

September, 2018

Dear Hilltop Families:

Here is the updated 2018-19 Parent and Student Handbook. I think you will find this as a useful reference in providing the necessary information, guidelines, and lists throughout the year. Please keep it somewhere handy to refer to throughout the school year.

Please do not hesitate to share concerns or suggestions. Working together we can make this a fantastic year and educational experience for your child.

Janie O'Brien
Principal, Hilltop Elementary School
425-431-7605
obrienj@edmonds.wednet.edu

We cannot always build the future for our youth, but we can build our youth for the future.
Franklin D. Roosevelt

Hilltop Elementary
20425 Damson Road
Lynnwood, WA 98036
Office: 425-431-7604
Attendance: 425-431-7600

1st Bell 8:30 am
Tardy Bell 8:40 am
End of School 3:10 pm
Early Release 11:40 pm

TABLE OF CONTENTS

3	Attendance
8	Transportation
9	Emergency Contacts
9	Student Health
12	Records
13	Student Conduct
20	Discipline Flow Chart
21	Planning a School Visit
22	PTSA
24	Staff Contact List
25	Student Services Section 504
26	No School / Early Release Dates
28	Prearranged Absence Form

ATTENDANCE

ATTENDANCE - Policy 3122 & 3122P

PHILOSOPHY

It is the policy of the Edmonds School District that on-time daily attendance is essential to the academic achievement of each and every student. Students with poor attendance miss critical instruction in key concepts, quickly fall behind in school, and are less likely to achieve academic success. Accordingly, school attendance is mandatory, and unexcused absences and truancy are prohibited within the Edmonds School District.

Attendance policies apply to all students enrolled in the Edmonds School District, including district sponsored preschool programs through high school. Students with poor attendance in kindergarten and first grade are much less likely to meet critical math and reading benchmarks by the third grade. Third grade benchmarks are closely linked with future academic success and high school graduation rates.

To combat unexcused absences and truancy, all Edmonds Schools are committed to strengthening family engagement to support all aspects of their child's life, including the reduction of truancy.

Edmonds School District believes that school-based interventions allow schools to tailor interventions to specific student needs, and build capacity for families to become directly involved in their child's school life. Centrally-based interventions act as an important supplement to school-based interventions when all school-based efforts to meet a student's needs have been exhausted. Generally, judicial action will be the final intervention utilized.

DEFINITIONS

Absence

Any time a student is not physically present in assigned class or at school, they are marked absent.

Excused Absence

The following are valid excuses for an absence:

1. Illness, health condition, medical appointment; (including but not limited to, medical, counseling, dental, optometry, pregnancy and in-patient or out-patient treatment for chemical dependency or mental health) for the student or person for whom the student is legally responsible for;
2. Family emergency, including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose, including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or serving on a jury;
5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the student's homeless status or foster care/dependency status;
8. Absence related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010;

9. Absence due to suspensions, expulsions or emergency expulsions imposed to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying “course of study” activities as defined in WAC 392-121-107;
10. Absence due to student safety concerns, including absences related to threats, assaults, or bullying.
11. Absence due to a student’s migrant status;
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth.

Excessive Excused Absences

Due to legislation and state compulsory attendance laws (under section 3 of RCW 28A.225) **elementary schools** shall contact families to discuss excused absences when a student reaches five days of excused absences.

For all students, excessive absences are defined as ten days of excused absences. Absences exceeding ten days may lead to a conference with the school where it will be determined if absences will no longer be excused without a note from a physician. After ten days of excused absences the school may request a doctor’s note stating a medical diagnosis and the impact the medical condition has on the student’s ability to attend school.

Extended Illness or Health Condition

Students with chronic health conditions must provide medical documentation with a medical diagnosis and the impact the illness has on the student's ability to attend school. If the student or the family does not provide medical documentation then the absences may be coded as unexcused until the appropriate documentation is provided. Once the documentation has been provided a school team will determine if the student qualifies for modifications to their education.

Unexcused Absences

Any absence from a school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria for an excused absence and is not excused within two business days. (Please refer back to **Excused Absence**.)

Chronic Absenteeism

Chronic absenteeism is defined as a student missing 18 or more days of school within a school year.

Truancy

Truancy is defined as a student who is subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

Early Release

Students are expected to remain in class until the end of the class/day. An early release is an excused absence from school if the family member sends a written statement or makes phone contact, requesting an early dismissal including the date of the dismissal, a valid reason (please refer back to **Excused Absence**), and a phone number where the parent can be reached.

Family Vacations/Travel

Families should not schedule vacations while school is still in session. If a family vacation must occur while school is in session, it must be prearranged and approved. The pre-arranged absence form must be completed and turned in five school days prior to the absence. School staff shall review the request to determine whether the absence will adversely affect learning. It is the school building administrator's discretion whether to excuse the absence or not.

There is no expectation that teachers will provide homework when students miss school for family vacations.

Students who miss 20 consecutive days of school without administrator approval will be withdrawn per *WAC 392-121- 108*

Attendance Procedures/Expectations

Approval of Absences

School district policy allows for notification of absence/tardy **within two days** of the student returning to school. This can be done by phone call, note, email, or in person in the office. If the office does not receive notification within the two day window, the absence will be considered an unexcused absence.

An attendance phone line is available for you to reach the school.

Attendance line: (425) 431.7600.

When notifying the school to excuse an absence, please include your child's name, grade, and the reason for the absence. If notification is not received, family members will receive an automated phone call notifying of the absence.

Note: A large number of excused absences due to illness may require a doctor's note. Please consider scheduling medical, dental or other appointments before or after school.

As explained above in **Excessive Absences**, schools may contact families to schedule an attendance conference.

Interventions for Truancy/Unexcused Absences

Interventions may include:

- Detention
- In School Suspension
- Loss of credit on missed assignments or assessments
- Parent Conference
- Administrator Conference
- Community/School Service
- Saturday School (when provided by the school)
- Referral to Truancy Court

Students shall not be suspended out of school for truancy/unexcused absences.

Tardies

Elementary: Students who miss up to 10 minutes of instructional time may be marked tardy. It is at the building's discretion to determine whether a student is tardy or not. Excessive tardies may result in interventions at the building level.

Secondary: A "tardy" at the secondary level will be defined as arriving up to 10 minutes late to class. Tardies may be excused or unexcused according to school rules/policies and district definitions. Unexcused tardies beyond ten minutes in middle and high school are considered unexcused absences.

Interventions for tardies will be determined at each school.

Interventions for Excessive Tardies

Interventions may include:

- Detention
- In School Suspension
- Parent Conference
- Administrator Conference
- Community/School Service
- Saturday School (when provided by the school)

PRE-ARRANGED ABSENCES

Absences should be pre-arranged by written request when families have advance knowledge of impending absences. **See page 26 for the *Request for Prearranged Absence form*.**

Procedures for requesting homework

When absent due to illness, our main concern is that our students regain their health. Students are encouraged to check Skyward, Canvas, teacher webpages and/or email individual teachers directly for homework assignments.

Students have the right to make up work due to an excused absence. Students have as many days as they missed to make-up work if the absence is excused. Teachers are not required to give the opportunity to make-up work if the absence has not been excused.

* Please refer to vacation/travel section for makeup work guidelines specific to vacations and travel

WHAT FAMILIES CAN DO TO HELP WITH GOOD ATTENDANCE

- Talk to your student about the importance of attendance.
- Stay on top of academic progress
- Check your student's attendance often
- Ask for help from the school if you're having trouble getting your student to school

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 law does not require 6 and 7 year old children to be enrolled in school, but, if they are enrolled, the child's parent must ensure that the child attends the school, and that child has a duty to attend the school for the full time the school is in session.

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 three (3) unexcused absences, the school can schedule a conference to meet with parent/guardian and student.
4. After five (5) unexcused absences, parents will be notified about the need to have a phone call or an "in person" meeting to problem solve. Interventions will be discussed and implemented. An attendance contract & agreement will be signed.
5. After seven (7) unexcused absence in a month or ten (10) unexcused absence in a year the district can file a petition with the courts.

The school office, assisted by the district if necessary, will investigate chronic absences or tardiness. Please work in partnership with the school by calling (425) 431.7600 immediately when your child will be absent or tardy.

This year, our goal is to increase student attendance at Hilltop. There is a direct correlation between student success and attendance. Our goal is 100% attendance for all students unless they are ill. Parents are required to send a written excuse to school if the child is tardy. GOOD, PROMPT attendance is strongly encouraged; however, if a child has a temperature above normal or if you have reason to believe he/she is becoming ill, it will be best for your child and his/her classmates to keep him/her home. If your child is absent longer than 5 days due to illness a note from the doctor must be given to the office.

ATTENDANCE CHECK: If the office does not receive a call the day of the absence, it will be considered an unexcused absence. Parents who have not called will be called from the school’s daily absentee list to be sure your child or children are safe. **Please be sure the school office has been provided with accurate home and work telephone numbers.**

1. **According to district policy #8130R**, absences and tardies are excused for personal illness or injury (may require doctor’s confirmation), doctor or dental appointments, participation in religious holidays or other absences deemed appropriate by the principal. School related absences/tardies are also excused.
2. **Consistent with WAC 180-40-010**, all students will attend and be punctual at regularly scheduled classes unless officially excused. The “Becca Bill” also requires the District to:
 - a. After two unexcused absences, the school must make contact with the parent/guardian.
 - b. Schedule a conference with parents after the fifth unexcused absence/truancy.
 - c. File a petition with the county court after the 7th unexcused absence in a month or 10th unexcused absence in a year. (May file earlier)
 - d. Report to the court additional absences, which occur after the first referral.

The law does not require 6 and 7 year old children to be enrolled in school, but, if they are enrolled, the child’s parent must ensure that the child attends the school, and that child has a duty to attend the school for the full time the school is in session. The school office, assisted by the District Attendance Officer if necessary, will investigate chronic absences or tardiness. Please

accept the parental responsibility by calling 425-431-7600 immediately when he/she is absent or tardy.

ARRIVAL TIME AT SCHOOL: School hours for Hilltop students are 8:40 a.m. to 3:10 p.m. *Children who walk to school are not to arrive until 8:25 a.m. unless they are having breakfast, which begins at 8:10 a.m.* There is LIMITED grounds supervision and NO playground supervision available. Classroom doors open at 8:30 a.m. The tardy bell rings at 8:40 am.

EARLY DISMISSALS: Please attempt to schedule dental/doctor appointments other than during school hours or having the pupils excused early for other reasons. In the event it is necessary, please make your request in *writing* to the teacher. The child will be released to you from the classroom through the office. ***PLEASE CHECK IN WITH THE OFFICE. DO NOT GO TO YOUR CHILD'S ROOM.*** Your child will be called from the office when you arrive. Your child will not be sent to the office prior to your arrival.

TRANSPORTATION

BUS POLICY: The District operates a bus for children living in areas of considerable distance (over one radius mile) or areas of marginal walking safety. Students must ride the bus *consistently!* They may not walk or ride bikes on good days, and on rainy days expect to ride the bus.

Notes in writing from a legal guardian are required for a student to go home on a different bus or getting off at a different bus stop. ***No student will be allowed to go home with another student without prior arrangements and a written note from a legal guardian.*** Bus students are to get off at their assigned stops only. Bus passes are required. No student that is a bus rider will be permitted to ride with another parent in a private vehicle without prior written consent from a legal guardian. ***If a student is a scheduled bus rider and the student will not be going on the bus because a parent will be providing transportation, a note must accompany that student to school on the day of the occurrence or the student will be put in the bus line/on the bus!***

- No bus transportation is provided for Cub Scouts, Campfire, Brownies, etc.
- Any changes in stops must be communicated to the school office immediately by the parent/guardian in order to get approval by the District Transportation Department. Courtesy, respect and following of all the bus rules are expected at all times. As needed, bus drivers will issue discipline slips, which may result in a bus suspension.

CROSSINGS: Patrol crossings are Damson Road (in front of school) and Logan Road & Damson Road at 203rd Pl SW. As this area grows, our children face increasing traffic dangers. Both parents and teachers must work constantly to help children become safety conscious...crossing streets, walking to and from school, being approached by strangers and riding bicycles.

****Please be kind to our Patrol students and staff who are working hard to keep Hilltop's pickup and drop off of your student/s running smoothly.***

BICYCLE RIDING: For reasons of safety, only 3rd - 6th graders may ride bicycles to school. They must abide by the following rules:

1. Wear helmets—if a child comes to school without a helmet, we will keep the bike until a helmet is produced.
2. Walk bicycles on the school grounds at all times.
3. Ride on the right-hand side of the road.
4. Use the crosswalks when crossing the street at school.
5. Ride single file and use extreme care when approaching children walking to and from school.
6. Park and lock bicycles in the assigned area. The school cannot assume liability for stolen or damaged bikes.
7. Not ride or walk bicycles past buses that are loading or unloading.
8. Walk bikes on walkways and yield right-of-way to pedestrians.
9. We do not allow scooters or skateboards at Hilltop.

EMERGENCY CONTACT INFORMATION

CHANGES IN ADDRESS, TELEPHONE NUMBERS, EMERGENCY NUMBERS:

Permanent records follow your child through his/her school years so please help us keep them up to date. If you have a change of address or phone number please remember to give the office changes. You can also update and change personal information, on Skyward Student access.

WE MUST HAVE EMERGENCY NUMBERS! Severely sick children or an injured child are a heavy responsibility. Please help by giving us reliable and accurate emergency numbers. Two – Three or four contacts other than parents are very helpful.

PROOF OF ADDRESS will be required for all students registered at Hilltop and must be provided upon request.

DIRECTORY/MEDIA RELEASE INFORMATION: Directory information consists of a student's name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and the most recent previous school attended.

Directory information may be released without consent for providing educational, scholarship, vocational/occupational and /or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons. 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, or your child's picture published for media purposes, please fill out a P-190 form which you can find on the Edmonds School District website.* You may choose to have all information withheld or you may choose to designate a specific agency from which you choose to withhold information.

STUDENT HEALTH

HEALTH/IMMUNIZATIONS FORMS: All required immunizations must be current or your child will be excluded from school until it is in place. Please let us know about any pre-existing illness or life threatening condition your child may have that might affect his/her school life. *If your child has a life threatening illness/allergy we must have an emergency medical plan in place at school before your student can come to school.*

Please check your children daily for signs of skin or eye infections, symptoms of contagious diseases, and particularly signs of over-tiredness. Some children have a tendency to become nervous under the routine of a school program. Biting fingernails, continued eye blinking or other nervous indications should be reported to the teacher, school nurse, or family doctor.

MEDICATION AT SCHOOL: Medication will be administered from the office providing the following directions have been met:

1. Before medication can be given at school, the office must receive written doctor's instructions and parent's permission for the medication to be given.
2. The medication must be in a container with original label from doctor or pharmacist and listing student's name, the name and dosage of medication.

Please let us know about all medications being given at home, as these could affect a medical emergency during the school day.

ACCIDENTS: If a child is injured at school, an adult competent in first aid will give her/ him emergency first aid treatment. In the case of a serious injury the parents will be called immediately. If they cannot be reached, the emergency contact listed on the enrollment form will be called. If no one is available to come for the child, we will use our best judgment as to whether to call the Fire Department Aid Unit or to keep the child in the nurse's office.

INSURANCE: *Student Accident Insurance can be purchased.* Complete the enrollment forms sent home with your child the first day of the school and send them to the school office for processing. (This plan is not a comprehensive health plan although the insurer does offer one if you are interested.)

STUDENT RIGHTS/SPECIAL EDUCATION CHILD IDENTIFICATION: Special Education services are provided to all students aged birth to 21 who qualify. For students currently enrolled in the district contact the Hilltop school psychologist, Chelsea Day. For students not currently enrolled, call the Psychology Office at 425-431-7208. See additional information Pg. 16.

LUNCHES: The Foodservice Department of Edmonds School District is a centralized food system. The lunch at our school is served and eaten in the gym area. Two servers work in each elementary kitchen. Menus are sent home at the beginning of each month.

- The lunchroom is operated on cash/advance payment basis. Students are given a 7-digit pin number, which keeps track of their individual lunch accounts.

Cash, cashier's check, or personal checks are all acceptable forms of payment. **Checks must be made payable to the Edmonds School District.** Money on account is carried over from school year to school year. Amounts owed at the end of the prior year carry over to the current year.

- Please note that there are no IOU'S, if a student does not have enough money for breakfast or lunch, a safety net meal will be provided.
- Prices are published on the District menus.

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.

NOTICE FOR PESTICIDE USE: 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, please contact the Maintenance Director (425) 431-7244.

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 subjected to relevant district discipline policies and may be referred to appropriate community agencies, including but not limited to, law enforcement and mental health services.

District Wellness Policy and Procedures

Food Sold in Schools: Midnight to 30 minutes after dismissal

New USDA legislation changes what can be **sold** to students on school grounds, from midnight to 30 minutes after the close of the school day. This includes vending machines, school stores, á la carte lines and **all** fundraisers. There are no exceptions to this federal mandate. Any school found out of compliance jeopardizes the \$3 million in Federal funds provided to our District's school meals program.

This applies to all schools in all districts across the country. In Edmonds School District, we have shared this policy with administrators, held a **Superintendent's Roundtable** and a special meeting for parent group leaders in May 2014. We will continue to provide support and training as we all adjust to this required change.

Food as Incentives/Rewards

The Edmonds School District strongly discourages the use of food as an incentive or reward. Staff members and parent group leaders compelled to use food must select items that meet the USDA “*Smart Snacks in School.*”

Physical Activity/Physical Education

The difference between physical activity and physical education is critical to understanding why both contribute to the development of healthy and active children. Physical education is a K-12 planned and sequential program of curricula and instruction that helps students develop the knowledge, attitudes, motor skills, self-management skills and confidence needed to adopt and maintain physically active and healthy lifestyles. Physical activity is the application of what is learned in physical education class.

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. Appropriate alternatives to food that may be shared on special occasions can be within the procedures.

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.

Please direct questions to Barb Lloyd, Wellness Committee Chair (425-431-7073 or lloyd@edmonds.wednet.edu) or any members of **the Edmonds School District Wellness Committee**.

STUDENT RECORDS

REPORT CARDS: All students will receive report cards twice a year.

STUDENTS PERMANENT RECORDS: The school maintains a record on each student which is sent to the middle school at the completion of elementary school. Records contain a summary of each year’s grades, testing, and attendance data. Also, summaries of parent conferences and teacher anecdotal materials are kept. Parents are welcome to review this material with the teacher or principal. Please send a note 72 hours before you need this request completed.

STUDENT PLACEMENT:

- Parent input is valued; Families will receive notification in the spring as to the process.
- Placement is tentative until after the 4th day adjustments are made.

TRANSFERRING SCHOOLS: Please notify the office by written note or email one week in advance of transferring to a new school. You will be provided a copy of your child’s immunization record and information for the receiving school.

STUDENT CONDUCT

EQUAL EDUCATIONAL OPPORTUNITY AND SEXUAL HARASSMENT - Policy 8206:

The Edmonds School District will maintain a learning and work environment that is free from sexual harassment. Sexual harassment is a form of discrimination which is prohibited under Title IX of the Civil Rights Act. Sexual harassment substantially compromises the attainment of educational excellence, and the District will not tolerate such behavior by staff or by students, or by parents, volunteers or contractors while on school district grounds or participating in school-sponsored events.

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.

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 is 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.

Reporting Incidents of Sexual Harassment

If any student, parent or community member experiences or witnesses discrimination or sexual 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**

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

Legal References:

Washington State RCW 26.44.030, RCW9A.36.080 (3) and SHB 1444
Edmonds School District Policies #8200, 8205, 8206, 8207 and 8208

2/19/04

STUDENT ALCOHOL, DRUG, AND ILLEGAL SUBSTANCES USE - Policy 8235: 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 an 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 has developed programs that emphasize prevention, intervention, aftercare support, and necessary corrective actions. The district also recognizes 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. Part of the responsibility of the school and school District is to inform students and parents each year of the District's policy on drugs/alcohol. This policy is as follows:

- It is unlawful for a student to sell, possess, use, or show evidence of being under the influence of alcohol or other illegal drugs while on school district property or at any school-sponsored event. Law enforcement shall be notified when this policy is violated.
- Any student who possesses, uses, or shows evidence of being under the influence of alcohol or other illegal drugs while on school district property or at a school-sponsored event shall be suspended for the remainder of the semester or 30 days, whichever is longer.
- For a first offense of *Possession, Use, or Paraphernalia*, the suspension can be reduced to a minimum of 3 days with the remainder of days held in abeyance if the student agrees to a drug and alcohol assessment, and if recommended by the drug treatment agency, complete counseling and treatment. The parent(s)/guardian(s) and student will be asked to sign a Release Form allowing a professional treatment center to confer with the school regarding the findings, recommendations, and follow-up program. In order to continue in school, the student and parent(s)/guardian(s) must agree to participate in any follow-up treatment recommended by the treatment center. Failure to comply with the recommendations will result in re-imposition of the Long Term Suspension. Subsequent offenses will result in a Long Term Suspension up to Expulsion as well as referrals to law enforcement.
- Students who sell, buy, or transfer drugs or alcohol at school, on school busses, using district-provided technology, or at school-related activities will face immediate long-term suspension of up to 30 days with no abeyance option and will also face criminal charges. All vehicles parked on school property are expected to be drug/alcohol free.

Note: For students involved in extracurricular activities: Students will not be permitted to possess, traffic in, and/or use non-prescribed or illegal drugs, alcohol, or any form of tobacco, and may not be in the presence of, or remain in the vicinity of, the use of such substances prohibited by criminal law, or engage in behavior that enables others to illegally use such substances. The penalty for a violation shall be immediate ineligibility for extracurricular competition or performance for forty-five (45) calendar days (see athletic handbook for details).

HARASSMENT, INTIMIDATION, OR BULLYING – Policy 8207: It is the intent of the students and staff in the Edmonds School District to create an environment for learning and work that promotes and values respect, diversity and trust. Individuals have the right to be treated with respect and dignity, and have the responsibility to treat others the same way.

Definition

Harassment, intimidation, or bullying (HIB) is 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; or
4. Has the effect of substantially disrupting the orderly operation of the school.

Recognizing Harassment

The following behaviors are among those commonly identified as forms of HIB:

Written or Verbal Could Include:

- Remarks and / or suggestions that are unwanted / unwelcome.
- Comments about body
- Teasing, joking or making dehumanizing, derogatory, lewd remarks
- Ethnic/political/racial/religious/sexual slurs
- Hazing (initiation activities)
- Unwanted / unwelcome written, verbal or electronic messages
- Sexting (i.e. electronic transmission containing inappropriate sexual content)
- Exploiting a physical / mental disability
- Pressure for sexual activity
- Threats / acts of aggression
- Suggested favors to obtain preferential treatment
- Extortion
- Demanding compliance accompanied by implied / overt threats
- Making demeaning comments in front of others
- Spreading rumors
- Unwanted questions or comments of a highly personal nature

Physical Could Include:

- Unwanted / unwelcome touching / grabbing
- Impeding / blocking the free movement of another
- Staring / leering in a way that makes a person uncomfortable
- Displaying offensive graphics / drawings / graffiti / cartoons
- Intentional brushing against body
- Obscene/Threatening gestures
- Pranks
- Lewd conduct

Reporting Incidents of Harassment, Intimidation, Bullying

Students, parents and volunteers are encouraged to report incidents of harassment, intimidation or bullying to the appropriate school official. To report an incident, students, parents, and volunteers

can report directly to school staff or they may use the **Harassment, Intimidation and Bullying Reporting Form** located [here](#). Disciplinary action will be taken to address the behavior or the perpetrator. No school district employee, student, or volunteer may engage in reprisal, retaliation, or false accusation against a victim, witness, or one with reliable information about an act of harassment, intimidation, or bullying. False reports or retaliation will receive consequences.

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school.

WEAPONS - Policy 3240

The staff and student body will not tolerate the possession of any weapons or other dangerous objects on campus. 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.

"Possession" includes but it is not limited to having a weapon or dangerous object anywhere on school property **or** at any school sponsored event. The item could be 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, gym bag or vehicle); or
- (c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

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.

Weapons and dangerous objects include, but are not limited to:

- Firearms
- Metal knuckles
- Air guns
- Weighted chains
- Firecrackers
- Baseball Bats
- Nun-chu-ka sticks
- Toy Weapons
- Knives
- Facsimile Weapons
- Water guns
- Tasers
- Box cutters
- Razors
- Lighters
- Paintball guns
- Clubs or pipes
- Stun Guns
- Sling Shots
- Sand Clubs

DRESS CODE: Hilltop asks that beauty and hair care products be kept at home. When students bring these items to school, it distracts from the learning process. In addition, the following is an up-to-date dress code. We hope that parents and students will review this together.

- Clothing that portrays gangs, drugs, alcohol, tobacco, violence, sex or inappropriate language shall not be worn.
- Skirts and shorts must be fingertip length or longer.
- Midriff (torsos) should be covered at all times.
- Make-up, hair care products, perfume and cologne are not allowed at school
- Shirts and blouses must reach the waistband when arms are raised.
- Clothing that is inappropriately revealing shall not be worn to school. (Transparent clothing, spaghetti straps and low-cut shirts).
- Chains should not hang from pants.
- Pants should be worn at the waist. Loose pants must be worn with a belt at the waist
- No underwear should be showing including sports bras and boxer shorts.
- No pajamas are to be worn to school. (Designated spirit days are an exception)
- Other new trends/fads creating a distraction from learning

RECESS: *ALL* students will be required to go outside during recess periods unless there is a driving rain or hard rain/wind combination. It is important that parents provide clothing and instructions to their child for the outdoor periods. If it is absolutely mandatory that a child stay in, a note from the parent is required. **Please pack extra clothes in your child's backpack during the rainy season.** The office needs a collection of 'extra' clothing, especially pants in varying sizes for children in case they get wet or muddy during recess. If you have extra items to contribute, please send them to the office, we appreciate your help.

RULES FOR PLAYGROUNDS: We cannot list all the specific problems that arise when kids play together in large groups of 200 or more. We will explain to students when their behavior is not proper and we will expect them to remember even if it is not on this written list.

The para-educators will use discretion and their personal judgment in a situation, which is vital, often determining whether a student is conducting himself/herself properly or not.

1. Students are to listen to and obey all adults who work for the school.
2. Rough play/horse play: No wrestling, no football, no fighting, no pushing or shoving while in line or in other areas on the playground.
3. Throwing objects: No rocks, sticks, pinecones, snowballs, ice, etc., can be thrown.
4. Dangerous use of playground equipment:
 - Students must go in one direction on the rings and parallel bars.
 - Students must sit on the slide and go down feet first.
 - Students are not to climb on backstops, trees, or the fence.
 - Students on turning bars must keep both hands on bars at all times.
5. Playground boundaries: Students are not to leave the playground area without permission of the playground assistants.
6. Proper language: Students are not to swear or make obscene gestures.
7. Courtesy: Students are expected to respect other students and to try to develop acceptable attitudes and behaviors.

Specific game rules and expectations are covered in PE and are reinforced by the playground paraprofessionals.

PHONE USE: Since the school is limited in its phone availability to parents and teachers, it is necessary to limit pupil use of the phone to **EMERGENCY CASES ONLY**.

- **Permission to call home about visiting a friend after school will not be granted.** The parents prior to the school day should make arrangements for Girl Scouts, Campfire Girls, sports, etc. **A written note from a parent/legal guardian** needs to be turned into the office the morning of the event if your child is going home with a friend, riding a different bus, getting off at a different bus stop, walking, or not taking the bus because of parent pick up.
- **If a note has not been provide, the child will be sent home by their normal routine.**

PERSONAL BELONGINGS: CELL PHONES; ELECTRONIC DEVICES; TOYS: The School District, which includes Hilltop Elementary, is *NOT* financially responsible for anything brought from home, e.g. any electronic device, books, collector cards, games, etc. *Cell phones are permitted at school only by parent request. They must be kept in the student backpack and will remain turned off while on school grounds.*

With the exception of kindles, tablets etc. that are pre-arranged with the teacher, **ELECTRONICS ARE NOT ALLOWED AT HILLTOP.** If they are brought to school, they will be confiscated by the teacher and must then be picked up by a parent. If your child has an item taken away during school hours, you may recover it by stopping by the office.

PLEASE LABEL ALL PERSONAL BELONGINGS: Including lunch boxes and items of removable clothing, etc. We donate unclaimed clothing that has not been labeled to the “Clothes for Kids” organization.

LOST AND FOUND: Located in hallway area by the intermediate playground. Any article that is marked with a child’s name will be returned to him/her. Unidentified items are kept for 2 weeks and then donated to Clothes for Kids. Jackets and lunch pails are probably the most critical items to label. Articles left on the bus should be reclaimed from the bus driver.

Transportation: 425-431-7230.

PARTIES: Do not send personal party invitations to be handed out at school unless the whole class is being invited. Pencils, stickers and other similar items are acceptable alternatives to food items.

Hilltop Discipline Flow Chart

Discipline is a chance for teaching!

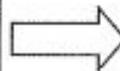
Redirection from teacher



Remove student to quiet area in classroom



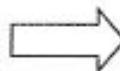
Student is escorted to a Buddy Room



Teachers use their professional judgment as to when they will call parents about concerns



Student is asked to go to the Window Room



Students who are participating in more serious issues such as fighting or bullying will work with Ms. O'Brien, Ms. Pickar and /or Mrs. Sheehan

PLANNING A SCHOOL VISIT

VISITING SCHOOL: All adults are to check in at the school office to identify themselves and sign in when entering school grounds. This is necessary for the protection of all our children. We ask that you wear a visitor badge during your visit. 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 reduce classroom interruption and we will know the identity of all adults who are on the school grounds.

We wish to extend a cordial invitation to parents to visit school at any time they desire. However, a classroom visit which is planned in advance with the teacher or principal will be much more successful and satisfactory than a chance visit, which may find the child engaged in an activity outside the room.

VOLUNTEERS/PARENT CONNECTION: Parent involvement in school is known to be the key to a child's success as a student. Hilltop's goal is to have each family volunteer 2 hours per family per month in school activities. ***Before volunteering in the classroom or chaperoning on any field trips the Edmonds School District requires you to complete the State Background Check.** You may obtain this packet from the main office or the Hilltop website. Complete the form and send it back to the office with your student.

EMPLOYMENT POLICY: Edmonds School District No. 15 is an affirmative action employer and encourages inquiries and applications from qualified minorities and women for all positions. It is the policy of Edmonds School District not to discriminate in employment on the basis of race, creed, color, national origin, sex, marital status, age, or handicap, as required by state and federal laws. Any inquiries regarding compliance with this policy may be addressed to the Affirmative Action Office, Educational Services Center, 20420 - 68th Ave. W., Lynnwood, WA 98036-7400, phone 425-431-7099, or to the Office for Civil Rights, Department of Health, Education, and Welfare, 425-442-1922.

Your Hilltop PTSA welcomes you to the 2018-19 school year!

PTSA is an organization that advocates for the well-being and education of every child in our school and our community. We speak on behalf of children and youth, support parental involvement in the education process, encourage community in our school, and promote opportunities for positive outcomes for our children. At the state and national levels PTSA advocates for children and schools with government bodies and other organizations.

Annual Events & Activities: Hilltop PTSA sponsors various events and activities throughout the year. Some of these are social events that are intended to promote community, others to support teachers and parents, and others to raise funds to that go directly to supporting academics.

Getting Involved: Studies conducted on the relationship between student performance and parent involvement in education shows that when parents are involved in education, student academic performance improves. Involvement in PTSA allows parents to become more familiar with the school, to know teachers and staff, and to meet other parents and students. *You* can get involved in *your* PTSA in two important ways:

Join! When you join PTSA, your membership dues provide direct support to the school, to teachers, and to students. You also become a member of the Washington State PTSA and receive benefits that include an online monthly parent involvement magazine. When you attend monthly PTSA meetings you have opportunities to share your views and show your children that their school and their education is important.

Volunteer! The school and the PTSA thrive when parents support activities and events with their time and energy. Organizing activities, participating on committees - even working a shift at an event - every little bit makes a difference! To find out how you can help, contact us at HilltopElemPTSA@gmail.com.

Connect! Join our Facebook group at [Facebook.com/groups/HilltopPTSA](https://www.facebook.com/groups/HilltopPTSA) or you can also email us at HilltopElemPTSA@gmail.com.

We look forward to seeing you at Hilltop!

Your 2018-2019 PTSA Board of Directors:

Melissa Hawkins, President

Noah Mellich, Co Vice-President

Lanei Brown, Co Vice-President

Tracy Hannuksela, Treasurer

Ashly Rhodes, Secretary

Kaytie Makin, Membership Chair

Matt Grover and Samantha Kempf, Co-Teacher Representatives

HILLTOP STAFF

Main Office
425-431-7604

Attendance Line
425-431-7600

Principal Janie O'Brien 425-431-7605
Assistant Principal Mary Fordham 425-431-2725
Office Manager Charla Reid 425-431-2675

Elementary Office
Support Secretary Michelle Howell 425-431-2676

Primary

Erin Schomburg	DK	Saville Pickar	1
Shana Dumo	K	Mandy Carey	2
Kristina Parkhurst	K	Deborah O'Brien	2
Erin Smith	K	Kellie Olsen	2
Kim Swartz	K	Jamie Davidson	3
Jennifer Blackstone	1	Joanie Jansen	3
Sarah Hudson	1	Samantha Kempf	3
Perry Johnson	1		

Secondary

Katherine Dumont	4	Mark Randall	5
Priscilla Lewis	4	Darrell Barnard	6
Susan Rao	4	Diana Browne	6
Sarah Allsop-Fine	5	Tim Dennis	6
Matthew Grover	5		

Special Education

Chelsea Day	Psych	Kaleigh Kline	LS
Ruth Eng	SLP	Denise Mullins	Counselor
Lisa Glickman	OT/PT	Lindsay Olson	LS
Mary Glockling	OT/PT	Jillian Whitney	LS
Mary Harnish	OT/PT		

Specialists

Abbey Alessi	ELL	<u>(P-3) Dicipline</u>
Thomas Garrard	Library	<u>Intervention</u>
Ashley Giri	5th-6th Orchestra	Bonnie Sheehan
Jason Mauch	P.E.	
Janie McDavid	5th-6th Band	<u>Nurse</u>
Emily Lauckhart	Music (Wed only)	Amy Helgoe
Linda Shatto	Music	

Education Assistants

Yuki Adams	Martha McCorkhill
Beverly Gable	Ari Modica
Lois	Debbie Musch
Hanks-Vandermeer	Patricia Okoronkwo
Ena Hernandez	Lisa Rongholt
Jennifer Malloy	Augusta Swenson

Custodians KC Mobley **Cook** Eileen Woods
Jody Wood

STUDENT SERVICES - SECTION 504

EDMONDS SCHOOL DISTRICT 15, STUDENT SERVICES DIVISION
LYNNWOOD, WA 98036-7400

SECTION 504 PARENT/STUDENT RIGHTS IN IDENTIFICATION,
EVALUATION AND PLACEMENT

The following is a description of the rights granted by federal law to students **with disabilities**. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

You have the right to:

- Have your child receive a free and appropriate public education. This includes the right to be educated with non-disabled students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school and school-related activities.
- Have your child take part in and receive benefits from public education programs without discrimination because of a disabling condition.
- Have the school district advise you of your rights under federal law.
- Receive notice with respect to identification, evaluation, or placement of your child. Parent consent must be obtained before conducting an initial evaluation.
- Have your child educated in facilities and receive services comparable to those provided to non-disabled students.
- Have evaluation, educational, and placement decisions made based upon a variety of information sources and by persons who know the student, the evaluation data, and placement options.
- Have transportation provided to and from a program not operated by the district if the district places the student in the program.
- Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
- Examine all relevant records relating to decisions regarding your child's identification, evaluation, educational program, and placement.
- Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
- Receive a response from the school district to reasonable requests for explanations and interpretations of your child's records.
- Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading, or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time and advise you of the right to a hearing.
- Request an impartial hearing related to decisions or actions regarding your child's identification, evaluation, or placement. You and your child may take part in the hearing and be represented by an attorney. See District Procedure 8205-R1.FOR FURTHER

INFORMATION REGARDING SECTION 504,
PLEASE CONTACT YOUR BUILDING PRINCIPAL OR
JEAN MIRABAL, SECTION 504 COMPLIANCE OFFICER, AT 425-431-7186

NO SCHOOL / EARLY RELEASE DATES

For your planning purposes, here are the 2018-19 “no school” dates:

September	28 (Early Release at 11:40 a.m.)
October	19
October	22 - 26 (Early Release Week at 11:40 a.m.)
November	9 (Early Release at 11:40 a.m.)
November	12, 21, 22, 23
December	14 (Early Release at 11:40 a.m.)
December	24 - 31 (Winter Break)
January	1 - 4 (Winter Break)
January	21
January	25 (Early Release at 11:40 a.m.)
January	28
February	15 (Early Release at 11:40 a.m.)
February	18 - 19
March	13 - 14 (Early Release Days at 11:40 a.m.)
March	15
March	29 (Early Release at 11:40 a.m.)
April	1 - 5 (Spring Break)
April	12 & 26 (Early Release at 11:40 a.m.)
May	10
May	24 (Early Release at 11:40 a.m.)
May	27
June	20th (Early Release at 11:40 a.m. / Last School Day, if there are NO snow days)

Dear Parent/Guardian,

Please review the following information about prearranged absences as the number of absences has increased for things like skiing, Disneyland, Mexico, Hawaii, etc. Our goal is to have all students in attendance unless they are ill. If you have any questions about the policy, please contact Janie O’Brien, Principal, 425-431-7605.

PRE-ARRANGED ABSENCES:

The building principal must approve all prearranged absences. All requests must be in writing and given to the classroom teacher at least 14 school days prior to the prearranged absence.

Please see Pre-arranged Absence Form on page 28.

Parents are encouraged to follow state law and schedule all possible family vacations during the Edmonds School District’s regularly scheduled vacation time, without extending the vacation days. In the rare case that vacation has to be scheduled during regularly scheduled school days, parents may request a prearranged absence, in writing, prior to the prearranged absence. If the student has all work turned in and is meeting the district standard on the skills taught at his/her grade level, the requested days may be approved.

HOMEWORK:

Please make arrangements with the classroom teacher in regards to missed work. The absence may be changed to unexcused if this does not occur.

HILLTOP ELEMENTARY PRE-ARRANGED ABSENCE FORM

*Please complete this form and return it to your student's teacher
14 days prior to the date of the requested absence.*

The Pre-arranged Absence Form is to be used when a student will be absent for multiple days for a major family event, such as out of state graduation or wedding. Please make every attempt to plan vacations and appointments not to conflict with school days.

Student Name: _____ Grade: _____ Teacher: _____

I am requesting permission for a leave of absence for my child from school because:

My child will be absent from: _____ to _____

and will return to school on: _____.

Parent/Guardian Signature: _____ Date: _____

Student Agreement: I will turn in my missed assignments on the day that I return, otherwise my absence(s) becomes unexcused. My teacher will give my homework assignments to me before I leave.

Student Signature: _____ Date: _____

I am aware of the planned absence and will provide any possible work in advance.

Teacher Signature: _____ Date: _____

Attendance Record:

E: _____ UNEX: _____

Exc. Tardy _____ Unex Tardy _____

Attendance Secretary Signature: _____ Date: _____

Principals Decision: Excused _____ Unexcused _____

Principal Signature: _____ Date: _____