



Echo Lake Elementary School

19345 Wallingford Avenue N.

Shoreline, WA 98133

206-361-4338

Mary Koontz and Paul Shanahan, Principals

Shoreline School District Web Site: www.shorelineschools.org

October 13, 2009

MARK YOUR CALENDAR

OCTOBER

- 14-16 Early Dismissal ADK - Gr. 6, 11:50 a.m., Parent Teacher Conferences
- 22 Grades K-1, Parent Reading Night
- 22 Grade 6, Camp Orkila Night
- 23 Site Council Meeting, 9:15 - 11:30 a.m.
- 23 Eagle Assembly, Anti-Bullying
- 27 Kindergarten to the Farm, 9:25 - 11:25 a.m.
- 27 PTA Roller Skating Night, 6:00 - 8:00 p.m.



NOVEMBER

- 3 PTA Board Meeting, 7:00 p.m.
- 6 Eagle Assembly, 2:50 p.m.
- 7 PTA Fall Weed 'n Feed
- 11 NO SCHOOL - Veteran's Day Holiday
- 13 PTA Dads and Doughnuts, 8:00 - 9:00 a.m.
- 13 Health Screening, 9:00 - 2:00 p.m.
- 20 Site Council Meeting, 9:15 - 11:30 a.m.
- 25 Early Dismissal, 11:50 a.m.
- 26, 27 NO SCHOOL - Thanksgiving Holiday
- 30 NO SCHOOL - Teacher Work Day

Reminder...

The Echo Lake Office has a message line available for you to call the school 24 hours. The number is 206-361-4338. Please let us know if your child will be late or absent. Thank you!



FREE/REDUCED LUNCH



If your child had free or reduced lunch last year, you must reapply for the program this year. Your child will receive last year's benefits only until October 16, 2009. As of October 19, 2009, any child not approved on a 2009-2010 application will automatically have his/her status changed to paying full price for meals. We have applications here at the school office for both new and former applicants.

NEWS FROM THE PRINCIPALS:

Dear Echo Lake Families:

It's time for a review of emergency preparedness at Echo Lake! Here is an overview of our plan. We will be reviewing our procedures in more detail in the next few newsletters.

Procedures:

The Echo Lake Handbook is reviewed by staff and updated each year. It contains guidelines and procedures for fire, earthquake, lockdown, bomb threat and any emergency evacuation. Each staff person has an assigned duty during any emergency. A copy is included in each substitute file.

Supplies:

Each teacher has a classroom backpack. It contains copies of the emergency procedures as well as a class list. It also contains a copy of the individual student emergency forms, which indicate how students may be released during an emergency. Backpacks also contain additional things such as flashlights, some first aid supplies, and garbage bags for protection against rain. In addition, each classroom has a container of food and water supplies.

Drills and Practice:

Throughout the year we hold fire, earthquake, and lockdown drills. Most parents are familiar with fire and earthquake drills. Here is a short description of our lockdown procedures:

A lockdown is a procedure whereby we secure all students, staff and other adults inside the building. Teachers gather students into the classroom, secure doors, close the blinds and move away from windows. A lockdown is employed when an intruder is on our campus or in our area, when weather makes it dangerous outside or any other time it is necessary to get everyone inside safely.

If you are in our building during any of these drills, you will need to follow our procedures. We take attendance of ALL ADULTS on campus, so it is critical that you sign in and out each time you come to school. Thanks so much for all your support.

Mary Koontz and Paul Shanahan
Principals



HALLOWEEN GUIDELINES

Information about individual classroom activities will come home in your child's teacher newsletter. The classroom events will occur in the last hour of the school day on Friday, October 30. All-day-kindergarten and first grade students will have a short parade around the school on the 30th at 2:30 p.m. We realize that some families do not celebrate Halloween, and if your family does not, please let the teacher know so that an alternate activity may be planned.

- * Costumes may be brought to school to change into, but **NOT** worn to school.
- * We encourage non-violent themes for costumes.
 - * "Look-alike" weapons are prohibited.
 - * Props that represent or can be construed as weapons are not allowed.
 - * Hair products **cannot** be applied at school.
- * Any make-up (very minimal) or face paint may be applied at school just prior to the celebration.

A NOTE FROM YOUR SCHOOL PSYCHOLOGIST

We would like to make you aware of a great service offered by the University of Washington. The University's School Psychology Program is seeking preschool and school age children to participate in psychological assessments and counseling, for FREE! The services are provided by advanced doctoral students under the supervision of University faculty. They have a particular need for volunteers in the counseling program, but do have assessment sessions available. There is an opportunity for counseling to be done with your child in the school. Other services are provided on the University campus. These sessions fill up fast, so please contact Clinical Training Lab Coordinator, Joan Waiss, at 206-616-6362 to register or to get more information.

Thank you,
Monica Wilson, Psychologist



NEIGHBORHOOD MEETING

The Echo Lake Neighborhood Association will meet on Tuesday, October 20, at 7:00 p.m. in the Ballinger Room of the Shoreline Center (south end). Featured speakers will be City Manager Bob Olander, who will talk about the current issues and accomplishments of the city, and Senior Planner Paul Cohen, who will discuss the planning for the new Town Center, which includes a portion of the Echo Lake neighborhood. All families and employees of Echo Lake Elementary are welcome to attend. For more information, contact membership chair Bob Whiteley, at 206-542-8789, or visit our web site at EchoLakeNeighborhood.com.

REGISTER TO VOTE

Voter Registration forms are available in the school office. You may also register online at the Washington Secretary of State's office:
<https://wei.secstate.wa.gov/osos/secure/pages/Onlinevoter-registration.aspx>



PTA SKATE NIGHT

Join us for roller skating on Tuesday, October 27, from 6:00 - 8:00 p.m! Roller Skating Night will be held at Lynnwood Bowl and Skate at 6210 200th St. SW in Lynnwood. The PTA is offering a reduced price of \$3 per skater, which includes skates. In-line skates are \$2 extra. Their snack bar will be open, selling pizza by the slice, nachos, pretzels, sodas, and other snacks. Please contact us with questions.

Susie O'Donnell 206-365-4163
Heidi Triesch 206-914-1366
VPs - PTA Socials



Medication at school

If your child needs to take medication during the school day there are things you should be aware of. We require a "permission to administer medication at school" form filled out and signed by the parent and the child's health care provider. This is required for ALL medications including over-the-counter medications like Tylenol, ibuprofen, cold medicines and ointments like Bacitracin and Neosporin. All medications are kept in the nurse's office in a locked cabinet and are not allowed in the student's desk, backpack or lunchbox.

Immunizations

WA State School Immunization law (RCW 28A.210.160) requires that your child be properly immunized in order to attend school. Immunization requirements may vary depending on the age/grade of your child. If you receive a phone call or letter from the nurse regarding your child's immunizations it is important that you respond as soon as possible. If your child has been to the doctor and received an immunization, please call the school health office to update his or her information at 361-4332.

Health Screening Day

On Friday November 13 we will be doing our annual health screening at Echo Lake. We will check vision on all students and hearing on students in grades K, 1, 2, 3, and 5. Please remember to have your child wear their glasses that day! You'd be surprised at how many children forget their glasses at home!
If you would like to volunteer to help with health screening, please contact Nurse Shelly or Nurse Amy at 361-4332. We always welcome helpers and usually need 10-15 parents to make the day go smoothly.



ELL TALK TIME

A free, fun TALK TIME is being held on Thursdays, 9:30 - 11:30 a.m. at Parkwood Elementary School, 1815 N. 155th St. Parents, extended family, and friends are invited to come and enjoy practicing English to improve speaking and listening skills. This program is sponsored by Hopelink and Shoreline Readiness to Learn. Please call Gidget Terpstra with any questions, 206-368-4150.

EMERGENCY DISMISSAL PROCEDURES

What Can Parents Expect?

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

1. **No student is to be released until staff has been given directions by the district.**
2. **Checkout stations will be established.** This may be individual classrooms or at another place in the building, or on the field. It will depend on the type of emergency.
3. **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. Parents (or other adults) must sign out the child. Staff will check the Student Emergency Form to be sure the adult has permission to take the student. The staff person will indicate the name of the adult, time of checkout, and place the child is going.
4. **Checkout logs** are to be turned in to the principal before staff leave the building. All staff must check out before they leave.

EMERGENCY PROCEDURES

What Should Parents Do?

1. Keep your emergency information updated, so that we know how to reach you and to whom we can release your children.
2. Listen to the radio, TV, and check the Shoreline district web page (www.shoreline.schools.org). In the event of an emergency, directions and updates will be given. Try not to call the school as it overloads the phone lines. If we have capacity to do so, we will answer the phone or put a message on the phone to let you know we are okay.
3. We have a plan in place along with food and supplies.
4. STUDENTS will be checked out by a staff person before they can be released. We need to be sure that we know where each child goes and we will keep a record. Look for a PARENT CHECK IN station or directions on the radio for pickup.
5. BE PATIENT AND CALM. It will take some time to get each child checked out. If you are calm, students will be calm.
6. We are training a team of parents in our EMERGENCY PLAN so that they can assist us in the event of an emergency. We know that parents would want to help if possible and we will put a system in place so that you know what to do!

LOCKDOWN PROCEDURES

What Happens at School?

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 move to the nearest secure area.
- 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 any 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 parent volunteers.
- Attendance is e-mailed to the office.

5. Wait for instructions.

- The adult in charge should explain to the students that an emergency has happened 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 parents will be permitted to enter the room.

6. Check e-mail for updates on a regular basis.

Do not use the communication lines right away so we may deal only with matters related to the emergency.

7. Follow emergency dismissal procedures as directed.

- **NO STUDENT IS TO BE RELEASED until staff has been given 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.** 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. Parents (or other adults) must sign out the child. Staff will check the Student Emergency Form to be sure each adult has permission to take the student. The staff person will indicate the name of the adult, time of check out, and place the child is going.