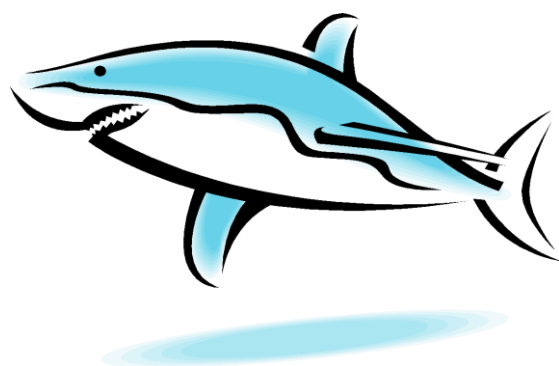


SHOULTES ELEMENTARY SCHOOL



FAMILY HANDBOOK

2022-2023

Shoultes Elementary
13525 51st Ave NE
Marysville, WA 98271
(360) 965-1400
School Colors: Blue and White
Mascot: Shark

Dear Parents/Families:

Welcome to Shoultes Elementary! This handbook has been prepared to help answer questions you and your child may have about common school procedures. Please be aware that there are additions and/or revisions to this handbook each year. Be sure to read the document carefully in order to identify any changes. It is our goal that the 2022-2023 school year be one of academic achievement, social and emotional growth, and celebrations of learning for all of our Shoultes Sharks!

Every Thursday your child will be bringing home a communication envelope. Please look for important information from teachers and the district each week. Please empty the folder, sign it and return to school on Friday. School-to-home partnerships are critical to the success of your child(ren).

We suggest that you read and discuss the contents of this handbook with your child as soon as possible. This will help avoid those situations and frustrations that students sometimes have as a result of not knowing what is expected. **Please print and sign the signature page located at the back of this handbook stating you have read and discussed this handbook with your child, and return to your child's teacher.**

We look forward to working with you to provide a quality educational experience. Thank you for sharing your children with us. We appreciate the opportunity to be partners with each of our families so that students will have the opportunity to reach their educational goals. Your help, your comments, and your ideas are always welcome!

Sincerely,

Brian Tinsley, Principal

Shoultles Staff

2022-2023

Principal	Brian Tinsley
Office Manager	Diane Ainsworth
Office Assistant	Felice Allen
Kindergarten	Heather O'Brien
Kindergarten	Shelia Card
Kindergarten	Anna Stevens
Kindergarten/First	Kat Bradshaw
1 st Grade	Danika Foster
1 st Grade	Corinne Summers
1 st Grade	Lucia Fisher
2 nd Grade	Greta Stevens
2 nd Grade	Brandie Holliday
2 nd Grade	Scott Bernstein
2 nd Grade	Deb Vincelette
3 rd Grade	Tyler Keim
3 rd Grade	Madeline Krell
4 th Grade	Lindsay Squires
4 th Grade	Janine Parris
4 th Grade	Renee Tedford
5 th Grade	Hayley Bell
5 th Grade	Lisa Goldman
SEL MTSS	Erin Keim
LAP Teacher	Sarah Cunningham
EL Teacher	Kerie Fissum
Resource Room Teacher	Sara Brown
Resource Room/LAP Teacher	Christine Sudbury
Music Teacher	Alan Wiseman
P.E. Teacher	Angie Schmitt
Library Teacher	Becky Larson
Psychologist	
Speech Language Pathologist	Tiana Ottens
Occupational Therapist	Carley Solomon
Physical Therapist	Jeneca Thomas
Counselor	
Health Room Assistant	Deborah Kostick
Para Educator	Mina Aname
Para Educator	Jazmin Magana
Para Educator	Renee Grassi
Para Educator	Rose McKay
Para Educator	Jean Haney
Para Educator	Jessica Gooding
Para Educator	Paula Jacobson
Para Educator	Mary Ann Colombo
Para Educator	Jessica Gooding
Para Educator	Rebecca McIntosh

Contact staff members by email using the following format: first name_last name@msd25.org

Shoultles Student Support Services

Speech and Language Therapist (SLP)

Shoultes' Speech and Language Therapist works full-time in our building. The SLP assesses and works individually, in small groups, or in the classroom with students who qualify for special education services in the area of pronunciation (articulation), processing and other language areas.

School Psychologist

Shoultes' school psychologist works here in our building and is shared with other schools in the district. She works cooperatively with school staff and parents to better understand student's learning, development and behavior. The psychologist's responsibilities include testing and coordination of assessment for special programs, including the building principal, with permission of the parent/guardian.

Occupational Therapist (OT)

Shoultes' school Occupational Therapist works part-time in our building. The OT works with children who qualify for special help because of needs in the areas of gross and fine motor skills (large and small body movement skills-for example, walking, holding a pencil.) Parents are asked permission for assessment and services.

School Counselor

Shoultes' full-time school counselor is available to assist students and families with concerns. Families may call or stop by to make an appointment to visit with her. The school counselor works with small groups and/or individuals during the school year on topics including anger management, family life transitions, social skills, and friendship. The counselor is available to "check in" with students during the day. She is also available to assist students, families, and staff in devising plans to support your child at school. The school counselor will assist families experiencing hardships in accessing area resources. She is also available to provide referrals to area counseling services if requested.

School Counseling Philosophy

- Have dignity and value
- Have the right to participate in the school counseling program
- Have their ethnic, culture, racial, and sexual differences and special needs considered in planning and implementing the school counseling program
- Shall have access to a full-time, state-certificate, master's degree level school counselor deliver the counseling program
- Are entitled to a safe, caring, and supportive environment prepared and overseen by nurturing professionals

GENERAL STUDENT INFORMATION

SCHOOL HOURS

K-5TH GRADE

9:25-3:45 PM Monday-Thursday

9:25-2:15 PM Friday

ARRIVAL AND DISMISSAL ROUTINES

ATTENDANCE

Under state law students are required to attend school full-time until they reach the age of 18 (RCW 28A.225). Good school attendance benefits students' learning and establishes a positive pattern for the future. By having students stay home only when absolutely necessary, parents can help their youngsters develop good attendance patterns. Please make every effort to schedule appointments outside the school day. When your student is absent please call 360-965-1401 to report their absence. If we do not hear from you we will call your listed number to verify your student's absence. This absence may be excused by calling or sending a note to school within three days of the unexcused absence.

STUDENT DROP-OFF

When dropping off your child(ren), please use the front (west) parking lot only. The north and south lots are for staff parking only. Please pull into a parking slot only if you plan on entering the building. If you are merely dropping off your child/ren and will remain in the car, feel free to pull up along the curb or in the drive-through lanes in the parking lot. To keep traffic flowing, it is helpful to have your children ready to exit the car. Pull forward as far as possible.

STUDENT PICK-UP

There are two options for picking up students at the 3:35 pm dismissal time. The first option is to remain in your vehicle, enter the front parking lot at the north end of the school and form a double line of vehicles. Students will exit on the west of the building. As they see their vehicle, they will walk to the car, loading quickly. As soon as your child(ren) is safely loaded, you can continue through the drive-through lanes and exit through the light at 51st street.

The second option is to park along the curb in the front of the building, exit your vehicle, meet your child(ren) at the flagpole, and walk them back to your vehicle.

Please be sure that your child(ren) clearly understand where to meet you each day before they come to school. A note in your child's lunchbox or backpack is a great way to remind them of their afterschool plan and greatly helps our staff be sure students are in the correct location. Please call the school office, before 3:20 pm, if you have an unexpected change of plans, and they will make every effort to get a message to your child(ren). Your cooperation with our dismissal procedure is critical in ensuring the safe departure of all of our students.

Shoultes Elementary has close to 500 students, so drop off and pick off time will be congested. Please be patient and courteous as we put the safety of our students first. Thank you.

TARDIES & REVERSE TARDIES

Arriving at school on time is very important in developing responsible children and assisting in their academic growth. Students who are not in the classroom at 9:20 am are tardy. Learning takes place right away in the classroom during the first minutes of each day so it is imperative that children are there

on time. Students who are habitually tardy to school will face sanctions, such as loss of recess to make up missed work or even a truancy filing if tardiness is excessive. Students should report to the office when they arrive to school late and receive a tardy slip before entering the classroom.

A reverse tardy occurs when a student is picked up early from school. Students who are habitually picked up early miss valuable instruction as our teachers provide learning opportunities from the beginning of the day until the end of the school day.

An administrator will meet with parents of students who are chronically tardy or picked up from school early.

BEFORE AND AFTER SCHOOL SUPERVISION

The school doors open for breakfast at 9:00 am. Prior to this time, the school does not always provide supervision for students. If students habitually arrive before 8:50 am, they will come to the office and call a parent to come and pick them up. All students should complete breakfast and be in class for the start of instruction at 9:30 am. Safety Patrols are outside directly before and after school at intersections around the school to promote safety for students walking to school. Our school day ends at 3:35 pm. Unless your student is staying for a pre-arranged special activity, there is no supervision after 3:35 pm. **Please make transportation arrangements for your child and alert the school office as soon as possible should there need to be a change.**

STUDENT SAFETY

RELEASE DURING SCHOOL HOURS

Student will be allowed to leave school grounds during school hours only with authorization from parents or legal guardians. Approved reasons for leaving school during the day include: illness, family emergencies, medical appointments, religious classes or other reasons approved by the administration.

No students will be released directly from the classrooms.

STUDENT CHECK OUT PROCEDURES

Student safety and security is a primary concern of the Marysville School District. For that reason, all schools are required to follow established procedures governing the removal, or "checking out", of students during school hours (Policy 2121). Elementary students may be released from school only to the custodial parent or guardian or to another person authorized by that parent or guardian as listed on the student emergency card. Any individual who is unknown to the office staff and whom has permission to check out a student from school will first show photo identification to the office staff. The individual checking out a student will then sign the checkout log with both their signature and the authorizing person's name (i.e. parent, guardian). The office staff then verifies the log information.

A custodial parent may authorize another person to check out a student with a signed, dated note or with a phone call that states the authorized person's full name and the purpose of the release from school. The telephone authorization will be accepted only if office staff can verify the caller identification. The custodial parent also has the option of preauthorizing, in writing, other individuals who are designated on an annual basis or for a specific period of time to check out the student from school. The parent is responsible for updating the preauthorization form (Emergency Card) as needed. Forms will be available upon request in the school office. Students will be called to the office by the office staff. *Students will not be released from the classroom to anyone.*

HARASSMENT, INTIMIDATION OR BULLYING

Harassment, intimidation, or bullying is an intentional electronic, written, verbal, or physical act that:

Physically harms a student or damages the student's property.

Has the effect of substantially interfering with a student's education?

Is so severe, persistent, or pervasive that it creates an intimidation or threatening educational environment.

Has the effect of substantially disrupting the orderly operation of the school? Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators.

Conduct that may rise to the level of harassment, intimidation and bullying may take many forms, including but not limited to: slurs, rumors, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, ostracism, physical attacks or threats, gestures, or acts relating to an individual or group whether electronics, written, oral, or physically transmitted messages or images. There is not requirement that the targeted student actually possess the characteristic that is the basis for harassment, intimidation, or bullying. You may report bullying or other issues on the SafeSchools Alert system. There are several ways to report:

Website: 1248.alert1.us

Email: 1248@alert1.us

Phone: 360-799-5414

Text: 360-799-5414

CUSTODY AGREEMENTS AND RESTRAINING ORDERS

In the event of separated or divorced parents, students will be released based on the court documents regarding legal custody. ***It is the responsibility of the parent to ensure that current court documents are given to the school.***

EMERGENCY CARDS

It is important that each child have an emergency card on file in the office. If your child is ill or injured while at school we will use the emergency card for phone numbers to notify you. Please keep your emergency card up to date with names and numbers of people who can be contacted in an emergency. We also use the emergency card for release of students during the school day. Students may be released to people on the emergency card. If there are individuals restricted from contacting your child it should also be listed on the card.

SAFE WALKING INFORMATION

Walking to school can be part of a good exercise program that helps to keep your child healthy, fit, and ready to learn. Please help your child become familiar with the safest walking route to school by walking the route together. Teach your child to cross the street only at safe locations, when crossing guards/student patrols are on duty. We advise that all walking students follow these safety recommendations:

- Wait for crossing guards before crossing where they are usually posted.
- Stop at the curb before crossing the street.
- Walk, don't run, while crossing the street.
- Cross at corners, using traffic signals and crosswalks whenever possible.
- Look left, right, then left again before crossing the street.
- Walk facing traffic, using sidewalks whenever possible.
- Make sure drivers see you before crossing in front of them.
- Watch out for driveways or other places where cars may have trouble seeing you.
- Cross at least 10 feet in front of a school bus.
- Remember to follow the crossing guard's instructions.

BICYCLES, etc.

- Only 3rd, 4th, and 5th grade students are allowed to ride bicycles to school. Students must have their bicycles registered in the office with a signed permission slip and obey the bicycle rules. Bike riders must provide their own bike locks. Shoultz is not responsible for lost or stolen bikes. Bike riding is not allowed on school grounds immediately before, after, or during school hours. We encourage parents to decide whether or not their children have adequate judgment to ride safely.

Should students choose not to follow the basic safety rules, bike riding privileges may be suspended.

- Students may not ride skateboards or scooters to and/or from school.

BUS SAFETY EXPECTATIONS

There are five basic rules that must be followed to provide a safe bus ride for everyone. These basic rules summarize most situations:

1. Obey the bus driver at all times.
2. Remain safely seated. Speak in a "Level 1" voice and do not use profanity.
3. Respect people and property.
4. Keep head, hands, and all objects inside the bus windows.
5. Eating, drinking, using tobacco, drugs, and/or alcohol are not allowed on the bus.

DANGEROUS ITEMS

The safety of our students, parents, and staff is an extreme importance to Shoultes. To ensure that everyone who comes to Shoultes is safe, dangerous items will not be permitted on school property. Items considered to be dangerous include, but are not limited to, guns *(real and toy), knives (real and toy), laser lights, firecrackers, fireworks, lighters and anything else that may cause injury.

If a dangerous item is bought on Shoultes property (which includes the bus stop and buses), the individual(s) may be suspended.

STUDENT RESPONSIBILITIES, DUTIES AND RIGHTS

The Marysville School District Student Rights and Responsibilities handbook is available on the Shoultes website. The handbook can also be downloaded from the Marysville School District website: <http://www.msd25.org> select Students from the menu, select Resources for students, and then Students Rights and Responsibilities.

CELL PHONES AND OTHER ELECTRONICS

Many parents provide cell phones for their children for safety as well as convenience. However, cell phones use during school is viewed as potentially disruptive. Therefore, we have the following policy in place:

- All cell phones carried by students must be turned off and may not be used between the hours of 9:20 am – 3:35 pm (Shoultes school hours) on school grounds. This policy applies during field trips and specified after school and evening school functions as well. Use of cell phones outside of these times is permissible.
- Cell phones use includes calling, text messaging, photography and other functions.
- Phones should remain in backpacks or in an otherwise unobtrusive place.

Parent-student phone contact during school hours can take place through the use of the school telephone as has been the past procedure. The policy may be altered during a time of extreme all-school emergency. **Violation of the policy will generate typical in-school consequences, and may include confiscation of the phone until the end of the school day.**

Electronic devices, which may include but are not limited to iPods, iPads, Gameboys, PSPs, Nintendo DSs, Kindles, digital cameras, and other similar items, are not allowed on campus during school hours. If a student uses these devices before/after school, they are to remain in their backpacks. **Violation of the policy will generate typical in-school consequences, and may include confiscation of the electronics until the end of the school day or when parent contact is made.**

EMERGENCY RESPONSE

Our school and the Marysville School District have an emergency plan in case of any event that occurs while children are at school. Our first priority will be the safety of your children. In the event of a fire or earthquake, we will follow our detailed plan to secure their safety and then evacuate the building. Teachers have been trained on these processes that include accounting for all students, communicating with officials, and incident recovery plans. **In case of a disaster, please do not call the school.** We will need all lines available for emergency services. If you come to the school, do not expect to drive into the

parking lot. We will need to secure the site and account for all students and staff. Once you get to the site, go to the checkout station in the parking lot by the north playground. You will need to show identification before checking out your child. The checkout will be similar to a regular school checkout. You will sign out your child and we will escort the child to you. Children will not be checked out to neighbors, carpool drivers, etc. We will use the emergency card to identify the adults who may check your child out of school. If you are at the school during an incident, we will need your help. Please be prepared to take direction from the school staff and help students cope with the situation.

DRESS CODE

It is important that students arrive at school each day ready to learn. Learning is our focus. What students wear to school may affect the way they think about their responsibilities at school. Please consider this as you help your child dress for school in ways that support attention to learning. Clothing, makeup, or hairstyles that distract others from learning or are not in good taste for school should not be worn to school. We depend on students and families to assure that students arrive to school each day dressed properly; including dressed appropriate for weather conditions. Follow these guidelines:

Clothing may not have inappropriate or disrespectful pictures or slogans. Any clothing item exhibiting a controlled substance (shirts, jackets, hats, backpacks, etc.) or the brand name of a controlled substance is unacceptable and against Washington State law to have at school. Items of sexual or suggestive nature or offensive to diverse groups will not be tolerated.

Sleeveless shirts for both boys and girls are allowed, but **must have straps a minimum of 1" wide**. "Spaghetti straps" on shirts do not meet the minimum 1" requirement for the dress code and would require a shirt underneath to be worn to school. Clothing must be modest, covering the midriff, undergarments, and back area, and should fit appropriately.

Hats are not to be worn in the building unless it is a specified spirit day such as "Hat Day,"

Shoes with wheels (such as "Heely's") are not permitted on school grounds for safety reasons. Shoes should be well-fitting and secured to feet with laces tied and buckles fastened. **To maintain student safety at recess and during PE, flip-flops and high-heeled shoes are not allowed, summer sandals should have heel straps as well.**

Students arriving at school inappropriately dressed will either be sent to our health room for a change of clothes (we keep a small supply of clean T-shirts, jeans, and sweats), requested to wear the T-shirts "inside out" or will call home to have other clothing delivered to school.

Should a student have a need for dry or additional clothing while at school, our Health Room will do what it can to supply the appropriate clothing or shoes. At times, however, we find that we cannot take care of these needs. In these cases, family members will be contacted with request to bring clean, dry clothing to school for their child.

We appreciate families returning the borrowed items to school after being cleaned at home.

HEALTH INFORMATION

ACCIDENT – ILLNESS

If a child is ill or injured at school he/she will be given emergency treatment in the Health Room and families will be notified. If a family member cannot be reached, the person listed on the student's Emergency Card will be called. **Please list adequate and up-to-date emergency contacts and phone numbers on your child's emergency card.**

A family can request that a child stay in from recess in the front office **only** if the student has an injury and/or condition that would be further complicated by recess play. This could include sprained or broken limbs, serious bouts of asthma, or recovery from a serious illness. Unfortunately, this does not include the common cold or minor illnesses. We do not have sufficient available space in our front office to house many children during recess.

MEDICATIONS AT SCHOOL

We encourage parents to administer all medications during non-school hours. When that is not possible, prescription and over the counter medications may be administered by trained staff under the following conditions:

In accordance with State laws, all oral medications require a signed written order from the licensed medical practitioner and parent/guardian that includes the name of the medication, the dosage to be administered, and the reason for giving. All medications must be in the original labeled container. Medication forms are available in our school office health room. **The illegal distribution of prescription medications is prohibited.** State law allows schools to administer oral medications only. Inhalers and nebulizers are included. Injectable medications required for life threatening events, such as epinephrine, may also be administered following the same requirements. Epinephrine may come to school in the form of an EPI PEN only.

When to Keep Your Child Home: If your child is vomiting, has persistent diarrhea, or has an oral temperature of 100 degrees or higher, please keep him/her home for at least 24 hours or until all symptoms have been resolved.

NURSE

Shoultes' registered nurse is available on an on-call basis and for emergencies as needed. She also coordinates in-school provision of health services such as medications, hearing, vision screening, and the Human Growth and Development programs for fourth and fifth grade students. A Health Room Assistant is on staff each day helping students with illnesses and injuries and medication needs.

INSURANCE

Students **are not** automatically covered with medical or accident insurance by the school district, but various plans are available. If your child isn't covered by a family plan, please consider purchasing student insurance. One low-cost policy covers your student at school and while traveling to and from school. Another plan covers a student at all times. There is also a dental plan. Insurance information will be sent home with all students. This is a voluntary program offered for your convenience.

HOLIDAYS

At Shoultes Elementary, we celebrate non-denominational holidays as part of the learning about our culture. We celebrate the cultural holidays of Halloween, Valentine's Day, St. Patrick's Day, and winter cultural celebrations such as Kwanzaa, Christmas, and Hanukkah. Classrooms may choose to celebrate with a class party. Students who do not celebrate any one or all of the holidays may be excused from these activities and we will provide alternative learning settings and activities for your child during the celebrations. Please notify your child's teacher about your beliefs about holiday celebrations.

BIRTHDAYS

Birthdays are a special time for children and families! We want to join in celebrating your child on their birthday. We do not allow birthday celebrations to take away from learning time in the classroom. Flower and Balloon delivery to the school is NOT appropriate, as it causes disruption to the educational process. If you would like to bring a **store bought** treat to share with your child's classmates, please let your child's teacher know in advance and check with them about any special requirements. Some classes may have children who have food restrictions and you will need to know that before purchasing items for the celebration.

Birthday party invitations: Unless every child in the class is invited to the party, we ask that party invitations are **not** distributed at school.

Food for classroom parties, birthday celebrations, or any occasion that food is served in school, must be purchased from a store which is subject to state food inspection regulations. All food **to be shared with other students** must be commercially prepared, pre-packaged, unopened, and when possible,

individually wrapped. This action is needed in order to take a firm preventative stand against the spread of germs and disease.

HOMEWORK

We appreciate partnering with families in their child's education. Each teacher will notify parents of their specific homework requirements. Please expect to have at a minimum nightly reading and math homework. Please set aside a quiet space and time for your child to complete their homework. It is helpful if a family member assists their child with homework.

LIBRARY

Our librarian is eager to share the books and other resources in the library with our students. All books checked out to students become their responsibility to care for properly. Please urge your child to return books on time. A monetary fine will be assessed for lost or damaged books. According to district policy report cards will not be sent home until overdue library books are returned or lost books paid for.

LOST AND FOUND

Annually hundreds of dollars' worth of children's clothing end up in our school's Lost and Found. Please **mark your children's clothing and lunch boxes by name in permanent ink**, so we can return clothing items to students. Lost items may be claimed at any time during the school year from our Lost and Found, which is located in A unit hallway. Unclaimed items will be donated to a charity at winter break and the end of every year.

PARENT/TEACHER CONFERENCES

Family conferences are held twice during the school year the first in late October/November the second in March. Families of all students are invited to both conference sessions. Conferences are intended to provide families with information on student progress toward meeting Washington State academic standards prior to the semester report card periods which occur in January and June. We do our best to arrange conferences for families with more than one child. Interpreters are also available for families who may need support with the spoken English language. Families will receive notice of their scheduled conference date and time. Teachers and staff look forward to meeting with all of their students' families during conferences.

PERSONAL ITEMS AT SCHOOL

Our focus at school is always learning. Teachers will inform students of specific days for sharing or "Show and Tell" along with specific information about what may be brought to school on those days. While we are sensitive to the fact that many students have daycare or bus rules that may be different from those at Shoultes, we expect all toys, stuffed animals, trading cards, and personal electronics devices, including cell phones, to remain in the child's backpack if these items are used at school they may be confiscated if they cause a distraction or are used inappropriately. Families will be contacted to make arrangements to retrieve the item(s). **Student personal items are brought to school at the family's own risk. The school is not responsible for the loss, theft, or damage to any of these items.**

PETS

In order to keep all children safe, **no animals of any kind are allowed on campus** without prior permission. This includes both before and after school and during drop-off and pick-up hours. If families walk their dogs while taking children to and/from school, they are asked to remain on the sidewalk off school grounds. Animals can become overly excited or agitated with all of the children and movement in close locations. The exception is any certified therapy or service animal wearing a vest and covered by insurance.

PTSA

The Shoultes PTSA is open to all parents, teachers, and interested members of our community. The PTSA is intended to support student's learning and assist with special school functions. They sponsor many activities throughout the school year for our children. Membership fee is \$12.00 for individual membership per year. While we encourage all PTSA members to become active in some capacity here at Shoultes, membership does not obligate participation in school activities. PTSA meetings are held throughout the school year here at Shoultes and are open for all to attend.

RECESS

Recess is scheduled during the school day, year-round, in order for students to get an exercise break. Please send your child with appropriate clothing for the weather, including coats, gloves, hat, appropriate footwear or boots, etc. as necessary. Students are not allowed to bring play equipment or toys from home out to recess.

REPORT CARDS (PROGRESS REPORTS)

Progress report cards are issued at the end of each semester. Report cards are intended to provide you with a good understanding of your child's progress toward meeting Washington State standards. If a child has an IEP, progress reports on goal areas are sent home four times per year. Always feel free to contact your child's teacher if you have any questions or concerns regarding your child's progress, achievement and/or behavior.

SCHOOL LUNCH PROGRAM

Breakfast is available to all students from 8:55-9:10 am. A sack breakfast will be served from 9:10-9:20, so students will be on time to class. School lunches may be purchased per day, or you may prepay for a block of lunches. Milk may be purchased separately. Breakfast and lunch prices for the 2018-2019 school year are \$2.00 for breakfast, \$3.00 for lunch, and 50 cents for milk. Free and reduced priced lunches are also available. Please request eligibility forms from our school office. **Parents of free and reduced-price meals must turn in a new application each year within the first ten days of the start of the year to insure no interruption in their child's free or reduced-price meal benefits. This includes a new form for all students entering kindergarten, even if the kinder child has siblings already on the food program.** Verification of eligibility may take time. There is a limited grace period while being processed if your family qualified the previous year. (More information is available through our kitchen/Food Services Dept.).

Checks: The Marysville School District has established the following policy for accepting checks and collecting on bad checks. For a check to be an acceptable form of payment, it must include your current, full, and accurate name, address, telephone number, driver's license number, and state. In the event your check is returned for non-payment, the face values may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks will no longer be an acceptable form of payment for the remainder of the school year. Alternative forms of payment may be used instead of a check (cash, credit card, online payment.)

SCHOOL TELEPHONE

Student use of our school office business phones is limited to emergency use. Arrangements for visiting friends, club meetings, etc. need to be made at home before coming to school. Students are not allowed to use cell phones while on school grounds. All calls made home should be made through the school office.

STUDENT PICTURES

Each fall, arrangements are made with a private photographer to take individual pictures of students for school records. As a service to parents, these pictures may be purchased on a prepaid basis. Classroom pictures are taken later in the year and may also be purchased by parents.

VISITORS

If a parent or guardian wishes to observe in a classroom, it is required to make an appointment ahead of time with the principal or teacher for such observations. All school visitors must be cleared through the front office staff. Occasionally, a request is made to have a relative or friend who is in town for the day to come and spend the day at school with a student. This is not permitted because it is not in the best interest of the students and may be a disruption to their education.

VOLUNTEERS

Volunteers play a key role in providing high quality educational and enrichment activities for our students. Every contribution of time and effort will help make a big difference in our lives at Shoultes Elementary. A wide variety of jobs are available, requiring different levels of commitment and time. These may include assisting in the classroom, library, or helping with special events. Please contact your child's teacher and let them know what kind of help you are interested in providing. Any commitment will be greatly appreciated! All volunteers must complete background check information and have Washington State Patrol clearance (forms available in the office) approved prior to being involved in student activities. The clearance is good for two years. All visitors and volunteers are required to *sign in at the main office* when first entering the school grounds and must wear a *visible "Visitor/Volunteer" badge* at all times to ensure the safe environment we provide for the students and staff.

PHOTOGRAPHS

Occasionally, we take photographs of students for use in district or school-produced publications or for use in the news media. If you choose to grant permission for the use of your student's photograph, please check the appropriate box on enrollment/update form your student brings home from school. If you DO NOT wish to grant permission, please check the appropriate box on the form and let the office know in writing. Published photos in yearbooks, student newspapers, school handbooks, etc. are considered public domain and can be reproduced by the news media. Marysville School District complies with all state and federal rules and regulations and does not and does not discriminate on the basis of race, color, creed, national origin, gender or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities. Inquiries regarding compliance and /or grievance procedures may be directed to the school district's Title IX (RCW 28A.640) Officer, Section 504 Coordinator and/or ADA Coordinator, 4220 80th Street NE, Marysville, WA 92870, (360) 965-2000.

Non-Discrimination Statement

Please see attached link for complete Marysville District policies:

[Non discrimination, Sexual Harassment and Gender Inclusive](#)

Student Conduct

The Marysville School District acknowledges that conduct and behavior is closely associated with learning. An effective instructional program requires a wholesome and orderly school environment. The district requires that each student adhere to the rules of conduct and submit to corrective action taken as a result of conduct violations. The rules of conduct are applicable during the school day as well as during any school activity conducted on or off campus. Special rules are also applicable while riding on a school bus. A copy of Policy 3240 "Student Conduct Expectations and Reasonable Sanctions" is available online at www.msd25.org or at the District Office: 4220 80th Street NE, Marysville, WA, 360-965-0000.