



Pre-School and Kindergarten through 6th grade

2018-2019

East Farms

STEAM Magnet

Student and Parent Handbook

East Farms Staff

Kent	Allen	Fifth Grade	allenkr@evsd.org
Monica	Anderson	PM First Grade	andersonmm@evsd.org
Deona	Behrens	Second Grade	behrensd@evsd.org
Kari	Brandenburg	Kindergarten	brandenburgk@evsd.org
Heather	Britton	AM First Grade	brittonh@evsd.org
Jeanine	Coghlan	Speech Therapist	coghlanj@evsd.org
Dawn	Cunningham	Special Education	cunninghamdg@evsd.org
Susan	DeLong	Second Grade	delongse@evsd.org
Elisha	Erickson	Library	ericksone@evsd.org
Alicia	Ferguson	2-3 Combo	fergusona@evsd.org
Traci	Fortune	First Grade	fortunet@evsd.org
Tammy	Fuller	Principal	fullert@evsd.org
Amy	Johnson	Title I	johnsonal1@evsd.org
Leigh	Harless	Fourth Grade	harlessl@evsd.org
Amy	Magill	First Grade	magilla@evsd.org
Rachael	Mason	Kindergarten	masonrm@evsd.org
Savannah	Maxwell	Counselor	maxwells@evsd.org
Sue	Morrison	Physical Therapist	morrisonm@evsd.org
Jacque	Palumbo	Fifth Grade	palumboj@evsd.org
Sami	Perry	Artist in Residence	perrys@evsd.org
Tessa	Pratt	Third Grade	prattt@evsd.org
Madison	Quinn	Sixth Grade	quinnm@evsd.org
Deena	Ransom	Special Education	ransomd@evsd.org
Sara	Reidy	Fourth Grade	olks@evsd.org
Felicia	Sage	Sixth Grade	sagef@evsd.org
Lucien	Saurette	Music	saurettel@evsd.org
Katherine	Schultz	DD Preschool	schultzk@evsd.org
Stefani	Spilker	Psychologist	spilkers@evsd.org
Kelli	Stockton	Physical Education	stocktonk@evsd.org
Becky	Szeleg	ECEAP	portzr@evsd.org
Lara	Tebo	Occupational Therapist	tebol@evsd.org
Matt	Thistle	Band	thistlem@evsd.org
Mindy	Thompson	Speech Therapist	thompsonma@evsd.org
Ashley	Velasquez	Kindergarten	velasqueza@evsd.org
Dani	Wicks	4-5 Combo	wicksd@evsd.org
Linda	Wieber	Third Grade	wieberl@evsd.org
Shelli	Wood	DEAN of Students	sinclair-woods@evsd.org

Daily Information

Address & Telephone Number

It is very important that the school be kept informed of any changes to the home address and/or telephone number or emergency telephone numbers. It is important that we know where a parent or guardian can be reached. Please provide at least two other emergency phone numbers on your child's registration form in the event of an emergency and we are unable to contact you at home or at work.

Student Safety

Students are instructed in appropriate procedures and behavior during all drills beginning on the first day of school. Over the course of the year we will have fire drills, lockdown drills, earthquake drills as well as how to shelter in place and relocate with families in case of an emergency. Our school is part of the Washington State Rapid Responder system. Later in this handbook, you will find additional information (Parent Emergency Procedures) about how we will handle a specific emergency.

Arrival Time

For the safety and supervision of children, we request that parents help reinforce the following arrival times at school:

Bus Students:	Arrive as per bus schedule
Students eating breakfast:	K-6th grade: arrive after 8:40 a.m. Students should not arrive before 8:40 for breakfast.
Students not eating breakfast:	Arrive after 8:45 a.m.

There is no supervision on the playground until 8:30 a.m.

The YMCA Program is available at Otis Orchards if you should need to leave your child earlier than 8:45. Students in the OTIS Y program will bus to East Farms. The number to contact is 777-YMCA.

Before school, K-6 walkers and bus students go straight out to the playground area. Students having breakfast should line up at the kitchen serving area.

<u>Daily Schedule:</u>	<u>K-6th Grade</u>
School Office	7:30-4:00
Breakfast Served from	8:40-9:00
Non-Breakfast Students Arrive	8:45
School Begins	9:00 sharp (miss school, miss out!)
Dismissal	3:30

Picking up your children after school

It is our intent to create a safe place for your children to be dropped off and picked up. Please note the following:

- Students being picked up by parents or guardians should be picked up at the west parking lot. Please pull up to the curb to wait for your child. Children will be escorted to their car. Due to traffic concerns, no child should step off of the curb without an adult.
- Staff will be in the parking lot at 3:30 to assist your child in getting into your car and directing traffic for a quick and safe student pick-up. Please note: Cars need to enter the parking lot at the west entrance and proceed along the outside edges to the side door. You will then be directed to exit the parking lot at the east entrance.
- **For safety reasons, please do not drop your child off so that they are required to cross the street in front or behind your vehicle.**
- There will be no vehicle parking in the bus zone (front of the building) due to bus arrivals throughout the day.
- Visitors and staff may park in the west parking lot or along the street in the front of the building.
- **Picking children up at any other location will jeopardize their safety and the safety of others.**

Changing Transportation Home or Destination after School (Please read this carefully) Each time we call a room to tell them a child's plans have changed we interrupt student learning. We ask that you keep these interruptions to a minimum.

For the safety of your children, the teacher needs to be notified by a parent when a child's transportation or destination after school has changed. Please state your wishes about who is responsible to pick up your child via a note to the teacher. **Please do not call our school office to set up after school arrangements (such as a change in pick-up procedures) as each call to the classroom disrupts student learning.** Children will not be allowed to call you at home or at work when they come to the office with a classmate at the end of the day and say they are supposed to go to their friend's home. Please help us reinforce this with your child.

Transportation – Transportation phone number: 241-5901

Rules and regulations for students riding buses are included in the first day of school packets. These rules are prepared by the State Superintendent of Public Instruction with the advice of the Washington State Patrol and apply to all public school buses in the State of Washington. Questions about regulations, rules, stops or routes should be addressed to the transportation department.

The rules for student bus passengers include the following:

1. Students shall obey the bus driver or other transportation personnel.
2. Safe behavior is required at all stops and during loading and unloading.
3. Be orderly while loading and unloading. Board and exit only at assigned stops.
4. Damaging public or private property may result in suspension of bus privileges.
5. Elementary students sit in assigned seats at all times. All body parts remain inside the bus at all times. Keep hands and feet to yourselves. Classroom behavior expectations apply to bus riders.
6. Rider's personal belongings must be out of the aisle and off the back shelf. No riders may possess items that could cause injury to another. Such items include but are not limited to: sticks, breakable containers, weapons, firearms, straps or pins protruding from clothing or bulky items that cannot fit between the rider's legs.
7. Animals or pets are not allowed on the bus.
8. Tobacco products, lighters, or matches are not allowed on the bus or at bus stops.
9. Students cannot eat or drink on the bus.
10. Disruptive or dangerous conduct such as harassment, teasing, shouting, pushing, hitting, tripping, intimidation, fighting, inappropriate or foul language will not be tolerated on the bus or at bus stops.
11. Laser pens may not be out or visible to the driver. If a laser is found to be pointed in the driver's mirrors or eyes, suspension may occur or legal action may be taken.

More information is available at www.evsd.org.

School Bus Disciplinary Procedures:

All children attending East Valley Schools and meet the eligibility requirements for bus transportation prescribed by the district may use the transportation services of the district. **School bus riding is a privilege**; any misconduct by a student, which in the opinion of the bus driver, is detrimental to the safety and welfare of any other student or to the safe operation of the school bus, will be sufficient cause for discipline and/or suspension of bus riding privileges.

When waiting for a bus, or going to and from a bus stop, students are responsible for conducting themselves according to the social and legal behavior standards that apply to the public. That is, they must not abuse or cause damage to private or public property, they must not engage in criminal activity or horseplay at bus stops. All school rules apply to/from the bus stop, while at the stop and while on the bus in addition to the classroom.

Transportation administrators will impose discipline and/or suspension of bus riding privileges when a citation is issued. Parents will be notified by the administrator of his or her action regarding the imposition and additional discipline.

A student suspended from bus privileges shall continue to fulfill all school attendance requirements. Parents are solely responsible for the transportation of their son/daughter to and from school when the student is prohibited from riding the school bus as a result of disciplinary actions taken under this procedure.

Warning and Suspension Notices – Guidelines

When in the opinion of the bus driver, there has been an infraction of rules or misconduct by a student, the bus driver shall first document on-the-bus informal discipline procedure; such as: verbal warning, assigning the student to a different seat.

- **First Citation:** Issued when there has been an infraction of rules or misconduct by a student which endangers the safety or welfare of other students or the safe operation of the bus, but for which the student has received previous oral warnings or informal discipline, or if the infraction is severe enough to skip steps, the following procedure will apply:
 1. A Misconduct Citation will be completed by the bus driver and submitted to the Transportation Director or designee.
 2. A letter will be sent from the transportation office to the student's parent/guardian indicating the violation that occurred along with a copy of the Rules and Regulations for Student Conduct on Buses.
 3. A copy of the citation, letter to parent/guardian will be sent to the school principal.
- **Second Citation:**
 1. A Misconduct Citation will be completed by the bus driver and submitted to the Transportation Director or designee.
 2. The Transportation Director or designee will contact the parent/guardian regarding the student's citation.
 3. A copy of the citation will be sent to the school principal.
- **Third Citation:**
 1. A Misconduct Citation will be completed by the bus driver and submitted to the Transportation Director or designee.
 2. **Grades PK-5**, a one (1) day suspension will be issued at the supervisor's discretion. **Grades 6-12**, a one (1) day suspension will be issued at the supervisor's discretion. Upon student's return to the bus they will be placed on probation and assigned to the front of the bus for two weeks.
 3. The Transportation Director or designee will contact the parent/guardian regarding the student's citation and suspension.
 4. A copy of the citation will be sent to the school principal.
- **Fourth Citation:**
 1. A Misconduct Citation will be completed by the bus driver and submitted to the Transportation Director or designee.
 2. **Grades PK-5**, a two (2) day suspension will be issued at the supervisor's discretion. **Grades 6-12**, a three (3) day suspension will be issued at the supervisor's discretion. Upon student's return to the bus they will be placed on probation and assigned to the front of the bus for eight weeks.
 3. The Transportation Director or designee will contact the parent/guardian regarding the student's citation and suspension.
 4. A copy of the citation will be sent to the school principal.

➤ **Fifth Citation/Severe:**

1. A Misconduct Citation will be completed by the bus driver and submitted to the Transportation Director or designee.
2. **Grades PK-5**, a three (3) day suspension will be issued at the supervisor's discretion. **Grades 6-12**, a five (5) day up to the remainder of the school year suspension will be issued at the supervisor's discretion.
3. Before the student can return to riding the bus, the student and the parent/guardian must meet with the Transportation Director or designee and the School Principal.

➤ **Severe Infraction:** Students may be denied bus riding privileges **WITHOUT PRIOR WARNINGS** when a severe infraction of bus rules occurs. A severe infraction includes, but is not limited to the following:

1. Fighting.
2. Physical harm or threat of physical harm to the bus driver/para.
3. Physical harm or threat of physical harm to another student.
4. Destruction of school district property.
5. Total disruption of the bus.

➤ **Activity/After school busing:**

1. The driver will give the student a verbal warning and continue to monitor the student for compliance. The student will be assigned a seat in the front of the bus.

Referral submitted. Suspension of bus riding privileges from **all after school busing** for a minimum of eight(8) weeks or the remainder of the sports season-whichever is greater.

Recess and Cold Weather

Recess provides students a chance for fresh air and exercise necessary for a healthy mind and body. Recess is also a time where students try out their social interaction skills. Learning to work with and get along with others is essential to future success.

Appropriate dress for recess makes this time a more successful experience for your child. We keep students in during recess if we have extreme temperatures or pouring rain. All students are expected to go out for recess unless there is an unusual situation the teacher is made aware of. If you feel that your child is too ill to go outside, please keep them home so they do not infect other children. Please dress your child so that they will enjoy recess. If your child is dressed appropriately, cold weather will not cause illness.

Breakfast & Lunch Costs & Procedures (new for 18-19)**

Regular Prices

Breakfast (Pre/K-12)	\$1.50
Hot Lunch (includes drink) - Pre/K-6	\$2.70**
Milk Pre/K-6	\$.40
Adult Lunch	\$3.75
Adult Breakfast	\$2.00

Free/Reduced Prices

Free K - 6 =	\$0
K-3 Reduced =	\$0
4-6 Reduced =	\$.40

Breakfast & Lunch Costs & Procedures (continued)

Menus are sent home at the beginning of each month with the students and posted on the district and East Farms website.

We strongly encourage parents to prepay breakfasts/lunches by the week or month to eliminate the possibility of students not having lunch money. This also allows for students to take hot lunch if they forget their cold lunch. The classroom teacher collects breakfast and lunch money in the morning. **Checks need to be made out to “East Valley Food Service”.** If you are sending cash, please remember: **No Canadian Coins and place the money in an envelope with the child’s name on the front.**

Parents can keep track of their child’s lunch account by accessing a link on our East Farms web page at: <http://www.evsd.org/>. You will need to request a password which will be mailed directly to you. As the end of the year approaches, account balances will have to be at \$0.00 or in the positive. Any money left in the accounts will be carried over to the next year.

Free and Reduced Lunches – East Valley participates in the Federal Lunch Program. Applications for free and reduced lunch and breakfast are sent home to all children the first week of school. These forms are also available in the office. Please contact the school office at 226-3039 for more information.

We know many families shy away from filling out these forms. However, our Free and Reduced Lunch count is instrumental in providing us extra staff, extra resources and allows us the opportunity to apply for grants. This information is confidential. Please consider this opportunity if you think you will qualify. It might surprise you to know that East Farm’s Free and Reduced Lunch Rate ranges between 60 and 65 % each month.

All students who qualify for free and/or reduced lunch receive breakfast free.

Medication Policy

A school nurse is available on a limited basis to assist us with specific health care. Washington State law requires that a medication form be filled out by the parent/guardian and physician for **all medications** given at school whether prescription or non-prescription. Forms can be obtained from the office or most physicians.

Medication shall be kept in the original container and brought to school **by the parent.** The label for prescription medicine needs to include the student’s name, the physician, medication name, dosage, and time(s) of day to be given. The information on the form and on the label need to be exactly the same.

Medicaid – Children’s Health Insurance Program

Your child could qualify for FREE or low cost health insurance. Children may be eligible through Medicaid for free health insurance, or “wrap around” services for items not covered by your current policy. For more information contact the school nurse.

Lost and Found

You can help protect your clothing and supplies by labeling them with the child’s name. “Lost and found” is hanging in the hallway.

Our lost and found items are donated to charity several times a year.

Student Attendance

Students are expected to attend all assigned classes each day unless they are sick or have an excused absence. It is detrimental to your child and others to send children when they are sick. Teachers will keep a record of absences and tardies. Listed below are valid excuses for absences and tardies. Missed work assignments and activities may be made up in the manner provided by the teacher:

1. Participation in School-Approved Activity: To be excused, this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
2. Absence Caused by Illness or Health Condition: It is very important that the parent/guardian/custodian notify the school office prior to the student’s absence. If we don’t hear from the parent, guardian or custodian, we will call you at home or at work to verify your child’s absence. We do this for your child’s safety. **Please call our attendance hot line at 241-5899 to leave a message about your child’s absence; this can be done 24 hours a day.**

Every effort will be made to contact parents or emergency contacts if your child becomes ill at school so that transportation home can be arranged.

If a child is injured at school and it is a serious injury, emergency first aid will be administered by qualified personnel. Parents and 911 will be notified.

ATTENDANCE REQUIREMENTS- Unexcused RCW28A.225

1. Any unexcused absence – A reasonable effort will be made to contact the parent/guardian to obtain explanation via telephone as to the student’s absence

2. 2nd unexcused absence – Letter sent home reinforcing the consequences of non-attendance.

3. 3rd unexcused absence- Conference with parent and school official

3. 5th unexcused absence (in one month or 10 in a year) – Principal/designee will schedule family to attend EVSD’s Truancy Board (CARB). A truancy petition may also be filed with the Spokane County Courts*

***If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.**

**ATTENDANCE REQUIREMENTS- Chronic Absenteeism*
RCW28A.225**

1. 5 excused absences in a month or 10 in a year – Conference with parent/guardian and school official except when (1) prior written notice was given or a doctor’s note was provided; and (2) an academic plan was put in place to keep the student on-track.

**Definitions of excused and unexcused absences
(WAC 392-400-325)**

Excused daily absences

The following are state allowed valid excuses for absences from school:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry) for the student or person for who the student is legally responsible;
3. Family emergency including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding, or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW [28A.225.055](#);
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW [28A.705.010](#);
10. Absence resulting from a disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence

Unexcused daily absences

Any absence from school is unexcused unless it meets one of the criteria above for an excused absence.

School Closures due to Inclement Weather

Students and parents are advised to call the attendance hotline at 241-5899 or listen to the following television and radio stations:

AM Stations
KGA (1510)
KXLY (920)
KJRB (790)
KTRW (970)

FM Stations
KDRK (94.0)
KXLY (99.9)
KZZU (93.0)
KAEP (105.7)

T.V. Stations
KHQ (channel 6)
KXLY (channel 4)
KREM (Channel 2)
KAYU (Fox 28)

Dress Expectations

We follow two guidelines regarding clothing and other attire: *respectful and safe*.

- We dress in a manner that is not distracting to learning.
- We remove our hats out of respect when we enter the building. These hats need to stay in your backpack during the day and may be worn when you leave the building at the end of the day. The exceptions are: hats to keep us warm during inclement weather and hats worn on spirit days.
- We expect modest attire out of respect for all.
- We wear clothing that does not suggest inappropriate activities for our students.
- We wear clothes and shoes that are safe for playground and PE class.
- We encourage East Farms attire on Fridays to support school spirit.

If you have questions, please ask and we will work toward clarification.

Personal Electronic Equipment

We strongly urge parents to not allow expensive personal items to be brought to school as our school cannot be responsible for lost or stolen personal items. Such items could include, but are not limited to cell phones, MP3 players and handheld video games. **If a parent allows the student to bring such items, they must be turned off or silent and in the student's pocket during school hours. Students please do not store electronics in your backpack. They are too vulnerable to theft if they are not in your possession.** If they are on or out of your backpack an adult will ask for them and we will hold them until an adult comes to retrieve them.

Since students will not be using their cell phones at school, it follows that pictures or videos are not to be taken during school hours, including the bus ride. Everyone deserves privacy and safety, and therefore we do not want photos or videos taken or posted during school hours.

**If photos or videos are needed in the course of a subject or school project the teacher will have students use EVSD Electronic Equipment such as our digital cameras or iPads.

Things from Home

Students should not bring personal items from home. Toys are not allowed and East Farms will not be responsible for items that are lost or stolen. This includes fidget spinners and Pokémon Cards. If balls come to school for playground use, the student must be willing to share. The student's name needs to be on the ball and the rules for school equipment apply to the personal balls. Please no small bouncy balls as facial injuries with this toy are common.

Students are not allowed to eat on the playground and gum and candy are only allowed at school when their teachers give it to them. It is also a source of hurt feelings when it is shared with some but not with others.

Pets

Due to the unpredictability of animals and the number of children with allergies, no pets are allowed on campus. This includes animals for show and tell.

Hazardous Materials

Please be sure to read labels on any materials your child brings to school. State law requires that materials with hazardous ingredients be stored and labeled properly. Materials stating, "Keep out of reach of children" should not be sent to school.

East Valley School District No. 361

Notice of Pesticide Use

East Valley School District applies herbicides to the school grounds in the spring, summer and fall in order to control the spread of noxious weeds. There are also applications of granular or liquid fertilizer that may occur throughout the year. The school district encourages patrons that have concerns about this program to contact the district maintenance department at 927-3206. We will notify the individuals who contact this department prior to an application occurring.

All district property will be posted prior to and after applications at all key entrance points.

Interior and exterior insect control is accomplished in the summer, with emergency applications as needed per regulation. Postings take place at the point of application and in the school office or lobby.

Health and Safety

Walking/Biking To and From School

1. Pedestrians walk on the left side of the road, facing oncoming traffic (unless a sidewalk is provided). Bikers should ride on the right side with traffic. Walk bikes across intersections and sidewalks at school.
2. All walkers and bikers need to obey all traffic rules, signals and signs.
3. Use a chain or padlock on your bike to protect it. Guard the key or combination carefully! It is wise to get a license and to record the description of your bike in case of theft. East Farms is not responsible for your bike.

Visitations, Volunteering & Checking Children In & Out

Visitors are welcome at East Farms. The safety and security of your children is a primary concern at our school. After the morning bell rings, all doors, other than the front entrance, are locked. **If you are visiting or volunteering, you need to sign in at the office and obtain a sticker. If you are picking up your child during the school day we will call your child to the office in an attempt to minimize classroom disruptions during teaching.**

If you need to see your child or take him/her out of school, you need to check in with the office personnel and they will be happy to call your child to the office. To ensure our children's safety, they are not allowed to leave without the parent/guardian checking them out through the office. The end doors are not to be used for visitors. The children have been instructed not to open them during the school day. We appreciate your support

and cooperation.

If you would enjoy working as a volunteer, whether with children directly or in another supportive way to a particular teacher or group of teachers, **please fill out the volunteer paperwork available on our website.** We would certainly welcome any adult that is willing to give their time assisting in the classroom, library or other areas of need. Your gifts and talents are an integral part of our school community. The students and staff of East Farms need your support. We are only as strong as the support we receive from our community. Please help us stay strong!

Withdrawal and Transfers

Please inform the school at least two days before your child's last day of attendance. This notice will allow a reasonable amount of time to prepare the needed information for a smooth transition. It also allows your child and other children the opportunity to say "goodbye".

Student/Parent/Teacher Conferences and Report Cards

The K-6 schools in the East Valley School District are on a trimester reporting schedule. Student/Parent/Teacher Conferences will be held in November and March/early April. Specific dates and times will be communicated a couple of weeks before each of those events. Students and parents are expected to attend conferences to share and exchange ideas and goals about the child's progress and personal development. When students, parents and teachers work together, the child's opportunity for success at school increases significantly. Additional conferences are welcome any time. Please notify your child's teacher or the office and an appointment will be arranged.

Communication to Parents

Newsletters, notices, and calendars are usually sent home each Monday. Please ask your child about them and read them carefully. You are encouraged to call the school for additional information.

The East Farms Staff uses CLASS DOJO to support school to home and home to school communication. Your child's teacher will help you with this system.

We use Sign-Up Genius to sign up for conferences, volunteer opportunities and other events across the course of the year. We have found tremendous success with this electronic system.

The East Farms Newsletter is sent out to our parent/family e-mail list at the beginning of each month. We also post it to our East Farms website. If you do not have access to e-mail or the internet, you are welcome to pick up a paper copy in our office or send your child to do so.

Homework

Teachers may assign homework to reinforce concepts taught and learned in class as appropriate for the student's learning development. The type, frequency and quantity are determined based on the individual child. Homework may or may not require parental assistance. If you notice that your child is frustrated or confused and you are not able to help them, please notify your child's teacher to communicate your questions or concerns.

Reading Goals

A general school wide goal for each student is to read 100 minutes a week (this amount is different for each grade level). Each classroom will have a recording system to assist your student with the responsibility of keeping track of their minutes. Research has shown that reading, like many other skills, requires lots of practice and we believe each of our students can work toward and attain this goal. Kindergarten and first grade students that are not reading text yet may have assistance from parents. They should be encouraged to read the pictures to explain what is happening on each page.

Special Programs for Students

East Farms offers the following special programs for students:

PEP – Pupil Enrichment Program is offered for gifted children. This program usually takes the top 3% of our students. These students leave East Farms one day per week to work on special projects and learning activities at Otis Orchards Elementary.

Resource Room – This program is offered to students who are at least two years behind in their academic achievement but who show the ability to achieve better grades.

Speech Therapy – The Communication Disorders Specialist works with children who have trouble expressing themselves verbally.

Title I– This program works with children having difficulty in reading and math but who can usually be brought back up to grade level.

Additional Classes/Activities for Students

East Farms offers the following special activities for students:

ASB and Leadership– East Farms has an active student leadership program.

1. Provides an opportunity for leadership and to learn about how to participate in community involvement activities.
2. Encourages student leadership for development of school wide rules. Under the direction of the ASB advisor, the student council also operates the school store.

Vocal Music – All students attend classes to learn the basics of music theory.

Orchestra – This program is offered to 4th for 60 minutes per week and 5th and 6th graders with 180 minutes of class per week during zero hour at EVHS. Watch for information about this program to come home with your child.

Band – This program is offered to 5th and 6th graders during zero hour at EVHS.

Library – All students visit the school library each week. Students are taught how to use a library and are given time to check out books for their personal enjoyment. We also encourage visits to our county library system as we continue to encourage our children to become life-long readers.

Physical Education – Students are offered PE class. Students are taught how to develop their physical health and coordination. Proper attire (e.g. pants, comfortable clothing that supports body movement) is essential for PE days. All students need tennis shoes for PE.

PLAYGROUND GUIDELINES

General Playground Guidelines

We follow STEAM on the playground and throughout the school day.

Students:

Take responsibility

Exceed expectations

Act respectfully

Make safe choices,

As a staff we teach to these expectations at the beginning of the year and review when needed. We will acknowledge and reward our students as they master these expectations.

Rules and guidelines for specific games and equipment are posted in the windows of Room #50 and room #3.

Students should

- ✓ Walk on the blacktop
- ✓ Use all equipment for their designated purposes
- ✓ Respect school property and consideration for others
- ✓ Stand in line to wait their turns without interfering with the participants of the game or activity
- ✓ Obtain a pass to enter the building during recess
- ✓ Use the appropriate doors to enter the building
- ✓ Leave snacks and drinks in the classroom for safety reasons

Emergency Procedures

East Farms STEAM Magnet

Parent Procedures

Emergency situations occur. Parents are asked to follow the procedures below to help with parent/student reunification and aid with traffic flow. We will work closely with the County Sheriff and other Emergency Services to keep students and staff safe. East Farms is connected to the Washington State Rapid Responder system.

Restricted Access (Red alert, no specific threat)

1. Access to the building will be restricted, with all doors locked once students have entered in the morning. Parents wishing access will need to call and wait to be met at the door and provide identification.
2. Students will not be allowed outside for recess.
3. Inside doors will remain open.
4. All personnel/visitors will be required to wear identification.

Lockdown (Intruder on campus or police order)

1. All school personnel (and students) have been trained in lockdown procedures. They will be doing their best to insure that all students are being held in a safe location on campus.
2. In a lockdown, we will not be able to answer incoming calls or make outside phone calls. **DO NOT CALL YOUR STUDENT'S CELL PHONE.** Within minutes, the police, who will secure the neighboring streets and the building perimeter, will assist us. Parents will not be allowed near the school in a lockdown.
3. Students will be kept inside locked classrooms with the blinds drawn. No one will be allowed to leave the classrooms/secure rooms on campus until the lockdown is lifted.
4. All students and faculty/staff will remain in the lockdown mode until the police department lifts the lockdown.
5. Parents may come to school to pick up their student(s) when the lockdown is lifted.

Evacuation Immediate (Fire, bomb threat, and/or police order)

If we need to evacuate the buildings for any reason, the immediate evacuation location will be Mt. View Middle School.

Long Term

1. If we will be evacuated for longer than 30 minutes, students will be walked/bussed to Word of Life Church on Idaho Road. The parent/student reunification teams will assist parents and students.

2. Parent Student Reunification will be in front of Word of Life Church. Give your name to a reunification team member along with identification and a student/staff runner will bring your student to you.
3. While you are waiting for the student/staff runner you will be asked to sign a parent release form, which is your child's emergency card. The Reunification Team member will have that form for you to sign so that we know you have your child.

Natural Disaster (Earthquake)

1. All school personnel have been trained in procedures for a natural disaster. They have assigned roles and will be doing their best to safely care for your students.
2. Assume that the school phone lines and cell phone lines will either not be working or will be busy.
3. Please give school authorities at least one hour to evacuate the classrooms, conduct building searches, and account for all people before calling the school.
4. Parent Student reunification will be in front of East Farms STEAM Magnet unless evacuated, and then see evacuation procedures above. Give your name to a reunification team member along with identification and a student/staff runner will bring your student to you.
5. While you are waiting for the student/staff runner you will be asked to sign a parent release form. The Reunification Team member will have an appropriate form for you to sign your child out.