

**ECHO LAKE
ELEMENTARY SCHOOL**

**GENERAL INFORMATION
HANDBOOK
2008 – 2009 School Year**



19345 Wallingford Avenue North
Shoreline, WA 98133
(206) 361-4338
FAX (206) 361-4335
Website: www.shorelineschools.org/echo_lake

Classroom Hours

Grades 1 – 6 9:10 – 3:30
All-Day Kindergarten 9:10 – 3:30
Morning Kindergarten 9:10 – 11:45

Office Hours:

8:00 a.m. to 4:00 p.m.
Monday - Friday



Echo Lake Eagles

Dear Parents/Guardians and Students:

Welcome to Echo Lake Elementary School. We're glad you're a part of our school! There are many important policies and procedures contained in this booklet. We would be happy to explain in more detail anything you do not understand or have questions about.

We believe that by working together we can create the best education for your child. We welcome you to our school and would be pleased if parents/guardians would like to volunteer or visit our school. We're looking forward to a successful year!

Sincerely,

Mary Koontz
Principal

Paul Shanahan
Principal

2008 – 2009 ECHO LAKE SCHOOL STAFF

Mary Koontz	Principal	Maureen Cline	ELL
Paul Shanahan	Principal	Susie Crosby	P.E.
Andrea Bemis	Office Manager	Nadine Santo Pietro	
Wanda Boykin	Secretary		Integrated Arts
Dennis Day	Librarian		
Monica Best	Psychologist	Janie McDavid	Band
Barbara Gibson	Family Advocate	Vicki Ault	Strings
Cathy Bronsdon	SLP	Steve Hays	Custodian
Shelly Harpring	Nurse	Wes Salvage	Custodian
Jane Stromdahl	Nurse	Wendy Wu-Kwok	Food Service
Carrie Thompson	Title I	Wendy DeBoard	Food Service
Tricia Downey	Resource Room	Nasreen Yousuf	Food Service

Instructional Assistants:

Teresa Allen, Barb Cruz, Michelle Hageland, Mary Krisman, Mary Lauch, Nancy Passe, Suzon Patterson, Pat Reid, Marianna Salvador, Thelma Treperinas, and Eileen Wood-Lim.

<u>Classroom Teachers</u>	<u>Grade</u>	<u>Room</u>
Christy Smullin	All Day Kindergarten	10
Leslie Winstead	AM Kindergarten	1
Martha Nichols	1	9
Kathryn Pihl	1	2
Karen Anderson	1/2	3
Susie Capretta	2	50
Karen Nicholson	2	60
Jane Blaylock	3	7
Jenny Schiffner	3	4
Paul Witzel	3	6
Jenny Lohman	4	16
Norma Lee	4	18
RoseAnne Tombelaine	4/5	15
Molly Burrows/Kim Gillingham	5	22
Allison Bowhay	5	23
Jenny Hodgen	6	25
Aruna Carr	6	24

ECHO LAKE ELEMENTARY

2008 – 2009 CALENDAR

(Dates Subject to Change)

September

- 3 First Day of School - Welcome Coffee
- 9 PTA Board Meeting @ 7:00 p.m.
- 18 Curriculum Night/PTA Meeting
- 26 Site Council Meeting @ 9:15 a.m.
- 29 Eagle Assembly @ 2:50 p.m.

October

- 3 Walk-A-Thon/Read-A-Thon
- 6 Individual Picture Day
- 7 PTA Board Meeting @ 7:00 p.m.
- 7 PTA Room Parent Tea @ 3:40 p.m.
- 9 No School - Teacher Work Day
- 10 No School - Teacher Work Day
- 24 Site Council Meeting @ 9:15 a.m.
- 20 Eagle Assembly @ 2:50 p.m.
- 27 Science Van

November

- 4 PTA Board Meeting @ 7:00 p.m.
- 4 Election Night
- 10 No School - Teacher Work Day
- 11 No School - Veteran's Day
- T.B.D. PTA Dads & Doughnuts @ 8:00 - 9:00 a.m.
- 14 Site Council Meeting @ 9:15 a.m.
- 24 Eagle Assembly @ 2:50 p.m.
- 26 Early Release – 11:50 Dismissal K - 6
- 27 - 28 No School – Thanksgiving

December

- 1 No School - Report Card Prep
- 2 PTA Board Meeting @ 7:00 p.m.
- 15 Eagle Assembly @ 2:50 p.m.
- 16 - 19 Early Release - 11:50 Dismissal Gr. 1 - 6
Parent/Teacher Conferences
- 18 Evening Conferences
- 22 - Jan. 2 No School - Winter Break

January

5 School Resumes
6 PTA Board Meeting @ 7:00 p.m.
19 No School – Martin Luther King, Jr. Day
23 Site Council Meeting @ 9:15 a.m.
26 Eagle Assembly @ 2:50 p.m.
29 Multi-Cultural Fair
T.B.D. Band, Strings, and Integrated Arts Concert

February

3 PTA Board Meeting @ 7:00 p.m.
9 Group/Activity Pictures
16 - 20 No School - Mid Winter Break
23 Eagle Assembly @ 2:50 p.m.
27 Site Council Meeting @ 9:15 a.m.
T.B.D. Kindergarten Visitation 10:00 - 10:45

March

3 PTA Board Meeting @ 7:00 p.m.
5 Open House/Book Fair/Ice Cream Social
13 No School - Report Card Prep
20 Site Council Meeting @ 9:15 a.m.
23 Eagle Assembly @ 2:50 p.m.
25 - 27 Early Release @ 11:50 Grades 1 - 6
Parent/Teacher Conferences
March 30 - April 3 No School - Spring Break

April

March 30 - April 3 No School - Spring Break
7 PTA Board Meeting @ 7:00 p.m.
17 Site Council Meeting @ 9:15 a.m.
27 Eagle Assembly @ 2:50

May

4 No School - Teacher Work Day
5 PTA Board Meeting @ 7:00 p.m.
T.B.D. PTA Moms & Muffins @ 8:00 - 9:00 a.m.
15 Site Council Meeting @ 9:15 a.m.
25 No School – Memorial Day

June

1 Eagle Assembly @ 2:50 p.m.
2 PTA Board Meeting @ 7:00 p.m.
8 No School - Report Card Prep
T.B.D. Band/Strings/Integrated Arts Concert
19 Last Day Assembly @ 9:30 a.m.
19 Last Day of School K – 6
19 Early Release – 11:50 Dismissal

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STUDENTS ARRIVING AT SCHOOL

Students **should not arrive on school grounds any earlier than 9:00 a.m.** unless they are having breakfast or are attending a supervised activity. To insure an orderly opening to the school day students should report directly to their classroom upon arrival. For the safety of all students, play activities are not allowed on school grounds before school begins.

STUDENTS STAYING AFTER SCHOOL

Students are expected to go straight home or to pre-arranged child care after school, unless they are involved in after school activities or have been requested to stay to make up work, for disciplinary reasons, or to be a helper, etc.

Arrangements should be made **in advance** between students, parents, guardians, and teachers so student use of the telephone in the office may be kept to a minimum.

CHILD CARE CHARGES

Students who arrive at school early or are not picked up on time will be sent to our onsite daycare facility, and the parent/guardian will be charged for these services.

RELEASE OF STUDENTS

Students will not be released to any person other than a parent or guardian unless authorized by the parent or guardian. Verification of the authorization by school personnel is appropriate if there is any doubt about the authenticity of the request. In addition, once students have arrived on school grounds, they are not to leave without permission (Shoreline School District Policy #3440).

WALKING TO/FROM SCHOOL

Children should **never** accept a ride from a stranger. We urge you to talk to your child about the following points to be observed on the walk to and from school:

1. Walk on the shoulder or sidewalk, preferably single file if space does not allow for walking with another person.
2. It is usually best to walk on the left-hand side of the road, facing traffic (so cars are going the opposite direction you are).
3. Avoid taking shortcuts through woods or private property.
4. Arrive at the first crosswalk after the Safety Patrol is on duty – no earlier than 9:00 a.m.
5. Students are **NOT** allowed to cross Aurora Avenue North.

SAFETY GUIDELINES

Periodically our staff reviews safety rules with our students. Please review these safety tips again, and I recommend you also review them with your children.

1. Students should not walk to or from school alone but should walk with a friend.
2. If approached by a stranger, students should run away.
3. If a stranger touches or attempts to grab a student, the student should yell and scream.

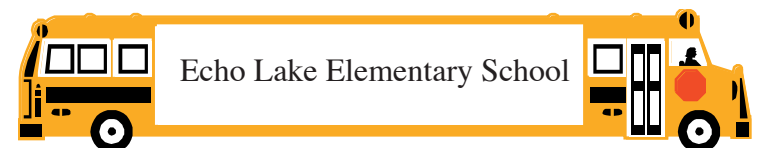
Talk to your children about the route they should take home and who they should walk with to and from school. If a buddy is not available, students should report to the school office. It is also helpful to “role play” some things a stranger might say to entice them.

We always keep a close watch on our students and know you do the same. Thank you for your continued support of our school and your children. Please let us know if you have any additional questions.

BUS TRANSPORTATION

Students should remember that appropriate behavior on the bus includes a quiet tone of voice, being seated at all times, and following directions of the bus driver or other adult on the bus.

If your child is going to be picked up from school instead of riding the bus, you must send a note to school stating so and by whom. If you are requesting your child to ride a bus when they do not usually do so, you must send a note to school so the teacher, office, and the bus driver may be informed.



BICYCLE RULES

All bike riders must wear helmets. We also ask all bike riders to fill out and return to the Echo Lake office a Bicycle Rider's Application and Code form which can be obtained from the school office. Each student who rides his/her bicycle to school must abide by the following rules as well as observe State Bicycle Traffic Laws. Bicycles are ridden to and from school and kept at school at the owner's risk. **Echo Lake and/or the Shoreline School District will not assume responsibility for loss, theft, or damage of a bicycle.**

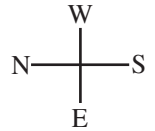
1. Pupils in Grades 4, 5, and 6 may ride bicycles to/from school.
2. All bicycle riders must wear a bicycle helmet.
3. Bicycle riders may **NOT** cross Aurora Avenue North to or from school.
4. Bicycles are not to be ridden on school grounds on school days between 8:00 a.m. and 4:30 p.m. During these times bicycles must be "walked" on school grounds.
5. Bicycles are not to be ridden around the building.
6. Bicycles must be parked in the designated bicycle rack area during school time and must be locked with a padlock.
7. Bicycles are to be left alone during school hours.
8. Students who are eligible to take the school bus are requested not to ride a bicycle to school. If for some reason the parent/guardian wishes a bus rider to ride a bicycle, an authorization note should be sent to school to be filed in the student's folder.
9. Bicycles should be ridden on the right side of the street.
10. Bicycles should be ridden single file, and riders are to use care when approaching pedestrians. Pedestrians have the right-of-way.
11. Bicycle riders should obey traffic rules, including stop signs.
12. Cross or make turns only at intersections. Bicycles should be walked, not ridden, across streets.
13. Do not ride on sidewalks, and do not ride with two people on one bike.
14. Frequently inspect your bicycle and keep it in safe operating condition.
15. If possible, register your bicycle with the Shoreline Police Department, and keep track of your bicycle's serial number at home.

NOTE: Skateboards and scooters are not allowed.

PARKING GUIDELINES

We are very concerned about the safety of our students when you drop them off or pick them up from school. Adult crossing guards will be on duty during drop-off and pick-up times. Please abide by the following directions for the safety of all children.

Please Note: Students are not to be dropped off/picked up before/after school in the parking lot on Wallingford Avenue North. This area is for buses only.



Parking Lot on 195th Street

- Approach the drop-off and pick-up area from Ashworth Avenue, heading east on 195th.
- Do not make left turns into the drop-off and pick-up area.
- Leave the drop-off and pick-up area heading east on 195th toward Wallingford Avenue.
- You must park in a space to drop off and pick up your child.
- Do not park on the north side of 195th and walk across the street to the school. Students will not be allowed to cross 195th unless they use a crosswalk.
- Do not park on Wallingford Avenue to drop off or pick up your child. This prevents the buses from having proper access to the bus zone.

Parking Lot on Ashworth Avenue North

- The entrance to the parking lot is on the south side of the lot.
- The exit from the parking lot is on the north side of the lot.
- You must park in a space to drop off and pick up your child.
- Staff parking is on the west side of this lot.
- Drop-off and pick-up spaces are the ones on the east side of the lot.
- The parking lot gates will be locked from 9:30 a.m. to 3:15 p.m. each school day. All visitors to the school must check in through the school office so they may sign in and obtain a visitor's badge.

ABSENCES, TARDINESS, AND EARLY DISMISSALS

We believe that regular attendance has a positive effect on student learning and achievement. While good attendance is encouraged, if the child has a temperature above normal or is obviously ill, please keep him/her home. We also encourage the scheduling of doctor and dental appointments during off-school hours to minimize the time away from class. If your child will be **absent**, please call ASAP. For your convenience, we have a 24-hour answering system at (206) 361-4338. If your child is going to be **late**, call and let the office know; and have him/her check in to the office at the time of arrival. If your child needs an **early dismissal**, please send a note stating time and reason, and check in to the office for sign-out and pick-up. Your child will be called from class when you arrive.

The following attendance policies are in accordance with Shoreline School District Policy and State Law:

1. Parents are requested to call school if they are keeping their student home from school.
2. If there is no parent/guardian contact when a student is absent, on the day the student returns to school they are to bring a note to their teacher. Absence notes should include the date(s) of absence, reason for absence, and a parent/guardian signature.
3. If a student needs to have an early dismissal, he/she should bring a note to their teacher the morning of the dismissal. If there is an unexpected reason for an early dismissal, the parent/guardian **must** report to the office to sign their child out of school.
4. **When a student arrives late to school, they are to report directly to the school office** with a note from the parent/guardian stating the reason for the tardiness. The late arrival will be recorded, and the student will be directed to their classroom.

ASSISTANCE TEAM

The Assistance Team is a team of teacher specialists that meets weekly to discuss and plan for students who are having academic or behavioral difficulties. Referral to this team can be made by teachers and/or parents. For further information, please contact your child's teacher or the Echo Lake psychologist.

BEHAVIOR EXPECTATIONS

OUR PHILOSOPHY

We, the staff, parents, guardians and students of Echo Lake Elementary, place a high value on learning. We believe that in order to make learning possible, a student must feel safe; and the school climate must be conducive to study. We believe that the best discipline is self-discipline. We encourage respect for self as well as others, and care of personal and school property.

The Echo Lake staff will utilize positive reinforcement, including special programs and privileges, for those students who demonstrate appropriate behavior. These include, but are not limited to, Eagle Cards, Eagle Awards, Citizen of the Month recognition, and special classroom activities.

GENERAL RULES FOR ECHO LAKE

1. **Students will behave in a manner which is safe for themselves and others.** Examples – using playground and classroom equipment safely, walking in the halls, not bringing any dangerous objects to school, staying on school grounds and within boundaries.
2. **Students will treat others with respect and courtesy.** Examples – following directions and cooperating with adults; back-talking or inappropriate language are not allowed.
3. **Students will respect and care for school property and the property of others.** Examples – damaging school equipment, vandalism, or taking another's belongings is not allowed.
4. **Students will not hurt others, either physically or verbally.** Examples – hitting, fighting, harassment, bullying, and racial or sexual slurs are not allowed.

SPECIFIC SCHOOL RULES

- **No gum at school.**
- **Hats off in the building.**
- **No toys may be brought from home including electronic equipment. (Football, basketballs, and soccer balls are allowed. Toys brought for “sharing” must remain in the classroom.)**
- **Students must have a hall pass when they are out of class.**
- **Students must walk quietly in the hallway.**
- **Before and after school students must stay off the grass and use sidewalks.**
- **No skateboards or scooters on campus.**

ASSEMBLY GUIDELINES

Students are expected to follow guidelines for appropriate assembly behavior:

- Signal for quiet is “May I have your attention please” or a raised hand.
- Students should sit with hands and feet to themselves and legs crossed.
- Applause is acceptable; booing and hooting are not allowed.
- Students are to be quiet when someone is at the microphone or performing.

LUNCHROOM GUIDELINES

- Students must sit at their assigned tables and stay seated unless they are given permission to leave.
- Students are responsible for cleaning up after themselves. When they finish their lunch, they should return trays or throw away garbage and return to their seats.
- Students are not allowed to trade lunches.
- Students should eat with good manners and quiet conversation.

RECESS GUIDELINES

- Students will walk up and down the ramp.
- Students will play by the rules of the game.
- No closed games.
- Tackle football, wrestling, and tag games are not allowed.

- Students will play fairly and safely.
- No walking across, jumping off, or jumping from equipment.
- No walking on the slide.
- No throwing of pebbles, rocks, snowballs, or wood chips.
- No climbing on inappropriate equipment (backstops/poles).
- Share and take turns.

- Students will not interfere with others' activities.
- Keep your hands and feet to yourself.

- Students will observe "off limits" areas.
- Hands belong inside fenced areas.
- Areas between and around portables are "off limits."
- Students must have a pass to leave the playground for any reason.

- Students will use language appropriate for school.

- Students will freeze when the bell rings/whistle blows. On the second whistle they will put away equipment and line up.

DISCIPLINE PROCEDURES

All school staff will help teach children behaviors which promote safety, courtesy, and respect for others. We encourage students to choose to act responsibly and will reinforce positive behaviors. If a student does not act responsibly, disciplinary action will be taken. Disciplinary actions will be appropriate to the severity of the offense. Consequences applied will be progressively more severe if the student does not change the behavior, or for more serious offenses.

STEP 1

The adult discusses the behavior with the student and helps the student identify appropriate behavior. Behavior may be corrected by having the student repeat the action in an appropriate manner or a consequence may be applied such as a short time out, or loss of a privilege. A warning slip may be given.

STEP 2

For repeated or more serious problems, the adult will talk with the student about our previous attempts to correct the behavior or about the serious nature of the offense. A Conduct Report will be issued, a consequence applied, and the Conduct Report will be sent home for parent/guardian signature. Consequences may include a 30-minute time out, loss of privilege for a longer time, or restrictions in activities. The student may write a behavior plan, which specifies the problem and sets positive behavior goals for the future.

STEP 3

For continuing problems, for exceptional misconduct, or for illegal or dangerous activities, a Conduct Report will be issued and a behavior plan completed. Consequences may include restriction of activities, in-school suspension, out-of-school suspension, or expulsion. Exceptional misconduct includes possession of alcohol or illegal substances, possession of weapons, assault, and others as listed in School Board Policy #3300.

BIRTHDAY CELEBRATION POLICY

Each classroom teacher will discuss the celebration of birthdays on curriculum night. We ask that you adhere to the guidelines established in each individual classroom.

DIRECTORY INFORMATION

There are many times throughout the year that we recognize students and their activities on our website and/or class websites as well as publicity through newsletters and news releases. In addition, we release student information to organizations such as the PTA for school directory or photo labs for the school annual. If you DO NOT want this information released, you MUST fill out the DENIAL form. They will be available in the school office.

DRESS POLICY

Student dress is the responsibility of the student and parent/guardian. The school does recommend that students wear clothing that is appropriate for participation in a wide range of activities. Clothing that is disruptive to the educational process or presents health or safety problems will not be permitted. Shorts are permitted in warm weather; however, they should be of walking-short length or longer. The following items are not allowed:

- clothing with inappropriate sayings or pictures
- ripped shirts or shirts with large holes in them
- shirts with alcohol or tobacco related logos
- pants with holes that are above-the-knee
- halter, midriff, tube, or tank tops or spaghetti straps
- gang-related clothing
- “sagging” pants
- short-shorts

Hats are allowed at school but **must be removed when inside the building**. Parents/guardians will be contacted if it is felt that their child’s dress is inappropriate.

Recess is an important part of the school day. Since children need to play outside in the fresh air, they should **come to school dressed prepared for the day's weather**. Only in extreme weather will children remain in the classroom during recess. Umbrellas are not permitted outside in the play areas.

EMERGENCY PROCEDURES

It is very important that you notify the Echo Lake office throughout the school year of any changes in your work, home, or emergency contact numbers. As we think about potential emergency situations, we ask that you review with your child what they should do, according to their Emergency Plan, in the event school is dismissed early during the day. During a snowstorm, power outage, earthquake, etc., there is always the possibility this could happen. **Expecting the school to contact you by telephone or your calling the school to make plans is not a realistic expectation.** Announcements are made over various radio stations in the event school is cancelled, starting late, or dismissing early.

1. In the event of an emergency or disaster, all students will be asked to follow their Emergency Plan. A new Student Emergency Information form is to be filled out each year. One copy of the completed form is kept in the child's classroom, and another is kept in the school office.
2. If an emergency occurs, the students will be taken to a safe area of the school. A check-in/check-out point will be established and will be clearly marked. Parents/guardians should go to this checkpoint when coming to pick up a child. Please do not go directly to a non-check point location to get your child as this could create confusion and upset other children.

3. If you come to the school to pick up a child during an emergency, please maintain a calm and positive attitude in the presence of the children.
4. If an emergency should occur, please keep in mind that the school has only three telephone lines. We will need to keep the lines free for communication with the school district and emergency services. During power outages, the telephone lines could possibly be unavailable.
5. PTA provides emergency supplies for each classroom. Students have water and food items in each room.

EMERGENCY PROCEDURES - STAFF

The following emergency procedures are included in this handbook:

- **Earthquake** - To be used in case of an earthquake.
- **Fire Evacuation** - To be used when there is a fire or a need for emergency evacuation.
- **Lockdown** - To be used where an emergency condition exists that may be a threat to students and staff.
- **Emergency Dismissal Procedures** - To be used whenever there is an emergency in the community and students need to be dismissed to their homes.

In addition, Echo Lake has an Emergency Preparedness Plan. This plan will be put in place if there is a major emergency in the community and outlines duties for the following teams: Command Center, Search and Rescue/Damage Assessment, First Aid, Fire/Utilities, Student Supervision, Student/Parent Reunion, and Support/Security. Any one of these teams may be called into service when the Command Center determines that there is a need.

Earthquake Procedures:

Earthquake Drill: Our signal for an earthquake drill will be the word “earthquake” over the intercom.

When you hear the word “earthquake” or an actual earthquake occurs do the following:

1. “Drop, cover, and hold on.”

- Turn away from windows and other potential hazards.
- Drop to knees with back to windows.
- Put head down toward knees, eyes closed, mouth slightly open, grab desk or table legs, and hold on tight.
- Move with the desk or table if it moves.
- Be silent so that directions can be heard.
- If jacket is available, it can be used for additional protection.

Teacher also assumes drop and cover position. It may be helpful if the teacher counts during the earthquake to keep students focused. Most earthquakes last from 4 to 60 seconds.

2. Evacuation of the room.

- Teacher checks quickly for injured or trapped students.
- Teacher checks outdoor exit to make sure it is not blocked or dangerous.
- With the help of students, the following are taken outside:
 - emergency backpack
 - emergency food containers - outside the classroom door
- Teacher checks with “buddy” and decides who will stay with injured children.
- Inside and outside doors are left open.
- GREEN FLAG goes on the window if no injuries.
- RED FLAG goes on the window if there is an injury inside.

3. Report to a designated spot on the field.

4. Take attendance.

- Account for all your students.
- Stand in front of your class.
- Show the GREEN card if all students are accounted for.
- Show the RED card if a student is missing or injured.
- List the name of missing student(s) on the form in your backpack and have a student deliver it to the principal or designee.
- Continue to hold up your card until your name is called.

5. Follow emergency dismissal procedures if directed.

- NO STUDENT IS TO BE RELEASED until you have been given the directions to do so.
- Checkout stations will be established. This may be individual classrooms or another station in the building.
- All students must be checked out by a staff person. The student’s name, time of checkout, and the adult who checked out the child will be noted on the checkout log.
- Checkout logs are to be turned in to the principal before staff leave the building.
- All staff must check out before the leave.

Fire Evacuation Procedures

An alarm will sound to indicate evacuation is needed.

- 1. Students, staff, and parents evacuate at nearest exit.**
- 2. Emergency backpack goes out with class.**
- 3. Students, staff, and parents proceed to the field and line up in their designated spot.**
 - Students always report to their classroom lines immediately.
- 4. Take attendance.**
 - Attendance is taken for students, staff, and parents.
- 5. The principal will hold up a GREEN card when it is clear to return to classroom.**
- 6. Follow emergency dismissal procedures if directed.**
 - NO STUDENT IS TO BE RELEASED until you have been given the directions to do so.
 - Checkout stations will be established. This may be individual classrooms or another station in the building.
 - All students must be checked out by a staff person. The student's name, time of checkout, and the adult who checked out the child will be noted on the checkout log.
 - Checkout logs are to be turned in to the principal before staff leave the building.
 - All staff must check out before they leave.

Lockdown Procedures

In case it is determined that an emergency condition exists that might be a safety concern to students and/or staff, we will immediately go into a **lockdown** situation. The signal will be an all-call with the message:

“May I have your attention please? We are immediately implementing a lockdown.”

1. Move to a secure spot.

- All students and adults are to stay in their present location under the direct supervision of the adult in charge.
- If you are in transit to another point, please complete your movements.
- For those outside, we will ring the bell to bring them inside.

2. Lock all doors.

- The adult in charge will lock the door to their space to prevent an unauthorized access. Outside doors will be locked by custodians and designated staff.

3. Close the blinds and cover windows.

4. Take attendance.

- Immediately take attendance. Include all adults - staff and parents.
- E-mail attendance to the office.
- Indicate if all students are present, list missing students, and name the adults that are in the room.

5. Wait for instructions.

- The adult in charge should explain to the students that an emergency has happened in the office, and we are asking the help of all people to stay put to avoid confusion and provide safety until the matter is cleared up.
- **Under no circumstance** is any student to leave the room unless requested by the adult in charge.
- No bathroom breaks or other exits allowed until word comes stating so.
- Do not dismiss any students or admit any parents to your room.

6. Staff will check e-mail for updates on a regular basis.

- Check Shoreline School District website @ www.shorelineschools.org

7. Follow emergency dismissal procedures as directed.

Emergency Dismissal Procedures

In the event of an emergency dismissal the following dismissal procedures will be in effect:

- **No student is to be released until you have been given directions to do so** -- even if the emergency occurs near the end of school. Hold students until you receive further instructions. This includes bus riders and walkers.
- **Checkout stations will be established.** This may be individual classrooms or at another place in the building.
- **All students must be checked out by a staff person.** NO STUDENT is to be released to a parent without being checked out by a staff person. Parents will wait in a designated area while we locate their child. Each adult will sign out the child. Staff will check the Student Emergency Form to be sure each adult has permission to take the student. Staff person will indicate the name of the adult, time of checkout, and place the child is going.
- **Checkout logs** are to be turned in to the principal before staff leave the building. All staff must check out before they leave.

ILLNESS OCCURRING WHILE AT SCHOOL

If your child becomes sick or injured at school, we make every effort to notify you immediately. Therefore, it is very important that we have your current home and work phone number(s) and the number of a relative, neighbor, or friend who is authorized to pick up your child in case we cannot reach you. It is the responsibility of the parent/guardian to see that the sick or injured child is picked up from school as soon as possible after notification. Echo Lake does not have adequate facilities to give your child a comfortable prolonged stay.

LOST AND FOUND

Clothing, lunch containers, etc., should be plainly labeled with your child's name. Lost and found articles are brought to the office or the lunchroom where they may be claimed. (Small items such as watches or jewelry should be brought to the office, while larger items such as lunch boxes or clothing should be brought to the lunchroom.) Unclaimed items are taken to the Shoreline Clothing Room. Parents/guardians are welcome to come to school and look for missing items.

BREAKFAST AND LUNCH

Breakfast and lunch are served daily at Echo Lake. Menus will be sent home each month. Students bringing their own lunch to school may purchase milk or juice. A single breakfast or lunch may be purchased or, for your convenience, breakfast, lunch, and milk/juice may be paid for in advance. Each child may have his/her own “breakfast/lunch money account” that is maintained by the kitchen staff. Money is deposited and withdrawn, similar to a bank account. Deposit amounts do not need to be for a specific number of meals. Checks should be made payable to the Shoreline School District/EL. Students make breakfast/lunch “withdrawals” by scanning their lunch card or entering their PIN (Personal Identification Number). Notices are sent home with students when their account gets low on funds. Any excess amount in a breakfast/lunch account at the end of the year will be carried over to the next school year.

Echo Lake does not lend money for lunch. Emergency lunches are provided for no more than two consecutive days. An emergency lunch consists of a cheese sandwich and milk.

Application forms for free or reduced-price breakfast and lunch are available in the Echo Lake office. **Forms are to be resubmitted each year.**

Breakfast	\$ 1.60	Reduced Price Breakfast	- 0 -
Lunch	\$ 2.50	Reduced Price Lunch K - Gr. 3	- 0 -
Super Size Lunch	\$ 4.25	Reduced Price Lunch Gr. 4 - 6	\$.40
Milk/Juice	\$.50		

MEDICINE DISPENSED AT SCHOOL

ALL MEDICATIONS (prescription as well as over-the-counter) to be administered at school require parent/guardian permission and a physician’s signature. Permission forms are available in the nurse’s office. All medications must be in their original prescription bottle or container.

An adult must bring all medication directly to the school nurse or office personnel. Controlled or prescription medication such as Adderall, Ritalin, or antibiotics must be counted to verify the amount received. If your child is on daily medication at home, it is recommended that the school have a three day emergency supply of medication in case of lockdown or disaster.

If your child will need medication during a field trip, the school nurse will instruct the classroom teacher to see that it is properly dispensed.

PARENT TEACHER ASSOCIATION



We hope you plan to become an active member of Echo Lake's outstanding PTA. The annual membership drive is in September, but you may join any time during the school year. Monthly PTA newsletters that contain information about important issues and fun, PTA-sponsored events will be sent home via "kid mail."

PTA Executive Board of Directors for the 2008-2009 School Year

President:

Jocelyn Hudson 206-650-2503 jludson7@hotmail.com

Co-Vice Presidents - Ways and Means:

James Nakasone 206-367-3831 jknakasone@comcast.net
Kathy Lynn 206-533-8780 kl1065@hotmail.com

Co-Vice Presidents - Socials:

Kendra Mirante 425-712-8111 k.mirante@hotmail.com
Terry Stevens-Ayers 206-542-9938 jtsayers@pacifier.com

Secretary:

Erin Dragovich 206-533-8353 edragovich@comcast.net

Treasurer:

Johanna Polit 206-367-3493 johannapolit@comcast.net

REPORT CARDS AND CONFERENCES

Report cards will be issued at the end of each 60-day period. Parent-teacher conferences for the parent/guardian of each student in Kindergarten through Grade 6 will be held in the fall and upon request in the spring.

Parents/guardians are invited to confer with their child's teacher at any time during the school year. To make arrangements, please call or send a note to your child's teacher. Classroom visitations may be arranged through classroom teachers.

SCHOOL CLOSURE DUE TO SNOW, ICE, ETC.

A general district bulletin regarding this subject will be issued early in the school year. The bulletin will instruct you to listen to your radio or television on the mornings of inclement weather. If there is no announcement about the Shoreline School District, regular school times will be observed. If an Emergency Schedule is called for, school will begin one or two hours late, depending on the announcement. If the announcement states a two hour late start, morning kindergarten will be cancelled, and all-day kindergarten will be on the same schedule as Grades 1 - 6.

SCHOOL NEWSLETTER

A newsletter will be sent home on the second and fourth Tuesday of each month. Newsletters can also be found on the school website at www.shorelineschools.org/echo_lake. The newsletters contain important, time-sensitive information about events at Echo Lake Elementary. Please take the time to read the newsletters so you won't miss out on important happenings!

SELLING OF ITEMS AT SCHOOL

District approved fundraisers are the only items that may be bought or sold at school. Sales and/or purchases of items for teams, clubs, etc., are not allowed.

SHORELINE SCHOOL DISTRICT INFORMATION

Information about the district may be obtained by visiting our web site at <http://www.shorelineschools.org>. Topics covered are: District profile, map, news, individual school information, School Board and superintendent, task forces, committees, Shoreline Foundation, transportation, job openings, safety and weather alerts, schedules, priorities, and policy manual. Written communications to the Board or superintendent may be sent to:

Shoreline Public Schools
18560 – 1st Avenue N.E.
Shoreline, WA 98155.



STUDENT COUNCIL

The Echo Lake Student Council participates in many activities throughout the school year. Student Council activities and fundraisers in past years have included shirt sales, food sales, walk-a-thon/read-a-thon, and spirit days. Spirit days are days when students and staff may dress in a specific theme.

STUDENT RECOGNITION



Each month, Echo Lake Elementary students make efforts to attain the Eagle Award of the Month. At the end of the month an assembly is held to recognize and congratulate four students from each classroom.

In classrooms and other areas of Echo Lake, Eagle Cards are given out to students for showing good behavior or for showing responsibility and/or respect. Every two weeks, random drawings are made from the collected Eagle Cards earned, and the Eagle Winners are rewarded with small prizes.

STUDENT USE OF THE TELEPHONE

It is necessary to limit student use of the school telephones. **Permission to use the telephone will be granted only in cases of emergency or for calls that are related to school issues.**

TITLE I READING

Title I Reading offers support classes to assist students who may need supplemental help with reading. If your child qualifies for this additional help, you will be contacted early in the school year with further information.

VALUABLES AND IDENTIFICATION

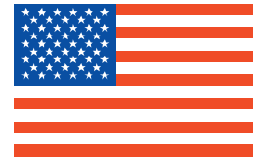
Lunch sacks, lunch boxes, cases for musical instruments, and clothing should be labeled with your child's name. Echo Lake Elementary cannot be responsible for money or other valuables students might bring to school. Students are urged to leave extra money and valuables at home.

VANDALISM

Please urge your child to respect school property and take pride in their school. Any assistance you may provide by keeping an eye on the school facility is appreciated. Please call the Shoreline Police Department at 911 if you notice a problem.

VISITORS TO ECHO LAKE ELEMENTARY

Sometimes friends or relatives come to Shoreline to visit and students want to bring them to Echo Lake Elementary. We do not allow visitors because, due to district policy, we are not able to take responsibility for them. Students from other Shoreline schools are not allowed to visit Echo Lake for the same reason.



VOTER REGISTRATION

Mail-in voter registration forms are available in the Echo Lake office.

WITHDRAWAL FROM ENROLLMENT

If you will be moving out of the Echo Lake attendance area, the classroom teacher and office personnel should be notified by a note or telephone call as soon as you know when the last day of attendance for your child will be. This timely information will enable preparation of proper transfer papers which will assist the new school in enrolling your child.

Echo Lake Site Council

The fundamental purpose of the Site Council is to improve student learning by linking our school and the community. The Site Council will work with the Echo Lake community (all constituents within our attendance boundaries) to develop a plan to meet these goals.

The Site Council will set priorities and tasks (based on the school's Mission Statement and the Site Council's purpose) at the beginning of each academic year. The Site Council will also facilitate communication within the Echo Lake community.

SPECIAL SERVICES

- Psychologist
A psychologist is available part-time for testing and consultation.
- Family Advocate
Echo Lake has a half-time Family Advocate. Services include short-term individual intervention and group counseling (on such issues as grief, parent divorce/separation, and school related difficulties). The main purpose of early intervention services is to provide support early on so that children can have the most success they can in school. Parents may also receive such services as resource referrals, support groups, and supportive counseling. The Family Advocate works closely with a child's family, the child, and the teacher.
- Nurse - A nurse is available 6 hours a day to discuss health concerns. Because healthy students make better learners, the school nurse provides certain health services. Routine screening checks for growth, vision, hearing, and scoliosis sometimes reveal potential concerns. A symptom of a communicable illness or a health condition that may affect learning may also be detected at school. The nurse will consult the parent about these concerns, or he/she will request that the parent contact the student's health care provider for advice.

The nurse maintains a health office where a student gets first aid and temporary sick care until the parent is consulted. The parent or guardian retains the responsibility for health care for the student.

To promote wellness the school nurse, working with the classroom teacher, shares health knowledge with students. Whenever a student has a health condition that requires an adjustment in the educational program, the school nurse uses his/her expertise to help the educational team provide services.

- Speech and Language Pathologist (SLP)
The SLP is available to discuss concerns about students with speech difficulties.
- Group Counseling for Children
Periodic group counseling sessions are run throughout the year for students coping with parent separation or divorce and loss of a significant family member or friend.
- Social Skills Presentations
Classroom presentations on social skills and friendship are offered to 1st - 6th grades.
- Parent Resource Materials
Materials related to parenting are available to be checked out in the school library.
- Community Referrals
Information on referrals to other community agencies for help in areas such as financial or emergency assistance, counseling, housing, etc.



STUDENT SUPPLY LIST

First Grade Students

- book bag or backpack large enough to hold library books of all sizes
- 1 school box – cigar box size with an attached lid – no taller than 3” - plastic boxes last the longest
- 2 dozen #2 standard pencils (to be contributed to a class supply)
- 1 box of 24 crayons
- 1 box of crayola brand broad tip markers (classic colors)
- 2 soft, pink erasers
- 1 box of tissue – 150 count minimum
- 6 jumbo glue sticks
- 1 pair of good, child-size scissors (Fiskars brand is preferred)
- 1 large box or bag of crackers/pretzels to be shared with the class
- 1 box ziplock bags (any size)

Second Grade Students

- book bag or backpack large enough to hold library books of all sizes
- 1 school box – cigar box size with an attached lid – no taller than 3” - plastic boxes last the longest
- 2 dozen #2 standard pencils (to be contributed to a class supply)
- 1 box of 24 crayons
- 1 highlighter marker pen
- 4 soft, pink pearl erasers
- 1 box of 12 or more colored pencils
- 1 pair of good, medium-size scissors (Fiskars brand is preferred)
- 3 jumbo glue sticks
- 1 box of tissue – 150 count minimum
- 1 box ziplock bags (any size - sandwich - larger)
- 1 spiral notebook - Mead 70 sheet, wide rule
- 3 dry erase markers - black
- 1 package 3” square sticky notes

Third Grade Students

- book bag or backpack large enough to hold library books of all sizes
- 1 school box – cigar box size with an attached lid – no taller than 3” - plastic boxes last the longest
- 2 dozen #2 standard pencils (NO mechanical pencils)
- 1 box of 24 crayons
- 2 soft, pink erasers
- 1 box of felt-tip markers and 3 dry erase markers (black, blue, or green)
- 1 box of 12 or more colored pencils
- ruler with inch and metric markings
- 1 pair of good scissors
- 2 large glue sticks and 1 liquid Elmer’s glue
- 1 box of tissue – 150 count minimum
- 1 1 1/2” 3-ring binder
- 1 composition notebook

If your child gets low on these basic supplies, please purchase more. Other supplies may be requested during the school year. Please label all items with your child’s name.

STUDENT SUPPLY LIST

Fourth Grade Student

- backpack to carry items to and from school
- 1 soft-covered plastic multi-pocket folder (available for sale in the office)
- 2 pkgs. of college rule white notebook paper
- 1 composition notebook (example: Mead black marbled type)
- 2 spiral notebooks - college ruled
- Ziplock bags - gallon size
- 1 school box-cigar box size with an attached lid-no taller than 3"- plastic boxes last the longest
- highlighter (yellow)
- 1 box each of 24 crayons and colored pencils
- 2 boxes #2 standard pencils (NO mechanical pencils)
- 1 Elmer's glue
- 2 large glue sticks
- ruler with inch and metric markings
- 2 soft, pink erasers
- pair of **student-size** scissors
- box of tissue – 150 count minimum
- black, fine-tip, permanent marker (examples – Flair or Sharpie)
- box of felt-tip markers
- 1 pkg. (12) 3" square post-it notes

Fifth and Sixth Grade Students

- backpack to carry items to and from school
- 1 soft-covered plastic multi-pocket folder (available for sale in the office)
- 1 package of lined notebook paper (200+ pages)
- 8 1/2" x 11" spiral notebook with at least 100 pages
3 notebooks for Grade 5 and 1 notebook for Grade 6
- 2 highlighters (any color)
- 1 box of 24 colored pencils
- 1 box of colored markers
- 1 box of crayons - Grade 5
- 1 soft, plastic zip pencil pouch - Grade 5
- 3 large glue sticks
- ruler with inch and metric markings
- 1 pair of student-size scissors
- 1 box of #2 standard pencils
- 3 green ball point pens
- 2 fine-tip Sharpies - black
- soft, pink eraser
- 2 packs of 3" square post-it notes
- box of tissue
- Mead composition notebook - Grade 6
- angle ruler - Grade 6
- 5 blank CD's - Grade 6

If your child gets low on these basic supplies, please purchase more. Other supplies may be requested during the school year. Please label all items with your child's name.

- * **ALL** fourth, fifth, and sixth grade students will be asked to purchase a soft-covered, multi-pocket folder. These folders will be available to purchase at the laptop rollout on August 25, at our Open House on August 28, and in the office thereafter. The cost will be \$3.00. If you already have one, there is no need to purchase a new folder.

See School Map Tab

