



Madison Elementary School
a Title I School

2017 – 2018
Student/Family Handbook

616 Pecks Drive
Everett, WA 98203
(425) 385-5900

Amanda M. Overly, Principal
Brent Radcliff, Assistant Principal

MISSION STATEMENT:

Our mission, as a school committed to the success of all our children, is to provide a safe learning environment where the individual needs of each child are met by qualified staff, caring families, and supportive community members laying the foundation for lifelong learning.

REGULAR SCHOOL HOURS:

8:30 a.m. – 2:50 p.m.

LIF FRIDAY RELEASE HOURS:

8:30 a.m. – 1:35 p.m.

EARLY RELEASE HOURS:

8:30 a.m. – 12:20 p.m.

TITLE I: Madison Elementary is a Title I school. “Title I” is the name of the program authorized under the Improving America’s Schools Act, from Congress. It is an entitlement program originally established in the 1960’s. The purpose of Title I is to help schools to provide opportunities for every child, to learn the necessary knowledge and skills in the state’s challenging content and student performance standards.

At Madison, the focus of the Title I program is on the following fundamental strategies which address the needs of each child:

- A school-wide focus on improving teaching and learning, by increasing student engagement and rigor.
- Flexibility to establish meaningful goals, in tandem with consistent progress monitoring of each goal.
- Focused targeting of resources (staff, materials, and/or money) to meet student and school needs.
- Strong partnerships between Madison and our community to support the achievement of each child.
- Addressing the developmental and cognitive (learning) needs of qualifying young children through partnerships and/or direct services.

ARRIVING TO SCHOOL

ADULT CROSSING GUARD / SAFETY PATROLS:

We have adults crossing guards at 8:00 am at the corners of Pecks/Cady and Pecks/Rose. **Please remind students to always follow the directions of the crossing guard.**

ARRIVAL PROCEDURES: Students should not arrive at school before 8:10 a.m. unless they are having breakfast at school.

Front doors will be opened at 8:00 am. Any student entering at that time must get to the cafeteria, whether eating breakfast or not. At 8:10, students not eating will be directed to their classroom hallway where they will be expected to read a book. Grades 3-5 MUST bring their own books. K-2 will be provided books, but may also bring their own.

The school does not assume responsibility for students dropped off prior to 8:00 am.

The walking gate between the church parking lot and the little playground will remain locked at all times.

Parents who wish to walk their students into the building must park ONLY at the church, and enter in the front doors. Parents should then escort their student to the cafeteria.

After the first 3 days of school, no parents will escort their students to their classrooms.

Parents wishing to drop off should use the Drop Off lane on Rose.

There can be no dropping off in the church parking lot. This is an unsafe situation for our students. If using the church lot, park and walk your child in.

STUDENT PICK-UP: Parking in the parking lots at Madison is limited.

-Parents can either pick up at the Pick UP lane on Rose or park at the church lot and wait at the map.

-KINDER parents not using the Pick Up lane on Rose will wait at the EAST door between the KINDER classes and the church. KINDER students will be dismissed to parents only, by staff, unless we have a note on file for sibling pickup.

-The gate at the front of the school on Pecks will be opened at approximately 2:30 for parents who would like to meet their child at the U.S. map in the courtyard. PLEASE STAY AT THE MAP.

Middle and high school students who pick up siblings must wait outside of the gates to pick up siblings. Unless with a parent, or picking up a primary student, middle school and high school students are not allowed in the courtyard. Please make arrangements for sibling pick up at a designated area outside of the gates.

The playground is off limits before and after school, so please do not ask your child to wait for you on the playground. For safety reasons, if you are running late, you may call the school and students will wait in the office. All students are expected to go right home after school using the designated walkways.

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 send a written note to the front office. The individual picking your child up will need to provide picture I.D.

ATTENDANCE

CALLING PROCEDURES: Parents are requested to call **Madison Attendance Line at 425-385-5905 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. You **MUST** written notification even if you call.

ABSENCE POLICY: A student who arrives to school after 9:05 a.m. (30 minutes late) will be marked absent for a ½ day (morning). A student who arrives to school after 11:40 a.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 2:20 p.m. (30 minutes early) will be marked absent for a ½ day (afternoon). A student picked up before 11:40 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 is required.**

TARDY POLICY: A student who arrives to school after the 8:35 a.m. bell will be marked tardy (8:36 – 9:05 a.m.). In addition, a student who is picked up before the 2:50 p.m. bell will also be marked tardy (2:20 - 2:49 p.m.).

EXCUSED AND UNEXCUSED ABSENCES:

When a student returns from any absence, a written note should be turned in to the office. Many parents believe that simply calling or sending a note excuses all absences. This is not so. You must send a note or email. District policies dictate that illness, family emergencies and medical appointments are excused absences. **A missed bus, being too tired, minor ailments, or continued head lice are not 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) or more unexcused absences in a month they must attend a conference with the Principal our counselor. With 5 unexcused absences in one month, we must start or ten (10) or more unexcused absences in a year, 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.

APPOINTMENTS AND CHANGES IN AFTER SCHOOL PLANS:

In order to keep disruptions to a minimum, **we will not disturb classrooms the last 10 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 2:20 p.m. it is recorded as a half day absence. We know unexpected

situations arise, but we appreciate at least one hour notice of any changes to pick-up or after school plans. Again, active learning is happening until the end of the school day, so we will not disturb classrooms after 2:45 p.m. Thank you for your cooperation with this new policy.

BICYCLES: In accordance with School Board policy, **only 3rd – 5th grade students may ride bicycles to school.** All riders must wear a helmet and walk their bikes at patrolled crosswalks, and on the school grounds. Bike racks are provided, and a sturdy bike lock is required. *Madison Elementary is not responsible for bicycle security.* All bicycles and bike riders must be registered with the school on a form that is available in the Madison office. Failure to follow any of these procedures may result in a loss of bicycle privileges.

BREAKFAST AND 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. Students are not to bring glass containers for water to school. Plastic or metal bottles only. Soda pop and gum are also not allowed at Madison. **Parents are welcome to visit during lunch, but must sign in at the office.**

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. No exposed midriffs, please!

Pants/shorts/skirts: Pants must be secured at the waist and cover the stomach and 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.

Hair: Extreme hair coloring, styles, and wild accessories that are disruptive are not allowed. In this case a child may be removed from class until remedied.

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.

Make-up: Face painting and make-up is disruptive to the school environment, and may not be worn (even when part of a school wide Spirit Day) at school. When it is excessive, the student will be required to wash it off before going to class.

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 and/or to serve detention. 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: Madison 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

(HIB): It is the policy of Everett School District and Madison 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 Mrs. Overly, the principal, Mr. Radcliff, the assistant principal, or Robert Polk, the district Compliance Officer, and utilize the district HIB Incident Reporting Form.

ILLNESS: Children need to be in school to learn. However, if your child is ill, please **DO NOT send him/her** to school. For your child's protection as well as for other children in school, students who are sick with a fever (100 degrees or more) must stay home until their temperature remains below 99 degrees for 24 hours (without the aid of medication). If your child has been vomiting or has diarrhea or pink eye, please keep him/her home for observation. He/she may return to school after being symptom-free for 24 hours. **A note 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.

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

Some of the general **behaviors that are NOT allowed** fall under our school rules, board policies and/or federal, state, and local laws, and are listed in the next column:

Behaviors NOT allowed at Madison:

1. Fighting (including "play" fighting), hurting, harassing, intimidating, or bullying (HIB)
2. Swearing or using vulgar or obscene words or gestures
3. Intentional misuse or damaging of property
4. Stealing
5. Throwing rocks, sticks, dirt, wood chips, snowballs, etc.
6. Bringing weapons to school - Guns/knives (including toys), and/or anything resembling guns/knives – are strictly forbidden. Weapons can include using school appropriate objects in inappropriate ways (i.e. stabbing with a pencil)
7. Using alcohol or any unauthorized drugs
8. Leaving school grounds without teacher permission and/or office approval
9. Leaving an area without permission and/or a pass from an adult supervisor
10. Refusing to do what is requested by a teacher or any other adult who is working for the school on a regular or volunteer basis

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. The forms require a signature from your physician or dentist, **and** from you, the parent or guardian. Per district policy, medication includes such things as cough drops and aspirin. Students who bring any unauthorized medication to school are subject to discipline.

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 play under the covered 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.

SCHOOL INTERVENTIONS: The staff at Madison Elementary is dedicated to a relentless effort to do whatever it takes to ensure that no child is left behind. As part of our commitment, we believe in intervening when academic and/or behavior problems occur, and in being proactive whenever possible. Interventions may occur at a variety of levels:
Classroom/Teacher Level - The teacher works with the student to teach, problem solve, develop, and adjust student academic and behavioral plans. Families are notified for support and encouragement for student success.

Grade Level Teams- Teachers work collaboratively within the building to assist each other with problem solving, developing plans and implementing highly effective strategies for students.

Administrative Level - The principal is involved in meeting with the teacher, student, and/or families to problem solve, adjust, and develop effective instructional strategies.

Student Support Team (S.S.T.) – S.S.T. includes the classroom teacher, social worker, administrator, and other school specialists. This group meets with parents, and sometimes students, to create individualized action plans to remove barriers that prevent students from being successful at school. These problems can include academic, social and/or behavior concerns. The teacher and team track the progress of the action plan until success is achieved.

Evaluation Team -The evaluation team includes the psychologist, classroom teacher, special education teacher, principal and other building specialists as appropriate. The team reviews current and previous student data, as well as any Individual Education Plans (IEPs) and creates a plan for the next steps. This may include further revision of a current plan or developing a new plan based on the behavior and/or academic needs of the child. The plan may include options such as assessments, specially designed instruction, counseling and/or tutoring. The team also accepts referrals for Special Education assessments.

SKATEBOARDS, SCOOTERS, WHEELED SHOES, AND ROLLER BLADES: are **not permitted** at school.

SUSPENSIONS: Suspension or expulsion may occur for behaviors as stated in the Student Rights and Responsibilities Policies handbook (bullying, fighting, disruption of school, possession of weapons, drugs, fighting, etc.).

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; however, students will be allowed to call home if a ride does not arrive for them at the end of the school day.

* **Cell phones are not permitted to be used.** Parents who wish to send a cell phone with their students for safety calls to and from school may do so; however, **cell phones may not be visible and must be OFF during school hours.** We will not be held responsible for any items that are lost or stolen.

** We also **ask for your cooperation in eliminating the need to call in messages to your child at school**, as it is disruptive to deliver messages to classrooms. When calls are made, we cannot guarantee that students will always receive the message, especially those received at the end of the day. Emergency calls will be accepted.

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, including fidget spinners, or sports equipment for recess. The school will provide play equipment during recess. Electronic games, music players, trading cards, 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 Madison. Tutors are needed in all academic areas, as well as in the library, in classrooms and on field trips. **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 three 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:

Affirmative Action Office – [Carol Stolz](#), 425-385-4106

Title IX Officer – [Randi Seaberg](#), 425-385-4104

Section 504 Coordinator – [Becky Ballbach](#), 425-385-4063

ADA Coordinator – [Becky Clifford](#), 425-385-4050

Address: 3900 Broadway, Everett, WA 98201

DISTRICT INFORMATION

The district shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, veteran or military status, the presence of any physical, sensory or mental disability or the use of a trained dog guide or service animal by a student with a disability.

Designated to handle inquiries about nondiscrimination policies are:

Affirmative Action Office – Carol Stolz, cstolz@everettsd.org, 425-385-4106

Title IX Officer – Randi Seaberg, rseaberg@everettsd.org, 425-385-4104

504 Coordinator – Becky Ballbach, rballbach@everettsd.org, 425-385-4063

ADA Coordinator – Becky Clifford, rclifford@everettsd.org, 425-385-5250

Address: 3900 Broadway, Everett, WA 98201

Required legal below notices are also available on the district website and in the Student Rights and Responsibilities Handbook that is sent home with each student.

Access to public records

Many records and documents in Everett Public Schools 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 finance and business services office. Records can be requested by writing that office at PO Box 2098, Everett, WA 98213, sending an email to publicrecords@everettsd.org or calling 425-385-4150.

Your student’s records are confidential

Everett Public Schools takes very seriously its duty to protect student records and privacy. Student transcripts and other education-related records are protected by multiple security measures. Only those teachers, administrators and other staff members who work directly with the student and have an educational need to know about the student have access to individual student records. Staff members are expected to maintain confidentiality about information contained in a student’s records.

Vaccination requirements

Students in kindergarten through 12th-grade need 2 doses of Varicella (chickenpox) vaccine or have a health care provider document that they have already had chickenpox. Review vaccination requirements for your child on the Washington State Department of Health website.

Safety tip line

Do you or your student have a concern about someone who may be experiencing bullying or harassment? Or 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, calling 9-1-1 immediately will get 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.

Student opportunities and activities eflyers

We email approved flyers from community organizations to guardians through a system called Peachjar. The flyers are also posted on each school's website. Look for the Peachjar button in the Quicklinks section of the school home page to view flyers or register to receive e-flyers.

4 ways to stay in touch

At the bottom of any district webpage, you can sign up for InTouch announcements right to your email box about twice a month. You can also follow us on Facebook, Twitter and Instagram.

Attendance procedures

We look forward to seeing your child at school each and every day. Regular school attendance is important, and we will work with you to ensure your child is present and benefiting from a world-class education. If your child is absent, please email the school at

MAAttendance@everettsd.org

If email is not possible, and even if you leave a message with the school attendance line, please submit an excuse note to the school office within 30 days of your student returning to school.

ECEAP preschool accepting applications for 2017-18

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 provides family support and health and nutrition services. It is funded by the Washington State Department of Early Learning. The five ECEAP sites within our school district are Garfield, Hawthorne, Lowell, Madison and Silver Lake elementary schools.

Space is limited – apply early! For an application or more information, please call 425-385-4628.

Capital projects updates

The district is hard at work on many projects approved by voters in April 2016. Learn more about the projects the 2016 bond and capital levy are funding and see regular updates at www.everettsd.org/capitalprojects.

Register to vote!

Voter registration information and materials are available in an area in your school's main office. You can also register to vote online at <http://bit.ly/VoteRegistration>.

Kids in Transition program in Everett Public Schools

The Kids in Transition (KIT) program supports students who qualify as homeless under federal McKinney-Vento legislation. Students who lack a fixed, regular, or adequate nighttime residence may qualify. The KIT program works to eliminate barriers to students' academic success and extra-curricular participation. We ensure homeless students have school supplies and provide tutoring or facilitate student participation in extended day or summer school classes. We help students participate in activities such as sports or clubs by paying required fees. KIT provides transportation for 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.