

LOWELL IS A “MAKE YOUR DAY” SCHOOL

Lowell has implemented the school-wide Make Your Day Student Citizenship and Discipline Program. Our goal is to create a physically and emotionally safe learning environment at Lowell. Students will know their decisions result in fair, logical and predictable consequences. Students are empowered to make decisions that will provide them the opportunity to learn through their successes and mistakes while preserving their dignity.

The components of Make Your Day include **expectations, points, concerns, and steps.**

There is one basic rule: Everyone has the right to learn and be safe without interference from others. In addition, there are two over-riding expectations: Do what is expected and do it the best you can.

All staff set clear expectations for behavior and achievement before students move through different activities throughout the day. Expectations are included for traveling to and from school appropriately.

Students Make Their Day by earning a set number of points each day. At the end of the day, students will total the points they earned during the day and report if they made their day.

Students “choose steps” when they display behavior that interferes with the learning, safety, or well-being of others. Choosing steps is a consequence not a punishment. Students have control of when they choose steps based on their behavior choices. When a student chooses steps they are temporarily removed from the learning environment. Students’ academic grades are not directly impacted by choosing steps. However, if a student repeatedly chooses steps and thereby removes themselves from the learning environment, it may negatively impact their achievement.

Parents will be required to come to school for a conference on a day when a child chooses severely disruptive behavior that escalates to a Step 4. These are called “Step 4 Conferences.”

Students who do not earn enough points to Make Their Day will be given a School-Home Communication Form to take home to their parent/guardian. This slip is designed as a communication tool for you. The form will tell you that your child did not “make his or her day” today. This is not a sign of failure or a reason for punishment. It is a positive sign that your child is taking responsibility for choices made during the school day. In order to help your son/daughter make better choices tomorrow, we encourage you to review the information on the slip with your child and discuss possible better choices for tomorrow. *Parents and students will be asked to sign the form and return it to school the next day.*

We will host parent informational meetings and send home parent guides to explain the program. Further information on this program is available through our office or at www.makeyourdayparents.com

EMERGENCIES

Lowell has Emergency Procedures prepared for earthquake, fire, and 'lockdown' situations. Whole school drills are regularly scheduled. In the event of a true emergency, please be patient. Our first priority will be to ensure student safety. Office personnel will be busy helping students, directing emergency crews, etc., and may not be able to answer your calls promptly. If you choose to pick up your child, you must first come to the office to sign-out the student. Our staff is trained to deal with emergencies and will not release any child until an authorized person arrives as noted on your child’s emergency contact information.



KEEP US INFORMED

It is imperative that you keep us informed of any changes in your telephone number, residence or workplace. In the event of an emergency, student illness, or teacher concern, we need to be able to reach you. Please remember to verify your child’s alternate emergency contact person’s phone numbers as well.

TITLE 1 FUNDING

Lowell is a Title I School which is federally funded to increase achievement for all students to meet state and local academic standards in reading and math. Funds provide additional reading and math teaching staff, materials to address specific needs, and provide parents with meaningful opportunities to participate in the education of their children.

PUBLIC PARTICIPATION AND ACCESS

The district makes policies and procedures and any required evaluations, plans, and reports relating to Part B Special Education Program available to the public, upon request, through the district’s special education office and/or the Superintendent’s Office. If interested, please contact the Executive Director of Special Services at (425) 385-5250.

Thank you for taking the time to read this. If you have questions you may call us at the school.

**Cindy Foster, Principal
(425) 385-5300**

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, Randi Seaberg, 3715 Oakes Ave., Everett, WA 98201, 425-385-4104; ADA Coordinator, Kristine McDowell, 202 Alder St., Everett, WA 98203, 425-385-5250; Section 504 Coordinator, Becky Ballbach, 4730 Colby Ave., Everett, WA 98203, 425-385-4086. (Email address for each is FirstInitialLastName@everettsd.org)

Student Handbook

Lowell Elementary

5010 View Drive
Everett, WA 98203
(425)385-5300

Cindy Foster, Principal

MISION STATEMENT

Our mission at Lowell Elementary School is to assist students to develop skills, knowledge, and attitudes to achieve high standards and become responsible citizens.

VOICE MAIL

The following voice mail phone numbers are provided for your convenience when calling to schedule appointments or leave messages for your student's teacher.

Office

Mr. Hagin & Mrs. Rowland	425-385-5300
Health Room, Mr. Deubler	425-385-5306
24 hr. Attendance Line	425-385-5305
Kitchen, Mrs. Mullen	425-385-5307
Counselor, Mary Donnelly	425-385-5310
Psychologist, Robin Arnold	425 385-5312

TEACHERS

Anderson, Connie	385.5354
Britsch, Melissa	385.5348
Case, William	385.5377
Christensen, Kathryn	385-5331
Detloff, Mary	385.5334
Fackerell, Jack	385.5361
Fritzler, Lynn	385.5363
Jarchow, Grace	385.5387
Khan Calhoun, Doreen	385.5335
Knudtson, Patsy	385.5376
Krachmalnick, Joyce	385-5367
Langley, Craig	385.5368
Lindseth, Ouida	385.5350
Maynard, Wendi	385.5362
McAlister, Melissa	385.5364
Michalski, Chris	385.5360
Minchew, Jackie	385.5385
Muller, Laurie	385.5337
Neyens, Lindsey	385.5358
O’Connor, Lisa	385.5357
Ozanne, Pamela	385.5325
Phillips, Stephanie	385.5332
Preston, John	385.5347
Radcliff, Brent	385.5377
Raymond, Rob	385.5308
Seiber, Amy	385.5365
Swan, Kelly	385.5374
Turnbull, Di	385.5321
Wartenbee, Stacey	385.5352
Zehr, Renee	385.5375

The Everett Public Schools website is located at:

www.everett.k12.wa.us/everett

This website has links to all the schools in the district as well as an abundance of other information.

Lowell information website:

www.everett.k12.wa.us/everett/Lowell

E-Mail staff members by simply entering:

firstinitiallastname@everettsd.org

ARRIVAL

Playground and cafeteria supervision begins at 8:10 a.m. School Patrols and Crossing Guards are on duty at this time. Students are not to arrive on campus before 8:10 a.m. The school does not assume responsibility for supervising students prior to that time unless they are enrolled in a special before school program.

DAILY TIME SCHEDULE

8:10 Safety Patrol and Breakfast begin

8:30 FIRST BELL

8:35 TARDY BELL

10:45-11:25 2nd grade lunch

11:05-11:45 4th grade lunch

11:15 AM Kindergarten dismissal

12:00 P.M. Kindergarten begins

11:25-12:05 3rd grade lunch

11:45-12:25 5th grade lunch

12:05-12:45 1st grade and ADK lunch

2:40 Safety Patrols begin

2:45 DISMISSAL



DAILY ATTENDANCE

Daily attendance is expected and leads to academic success. An absence will be recorded as excused if it is due to illness, family emergency, religious holiday, court dates, funerals, or is a properly prearranged absence. Washington State law (BECCA Bill) requires the school to file a petition with the juvenile court when a student accumulates 7 unexcused absences in one month or 10 in one year, or when, in the judgment of the principal, the pattern of absences indicates an ongoing attendance problem. Students who fail to attend the majority of hours in that student’s average school day (50% or greater of the day) are considered full day absent. Lowell’s policy requires parents to notify the school the day of the absence by contacting the **attendance phone line: 425-385-5305**. Please see EPS Attendance Policy #3122 for more information on the new attendance policy.

TARDY

Students who arrive after the second morning bell (8:35) will be marked tardy and must come to the school office to receive a tardy slip to enter the classroom. Students who are chronically late miss many learning opportunities and disrupt the classroom. Students who arrive more than 30 minutes late or leaves 30 minutes early recorded as a half day absent. Repeated and excessive tardies may lead to a principal review.

Please make every effort to help your child start the day on time with his/her class instruction.

EARLY PICK- UP

Please try to schedule appointments during non-student days (consult your school calendar for a complete listing). We recognize that some appointments require a student to be released early from school. Parents are requested to notify the teacher and office of any early pick-up. It is helpful if this occurs at least 45 min. before the end of the school day. Parents must come to the office and sign the early release register. Students will then be called to the office to meet their parent.

HEALTH AND SAFETY

Accidents

If an accident occurs, a child should report the incident to the duty supervisor immediately. If a child is injured at school, a staff member competent in first aid will give the student emergency first aid treatment. Parents (or their emergency contact) will be notified immediately. 911 will be contacted should the emergency be life threatening. **Please be certain we have the most current phone numbers in the office at all times.**

Illness

Parents will be notified if a child is running a temperature of 100 or higher, or appears to be ill and not able to participate in the activities of the classroom. We are not equipped to provide on going care to an ill student. Parents or their emergency contact will be asked to pick up the student. Children running a fever should be kept home for 24 hours after the fever is broken. A child sent to school must be able to participate in all activities. Students are expected to go outside for recess.

Communicable Diseases

If your child has been diagnosed with a communicable disease, please notify the health room, 385-5306. The student needs a doctor's written permission to return.



Medication at School

State Law requires a doctor's signed authorization to dispense medication at school. Medication must be in its original container and properly labeled by the licensed prescriber. Over the counter medications such as Tylenol, eye drops, antacids, cough drops, cough and cold medications, etc. are subject to the same regulations. **Students are not allowed to carry their own medication;** parents are required to bring medications to the health room. Parents are allowed to come to the school office to dispense medication if they so choose.

BUILDING RULES

Arriving and Leaving School

Unless children ride the bus or are on school patrol, students may not be on school property until 8:10am. and must be picked up by 2:55. After school, students are to go directly home. They are not allowed to play on the playground until they have been home to get permission to return and then only after 4:00pm. There is no supervision before 8:10 or after 2:55.



CHANGES IN TRANSPORTATION

When a student (at parent request) is to go home with another student or any other place that is out of their ordinary routine at dismissal, he/she must have a note from the parent brought to the office in the morning. **Phone calls from parents must be received by 2:00 pm. to assure ample time to get the message to your child.** Teachers are directed to send students home via the usual transportation if there is no note from the parent. Students will not be allowed to use the school phones to arrange play dates.

DRESS AND APPEARANCE

Student dress will be 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. School officials will work with students, parents, and teachers to communicate descriptions of dress considered disruptive to the educational process. The following are guidelines for appropriate dress:

All Clothing/Accessories: No obscene, offensive or suggestive logos, phrases or words. Also, tobacco, alcohol or drug references are not allowed.

Tops: Shirts and tank tops must cover the shoulders (at least three fingers wide--*no spaghetti straps*) and be long enough to cover the mid-section of the body.

Pants/shorts/skirts: Pants must be secured at the waist and cover the stomach and underwear. Shorts and skirts must reach below the child's fingertips when his/her arms are extended downward.

Hats: Hats, bandanas and hoods are to be removed while inside the building.

Shoes: High heels and flip-flops are not safe.

Therefore, they are not allowed at school. Athletic shoes are desirable on P.E. days.



Shoes with wheels are not allowed at school.

Fragrances: Perfume is discouraged or should be used in moderation. Many people are allergic to perfume.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be subject to progressive discipline. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the Student Rights and Responsibilities policy 3200. Students who are out of compliance will be asked to call home for appropriate clothing or to wear 'emergency clothes' from our Health Room. If the student does not comply with the request, then the student will be held accountable.

LOST AND FOUND

Articles of clothing or other items found on the school grounds are taken to our lost and found located in the cafeteria. Mark clothing and encourage your children to check the lost and found if they lose something.

TOYS, GAMES and ELECTRONIC EQUIPMENT

Children are to leave their own toys at home and use only school equipment unless the teacher or principal has given permission. Personal belongings **not** permitted include: Basketballs, footballs, toys, games, skateboards, skates, scooters, shoes with wheels electronic equipment and hand-held video games, ipods, laser pointers, MP3 players, CD players, radios, trading card collections, such as Yu Gi Oh and any other items that pose a safety risk or are a distraction to the classroom or playground. Equipment will be taken from a student and held in the office until a parent picks it up. The school is not responsible for lost or damaged items, including cell phones. If a cell phone is brought to school, it must be turned off during school hours and kept put away. **Toy guns or play weapons, of any type, are not allowed.** Please understand that with the heightened awareness of personal safety, many students can become quite frightened and rumors get blown out of control. **We do not allow any play weapons or pretend fighting on campus so children can feel safe in our learning environment.**

PARENTS/VOLUNTEERS/VISITORS

Please know that you are always welcome in our school. We invite parents, grandparents and other community members to volunteer at Lowell. Tutoring for the reading program, or helping in the library, classroom or on field trips is especially valuable for our students. Applications can be submitted on-line at www.everett.k12.wa.us and then by clicking on Quick Links on the lower right hand corner. In addition, paper applications are available in the office. Both applications require a background check. These forms must be renewed every three years.



Please remember: ALL VOLUNTEERS AND VISITORS MUST CHECK IN WITH THE OFFICE BEFORE VISITING OUR CAMPUS.

If you wish to visit and observe a classroom we ask that you schedule your visit in advance. A visit which is planned with the teacher or principal will be more successful and satisfactory than a chance visit, which may find the child engaged in an activity outside the room. Please schedule a classroom visit with the office or teacher.

When you are bringing items forgotten by your child (lunches, books, money, etc.), please bring them to the office. We will call the classroom at an appropriate time and make sure your child receives the item. This will help keep classroom interruptions to a minimum.

STUDENT DROP-OFF AND PICK-UP

• It is preferred parents drop students off at the South end of the building to walk around to the covered area before school.

There are no patrols or adult supervision at the front entrance and it is a busy street

• Please respect the patrols, adult supervisors and posted signs.

• Everyone should use the designated crosswalks.

• Park in designated parking stalls.

• After school, parents can pick students up on the blacktop area at the south end of the building.

• Do not drive into the south parking lot when buses are there.

Following these guidelines is a safety issue and is also necessary for traffic flow. The safety of each child is our highest priority.

BIRTHDAYS/CELEBRATIONS

In order to preserve the instructional integrity of the classroom, celebrations in the classroom will be limited to the end of the school day. Please consult teachers so they can set aside the necessary time. Treats must be store bought, not homemade. Please no drinks or frozen treats. Sweets should be limited—healthy options are preferred. Avoid brining any treat with peanuts or peanut butter due to allergies.

HOMEWORK POLICY

Parents can assist students with their homework by providing a specific place for them to work. It should be comfortable, well-lit, and free of distractions such as the television, electronic games, and stereo. A regular time set aside for completing assignments, reading, or writing will go a long way towards establishing good study habits. You should expect your child to study about 30-45 minutes each day.

This would include:

• Read each evening. Students should read or be read to for at least 20 minutes each day.

• Practice math facts (addition, subtraction, multiplication, division) approximately 10 to 15 minutes. Encourage your child to problem solve with you.

• Finish any work not completed in class.

Every Thursday school and classroom newsletters will be sent home. Parents are encouraged to check their child's backpack for notes from the teacher regarding incomplete assignments, make-up work, or special projects which may require additional time at home. Homework for an ill child can be

requested by contacting the office prior to noon. Homework will be ready for parent pick-up in the office after the school day. This year we will be sending our weekly newsletters via email. Please give your email address to your child's teacher. We will protect your privacy by not sharing this address with others. You can also find The Lowell Weekly on our school website, www.everett.k12.wa.us/lowell/

HARASSMENT, INTIMIDATION AND BULLYING

In our continuing effort to maintain a safe and positive learning environment, Lowell staff has developed an anti-harassment, intimidation and bullying policy. This policy aligns with school district policy and state law.

The district policy states that the Everett Public Schools maintains a safe, respectful and secure learning environment for all students that is free from harassment, intimidation and bullying. The district's core values include our commitment to value differences among people and treat one another respectfully. Harassment, intimidation and bullying of students by other students, by staff members, by volunteers, by parents or by guardians is prohibited. It shall be a violation of this policy and the district' student discipline policy for any student of the district to harass, intimidate or bully another students through electronic, written, verbal, nonverbal, or physical conduct while in or on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property. Copies of the policy are located in the office and each classroom. All staff members have received training how to respond effectively to bullying problems. Students are encouraged to recognize, refuse, and report bullying when it happens to them or someone else. Please refer to Everett Public Schools policy 3204 regarding the definition, prohibition, and consequences of harassment, intimidation, and bullying. All staff members are expected to help students make good choices and learn from their mistakes. Each teacher has explained classroom rules and consequences to their class and will communicate those expectations to parents as well.

Revised 8/31/12



