

Meadowdale Elementary School
Handbook
2016-2017



Dan Davis, Principal
Kathleen Hodges, Vice Principal
Cherina Smithson and Heather Osborn - MDE Parent Club Presidents

Meadowdale Elementary School
6505 168th St. S.W.
Lynnwood, WA 98037

Meadowdale Elementary School: (425) 431-7754
MDE Parent Club: (425) 431-3260

Gates Open at 8:10 a.m
School Hours: 8:40 a.m. - 3:10 p.m.
Office Hours: 8:00 a.m. - 4:00 p.m.
Early Dismissal Days - 8:40 a.m. - 11:40 a.m.
Students enter class at 8:35 a.m. - Class starts promptly at 8:40 a.m.

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From the Principal

Dear Parent,

Welcome to the 2016-2017 school year at Meadowdale! We look forward to working with you and your child this year.

Your active involvement in your child's education is encouraged. We greatly appreciate your help in support of learning. Please assist us by reading through this guide and by going over the relevant parts with your child. It is recommended that you keep this book in a convenient place for reference throughout this year.

Feel free to call or come in at any time if there is anything you wish to discuss. If you have some time, we'd love to have you volunteer. Just let us know of your interests. We want Meadowdale to be your school.

*Sincerely,
Dan Davis
Principal*

Meadowdale Elementary Mission Statement

Meadowdale Elementary is committed to providing consistently high expectations for academics, behavior, and social/emotional growth to prepare our students for middle school, high school, college, career, and to be productive members of a global community. Our curriculum and teaching strategies, based on the most current effective researched practices, are rigorous, purposeful, and driven by student data.

How Parents can help. . .

Meadowdale parents and school staff are partners in providing the best education for students. Your help is greatly appreciated!

1. Help your child learn at home.

- Make sure that your child has his/her own place to study at home, equipped with school supplies.
- Work with your child on a regular basis to make sure homework assignments are done to classroom expectations.
- Help your child establish a reading habit at home.

2. Help your child be a successful, responsible school citizen.

- Go over Meadowdale's school behavioral expectations with your child.
- Acknowledge your child's successes and positive achievements.
- Help him/her learn from mistakes.

3. Help us keep accurate school records.

- Please call the school when your child is ill, and send a note when he/she returns.
- It also helps to promptly return all forms sent home for signature.

4. Help us keep your child safe to and from school.

- Instruct children to go directly by the route established at the beginning of the year, to and from bus stop pick-up/drop-off points.
- If your child is a bus rider and is to go to an after-school destination other than home, he/she must have a signed parent note. This includes if you are picking up instead of having the child ride the bus.
- Prepare your children for the possibility of emergency school closure by having places for them to go if you are not able to reach home, and make sure that they are aware of procedures.

5. Help prevent lost clothing, lunches, and student materials.

- Plainly mark all articles of clothing, lunch boxes, and school supplies with first and last names.
- In addition, for students riding the bus, the letters "MDE" next to names will help bus drivers return items to the right school.

6. Work together with the Meadowdale school staff to make your child's learning experience a happy and productive one.

- Feel free to ask questions or raise concerns.
- Make the staff aware of any problems that you see at home that could affect learning.

7. Promote Independence

- Allow your child to develop an independent routine going to class each day. Please let him/her enter the flex area/class by themselves. **(Parents will not be allowed in flex areas or classes at any time unless prior arrangements with teacher are made)**

8. Please call the attendance line at 425-431-7754, Option #1 to report your child absent or tardy.

Meadowdale Staff List 2016/2017

Classroom Staff

| | <u>Grade</u> | <u>Room</u> |
|--------------------|--------------------------------|-------------|
| Cindy Arthur | Kindergarten | Room 121 |
| Kathy Batson | Kindergarten | Room 122 |
| Becky Hulbert | Kindergarten | Room 126 |
| Carole Saysanith | Kindergarten | Room 125 |
| Jana Cossette | Grade 1 | Room 221 |
| Chris Den Adel | Grade 1 | Room 222 |
| Mayumi Tsukahara | Grade 1 | Room 223 |
| Rachel Cook | Grade 2 | Room 224 |
| Laura Schultz | Grade 2 | Room 124 |
| Krista Rios | Grade 2 | Room 123 |
| Shaun Kerins | Grade 3 | Room 225 |
| Matt Marletto | Grade 3 | Room 226 |
| Michael Nelson | Grade 3/4 | Room 201 |
| Lori Bell | Grade 4 | Room 206 |
| Natalie Moore | Grade 4 | Room 202 |
| Rani Kettel | Grade 5 | Room 204 |
| Brian Monroe-Jones | Grade 5 | Room 203 |
| Patti Rodgers | Grade 5/6 | Room 104 |
| Travis Hall | Grade 6 | Room 106 |
| Jacquelyn Powell | Grade 6 | Room 105 |
| Janissa Doerscher | Primary Intensive Support | Room 101 |
| Kelly Hui | Intermediate Intensive Support | Room 102 |

Certificated Specialists

| | <u>Subject</u> | <u>Room</u> |
|---------------|--------------------|-------------|
| Whitney Evans | PE | Gym |
| Diane Belote | Library/Technology | Library |
| Teresa Estes | General Music | Music Room |
| Ian Alvarez | Orchestra | Commons |
| Bruce Laven | Band | MDM |

Support Services Staff

| | | |
|-----------------|-------------------------|------------------------|
| Nicole Hill | Learning Support | Room 205 |
| Kristie Jensen | Learning Support | Room 103 |
| Britni Chabot | ELL | Room 103 |
| Amanda Staschke | Counselor/Psychologist | Office |
| Kate Whetten | SLP | Office |
| Valerie Rahill | SLP | Office |
| Lavonne Bissell | School Nurse (Thursday) | Office |
| Nancy Edwards | OT | Yellow Unit Conf. Room |
| Kelsy Kreigel | PT | Yellow Unit Conf. Room |

Classified Staff

| <u>Educational Assistants</u> | <u>Subject</u> | |
|-------------------------------|-------------------|----------|
| Cindy Ahlstadt | Primary IS | Room 101 |
| Erica Mendez | Primary IS | Room 101 |
| Julie Spani | Intermediate IS | Room 102 |
| Debbie Walton | Intermediate IS | Room 102 |
| Julie Wynar | Intermediate IS | Room 102 |
| Kim Blanchard | Learning Support | |
| Louise Fish | Learning Support | |
| Karen Giboney | Learning Support | |
| Dina Knabe | Learning Support | |
| Wendy Masterson | Learning Support | |
| Michelle Seguin | Learning Support | |
| Cheley Slattum | Learning Support | |
| Melani Miller | Intervention Room | Office |

Office Staff

Michele Hamilton—Office Manager
Wendy McKerney—Registrar/Attendance

Custodial Staff

Rajesh Gopalan - Day Custodian
David Campbell - Night Custodian

Food Services Staff

Gaylynne Horton
Janice Olson

Meadowdale Parent Club Leadership Team

2016-2017 Officers

Cherina Smithson and Heather Osborn-Co-Presidents
Sara Meyer– Secretary
Julie Zini – Treasurer
Monica Puffpaff -Depositor
Lori Brush-Volunteer Coordinator
Heather Osborn and Cherina Smithson - Book Fair
Cherina Smithson – Catalog Sales

•To learn more, call the Parent Club at (425) 431-3260 or email booster club at mdeparentclub@yahoo.com

Meadowdale Parent Club Committees

- Walk for Education
- Fundraising
- Family Nights (Bowling/Skating, Etc.)
- ”Monster Mash”
- Families in Need
- Book Fair

Special Section: EMERGENCY INFORMATION

Emergencies at School Inclement Weather, Earthquake, Power Failure

The Edmonds School District sends out procedures for inclement weather (snow, high wind, etc.) every fall. **“Limited Bus Transportation” bus routes will be included with this information. Please watch for this information your child will bring home in late September or early October.**

We are asking for the help of all parents. Please take the time to review these important items aimed at keeping our children safe in the event of an emergency or disaster, such as **ice/snow, windstorm or earthquake.**

In case of snow or other inclement weather, listen/watch radio or TV stations. Announcements will be made from 6-8 am.

School Closures Due to Snow or Inclement Weather

Parents should immediately tune in to local radio or TV station if they suspect that school closures may result from snow or other inclement weather. Radio and TV announcements will be as follows:

“Edmonds School District--Closed”

All schools will be closed for the day. All meetings, field trips, after-school activities, etc., will be canceled for the day.

If there is no mention of “Edmonds School District” parents should assume that schools are on time, and that buses are running on normal schedules. Again, please avoid calling the school for this information.

You can subscribe to receive a “Flash Alert” from the Edmonds School District. Click “Emergency Information on the ESD homepage.

Limited Bus Transportation

If radio/TV announces:

“Edmonds School District--Limited Bus Transportation”

Buses operate on emergency routes under snow and ice conditions. Drivers will inform families about emergency route changes after the school year begins.

Special Emergency Information Continued.....

Late Start of School Due to Snow or Inclement Weather

News about delayed starts will also be on the radio, internet and TV. Listen carefully for the exact times. **A 2 hour delayed-start day at Meadowdale will begin at 10:40 am. Dismissal time will remain at 3:10 pm.**

When school and bus transportation are delayed because of weather, our schools will be open at the regular time. If you can drive your child to school safely, he/she will find welcoming faces and warmth there:

--Report to main office to check in.

--Office staff will take student to their classroom or waiting area where there will be supervised activities.

--Regular attendance will be taken at 10:40 am start time for the regular educational program.

Emergency Information Forms

At the beginning of each school year, your child will bring home an Emergency Information Form for you to complete. Please fill out and return the form promptly, updating the health information and giving addresses and telephone numbers where you can be reached in the event of your child's illness or injury at school. **Please use Skyward Family Access to update any information regarding your student's information. Call the office if you need instructions.**

Reliable alternate phone numbers (i.e., neighbor or relative who could transport or keep your child in case of illness or injury) are also needed in case you cannot be reached.

Please notify the school if you have a change of address or phone number at work or at home.

Communication with Parents during an Emergency

In the event of an emergency or disaster, information on school schedules and student release times will be transmitted by **radio/TV. Parent phone trees will not be used.** This is due to the unreliability of phones during an emergency and the inability to contact working parents.

Calling the school is not advised. Please keep in mind that the school building has only three phone lines. We will need to keep our telephone lines clear for communication with the school district and emergency services.

Three Ways Parents Can Prepare Students for Emergency Situations

- Please keep an up-to-date list of those adults designated to pick up your children during an emergency. School staff will *not* release children to people not on the list. This information is kept in the school office.
- Develop a "Family Action Plan" so that your child knows who will pick her/him up in the event of an emergency early dismissal. Parents should arrange for an alternate place for their child to go (neighbor or relative) in case of an early dismissal.
- Develop clear safety instructions for your child if they reach home before you do. Instructions might include avoiding possible household hazards, what to do in case of power failure, and proper ways to deal with strangers.

General Information for Meadowdale Families A to Z

Arrival

Students should arrive at school **no earlier than 8:10 AM**. Students should enter the school property via sidewalks and crosswalks monitored by student patrols. No students should cross the parking lot driveways outside marked crosswalks or jaywalk on any street surrounding the school. Students arriving prior to 8:10 must wait outside at the front gates. **Students will not be allowed to wait in the office as there is not supervision before 8:10.** While waiting in lines, students should be responsible and respectful. No playing in the courtyard or playground is allowed during this time.

Attendance

Your child's consistent presence at school is the big factor in their success. Students fall behind when they are frequently absent or tardy. Unless your child is ill or injured, please be sure that he or she is in school on time every day, ready to learn. According to district policy, absences and tardiness are excused only for personal illness or injury, doctor or dental appointments, participation in religious holidays or other absences approved by the principal. Please schedule doctor and dentist appointments before or after school if at all possible as they are disruptive to student learning.

REPORTING ABSENCES

How absences and tardies are recorded:

| If your student | It is recorded as |
|---|---|
| Arrives between 8:40 – 11:30am | Tardy (3 tardies = 1 unexcused absence) |
| Arrives after 11:30am | Half day morning absence (and possible afternoon tardy depending on how late after 11:30) |
| Leaves before 12:00 | Half day afternoon absence (excused or unexcused) |
| The entire day of school | Full day absence, (excused or unexcused) |
| Excessive attendance excused or unexcused | Dr. note will be required for further absences Becca process will be implemented |

Dismissal

Students should leave for home promptly at 3:10 PM dismissal, and not loiter on the property. Dismissal routes should include sidewalks and crosswalks monitored by student patrols. No students should cross parking lot driveways outside marked crosswalks or jaywalk on any street surrounding the school. Students and parents should be aware that **school conduct rules apply until children reach their homes.** **Students may not wait in the office.**

Early Dismissal

Any child leaving school before the end of the day must be checked out through the office. If someone other than the custodial parent is picking up a child, a note signed by the parent is required. It is disruptive to learning when a student is dismissed early as learning occurs right up until dismissal at 3:10.

Please call the office at 425-431-7754 to arrange an early release for your child to give his/her ample time to pack up and collect unfinished assignments.

Extended Absences of two or more days

Parents are **required** to complete an Absence Form (you may pick one up in the office) if your child will be missing two or more days of school. Complete and return to the office. Principal approval is **required** prior to extended absence in order to be excused. **Failure to follow this procedure may result in unexcused absences.**

Tardies

The first bell of the day rings at 8:35am. Students have 5 minutes to be in class before they are considered tardy. Late bell rings at 8:40am. Students arriving to class/school after **8:40 am** **must** check at the office before going to class. Students who have consistent tardies without proper excuse will miss their recesses. Every three tardies = loss of recess. If tardies become excessive, a conference with the principal will be required and an alternative plan will be established to help improve attendance. All tardies are considered unexcused (even with parental note) unless they are for reasons allowed for by district policy.

Under our attendance policy, three tardies will be the equivalent of one unexcused absence and will be reported to the district as such.

Riding Bikes, Scooters, Rollerblades, Skateboards, etc. to and from School

1.The District recommends and MDE will enforce that **only grades 4-6 students** are allowed to ride to school. All riders must have a signed permission slip on file with the office. You can obtain a permission slip from the office.

2.All riders must possess and wear an approved helmet in order to have the privilege to ride to and from school. As well, they must have a lock. Any mode of transportation will NOT be allowed to be stored in the office.

3.All riders must dismount when they reach the sidewalk in front of the school building, and walk at all times on school grounds. Bike racks are located on the west side of the office. Students should not travel through the courtyard or playground to the bike rack.

4.At dismissal, riders must walk until they leave the sidewalk in front of the school. They are to exit out of the 66th Ave. entrance, and cross required streets with student patrols. They should not travel through the courtyard or playground.

Bus Transportation Information

School bus transportation is available for students attending Meadowdale living within a certain distance from the school. Please make sure that your child is at the bus stop no more than five minutes before scheduled pick-up times. This helps to eliminate problems that sometimes occur when students are unsupervised for long periods of time.

Encourage your child to maintain safe and appropriate behavior at all times on the bus. Students will be sent home the original assigned way unless a note or phone call to the office from the parent is received. Arrangements for a student to go home a different way that normal must be made prior to school. Students will not be allowed to make phone calls during school hours to make arrangements to go home with friends/other students. In addition, the bus driver will only allow students to board and depart at their assigned stops. This is for safety reasons. If different arrangements are made for a particular day, please call Meadowdale at (425) 431-7754 before 1:00 pm with transportation information and provide a note for the bus driver and the Meadowdale office.

Important guidelines: Students are to conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.

1. Items not allowed on the bus include all forms of animal life (except service dogs), firearms, weapons (including, but not limited to, knives), breakable containers (glass bottles, aquariums, etc.), flammables, and all other articles which could adversely affect the safety of the bus and passengers.
2. Standards for student conduct on buses shall be the same as standards for student conduct in all other school-sponsored activities.

A Review of Bus Rules for Meadowdale Students:

Waiting for the bus, I will:

1. Stay off the road
2. Follow the same rules as I would in school in avoiding physical conflict and respecting parent supervisors.

Questions- Call Edmonds School District Transportation at (425) 431-7230.

Boarding the bus, I will:

1. Go straight to a seat and follow the directions of the bus driver on where to sit quickly and without arguing. Refusing to let someone sit next to me is not allowed.

On the bus, I will:

1. Sit down during the entire bus ride. Sit facing forward with feet out of the aisle.
2. Always keep hands and feet to myself and off other riders.
3. Talk in a normal voice and never yell, scream or use bad language.
4. Open windows only if the bus driver gives permission. All objects and parts of the body must be kept inside the window.
5. Follow the directions of the bus driver quickly and without arguing.

Cell Phone Policy

Many parents provide phones for their children for safety as well as convenience. However, cell phone use during school is potentially disruptive. Therefore, the following policy for Meadowdale Elementary School is:

- can be used for music only in the morning
- once school starts they need to be turned off and put away
- teacher can allow use in the classroom at his/her discretion
- cell phones will not be allowed at recess
- can be used after school

Parent-student phone contact during school hours must take place through the use of school telephones. This policy may be altered during a time of extreme all-school emergency.

First time violation of the policy - phone will be confiscated and student must pick it up in the office at the end of the school day.

Second violation of policy - confiscation of the phone and a parent/guardian will be required to pick it up in the office.

Any further violations will require a parent and student conference with the principal to determine course of action.

Clothing - Lost and Found

Please label all jackets/sweaters, etc. We send left over lost and found items to Clothes for Kids periodically throughout the school year.

Communication Process-- Edmonds School District No. 15

Communication is essential for successful relationships and organization success. To that end, we will use the following guidelines for communication. Questions and feedback are important in the continuous improvement process. It is important that we have this conversation in a respectful, civil manner. Even when we disagree, it is important that we work hard to be role models for our students about how conflicts are resolved in a positive manner.

1. Contact the staff member directly responsible for the issue you have a concern about. Share your concern, the facts or views you have. Be as clear as possible about what information you need or what you would like to have happen.
2. The school principal or supervisor of the program (such as Transportation) is also a valuable source of information. If you do not know whom to contact, the supervisor or principal can help. This step is also necessary if your concerns were not answered in Step 1.
3. If you are not satisfied with the answer or proposed solution to your concern at the principal/supervisor level, contact the Educational Services Center (425/431-7000) to speak with the administrator responsible for that school or program. In some circumstances, a formal hearing or review committee exists to review the matter. In all cases, we will review the issue with you and others concerned in an effort to reconcile the concerns and move forward.
4. If your concern is about a district-wide matter or about a superintendent-level decision, please contact the Superintendent's Office (425/431-7003).
5. If you have a question about Board policy or are not satisfied that the above process has produced a result you can accept, the Board of Directors will review your concern. In some matters, like student discipline, the Board may make a decision about the issue. In some cases, the Board of Directors is the final decision making body, while some matters may be appealed to other authorities. Personnel and individual student matters are handled in closed sessions with the board. Other matters may be presented to the Board in writing or at their regular meetings (usually the first and third Tuesday of each month).

Daily Schedule

| | |
|-------------------------|--|
| 8:10 am..... | Breakfast and Gates Open |
| 8:35 am..... | Classrooms open to students (First Bell) |
| 8:40 am..... | Late bell rings |
| 10:05 am -10:25 am..... | Morning recess |
| 10:30 am-10:50 am..... | Morning Recess (5 th and 6 th) |
| 11:08 am-11:28 am..... | First lunch recess (K) |
| 11:31 am-11:51 am..... | First lunch (K) |
| 11:31 am-11:51 am..... | Second lunch recess (grades 1 and 2) |
| 11:54 am-12:14 pm..... | Second. lunch (grade 1 and 2) |
| 11:54 am-12:14 pm..... | Third lunch. recess (grades 3 and 4) |
| 12:17 pm-12:37 pm..... | Third lunch (grades 3 and 4) |
| 12:17 pm-12:37 pm | Fourth lunch recess (grades 5 and 6) |
| 12:40 pm -1:00 pm..... | Fourth lunch (grades 5 and 6) |
| 1:40 pm -2:00 pm..... | Afternoon Recess |
| 2:05-2:25 pm..... | Afternoon Recess |
| 3:10 pm..... | All students dismissed (Early Dismissal Time is at.....11:40 am) |

Directory Information

The District is allowed, and in some circumstances required by law, to release directory information unless parents/guardians or secondary students instruct us not to release this information. Directory information can include a student's name, photograph, address, telephone number, and other information. If you do not want student directory information released to the media, military, and/or higher education, complete the form and return it to the District.

You have a right to withhold any or all of this information. If you do not wish to have such information about your child released, please visit the district website at edmonds.wednet.edu, click on about us, frequently requested forms, do not release directory information (P190). Mail or deliver the form to the district office directly.

Discipline Policy

School-Wide Expectations of Student Behavior, “The Meadowdale Way” is to be:

1. **Safe**
2. **Responsible**
3. **Respectful**
4. **Caring**

Meadowdale Elementary is a place where all individuals will demonstrate zero tolerance for harassment and bullying of all types including verbal and physical aggression.

A School/Parent Partnership

Parents, teachers, and principal are partners in teaching children to act responsibly in school. This behavior management plan serves several functions: 1) It preserves a safe and orderly learning environment, 2) It helps students acquire behavior that enhances successful learning, and 3) It teaches successful cooperation with other learners and adults.

The Classroom Plan

Each individual classroom has its own plan to develop student responsibility. Your child’s teacher will communicate to you his/her expectations in the classroom. The teacher will also involve parents early in the development of a serious or chronic problem in order to help develop solutions.

The consequences for classroom problems may include, but are not limited to, any of the following in any order:

- *warnings
- *loss of privileges (recess, etc.)
- *short time out
- *parent contact or conference
- *time in Intervention Room (see below)
- *student, parent, teacher behavior contract/plan

Major Offenses

Meadowdale has a ZERO TOLERANCE for behaviors endangering others and for interfering with learning. The following are examples of MAJOR OFFENSES:

- *Fighting, physical aggression
- *Verbal threats or verbal bullying of any kind
- *Harassment or physical bullying of any kind
- *Possession of weapons or facsimiles (including toy weapons)
- *Defiance/disrespect (back talk, refusal to comply, abusive language or gestures)
- *Electronic forgery (e-mail, facebook, etc.)
- *Vandalism, property destruction
- *Persistent and repeated patterns of minor offenses
- *Unlawful acts (stealing, possessing weapons, etc.) Consequences may include, but are not limited to:
 - *Discipline Report
 - *Time out in Intervention Room
 - *Restitution
 - *Parent/teacher/principal conference
 - *In-school suspension
 - *Out-of-school suspension or expulsion
 - *Student, parent, teacher behavior contract/plan

Depending on the severity of the behavior, a more serious consequence may be warranted regardless of the number of previous offenses.

Discipline Policy continued.....

Weapons at School

Possession of any weapon or dangerous object (example: gun, knife, martial arts weapon, explosives, fireworks) or facsimile (toy weapon) is a violation of state law and district policy. Other dangerous objects, such as laser pointers or fireworks, are included. Students are subject to suspension or expulsion if they violate this rule, and may be subject to arrest.

Intervention Room

The intervention room is a multi-purpose room designed to assist students with problem solving and conflict resolution skills. It also serves as a quiet, time out/"cooling off" area. Our goal is to help students learn to accept responsibility for their actions and become successful learners and valued citizens in our school community.

If a student has a continuing problem on the playground, library, gym, lunchroom, etc; or has frequent or persistent misbehavior in class, he/she may be sent to the Intervention Room. Staff will then help the student(s) (1) recognize the problem behavior (2) develop an alternate behavior plan (3) discuss possible consequences as a result of the behavior.

Discipline Report

Repeated or severe misbehaviors may warrant a Discipline Report be sent home with the student for parent signature, review and discussion. The Discipline Report is a communication tool informing parents of student behavior and consequences. A frequent number of Discipline Reports received in a short period of time will necessitate a parent/principal conference.

Plan for Restitution

A restitution plan is a way to compensate for infractions to our school wide expectations of student behavior (see page 12). The idea underlying restitution is that we all contribute to the building of a learning community. If the communities, or its members, are harmed, the individual student has a responsibility to make up for the harm done. Restitution will be a meaningful correction to behavior infractions, which may include a written apology, community service or other consequence as deemed necessary.

School/Parent Teamwork

TEAMWORK between parents and school staff ensures STUDENT SUCCESS in learning to act responsibly. These are some ways that parents and school staff can work together:

Discipline Policy continued.....

Conference

A parent/teacher conference on behavior has several purposes.

1) **Sharing knowledge of the problem.** Parents and teacher see the child in different settings. They can work together to get a “big picture” of the child--strengths as well as problems, interests, likes/dislikes.

2) **Working together to develop solutions.**

Parents and teacher can develop a plan to help teach and reinforce responsible behavior.

3) **Sharing the work of carrying out the plan.**

Parents and teacher can work out how they will involve the child, and how things will be done at school and at home to teach and encourage the child. Conference participants may also include the principal, school psychologist or other school staff members.

Problem-Solving Discussions at Home

If a child brings home a Discipline Report or other communication, parents play a crucial role. The parent can talk with the student about how misbehavior hurts learning, or hurts others. The parent can stress the need to be responsible for better choices next time and discuss what the student will do to “make things right” this time.

Together, we can make a difference in the future of our children!

Dress Code

Guidelines include:

- Hats must be removed inside the building and in the central courtyard area during school.
 - No “short” shorts/skirts. Around mid-thigh is a handy guideline. They should have a clean hemline.
 - Sleeveless tops are acceptable, but tank tops and/or spaghetti straps are not. Exposed midriffs are not allowed.
 - T-shirts should be free from any advertisement or promotion of such items such as beer, cigarettes, violence or illegal/immoral acts.
 - Any and all clothing and grooming practices distinctly associated with gang culture are prohibited. This includes “sagging” pants, bandanas, symbols, chains and flashy or elaborate jewelry. Students will be requested to make the appropriate corrections. If the student does not comply, he/she may be subject to disciplinary action.
 - Excessive make-up or distracting hair color is not allowed as well as distracting or offensive clothing.
- Students who make inappropriate choices will be reminded or parents may be notified. Helping your child use common sense and discretion will go a long way in appropriate choices. By doing so, parents can help us prevent distraction or embarrassment to students.

Drop Off/Pick Up of Students

The following policy is for dropping off and picking up your children. For your child's safety and to prevent congestion and traffic jams, we are asking you to do the following:

Morning drop off procedures:

Student drop-off area is restricted to the south parking lot loop or the Meadowdale Playfields parking lot. (across from 66th Ave.) **Parking/drop-off in the north parking lot is NOT allowed as it is reserved for staff and buses only.** Patrols will assist in opening car doors for your convenience in the south entrance, **front of school**, so you don't have to leave your vehicle when dropping off your student. Please pull forward as far as possible to expedite a quick and smooth flow of traffic and make sure your students exit curbside and not the driveway. Patrols will also be available on 66th to cross your children safely from the playfields parking lot.

Afternoon pick up procedures:

Please use the Meadowdale Playfield parking lot for student pick up. You may park and walk across to the school to wait for your child in front of the main gates or have your child meet you at the playfields. Crossing guards will be available to cross them safely. This procedure will eliminate congestion and provide a safe environment for your student. There is no pick up in the south parking lot in the afternoon.

****The north parking lot loop is CLOSED to drop off and pick up at all times. It is reserved for Busses and staff parking ONLY.**

Please wait out in the front of the school for you child or have them meet you at the playfields for pick-up.

Parents will NOT be allowed to wait in the courtyard of flex area's for students to be dismissed.

Please notify the office of any changes to your child's pick-up.

Dropping Off Items to Students

If you need to drop off homework, lunch, musical instruments, etc. please bring them to the office and we'll be happy to have them delivered to your child. This will help to minimize disruption and distraction to the classroom and flex areas when school is in session.

Drug and Alcohol Use Policy

A part of our responsibility is to inform you as parents each year of the Edmonds School District's policy on student use of drugs and alcohol. The policy is as follows:

The Edmonds School District recognizes that the use/abuse of alcohol, controlled substance(s), or any chemical substance, is a societal problem and may represent impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the District is committed to the development of a program which emphasizes prevention, intervention, after-care support, and necessary corrective actions.

The District also recognized the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

Any student who is under the influence of/or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the discipline category of exceptional misconduct, which warrants an immediate resort to a short-term or long term suspension or expulsion.

Electronic and Listening Devices

Electronic and listening devices carried by students must be turned off and placed in backpacks before they arrive on school grounds. Electronic and listening devices are not to be used during school hours. (ie, I-pods, electronic game devices, etc.) The use of such devices is potentially disruptive to the educational process. Therefore the following policy applies:

The first time violation of the policy will generate typical in-school consequences, and may include confiscation of the device until the end of the school day. Continual violation of this rule will result in the confiscation of the device and a parent/guardian will be required to pick it up in the office. (see cell phone policy page 10)

Energy Drinks

Absolutely NO high energy/caffeinated drinks such as Red Bull, Monster, Rock Star, etc. are allowed at school.

Equal Educational Opportunity and Sexual Harassment Policies

The Edmonds School District is committed to maintaining a working and learning environment free of discrimination and harassment. District educational programs, activities, curriculum and services are monitored to insure that 1) they guarantee the rights of all students to partake fully in the educational process, and 2) they do not reinforce stereotypes, or permit or encourage discriminatory behavior.

If any student, parent or community member experiences or witnesses discrimination or harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. **Reports of such incidents may also be reported to the District Equity Officer, Debby Carter, 425-431-7012.**

All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

Equal Educational Opportunity and Sexual Harassment Policies Continued...

Sexual Harassment

The District prohibits retaliation against any employee, volunteer, parent, or student because he or she has made a report of alleged sexual harassment, or against any employee, volunteer, parent or student who has testified assisted or participated in the investigation of a report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or adverse pressure. Retaliation is itself a violation of law and will lead to disciplinary action against the offender.

Persons who knowingly report false allegations of sexual harassment or corroborate false allegations of sexual harassment will be subject to appropriate discipline or other sanctions.

Any District staff member (regardless of area of responsibility) who knows or has reason to believe that sexual harassment is or may be occurring must take immediate steps to see that the matter is addressed or reported. Such action must be taken whether or not the student(s), volunteer, or parent has reported the incident.

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct or communication is made either an explicit or implicit term or condition of success in school.
2. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating, hostile, or offensive education environment.

An *"intimidating, hostile or offensive education environment"* means an environment in which:

1. Unwelcoming racially or sexually-orientated jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment included, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member.
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances.
3. Cornering or blocking normal movements.
4. Displaying sexually suggestive pictures or objects in an educational/work environment.
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversations of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading of sexual rumors, touching of an individual's body or clothes in a sexual way.

Gum Chewing--“No Gum” Policy

Gum chewing is not allowed at Meadowdale, either in the building or on school grounds.

Gun and Weapon Free Zone

State law and district policy have mandated all school grounds as weapon-free zones. Dangerous weapons include items such as firearms, knives with a spring-loaded blade, martial arts weaponry, fireworks and other incendiary devices. The law also prohibits items such as pocketknives and “facsimile”, or toy weapons as well. Toy guns and knives come under this prohibited category. Other dangerous objects, such as laser pointers, are included.

All students who possess any of these items on a school campus are subject to serious disciplinary action, ranging from suspension or expulsion from school and may be subject to arrest. Unfortunately, there can be no distinction as to the age of the student. Kindergarten students as well as high school students are subject to the weapons law.

Parents are urged to tell their children about these important rules, and instruct them to never bring these objects to school for any reason.

Harassment, Intimidation or Bullying

By Washington state law and by Edmonds School District policy, acts of harassment, intimidation or bullying will not be tolerated in schools.

Harassment, intimidation or bullying is defined as an intentional written, verbal, or physical act which:

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

Harassment, intimidation or bullying can take many forms including slurs, rumors, and jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, verbal or physical actions. This includes information that is posted or created on the internet or communicated electronically, directed to student or staff at the school. (which includes; forgery of email addresses or Facebook pages of other staff and students).

School employees, students, parents and/or volunteers who have witnessed, or have reliable information that a student has been subjected to such acts, is encouraged to report incidents to an appropriate school official.

Please see “Discipline Policy” for more information on anti-bullying and anti-harassment policies.

Notification of Threats of Violence or Harm

By Washington state law, Edmonds School District policy, and Meadowdale school rules, the issuing of a threat against individuals or against district property will be taken seriously.

Individual-directed threats of violence or harm are communications that create fear of physical harm to a specific individual or individuals, communicated directly or indirectly by any means.

Building-directed threats of violence or harm are direct or indirect communications by any means of the intent to cause damage to a school building or school property or to harm students, employees, volunteers, patrons or visitors.

Notification of Threats of Violence or Harm Continued...

Staff, students, volunteers, and others involved in school activities have the responsibility to report any threats of violence or harm to designated school officials. Persons found to have made threats of violence or harm will be subject to relevant district discipline policies and will be referred to appropriate community agencies, including law enforcement and mental health services.

Hats and Hoodies

Hats and hoodies should be removed inside the building and in the general courtyard and campus area. Playground/recess is OK.

Health Information Communicable diseases

Please contact the school for readmission directions if your child has the following communicable diseases:

| | | |
|-----------------------|-----------------------------|------------------|
| Chicken pox | Mumps | Measles |
| Whooping cough | Hepatitis, all forms | Head Lice |
| German measles | Scarlet fever | |

In coordination with the Snohomish County Health District please keep your child home if he/she has any of the following:

APPEARANCE BEHAVIOR-unusually tired, pale, lack of appetite, difficult to wake, confused or irritable.

EYES- thick mucus or pus draining from the eye or pink eye

FEVER – temp of 100 degrees or higher. Please keep child home at least 24 hours following an elevated temperature of 100 degrees or higher

GREENISH NOSE DRAINAGE, AND/OR CHRONIC COUGH – Should be seen by a health care provider. These conditions may be contagious and require treatment.

SORE THROAT – especially with fever or swollen glands in the neck

DIARRHEA – 3 or more watery stools in a 24 hour period.

VOMITING – vomiting 2 or more times within a 24 hour period

RASH – body rash, especially with fever or itching.

LICE – Children with suspected infestations will be screened. Parents will be notified of treatment needs. Please notify school if you find head lice on your child.

SCABIES – children with scabies can be admitted 24 hours after treatment has begun.

Homework Policy Meadowdale Elementary School Homework and Assignment Policy

Belief Statement--Responsible Work Habits Help Students with Challenging Learning Standards

Homework is a part of the learning that will help student meet the higher and more challenging standards of today and tomorrow. Homework helps develop study skills, work habits and a sense of responsibility while involving the home in the educational process. Research has shown that children are more successful in school when the home is supportive and takes an active part in the daily school related activities.

Homework can be:

- *A discussion of a topic at home; preparation of materials
- *Completion of class assignments
- *Long term projects; spelling words, math facts
- *Needed practice in a specific area

In addition we believe that all children need to spend time on a daily basis reading alone, aloud or being read to.

Responsibility of Parents

1. Teach children that education is vital.
2. Provide a place for your child to read and study at a consistent time every day.
3. Read the homework assignment and make sure the student understands what is to be accomplished.
4. When students return from being absent, parents are expected to provide additional help where necessary.

Responsibility of Teachers

1. Teachers will develop assignments, in class and for homework, that are meaningful and help reinforce classroom learning.
2. A proper balance of homework will be assigned to prevent an excessive amount on any one night.
3. Communication will be maintained among staff members who share the educational responsibility for students.

Responsibility of Students

1. Come to school ready to learn with all necessary materials.
2. Know and understand the exact assignment.
3. Take home the assignment and necessary materials.
4. Make up all work assigned in your absence, and turned it in as agreed-upon due date to the teacher.

Homework Policy Continued...

Primary (Grade K-3) Homework Policy

The purpose of homework in the primary grades is to help students learn responsibility and practice concepts taught in class.

Homework grades will be reflected in effort and lifelong learning grades.

Homework is expected to be completed and returned in to school on time.

Intermediate (Grades 4-6) Assignment and Homework Policy

The purpose of this policy is to teach responsibility and accountability and help students meet higher learning standards set by the Edmonds School District and the State of Washington.

The intermediate grades at Meadowdale Elementary (grades 4-6) have set a number of expectations for work completion, homework, and making-up of missed assignments. These guidelines will be in the school's reporting system (report card). We want all parents to be familiar with the new standards so that they can help students be successful.

The work habits and time-management skills taught through this policy will be critical in the middle and high school years. Responsible attitudes toward assignments are also central to success as an adult. We would like older elementary children to have a solid understanding of the positive results of persistent and conscientious work habits, as well as the negative consequences of poor study skills. Students will be allowed a reasonable time to make up in-class work and homework when absences occur.

Daily Classwork and Homework Due Dates

To receive full credit, assignments due at 8:40 am will be accepted on the assigned due date. Although there is no classroom time available for assignment completion during the day, students not returning homework in the morning will have an opportunity to complete it in study hall.

*Only work turned in on time will be eligible to receive full credit. *Expectation: 90% completed work and class participation.

Special Projects or Long-term Assignments

*Receive full credit if turned in on or before due date.

*Will not receive full credit if the assignment is not turned in on time.

*If students show a repeated pattern of missed work, a parent conference will be called.

Daily Assignment Sheet and/or Planner

The daily assignment sheet or planner must be filled out each day (or a monthly calendar for a long-term assignment). This is the responsibility of the student. The teacher will orally remind students about assignments and due dates.

Assignment sheets or planners must be signed by a parent weekly and returned to teacher.

Homework Policy Continued...

Absences/Make-up Work

A selection of make-up assignments will be given to students when they return to help maintain understanding of concepts missed while absent. At same time, the amount will not be overwhelming to a returning student. For each day that a student is gone, one day will be allowed to complete make-up assignments after he/she returns to school. As an example, if a student is absent for three days, he/she would be expected to complete and turn in the selected make-up assignments on the third day after the return to school. Missed work assignments can be made up at home or in study hall. Students may be required to attend study hall until missing assignments are completed. Students are responsible for obtaining their missing assignments from the teacher's master assignment book or chart.

Make-up Work Due to Illness, Vacations, Apts., Etc.

If parents wish to pick up missing work due to an absence, please call the Meadowdale office no later than 9 am to place a request for work to be available for pick up at the end of the day. This will ensure that the teacher has time to thoughtfully choose make-up assignments. Due to the complicated nature of some make-up assignments, the work may not be ready until the next day. Please allow extra time if you are requesting homework for an extended absence (vacation, serious health issue, etc.).

Internet Use Policy

The Internet is a valuable resource for our students and staff, providing current information, instructional materials, and ways to acquire research skills. This resource is available to all of our students. If you would prefer that your child does not use the internet at school you must sign a form stating that you do not want them to have Internet Access. After signing this form, please return it to the school office and it will be added to their records. Once this form has been signed, it is considered to be valid unless the parent revokes it.

Although no filter can block all of the sites on the Internet that might be offensive, having a filter can help. That's why all student-used district computers with Internet access are filtered. There will be three distinct filters for elementary, middle and high school, to address the differences in student curriculum and maturity levels.

Abuse of internet privileges may result in the loss of internet access for the remainder of the school year.

Medications Given at School

Occasionally, a student needs to take medicines at school. State law and district policy requires that: 1) the medication be sent to school in the original prescription bottle, and 2) be accompanied by a Medication Authorization Form (available from the school office) signed by a doctor and the parent. This includes all medications, including over-the-counter drugs such as aspirin, cold medicine, etc.

The medicine is to be kept in the office and dispensed by school personnel. No medication can be dispensed at school unless steps 1 and 2 listed above are followed.

Patrolled Crosswalks at MDE

Crossing patrol will be present before and after school.

Crosswalk A: 168th across from Meadowdale Middle School

Crosswalk B: Front Parking Lot Loop and Crosswalk

Crosswalk C: 66th (across from athletic field)

Crosswalk D: Entrance to the Meadowdale Playfields off 66th Ave W

***Adults will cross students at 170th and Olympic View Drive**

Patrol members will be on duty in the morning at 8:10am. **Students should not arrive at school before 8:10.** There is no adult supervision before this time. Students are not allowed to wait in the office as there is not enough room and supervision is not available.

Personal Belongings at School

MDE has a no toy or electronic devices policy. These items might include but are not limited to jewelry, iPods, mp3 players, electronic games, trading card games, etc. Meadowdale Elementary assumes no liability for damaged, lost or stolen items (including money). Individual teachers may prohibit particular items from their classroom or their use during school time.

The first time violation of the policy will generate typical in-school consequences, and will include confiscation of the device until the end of the school day. Continual violation of this rule will result in the confiscation of the device and a parent/guardian will be required to pick it up in the office followed by a conference with the principal.

Pesticide Use

The Edmonds School District uses Integrated Pest Management (IPM) modeled after Environmental Protection Agency recommended guidelines for the control of structural and landscape pests. IPM coordinates the use of non-chemical methods to prevent pest infestation along with all available pest control methods when an outbreak does occur. These methods include physical (pruning), cultural (using disease resistant plants), and biological means (using Lacewings and Lady Bugs) as well as the judicious use of chemicals. Unauthorized staff is not permitted to apply pesticide products at any school site or facility.

A notice will be posted in the main office 48-hours prior to the application of any biologic or chemical pesticide. It will provide the reason for application and the name of the product to be used. For individual notification, please contact your school's main office. No notices will be sent when students do not occupy the school for at least two consecutive days after application. These procedures do not apply to emergency applications to control pests that pose an immediate health threat (e.g. stinging insects). If application is postponed due to weather, the notification process will be repeated.

For more information program, please contact George Marshall, Maintenance Director, at (425) 431-7244.

Pet Policy

Pets are not allowed on school property. The school district has adopted a policy regarding animals in school which align with existing city and state laws prohibiting animals on school property. The basis for these regulations are to ensure that all people feel and are safe from allergic reactions as well as animals reacting to crowds and crowded situations. You may wait across the street at the playfields on 66th Ave for your child to cross the street or wait on the sidewalk off school property at the front entrance of the building. Thank you for respecting this policy when picking your child up from school.

Recess

Students are required to go outside to recesses. Please ensure your child has the appropriate clothing for weather conditions. Students will only be allowed to stay inside at recesses or be excused from activities (such as physical education) with a signed doctor's note.

School Lunch Information Free and reduced meals

Free and reduced price lunches are available for children whose family income is listed on the approved Family Size/Annual Income scale. A copy of this scale and an application form or is available at the school office. If qualified, reduce lunches are free to students in grades K-3 and .40 to students in grades 4-6.

Breakfast and Lunch prices

Breakfast may be purchased for 1.50 and lunch may be purchased daily for \$2.95 with milk included. Milk purchased separately is .50. You may purchase any number of lunches for your child's account through the school office by cash, check or money order made payable to Edmonds School District. You may send payment for lunch tickets to school with your child. **The District no longer will be allowing IOU's.**

Applications must be completed each school year to qualify.

Special Education

Special Education services are provided to all students aged birth to 21 who qualify. For students currently enrolled in the district, contact the school psychologist at your local school. For students not currently enrolled, call the Psychological Services Office at (425) 431-7208.

Student Placement

Parent input is valued and appreciated in determining which classroom your child will be placed for next year. All placements are tentative until after the 4th day of school, when adjustments are made. Input forms are available at the Meadowdale office. We cannot guarantee placement in a particular classroom due to the complex and unpredictable nature of enrollment patterns at the beginning of the year.

Traffic tips:

- Do not allow students to cross anywhere but marked crosswalks.
- Please do not drop-off or pick-up children in the street, either on 66th or 168th.
- **Do not use the north bus loop** area to pick up/drop off your child as it is reserved for staff and buses only.
- Please observe the 20mph speed limit on surrounding streets during morning and afternoon drop-off and pick-up times.

Please remain outside the front gated area until 3:10 pm. For safety reasons and matters of disruption to classrooms we cannot allow parents/visitors to wait by the classrooms or in the courtyard before dismissal time.

Transferring or Withdrawing from School

If you move and your child will be attending another school in your service area, please notify the Office that you are withdrawing your child. This will allow us to give you the information you will need to enroll your child his/her the next school.

Treats at School

The Edmonds School District Wellness Committee in collaboration with Snohomish County Health District has put forth wellness procedures for our schools. Due to health and allergy issues, the following policy has been set forth.

***Food items will NOT be allowed as birthday celebrations.**

- You may send non-food treats and favors for students to share with classmates. **No food is allowed as part of a birthday celebration.** Non-food treats could include pencil erasers, stickers, pencils, or a book donation to the classroom library in honor of your student's birthday.
- Food may be served at (3) three classroom celebrations. (seasonal, cultural or curriculum related at **teacher discretion**) The theme and schedule is up to the discretion of the classroom teacher. Due to the prevalence of students with food allergies, food guidelines will be in place in accordance with District Policy.
- **Birthday balloons and/or flowers are NOT allowed in the classroom for celebrations.** Students may have allergies and/or the presence of these items tend to distract from student learning. If these items are brought to school, they will be kept in the office during the school day and students can pick them up when school concludes.

Visitors

Parents are welcome and encouraged to visit Meadowdale. Unless prior arrangements have been made, visiting the classroom or flex areas is **prohibited**. Please **do not "Drop-in" to the classroom without prior arrangements. This is distracting and disruptive to teaching and learning as well as teachers meeting and planning before and after school.**

School board regulations mandate that **ALL** classroom visits require prior arrangement. Please use the following procedure when arranging a visit to a classroom:

- 1) **Contact your child's teacher to make arrangements for visiting the classroom.** Parents who are visiting must stop in at the school office to check in and receive a visitors/volunteer badge. Strictly adhering to this request helps keep our campus secure and safe.
- 2) **MDE encourages parents to have lunch and/or recess with their children.** Again, please check and sign in at the office, retain a visitor's badge and meet your child in the lunch room or on the playground. ***Please do not accompany your child back to his/her classroom or flex area as this is a disruption to other classes still in session.**

Volunteers

We Love our volunteers at Meadowdale!!

There are many opportunities to volunteer at Meadowdale Elementary! We love volunteers and hope that you will lend a hand whenever possible—daily, weekly, monthly, or once a year if that is what your schedule allows. Here are some places of need:

- Teacher/classroom preparation support
- classroom projects
- field trips
- Parent Club events
- Watch Dog Dad program

Please contact your child’s teacher, the office staff or the principal if you have time to give. We will help you find just the right opportunity to fit your interests. Remember that **all volunteers must complete a Washington State Patrol Background Check each year prior to volunteering at school.** Forms are available in the office.

Walking to School

Please review these safety rules with your child if he/she walks to school.

1. Students are to talk with parents about the safest route to school. Students should stay on the shoulder and **never** walk in the street or play “tightrope walking” on the concrete dividers separating road and sidewalk.
2. Fighting, rock and pinecone throwing or other forms of misbehavior are not permitted and should be reported to teacher or principal.
3. Students should respect private property and not damage trees, flowers, fences, etc.
4. Students should follow instructions of the Meadowdale Safety Patrol.
5. Walkers should not arrive at school before 8:10 am. Exceptions: Safety Patrol students. For those students receiving breakfast, the commons will be open at 8:10 am. We cannot supervise students before this time and students will not be allowed to wait in the office

Watch D.O.G.S. (Dads of Great Students):

Dad’s, stepdad’s, grandpa’s, uncles and any other special male or female in a MDE students life, if you are interested in volunteering, please inquire with the office about our Watch D.O.G.S. program.