

**HAZELWOOD ELEMENTARY SCHOOL
FAMILY HANDBOOK
2019-2020**



The Hazelwood Way

We are a community of learners.

We are kind.

We are safe.

We are responsible.

We are Hazelwood.

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HAZELWOOD ELEMENTARY SCHOOL

Each student learning, every day!



- ❖ We BELIEVE learning is a process which inherently adds to the quality of each individual's life and to the success and health of our community.
- ❖ We BELIEVE that true learning is intrinsically motivating and that it must address many aspects of the person; creative, problem - solving, social - emotional, academic skills.
- ❖ We BELIEVE that learning occurs when children feel safe and secure and when they are excited and active in the process.
- ❖ We BELIEVE all people have the potential to see themselves as capable learners that can achieve high standards.

Hazelwood Staff Members and Important District Contacts

Title	Name	Title	Name
Principal	Norma Lee	Office Manager	Jackie Berry
School Counselors/ School Psychologists	JoAnna Rockwood	Amber Fonderwhite	Maddie Deresinski
Office Assistant	Keely Walimakil	Speech Language	Lisa Van Horne
School Nurse	Amy Helgoe	Family Connections	Ashley Tiedamen
Custodians	Sharon Thatcher	Joo Kim	
Cook/Cashier	Jill Joyner		
Physical Education	Scott Boyce	General Music	Sara Moyer
Library/Information	Tina Whicker		
Band	Brad Allison	Orchestra	Jennifer Schillen
Superintendent	Dr. Kris McDuffy	Assistant Supt.	Justin Irish
Kindergarten	Elissa Lehman & Rachel Wyda	Sara Hedges	
	Stacy Barta	Alison Lo	
First Grade	Linnea Meenderinck	Alison Lo	Kyle Sellevold
Second Grade	Joel Burrows	Mandy Harris	Tim Spurgeon
Third Grade	Michelle Hayes	Dawn Senya	Debbie Lindgren
Third/Fourth Combination	Jennifer Yi		
Fourth Grade	Eileen Cuba	Mary Cingcade	
Fifth Grade	Adah Masaoka	Hannah LaMont	
Fifth/Sixth Combination	Barbara Bromley		
Sixth Grade	Aaron Gaines	Carol Iwasaki	
Learning Support	Cathy Reighter	Kellie Bizer	Mira Ho
Intensive Support	Julie Baird	Katie Lundstrom	
ELL	Lucy Taskar	Visually Impaired	Jamie Baggett

Hazelwood Paraeducators

Name	Name	Name	Name
Nancy Gilbert	Kathy Bartkowski	Patricia Andrews	Martha Lehnert
Debbie Davis	Corey Thorpe	Marian Messer	Erl Atkinson
Emily Paynich	Eman Abujayyab	Mona McDonald	Sarah Mork
Amy Boston	Laura Elizando	Erin Kipple	

STUDENT LEARNING IS WHAT WE'RE ABOUT!

Our staff members work together to plan and deliver instructional programs, which cover the disciplines of language arts (reading, writing, speaking, & listening), mathematics, science, social studies, and the arts. Specialists provide music, physical education, and library instruction. In addition, all of our staff works to help students improve their technological knowledge and skills. All instruction is delivered within the context of:

The Hazelwood Way:
We are a COMMUNITY of LEARNERS.
We are KIND.
We are SAFE.
We are RESPONSIBLE.
WE ARE HAZELWOOD!

Instructional programs are designed to address the unique skills, talents, interests and development of the individual student within a classroom setting. This means that most instruction is delivered to the total classroom group with adaptations made for individual learning differences. A portion of the instruction is given to small groups and individuals as is needed and as resources can provide. Learning requires that students accept the responsibility to engage in the tasks and complete assignments to the best of their ability. Students are guided to build as much creativity and higher level thinking into their work as possible. Our intent is to guide students to perform and produce quality products. All students have the opportunity to receive an elementary education, which will fully prepare them for their secondary education. Staff and families provide encouragement, assistance, instruction and an appropriate learning environment.

Staff and volunteers are available to provide additional consultation or instructional assistance, beyond that which is routinely provided during the school day, to students who are experiencing difficulty in their assignments or who want to extend the learning experience. Special tutoring opportunities and additional learning classes are available upon parent/guardian or student request, for extra help. This may mean that students must give up recess time or come in before or after school to receive this assistance. Students need to understand that staff and volunteers can provide additional instruction and tutoring, but it is the student's responsibility to complete assignments in order to produce quality work.

STUDENT

Our kindergarten families will begin the school year with conferences Sept. 4-6. Classroom teachers schedule one family conference for each student. This happens during the week of October 21-25. Students will be dismissed at 12:20 PM every day during this week. Conferences will also be held in the afternoon of March 10-12. School will be dismissed early.

Teachers invite and encourage families and students to request conferences throughout the year to discuss a student's progress or need for assistance. Families who are unsure of their child's progress or assignment requirements should not hesitate to call the school to make an appointment for a conference or just talk on the phone or e-mail with a teacher to clarify how the student is progressing. Teachers depend on open communication and a working partnership with families to successfully guide a student through a school year. Hazelwood teachers spend extensive time and resources in developing engaging instructional activities and motivational environments, which will tap the interests and developmental level of their students.

SPECIAL EDUCATION CHILD IDENTIFICATION NOTICE

Special Education services are provided to all students aged birth to 21 who qualify. For students currently enrolled in the district, contact the School Counselor/Psychologist at Hazelwood, Mrs. Jo Anna Rockwood 425-431-1717. For students not currently enrolled, call the Edmonds School District Psychology Office at 425-431-7208.

SCHOOL TO HOME COMMUNICATIONS

To save paper and to ensure efficiency, communications from school are done electronically (via e-mail). Families should expect a copy of the school newsletter, "Hazelwood Highlights," via e-mail on the first Wednesday of each month. Through this newsletter families and students can learn about school events which will help them to become better acquainted with the details of our school program. The Hazelwood website: <http://staff.edmonds.wednet.edu/hwe> is also a good place for school information. For families without e-mail, they simply need to let the office know and a hard copy will be sent home.

HOMEWORK GUIDELINES

An important part of a child's education is the extension of learning from the classroom and school to their "own" world. Homework is assigned with the intention of assisting children in the learning process. Homework is assigned for practice, for assignment and project completion, for enrichment and extension, for positive family involvement, for test preparation, and for the use of resources outside of school. Each teacher clearly sets and communicates specific homework standards and expectations. Generally, the following can be expected: Hazelwood students usually have homework assigned. You can expect about 10 minutes of homework per grade level (e.g. a 4th grader should have about 40-45 minutes of homework Mondays through Thursdays.) If a student is reporting that s/he does not have any homework or assignments on which s/he should be working, a family should contact the child's teacher, as this might be an inaccurate perception on the child's part. All of our students should be reading, writing, and/or practicing mathematical operations each night, if not working on specific assignments.

PLACING STUDENTS INTO CLASSES

The placement of children into their classrooms is an important part of their education. Family input is valued and appreciated. Each spring (from April - May) families may obtain an "Input Form" from our office and when completed, discuss it with the principal. The Hazelwood staff follows a thorough process that includes family input, for forming classrooms that are balanced. We try to balance many factors such as gender, academics, special needs, social needs, behavior needs, leadership needs, grade levels, combination classes, and numbers. All placements are tentative until after the enrollment counts and subsequent adjustments from the first week of school are made in the fall.

ADJUSTING CLASSES AFTER THE START OF THE SCHOOL YEAR

Every fall the district readjusts classrooms based upon enrollment on the fourth day of school. Some years, the projected enrollment in a school allows more teaching positions than have actually been hired by the start of school. These positions may be hired because the actual enrollment at that point does not look like it will be as large as the initial projection. These positions may be "frozen" until the enrollment count from the first week of school. If the enrollment at that time has increased, which is often the case, the principal can proceed to hire for the position. Because the district must guarantee that we will not exceed maximum class size by a certain date, we have a very short time to get new classes in place, and cannot usually give a great deal of advance notice to students and families about the changes.

In addition, each year there may be more students in some schools at particular grade levels than the school can fit into classrooms and still maintain required class size. Those students are transferred, with transportation, to the closest school that has available space at the grade level. Before any students are transferred out of a school, the school's classes are reorganized if possible to create classroom capacity for as many of the school's students as possible. This reorganization at the time of the fourth day count may include creating grade combination classrooms.

ARRIVAL AND DISMISSAL INFORMATION

SCHOOL HOURS 9:20 a.m. – 3:50 p.m.
(Early release days dismiss @12:20PM.)

ARRIVING AT SCHOOL

For safety and security reasons, walkers, bicyclists, and students being dropped off by car should not arrive until after 9:00 AM. Small buses begin arriving around 9:00 AM. Students go from buses to their grade level waiting area in the front of the school. At 9:10 AM the school bell rings and they may go to their classroom. There is no supervision before 9:00 AM since staff members are busy preparing for the instructional day before school starts, unless the student eats breakfast in the gym. Breakfast begins at 8:50 AM. Students purchase their sack breakfast, which is eaten in the gym and/or taken to their classroom to eat after 9:20 AM. **STUDENTS ARE NOT ALLOWED TO USE THE PLAYGROUND EQUIPMENT BEFORE SCHOOL.** Students who arrive after morning announcements (9:20 AM) must report to the office to obtain an admittance slip. A written explanation for the tardiness is required.

DISMISSAL FROM SCHOOL

If you decide to pick up your child(ren) by car, please follow these pick-up guidelines: K-3 Pick up is 3:50 PM. Grades 4-6 pick up is 4:00 PM. This staggered pick up time will help avoid a congested parking lot. Thank you. Safety Patrol Members and Adult Crossing Guards leave their classrooms at 3:40 PM to put on their uniforms and get to their positions in the parking lot. Small bus riders board their buses in the back of the school near the gym and playground. Walkers who use 204th Street SW to walk home are to walk on the sidewalk leading past the kindergarten rooms to exit the school. A Safety Patrol Member will help them across the crosswalk at the entrance to the parking lot, or they will turn and head up the street. Walkers who live behind the school walk through the playground to the rear walking gate. Adult Crossing Guards will cross students at 204th and Poplar and/or 204th and 28th. Students who need to be excused early from school for medical or other appointments which cannot be made outside of the school day must be checked out through the office. Staff members are not to excuse a student directly from class or the playground without specific authorization from the

office. All students are to leave the school campus when dismissed. Students are not to stay on the playground, as there is no supervision available. However, after 4:30 PM, the community is welcome to use the playground and fields at their own risk. Remember, students must first go home and check-in with families after school dismissal before they can return to school to play on the grounds. If your child usually rides the bus, and if it is alright for him/her to walk to or from school, please communicate this to your child's teacher in writing and/or e-mail.

CALLING THE OFFICE FOR ABSENCES

If a student is going to be absent or late to school please call the school to notify us. You may leave a message on the attendance line 425-431-2601 or you may leave a message on our school line 425-431-7884. If we do not receive your call, we will be calling you to ensure your child's safety. You can help minimize the number of calls we need to make by remembering to notify the school as soon as you realize a student will be late or absent from school.

ABSENCES OR TARDINESS

Developing the habit of good attendance is important. Therefore, families and students should make every effort to schedule appointments outside of the school day and vacations outside the school calendar. According to federal and state laws and district policy (#8130R), absences and tardies are only excused for personal illness or injury of the student, doctor or dental appointments, participation in recognized religious holidays or other absences deemed appropriate by the principal. School related absences/tardies (field trips, etc.) are also excused. A written explanation from the physician, dentist, and/or adult family member should accompany a student when s/he returns to school after every absence. Absences may also be pre arranged by written request to the principal and teacher(s); when families have advance knowledge of a pending absence. Such requests will be judged against the criteria above to determine whether or not the absence/tardy will be excused. Students are responsible for providing timely information in regard to absences for which an excused status is sought. *Teachers may provide some, but not all of the schoolwork that a student has missed or will miss. A reasonable advance request is necessary. It would be impossible for teachers to provide all work. Much that occurs in school cannot be "made up" or given in advance. There are discussions, problem solving activities, team projects, re-teaching activities, hands-on activities, etc. that are carefully guided by professional judgment of the teacher.* We recognize that many feel family vacations are wonderful learning opportunities. If you decide that the absence is still necessary, we ask that you be sure that your child is caught up with all current class work before leaving. Prearranging and reasonable advance communications are extremely helpful to ensure that your child does not fall short of state and district standards. Forms are available in the school office.

BECCA BILL

Consistent with state law (WAC 180-40-010 the “Becca Bill”) and district policy, students must attend and be punctual at regularly scheduled classes unless officially excused. Unexcused absences/tardies can result in discipline, suspension and/or expulsion. Excessive absences may also result in loss of grades for grades 5-6. The “Becca Bill” also requires the District to:

1. Contact parents/guardians (e.g. telephone, letters, e-mail, conferences, etc.) after the second unexcused absence/truancy to work out a plan to improve attendance/truancy.
2. File a petition with the county for a civil action with the juvenile court after the 7th unexcused absence in a month or 10th unexcused absence in a year. (We are allowed to file earlier.)
3. Report to the court additional absences which occur after the first referral.
4. Please remember that you and/or your student has only 48 hours (upon return to school) to turn in notes regarding absences.
5. A note from a physician is required after 3 consecutive days of absences.

TRANSPORTATION TO AND FROM SCHOOL

HAZELWOOD STUDENTS COME/LEAVE IN A VARIETY OF WAYS. Most come on school buses, but many walk and some by cars. *Walking buses* and *carpools* are organized by family initiative in their neighborhoods. We encourage families to network to carpool.

DROPPING OFF OR PICKING UP CHILDREN BY CAR

FOR THE SAFETY OF THE CHILDREN—EXTREME CAUTION MUST BE FOLLOWED.

- A CAR DROP-OFF LANE IS LOCATED CLOSEST TO THE SCHOOL AND NEXT TO THE FRONT CURB. PLEASE WATCH FOR BUSES AS YOU LOAD AND/OR UNLOAD. THE BUS LANE IS TO BE CLEAR OF ALL AUTOMOBILES DURING THE BEFORE AND AFTER SCHOOL RUSH. THERE IS NO PARKING IN THIS LANE AT THE BEGINNING, MIDDLE, AND END OF THE SCHOOL DAY.
- IN THE CENTER PARKING LOT, FORM THREE LANES. THE CENTER LANE MUST REMAIN OPEN FOR DRIVING THROUGH.
- CARS MAY ONLY BE LEFT UNATTENDED IF IT IS IN A PARKING SPACE, OR IN THE FAR RIGHT OR FAR LEFT LANE.
- PLEASE TEACH YOUR CHILD THE SAFE ROUTINE FOR BEING DROPPED OFF AND FOR BEING PICKED UP.
- CHILDREN ARE TO USE THE SIDEWALK THAT RUNS THROUGH THE PARKING LOT AND THE CROSSWALK AT THE END OF THE SIDEWALK TO THE PARKING LOT TO GO TO AND FROM THEIR FAMILY'S CAR.
- K-3 PICK UP IS 3:50 PM.
- GRADES 4-6 PICK UP IS 4:00 PM.
- THIS STAGGERED PICK-UP TIME WILL HELP AVOID A CONGESTED PARKING LOT. THANK YOU.

Bus transportation is limited. Bus transportation is provided only for qualifying students who attend our school (e.g. special education students). Families must arrange for their children to follow procedures which will provide the safest conditions for the children's arrival and departure from school. If/when they ride a school bus; they must abide by the following rules and regulations, which were established for the safety of students.

PLEASE CONSULT THE HAZELWOOD DISCIPLINE PLAN FOR ADDITIONAL DETAILS ABOUT BUS/CARPOOL/WALKING BUS TRANSPORTATION.

BICYCLES & Other forms of Transportation

It is the parent's/guardian's responsibility to determine if their child has enough skill and judgment to ride safely and responsibly. Usually only students in grades 3-6 may ride their bicycles and then a written note of permission is sent by parent/guardian. However, if a student is observed riding in an unsafe manner, the principal or safety supervisors may prohibit the student from riding a bike to school. **STUDENTS MUST WEAR HELMETS AND HAVE A LOCK FOR THEIR BICYCLE.** Students who ride to school without a helmet will not be allowed to ride home until a helmet is provided. The school assumes no responsibility for bicycles that are brought to school. All bikes should be locked. Students must walk bikes at all times on school property. Bicycles may be impounded if ridden through the passageways or around the buildings.

NO SKATEBOARDS/IN-LINE SKATES, HEELIES, Scooters, Hoverboards, Segways, Etc.

It is against Edmonds School District rules for skateboards, roller blades (in-line skates), Heelies, and other like devices to be used on our campus. Scooters, Segways, etc. should not be used at school by students. If they are used for transportation to and from school, they must be locked up during the school day in the bicycle racks. We do not have storage for these except the bicycle racks. They must follow the same guidelines as bicycles on campus before and after school. Students should wear helmets.

SAFETY PATROL/CROSSING GUARDS

Intermediate students, under the supervision of our Safety Supervisors, will again provide supervision and guidance for our students as they arrive and leave school. "Safety patrol" will be stationed at the crosswalks in the parking lot. These students know they have major responsibility for ushering our students safely through our campus. Families and students need to watch for the safety patrol's directions and follow the directions carefully. Students applied and were selected in Spring 2019 for these positions. Another window of time for applications is made in the fall as well. It is expected for all students, staff, guardians/parents, volunteers, and visitors to our campus to follow the directions of our crossing guards.

HEALTH, FOOD CONCERN & FOOD SERVICES

The Edmonds School District School Nurses follow carefully developed practices and procedures to protect your child and to provide emergency care when a student becomes ill or injured at school.

1. The Student Information Form is very important for emergency information, which would include health concerns, medication, and emergency contact or caregivers, (name, home phone and work phone numbers). Please make sure you fill out this form and return it to school.
2. Alert the school to any health concerns for your child. Asthma, allergies, chronic health conditions, mental health concerns, and any medications your child is taking that may affect your child in the classroom should be communicated so that we can be aware of any potential needs.
3. Develop a plan for picking up your child promptly in the event s/he becomes ill or injured at school.
4. Keep your child at home, if s/he has symptoms of a beginning illness. To determine if your child is able to attend school, ask the questions: “Is my child able to participate fully in classroom activities?” “Is my child free from a communicable disease (fever, constant cough) that could be passed to others?” Please see “Because We Care” information sheet on the school district website: www.edmonds.wednet.edu
5. We continue to emphasize consistent school attendance because the best learning occurs when students are able to attend school every day. Compulsory school attendance is not only important for learning; it is required by law (Becca law).
6. School Nurses are in the school buildings two days/week. They train the office staff to provide healthcare to students in a safe and legal way. School Nurses train staff to care for students with minor illnesses and injuries, follow Individual Health Plans and Medical Alerts for students with more complex health needs, and to recognize when they need more assistance (e.g. contact 911 for emergencies, contact a nurse for consultation, etc.).
7. All school staff are trained annually in Life-Threatening Conditions such as Asthma, Severe Allergies/EpiPen use, Diabetes, and Seizures and how to respond to other emergencies.
8. The Health Services Department has a website! Here you can find out: School Nurse job descriptions, School Nurse schedules, frequently downloaded health forms, and access to other health information. www.edmonds.wednet.edu.

MEDICATIONS

State law requires that any medication administered at school, whether prescription OR over the counter (Tylenol, Ibuprofen etc.) be accompanied by written guardian permission and a doctor's written authorization form. The authorization form must accompany all medication brought to school and provide details on the type of medication, dosage, and frequency of use. The medication must be in its ORIGINAL CONTAINER labeled with the student's name (pharmacy label if prescription or write student's name on over the counter medication bottles). We cannot administer any medication without the doctor's form. Forms are available in the office. Call the office to have a form mailed home or sent with a sibling. They can also be accessed at the district website: www.edmonds.wednet.edu > Our Departments/Programs> Health Services> Medication Policy or School Health forms to download forms. State law allows administration by staff of ORAL MEDICATION only. We are not permitted to administer eye or ear drops, so you will have to make accommodations for your student to receive these at school, if necessary. A family member may come in to school to administer eye drops to their student. Students are not allowed to carry and self-administer ANY MEDICATIONS in order to assure the safety of all our students. If your student has been carrying medication in their backpack, please keep it home or send it to the office with the doctor's form. In selected cases, fifth or sixth graders MAY be given permission to carry and self-medicate with their asthma inhaler. This will be on a case by case basis involving a written contract and permission from doctor, parent/guardian, nurse, and principal. Please call the school nurse for information on this program.

IMMUNIZATIONS

New students and kindergartners must show proof of immunization against diphtheria, whooping cough, tetanus, polio, measles, mumps, rubella, chicken pox and hepatitis B. All students entering 6th grade must have the DTAP, if it has been 5 years since the last tetanus containing vaccine or documentation of having the disease.

STUDENT INSURANCE

Student Accident Insurance can be purchased. Complete the enrollment forms that are sent home with your child at the beginning of the school year 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.) Claims can be made through the school office. Please note that the purchase of Student Accident Insurance is required if your son or daughter wishes to participate in athletic sports and you do not have a primary medical provider.

HEAD LICE

Head Lice is a nuisance... a persistent, “pest” type of health issue. Head lice are not a reportable communicable disease. To that end, our district has adopted Head Lice Protocols and Procedures that are in alignment with current medical and scientific research. If a student is found to have head lice and/or nits, office staff will check the student’s siblings if they are in the immediate school. The parent/guardian is notified and the student (s) is not sent home but if families ask to pick up their student (s) we welcome that move. Information related to the detection and elimination of head lice is sent home with the student in a sealed envelope and the family is instructed that the student should be treated before returning to school. Confidentiality of student information is maintained.

If the student has other siblings (not in the immediate school building), the parent/guardian are asked to check all family members and to take precautionary measures to avoid family infestation. They are also asked to inform daycare, if appropriate, and to inform the parent/guardian of close friends who may have come in contact with their child, especially if there have been sleepovers. Follow up head checks will be done by school staff to confirm lice management efforts. If future checks reveal an increased number of nits present or continued live lice and it is obvious to the screener that the student’s hair has not been treated, the parent/guardian will be contacted for follow-up and support. Schools do not do classroom checks when a student is found or reported to have lice and/or nits. As noted above, scientific research and recommendations guide our practice and the Center for Disease Control states “Current evidence does not support the efficacy and cost-effectiveness of classroom or school-wide screening for decreasing the incidence of head lice among children”. Furthermore, this also gives the impression that head lice originate in schools, which research shows that it does not-it is in the community and all around us. For these reasons as well, letters are not sent out each time there is a case of head lice in a classroom. This heightens the anxiety and distress that families feel around the issue. FOR FURTHER INFORMATION: Please go to the district webpage at www.edmonds.wednet.edu to the STUDENT WELLNESS button on the left lower corner of the district webpage>HEALTH button> HEAD LICE AT SCHOOL PROTOCOL.

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 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.

Alcohol and/or drug use is strictly prohibited at all times at Hazelwood by students, staff, volunteers, and/or community members and neighbors.

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 Ladybugs) as well as the judicious use of chemicals. Unauthorized staff are not permitted to apply pesticide products at any school site or facility.

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

For more information program, please contact Joe Luckcraft Maintenance Director, at (425) 431-7245.

WELLNESS

Moving Toward What Is Best For Our Kids (Edmonds School District Board Policy 8600)

The United States Department of Agriculture was granted authority in Public Law 108-265 (Child Nutrition and WIC Reauthorization Act 2004) to prescribe regulations regarding the creation of a Local Wellness Policy in each Local Educational Agency (LEA). Section 204 of Public Law 111-296 (Healthy, Hunger-Free Kids Act 2010) expands upon the previous Local Wellness Policy requirements. Consideration of student health and wellbeing is of paramount concern to the District. Children who eat well-balanced meals and are healthy are more likely to learn in the classroom. The Board supports increased emphasis on nutrition, nutrition education, physical education and physical activity at all grade levels to enhance the well-being of our district's youth. Therefore, it is the policy of the Board to:

- A. Provide students access to and encourage consumption of nutrient dense food; and
- B. Provide opportunities for physical activity and developmentally appropriate exercise; and
- C. Provide education and instruction in nutrition and physical education; and
- D. Inform the public about the content and implementation of the Policy.

FOOD AS AN INCENTIVE OR REWARD

Edmonds School District strongly discourages the use of food as an incentive or reward. Staff members and family group leaders choosing to use food must make selections that meet the Examples of non-food alternatives for incentives and rewards can be found at:

http://www.eatsmartmovemorenc.com/EatSmartSchoolStds/Texts/rewards_incentives.pdf

<http://www.extension.iastate.edu/Publications/PM2039A.pdf>

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 found at:

<http://www.extension.iastate.edu/Publications/PM2039A.pdf>

Food may be served at (3) 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.

SCHOOL MEALS

Nutritional benefit to students will be the first priority of the Food Services program. Menu offerings comply with the nutritional requirements of the National School Lunch Program, School Breakfast and Summer Feeding Program. Meals are nutritionally balanced to meet the age-appropriate dietary needs of students, as determined by the United States Department of Agriculture. Menus are regularly reviewed and modified to maximize their appeal to students. It is recommended that students have at least 10 minutes to eat breakfast and at least 15 minutes to eat lunch. This does not include time spent walking to/from class or waiting in line. The dining area is clean, orderly and inviting. Adequate seating is available to accommodate all students served during each meal period. Adequate supervision is provided in the dining area. Due to the growing frequency and severity of allergic reactions to peanuts, students in grades K-8 may not have access to food containing peanuts. With clear and obvious labeling, peanuts may be included in foods available to students in grades 9 through 12.

FOOD ALLERGIES

The Edmonds School District provides a nutritious breakfast and lunch every day for a very low cost. The district follows Federal and State regulations for nutrition and food preparations. We provide some accommodations, but we cannot make modifications for every student and every allergy (e.g. peanut free lunch tables...). If your child has a food allergy, please communicate that to school personnel and work with us to provide a safe eating environment.

NO GUM & CANDY Gum and candy have little nutritional value. Students should not bring these to school. To ensure a safe and clean learning environment and to maintain our focus upon learning, we ask that students, staff, and volunteers not chew gum and/or any kind of chewing candy while at school. (For some students with special needs, gum is allowed for standardized testing.)

FOOD SERVICES

Students eat breakfast and lunch in our gym/cafeteria. All students receive a seven-digit Personal Identification Number (PIN) that stays with them throughout their years in the Edmonds School District. They use this number to make purchases for breakfast, lunch and milk. Payments are made to the “Edmonds School District.” Please note your child’s name, PIN, and room number on checks. Food for Hazelwood is cooked at Mountlake Terrace High School and brought each day to Hazelwood. The district food service department determines the menu.

APPLICATIONS FOR FREE AND REDUCED BREAKFAST/LUNCHESES MUST BE COMPLETED ANEW EVERY SCHOOL YEAR. THESE ARE AVAILABLE ON THE DISTRICT WEBSITE (WWW.EDMONDS.WEDNET.EDU) AND/OR YOU MAY PICK ONE UP IN THE OFFICE. Students who were on Free and Reduced status last year will remain eligible until a new 2019-2020 application has been processed or until the cut off date in October, whatever comes first.

BREAKFAST

A breakfast meal is available at 8:50 AM. Students pick it up in the gym and eat it there. The cost is \$1.50 for students. There is no charge for those who qualify for Free and/or Reduced meals.

LUNCH

Three entries are available with milk. Lunches can be purchased on a daily, weekly or monthly basis. Student lunch is \$2.95 and reduced lunch is \$.40 for grades 4-6 and free for grades K-3 (paid for by State). Adult lunch is \$5.00. Milk is \$.50. Adults are welcome but reservations are needed by calling 425 431-7884 by 9:30 AM. Families are invited to eat lunch with their children, but they must sign in at the office first and wear a visitor’s badge. Students have a food services account card, which teachers keep and students have scanned for their lunches (and also for their library books).

SAFETY, BEHAVIOR, AND DISCIPLINE POLICIES

(Please see the Hazelwood Discipline Plan for more details.)

In order to help our students maximize their learning, Hazelwood uses a *Responsive Classroom* approach, *Love & Logic* techniques, and we teach the *Second Steps* program to meet the basic needs of our students and to establish a strong foundation for social-emotional and academic learning and growth. The good conduct of the students of Hazelwood Elementary helps make our school a safe place for children to learn. Students are continuously developing their ability to create positive and supportive relationships with other students and staff members. When students want to do their best for each other, every student has an opportunity to learn. Our goal is to help each student to become a responsible, respectful, and reasonable individual. We've adopted a phrase to encourage and remind students how to relate to one another. We call it **The Hazelwood Way**. Students are to follow the guidelines and directions of the principal, teachers, paraeducators, cooks, custodians, bus drivers, secretaries, guest teachers, and community volunteers. Students who behave appropriately and cooperatively will find their school experience is productive, fun, and rewarding. Students and staff review Hazelwood expectations throughout the year.

When a student's behavior becomes disruptive or inappropriate, the student is expected to constructively resolve this situation and if they do not or cannot, we take corrective action. Our intent is not to punish a child for disobedience, but to gain an understanding of their problem and provide assistance for the child while s/he works out a plan to correct the problem. Our efforts are designed to help children to understand behavior and learn new ways to control their own behavior in order to better meet their basic needs. In cases where the student is unwilling to solve his/her problem, we will partner with families for the best actions to promote continued behavioral growth..

Here are a few important reminders about school discipline and safety.

APPLIES TO STUDENTS

- **ALL VALUABLES AND TOYS SHOULD BE LEFT AT HOME**
- **CELL/SMART PHONES** should not come to school, but if necessary (as agreed upon by family and school staff), must be used appropriately as determined and directed by staff members for educational purposes.
- **DRESS CODE:** If the clothing/attire gets in the way of any learning and/or teaching (as determined by staff), it is not appropriate.

APPLIED TO EVERYONE

- **NO FIREWORKS SAFETY AND BUILDING SECURITY:** If you are on campus and an emergency happens, call 911. If you notice vandalism and/or other suspicious activity or occurrences, please call the district safety tip line: (425) 431-7010
- **NO WEAPONS & GUN FREE ZONE**
- **NO HARASSMENT, INTIMIDATION OR BULLYING**
- **NO ALCOHOL, MARIJUANA, TOBACCO, AND/OR ILLEGAL SUBSTANCES**
- **The Hazelwood Way:** We are a community of learners. We are kind. We are safe. We are responsible. We are Hazelwood.

DANGEROUS WEAPONS

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.

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, facsimile weapons, water guns, paintball guns, stun guns, tasers, knives, box cutters, razors, lighters, clubs or pipes, sling shots and sand clubs.

"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. June 30, 2018

RECESS & PLAYGROUND

It is extremely important for everyone to understand that being a safe, friendly, courteous player at recess is an expectation. Recess exists for students to practice and grow in their social skills, their use of leisure time, their need for exercise, and their need for a break. Recess meets these objectives when everyone follows the rules for safe and courteous play. Since the playground and recesses are designed for everyone to have fun and an important part of the school, the basic expectations of the school are also true on the playground. It is expected that students will be respectful, responsible, and reasonable.

HELPFUL GUIDELINES FOR RECESSES:

Students are to remain in the playground area designated for their class. Students are not to leave the playground at any time, unless they have requested and have been given a pass from a playground assistant. Students need to stay within sight of our playground assistants. Students must share all playground equipment and include all children in whatever game is established. Each class is provided with equipment for the school year. Students check it out and back into their classroom. Equipment from home is unnecessary.

DIRECTORY INFORMATION AND PHOTOGRAPHS

The Federal Family Rights and Privacy Act permits the school district to routinely release what is called student “directory information.” Directory information includes a student’s name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight/height of members of athletic teams, grade in school, diplomas and rewards received, and the most recent previous school attended by the student.

This information is not released for commercial purposes, but can be released to provide educational, scholarship, vocational/occupational and/or military information, to law enforcement or the news media, in school event programs (music performances, for example) or in student directories. Generally, student information that is released to the news media relates to their participation in a school program or project, or highlights their receipt of an award or scholarship. Student information would not be released to news media without parental/guardian consent in the event of an accident or injury. You have the right to keep this information confidential. If you do not wish to have such information about your child released, please notify us in writing by October 1. If you have questions about directory information, please contact Community Relations at 425 431-7047/7044.

REVIEW OF RECORDS

Guardians/parents have the right to review their child's educational records. Education Record means any and all materials maintained by a school district directly related to a student regardless of where or how the materials are filed. (This includes reports obtained with parent/guardian permission from non-district agencies and individuals). Parents i.e., natural parents, either custodial or non-custodial, and legal guardians, have the right to inspect and review educational records and may receive copies, upon request at a charge not to exceed the cost to the district for reproductions. To review a child's record, the parent/guardians needs to contact the office to make an appointment with the appropriate staff member or counselor to be present for the record review to interpret the records and answer any questions.

COMPUTERS AND THE INTERNET

Hazelwood students have opportunities to learn about and to learn with computers in classroom settings. The internet is a valuable resource for our students and staff, providing current information, instructional materials, and ways to acquire research skills. This resource is available to all of our students and the use of these resources is governed by a district policy, "Internet & Network Acceptable Use Procedures," which we provide for every student. If parents/guardians do not want their child to use school computers, the school network, and/or the internet they must complete a form indicating this desire and file it with the school. Once this form has been signed, it is considered to be valid unless it is revoked by either the parent/guardian or the school. Although no filter will block all of the sites on the Internet which might be offensive, having a filter can help. That's why all student-used district computers with Internet access are filtered. There will be three district filters, to address the differences in student curriculum and maturity levels.

We ask that students use any/all electronic devices appropriately as determined by staff for educational purposes. We require that the devices be pre-approved by his/her parent/guardian and teacher and the student must follow the district guidelines (e.g. it must not access neighborhood wireless modems, etc.) and be only used for educational purposes. The school is not responsible for the safety and security of a student computer, cell phone, and/or handheld device.

COMMUNITY PARTNERSHIPS & VOLUNTEERS

Hazelwood could not be what it is without the support of our community.. Our program is a partnership between school and community. Our community allows us to enrich our program beyond what our staff could deliver on our own. We encourage community members to become involved as active members of our school organization.

VOLUNTEERS IN PARTNERSHIP (V.I.P)

HAZELWOOD LOVES ITS VOLUNTEERS!!! WE ALWAYS NEED MORE!!!

VOLUNTEERS ARE REQUIRED BY LAW TO COMPLETE THE FOLLOWING.

1. Applicant/Volunteer Disclosure Form Washington State Patrol Criminal Check
Application forms which may be picked up in the school office. Only volunteers who have a valid completed security check with the state and Edmonds School District may act as chaperones on field trips or be with students without the direct supervision of a staff member. **NO EXCEPTIONS ARE MADE TO THIS PROCEDURE.**
2. Volunteer Application Form. Volunteers are asked to abide by the Hazelwood Volunteer Guidelines that are provided when a volunteer applies.

COMMUNICATION PROCESS

Communication is essential for successful relationships and organization success. To that end, we will use the following guidelines for communication. Questions and Feedback are important in the continuous improvement process. It is important that we have conversations in a respectful and civil manner. In the event of a concern or disagreement please use the following steps for resolution.

1. Contact the staff member directly connected to the issue about which you are concerned. Share your concern, the facts or views you have. Be as clear as possible about what information you need or what you would like to have happen.
2. The school principal or program supervisor (such as Transportation) is also a valuable source of information. If you do not know who to contact, the supervisor or principal can help. This step is also necessary if your concerns were not answered in Step 1.

We believe in home/school partnerships that work together on behalf of what is best for students and will work closely with you to maintain open lines of communication.

OTHER IMPORTANT SCHOOL INFORMATION

GUIDELINES FOR VISITING THE SCHOOL/OBSERVING CLASSROOMS

Families and community members are encouraged to visit the school. Prior arrangements need to be made with the staff. All visitors must stop at the office to identify themselves and their purpose. They must sign-in upon arrival and sign-out when departing. Visitors must wear a “Visitor’s Badge.” This is a security issue. If you want to visit/observe a classroom, we ask that you call to make prior arrangements with the principal. The principal’s office is usually open for visitation or consultation. When bringing items needed by your child to school, bring them to the school office instead of the classroom. We will deliver them at an appropriate time. We maintain the right to ask visitors to leave the campus.

PTA: PARENT TEACHER ASSOCIATION

The PTA is a community-based organization which has a strong commitment to providing support for our students and staff, through student enrichment activities, family education, fundraising, and increased family/community involvement in all aspects of the school program. The success of the PTA is directly related to the efforts of the volunteers in the organization. All family and staff members are encouraged to become members. Membership is just \$12 for an individual of \$20 for a family per year. Watch the PTA and school calendars for dates and times of meetings and special activities.

Edmonds School District Commitment

Hazelwood Elementary School is one school of many within the Edmonds School District. The five school board members are elected and represent our community in the running of the district. They hire a school superintendent (Dr.Kris McDuffy), who in turn hires district leadership and is in charge of running the school district.

Each Student Learning, Every Day!

- **Effective Learning for All Students**

Each student is engaged in meaningful and relevant learning, every day. We provide comprehensive educational programs and a wide variety of activities that build a solid foundation of knowledge and skills, encourage mindful higher-level thinking, and inspire all students to pursue their interests.

- **Equity of Opportunity**

Each student experiences a diverse, inclusive culture where all people are valued. Adults work to meet students' individual needs and remove institutional and social barriers to their personal success.

- **P – 3rd Grade Early Learning**

Each student has a supportive, equitable educational foundation and is on track to be performing at grade level by third grade. We work closely with families and community partners to connect and align our schools with local resources to maximize early learning.

- **Graduates Who Are Ready for Life**

Each student is equipped with the knowledge and skills needed to be resilient, participating citizens who are prepared to pursue and accomplish educational, life, and work-related interests after high school.

Our Work (Areas of focus to move us forward)

- We educate our students for the world they will live in – staying up-to-date with developments in global realities, workforce expectations, and appropriate technologies.
- We respect and empower families as our most important partner in each student's education.
- We create and maintain vibrant, collaborative partnerships throughout our larger community to support all students' academic, mental, emotional, social, and physical well-being.
- We utilize what we know (data) about our school district, community, students, and effective teaching practices in order to improve our work with all students.
- We hire quality people who care deeply about students and learning, and mirror the diversity of our students, families, and community.
- We engage staff in meaningful, relevant, and collaborative professional development to better inspire, empower, and engage our students.
- We treat all people with dignity and respect, and we are responsive in our service.
- We manage and develop our financial and human resources, facilities, and capital projects in ways that support student learning and community values.

LOST AND FOUND

Please put your child/s name in their clothing. We will make every effort to return marked items to children. Items found with no identification are taken to the area in the gallery outside the library and hung on hooks. At the end of each trimester, all unclaimed items will be placed in the gallery on a table outside the office. An announcement will be made. After three days, all articles not claimed will be donated to *Clothes for Kids*. Articles left on the bus may be claimed by contacting transportation at 425 431-7230.

TELEPHONE USE

Every classroom is equipped with a landline, which students may use with staff permission. Due to the large number of students and staff, it is necessary to limit pupil use of the phone to emergency cases as determined by the Hazelwood staff. Hazelwood staff will contact families when there is a true emergency. Please try to remember to complete plans with your children before they come to school each day. Please keep the Hazelwood office informed with current telephone numbers. Cell phones are discouraged at school. Only with parent/guardian and teacher permission, may students bring cell phones and/or smart phones to school. We ask that families not text, e-mail, and/or phone students during the school day. Phones must be turned off and/or silenced and stored in their backpack or safe spot during the school day, unless otherwise directed by staff. The school accepts no responsibility for lost, broken, or stolen cell phones.

ASSEMBLIES

Throughout each school year we will have many opportunities for students to participate in all-school concerts and assemblies. Our PTA schedules and puts these on for our students. At these events we will have a variety of activities, including guest speakers and performances. We do these special events for two reasons: To expand knowledge and experience in a wide variety of fine arts performances and learning opportunities available in our local and larger communities. To teach the appropriate behavior required of an audience in a variety of settings, leading to the development of polite, appreciative, and cooperative audience participants. Hazelwood students are working to be the best students of any elementary school in this district. The best is what we want. The best is what we will practice to be. In addition to special assemblies, we have assemblies to recognize students and staff for their special accomplishments. These assemblies reinforce the lifelong learning skills taught and modeled at Hazelwood. Our Student Council is involved in putting these assemblies on for our student body.

TENTATIVE DAILY SCHEDULE 2018-19

9:10 AM Students go to classrooms

9:20 Classes begin/Tardy Bell

10:15-10:30 K-1 Recess

10:45-11:00 Gr. 2-3 Recess

11:50-12:15 K-1 Lunch

12:15-12:35 K-1 Recess

12:10 – 12:35 2-4 Lunch

12:35 – 12:55 2-4 Recess

12:30 – 12:55 5-6 Lunch

12:55- 1:15 5-6 Recess

2:10 -2:25 4-6 PM Recess

3:50 Dismissal

5th grade Band/Orchestra M/W 2:30 PM – 3:15 PM

6th grade Band/Orchestra M/W 1:20 PM – 2:05 PM

School Choir (4th, 5th, 6th Graders) 12:30 – 1:00 PM Thursdays (5/6 eats at 1:00)

HOLIDAYS AND NON-SCHOOL DAYS

August 24 Hazelwood Beautification Day (9 AM – Noon)
August 28-29 Non-Student Days/Teacher Work Days
September 2 Labor Day/ No School
September 3 Non-Student Day/ Teacher Planning & Preparation Day
September 3 Meet & Greet – (3:00 pm -4:00 pm)
September 4 First Day of School – Grades 1-6
September 9 First Day of School - Kindergarten
September 17 Individual Picture Day
September 22 PTA “Back to School Night” /General Meeting
September 28 Grades K-6 Curriculum Night – 6:00 pm
September 20 Early Dismissal (12:20 PM) Teacher Professional Development
October 4 Early Dismissal (12:20PM) Teacher Professional Development
October 18 Non-Student Day/Teacher Professional Development
October 21-25 Conference Week (Early Dismissal)
November 11 Veterans’ Day Observed (No School)
November 27-29 Thanksgiving Break (No School)
December 20 Early Dismissal (12:20 PM)
Dec. 23 – Jan. 3 Winter Break (No School)
January 6 First School Day of 2019
January 20 Martin Luther King Day (No School)
January 24 End of 1st Semester/Early Release – 12:20 pm
February 14 Early Dismissal (12:20 PM) Teacher Professional Development
February 17-18 Presidents’ Day/ Non-Student Days - Teacher Non-Contract Days
March 11-12 Early Dismissal/Optional Conferences
March 13 Non-Student Day/Teacher Professional Development
April 3 Early Dismissal – Teacher Professional Development
April 6-10 Spring Break (No School)
April 24 Early Dismissal – Teacher Professional Development
April/May Smarter Balanced Assessments Grades 3-6 (SBA)
May 8 Non-Student Day/Teacher Professional Development
May 22 Early Dismissal – Teacher Professional Development
May 25 Memorial Day (No School)
June 18 Last Day of School – 12:20 Dismissal
June 19, 22,23, and 24 Possible Snow Make Up Days

HAZELWOOD ELEMENTARY SCHOOL



WHERE “LOVE & LOGIC” IS USED

Love allows children to grow through their mistakes.

Logic allows them to live with the consequences of their choices.

- | | |
|----------------|---|
| Rule #1 | Adults set firm limits in loving ways without anger, lecture, or threats. |
| Rule #2 | When a child causes a problem, the adult hands it back in loving ways. |

www.loveandlogic.com

Typical Love and Logic approach

- I will treat you with respect so you will know how to treat me.
- Feel free to do anything that doesn't cause a problem for anyone else.
- If you cause a problem, I will ask you to solve it.
- If you can't solve the problem, or choose not to, I will do something.
- What I do, will depend on the special person, and the special situation.
- If you feel something is unfair, whisper to me, “I'm not sure that's fair,” and we will talk.

