MESSAGE FROM PRINCIPAL

Dear Families,

Welcome to the 2018-2019 school year at Seaview Elementary School! We are thrilled to serve and provide our students with another year of academic and social growth. We are excited to continue our Leader In Me training and will continue to implement aspects of this program school wide that include teaching the 7 Habits, providing students with leadership opportunities, and having students track their learning progress.

In order to ensure that Seaview Elementary School information and expectations are clearly communicated we have created this Family Handbook as a reference tool for parents and students regarding our school policies, procedures, and schedules. Please go through the procedures and expectations outlined within this handbook to help us establish a positive and focused learning environment for the students of Seaview. Your understanding and support of our procedures is crucial to our success in creating a positive and safe learning climate.

Other communication sources such as school and classroom letters and our school website at edmonds.wednet.edu/sve/ also help families to stay current about many different aspects of our school such as curriculum, classroom happenings, school activities, and PTSA events.

Thanks again for taking the time to review this handbook with your child. Please contact us if you have any questions/suggestions about its contents. Open communication and dialogue with the families we serve is very important to us! Working together we can make this a fantastic year and educational experience for your child.

Heather Pickar, Principal

SEAVIEW’S MISSION STATEMENT

Developing leaders to S.W.I.M. on their own!

Strive for success
Work together
Inspire Others
Make a Difference

SCHOOL COLORS: Blue and White         SCHOOL MASCOT: Seaview Shark

SCHEDULE

Daily Schedule - All Grades

Safety Alert: Please note that there is no supervision before 7:40 and after 2:30. Students do not arrive until 7:40 a.m. and leave campus at 2:30 p.m.

7:30  Breakfast only – MPR
7:40  Students line up outside teacher’s classroom
7:50  Intensive Support Classes begin

1st Bell
7:50  Students enter classrooms at teacher’s direction

2nd Bell
7:55

3rd Bell
8:00  School Begins/Students in seats/Morning Announcements

9:40 – 9:55  Primary Recess (K-3)
10:00 – 10:30 Intermediate Recess (4-6)
11:05 – 11:25 Lunch (K)         11:25 – 11:50 Recess (K)
11:30 – 11:50 Lunch (1-3)        11:30 – 11:50 Recess (4-6)
11:55 – 12:15 Lunch (4-6)        11:50 – 12:15 Recess (1-3)
1:15 – 1:30  Primary Recess (K-3)

2:20  Intensive Support Classes Ends
2:30  Dismissal

SAFETY PATROL:  7:40 – 7:55 Morning         2:25 - 2:40  Afternoon

EARLY DISMISSALS: All students are dismissed at 11:00 on early dismissal days. Lunch is served before students are dismissed. See District Calendar on back of handbook.
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### SEAVIEW STAFF LIST

(Dial 425-431 and the VM# below)

<table>
<thead>
<tr>
<th>Grade</th>
<th>Teacher</th>
<th>Room</th>
<th>Extension</th>
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<td>K</td>
<td>Kristina LaBore</td>
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<td>Cory Fortin</td>
<td>Library</td>
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<td>Julie Keating</td>
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<td>Melissa Falleroni</td>
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<td>Logan McAuley</td>
<td>F-04</td>
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<td>Ian Alvarez</td>
<td>Art/Science</td>
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<td>Custodians</td>
<td>(Day) Rick Staab</td>
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Seaview Elementary is a Leader in Me School

Overview of the 7 Habits®

**Habit 1: Be Proactive®**
I am a responsible person. I take initiative. I choose my actions, attitudes, and moods. I do not blame others for my wrong actions. I do the right thing without being asked, even when no one is looking.

**Habit 2: Begin With the End in Mind®**
I plan ahead and set goals. I do things that have meaning and make a difference. I am an important part of my classroom and contribute to my school’s mission and vision. I look for ways to be a good citizen.

**Habit 3: Put First Things First®**
I spend my time on things that are most important. This means I say no to things I know I should not do. I set priorities, make a schedule, and follow my plan. I am disciplined and organized.

**Habit 4: Think Win-Win®**

**Habit 5: Seek First to Understand, Then to Be Understood®**
I listen to other people’s ideas and feelings. I try to see things from their viewpoint (paradigm). I listen to others without interrupting; I listen with my ears, my eyes, and my heart. I am confident in voicing my ideas.

**Habit 6: Synergize®**
I value other people’s strengths and learn from them. I get along well with others, even people who are different than me. I work well in groups. I seek out other people’s ideas because I know that by teaming with others, we can create better solutions than what any one of us could alone. I look for Third Alternatives.

**Habit 7: Sharpen the Saw®**
I eat right, exercise, and get enough sleep (body). I learn in lots of ways and lots of places, not just at school (brain). I spend time with family and friends (heart). I take time to find meaningful ways to help people (soul). I balance all four parts of myself.
SEAVIEW ELEMENTARY ATTENDANCE AND REGISTRATION GUIDELINES

Good attendance is essential for student success. The attendance procedures at Seaview Elementary are designed to help students and parents recognize the importance of regular and prompt attendance and promote an environment of safety for the students by knowing their whereabouts during the school day. Please call by the morning of the absence. An attendance line (425-431-3517) is available 24 hours a day. Please leave your child’s name, teacher’s name, and the reason for the absence. If a call is not received, a robo call will be initiated to remind families to verify the whereabouts of the student and the reason for the absence. School district policy allows for notification of absence/tardy within two days of the student’s return to school. This can be done by call, note, or in person in the office.

Any student arriving after 8:00 should check in at the main office. An attendance slip will be given to the student which they give to their teacher upon entering their classroom. This lets the teacher know that the student has checked in at the office and the attendance record will be adjusted.

The criteria listed below guide schools in determining what is an excusable absence or tardy. Having a parent simply excuse a child’s absence or tardy does not make it “excused” under district policy and state law.

- Illness, health condition, or medical appointment.
- Medical, dental or other appointment that cannot be scheduled before or after school.
- Court or judicial proceeding.
- Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious cultural instruction.
- Family emergency, including but not limited to, death or illness in the family.
- A prearranged absence or tardy.
- Vacations during school days are discouraged and require prior principal approval via the “Request for Excused Absence” form. These are available in the Seaview office.
- Oversleeping is an unexcused tardy/absence.
- A large number of excused absences due to illness may require a doctor’s note.

The school tracks unexcused absences, excused absences, and tardies. Parent/guardians will receive written letters notifying them of the absences or tardies. Letters will be sent requesting a conference to discuss absences and/or tardies. The goal is to help students reduce absences and tardiness.

Why Attendance Matters

Students who miss school are not able to contribute to their classes, miss valuable instruction, and may drop out of school later and limit their future education and career opportunities.

What does Washington State law say about attending school?

Washington state compulsory law (RCW 28A. 225), states that all children under the age of seventeen (17) are required to attend school. The “Becca Bill”, is in place to support schools and families. Schools and families should work together as a team to ensure school attendance and student safety. If a student has unexcused absences, the law requires that schools and school districts take the following action:

1. Inform parent of state and district attendance policy.
2. Notify parents of unexcused and excused absences.
3. After the second unexcused absence, the school can schedule a conference to meet with parent/guardian and student.
4. Schedule a conference after five (5) unexcused absences and enter into a written truancy agreement with the family.
5. File a petition with the courts after the 7th unexcused absence in a month or 10th unexcused absence in a year

APPOINTMENTS: Please, do not make morning doctor, dental or orthodontist appointments. This time is dedicated to reading and math instruction. We discourage early dismissals from school, and request that doctor or dental appointments are made after school hours on non-student days. If this request is unavoidable, we ask that a written excuse be sent to the teacher that morning. In this way, the teacher can plan for the child’s absence. Parents finding it necessary to pick up their child early must check with the office first and sign the student out.
VACATIONS: A school calendar has been provided to assist families in planning vacations during school breaks. If you must take a vacation while school is in session of longer than 2 days, please submit to the office a “Request for Excused Absence” form which is available on our website and in the office at least two weeks prior to your student’s absence. The classroom teacher will note the student’s academic progress and whether the planned absence will have a negative impact on their learning. The principal will make final decisions for vacation applications. (ESD Board Policy #8125.)

EARLY STUDENT RELEASE: We discourage having dental or doctor appointments during school hours or having the students excused for other reasons. This is disruptive to teaching and learning in the classroom. If however, due to scheduling conflicts, you must take your child out of school early, please check them out in the office.

REGISTRATION: To register a new student at Seaview, please come to the office to pick up registration forms. Proof of residency, the child’s immunization records, the child’s birth certificate and your current information is needed to register.

TRANSFER/WITHDRAW: If you plan to move during the school year, please notify the school office immediately to allow for a smooth transition and transfer of school records. All books must be returned to the classroom and library before you leave.

CHANGES IN ADDRESS/TELEPHONE NUMBERS/EMERGENCY NUMBERS, Etc: It is the parent’s responsibility to make sure that all emergency information is current. Please notify the main office AS SOON AS POSSIBLE with all address and/or phone changes including work/cell numbers and emergency contacts. Some information can be updated in Skyward Family Access.

STUDENT SAFETY AND WELL BEING

IMMUNIZATION: New students and kindergartners are required by law to show proof of immunization against diphtheria, whooping cough, tetanus, polio, measles, mumps, rubella, chicken pox, and hepatitis B. Please check with your health care provider, school nurse, or the school registrar for the required immunizations for your child’s grade. When your child receives additional immunizations, please notify the office right away so your child’s records can be updated as well.

MEDICATION: It is a Washington state law that if a student must take any medication at school (prescription or non-prescription), a licensed health professional and parent must complete and sign form SS 500, Authorization for Administration of Oral Medication at School. All medications are administered through the school’s health room and must be in the original container with the licensed health professional or pharmacy label.

The school district has a school health nurse (RN) assigned to each school approximately one day a week. Vision and hearing screenings are conducted annually for all students.

ACCIDENTS / ILLNESS: If a child is ill or injured at school, he/she will be given emergency first aid treatment, and parents will be called. If parents cannot be reached at home, the emergency contact person listed on the registration form will be called. If no one is available to come for the students, we will use our best judgment on whether to call 911 or to keep the child in the health room. Please remember to update your emergency phone numbers.

FEDERAL FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974: The District is required to protect families from unauthorized release of certain information about students. However, “directory information” may be released without permission of parents. Please see the District website under Frequently Requested Forms for the Do Not Release Directory Information (P-190) form if you do not want directory information released. The District in news releases, school event programs, and student directories routinely uses directory information. Such information is also released for the purpose of providing educational, scholarship, vocational/occupational and/or military information and services. Directory and other school
publication information may include: student’s name, parent’s name, student photograph, phone number, address, date and grade in school.

Please read the FERPA enclosure which is included in the Edmonds School District Calendar and Parent Handbook as it relates to student records.

**WEAPONS POLICY:** Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons on school property. “It is unlawful for any person to carry onto public or private elementary or secondary school premises ... any firearm or dangerous weapon as defined by law.” This includes school transportation and areas of non-school facilities while in use for school activities. The law further stipulates that any violation of the above by an elementary or secondary student constitutes having to do specifically with firearms could result in expulsion and notification of law enforcement officials.

- Look-alike (toy) weapons may be treated with the same severity.
- A student carrying a dangerous weapon may be expelled; a student carrying a firearm must be expelled.
- The school must notify law enforcement officials and the parent/guardian when this statute has been violated.

Students who possess a weapon or carry, exhibit, display or draw any weapon or any item apparently capable of inflicting bodily harm in a manner which, under the circumstances, intimidates another or warrants alarm for the safety of others will be subject to discipline up to and including expulsion. “Possession” includes, but is not limited to, having a weapon on district property or at a district-sponsored event located: (a) in a space assigned to a student such as a locker or desk; (b) on the student’s person or property (such as on the student’s body, in his/her clothing, purse, backpack or gym bag); or (c) under the student’s control or accessible or available, such as hidden by the student. Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420.

**NOTIFICATION OF THREATS OF VIOLENCE OR HARM:** By Washington state law and by Edmonds School District policy, 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.

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 may be referred to appropriate community agencies, including law enforcement and mental health services.

**HARASSMENT, INTIMIDATION OR BULLYING:** By state law and 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:

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

Harassment, intimidation or bullying can take many forms including slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, verbal or physical actions. School employees, students, parents or volunteers who have witnessed, or have reliable information that a student has been subjected to such acts, are expected to report incidents to the school.

Rev. 8/08
**EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL HARASSMENT (REV. 8/08)**

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 ensure 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.

**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 educational environment.

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

1. unwelcome racially or sexually-oriented 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 includes, 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 of 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 conversation 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.

Federal and OSPI Safe and Drug Free School requirements include an annual parent and student notification on the district’s drug/alcohol policies as listed below.

**STUDENT ALCOHOL AND DRUG USE POLICY**

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, 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, aftercare 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 disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension or expulsion.

**Are you a Military Family?**

Schools in Washington State are charged with ascertaining student’s family active military status. This is required by RCW 8A.300.505(2)(b) and further defined in Substitute Senate Bill 5163. If the military status of a parent/step-parent changes (i.e. becomes active or retirement from the service occurs,) please contact the office and we will update your information.

**GUIDELINES FOR STUDENT BEHAVIOR**

In following our **Seaview Behavior Expectations Matrix** core values and desiring to promote good citizenship while on campus and/or representing Seaview in outside settings such as field trips or competitions we agree to the following standards of behavior in all areas of our school:

- Be Respectful
- Be Responsible
- Be Ready to Learn
- Be Safe

As part of our building citizenship skills learning we have a Paraeducator 3 (P3), who works with our students throughout the day. The P3 supervises recess, lunchroom and is often working with students in their units. During this time students who are having some behavior choice difficulties may need 1:1 support to develop problem-solving skills. They must state what happened, how the problem could have been resolved differently in a peaceful, respectful manner, and then ask the teacher, parents and principal to sign his/her **Action Plan**. “Reteaching” takes place, helping the student learn safe and respectful choices.

Sometimes students make choices that interfere with their own or others’ chances for success or safety. When a student’s behavior does not meet the classroom and schoolwide expectations listed above and more clearly defined in the Seaview “Being a Leader” Behavior Expectations, the following outline is a guide for how student discipline will be handled at Seaview.

(See our “Being A Leader” around school (shown on the following pages) for details related to different areas around the school.)
<table>
<thead>
<tr>
<th>Level 1 – Incidental Violations</th>
<th>Level 2 – Minor Violations</th>
<th>Level 3 – Major Violations</th>
<th>Level 4 – Illegal Violations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Remind/Redirect/Reteach</td>
<td>TimeOut/Buddy</td>
<td>(Referred/Recorded/Conduct Report)</td>
<td>(Referred/Recorded/Suspension Paperwork)</td>
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<td>Examples:</td>
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<td>(Not all behaviors are listed. This list is a representation of the types of behaviors in this category.)</td>
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<td>▪ Running</td>
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<td>▪ Loud voices/yelling</td>
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<td>▪ Off-task behavior</td>
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<td>▪ Noise Making</td>
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<tr>
<td>▪ Not following directions</td>
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<tr>
<td>▪ Out of seat</td>
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<tr>
<td>▪ Disruptive (e.g. Talking out in class)</td>
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<td>▪ Breaking cafeteria rules</td>
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<td>▪ Breaking playground rules</td>
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<tr>
<td>▪ Breaking restroom rules</td>
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<td>▪ Chewing gum or eating</td>
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<td>without permission</td>
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<tr>
<td>▪ Not following dress code</td>
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<tr>
<td>▪ Talking out in class</td>
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<td>▪ Teasing others</td>
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<td>▪ Excluding others</td>
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<td>▪ Repeated level 1 incidents</td>
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<td>▪ Name Calling</td>
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<td>▪ Disrespect toward other students</td>
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<td>▪ Lying, Cheating</td>
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<td>▪ Not following directions</td>
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<td>of guest teacher</td>
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<td>▪ Inappropriate language</td>
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<td>▪ Spitting</td>
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<td>▪ Defiance</td>
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<td>▪ Throwing objects</td>
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<td>▪ Writing, drawing or talking</td>
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<td>about weapons or acts of violence</td>
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<td>▪ Exceptional Misconduct (such as)</td>
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<td>▪ Fighting</td>
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<td>▪ Vandalism</td>
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<td>▪ Theft</td>
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<td>▪ Forgery</td>
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<td>▪ Assault</td>
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<td>▪ Threats</td>
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<td>▪ Repeated incidents of</td>
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<td>bullying, harassment or</td>
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<td>intimidation</td>
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<td>▪ Weapon possession</td>
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<td>▪ (Etc. – as defined by district policies &amp; procedures)</td>
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</table>
Being A Leader in our Lunchroom

Looks like:

- Sitting up straight at the lunch tables
- Eating your own food respectfully and allowing those around you to do the same
- Getting up from the table only after you’ve been given permission
- Using the same type of manners you would at a restaurant
- Cleaning up your area when you are finished
- Eyes on the speaker and voices off when someone is speaking to the group

Sounds like:

- Polite, kind, respectful conversations
- Talking using restaurant-level voices
- Good manners like “Please,” “Thank You,” and “Excuse Me”

Created by Seaview Elementary Students and ASB Members

Being A Leader on our Playground

Looks like:

- Students synergizing—playing with and helping each other
- Being proactive—responsible for yourself
- Think win-win—find solutions where everyone wins
- Sharpen the Saw—have fun, get fresh air and move
- Being safe on the playground equipment
- Being a good sport—friendships are more important than winning at a game at recess
- Careful use of our recess equipment so others can use it

Sounds like:

- Kind and inclusive language
- Using Kelso’s Choice when solving a problem
- Conversation voices, laughing, and having fun

Created by Seaview Elementary Students and ASB Members

Being A Leader in our Breezeways

Looks like:

- Walking feet
- Hands to yourself
- Staying to the right side of the walkway
- Smiling at others passing by
- Paying attention to the person in front of you
- Holding the door for others

Sounds like:

- Walking silently to respect the learning going on around you
- Saying “excuse me” if trying to get by someone in your path
- Whispering “Hello” or “Hi” if someone says it to you

Created by Seaview Elementary Students and ASB Members

Being A Leader in the Morning while waiting for class

Looks like:

- Standing in line waiting for your teacher to let you in
- Quiet, safe feet
- Hands to yourself

Sounds like:

- Talking quietly
- Using kind and respectful words

Created by Seaview Elementary Students and ASB Members
**Leader on our Buses**

**Looks like...**
- Following bus rules and driver directions
- Sitting on your bottom, facing forward at all times
- Keeping your area clean — if you drop it, pick it up
- Reporting problems to the driver right away
- Keeping hands, feet, and objects to yourself
- Treating others the way you would like to be treated
- Include others — share your seat

**Sounds like...**
- Talking quietly
- Using kind and respectful words

*Created by Seaview Elementary Students and ASB Members*

**Leader in our Parent Pick up**

**Looks like...**
- Waiting for your ride quietly in the assigned area staying off walls and rails
- Walking to your car using crosswalks
- Keeping eyes on the traffic while watching for your car
- Keeping backpack on
- Listening carefully and following directions

**Sounds like...**
- Kind, positive language
- Talking quietly

*Created by Seaview Elementary Students and ASB Members*

**Leader in our Office**

**Looks like...**
- Using walking feet and voice off when entering
- Waiting patiently for your turn
- Making eye contact with office teachers
- Being respectful of what is going on in the office

**Sounds like...**
- Using Good manners like "Please," "Thank You," and "Excuse Me"
- Quiet, clear, confident voice when you ask for something

*Created by Seaview Elementary Students and ASB Members*

**Leader in our Restrooms**

**Looks like...**
- Taking care of your business, washing your hands, and going back to class quickly
- Respecting the privacy of others
- Respecting the property such as the stalls, mirrors, soap, hand dryers, and floors
- Cleaning up after yourself — flushing, paper towels in garbage

**Sounds like...**
- Quiet voices
- Quiet feet

*Created by Seaview Elementary Students and ASB Members*
STUDENTS WILL....

1. follow directions or instructions given by adults in charge.
2. avoid rough play on the playground and school grounds. (i.e. any sort play fighting, wrestling, pushing, pulling shirts/jackets, throwing rocks, bark chips or sticks, snowballs or other objects, kicking, spitting, keep hands/feet to self, etc.).
3. play in designated areas. (Stay away from all fences.)
4. speak kindly to each other; (profanity, teasing, and name calling are not allowed.)
5. not chew gum or eat food or candy on the playground. (Gum is also not permitted in the classrooms.)
6. stay on the playground during recess. (Request a pass to use the restroom or go to the office. No hanging out in the courtyard, in units, or in classrooms.)
7. stop play, return equipment, and walk to line quietly when the bell rings or instructed by the adult in charge
8. take turns on equipment and honor safety rules.
9. follow playground and game rules for safety. (Limited # of students per basketball hoop, use tennis, Nerf, and playground balls for fliers up, one hand on the bars at all times, no sitting on top of any bars with the exception of the spider toy, 2 per section on spider toy, jump ropes for jumping only, one person on slide at a time, slide sitting down and facing forward, NO running up slide, NO tag in Big Toy or bark area, NO jumping from top of Big Toy, NO throwing bark, NO standing or jumping off picnic tables, NO piggy back rides, carrying other students, etc.)
10. Rules for games as explained in P.E. will be posted

IF IN DOUBT, ASK PLAYGROUND TEACHERS!

CONSEQUENCES:

- Students who do not follow playground rules will be given verbal warning, have time-out at the wall, and/or will be given an Incident Report referral to our P3 to Problem Solve together as well as “reteaching” of the rules.
- An Action Plan may be created as needed and must be signed by a parent, and returned to school before the student is allowed to return to recess privileges.
- After three Action Plans have been completed a Conduct Report will be completed by a staff member and an additional consequence will be assigned. If a student accumulates three Conduct Reports they will receive appropriate consequences and the parents will be invited to a conference with the principal, P3 and teacher where a Behavior Plan is developed.

BICYCLE / SKATEBOARD SAFETY GUIDELINES:

1. All riders must wear protective headgear.
2. All bicycles should be locked and parked in the assigned areas.
3. Students must walk bikes/skateboards/scooters/roller blades at all times on school property.
4. Skateboards, bikes, scooters, and roller blades are not to be used on school grounds at any time.
5. Ride on the right-hand side of the road (with traffic).
6. Use the crosswalks when crossing the street at school.
7. Ride single file and use extreme caution when approaching children walking to and from school.
8. Do not ride or walk bicycles past buses that are loading or unloading.

ASSEMBLY EXPECTATIONS:

1. Students will enter the gymnasium quietly, watching for directions from their teacher. Hats/caps are not to be worn during assemblies.
2. Students will respond to the appropriate signal: “May I have your attention, please.”
3. Students will show appropriate listening behavior by sitting up and looking at the speaker.
4. Students will show appropriate appreciation by clapping at the end of a performance.
5. Students will exit quietly, watching for directions from their teacher.

ASSEMBLY APPRECIATION AND CONSEQUENCES:

1. Classes will be recognized at each assembly for good behavior.
2. A student who is not fulfilling his/her expectations will be removed from the group by a teacher.
3. If a student continues to misbehave, s/he will be dismissed from the assembly to the office and will not be invited to the next assembly.

LUNCH TIME EXPECTATIONS:

1. Students will enter the Sharks Café quietly, get their lunch, and find their class table.
2. Students will remain seated until their lunch is finished and they have permission to leave the cafeteria.
3. Students will use appropriate voices so that only close neighbors can hear you.
4. Just as in a restaurant, students will mind their manners! Hats are not to be worn in the lunchroom.
5. Students will clean their area and take care of their garbage when they are finished eating.

DRESS CODE – Seaview and Meadowdale Middle Schools: Clothing worn to school (including any school activity/event) should be comfortable and appropriate for the learning environment. Clothing/appearance should not detract from the learning environment nor should it be offensive to others. Clothing MUST cover all undergarments and midriffs. Clothing which promotes drugs, alcohol, tobacco, gang affiliations, nudity, or profanity IS NOT ALLOWED. Further clarification is listed below:

1. Clothing and jewelry with writing or designs that depict prejudice, unlawful acts, gang-related colors or symbols (including bandanas and jewelry), tobacco, drugs, or alcohol are prohibited. Jewelry that can be used as a weapon is prohibited.
2. Attire that is sexually suggestive or extremely brief such as a low cut garments, strapless or off the shoulder tops, bare midriffs,
1. The bus driver has the responsibility for the safety of the students while they are on the bus.
2. Students must stay seated and facing the front of the bus.
3. Appropriate behavior and voice levels are to be used on the bus at all times and controlled by the teacher. The driver will notify the teacher when the students are too loud.
4. The bus must be left clean and neat.
5. Passengers may open windows, with the bus driver’s permission only, but may not stick or throw anything out of the window.
6. Loading and unloading of equipment only will be allowed through the emergency doors and with the driver’s prior permission.
7. All trips must have an adult representative of the school district accompanying the students on the buses.
8. Lunches or other types of food are to be eaten off the bus, if possible, and weather permitting. This should be a joint decision between the driver and the teacher.

**BUS ARRANGEMENTS:** When a student (at parent request) is to go home with another student, they must have a note written to the bus driver from the parent.

**PARENT INVOLVEMENT**

**CONFERENCES/REPORT CARDS:** Parent-teacher conferences are scheduled once each academic year at the end of October. Students will be dismissed early (11:00) on those days. Lunch is served at school prior to dismissal. At these conferences, participants are encouraged to share any suggestions or problems they might have regarding the student’s Seaview learning experiences. We encourage all parents to attend these conferences. We feel that an involved parent is the greatest asset a student can have in his/her academic, social, and emotional growth. Parents are given an interpreted report on their child’s academic progress toward grade level standards during the school year, at the end of each semester.

*A parent may also schedule a conference with a teacher and/or specialist at any time during the school year to discuss a particular concern. Please call the office for an appointment or leave a message on the teacher’s voicemail/email.*

**CLASSROOM PARTIES**

Birthday parties in classrooms may be celebrated with non-food treats and favors for students. No food is allowed as part of a birthday celebration. See teacher for appropriate non-food items that are allowed. Food may be served at three classroom celebrations (such as seasonal, cultural or curriculum related) per classroom per year. The theme and time of year of the party is up to the discretion of the classroom teacher. If food is served it must meet the “**Food Safety Guidelines For Room Parties**” published by the Snohomish Health District. Due to the prevalence of students with severe food allergies, foods with nuts or tree nuts are strongly discouraged.

**STUDENT RECORDS:** All information related to individual students shall be treated in a confidential and professional manner. Student records shall be available in an orderly and timely manner to students and parents. A parent may challenge any information in a student record believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

**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 our school. For students not currently enrolled, call the Psychology Office at (425) 431-7208 or Student Assessments at (425) 431-7302.

**HOMWORK POLICY:** In all grades (K-6), our homework consists of reading, math and other subject areas as needed. Homework will vary, depending on the grade level of the student. Generally, our expectations for time spent on daily homework should equal approximately 10 times their grade level. Therefore, Kindergarten and 1st Grade would spend 10 minutes, 2nd grade 20 minutes, and so on. Usually this time will include math homework that comes home daily and is completed nightly and returned to school the following day. If you are finding that homework is consistently taking longer than the suggested time please communicate with staff so that we can work together to come up with solutions for your child. In addition to this time we expect that students are spending an average of 20 minutes daily reading, to provide them with additional practice beyond the classroom and build their fluency. The reading may include independent reading of “just right books,” being read to, shared reading, choral reading, etc. Unfinished work that is not completed here at school within your student’s classroom may also come home throughout the school year. If unfinished work becomes a regular occurrence, communication with our staff is very important.

We believe that the value of homework comes from the connection made between home and school, the practice that it can provide to students, and its ability to reinforce attributes such as responsibility, perseverance, and organization. Homework that is given is a continuation of the learning taking place daily in the classroom. We would ask that your child practice this homework independently and apply what he or she has learned in class. During this time, it is beneficial to ask your student about what he or she is learning, ask he/she to communicate his/her thinking as work is completed and show your interest in the learning taking place. It is always important to coach and support your child with homework as well as encourage him or her to work independently. If a student is reporting that he/she does not have any homework or assignments on which he/she should be working, a parent should contact the child’s teacher, as this might be an inaccurate perception on the child’s part.

Finding a comfortable, well lit, quiet space to complete homework is a great way to provide your child with an effective setting for completing his or her homework. Also, finding a regular, consistent time to complete homework will also help homework to become a nightly routine. We thank you for your support of our homework policy and for the care and encouragement you share with your child through the never ending learning process.

**COMMUNICATION PROCESS:** Effective communication is essential for successful relationships and organization success. As a district, we use the following guidelines for communication. Questions and feedback are important in the continuous improvement process. It is important that we have conversations 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. Share your concern, the facts or views you have about the issue. 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 don’t 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 at their regular meetings (usually the first and third Tuesday of each month).

This process is not to be used in a retaliatory manner.

PTSA:
- Support and speak on behalf of children and youth in the schools, in the community, and before governmental bodies and other organizations that make decisions affecting children.
- Assist parents in developing the skills they need to raise and protect their children.
- Encourage parent and public involvement in the public schools of this nation.

PTA – EXECUTIVE BOARD:
- President: Joe Julian
- Co-Vice Presidents: Sarah McManus and Will Wisner
- Secretary: TBD
- Treasurer: Stephanie Keller

VISITING SCHOOL: Parents are welcome and encouraged to visit school. Classroom visits that are planned in advance are most successful. In fact School Board Policy requires that prior arrangements be made. For the protection of children, all parents are required to check in at the school office when coming to the school and wear an identification label. The School Board has the following agreement with its employees regarding visiting school:

It is recognized by the parties that the patrons of the District have the right to observe the educational program of the District. Patrons visiting a classroom shall obtain the approval of the principal. The time shall be arranged after the principal has conferred privately with the employee.

When you are bringing items forgotten by your child (e.g., lunches, books, money, etc.), please bring them to the school office. We will call at an appropriate time and make sure your child receives the item. This will insure less interruption of the classes and we will know the identity of all adults who are on the school grounds. You will find the office of the Principal always open for visitation or consultation. Since the schedule of the Principal is not a set one, it is always advisable to telephone for an appointment first.

NO DOG (PET) POLICY: In the interests of safety and health, family pets of any kind are not allowed in school buildings, or in District vehicles. No pets will be allowed on District grounds when school is in session from one half hour before start time until one half hour following dismissal. Pets are not allowed at school sponsored events.

VOLUNTEERS: Volunteer programs are offered through the school and PTSA. We strongly encourage parent participation but require that for safety, you first complete a WSP form in the office and have clearance before volunteering. Please contact the main office for more information. Volunteers must review ESD policies regarding Sexual Harassment (8206), Harassment, Intimidation, and Bullying (8207) and Volunteer Expectations. These policies can be found on the Seaview website or hard copies are available in the office for review. The Volunteer Expectations are also found on page 17 of the Seaview Family Handbook.

SECOND HOUSEHOLDS: Parents who do not reside with their children and want to keep informed of their progress and school activities are encouraged to contact their child’s teacher. Copies of report cards, testing scores, teacher letters and other requested information can be mailed/ emailed if the parent provides the teacher with self-addressed stamped envelopes or email address for this purpose.

EQUAL EDUCATIONAL OPPORTUNITY: The Edmonds School District and Seaview Elementary School will work to provide equal educational opportunities and treatment for all students without regard to race, color, sex, sexual orientation, marital status, religion, creed, ethnic origin or physical, mental or sensory disability. All students should be able to learn in an environment that is free of bias and harassment, including sexual harassment. District educational programs, activities, curriculum, and services will help students develop a sense of worth and respect for the worth of others. Concerns, questions or complaints regarding any type of racial, religious ethnic or gender based harassment or discrimination may be directed to the district Equity Officer, 425-431-7128.
STUDENT PLACEMENT: The process for placing students in classrooms or for placing students when classrooms are reorganized has some unique characteristics at each school that depend upon the staff, principal, and needs of students and families. Class assignments are tentative and may be changed due to actual enrollment numbers.

1. Teachers complete placement cards for students in their classrooms in the spring of each year. Those cards help the school to organize information about student academic performance, special needs, and other characteristics important in the placement process.

2. In the spring parents will be informed of the process to provide input about classroom selection for their child. This process does not include a request for a certain teacher, but provides opportunity for other input about the educational needs of the child. Staff will consider such input and determine its relevance to the educational program.

3. Staff members meet to form classes. This may be done by grade level. It often involves the teachers who have worked most closely with the students:
   - Students with IEPs (special education) may be distributed evenly among available classes because of the extra workload that may be required in managing their program.
   - Gender balance (girls and boys) is considered.
   - Students who should be separated from each other for various reasons are considered.
   - Students are randomly distributed based on academic performance, social skills, learning styles, study skills, etc.
   - Other professionals (counselor, specialists) may give input before the class is finalized.
   - Parent input may be incorporated.
   - The final decision is made by the building principal who is responsible for the formation of a learning environment that balances the needs of all students.

EDMONDS SCHOOL DISTRICT / STUDENTS / CHROMEBOOKS 1:1 / 1:1 FAQS
The Internet is a valuable resource for our students and staff, providing current information, instructional materials, and ways to acquire research skills. Chromebooks are an integral part of our student’s education. Students have access to Chromebooks and our networks that support student learning. All students are expected to follow the networks portion of the Acceptable Use Procedure (7396-R1.) The Edmonds School District uses an Internet content filter to manage the types of sites students can and cannot access. No content filter is perfect. Our first line of defense for ensuring student safety and responsible use is education and monitoring! We provide on-going Digital Citizenship and Safety lessons as well as ongoing monitoring of student internet use. Students are encouraged to report inappropriate sites to their teacher. Any student who wishes to use a personally owned electronic device at Seaview Elementary must read and sign a school agreement to do so. The student takes full responsibility for security and proper care of their personal device. According to board policy the device is only to be used for school based learning, work completion, or research. The school reserves the right to inspect a student’s personal device if there is reason to believe that board policies have been violated. Can my child opt out of having a Chromebook?

No. Chromebooks are expected to become an integral part of the education all students receive at the Edmonds School District and we want them to take advantage of the powerful learning resources available with it.

LOST AND FOUND: Clothing and other items found on the school grounds are displayed in the multipurpose room. It is difficult to identify the owner if the items are not properly marked. Please label your child's clothing and call the office if valuable items are missing. We discourage students from bringing personal items (toys, sports equipment, etc.) to school. All electronics (CD’s, radios and cell phones) are to be kept at home or in backpacks during the school day. The school cannot be responsible for the loss of or damage to students’ personal items. Students are encouraged to turn in money found on the school grounds. We also encourage students to carry less than $5.00 to school.

PARKING LOT ETIQUETTE: Parents, as a matter of safety, have your students wait for you on the sidewalk, rather than walking out into the lanes of the parking lot to meet you. It is difficult for drivers pulling out to see children cutting through the lot, especially without a taller adult along.

Also, some drivers may not be aware that there are three cross-hatched (///) handicapped parking spots in the second row from the school. These must not be blocked at any time.

If you are in line and your child has not yet arrived please pull forward into any empty space left by leaving cars so that we can reduce the impact of traffic backing up onto 188th ST.

Please remember to honor the cross walks and obey the school speed zone. We encourage families to carpool and help ease traffic congestion.

We all can help make Seaview’s parking lot safe and people-friendly!

SKYWARD FAMILY ACCESS: Skyward Family Access is a tool for Edmonds School District parents to access student information on-line. An account has been created for each family, which will allow you to access and update certain information for each of your students. Attendance, test scores, report cards, as well as current contact information is available. Each family should receive notification of their Skyward Family Access log-in and password. Please contact the Seaview office if you need your credentials.
TRUST is virtually important for volunteers to share with the students and school staff with whom they work. The following is a list of ways you can establish and maintain trust when working in a school:

• **BE CONSISTENT.** Make a time commitment that is really workable for you.

• **ARRIVE ON TIME.** Remember, the students expect you, and the teachers depend on you. Notify the office as far in advance as possible when you know you must be absent.

• **SIGN IN AND OUT** each time you are at the school.

• **WEAR YOUR VOLUNTEER NAME BADGE** whenever you are in the school.

• **RESPECT CONFIDENTIALITY.** Students and their specific problems should not be discussed outside of school. Volunteers are also encouraged to not use students’ names out of school. Be professionally discreet.

• **DRESS APPROPRIATELY.** Please do not wear clothes that are revealing or that display inappropriate slogans or logos. Some schools do not allow baseball caps.

• **LEAVE DANGEROUS MATERIALS AT HOME.** Schools are drug- and weapon-free zones. Even pocketknives and mace are considered weapons.

• **RESPECT DIFFERENT CULTURES AND BELIEFS.** Please do not bring personal, religious, or political agendas with you to school.

• **SHOW RESPECT TO TEACHERS AND OTHER STAFF.** Realize that your relationship to school staff requires mutual respect and confidence.

• **ATTEND RELEVANT TRAINING SESSIONS** hosted at the school for volunteers whenever possible.

• Remember that a school is a dynamic, ever-changing place with no two days alike. Your plan that worked yesterday may not be good today. Be flexible and keep a sense of humor. Laugh and enjoy yourself. We appreciate your support and time commitment.
STUDENT LIFE

INSTRUMENTAL MUSIC FOR 5TH AND 6TH GRADE STUDENTS: Instrumental instruction is offered to interested elementary pupils in beginning and advanced band and stringed instruments. There is no charge for this instruction; however, families are expected to rent or purchase the instrument used. See the instructor regarding scholarships and borrowing instruments.

OUTDOOR SCHOOL: 5th grade students attend outdoor school for two nights and three days at Camp Killoqua.

ASB: Our Student Government consists of class representatives from grades 1-6 and officers in grades 5-6. ASB Reps meet during the school year to discuss student issues and plan activities such as Spirit Days and community support events.

CLUBS: Every year Seaview has a variety of after school opportunities for students. Offerings vary due to student interest and availability of advisors/instructors. Offerings have included: MOVE 60, Art, Drama, Spanish, Chess, Ceramics, and Boeing Workshops.

CLOTHES FOR KIDS: Clothes for Kids is available in the School District. All students who are on the free and reduced lunch program are entitled to receive clothing. If you wish to donate children’s clothing, please call 431-7285 or 431-7383 for specific information. They are located at 16725 52nd Ave. W, Lynnwood. All unclaimed lost and found items are donated to Clothes For Kids at the end of each school year.

SEAVIEW LEADER IN ME, SECOND STEP AND RESPONSIVE CLASSROOM PROGRAMS: At Seaview we promote proactive, healthy habits, and positive responsive strategies to use within our learning environment and school community on a daily basis. Students and staff learn and model these skills when making personal choices, setting goals, working with teams, inside and outside our classrooms. We would like Seaview and the Seaview community to be a place, which insures a safe, caring and tolerant learning environment. Edmonds School District curriculum supports Pro-social/anti bully curriculum taught with “real-life” problems solving strategies that are practiced to support all students in problem solving as a lifelong skill.

LUNCH: Hot lunches and milk will be available to students. Milk is served with hot lunch. Milk may be purchased separately. Adults are always welcome to have lunch at school. If you are planning to purchase an adult meal, please call the office in advance.

We support good nutrition. Soda pop is not allowed during lunch. Please do not send Lunchables that include soda pop.

The lunchroom is operated on a cash basis. Cash or checks made payable to the Edmonds School District (note your child(ren)’s name(s), on the check) as well as credit card payments are accepted. Meal payments can be made on-line through the In-Touch On-line payment system. The link can be found on the Seaview and ESD websites. Use your Skyward Family Access log-in and password to access this system. Records are kept of lunches served to each child, and notices are sent home when the child has only 2-3 lunches left.

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FREE AND REDUCED MEALS: Application forms for free and reduced breakfast and lunch are available in the office throughout the school year. If your family situation changes, an application may be submitted.