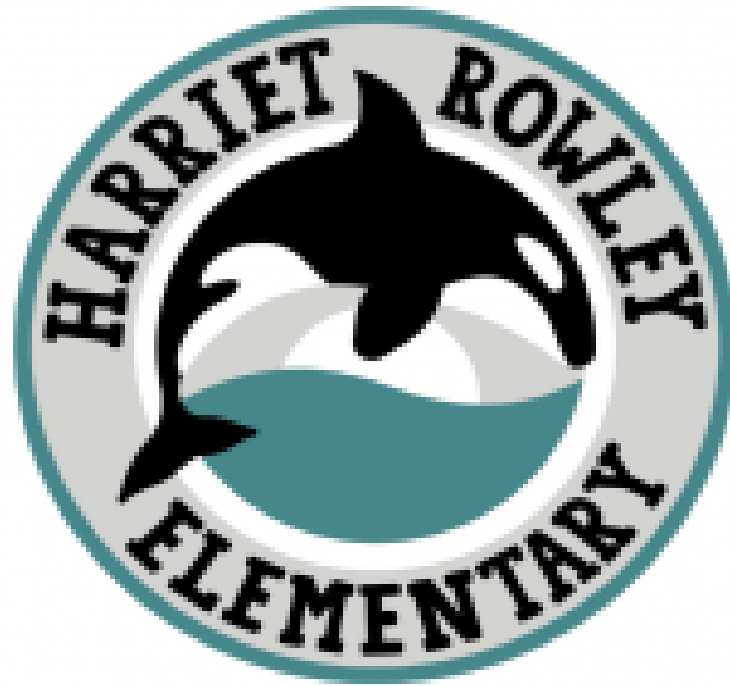


**Student / Family Handbook  
2021-2022  
Harriet Rowley Elementary**



Principal: Ms. Patricia Shanander  
Assistant Principal: Mrs. Jenifer Rolie  
400 53rd Street  
Mount Vernon, WA 98273  
(360) 428-6199 Fax: (360) 428-6250

## MVSD Vision Statement

To graduate inspired and critical thinkers who embrace diversity and are committed to the betterment of their own lives and the lives of others.

## MVSD Mission Statement

To expect, encourage, and facilitate the pursuit of excellence in our students, preparing them for a global environment in which lifelong learning is critical to their success and happiness.

## MVSD Goal

100% of our students will graduate with the knowledge and skills necessary to be successful in post-secondary education, careers, and life.

## Harriet Rowley Vision Statement

Harriet Rowley Elementary is a community who CARES:

- Critically think with creativity
- Approach challenges with perseverance
- Realize their passion for learning
- Encourage and empathize with all
- Serve

## Harriet Rowley Mission Statement

Motivate. Collaborate. Advocate. To educate students who CARE.

We will empower students with the necessary tools to succeed in a changing world, to discover their strengths, and achieve their maximum potential through diversified experiences.

### Key Strategies:

- Motivate by providing high expectations, challenging ourselves and students, teaching and modeling a growth mindset and self-regulation.
- Collaborate through working in partnership with families and community and the entire HR community modelling CARE.
- Advocate by making learning accessible to all students, being responsive to the needs of each child and their family and our multidimensional community.

We all share the belief that all children can and will learn.

## Harriet Rowley Elementary School

Make Good Decisions. Solve Problems. Show Respect.

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## HARRIET ROWLEY ELEMENTARY DAILY SCHEDULE

8:00 AM School opens, Breakfast is served  
 8:15 AM Students go to playground  
 8:25 AM Warning Bell Rings, Students line up  
 8:30 AM School Begins TK-5

### 10:15 AM – 12:50 PM Student Lunches and Recess

<u>Student:</u>	<u>Recess:</u>	<u>Lunch:</u>
Kindergarten	10:15 - 10:40	10:40 - 11:05
1 grade & TK	10:40 - 11:05	10:15 - 10:40
2 Grade	11:10 - 11:35	11:35 – 12:00
3 Grade	11:35 – 12:00	12:00 - 12:25
4 Grade	12:00 – 12:25	12:25 – 12:50
5 Grade	12:00 – 12:25	12:25 – 12:50

### Teacher Lunch:

Kindergarten 10:15 – 10:55  
 1 Grade 10:25 – 11:05  
 2 Grade 11:10 – 11:50  
 3 Grade 11:35 – 12:15  
 4 Grade 12:00 – 12:40  
 5 Grade 12:00 – 12:40  
 Specialists 11:30 – 12:05 (Early Release 12:05-1:00)

### **Afternoon Recess**

TBD Transitional Kindergarten  
 1:45 PM – 2:00 PM Kindergarten & 3rd Recess  
 2:00 PM – 2:14 PM 1st & 4th Recess  
 2:15 PM – 2:30 PM 2nd & 5th Recess

### **Dismissal**

3:00 PM School Ends

### DISTRICT-WIDE EARLY RELEASE DAY SCHEDULE

Grades K - 5<sup>th</sup>

Same as above, with dismissal at 1:00 PM every Wednesday

# HARRIET ROWLEY ELEMENTARY STAFF

Office Hours: 8:00 AM to 4:00 PM

**Principal:** Patricia Shanander  
**Assistant Principal:** Jenifer Rolie  
**Head Secretary:** Christy Nelson  
**Attendance Secretary:** Kyle Stahly  
**Multilingual School Liaison:** Marisol Rosas-Cardoso  
**Intervention:** Rayona Luif  
**Instructional Coach:** Shelly Flaig

<p><b><u>Transitional Kindergarten</u></b> Kat McNeil</p> <p><b><u>Kindergarten Teachers</u></b> Marci Anderson Bailey Lowe Nikki Macomber Hannah McNayr Brianna Vandenbrink</p>	<p><b><u>Specialists</u></b> Counselor - Tracy Hancock Health - Tegaan Klinker Library - Becky Ray; Para Educator - Mark Johnson Music – Nicole Dayton VanPatten PE - Julie Scott PE- Rocio Bradley</p>
<p><b><u>1st Grade Teachers</u></b> Michael Hepburn Whitney Doran Gracie Johnston Kristie Lindsay Ashley Young</p>	<p><b><u>Structured Learning Class</u></b> – Anne Madsen, Colleen Tilland-Stafford  <b><u>Para Educators</u></b> - Susan Campbell, Trisha Cooper, Valerie Conley, Jordan Crim, Lisa Foster, Imelda Garcia, Jean Lederle, Kelley Kirkpatrick, Connie Talbot, Whitney Woiwood</p> <p><b><u>Resource Room</u></b> – Grace Addis, Greg Sherman  <b><u>Para Educators</u></b> - Karen Brady, Linda Holeman, Laurel Medina, Cynthia Niman, Amanda Reynoso</p>
<p><b><u>2nd Grade Teachers</u></b> Megan Gilday Kris Hudson Kim McGovern Aimee Schuh</p>	<p><b><u>Reading Intervention Specialist</u></b> - Traci Kiesser  <b><u>Para Educators</u></b> - Stephanie Tesarik, Sam Walters, Linda Versage</p> <p><b><u>Math Intervention Specialist</u></b> - Debbie Willer  <b><u>Para Educator</u></b> - Renee Crandall</p> <p><b><u>English Language Specialist</u></b> - Jana Haley  <b><u>Para Educator</u></b> - Sylvia Cortez</p>
<p><b><u>3rd Grade Teachers</u></b> Sarah Gregory Nina Hansen Stephanie Wolfe</p>	<p><b><u>Nurse</u></b> - Lauri Miller  <b><u>Health Room Assistants</u></b> - Veronica Glade</p> <p><b><u>Kitchen Staff</u></b> – Virginia Barrios, Jessica Ammons  <b><u>Custodians</u></b> - Dani Einhaus, Ivan Giz, Donna Pfluger</p>
<p><b><u>4th Grade Teachers</u></b> Megan Daley Susan Kruckenberg Kayla Williams</p>	<p><b><u>Psychologist</u></b> - Jordan Wakefield  <b><u>Speech Language Pathologist</u></b> - Kate Hall, Misty Parker</p>
<p><b><u>5th Grade Teachers</u></b> Sundarah Hammontree Tye Power Ali Skjei</p>	<p><b><u>Occupational Therapist</u></b> - Galit Shilo, Susie Pfau  <b><u>Physical Therapist</u></b> - Laura Torseth  <b><u>Vision Therapist</u></b> - Zach Small, Johanna Tracy</p>

## **ATTENDANCE**

*Every day, all day makes the difference*

Your child and their success in school, both now as elementary students and in the future as middle and high school students, is very important to us. Regular school attendance, beginning in Kindergarten and continuing through high school, has a huge impact on a student's academic success.

The Mount Vernon School District's goal is for *100% of students to graduate with the knowledge and skills needed to be successful in post-secondary education, careers, and life*. To support that goal, Harriet Rowley Elementary wants to ensure that every student attends school on time, every day.

We realize some absences are unavoidable due to health problems or other circumstances. However, we also know that when students miss too much school— regardless of the reason – it can cause them to fall behind academically. Your child is less likely to succeed if he or she is chronically absent—which means missing 18 or more days over the course of an entire school year. Research shows:

- Children chronically absent in Kindergarten and 1st grade are much less likely to read at grade level by the end of 3rd grade.
- By 6th grade, chronic absence is a proven early warning sign for students at risk for dropping out of school.
- By 9th grade, good attendance can predict graduation rates even better than 8th grade test scores.
- Absences can add up quickly.

### **Regular Attendance Matters**

We do not want your child to fall behind in school and get discouraged. Here are a few tips to help support regular attendance:

- Make sure your child has a regular bedtime and morning routine.
- Lay out clothes, shoes and pack backpacks the night before.
- Ensure that your child goes to school every day unless they are truly sick.
- Avoid scheduling vacations or appointments when school is in session.
- Ask your child's teacher and our counselor, Tracy Hancock, for advice if your child feels anxious about going to school.
- Develop back up plans for getting to school. Call on a family member, neighbor, or another parent to take your child to school if you are unable.
- Please call the school at 360.428.6199 if you have any questions or would like more information about attendance.

### **Attendance Requirements**

State law requires that children attend school regularly. The Office of the Superintendent of Public Instruction (OSPI) in the state of Washington is working to address the challenge of chronic absenteeism, in an effort to improve student learning outcomes and to support student success in school. Success in school depends greatly on regular attendance and it is the policy of the Mount Vernon School Board that all students be punctual and regular in attendance.

According to the Washington State Legislature, students must report to school before the fifth school day of the year. If a student is not present before the fifth academic day of the school year, he or she will be dropped from the school and will be required to re-enroll with the district.

## **School Policies and State Law**

State law for mandatory attendance requires children ages 8 to 17 to attend a public school, private school, or a district-approved home school program. Children 6 or 7 years old are not required to enroll in school—once enrolled, they must attend.

All schools are required to take daily attendance and to notify you when your student has an unexcused absence. If your student has 3 unexcused absences in 1 month, state law requires that we schedule a conference with you and your student to remove barriers and identify resources to ensure regular attendance. In elementary school, after 5 excused absences in **any month, or 10 or more excused absences in the school year, the school district is required to contact you to schedule a conference. A conference is not required if you have pre-arranged the absence in writing and there is a plan to prevent your student falling behind academically. If your student has an IEP or a 504, the team that created the plan must reconvene.**

**If your student has 7 unexcused absences in any month, or 10 unexcused absences within the school year, we are required to file a petition with the Juvenile Court, alleging a violation of RCW 28A.225.010, the mandatory attendance law. The petition will be automatically stayed, and your student and family may be referred to a Community Truancy Board or other coordinated means of intervention. If your student continues to be truant, you may need to go to court.**

- Families are asked to contact the school office the morning of an absence by phone, e-mail, or written note to excuse/document the absence—excused absences will only be accepted up to 2 days following the absence.
- If your child has a significant number of days out ill, the school will partner with your child’s medical provider and/or the school nurse to implement a plan to improve attendance to support learning and school success.
- As of 2019, only five (5) Parent Approved Absences will be eligible to be excused during the school year.

## **BECCA Bill Information**

School Attendance is a serious issue in Washington State. “The BECCA Bill” was enacted (RCW 28A.225.010) and requires parents to provide a timely verbal or written excuse with the reason stated why students are away from school for legitimate reasons. Acceptable forms of notes can be handwritten, typed or emails and must be directed to the main office. Without a parental excuse and school verification (within 48 hrs.), students will be marked as an unexcused absence. The school may file a Juvenile Court petition for seven (7) unexcused absences in a month or fifteen (15) unexcused absences in a year. Once the school determines a student has reached state requirements for BECCA filing, school officials are required to file a petition with Juvenile Court. This law applies to all students in grades K-12. The district wants to avoid filing petitions but we need parental support to see that children attend school and are not absent without a written excuse. (Please see the preceding pages for a list of excused absences). **We are required by law to follow up on unexcused absences and parents can face a fine or community service when children have 7 unexcused absences in a month and/or 15 in the current school year.**

## **Definition of Absence**

OSPI defines an **absence** as when a student is:

- a) Not physically present on school grounds; and
- b) Never attended

A **full day absence** is defined as a student missing their entire scheduled school day.

## **Excused Absence**

The following list contains valid excuses for absences from school.

- Illness and/or medical appointments
- Religious observance

- Court and court-ordered activity
- Family emergency including, but not limited to, a death or illness in the family - Please notify the school of this absence when feasible.

The school principal has the authority to determine whether or not an absence is excused (i.e. Family vacations that are pre-approved).

\*Please note, this is not an exhaustive list. Consult WAC 392-401-020 for a complete list.

### Unexcused Absence

Any absence from school is unexcused unless it meets one of the criteria provided in WAC 392-401-020. Examples of an absence that would be considered an unexcused absence include:

- The student choosing to stay home or the parent/guardian keeping the student out of school
- Missing the bus
- Oversleeping
- The student does not attend a school/district curricular activity and does not go to school those days

### Absences

Though it is very important that your child attends school daily, we ask that you do not send your child to school when they are ill. Do not send your child to school if they have had a fever, vomiting, or diarrhea within the last 24 hours. We would appreciate you reporting to us any communicable diseases.

Keep Your Child Home If...	Symptom	Send Your Child to School If/When...
Your child has any cold symptoms.	Colds	Student has a negative COVID test or has a doctor's note clearing school attendance.
Your child has diarrhea or has vomited within 24 hours.	Diarrhea & Vomiting	The child has been symptom free for 24 hours.
Your child has a fever of 100° or higher.	Fever	Your child has been fever free for 24 hours (without fever-reducing medicine).
Your child has a fever or if you can see white spots in the back of the throat, in which case, call your doctor.	Sore Throat	If your child complains of a sore throat, but has no other symptoms.
The headache is severe and persistent enough to limit the child's activity.	Headache	Your child's only complaint is a headache.
Your child has a rash and you haven't yet consulted with your doctor.	Rash	You have consulted with your doctor and they tell you it is ok for your child to attend school.
The stomachache is persistent or severe enough to limit your child's activity, in which case, call your doctor.	Stomachache	If the stomachache isn't persistent or severe enough to limit your child's activity.
The discharge from your child's eye is white or yellow. If there is altered vision and/or redness of eyelid or surrounding the eye.	Eye	Your child has watery eyes, or minimal redness to the white of the eye, or symptoms are confirmed as allergy related and student is not distressed.



\*If a child needs medication administered at school, the parent must bring the medication, in the original bottle with dosage label, to the office along with an authorization letter signed by the parent and the Licensed Health Professional who is prescribing the medication.

\*\* Please try to schedule well-child doctor visits, therapy sessions, and dentist appointments outside of the school day. If that is not possible, please make every effort to ensure that your child is in school before and after the appointment.

### **Reporting an Absence**

In an effort to ensure your child's safety, we request that you call the school every day the morning your child is going to be absent. This procedure gives us an immediate check to see that all students have arrived safely at school. In the event we do not hear from you and your child does not arrive at school, we will contact you through an automated call.

#### **To Report an Absence:**

Click on 'Report Student Absence' on Harriet Rowley Elementary website (<http://harrietrowley.mountvernon.schools.org>)

**OR**

**Email:** Kyle Stahly at [kstahly@mvsd320.org](mailto:kstahly@mvsd320.org)

**OR Call:** 360.428.6199

### **Tardy Policy**

Success in school depends on regular **on time** attendance. It is our policy that students are here and arrive on time. Acceptable reasons for being late would be doctor, dentist, or therapy appointments for the student, however, please make every effort to make appointments before or after the school day. Students who arrive late to school must go to the school office to obtain an admittance slip for class and to notify the office if hot lunch is being purchased. Students, families, and visitors must enter through the front main entrance doors.

### **Late Arrivals and Early Dismissals**

Late arrivals to school or early dismissal from school for medical, dental, and therapy appointments will be excused. When dropping your child off after school has already begun, please go directly to the office to sign them in. When picking up your child early, please come directly to the office to sign them out. We will then call and have your child sent to the office. This procedure creates less disruption in the classroom.

### **Attendance Communication Tools**

In order to keep families aware of and informed about their child's attendance, we will be sending communication letters about attendance. These letters will provide information about the number of absences your child has had up to a fixed point in the school year. It will also compare your child's absences with the average number of absent days for students at Harriet Rowley Elementary. These letters are meant to be an educational tool for families.

### **End of the Day**

Please remember that school ends at 3:00 PM. Learning activities are taking place until the time students leave. Families who are picking up their child should wait in their cars in a single file car line in the car pick up lane that is indicated by the solid white line. If there is an emergency, the office staff will assist you. Please attempt to keep your child's end of the day routine as consistent as possible. Families **are not allowed** in the student gathering areas during dismissals.

## STUDENT EXPECTATIONS AND PROTOCOL

### Behavior Expectations

Harriet Rowley Elementary's school-wide discipline is based on 4 Behavior Standards (Make Good Decisions, Solve Problems, Show Respect, Be Safe), as well as restorative practices and natural consequences. We will work with students to learn social skills and how to appropriately handle their emotions by implementing the Zones of Regulation curriculum. This curriculum teaches students to recognize their emotions and to self-regulate their behaviors.

In classrooms and in common areas the Harriet Rowley Elementary staff will:

1. Teach clear expectations.
2. Model the appropriate behaviors.
3. Have students practice and review appropriate behaviors throughout the year.
4. Incorporate Second Step/Social Emotional learning strategies to weekly lessons.

Students are expected to respectfully follow the directions of the adult(s) supervising the area they are in whether in the classroom or in a common area. In the event that a student is causing a disruption, our Intervention Specialist will problem solve with the student and confer with the principal(s).

### Behavior Standards

Make Good Decisions	Solve Problems	Show Respect	Be Safe
<ul style="list-style-type: none"> <li>· Think before you act</li> <li>· Know the expectation for where you are and follow them even when an adult is not present</li> <li>· Tell the truth the first time</li> </ul>	<ul style="list-style-type: none"> <li>· Use Kelso's Choices or a Zone of Regulation strategy</li> <li>· If someone needs help with a big problem, tell an adult</li> <li>· Ask for help if you don't understand something</li> </ul>	<ul style="list-style-type: none"> <li>· Stop and listen when adults talk to you</li> <li>· Speak kindly</li> <li>· Use your manners – Please, thank you, and respond appropriately</li> <li>· Be safe with your body and actions</li> <li>· Wait your turn</li> </ul>	<ul style="list-style-type: none"> <li>- Practice good digital citizenship</li> <li>- Stay on the assigned tasks from your teacher</li> <li>- Use kind words, face, and gestures</li> </ul>

	Arriving at School	Lining Up	Hallways	Stairs	Bathrooms
Make Good Decisions	<ul style="list-style-type: none"> <li>● Arrive no earlier than 8am</li> <li>● Go directly to breakfast</li> <li>● Breakfast is eaten in the cafeteria only</li> <li>● Clean up your area</li> <li>● Playground will be open at 8:15am</li> <li>● Put your backpack on your line # before going to play</li> <li>● When bell rings go directly to your line</li> </ul>	<ul style="list-style-type: none"> <li>● Single file line in the order your teacher has assigned you</li> <li>● Face forward</li> <li>● No gaps between you and the person in front of you</li> </ul>	<ul style="list-style-type: none"> <li>● Walk facing forward without any gaps</li> <li>● Zero voice level if walking</li> <li>● level 1 voice if working in the hall with a partner</li> <li>● Hands and feet to yourself</li> <li>● No climbing on the raised area under the main staircase</li> <li>● Elevator is off limits</li> </ul>	<ul style="list-style-type: none"> <li>● Feet will stay on the floor.</li> <li>● No skipping steps or jumping off steps</li> <li>● Stay off the diagonal pieces next to the stairs</li> <li>● Face forward</li> <li>● Use the handrail</li> <li>● Single file line with a bubble space</li> </ul>	<ul style="list-style-type: none"> <li>● Use for intended purposes only</li> <li>● Return to class promptly</li> <li>● Wash hands when you are finished</li> <li>● Bathrooms echo so use a 0-1 level voice</li> </ul>

<p><b>Solve Problems</b></p>	<ul style="list-style-type: none"> <li>● If you are tardy, get a pass from the office, then go directly to class</li> <li>● Use Kelso's Choices</li> <li>● For big problems ask an adult for help</li> </ul>	<ul style="list-style-type: none"> <li>● If someone is talking – give them a silent reminder</li> </ul>	<ul style="list-style-type: none"> <li>● Kelso's Choices</li> <li>● Report any hazards to your teacher</li> </ul>	<ul style="list-style-type: none"> <li>● Always walk on the right-hand side unless instructed otherwise</li> <li>● Report any hazards to an adult, pick up only if safe to do so</li> </ul>	<ul style="list-style-type: none"> <li>● Report broken equipment or hazards to an adult</li> <li>● Use the bathroom closest to your location</li> <li>● During recess use the bathrooms across from the cafeteria</li> </ul>
<p><b>Show Respect</b></p>	<ul style="list-style-type: none"> <li>● Talk and act respectfully to all adults in the building</li> <li>● Enter quietly using walking feet</li> <li>● Hats and Hoodies are removed at the door</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and act respectfully to all adults in the building</li> <li>● Zero noise level</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and act respectfully to all adults in the building</li> <li>● Keep your hands off the work posted in the hallways</li> <li>● Hands off the metal railing across from the library</li> <li>● Pay attention to the needs of others (testing, traffic)</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and act respectful to all adults in the building</li> <li>● Do not toss anything down the stairs</li> <li>● Quiet walking feet (stairwells echo)</li> </ul>	<ul style="list-style-type: none"> <li>● Flush the toilet when you are done</li> <li>● Throw away garbage</li> <li>● Wait your turn</li> <li>● Clean up water spills</li> </ul>

	Cafeteria	Recess	Assembly	Evacuation Drills	Dismissal
<p><b>Make Good Decisions</b></p>	<ul style="list-style-type: none"> <li>● Level 1 or 2 voice</li> <li>● Make sure your home lunch is in your class bucket before/after lunch</li> <li>● Take only what you will eat</li> <li>● No sharing food</li> <li>● Remain seated until dismissed</li> <li>● All food is eaten in the cafeteria only</li> <li>● Walk</li> </ul>	<ul style="list-style-type: none"> <li>● Use the bathroom before going to recess or during recess</li> <li>● Stay outside unless you have been given prior permission <u>and</u> you have a pass</li> <li>● Be safe with your body and actions</li> <li>● Show good sportsmanship</li> <li>● Do not go past the gravel track</li> <li>● No toys from home</li> </ul>	<ul style="list-style-type: none"> <li>● Level 0 to 1 voice when entering, leaving, or waiting for the assembly to begin</li> <li>● Respond immediately to the quiet signal</li> <li>● Remain quiet when speaker or performer begins</li> <li>● Sit with bottom on the floor, facing forward</li> <li>● Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Zero noise level</li> <li>● Move quickly and calmly to line up</li> <li>● Single file order, facing forward, hands and feet to yourself</li> <li>● When outside face the fence and remain silent</li> <li>● The drill ends when you are back in the classroom</li> </ul>	<ul style="list-style-type: none"> <li>● Walk in a single file line with your class</li> <li>● Walkers go directly home</li> <li>● Level 1 voice while waiting in a line and listen carefully for instructions</li> <li>● Follow hallway and stairwell expectations</li> <li>● Bring a note from home if there is a change to your normal routine. Give the note to your teacher at the start of the day</li> </ul>

<b>Solve Problems</b>	<ul style="list-style-type: none"> <li>● Keep hands and feet to yourself</li> <li>● Report any hazards that you see</li> </ul>	<ul style="list-style-type: none"> <li>● Use Kelso's Choices</li> <li>● Playground issues are solved on the playground</li> <li>● Get a pass from the recess teacher for the office or the bathroom</li> </ul>	<ul style="list-style-type: none"> <li>● Give students around you a silent reminder if they are off task</li> <li>● Alert the teacher if the problem persists</li> </ul>	<ul style="list-style-type: none"> <li>● If you are not with your class – exit the building and join them at the designated line</li> <li>● Give silent reminders if needed</li> </ul>	<ul style="list-style-type: none"> <li>● Know your going home plans prior to the end of the day</li> </ul>
<b>Show Respect</b>	<ul style="list-style-type: none"> <li>● Talk and act respectfully to all adults</li> <li>● Wait your turn and be patient</li> <li>● Clean up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and act respectfully to all adults</li> <li>● When the whistle blows line up on your line immediately</li> <li>● Wait your turn</li> <li>● Share the equipment</li> <li>● Put your equipment away</li> </ul>	<ul style="list-style-type: none"> <li>● Participate appropriately</li> <li>● Eyes on the speaker or performer</li> <li>● Applause should include clapping and sign language only</li> <li>● Laugh "with" never "at" a performer</li> <li>● Look to your teacher for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>● Zero noise level so you can listen for instructions</li> <li>● Listen to and follow all adult directions promptly</li> </ul>	<ul style="list-style-type: none"> <li>● Talk and act respectfully to all adults in the building</li> <li>● Use a level 1 voice when waiting for a bus or car pickup</li> <li>● Keep your hands and feet to yourself and stay in line</li> <li>● Use kind words</li> </ul>

### **Leave Class with Permission Only**

During class time students may leave class only with the teacher's permission and a pass (bathroom, office, counselor, principal, etc.). Students are expected to go directly to the place designated by their pass and return to class in a timely manner.

### **Appropriate & Respectful Clothing**

Grooming and apparel shall be in good taste. Clothing of a violent nature or displaying alcohol, drug, tobacco, sexual or gang symbolism, or the glorification of these themes, is not allowed. Clothing with obscene language, racial comments, questionable wording, or which could be considered harassing or intimidating will not be allowed. All shirts must have straps or sleeves and cover the midriff. No head covering (hoods, scarves/bandanas, hats, etc.) of any kind will be allowed in the building except on designated "hat days" and for religious purposes. For safety reasons, the use of flip-flop sandals and shoes with wheels are not permitted. Students who come to school with inappropriate clothing will be asked to call home for a change of clothes. The school has the right to determine inappropriate attire.

### **Personal Property Disclaimer**

Please do not leave any items of personal property (clothing, jewelry, musical instruments, etc.) at school. The school and school district will not be responsible for any personal item reported lost or missing. Toys and electronic equipment from home is not allowed at Harriet Rowley Elementary without permission from the child's teacher. If a cell phone is brought to school, it must be off and stored at the bottom of the backpack while at school. If a cell phone is causing a disruption at school it may be confiscated. If a toy or phone is confiscated it will need to be picked up by a parent from the school office. The school is not responsible for lost or damaged cell phones brought to school.

### **Elevator Expectations**

Harriet Rowley Elementary has an elevator. For safety reasons, students are not allowed in the elevator without adult permission. A minimum of three people are to use the elevator at one time, one person being an adult. Care plans may be an exception and approved by the school nurse or administrator.

### **Playground Expectations**

Harriet Rowley Elementary has set reasonable guidelines that ensure the safety and well-being of all students, as well as promote fun, good sportsmanship, and social skills like kindness and respect toward others. Here are the expectations:

**8:00-8:25 AM** - Students go directly to the cafeteria for breakfast or go straight outside to the playground. Playground supervision is available. After students eat, they go outside to play. Students keep their backpacks with them while eating breakfast in the cafeteria. Once they go outside, put backpack on class line. Once outside, students need to stay outside. They will not be allowed back into the building without a pass. Place backpacks in a straight line on their class line number on the sidewalk.

**\*Big toys** - Bottom down, feet first, and one at a time. No jumping off or climbing up the slide.

**\*Swings** - Sitting on bottoms, back and forth only. Do not jump off of the swings or twist.

**\*Tag** - Two finger touch only when tagging someone.

**\*Rough play** - If it looks like "fighting" it will be considered "fighting."

**\*Food** - Eat only in the cafeteria. No food or water bottles outside. Ask for a pass to get a drink and use the fountain by the cafeteria.

**\*Toys from home** - Do not bring toys from home. If a toy is chosen from a Prize box, it is to go directly to the student's backpack and kept at home. If the toy get lost, stolen or broken, it is the student's responsibility.

**\*Track** - Please ask permission and take a buddy with you. Stay on the track and keep moving.

**\*Boundaries** - Stay where an adult can see you at all times. Do not walk in the forest areas. The gravel track is a visible boundary. If a ball goes into the forest area, get an adult to help you.

**\*Line-up** - When the whistle blows please put equipment away in the ball bin and line up quietly and wait for your teacher. Voices off once the teacher has reached your line.

**\*Umbrella Equipment** - If you are not big enough to get up on the umbrella, do not use it. (Safety) No lifting or pushing other students.

**\*Climbing Dome** - For your safety, do not climb above the bar marked on the dome.

**\*Bullying** - Will not be tolerated. Please tell an adult immediately if there is an issue.

\*If you see something or someone unusual, tell an adult! We are all here to ensure you have a positive, fun recess!

\*Treat all students and adults with kindness and respect!

### **Arrival & Departure**

Children are not to be on the school grounds without permission before 8:00 AM. Supervision is not available. Children are expected to go directly home at dismissal. If after-school plans change, a parent/guardian must notify the office before 12:00pm. This includes attending another activity or a change in dismissal pick-up plans.

When you are not planning to be at home, please inform your child so that in an emergency some knowledge of your whereabouts is known. Provide a back-up plan for your child if they arrive home and you are not there.

Wednesday's are early release days unless otherwise noted. Your child will be dismissed at 1pm. See Mount Vernon School District Calendar <http://www.mountvernonschools.org/calendar>

### **Harassment / Intimidation / Bullying**

The District will not tolerate harassing behavior between any students. Any substantiated charge against a student shall subject the student to disciplinary action in accordance with due process including suspension or expulsion. Furthermore, the district prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student, who has testified, assisted or participated in the investigation or report. Retaliation is itself a violation of federal and state regulations prohibiting discrimination and will lead to disciplinary action against the offender.

### **Drug Free and Gun Free Policy**

Harriet Rowley Elementary supports the statement that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. Students found using or holding illegal substances on campus or during school related activities will immediately receive due process and appropriate actions will be taken. Consequences for substance abuse on campus, or during school-related activities, will result in suspension or expulsion and referral for prosecution of students in violation of the substance abuse standards of conduct. Our campuses are gun-free zones. If a student is found on campus to have in his or her possession a firearm or dangerous weapon, he or she can be subject to emergency expulsion. Be advised that toy weapons create safety issues and are also prohibited. Infractions of this policy will result in varying consequences. (MVSD policy #5201)

**Make Good Decisions. Solve Problems. Show Respect. Be Safe.**

## **CAFETERIA**

### **Breakfast**

Breakfast is served in the cafeteria from 8:00-8:25 AM each day. Breakfast is free for all Harriet Rowley Elementary students. Students who would like to eat breakfast in the morning must eat before going outside.

### **Lunch**

Mount Vernon Schools offer a complete Class A hot lunch program for your children. Lunch is free for all students. Lunch includes a half pint of milk. Milk can be purchased for \$.50 for those that bring meals from home.

## **COMMUNICATION**

### **Change in Transportation**

It is very difficult to locate students at dismissal time with last minute instructions. Please call the office at least one hour before dismissal if you wish to communicate a change to your child's end-of-day routine. Students are expected to go directly home after school. They are not permitted to use the school phone to request permission to visit friends or to ask for a ride home after school. These arrangements must be made before school or after arriving home.

### **Newsletter**

The school publishes a newsletter each quarter. It contains important information about upcoming events and general news about Harriet Rowley Elementary. The newsletter will be sent home with your child and available on the school website.

### **End of the Day**

Please remember that school ends at 3:00 PM. Learning activities are taking place until the time students leave. Families who are picking up their child should wait in their cars in a single file car line in the car pick up lane that is indicated by the solid white line. If there is an emergency, the office staff will assist you. Please attempt to keep your child's end of the day routine as consistent as possible. Families **are not allowed** in the student gathering areas during dismissals.

### **Facebook**

Facebook is one way to connect and see what is happening in the school community.

## **Remind**

Remind is a new tool that we will be using to increase our school to home communication. Please be sure your email and phone number are updated on Skyward.

## **Photographing Students**

From time to time, a reporter and/or photographer may visit our school and write a story about school activities. Pictures of students may be published in a local magazine or newspaper. Likewise, Harriet Rowley Elementary often has student teachers. One of the requirements in getting certified is to video tape several lessons and submit them as evidence. A form is sent out at the beginning of every school year requiring the parent's signature. *If you would not like to have your child included in these photographs or videos please indicate this on the form provided.* If we do not hear from you, we will assume that you have granted us permission to have your child photographed for publication.

# **EMERGENCY PROCEDURES**

## **Snow or Emergency Procedures**

It can be necessary to close school because of snow or other emergency conditions. All emergency school information will be relayed through an automated phone call, as well as the local radio and television stations. These radio stations begin broadcasting emergency schedules or school closure information at 5:30 AM: KAPS AM 660; KBRC AM 1430; KLKI AM 1340, as well as the local television stations in our area. You may receive an email or text message from the Mount Vernon School District regarding snow or other emergency conditions. If you are interested in receiving information this way, and do not believe you are signed up, please contact the office with your email address and cell phone number.

## **Student Emergency Information**

A Student Emergency Information Sheet is sent home at the beginning of each school year. **This information is of the utmost importance to us and to you.** In case of an emergency or an accident, we need to be able to contact you as soon as possible. Please fill in the information carefully, sign the sheet, and return it to school. If your child does not bring this sheet home in the first few weeks of school, please call the school office to ask for another sheet. If the information on the sheet changes during the year, please advise the office immediately so that we may update your child's emergency record.

## **Earthquake or Natural Disaster**

In the event of an earthquake or other natural disaster, listen to local radio stations for updated information (see above). If you decide to meet your child on campus and are driving a vehicle, use the white queuing lane to continue to the right, behind the school to the pick-up area. At the "person" gate, you will report to the Reunification Center where you will need to provide a photo ID, the first and last name of your child, as well as the name of your child's teacher. No child will be given permission to leave with an adult that is not listed on their contact information in Skyward. You **MAY NOT** take your child without first checking out through the Reunification Center.

## **INSTRUCTION**

Our teachers understand the importance of helping students to develop a growth mindset. Teachers will use growth mindset language and design instructional activities that help students to foster a love of learning. Teachers will also create a classroom culture that celebrates making mistakes and teaches students how to turn mistakes into valuable learning experiences.

### **Lexia Core 5 Reading**

Lexia Core 5 Reading is a computer-adaptive program that aims to build foundational reading skills for students through individualized learning. Lexia focuses on six aspects of reading instruction: phonological awareness, phonics, fluency, vocabulary, comprehension, and structural analysis.

### **Reading – Treasures**

You may find Common Core State Standards on the following website: [www.k12.wa.us](http://www.k12.wa.us). The Mount Vernon School District has adopted the following materials, which are research based. Please help us in practicing each content area with your child at home to promote increased student achievement.

The Mount Vernon School District has implemented the Washington State K-12 Reading Model and uses a Balanced Literacy model for implementation.

Grade	Instructional Components	Minutes per Day
K	Phonemic Awareness, Phonics, Vocabulary, Comprehension	120
1-2	Phonemic Awareness, Phonics, Fluency, Vocabulary, Comprehension	120
3-4-5	Fluency, Vocabulary, Structural Analysis, Comprehension (Phonemic Awareness & Phonics if needed)	120

Students need to read at least 20 minutes per night and practice their fluency.

### **Phonemic Awareness - Michael Heggerty**

The Heggerty Phonemic Awareness program provides daily instruction in phonological and phonemic awareness skills. This teaches students to listen for and produce sounds in isolation. It is the beginning of becoming a reader.

### **Phonics - Puzzle Pieces**

The Puzzle Pieces program, adopted by the Mount Vernon School District in 2021, uses word study to teach sounds. It is a year-long phonics curricular resource that teaches phonemic awareness and phonics to students in kindergarten first, and second grades in a systematic way. The program teaches students spelling and phonics patterns, and is designed to give students authentic reading and writing activities.

### **Writing - Writing Fundamentals**

The district has adopted the writing program “Writing Fundamentals”. This program guides teachers in instructing students in writing fiction, nonfiction, and persuasive writing through the use of mentor texts.

### **Math - Bridges in Mathematics and Number Corner**

We use the district-adopted math curriculum *Bridges in Mathematics* for all students in Kindergarten through Fifth Grade. *Bridges in Mathematics* is designed to address the new Washington State Learning Standards (Common Core State Standards) in a way that is enjoyable and accessible to all learners. It focuses on developing a deep understanding of math concepts, proficiency with key skills, and the ability to solve new and complex problems. Students in a Bridges classroom talk about math, describe observations, explain methods, and ask questions and are encouraged to find multiple ways to solve problems and show different ways of thinking.



Along with Bridges, the district adopted the companion supplemental program, *Number Corner*. It is a program that revolves around the calendar providing daily practice as well as continual opportunities to work with broader mathematical concepts.

Please visit the website <http://www.mathlearningcenter.org/> for more information.

### **Dreambox**

This is a digital math program designed to complement the Bridges curricular resource. It will provide students with additional, individualized practice with the math concepts and skills that they are working to master.

### **Science**

The Next Generation Science Standards that are used for instruction can be found at <http://www.nextgenscience.org/> for more information.

**K-5 Mystery Science:** Mystery science provides ready-made science mysteries for elementary students. Each lesson contains a central mystery, discussion questions, supplemental reading, and a hands-on activity.

### **3-5 Amplify Science**

Amplify Science is a K-8 resource that blends hands-on investigations, literacy-rich activities, and interactive digital tools to empower students to think, read, write, and argue like real scientists and engineers.

### **Social Emotional - Second Step**

Children benefit from social-emotional learning (SEL). It is especially important to help them develop the skills they need to connect and thrive. Second Step programs are research-based, teacher-informed, and classroom tested to promote the social-emotional development, safety, and well-being of children from Early Learning through Grade 8.

### **Elementary School Counseling Program**

Elementary counseling is a helping relationship between a knowledgeable professional and student or students working towards an understanding of their unique concerns, problems, or feelings. It is a learning process focusing upon the encouragement of personal growth by which students are assisted in acquiring, developing, and utilizing the skills and attitudes necessary for a satisfactory resolution to their problem or concern. Some of the activities in which the counselor is directly involved include counseling individual students, counseling small groups of students, consulting with families, teachers, and orienting all students to the role of the counselor. If you would like to talk to or meet with the counselor, please call the main office at 360.428.6199 to be transferred to the counselor or to set up an appointment.

## **STUDENT HEALTH**

### **Health Room First Aid Procedures**

Our school nurse, Mrs. Lauri Miller is at Harriet Rowley Elementary two or more times per week. The health room is also overseen by our health room assistant, Mrs. Glade. Each injury is seriously considered. If a bump or injury is severe, we will call a parent, guardian, or emergency phone number, which you have provided on the Emergency Form.

Students who have a temperature of 100 degrees or more, vomiting and/or showing evidence of being seriously ill will be sent home. ***You can help by making sure that we have up-to-date emergency information on your child. Please send us changes of phone numbers (work and home), day care, and emergency numbers. Please call us if you have any questions.***

### **Medications**

Since many medications can be harmful if taken by the wrong person or if a student is given a dosage other than the prescribed dosage, all medicines must be kept in the office and will be administered by the office personnel or nurse. ***If your child should require medicine during school, we are required by State Law to have appropriate forms signed by parents and a physician for ALL medication- including over the counter medicines.*** Please contact the office for the appropriate form. Medications must be in their childproof original containers and labeled with the student's name.

### **Immunizations**

Harriet Rowley Elementary, along with all of the Mount Vernon School District schools, follow state required guidelines for vaccines. (MVSD policy #3413)

### **Health Services/Screenings**

Vision and hearing are checked annually in Kindergarten through third grades and in fifth grade, or when vision or hearing problems are suspected.

### **Student Insurance**

Student accident insurance is available. A dental accident policy is also available at a minimal cost. If you wish to purchase this coverage for your child, complete the enrollment form and return it to school with the premium for the plan of your choice. Enrollment forms are available in the school office.

### **Lice Procedures**

Health room personnel will check your student for lice if lice are visualized by a staff member or a student is exhibiting signs of head lice such as frequent itching of the head. Health room personnel will not check the entire classroom for head lice, as this is considered to be the job of the family. If two or more cases of head lice are discovered in one class, a letter will be sent home to the families in the class, encouraging them to check the student's head for lice and to treat it if indicated.

If your child is found to have live lice you will be notified by the school and asked to pick up your child. You will be given instructions to treat and eliminate the lice before returning to school (normally within 1-2 days). If only nits are found, your child will remain at school and you will be notified and asked to comb out the nits (daily for the next two weeks). Please note that we only make phone calls home when a student has live bugs. (MVSD Procedure #3414)

### **Families of Fourth & Fifth Graders**

Each year prior to the presentation of the HIV/AIDS and Human Growth Development Unit of the Health Education Curriculum, Mount Vernon School District provides families an opportunity to review the curriculum and instructional materials. State law requires AIDS education for all students in grades 5-12. This requirement may be waived if families can verify they have previewed the HIV/AIDS curriculum and prefer to provide this education at home. (Families of fourth grade girls are also provided the opportunity to review the curriculum and instructional materials for the Human Growth and Development Unit of the 4<sup>th</sup> grade level Health Education Curriculum). Families can preview the materials by making an appointment with the curriculum office, 360-428-6110.

## **STUDENT SAFETY AND WELL-BEING**

### *If you see something, say something*

The physical and emotional well-being and safety of our students is one of our top priorities. We want Harriet Rowley Elementary to be a safe and inclusive learning environment that not only keeps students physically and emotionally safe, but also teaches and educates students about personal safety, appropriate interactions with others, and how to communicate their needs. In addition to being committed to teaching academic content, the Harriet Rowley Staff is also committed to teaching students how to behave safely and responsibly, through the use of Zones of Regulation, Kelso's Choice conflict management, and Second Step Social-Emotional Learning.

Assuring students physical and emotional well-being and safety is not something that school and district staff can do independently; it takes support from and collaboration with families and community members to create a positive and safe space for our students.

In order to strengthen the collaborative partnerships between the school, families, and the community, we have listed a few ways that families can support the school in our work to keep our students physically and emotionally healthy and safe.

- **Maintain Open Communication with Your Child and with the School-**
  - Talk to your child about their day at school.
  - Encourage and remind your child to tell an adult at school if anyone is interfering with their safety, learning, or well-being. Please let the school know if your child reports that someone is making them feel physically or emotionally unsafe before school, during the school day, or after school.
- **Monitor Social Media, Media, and Video Game Usage-**
  - Today's elementary school students live in a very technological world. Students are surrounded by opportunities to engage in social media and have easy access to video games, tv shows, and movies.
  - Social Media, video games, tv shows, and movies have the potential to offer many benefits to students, including the opportunity to socialize and to learn. However, if social media, media, or video game usage happens without conversations about personal responsibility and safety, students risk being exposed to violent content or content that is intended for mature audiences. They also face having their privacy invaded, or becoming involved with cyberbullying.
  - While we don't want to discourage all social media, media, or video game usage, we do ask that families talk to their children about personal responsibility and appropriate use when it comes to those things.
  - Please monitor the content of your child's interactions on social media, with media, and the content of their video games. If your child has exposure to video games or tv/movie content that is violent in nature, even if they are not the one playing the video game or watching the tv show/movie, it's important to talk about the separation between games/movies and reality so that they don't begin to internalize and use the language that they hear or engage in the behaviors that they witness.

Elementary school aged students are at varying developmental stages and are learning how to engage and interact in an appropriate manner. As students grow and develop, there may be occasions when they engage in inappropriate behaviors or make alarming statements that require an immediate response.

We want to be proactive in our communication with families about how the school will respond to inappropriate or threatening language or behaviors so that all students and families are aware of the actions that will take place in an effort to keep students safe, and to educate them about safe and school appropriate behaviors.

<p><b>If</b> a staff member observes or overhears OR a student reports:</p>	<p><b>Then</b> the school may respond in the following way:</p>
<p><b>Self-Harm Statements</b> such as, but not limited to:</p> <ul style="list-style-type: none"> <li>● <i>'I don't want to live anymore.'</i></li> <li>● <i>'I would be better off dead.'</i></li> <li>● <i>'I'm going to cut myself when I get home.'</i></li> </ul>	<p>Harriet Rowley Elementary Staff takes all self-harm threats seriously. The staff member who overheard the statement or who received the student report about the statement will let the school counselor know as soon as possible. The school counselor will meet with the student and will conduct a self-harm risk assessment. If the assessment determines that the student is at risk, the school counselor will call the student's family to make them aware that the statement was made.</p>
<p><b>Harmful or Threatening Statements Made toward Others</b> such as, but not limited to:</p> <ul style="list-style-type: none"> <li>● <i>'I'm going to bring a gun/knife to school.'</i></li> <li>● <i>'I have a knife in my backpack.'</i></li> <li>● <i>'I'll kill you if you don't stop.'</i></li> <li>● <i>"I wish you were dead."</i></li> </ul>	<p>Harriet Rowley Elementary Staff takes all harmful statements and threats seriously. The staff member who overheard the statement or who received the student report about the statement will let school administration know as soon as possible. School administration and Counselor and/or Student Resource Officer will determine the need for a Level 1 Student Threat Assessment Screening. If the concern is founded, a Site Team will conduct the Level 1 Student Threat Assessment Screening.</p>
<p><b>Statements that are Sexual in Nature</b></p>	<p>The staff member who overhead the statement or who received the student report about the statement will let school administration know as soon as possible. School administration or a designated staff member will talk to the student who made the statement and will call the student's family to set up a conference. School administration will educate the student about appropriate conversations. If repeated instances of this behavior occur with the same student, school administration may involve the counselor or the district's School Resource Officer.</p>
<p><b>Inappropriate Touch</b></p>	<p>The staff member who observed the incident or who received the student report about the incident will let school administration know as soon as possible. School administration or a designated staff member will talk to the student(s) involved in the incident and will set up a conference to discuss the incident with the student and their family. School administration will educate the student about appropriate contact. If repeated instances of this behavior occur with the same student(s), school administration may involve the counselor or the district's School Resource Officer.</p>
<p><b>Harassment, Bullying (including cyberbullying, and Intimidation)</b></p>	<p>The staff member who observed the bullying incident or who received the student report about the incident will let school administration know as soon as possible. School administration or a designated staff member will talk to the student(s) involved in the incident, and if warranted, will set up a conference to discuss the incident with the student and their family. The school will provide the student strategies designed to prevent harassment, intimidation, and bullying, and will seek partnerships with families, law enforcement, and other community agencies as needed. Interventions will be designed to address the impact that harassment, intimidation and bullying has on those involved. Interventions will also be designed to change the behavior of the perpetrator, and to restore a positive school climate. The district will</p>

	<p>consider the frequency of incidents, developmental age of the student, and severity of the conduct to determine intervention strategies. Interventions may include working with the school counselor, correcting behavior and discipline, to law enforcement referrals.</p>
<p><b>Child Abuse and Neglect</b></p>	<p>Professional staff are legally responsible for reporting all suspected cases of child abuse and neglect, and all staff are required to by the district. Under state law staff are free from liability for reporting instances of abuse or neglect and professional staff are criminally liable for failure to do so. Legal authorities have the responsibility for investigating each case and taking such action as is appropriate under the circumstances.</p>

**Identification Badges**

Visitors or volunteers at Harriet Rowley Elementary are required to check in at the Main Office to obtain a visitor's pass/name badge. Non-Harriet Rowley Elementary employees are not allowed in the halls without a pass. Families and visitors are not allowed in the building or on school grounds, without permission of the office.

**Building Access**

Between 8:00-8:30 AM, students who are dropped off by car will enter the school through the front doors. Students who walk or ride the bus to school will enter through the double doors near the cafeteria. Families and visitors entering between 8:00-8:25 AM who want to walk students to the cafeteria must enter through the main front door. Families and visitors wanting to meet with a staff member between 8:00 AM to 3:30 PM must check-in with the office first. (Scheduling an appointment prior to coming to the school is required to ensure the staff member will be available). At 8:30 AM, the front doors will be locked and all students, family, and visitors will need to be buzzed into the building and check-in with the office staff. Checking-in with office staff allows the office to monitor who is in the building, and helps us provide a safe learning and working environment for our students and staff.

## TRANSPORTATION

### School Safety Patrol and Walking Routes

It is extremely important that we work together to instruct the students in proper walking procedures. Please review the following safety guidelines with your child:

1. Walk single file or two side by side.
2. Stay on sidewalks if available.
3. Walk facing traffic if there are no sidewalks.
4. Do not push or shove while walking.
5. Look both ways more than once when crossing streets.
6. Help younger students.
7. Walk directly to and from school.
8. Cooperate with School Safety Patrol.
9. Use the crosswalk when crossing streets or crossing the parking lots at school.
10. Do not approach a car or take a ride from anyone without parent permission.

We provide adult crossing guards before and after school at the main crosswalk in front of the school. We urge you to discuss with your child the safest route to take to and from your home to school each day. Students living in Skagit Highlands should enter and exit school grounds using the gate on Monarch Blvd. Students must follow the sidewalk to and from the covered play area by the building. Students entering school grounds from the south (off of E. Division) will follow the sidewalk all the way down 53rd street until they reach the crosswalk where someone will help them cross. Walking in groups makes children more visible to the motorists.

### Walkers

Students who walk to school will enter through the gates on Monarch Blvd. Students must follow the sidewalk to the covered play area by the building. Students will enter the gate by the covered play area and will follow the sidewalk around to the back of the building where they will enter the school through the first set of double doors.

### Bus Transportation

Each day, bus drivers see that every child is delivered safely to their designated bus stop. **No child is allowed to get off the bus at any place other than their designated stop, unless by permission of school authorities acting upon written parental request.** If a child is unsure of their bus stop or is on the wrong bus, the child is returned to the school or the bus garage and families called. Please be sure your children know their bus numbers and caution them about safety and courtesy on and off the bus. Bus information can be obtained by calling the transportation office at 360-428-6147. If there is a change in busing or normal routine, please call or send a note to school before 12:00 PM. Students will ride their regularly assigned bus at all times unless a note or phone call has been received at school. Since riding the bus is seen as an extension of the school day, students must follow Harriet Rowley Elementary's rules *Make Good Decisions. Solve Problems. Show Respect.* Students must follow the direction of the bus driver and should behave in a courteous and orderly manner at all times. Misbehavior presents a serious hazard to the safe riding privileges and may result in a conference at the school or cause forfeit of riding privileges.

### Car Drop Off and Pick Up

The main entrance for Harriet Rowley Elementary is located on E. Division. Families will enter Harriet Rowley Elementary by turning off of E. Division St. onto 53rd St. Once on 53rd St., families will use the pick-up/drop-off lane that is indicated by the solid white line. Families must stay within this line until they reach the front of the school to drop off or pick up their children. Please do not drop off or pick up students beyond the white cross walk that is directly in front of the school. For student safety, students must exit and enter vehicles on the right side (sidewalk side) of the vehicle.

Students who are dropped off in the morning will enter the building through the main doors and will take a left down the main hallway to either have breakfast in the cafeteria (8:00-8:25) or go outside to play (after 8:15) until the bell rings at 8:25am. Students will line up outside and teachers will pick them up there to begin the day. For safety reasons, students will not be allowed to go to their classrooms before 8:25am. We ask that families and visitors sign in at the main office if

they wish to join their child for breakfast in the cafeteria or if they have an appointment with a teacher before the school day begins. For supervision reasons, we ask that visitors do not go to the playground before school.

### **Bicycles**

If your child will be riding a bike to school, please review the following bicycle-riding safety rules and responsibilities with your child:

1. Walk your bike on the school sidewalks when arriving and leaving.
2. Park your bike in the bike rack with a good lock as Harriet Rowley Elementary is not responsible for lost/stolen or damaged property.
3. Keep your bike in good safe condition with properly working brakes.
4. When riding:
  - Stop at STOP signs
  - Slow down at street intersections
  - Ride straight, do not weave in and out of traffic
  - Never carry a second person on your bike with you
  - Ride on the RIGHT HAND side of the road, not the left or center
  - Ride single file, one bike behind the other
  - Use a light at night
  - Give hand and arm signals:
    - Left turn- *Left arm straight out*
    - Right turn- *Left arm held up*
    - Stop or Slow- *Left arm down, palm back*

5. **ALWAYS WEAR A HELMET.** The best protection you can offer your child against head injury when bicycle riding is a bike helmet. Head injuries account for more than half of all bicycle related injuries.

6. Scooters & Skateboards: if you ride a scooter or skateboard to school, please follow the same rules as a bicycle. Harriet Rowley Elementary is not responsible for lost/stolen or damaged property. These modes of transportation are not allowed on the bus.

## **VISITING SCHOOL**

Families are often interested in visiting school to observe their child at work in their classroom. Families are invited and encouraged to visit school because classroom visits can be helpful in understanding their child's school progress and the nature of the activities in which they participate. Here are some tips to get the most out of your visit:

- Arrange your visit with the teacher in advance. (Required)
- Stop by the office when you arrive to sign in and receive a nametag. All visitors, family members, and volunteers are required to sign in and wear a nametag.
- Open the classroom door and walk in. Knocking disturbs the children more than your presence. Either the teacher or a student host will greet you and give you a seat where you can hear and see the activities.
- Please leave other children at home when you are visiting. Try to come for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is usually necessary.

## **VOLUNTEERS**

### **Volunteers Inspire Students In Today's Schools (VISITS)**

“VISITS” is the Mount Vernon School District Volunteer Program. Volunteers are family members, parents, grandparents, neighbors, community members, middle school students, high school students, and college students who contribute their time and talent to our students and teachers.

We invite you to join us at Harriet Rowley Elementary and become a valued participant in the education of all our students. Many opportunities are available in the classroom, office, library, on field trips, etc. To be a field trip volunteer, your application must be completed and approved at least two weeks prior to the trip. We also welcome you to share your profession or hobbies with our students.

To ensure the safety of all our students, the Mount Vernon School District policy requires all volunteers to complete a volunteer application. This needs to be done once every **two** years to volunteer at any school in the district.

Applications are available online at: <https://mountvernonvolunteers.hrmpplus.net>.

For safety reasons, we ask that volunteers not bring students' younger siblings or any other children with them when volunteering at the school or on field trips.

### **Parent Group Meetings**

The meetings will take place at the library on \_\_\_\_ of each month. Interpreter will be provided for Spanish speaking families. Childcare is also provided for children 3 years and older. Contact us to participate!

### **Parent Group (to be established)**

The goal is to promote positive relationships and communication between Harriet Rowley Elementary families, our school, and to work together to provide the best education and experiences for all our students.

### **Parent Group Board Member Positions (to be determined):**

President, Vice President, Treasurer, Co-Treasurer, Secretary, Interpreter

## **MVSD SCHOOL AND DISTRICT POLICIES**

### **SCHOOL INFORMATION / PERMISSION FORMS & APPLICATIONS**

The following forms are available in the office and may be sent home with your child at the beginning of each school year.

- Student Emergency Information
- Bus Rules & Permission to Ride
- Photo/Filming Exclusion
- Internet Use Rules/Permission
- Extended Learning Application
- Permission to Administer Medication
- After School Transportation Form
- Emergency Weather Information/Snow Routes
- Transportation/Bus Stop Schedules

The school office is a good resource for any additional information or questions. Please do not hesitate to contact the office if you have any questions.



## **MOUNT VERNON SCHOOL DISTRICT NON-DISCRIMINATION STATEMENT**

**NONDISCRIMINATION** The Mount Vernon School District does not discriminate in employment, programs, or activities on the basis of age, race, color, national origin, creed, religion, sex, sexual orientation, gender expression, gender identity, honorably discharged veteran or military status, or the presence of any sensory, mental or physical disability or use of a trained guide dog or service animal by a person with a disability and provides equal access to the Boy Scouts and other designated youth groups. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/Civil Rights Compliance Coordinator, Bill Nutting, Assistant Superintendent, 124 E. Lawrence Street, Mount Vernon, WA 98273 (360)428-6110; Section 504/ADA Coordinator, Clint Carlton, Director of Special and Support Services, 920 S. Second Street, Mount Vernon, WA 98273, (360)428-6141.

### **Complaint**

#### **Citizen Complaint Against a School District or Other School Service Provider.**

A citizen complaint is a written statement that alleges a violation of a federal rule, law or regulation, or state regulation that applies to a federal program. • Anyone can file a citizen complaint. • There is no special form. • There is no need to know the law that governs a federal program to file a complaint. Please contact Patricia Shanander with questions @ 360-428-6199 for the information you need to move forward. You may also access this online at <http://www.mountvernonschools.org/index.php/equity>

### **Title 1 Schoolwide Program**

The Title 1 Schoolwide Program helps us increase the academic achievement of students by providing additional services to students. To accomplish our goals the school and the district use student assessment data to determine areas of need and outline a plan for addressing student needs. We structure professional development activities to support the needs, we connect the school with parents and the community, and we formulate an evaluation plan to monitor the progress of our efforts.

As a school that receives federal Title I funds we must meet some specific federal rules. These include providing information to families regarding teacher and Para Educator qualifications, parent involvement, and schoolwide planning.

### **Parents' Right-to-Know — Student Achievement**

We provide every parent with information that describes the level of academic achievement reached by their child. This information provides the child's achievement on state and district assessments and is sent home formally in June. We strive to communicate throughout the school year in multiple ways regarding student achievement and learning progress.

### **School's Written Family Involvement Policy**

We provide every parent with information that describes the level of academic achievement reached by their child. This information provides the child's achievement on state and district assessments and is sent home formally in June. We strive to communicate throughout the school year in multiple ways regarding student achievement and learning progress. <http://harrietrowley.mountvernonschools.org>

### **Title I, Part A Meeting**

We invite parents to learn more about Title I, Part A programs operating at our school by attending school and district meetings throughout the year. In the Spring we host a meeting where we explain the requirements of this federal program, and let parents know they have a right to be involved in school program activities funded by Title I, Part A.

### **Parents' Right-to-Know — Highly-qualified Teachers**

We provide timely notice to every parent if a teacher who is not highly qualified has been assigned or has taught their child for four or more consecutive weeks. All of our teachers meet the federal highly qualified status. In addition our Para Educators working with children on academic support also meet the required federal highly qualified requirements.

### **School-Parent Compact— Shared Responsibility**

We work together, families and the school, to share in the responsibility of the high quality education for each child. Working closely with the parents of children who receive Title I, Part A services we create School-Parent Compacts each year. This compact takes the form of a written agreement that identifies shared responsibilities that parents, school staff and students carry out to improve academic achievement.

### **Annual LEA Report Card**

You may access Mount Vernon School Districts report card that includes student achievement disaggregated by category-graduation rates, LEA performance, and other required information outlined in ESSA Section 111(h)(2). For a paper copy or for assistance, Please contact your child's school office. You may also access online at <http://reportcard.ospi.k12.wa.us>

### **English Learner (EL) Students**

English Learner (EL) Students: Parent and Family Outreach Title III requires that LEAs implement an effective means of outreach to parents of ELLs to [ESSA Section 1112(e) (3)(A),(B)&(C)]:

- Inform parents on how they can be active participants in:
- \* Assisting their children to learn English,
- \* Achieving high levels in core academic subjects, and
- \* Meeting the state's academic content and student academic achievement standards as all students are expected to meet.
- Seek parent input into the development and evaluation of the LEAs' ELL program.
- \* Notify parents of their right to have opportunities for, regular meetings for the purpose of formulating and responding to recommendations from parents of students participating in Title I or Title III programs.

**HARRIET ROWLEY ELEMENTARY  
STUDENT-PARENT-TEACHER COMPACT**

-HAND IN HAND WE CAN LEARN AND WORK TOGETHER TO BUILD A BETTER WORLD-

As a Student, I will

- take responsibility for learning;
- act in a safe and healthy way;
- respect the rights and needs of others;
- treat all property with respect;
- obey the school and bus rules;
- come to school prepared with my homework and my supplies;
- provide a good effort and persevere even when the work is difficult.

As a Parent / Guardian, I will

- assure that my child attends school regularly and on time;
- provide a home environment that supports my child's ability to complete their homework;
- read with my child or monitor their reading for at least 20 minutes per day;
- help my child practice mathematical facts (+, -, x, /) so that they attain grade level expectations;
- support the school in developing positive behaviors;
- talk with my child about his / her school activities every day;
- communicate regularly with my child's teachers;
- show respect and support for my child, the teacher, and the school;
- read the Student/Family Handbook and support the procedures and policies of the school.

As a Teacher, I will

- have confidence that each student can learn;
- show respect for each child and his or her family;
- come to class prepared to teach;
- provide an environment that is conducive to learning;
- provide meaningful and appropriate homework activities;
- enforce school and classroom rules fairly and consistently;
- maintain open lines of communication with students and their parents;
- seek ways to involve parents in the school program;
- demonstrate professional behavior and a positive attitude.

As a school, Harriet Rowley Elementary and the Mount Vernon School District will:

- provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating child to meet the State's student academic achievement standards;
- hold parent-teacher conferences in the fall and spring;
- provide parents with two report cards per year;
- provide an opportunity for parents to visit teachers, when needed, either 30 minutes before school or after school;
- provide parents the opportunity to volunteer or participate in school or classroom activities or to observe classroom activities (see the Student/Family Handbook or call the school for procedures for volunteering or visiting classrooms.)

**WE WILL WORK TOGETHER TO CARRY OUT THE AGREEMENT OF THIS COMPACT**

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**HARRIET ROWLEY ELEMENTARY  
FAMILY SIGNATURE PAGE  
2020-2021**

Dear Families,

Please review the Harriet Rowley Remote Student / Family Handbook with your child. Be sure to review:

- School start and end times
- Attendance
- Student Expectations and Protocol
- Transportation
- Student-Parent Teacher Compact

We appreciate your support and look forward to partnering with you this school year.

Thank you,

Jenifer Rolie  
Assistant Principal  
Harriet Rowley Elementary

Teacher Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

**\*\*PLEASE TEAR OFF PAGE AND RETURN TO CLASSROOM TEACHER\*\***