

Penny Creek A to Z

Student Handbook Information
2018-2019



Penny Creek Elementary
4117 132nd Street SE
Everett, WA 98208
425-385-7200

Email: PennyCreek@everettsd.org

Principal
Margaret Heater

Assistant Principal
Stefani Koetje

Our mission statement

The Penny Creek Staff will, in partnership with our learning community's parents and families, make a commitment to learning for all, and collaborate to ensure that all students will achieve high standards.

Everett Public Schools complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran status, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Affirmative Action Officer, Title IX Officer, ADA District Coordinator, or Section 504 Coordinator.

Affirmative Action Officer: [Randi Seaberg](#)

Phone: 425-385-4104

Mailing Address: 3900 Broadway, Everett WA 98201

Title IX Officer: [Mary O'Brien](#)

Phone: 425-385-4106

Mailing Address: 3900 Broadway, Everett WA 98201

ADA District Coordinator: [Randi Seaberg](#)

Phone: 425-385-4104

Mailing Address: 3900 Broadway, Everett WA 98201

Section 504 Coordinator: [Becky Ballbach](#)

Phone: 425-385-4063

Mailing Address: 3900 Broadway, Everett WA 98201

ANIMALS (see **PETS** below)

ARRIVAL AND DISMISSAL

<u>Arrival Times</u> 8:50-9:10 a.m. Student Arrival 9:10 a.m. First Bell Rings	<u>Dismissal Times</u> 3:30 p.m. Regular Dismissal 2:15 p.m. LIF Dismissal 1:00 p.m. Early Release Dismissal
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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.

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- 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.

Checking out students before the end of the school day

If it is necessary for a parent/guardian to pick up a student before Penny Creek's 3:30 p.m. dismissal time, a note must be written stating the specific date and time requested. 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. Students will be called from the classroom for dismissal once parent/guardian arrives at the office. For the safety and security of students, we will ask for photo identification.

Participation in all school subjects and activities are critical to the success of each child. Because our teachers use every instructional minute to teach students, we would ask that parents or guardians refrain from picking student(s) up from school early. The regular student day ends at 3:30 pm, and should parents wish to pick up students from school, we'd ask that you follow the parent-pick up procedures listed above. We do recognize that sometimes medical, dental and other important appointments cannot be scheduled outside of the student day, and we can take exception to these.

On a regular basis, however, we would ask that students not be pulled out of class early for dismissal.

ATTENDANCE

Attendance is a critical component for student success at Penny Creek Elementary School. We expect all students to attend every day on time. Please understand that when your student is absent, we cannot duplicate what has been accomplished in the classroom during the school day.

School hours at Penny Creek are **9:15 a.m. to 3:30 p.m.** The first bell rings at 9:10 a.m. Instruction begins promptly at 9:15 a.m., at which time your student should be in the classroom.

Students arriving after 9:15 a.m. are to report to the office accompanied by or with a note from a parent before going to their classroom.

When a student is absent from school, in order to be considered excused, we expect an email/call from a parent or legal guardian as soon as possible on the morning of the absence. Students may have their absence excused one of three ways:

- Email PCEattendance@everettsd.org (an email link is on our school's website home page)
- Send a written note the day he/she returns to school.
- Call the attendance line at (425)385-7205. Additionally, please submit an email or written note of explanation to school within 30 days.

Please include the student name and ID number, date(s) and reason for the absence, parent/guardian name, signature and phone number.

The preferred method of reporting attendance is to email PCEAttendance@everettsd.org If an email is sent regarding your student's absence, you will not need to follow up with a message on the attendance line. Please make sure you are sending the email from the email address that is on record with the school.

If a student is *absent three (3) or more days due to illness they are expected to return to school with a note from a doctor in order to be considered excused.*

Once your student returns to school, he/she is expected to participate fully in school activities, including outside recess.

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Examples of excused absences are:

- Illness/Health Condition
- Medical Appointments (please provide a medical note to excuse the absence upon return to school)
- Family Emergency/Funeral
- Religious or cultural purposes

After a student has ten (10) or more excused absences in a school year, a medical note will be required to excuse any further absences.

According to state law, any student with **7 unexcused absences in a month or 10 unexcused absences in a year** will receive a BECCA petition from the juvenile court.

The State of Washington has a Compulsory Attendance Law, Chapter 28A.225RCW which requires parents to have their children, ages 6 through 18, in attendance. The law requires us:

1. To inform you in writing or by telephone whenever a child has **one unexcused** absence during any month.
2. To schedule a conference with you after **five or more EXCUSED** absences in a single month or **ten or more EXCUSED** absences in the current school year.
3. To schedule a conference with you after **two UNEXCUSED** absences within any month.
4. Take steps to reduce or eliminate the absences.

If the actions above are not successful, upon the **fifth unexcused** absence during a month or ten during the current school year, the school must file a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law. Please help us by sending your child to school daily and making those calls and sending notes to the office in case of absence.

- **Tardiness and Early Release of Students**

Excessive tardiness and early releases can be just as serious as unexcused absences, and, long-term, can have a similar detriment on student learning. Even though it may seem that leaving just ten minutes early or arriving five minutes late is a negligible amount, it adds up very quickly and interferes with individual progress and classroom procedures.

Students are tardy if they arrive to school between **9:15am – 9:45am** or if they leave school between **3:00pm – 3:30pm**.

A student's attendance will be recorded as a part day absence from school if they arrive or leave school between **9:45am – 3:00pm**.

It is very important that all students attend school every day, on time, and all day to minimize the impact that missed instruction has on his/her learning.

- **Prearranged Absences**

Everett Public Schools' attendance policy (P3122) states, "Families should not schedule vacations or travel while school is in session. If a family vacation or travel must occur while school is in session, it must be prearranged prior to the absence and approved by the principal (or designee). ...The principal (or designee) may excuse up to five (5) school days for a prearranged absence per student each school year. Assignments requested for a prearranged absence will be provided to the student or parent if requested five (5) school days prior to the absence." **In summary, the district policy does not indicate that a family vacation is a valid reason for an excused absence.**

We of course, understand there are exceptional circumstances that, on rare occasion, preclude families from being able to avoid pulling students out of class (a family event that you do not have control over, like a wedding, etc.) and we take this into consideration when reviewing absences to determine if it will be considered excused.

If you must take your student out of class, **please fill out and return to the office the Prearranged Absence Form at least one week prior to the vacation date.**

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Teachers will not create supplemental instructional activities to compensate for the time your student is away from class. Most likely, your student will have to catch up when he or she returns to school.

Everett Public School's Attendance Procedure 3122P may be found online at:

<http://docushare.everett.k12.wa.us/docushare/dsweb/Get/Document-39668/3122P%20Attendance.pdf>

BICYCLES AND WALKING

All students with safe walking routes will be dismissed at 3:30 to walk home. If you choose to have your student ride his/her bike, it is expected that the student will follow all applicable laws and regulations that govern bicycles on the road. Penny Creek students who ride bikes to or from school must have an appropriate bicycle helmet. Students who depart Penny Creek onto westbound 132nd must walk their bikes along 132nd street, and may ride according to the rules of the road once they arrive on 44th Ave.

Once students have arrived on Penny Creek campus, they must dismount the bike and walk it to a location to secure the bicycle. Students should provide their own locks, and Penny Creek Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken bicycles. Students who fail to comply with Penny Creek bicycle rules will be subject to disciplinary action and/or will not be allowed to ride bicycles to school.

Due to safety concerns, Penny Creek students may **not** ride skateboards, scooters, or rollerblades to or from school. Additionally, shoes with wheels in them (also known as "heelys") are not allowed at school. Please contact the office for additional information or special circumstances.

BIRTHDAYS

A birthday at school is exciting for many of our students. If a student would like to bring in birthday treats for the classroom, they are welcome to do so. We ask however, due to allergy and health concerns, that all treats or snacks brought in for the class be commercially prepared or "store-bought". Homemade treats are *not* allowed for distribution to students at Penny Creek. In addition, there are several students with allergies in many classrooms, and therefore require some of our classrooms to be "nut-free". **Please check with the classroom teacher prior to sending in treats to determine the specific guidelines for the classroom.** We request that parents do not arrange for delivery or bring in items such as birthday flowers or balloons to students, as they create a major disruption to the classroom. Balloons and glass (flower vases) are also prohibited on school buses. Thank you in advance for your attention to this.

BULLYING, HARASSMENT, INTIMIDATION

It is the policy of Penny Creek 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 shall be a violation of this policy and the district's student discipline policy for any student of the district to harass, intimidate or bully another student 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.

Harassment, intimidation and bullying (HIB) means any intentional electronic, written, verbal or physical act including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental, sensory, or physical disability or other distinguishing characteristics, when the intentional electronic, written, verbal or physical act:

- Physically harms a student or damages the student's property;
- Has the effect of substantially interfering with a student's education;
- Is so severe, persistent, or pervasive that it creates an intimidating, embarrassing or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation and bullying.

"Other distinguishing characteristics" may include, but are not limited to physical appearance, clothing or other apparel, socio-economic status and weight.

“Intentional” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Harassment, intimidation and bullying can take many forms, including but not limited to: slurs, name-calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, oral, or physical acts or electronically transmitted messages or images.

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 Penny Creek staff member for assistance in resolving the matter. In addition, there are Incident Report Forms located in the office if the individual would prefer this method of reporting. Students and/parents who wish to report an incident of harassment, intimidation or bullying can contact the Penny Creek Principal, Margaret Heater at (mheater@everettsd.org or 425-385-7200), the Assistant Principal, Stefani Koetje at (skoetje@everettsd.org or 425-385-7200), or the counselor, Diane Roberts at (droberts@everettsd.org or 425-385-7200). At any time, regardless of the situation, if you are not sure who to contact, you may email Penny Creek Elementary at PennyCreek@everettsd.org. Students are encouraged to report school-related harassment, intimidation, and bullying of which they have knowledge. Staff members and school administrators will use both informal remedies and disciplinary actions as appropriate to the goal of ending harassment, intimidation, and 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 and Procedure 3204 – Prohibition of harassment, intimidation, and bullying.

BUS RIDING

A list of District Bus Rules and Regulations are distributed to and discussed with all students at the beginning of the school year. These rules are also available in the school office. The following basic rules help ensure 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 each and every school day to and from school. Any student riding a different bus home or getting off at a different bus stop must have a **signed, dated note** describing the change, given to his/her teacher. Then the student will receive a bus pass from the school office. A continuing bus pass may be issued for such activities as Scouts, dance lessons, etc.
- Students who ride buses 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 Penny Creek’s behavior expectations. Violation of these rules may result in suspension of riding privileges. 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 rather than ride his/her bus.
A child without a note will be put on his/her regular bus.
- Kindergarten students are not allowed to get off the bus without an adult to meet them.
- If there is a family emergency and you need to pick up your child who normally rides the bus, please come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that your child needs to come to the office to be picked up. Students will be released from the office only. Do not go to the bus area – supervisors are unable to sign out any students at the bus loading area.
- Large packages, glass items, skateboards, roller blades, roller skates, wheeled shoes (“heelys”) or pets are **not** permitted on the bus. Students may not use cell phones on the bus, to either call or text.
- Use of personal electronic games (Gameboy, etc.) or iPods or MP3 players or other personal music devices is at the discretion of the driver. (These items should be secured in students’ backpacks in their lockers at school. Students bring these items at their own risk; Penny Creek Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken electronic games, cell phones or personal music players.)

CAFETERIA FOOD

The following is the pricing structure for the 2018 - 2019 school year:

	Elementary	Middle and High School
FULL PAY	BREAKFAST: \$1.25 LUNCH: \$2.75	BREAKFAST: \$1.50 LUNCH: \$3.00
REDUCED	BREAKFAST: No Charge LUNCH: No Charge* (K-3rd grade) \$0.40 (4th & 5th grade) *State funding covers the co-pay for reduced price students K-3rd grade	BREAKFAST: No Charge LUNCH: \$0.40
FREE	BREAKFAST: No Charge LUNCH: No Charge	BREAKFAST: No Charge LUNCH: No Charge
ADULT	BREAKFAST: \$2.00 LUNCH: \$4.00	

Breakfast at Penny Creek is available at 8:50-9:10 a.m. Lunch is available from 10:45-12:50 p.m.

Parents and guardians are welcome and invited to eat with their children. If you are planning to purchase food from the school cafeteria, please call the cafeteria (425)385-7207, or send a note with your child to take to the kitchen at the beginning of the day. Please sign in at the school office before entering the cafeteria.

For more information regarding the qualifications for Free and Reduced breakfast and lunches, please contact Mrs. Heath, our kitchen manager, at (425)385-7207. Prepayment on student accounts is available online at www.mealpayplus.com. Please make all checks payable to Everett Public Schools.

CELL PHONES

Cell phones are discouraged, as they can potentially be very disruptive to the learning environment. If a student must carry a cell phone for emergency purposes, they are to be turned off during the school day and on school buses. Cell phones **must** be stored in a student's backpack; students **will not** be allowed to carry them on their person nor keep them in their desks. They should not be seen nor heard at school. If a student has a cell phone on his/her person, in use or not, or if a student's cell phone is not turned off and is causing a disruption, the phone will be taken to the office and secured there until a parent/guardian can pick it up.

Students are not allowed to videotape or take pictures with their cell phone at any time. Failure to comply with this will result in immediate disciplinary action as determined by the principal and parent/guardians of all students involved (directly and indirectly) will be contacted.

Student use of cell phones is not allowed between 9:10 a.m. and 3:30 p.m. This includes calls, texting, entertainment and use of camera/video features.

Student use of cell phones is not allowed on the bus. This includes calls, texting, entertainment and the use of camera/video features.

Students needing to contact their parents/guardians during the school day will receive permission, from a staff member, to use the student emergency phone in the office. Penny Creek Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken cell phones.

Please see the section on *Telephones* for further information about contacting students during the school day. Students who need to contact their parents/guardians during the school day will receive permission, from a staff member, to use the student emergency phone in the office.

CLASSROOM DELIVERIES

It is the intent of the staff to ensure instructional time is used to the fullest advantage, and we ask for your cooperation in this effort. We request that you do not arrange for delivery of items such as birthday flowers or balloons to students, as they create a significant disruption to the classroom. Balloons and glass (flower vases) are also prohibited on school buses. Thank you in advance for your attention to this.

COMPUTER USE

Students use computers and are allowed to access the Internet for instructional purposes only. Student Internet use is planned and closely monitored by the teacher. Any intentional misuse of Internet access by students will be cause for disciplinary action and possible suspension of technology access at school.

DISCIPLINE POLICY

The Everett Public Schools' Student Responsibilities and Rights Policy booklet is distributed to students during the first week of school. Specific expectations for student behavior in the classroom, lunchroom, and on the playground will be clearly taught, re-taught, and reinforced. Failure to comply with behavior expectations may result in one or more of the following consequences: completing a problem-solving worksheet, conferring with a staff member, time-out, loss of recess, restitution, community service, suspension, expulsion, or other appropriate disciplinary action as outlined in Everett Public Schools' policies and procedures. Firearms, weapons (either toys or real), incendiary devices, laser pointers, or any object that could reasonably be considered a weapon will not be tolerated at Penny Creek Elementary School. Any student bringing such an object to school will be subject to immediate disciplinary action, up to and including expulsion.

It is our responsibility to foster mutual respect for individual differences and to help children to develop a sense of being positive, constructive and effective contributors to the school community and the larger community of which we are a part. These disciplinary guidelines apply for all of the areas in the school, including classrooms, playground, lunchroom, halls, as well as at school sponsored events, field trips, on buses, and at official school bus stops.

Penny Creek School-Wide Behavior Expectations Purpose Statement:

Penny Creek Elementary community members commit to providing a positive, safe, respectful learning environment.

- PCE community members include students, staff, parents, and volunteers.
- 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.

Penny Creek School-Wide Behavior Expectations:

PROBLEM SOLVER
RESPECTFUL
IN CONTROL AND SAFE
DO YOUR BEST
EVERYONE CARES

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

Student Recognition:

- Frog Pride: Students are recognized for following school-wide expectations
- Recognition for excellence or growth in academic areas (Pencil of Power - Reading, Math, etc.)
- Golden Spoon: Class recognition for following the cafeteria behavior expectations
- Golden Dustpan: Class recognition for the cleanest classroom
- Attendance: Students are recognized for having no tardies or absences.

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.

DISMISSAL

Dismissal time on a regular school day is at 3:30 p.m. On an early release day, dismissal is at 1:00 p.m. On Learning Improvement Fridays (September through June), dismissal is at 2:15p.m.

For more specific information about the dismissal procedures at Penny Creek, please see the "Arrival and Dismissal" section above.

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 indoors at Penny Creek.

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

ELECTRONIC DEVICES

Penny Creek Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken personal devices. Personal gaming devices (Game Boy, PSP, etc.), MP3 players, cell phones, iPods and similar electronic devices are **not** allowed at school. If a student has one of these items on his person, or is using one of these electronic devices at school, the item will be taken and secured in the office, and a parent/guardian will be required to come to school to pick it up; we will not send the item home with the student.

EMERGENCY PROCEDURES

Staff and students at Penny Creek practice emergency drills throughout the school year so they are prepared in case of an actual emergency. It is important for parents/guardians to review, with their children, procedures to use if any emergency occurs on their way to and from school, or if an adult is not at home when they arrive home from school.

FIELD TRIPS

Field trips are taken as a regular part of our educational program. Parents are required to complete their child's permission form and have an up-to-date emergency card on file before he/she leaves for a field trip. Teachers often seek parent volunteers to chaperone on field trips. Siblings are not permitted on field trips. In order for parents to be considered as field trip chaperones, they need to have a completed volunteer form on file in the school office a week prior to the trip. Do not wait until your child's field trip is announced to complete your volunteer form. Volunteer forms take up to two to three weeks to be processed at the District office. We encourage every parent to complete a volunteer form early in the school year.

Applications are available online <https://jobs2.everett.k12.wa.us/winocular/volunteer/>

FINES

Students and their parents/guardians are responsible for lost textbooks, library books and fines.

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

At Penny Creek, many teachers allow students to have a healthy snack during the school day and have a designated "snack time". Students should *not* bring candy or sweets, rather they should bring a snack that is nutritious (fruit, whole-grain crackers, etc.). Because of severe student allergies, we do have classrooms that require that all snacks are "peanut/nut free". Please check with the classroom teacher to find out the specific guidelines for snacks in the classroom.

FRAGRANCES

Students should not bring items such as cologne, perfume, hair sprays, body sprays, and similar items to school. While students may choose to wear fragrances to school, fragrances should be worn in moderation so as to not distract, disrupt, or offend others. In addition, 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.

HATS

Students may wear hats to school; however, when students are inside the building, they should remove their hats and store them in their lockers or on their desk. During inclement weather, students are welcome to wear appropriate head coverings during recess, but these should be removed upon entering the building. Head apparel that is religious in nature may be worn.

HOMEWORK

The term homework refers to assigned work outside the regular class time which re-enforces and/or enriches student learning. Homework can be an extension of classroom instruction or is used for giving students opportunities to practice the skills that have been previously taught in the classroom. Individual classrooms may develop procedures for assignment and completion of homework. Please review the classroom teacher's expectations for homework and assignment completion with students.

ILLNESS

When a student becomes ill at school, Penny Creek's nurse, health room assistant, and office staff will follow these procedures:

The student reports his/her symptoms and his/her temperature is taken. At that time, a decision is made whether or not the child should go home. Often a short rest in the nurse's room is all that is needed. However, if a child's temperature is 100 or above, the student will automatically be sent home. If it is determined that the student needs to go home, parents/guardians will be notified by phone. The parent/guardian or emergency contact person must come to the school and pick up the sick student. Sick children will not be sent back to class or home on the bus. In the event of a serious or life-threatening illness, 9-1-1 will be called.

When to keep your child home: Please keep your child home when they have 100 degree fever, they are vomiting or have an uncontrollable cough. Children are welcome back at Penny Creek when they are able to take part in the full school program, and are symptom/fever free for 24 hours to ensure the health and welfare of all students.

IMMUNIZATION

A list of the minimum requirements is available in the main office at Penny Creek or on the District website that follows. 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 for medical, personal, or religious reasons. However, if an outbreak of vaccine-preventable disease for which the student is exempt should occur, the student will be excluded from school for the duration of the outbreak. For further information, please review EPS Board Policy 3413, or the Health and Immunization information page on the Everett Public Schools website at: <http://www.everettsd.org/domain/1473>

LOST AND FOUND

The lost and found area is located in the foyer between the cafeteria and the gym. Please check this bin if your child is missing his/her coat, sweatshirt, or lunchbox. **Please label all coats, backpacks, lunchboxes, etc. with a student name.** Unclaimed items will be donated to charity three times a year.

MEDICATION

Please be aware that there are strict policies and procedures that regulate student use of medications at school. Medication should be given at school only when absolutely necessary. Whenever possible, the

parent/guardian and Licensed Health Care Provider (LHCP) are urged to design a schedule for giving medication outside of school hours. If a student **must** take medication during school hours, there must be a **written order from a doctor or licensed health care provider including dosage and amounts, signed by a parent/guardian regardless if the medication is "over-the-counter" or prescription medication.** The medication should also be in the original, properly labeled container. Medications should be brought to the office by an adult- **please do not send students to school with medication as this presents a health hazard to all students. This includes any over-the-counter medication.** Aspirin, cough syrup, cough drops, allergy medication, herbal supplements, etc. are all considered medications; students should **not** be in possession of these during school hours. Possession of these substances may result in disciplinary action.

Contact the health room assistant at (425)385-7206 or visit the website <http://www.everettsd.org/domain/1473> for forms and additional information.

PARENT-TEACHER-STUDENT CONFERENCES

Formal parent- teacher-student conferences are scheduled twice each year, once in the fall and once in the spring. Notifications are sent home prior to conference weeks in an effort to best find a time that is both convenient for parents and teachers. Conferences are just one of the important ways in which parents and teachers can get to know each other and to work toward the child's success. As a means of sharing information, conferences give parents and teachers an opportunity to discuss the child's special needs, and interpret his or her progress. However, we strongly encourage parents/guardians to communicate with teachers frequently and regularly; it is not necessary to wait until parent-teacher conferences to talk to Penny Creek staff about student progress. During conference week students are release at 1p.m.

PARTY INVITATIONS

Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. In consideration of the feelings of children not receiving invitations, we request that **no invitations be handed out at school unless each child in the classroom is receiving one.** Classroom teachers are **not** responsible for the delivery of each invitation- students may deliver invitations to classroom mailboxes during a non-instructional time (lunch, recess time, etc.) If this is not convenient or invitations are limited to only a few students, parents may certainly acquire a PTA student directory and send the invitations via the U.S. Mail.

PETS/ANIMALS IN THE CLASSROOM

Due to health and allergy concerns, we do not allow pets to be brought to school or the classrooms. For these same reasons, we ask that you please keep pets off Penny Creek's playground and school campus, especially at arrival and dismissal. In accordance with Everett Public Schools Board Policy 3418, animals on school property are discouraged and must have direct relevance to the objectives of the instructional program. When brought on to school property they must be for instructional purpose only and approved by the principal. For more information about animals at school, please refer to EPS Board Policy 3418.

PHYSICAL EDUCATION

Physical Education is a part of the basic education curriculum required for each child. Students will have PE each week. Classroom teachers will notify parents/guardians of scheduled PE days. Since the 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 at school in the student's locker if you would prefer). Clothing should allow for a wide range of motion and strenuous physical activity. In addition, jewelry in physical education classes can be hazardous to a child's safety, often becoming caught on equipment or creating a choking hazard. On scheduled PE days, students should refrain from wearing necklaces, bracelets and/or hoop or dangling earrings (studs close to the ear lobe are allowed). Students who have jewelry on in class will be asked to remove the jewelry for the period.

PROHIBITED ITEMS

At Penny Creek, we take the safety and security of our school community very seriously. Therefore, weapons, including but not limited to firearms, **(either toys or real)**, incendiary devices (lighters, matches, firecrackers, etc.), laser pointers, knives (including toys and pocket knives) or any object that could reasonably be considered a weapon will not be tolerated at Penny Creek Elementary School. Any student

bringing such an object to school will be subject to immediate disciplinary action. You may refer to EPS Board Policy 3240P for a more specific description of prohibited items.

PTA

Penny Creek Elementary Parent Teacher Association (PTA) encourages you to join and participate in its many activities. A membership drive will be held in the fall and membership information is available in the school office throughout the school year. For more information go to <http://pennycreekpta.weebly.com/>

RECESS

Students at Penny Creek Elementary have two scheduled recesses. Despite rain, students will participate in their scheduled recess. Appropriate dress for the weather (jackets/coats, hats, etc.) will be required for students at recess.

REPORT CARDS/PROGRESS REPORTS

Elementary Progress Reports (report cards) are issued and sent home with every student each semester in January and June.

SCHOOL ACTIVITIES (Before/After School)

At various times throughout the school year students may have an opportunity to participate in planned activities before or after school. **Participation is optional.** Parents will be sent a written notice of activities. If students are to participate, parents/guardians must sign a permission slip and provide or arrange transportation to school or home for their student.

SCHOOL SUPPLIES

Specific grade-level supply lists are available from the school office and are on the school website. Please label students' personal supplies (some supplies may be for classroom community use; these do not need to be labeled). Student supply lists are provided in an effort to minimize over-purchasing items that students may not need throughout the year. Please contact the counselor or the school office if you are unable to purchase school supplies for your student.

SKATEBOARDS, SCOOTERS AND ROLLER BLADES/SHOES

Skateboards, scooters, and roller blades/roller shoes are **not** allowed on the Penny Creek campus during or after school hours. They present issues of safety, storage, and a distraction to the learning environment. Thank you for your cooperation.

STUDENT SAFETY TIP LINE – 425-385-5050 Do you have a concern about the safety of students at or around Penny Creek? Contact the main office at 425-385-7200 to give information or make a suggestion on how we can make our campus a safer place for everyone. You could also contact the confidential student safety tip line at the above number to share information, too. We appreciate feedback from our community!

TELEPHONES AND TELEPHONE MESSAGES

Please do not call the school office to relay messages to students unless it is an emergency. Calls into the classroom disrupt student learning. **All messages and/or changes in dismissal and notes must come to the school office or be phoned into the 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 a student's regular schedule, please talk to them **before** they are sent to school. Students without a written note will follow their regular dismissal routine. Delivery of forgotten items (lunches, books, etc.) should be brought directly to the school office. They will be delivered to students at an appropriate time.

Cell phones are discouraged, as they can potentially be very disruptive to the learning environment. If a student must carry a cell phone for emergency purposes, phones must be turned off during the school day and on school buses. Cell phones **must** be stored in your child's backpack; students **will not** be allowed to carry them on their person nor keep them in their desks. They should not be seen nor heard at school. If a student is seen with a cell phone, in use or not, it will be taken to the office and secured there until a parent/guardian can pick it up. Penny Creek Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken cell phones.

Students needing to contact their parents/guardians during the school day will receive permission, from a staff member, to use the student emergency phone in the office.

TOYS

All toys, including electronic devices and trading cards, are **not** allowed at school. We have a zero tolerance policy for toy weapons, including toy guns and knives, as well as pocket knives. Please be aware that if your child brings a toy weapon to school, they will be subject to disciplinary action in accordance with EPS Board Policy 3240. Penny Creek Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken items.

VISITORS

Penny Creek parents/guardians are welcome to visit their student's classroom. They must contact the teacher at least one day or more in advance of your visit to confirm the day and schedule a time. When visitors arrive at school on the day of a visit, please sign in at the main office and obtain a visitor's badge before going to the classroom. To assure safety and maintain the best environment for learning, children must be enrolled at Penny Creek in order to attend class; siblings, relatives or friends of enrolled students are not allowed to attend classes or recess on a guest basis.

VOLUNTEERS

The Penny Creek staff values parent and community involvement in our school programs, and we appreciate the gift of time and talents that they have to offer the students of our learning community. We welcome parents/guardians, grandparents, and other community members to volunteer in students' classrooms. In order to ensure student safety, anyone wishing to work with students or on campus (including chaperoning student field trips, art docents, WatchDOGS and classroom helpers) **must complete the EPS volunteer application form and obtain clearance prior to volunteering on site.** Volunteer applications are available EPS website under community. 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. Be sure to sign out when you leave campus.

WEATHER

In the case of inclement weather, we may have school delays or closures. The [Public Schools Emergency Communications System](#) (PSECS) Web site provides a report of school schedule changes due to adverse weather conditions and other emergency situations. You can go to this site at any time to see if Everett schools are operating on a normal schedule. In the event of inclement weather or other emergencies, please either:

- Listen for media announcements.
- Call the district information line, 425-385-4636.
- View PSECS's Web site (linked above) at www.schoolreport.org scroll to "Member Districts" and "Everett SD" will appear in red if we are on delay or closure (in alphabetical order).
- Check the district website: <http://www.everettsd.org>

No announcement means normal operations.

We are not permitted to use the emergency notification system to report normal operations. Announcements are for one day only. Please do not call schools, the administration office, or radio stations about school closures. We try to notify the media of changes **before 5:30 a.m.** You may also subscribe to PSECS notification with your e-mail address to receive emergency notices specific to the district.