

**ECHO LAKE  
ELEMENTARY SCHOOL**

**GENERAL INFORMATION  
HANDBOOK  
2020 – 2021 School Year**



**19345 Wallingford Avenue North  
Shoreline, WA 98133  
(206) 393-4338  
FAX (206) 393-4335**

**Website: [www.shorelineschools.org/echolake](http://www.shorelineschools.org/echolake)**

**School Hours**

**Breakfast 8:45**

**Doors Open: 9:00**

**Tardy Bell: 9:10**

**School Dismissal: 3:30**

**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,

Andrew Lohman  
Principal

### **Vision Statement**

Echo Lake is a vibrant, diverse and engaged community that inspires shared leadership, character and kindness. We promote collaborative learning focused on growth and are committed to success for all students.

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### Echo Lake Values

1. KindnEss
2. LeAdership
3. Growth
4. ColLaboration
5. Empathy





## 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. **Students having breakfast at school may not arrive on school grounds any earlier than 8:45 a.m.** If students having breakfast arrive earlier than 8:45, parents will be notified and asked to pick up their student(s). To ensure an orderly opening to the school day students should report directly to their classroom upon arrival at 9:00. 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. Please let the office know of any changes in before/after school activities for your child. 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. All students who are not participating in an after school activity **must be picked up by 3:30.**

## RELEASE OF STUDENTS

Please check in at the office for any early 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 9:00a.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.

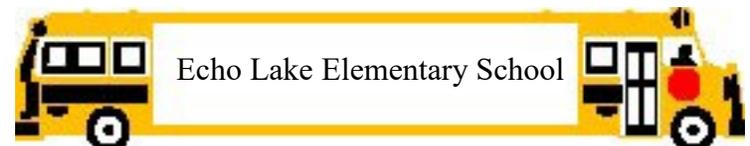
Talk to your children about the route they should take home and who they should walk with to and from school. If a buddy is not available, students should report to the school office. It is also helpful to “role play” some things a stranger might say to entice them.

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 and safe behavior on the bus includes a quiet tone of voice, being seated at all times, no use of cell phones, and following directions of the bus driver or other adult on the bus. Riding the bus to and from school is a privilege. Misbehavior may result in the loss of this privilege.

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.



## ANIMALS/PETS AT SCHOOL

The Shoreline School District is committed to providing a healthy and safe environment for all students and staff. It is the policy of the Shoreline School District to only allow animals inside District schools and buildings as defined below.

Animals which will be allowed in and on school property are: service dogs; therapy dogs which have been approved by the District and which support a District program or curriculum; animals which are used as part of a District approved curriculum; and turtles (greater than four inches), fish and frogs kept in clean and maintained aquariums. Service and therapy dogs must have current vaccinations, be trained and registered, and kept on leashes.

## 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. All bike riders must have permission from their parents or legal guardians.
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 4:00 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.

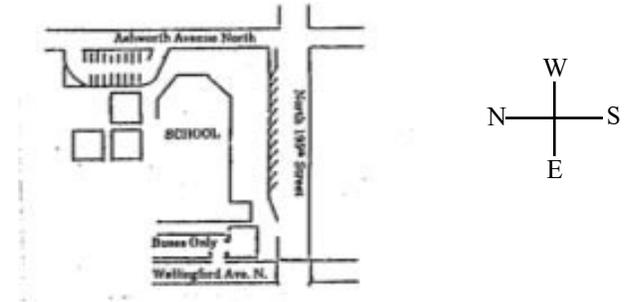
NOTE: Skateboards and scooters are not allowed.

## PARKING GUIDELINES

We are very concerned about the safety of our students when you drop them off or pick them up from school. Adult and student 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.**

Buses Only  
Ashworth Avenue North  
Wallingford Avenue North  
North 195th Street



### Parking Lot on 195th Street

- Approach the drop-off and pick-up area from Ashworth Avenue, heading east on 195<sup>th</sup>.
- Do not make left turns into the drop-off and pick-up area.
- Leave the drop-off and pick-up area heading east on 195<sup>th</sup> 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 195<sup>th</sup> and walk across the street to the school. Students will not be allowed to cross 195<sup>th</sup> unless they use a cross-walk.
- 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) 393-4338. 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.
5. **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.

### Excused and Unexcused Absences

Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian, or in certain cases, students, to document a student's excused absences.

The school principal (or designee) has the authority to determine if an absence meets the criteria for an excused absence. A parent/guardian not satisfied with the principal determination may appeal to the superintendent/designee for further consideration. See School Board Policy.

## **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.

## **GENERAL RULES FOR ECHO LAKE**

### **Guidelines for Success**

- 1. Safe**
- 2. Respectful**
- 3. Responsible**
- 4. Kind**

## **SPECIFIC SCHOOL RULES**

- **No gum at school.**
- **Hats off in the building.**
- **Toys should be left at home including electronic equipment. (Footballs, 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.**

## **WE ARE: Safe – Respectful – Responsible – and Kind**

### **Eagle Etiquette - Voice Levels**

- 3 – My outside voice
- 2 – My speaking voice
- 1 – My whisper voice
- 0 – No voice

### **Eagle Lunchroom Etiquette**

## **WE ARE Safe – Respectful – Responsible – and Kind**

- Only eat the food in your lunch
- Raise your hand for help
- Voice level 2
- Be polite and use good manners
- Clean up your area
- Use kind words
- Stay seated until dismissed
- Throw away trash AFTER dismissal

### **Eagle Etiquette in the Hallways**

## **WE ARE Safe – Respectful – Responsible – and Kind**

- Keep hands and feet to self
- Face forward
- Voice level 0
- Stay to the right
- Walking feet
- Walk on the right.

## Eagle Etiquette - Recess

### **WE ARE Safe – Respectful – Responsible – and Kind**

- Dress Appropriately for the weather
- Hands and feet to self
- Use equipment safely
- Return equipment to the bin
- Stay on the playground
- Voice level 1 on the ramp
- Be a helper!
- Use kind words
- Whistle = STOP, WALK, AND LINE UP
- Use a pass to leave the playground



Recess is an important part of the school day. Since students need to play outside in the fresh air, and since we rarely have indoor recess, we encourage students to dress appropriately for the weather and for the rainy days.

## **DISCIPLINE PROCEDURES**

All school staff will help teach students skills and behaviors which promote safety, respect, responsibility, and kindness for others and the school community. We encourage students to choose to act accordingly and reinforce positive behaviors. If a student does not act in a way that is safe, respectful, responsible, and kind, 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 school staff discusses the behavior with the student and helps the student identify appropriate behavior. Emphasis is placed on learning why the behavior was not appropriate and what can be done differently next time. 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. was not appropriate and what can be done differently next time.

### ***STEP 2***

For repeated or more serious problems, the school staff will talk with the student about previous attempts to correct the behavior or about the serious nature of the offense. The incident will be documented and communicated to the parent/guardian. Consequences may include 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 that have been documented using the Discipline Form, for exceptional misconduct, or for illegal or dangerous activities, the student should be referred to the office and meet with the principal or designee. 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**

In fairness to the equity and health concerns of all Echo Lake students, we respectfully ask that parents and guardians keep all birthday snacks and celebratory items for at-home celebrations. Also, please do not send birthday party invitations to school for distribution unless the entire class is invited and will receive an invitation.

## CELL PHONES

Cell phones may be brought to school ONLY if they are turned off and left in your student's backpack. We are not responsible for any lost or stolen cell phones. Students may check their cell phone messages after school if necessary. If cell phones are removed from student backpacks during the day, the phone will be confiscated. The student can then pick up the cell phone in the office at the end of the day. Any phone calls that need to be made by students during the school day need to be made on school phones. If you need to get a message to your child during the day, please contact the office; and the message will be relayed.

## 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 spaghetti straps. Tank tops are permitted but must be 2 inches or 3 fingers wide.
- gang-related clothing
- flip flops
- "sagging" pants
- short-shorts and short skirts
- if your child is wearing skirts or dresses, please consider having shorts underneath to allow playing on school equipment.

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.

## **EMERGENCY PROCEDURES**

Throughout the year students practice earthquake drills, fire evacuation drills, and lockdown drills to familiarize everyone with safe procedures if any of these circumstances should occur.

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, Fire/Utilities and Search and Rescue/Damage Assessment, First Aid, Student Supervision, Student/Parent Reunion, and Equipment Supplies/Security. Any one of these teams may be called into service when the Command Center determines that there is a need.

**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-checkpoint 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 we will need to keep the telephone 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 Dismissal Procedures

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

- **No student is to be released until directions have been given to do so** -- even if the emergency occurs near the end of school. 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.



**FOOD SERVICES**  
**BREAKFAST AND LUNCH A SCHOOL**

Breakfast and lunch are served daily at Echo Lake. Menus will be available on-line. 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). A robo call will be made to any student whose lunch account has a negative balance. 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	\$ 1.90	Reduced Price Breakfast	- 0 -
Lunch	\$ 3.40	Reduced Price Lunch K - Gr. 3	- 0 -
Milk/Juice	\$ .50	Reduced Price Lunch Gr. 4 - 5	\$ .40

**INSURANCE**

Student accident insurance is available through an outside agency. Information will be sent home at the earliest possible date.

**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 The Works. Parents/guardians are welcome to come to school and look for missing items.

## **FROM THE NURSE .....**

### **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.

### **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.”

### *2020-2021 PTA Executive Board of Directors*

President:		
	Beth Navarro	<a href="mailto:echolake.pta.president@gmail.com">echolake.pta.president@gmail.com</a>
Vice-President:		
	Stephanie Brown	<a href="mailto:echolake.pta.president@gmail.com">echolake.pta.president@gmail.com</a>
Secretary:		
	Jamie Armentrout	<a href="mailto:echolake.pta.secretary@gmail.com">echolake.pta.secretary@gmail.com</a>
Treasurer:		
	Ryan Ewert	<a href="mailto:echolake.pta.treasurer@gmail.com">echolake.pta.treasurer@gmail.com</a>
Fundraising:		
	Jen Buker and Megan Barron	<a href="mailto:echolake.pta.funds@gmail.com">echolake.pta.funds@gmail.com</a>
Socials/General:		
	Kaija Dalan	<a href="mailto:echolake.pta.socials@gmail.com">echolake.pta.socials@gmail.com</a>
	KaraAnn Gordin	<a href="mailto:echolake.pta.socials@gmail.com">echolake.pta.socials@gmail.com</a>
Socials/Science Night:		
	Brian Shirts	<a href="mailto:echolake.pta.socials@gmail.com">echolake.pta.socials@gmail.com</a>

## PERSONAL ITEMS AT SCHOOL

Toys, trading cards, electronic equipment, iPods or valuables should not be brought to school. Students may bring play equipment from home that is the same type as school equipment (rubber balls, jump ropes, basketballs, soccer balls, footballs, tennis balls, baseball mitts, etc.). Students should not bring bats, hardballs, etc. Students should NEVER bring any item to school that could be used as a weapon, even if you consider it a toy (i.e. squirt guns, slingshots, etc.). No trading cards should be brought to school (example: Pokemon, baseball, magic, etc).

## **REPORT CARDS AND CONFERENCES**

Report cards will be issued at the end of each semester. Parent-teacher conferences for the parent/guardian of each student in Kindergarten through Grade 5 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 or check the Shoreline School District website [www.shorelineschools.org](http://www.shorelineschools.org) on the mornings of inclement weather. If there is no announcement about the Shoreline School District, regular school times will be observed. The Shoreline School District may be closed, in which case there will be no school. If an Emergency Schedule is called for, school will begin 2 hours late, and buses will either be on regular or snow routes.

## **SCHOOL NEWSLETTER**

A newsletter will be published twice a month and emailed to families. Newsletters can also be found on the school website at [www.shorelineschools.org/echo\\_lake](http://www.shorelineschools.org/echo_lake). In addition, there are hard copies in the office. School 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 website 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

## **SHORELINE SCHOOL DISTRICT CHECK ACCEPTANCE PROCEDURES**

Our school district has established the following procedures for accepting a check. It must include your full and accurate name, current address, telephone number, and be written in English. In the event the bank returns your check for non-sufficient funds (NSF) or a closed account, the district will assess a fee of \$20.00 to cover our costs and a fine will be charged to your student's account. You will be notified in writing by the district Accounting Office and will have 2 weeks to make your check good.

If your check is returned for non-payment, the district has the right to no longer accept this form of payment for the remainder of the school year. Other forms of payment may be used, such as cash, a cashier's check, money order, VISA, or MasterCard. All payments will be collected in the district's Accounting Office at the Shoreline Center and not at the schools or the Children's Center. You may call 206-393-4101 or 206-393-4403 to make a payment over the phone with your credit card. Once payment has been made, the fine is removed from your student's account.

## **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 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.**



## **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.

## **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.

## SPECIAL SERVICES

- Dean of Students

A full time dean supports the Echo Lake community. Key areas of support are: emergency procedures, attendance, PBIS implementation, and recess/lunch.

- Psychologist

A psychologist is available part-time for testing and consultation.

- Family Advocate

Echo Lake has a full-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.
- Student Study Team (SST)  
The Student Study 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.
- Elementary Counselor  
Echo Lake has a full-time counselor. The counselor's role is to support school-wide positive behavior programs, work with students in groups and one-on-one, promote and facilitate social/emotional learning, and to serve as a resource for students in crisis.
- 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.



