program (ECEAP) is a FREE preschool program for three- and four-year-old children from families with limited income. ECEAP prepares children for kindergarten and includes family support and health and nutrition services. It is funded in partnership with [Snohomish County Human Services](#) and [Washington State Department of Children, Youth and Families](#).

The five ECEAP sites within our schools are Garfield, Hawthorne, Lowell, Madison and Silver Lake elementary schools. Additional community locations are available. Space is limited – apply early! For an application or more information, please call 425-385-4628.

Capital projects updates

Thank you for making so many capital projects possible through the April 2016 Capital Bond! You can follow progress on those projects online at [www.everettsd.org/capitalprojects](http://www.everettsd.org/capitalprojects).

Register to vote!

It’s easy! You can register online at [http://bit.ly/VoteRegistration](http://bit.ly/VoteRegistration) or stop by your school office to pick up paper registration materials.
Student opportunities and activities eflyers

We use Peachjar to email approved flyers from community organizations to parents and guardians. Schools also post those flyers on their websites. Look for the Peachjar button in the Quicklinks section of your school home page to see those flyers. You can also register there to have those flyers delivered to your email address if you aren’t already receiving them.

Kids in Transition program

The Kids in Transition (KIT) program supports students who qualify as homeless under the federal McKinney-Vento Homeless Act. Students without a fixed, regular, and adequate nighttime residence may qualify. The KIT program works to eliminate barriers to students’ academic success and extra-curricular involvement. We ensure homeless students have school supplies and provide tutoring or help students join in extended day or summer school classes. We help students with the fees required take part in activities such as sports or clubs. KIT transports eligible students to maintain school stability, as long as the commute is feasible.

Last year, Everett Public Schools served over 1,100 homeless students at some time during the school year. For more information, visit the KIT website or contact Amy Perusse at 425-385-4032 or aperusse@everettsd.org.

Attention volunteers

Our schools rely on volunteers to support many important activities!

- We are digital! All volunteer applications and background checks can only be processed online.
- We are focused on safety! Each applicant requires background check and safety training.

Please plan ahead so your application can be processed in time for volunteer opportunities. The new application is now available online at www.everettsd.org/volunteer.

Backpacks for students in need

Do you know a family who might be in need this year? Stuff the Bus for Kids ensures each child in Everett Public Schools starts the school year prepared to learn. The EPS Foundation will deliver over 1,800 backpacks, filled with school supplies, and make them available to any Everett Public School student who may need extra assistance.

Students in need of a backpack, please reach out to your school to receive your supplies. Backpacks will be available for pick up at each school beginning August 28, the week before school.

www.everettsd.org
Safety tip line

Do you or your student have a concern about someone experiencing bullying or harassment? Or have you perhaps heard a rumor about someone bringing a weapon or drugs to school? **Report it!** You can talk directly with your school’s office or you can call, text or email your concern.

If there is reason for concern about safety on a designated walkway to school, call 9-1-1 immediately for authorized, quick help. We have strong partnerships with local law enforcement who share our interest in safe schools and neighborhoods.

Student safety is a priority for all of us. Working together, we can help make our neighborhoods and schools nurturing places for students to safely learn and grow.

### 3 easy ways

Text or call

📞 855-637-2095

📧 1350@alert1.us

🌐 http://1350.alert1.us