

Mountlake Terrace Elementary Student & Family Handbook



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Introduction to the Handbook & Mission Statement

Welcome to Mountlake Terrace Elementary!

There is nothing like the excitement of the start of a new school year. Every September brings the promise of new beginnings and the anticipation of being part of a welcoming school community where each student is valued for their individuality and strengths.

At Mountlake Terrace Elementary we are committed to providing equitable access to high quality learning opportunities in a safe and positive school environment for each of our students. We believe that every student is capable of rising to high levels of academic success, continuing to grow as kind and compassionate individuals, and expanding their ability to think critically and problem solve. We are proud of our school and the safe, respectful, and responsible environment we've created to foster success for every student. Our MTE Little Hawks demonstrate these values every day by meeting our four expectations for student behavior.

At Mountlake Terrace Elementary School we use SOAR as an acronym to help students remember our expectations:

- Safe
- Offer kindness
- Always respectful
- Responsible

The MTE Student/Family Handbook is designed to provide important information about procedures and expectations that help us ensure a safe, positive, and inclusive learning community. We encourage our families to work in partnership with us to establish clear expectations and reinforce positive behaviors that align with our expectations. Our staff teaches, models, and reinforces these expectations on a daily basis. I hope you find this handbook helpful and informative.

All of our families are valuable members of our school community. We encourage you to join us in educating our students, as you are able, in a variety of ways. Please consider joining our Parent-Teacher Organization, volunteering in your student's classroom, or helping with special events. If you have any questions or concerns please feel free to contact the school office at 425.431.7894.

Sincerely,

Maria Losee (she/her)
Principal, Mountlake Terrace Elementary
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425.431.7895

Information for Family, Parents and Guardians

Mountlake Terrace Vision and Commitment

Equity, engagement, and excellence for each and every student.

Mountlake Terrace Mission

Working together to guide students to reach their academic and social potential as responsible world citizens and life-long learners in a safe and cooperative learning environment.

SOAR Program Overview

Our SOAR Program helps to make sure that we create a positive learning environment in which students are taught the behavioral expectations needed to be and keep each other and the environment safe. We also support students to learn the related social and emotional skills tied to meeting these expectations. The staff are dedicated to providing high rates of positive feedback to students when they are demonstrating these expectations and may provide tangible reinforcement as well. Our SOAR program also helps us to use behavioral errors as learning opportunities for students through positive and restorative discipline approaches. Our SOAR expectations are:

S = Safe

O = Offer Kindness

A = Always respectful

R = Responsible

SOAR Expectations

This Matrix Shows the Broad Student Expectations by Location

Matrix Area	Hallway	Playground	Bathrooms	Commons	Bus	Assemblies/ Performances	Field Trips	Special Events	Before/After School	Office
SOAR	Voice Level 1 or lower	Voice Level 4 or lower	Voice Level 1 or lower	Voice Level 2 or lower	Voice Level 2 or lower	Voice Level 0	Voice Level Varies	Voice Level Varies	Voice Level 2 or lower	Voice Level 1 or lower
Be Safe	Keep Hands & Feet to Self Have a Hall Pass or Adult	Keep Hands & Feet to Self Follow established rules & listen to adult direction	Keep Hands & Feet to Self Have a Hall Pass or Adult	Keep Hands & Feet to Self Follow established rules & listen to adult direction	Keep Hands & Feet to Self Follow established rules & listen to adult direction	Keep Hands & Feet to Self Follow Fast 5	Keep Hands & Feet to Self Follow established rules & listen to adult direction	Keep Hands & Feet to Self Follow established rules & listen to adult direction	Keep Hands & Feet to Self Arrive between 8:10-8:30 Campus is closed after school is out	Let office staff know if there is an emergency Have a Hall Pass or Adult
Offer Kindness	Allow others to pass when it doesn't cause disruption	Invite new students to play	Letting someone else go ahead of us if it's an emergency	Helping to clean community areas	Invite new students to sit with you	Thank performers for their time/help	Thank volunteers for their time/help	Thank volunteers for their time/help	Help others	Say kind words to office staff
Always Respectful	Clean Hallway or report any problem	Clean Playground or report any problem Treat others the way you want to be treated	Clean Bathroom or report any problem Give others privacy	Clean area or report any problem Take only what you will eat	Clean area or report any problem	Display good audience behavior	Follow "SOAR"	Follow "SOAR"	Follow "SOAR"	Quietly get attention of office staff and wait patiently for help
Be Responsible	<u>Walk</u> on the right side of the hallway till you reach your destination	Follow playground rules	Use toilet, wash hands and leave	Only eat <u>your</u> food Food in mouth or on lunch tray	Follow the posted rules on the bus	Sit in assigned class spot	Wear weather appropriate clothing	Follow "SOAR"	Go promptly to your assigned designated area	Know why you are in the office and be able to explain

Key District Policies Families, Parents and Guardians Should Know

Race and Equity

Mountlake Terrace Elementary and the Edmonds School District acknowledges that complex societal and historical factors contribute to inequities within our school district. This policy confronts the institutional bias that results in predictability of student performance based on race, background and/or circumstances (such as but not limited to: disability, language, income and culture). We resolve to address opportunity gaps at every level of our organization through policy, procedure, and practice in order to eliminate persistent achievement gaps.

Our data suggests that among these disparate outcomes, race continues to be the most persistent predictor of student performance. Consequently, we will prioritize our efforts and resources on strategies that eliminate institutional racism.

The core purpose of the Edmonds School District is to nurture the potential in each student so that she or he is well equipped for a world of infinite possibilities. We are committed to creating and sustaining great schools where every student—without exception—learns at high levels. In light of this purpose, Edmonds School District prioritizes closing achievement and opportunity gaps, while raising the achievement for all students. Educational equity benefits all students and our entire community. The diversity of our student body, our staff and our community is a strength of this district and should be fostered. Edmonds School District believes the responsibility for student success is broadly shared by District staff, families, our community and our students' own efforts. Each student deserves respectful learning environments in which diversity is valued and contributes to successful academic outcomes.

In order to address opportunity and achievement gaps, the Edmonds School District will develop equity tools and procedures as strategies to eliminate systemic disparities and ensure systemic equity for students, staff, and families. Edmonds School District commits to:

1. Eliminate Systemic Inequities
2. Ensure Systemic Equity
3. Implementation and Monitoring

If your student or any student is not receiving an equitable education or learning environment, please contact the school's administrator. See our full race and equity policy here [https: Race and Equity Policy](https://www.edmonds.k12.wa.us/race-equity-policy)

Attendance

Mountlake Terrace Elementary is making a special effort to ensure that all students fully benefit from their education by attending school regularly. **We want to remind families that attendance is essential to the academic achievement of each and every student.** Students with poor attendance, or that are chronically tardy, miss critical instruction in key concepts, quickly fall behind in school and are less likely to achieve academic success. Edmonds School District will follow attendance protocols outlined by the Washington Office of the State Superintendent of Public Instruction (OSPI) regarding attendance. Please note that the information below outlines

the current state & district policy. Please visit the District Attendance website for the most up-to-date information: <https://www.edmonds.wednet.edu/families/attendance>

Acceptable Excused Absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition, medical appointment;
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
8. Absence directly related to the student's unsheltered status;
9. Absence resulting from disciplinary/corrective action (e.g., short-term or long-term suspension, emergency expulsion); and
10. Principal and parent/guardian mutually agreed upon activity.

Approval of Absences: We encourage families to stay in constant communication with our school. The current school district policy requires notification of absence/tardy within two days of the student returning to school. This can be done by a phone call, note, email, or in-person in the office. If the office does not receive notification within the two day window, the absence will be considered an unexcused absence.

Picking up Your Student Early:

Important learning continues in our classrooms up to dismissal at 3:20. We do understand that, occasionally, your student may have a doctor, dentist, or other appointment that cannot be scheduled outside school hours.

If you must pick your student up from school before 3:20, please send a note with them to their teacher. When picking your student up, go to the office and sign them out. We will call them to the office from the classroom. Never go directly to the classroom. Students will not be released unless the office has called for them. Children may not leave school grounds until an authorized person has signed them out at the school office. Unless it is an emergency, we will not call a student to the office for early dismissal after 3:10 PM; students will already be packing up for dismissal.

Make sure that anyone picking up your child from school has been added to their emergency contact list. Try to call ahead if someone other than a guardian will be picking your child up, even if they are already on the emergency contact list

Chronic Absenteeism and Truancy: Every absence, excused or unexcused, is a learning opportunity lost and can have significant impacts on a student's success in school and life. A student who misses 10 percent or more of their school days, which can mean just two days a month, for any reason, is considered chronically absent. A student is considered truant if they miss five or more unexcused days in a month or 10 or more unexcused days in a year. Five or more unexcused days may lead to a conference with the school.

Wellness - When your Student is Sick

We care about protecting students and their families from illness. Please keep an ill student home so we do not place other students at risk of contracting the illness. Some symptoms to keep a child at home include the following:

- APPEARANCE, FATIGUE BEHAVIOR – Unusually tired, pale, lack of appetite, difficult to wake, confused or irritable
- MUSCLE OR BODY ACHES
- EYES – White or yellow drainage, vision change, and/or redness of the eyelid or skin around the eye, itchiness, pain or sensitivity to light
- FEVER OR CHILLS – Temperature of 100 degrees Fahrenheit or higher. Student/staff member must be fever free for 24 hours before returning to school/work
- PERSISTENT NASAL DRAINAGE AND/OR A CONSISTENT COUGH
- NEW SYMPTOMS OF SHORTNESS OF BREATH OR DIFFICULTY BREATHING
- SORE THROAT
- DIARRHEA – Watery stools within the last 24 hours
- NAUSEA OR VOMITING – Vomiting within the past 24 hours
- RASH – Body rash, especially with fever or itching
- OR ANY OTHER COVID-LIKE SYMPTOMS

If your student becomes ill at school with any of the above symptoms or any other symptoms that could indicate a communicable illness, you will be notified immediately by the school to pick up your student. In addition, if your student has been diagnosed with a contagious illness, please notify the school. Exposure to contagious illness can affect students with fragile immune systems or certain medical conditions. All health information will be treated with confidentiality.

Student Alcohol and Drug Use Policy

Mountlake Terrace Elementary and the Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to normal development, well-being, and academic performance of students. To ensure the safety, health, and well-being of all students, the district is committed to the development of a program that emphasizes prevention, intervention, aftercare support, and necessary corrective actions.

The district also recognizes the effects to the school, home, and community resulting from drug, alcohol and substance use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with families and community resources to develop and implement a comprehensive alcohol and drug prevention and intervention program.

Part of our responsibility is to inform you each year of the district's policy on student use of drugs/substances/alcohol. This policy is as follows: *Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension from school or expulsion from school.*

Harassment, Intimidation, and Bullying (HIB) Policy

Mountlake Terrace Elementary is committed to a safe and civil educational environment for all students free from harassment, intimidation or bullying (HIB). Harassment, intimidation or bullying is defined as any intentional written message or image – including those that are electronically transmitted – verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- A. Physically harms a student or damages the student's property
- B. Has the effect of substantially interfering with a student's education
- C. Creates an intimidating or threatening educational environment
- D. Has the effect of substantially disrupting the orderly operation of the school.

Policy 3207 and its Procedure 3207P can be found at www.edmonds.wednet.edu. The incident reporting form is located under Frequently Requested Forms on the District website as well.

Cell Phones and Electronics

Cell phones and all other personal electronic devices should be kept in a student's backpack from the time they come through the fence/door on campus in the morning until they exit the fence/door in the afternoon. If a student needs to use their device during the day to text or call a parent or guardian regarding matters that need immediate attention, they may ask their teacher for permission to go to the office to briefly use their device before returning it to their backpack. Under no circumstances will using a cell phone to record (either video or audio) anyone be allowed.

If a student is observed with their phone out during the school day the student will be addressed as follows:

- On the first occasion staff will remind students of the expectations and have them return it to their backpack.
- On the second occasion the phone will be sent to the office where it will be held until the end of the day when the student may retrieve it.
- Any additional incidents of having devices out during the school day will result in the phone being sent to the office where it will be held until their parent or guardian can pick it up.
- If parents needs to pick up a device more than once they will need to meet with the principal and make a plan for ensuring safety and compliance moving forward.

Dress Code

Mountlake Terrace Elementary follows the Edmonds School District's Board of Directors' policies for student dress code. Basic Principle The Board of Directors and administration of the

Edmonds School District recognize that each student's choice of dress and appearance is an expression of personal style and individual preference. Therefore, a student's decision regarding their appearance will not be interfered with, unless the choice impedes the learning environment or school safety.

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Goals of the Edmonds School District Dress Code

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Ensure that all students are treated equitably regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, and personal style.

Weapons

Mountlake Terrace Elementary follows the Edmonds School District's Board of Directors' policies for possession of dangerous weapons or firearms. Edmonds School District has no tolerance for weapons. Edmonds School District Board Policy #8220 (Section III, Exceptional Misconduct), RCW 9.41.250, RCW 9.41.280 prohibit the possession of weapons or other dangerous objects, including toy or facsimile weapons, on school property.

"Possession" includes but it is not limited to having a weapon or dangerous object anywhere on school property or at any school sponsored event. The item could be located:

- (a) in a space assigned to a student (such as a locker or desk);
- (b) on the student's person or property (such as on the student's body, in his/her clothing, purse, backpack, gym bag or vehicle); or
- (c) under the student's control or accessible or available (such as hidden by the student).

Students in possession of a weapon or dangerous object will be suspended or expelled. Students using an object in a threatening manner will be suspended or expelled. In these cases, a student also may be guilty of a gross misdemeanor.

Students who choose to remain in the area of illicit or criminal activities involving weapons may be charged with possession if they have had a reasonable opportunity to withdraw or report even if they are not participating.

Any student who is determined to have carried a firearm onto school property or to a school sponsored event shall be expelled for no less than a year in accordance with RCW 28A.600.420.

Weapons and dangerous objects include, but are not limited to:

- Firearms
- Metal knuckles
- Air guns
- Weighted chains
- Firecrackers
- Baseball Bats
- Nun-chu-ka sticks
- Toy Weapons
- Knives
- Facsimile Weapons
- Water guns
- Tasers
- Box cutters
- Razors
- Lighters
- Paintball guns

- Clubs or pipes
- Stun Guns
- Sling Shots
- Sand Clubs

Searches

Mountlake Terrace Elementary follows the Edmonds School District's Board of Directors' policies for Search and Seizure. Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Staff shall take particular care to respect students' privacy. School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons and contraband. The superintendent, the principal and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy. A search is required when there are reasonable grounds to suspect a student has illegal drugs, weapons and/or contraband on school grounds, transportation or at school events.

ELECTRONIC RESOURCES AND INTERNET SAFETY

Electronic Resources and Internet Safety The Edmonds School District Board of Directors recognizes that an effective public education system develops students who are globally aware, civically engaged, and capable of managing their lives and careers. The board also believes that staff and students need to be proficient and safe users of information, media, and technology to succeed in a digital world.

Electronic Resources The Edmonds School District will develop and use electronic resources as a powerful and compelling means for students to learn core subjects and applied skills in relevant and rigorous ways and for staff to educate them in such areas of need. It is the district's goal to provide students with rich and ample opportunities to use technology for important purposes in schools just as individuals in workplaces and other real-life settings use these tools. The district's technology will enable educators and students to communicate, learn, share, collaborate and create; to think and solve problems; to manage their work; and to take ownership of their lives. The superintendent or designee will: 1) create strong electronic resources and develop related educational systems that support innovative teaching and learning; 2) provide appropriate staff development opportunities regarding this policy; and 3) develop procedures to support this policy. The superintendent or designee is authorized to develop procedures and acceptable use guidelines for staff and students as to use of district electronic resources, including those that access internet and social media, and to regulate use of personal electronic resources on district property and related to district activities.

Internet Safety:

To help ensure student safety and citizenship with electronic resources, all students will be educated about internet safety. This will include appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms, and cyberbullying awareness and response. To promote internet safety and appropriate online behavior of students and staff as they use electronic resources and access material from the internet, the superintendent or designee is authorized to develop or adopt internet safety procedures, acceptable use guidelines, and, for students, related instructional materials for every grade level. The superintendent or designee in evaluating such procedures and instructional materials should take into account district electronic resources, community norms, privacy rights, responsible use, and issues of concern with student or staff use of electronic resources. As a component of district internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the internet must use filtering software to prevent access to obscene, racist, hateful or violent material. However, given the ever-changing nature of the internet, the district cannot guarantee that a student will never be able to access objectionable material. Further, when students use the internet from school facilities for educational purposes, district staff will make a reasonable effort to supervise student access and use of the internet. If material is accessed that violates district policies, procedures or student guidelines for electronic resources or acceptable use, district staff may instruct the person to cease using that material and/or implement sanctions consistent with district policies, procedures, guidelines, or student codes of conduct.

Appropriate Uses and Digital Citizenship:

As a reminder, as stated in School Board Policy 7396 Electronic Information Systems (Network), District Chromebooks should be used for educational purposes. While working in a digital and collaborative environment, students should always conduct themselves as good digital citizens by adhering to the following:

- 1) **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate. I will use caution with the information, images and other media that I post online. I will carefully consider what personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- 2) **Protect Yourself.** I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- 3) **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites. I will not visit sites that are degrading to others, pornographic, racist, or inappropriate. I will not enter other people's private spaces or areas.
- 4) **Protect Others.** I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations. I will not misrepresent others on the system in accordance with Board Policy 7396 R1.

- 5) **Respect Intellectual Property.** I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information.
- 6) **Protect Intellectual Property.** I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

Discipline Policies and Behavioral Support

Mountlake Terrace Elementary recognizes that like academic errors, behavioral errors are part of learning and growth for students. When a student's behavior is interfering in the learning of others or the instruction from the staff, the staff will work with this student to support their behavioral needs. Some of this support may come in the form of a restorative based consequence that is designed to both prevent future behavior and provide needed social and emotional skills. The staff at Mountlake Terrace Elementary use this discipline flow chart to help guide the interventions provided to students. Serious behaviors that are deemed unsafe will have immediate administrative interventions. For more information see the discipline flowchart in the student section and the [Edmonds School District Board Policy 8220 R1](#).

SOAR Program for Students

At Mountlake Terrace Elementary, you will be learning about the SOAR Program. SOAR are our schoolwide expectations that we expect all students to follow. The complete matrix for SOAR is on page 5 in the Parent, Family and Guardian section. SOAR stands for:

S = Safe

O = Offer Kindness

A = Always respectful

R = Responsible

Students and staff follow these expectations that help everyone stay safe and maintain a positive learning environment. Students are taught what this looks like and encouraged to model this in all areas of the school. You can see posters throughout our school showing expectations for location-specific areas.

Student Drop Off and Pick-Up

Arrival time for MTE is 8:40 a.m., instruction begins at 8:50. Our cafeteria is open for breakfast at 8:20 and we have supervision outside for student arrival beginning at 8:30. Please **do not** drop your student off at school earlier than 8:20 if they are eating breakfast and 8:30 if they are not. Students are expected to line up on the blacktop with their class upon arrival.

If you are dropping your student off, please pull **all the way forward** in our car dropoff loop in order to minimize the backup of traffic. We also ask that students enter and exit the vehicle from the passenger side only and that adults remain in the vehicle. We have adults on car duty that will assist students if needed. This helps expedite our arrival and drop-off process and ensures safety for our school community. At no time should a vehicle be left unattended in the drop off/ pick-up loop.

School dismisses Monday-Thursday at 3:20 p.m. and at 2:05 on Fridays. Please see the Edmonds School District calendar and plan accordingly for half-days and non-student days.. We ask that families avoid arriving more than ten minutes early for pick-up in order to avoid traffic back up. Please make a sign for your dashboard with your student's name and the teacher's last name clearly visible for staff. This will allow us to call students from the line-up area to be picked up in the car loop. If you are walking to pick up your student, please create the same style sign and wait at the fence area for your student to be called out of line. This helps us to be sure that students are safely dismissed to the appropriate adult. Students that walk home will also be dismissed from the blacktop area. We appreciate your cooperation and patience with our dismissal procedures. Our top priority is student safety as well as an expeditious dismissal of the school day.

If you are late to pick up your student, please call and let the office know. Your student will be waiting in the front office. We understand that sometimes circumstances arise that will prevent families from picking up their students on time. However, we ask for your cooperation so that this does not happen on a regular basis. We do not have staffing to supervise students past dismissal and doing so puts extra pressure on our system.

Expectations throughout MTE

Drop off/Pick up

- Find your teacher's name
- Stand in line behind the last person in line
- Talk quietly with the friends around you

Hallways

- Walk on one side of the hallway
- Voices off
- Keep your distance
- Hands at your side
- Body and hands off the wall
- If not with class, have a pass

Office

- Always have a pass when you come to the office or need assistance in the healthroom

- Enter with a quiet voice
- Check in with Ms. Theresa or another adult at the front desk, even if you are expected to see Mrs. Losee Mrs. G_SINC, or Mr. Bryan.
- Be patient if Ms. Theresa or office staff is on the phone

Stairways

- Always walk up and down the stairs in a single file line
- Hold onto a handrail while walking up or down the stairs

Recess/On the Playground

Overall Recess Expectations

- Keep hands and feet to yourself
- Treat others with kindness
- Play fairly: Take turns and follow the rules
- Use the STEPS to solve problems or ask for adult help
- Keep race games to field or blacktop
- Take care of balls and equipment
- Nature stays on the ground
- Return equipment when the whistle/bell rings
- Retrieve your belongings and line up quickly and quietly
- **Once in line voices are off** - this is a transition back into the learning space

Spinners

- Sit down and hold on
- Whole body must be on the spinner
- Stay on while moving
- Two pushers per spinner
 - UFO spinner (lower playground): pushers can run and push
 - Rocket spinner (upper playground): pushers please stand and push
- Six students max on each spinner

Gaga Ball

- Players start inside the pit touching the sides. One player tosses the ball into play, shouting “gaga ball”. At that point all players may move off of the wall to strike the ball.
- Players can hit the ball with one open hand but cannot pick it up or throw it.
- If the ball touches another player from the waist down, that player is out. If the ball hits another player above the waist, the player that hit the ball is out.
- Players may not kick the ball since this means touching the ball below the waist.

- If the ball is hit out of the pit, then the last player to touch the ball is out.
- Players that are out must leave the pit immediately and stand outside of the gaga ball pit
- Last player in the pit wins the game.

Climbers

- Watch out for other climbers
- Climb up and down, jumping off is not safe
 - Spiderweb (upper playground) Use the ropes to climb or sit
 - Sitting only on top ropes
 - Green Climber (lower playground) Climb up or down, jumping is not safe

Rock Wall

- Climb up, down or sideways. Up and over is not safe.
- Watch out for other climbers.
- Play on the school side only

Recess Line-Up

- When the first whistle blows, recess is **OVER**. Freeze- then go to line on the second whistle.
- Be a helper: pick up and return equipment to the white bins
- Walk to your line when the whistle/bell rings
- Calm, quiet body and **VOICE OFF**- this is time to get ready to learn.
- Stand in the line, eyes and body forward looking for your teacher

Lunchroom

Entering and Exiting the Lunchroom

- Voice level quiet
- Be patient
- Find **your** seat and begin eating
- Wait to be dismissed to recess
- Lunch must be finished before going to recess

Eating in the Lunchroom

- Raise your hand if you need help
- Stay in your seat.
- All garbage should be thrown away after eating
- Walking at all times
- Use manners and wait your turn at the food/milk cart
- Eat only your food
- Clean up after yourself - this includes any spills

Restrooms

- Use classroom pass
- Up to 4 people at a time
- Wait outside for your turn
- Respect personal space
- Give privacy to others
- Wash your hands
- Report any concerns
- Take only the time needed in the restroom

Dismissal/After School

- Stand in your class line. Talk quietly with friends and follow safety expectations.
- Listen carefully for your name to be called for pickup.
- Walkers and bikers - Dismiss as expected- always walk your bike when on campus
- Kids Crew / Right at School make sure you line up in the designated area

Positive Recognition with Green Tickets

S = Safe

O = Offer Kindness

A = Always respectful

R = Responsible

In order to support the development of positive school wide behavior, we have created a variety of positive behavior supports to encourage students to "SOAR". At Mountlake Terrace Elementary, one of our goals is to support all students leaving our school as responsible, respectful, caring, and compassionate individuals dedicated to life-long learning. One of the ways that we address this is by ensuring that behavioral expectations throughout the school are well defined, explicitly taught, and positively reinforced for all students throughout the school year. These expectations are posted throughout the school as a reminder to both staff and students. Students seen "soaring" (being safe, offering kindness, always being respectful and responsible) receive positive reinforcement through clear and specific compliments from others and Green Tickets. All Green Tickets are used to vote on a whole school reward.

Student Responsibilities and Rights at School

Student Responsibilities:

Each student is responsible to pursue his or her learning, comply with our school and district rules here in the Edmonds School District, and comply with reasonable corrective action.

Student Rights:

Each student has the following rights and the school will not limit these rights except for good and sufficient cause:

1. No student shall be unlawfully denied access to the educational opportunity offered at Mountlake Terrace Elementary.
2. No student shall be unlawfully discriminated against because of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained guide dog or service animal.
3. All students' constitutional rights shall be subject only to reasonable limitations upon the time, place, and manner of exercising such rights.

DISTRICT DISCIPLINE POLICY

Excerpt from Board Policy 8220 and 8220-R1 (Complete ESD Policies can be found at: <https://www.edmonds.wednet.edu/cms/One.aspx?portalId=306754&pageId=7224662>)

Any pupil who willfully performs or fails to perform any act which materially interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process of the school district shall be subject to discipline, suspension, or expulsion by authorized school district authorities. The following acts or omissions by a pupil on school premises or in reasonable proximity thereto, on school provided transportation, or off school premises at any school-sponsored activity shall constitute sufficient cause for discipline, suspension, or expulsion. "Exceptional misconduct" as defined in Section I.8. Of Board Policy 8220 R-1 and listed below:

- Disruptive conduct or noncompliance;
- Disobedience of the reasonable instructions of school authorities;
- Truancy, unexcused absence(s) or tardiness;
- Cheating or lying
- Violation of other school or district rules, regulations, or policies now or hereafter adopted.

EQUAL EDUCATIONAL OPPORTUNITIES AND SEXUAL HARASSMENT

Sexual harassment is legally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature in which:

1. Submission to such conduct or communication is made either an explicit or implicit term or condition of success in school;

2. Submission to or rejection of such conduct or communication is used as a basis for educational decisions affecting that person; or
3. Such conduct or communication has the purpose or effect of substantially or unreasonably interfering with the individual's school performance, or of creating an intimidating, hostile, or offensive educational environment.

An "intimidating, hostile or offensive educational environment" means an environment in which:

1. Unwelcome racially or sexually-oriented jokes, innuendoes, obscenities, pictures/posters or any action with sexual connotation makes a student feel uncomfortable; or
2. Any aggressive, harassing behavior in the school that affects learning, whether or not sexual in connotation, is directed toward an individual based on his/her sex or sexual orientation.

Sexual harassment includes, but is not limited to, the following behaviors:

1. Insulting or degrading sexual remarks, written material, or conduct directed to a student or staff member;
2. Threats, demands, or suggestions that a person's status is contingent upon his/her tolerance or acquiescence to advances;
3. Cornering or blocking of normal movements;
4. Displaying sexually suggestive pictures or objects in an educational/work environment;
5. Unwelcome sexual advances or requests for sexual favors, leering or staring, sexual flirtation or propositions, sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions, verbal comments about an individual's body, overly personal conversation of a sexual nature, sexual jokes, stories, drawings, pictures or gestures, spreading sexual rumors, touching of an individual's body or clothes in a sexual way.

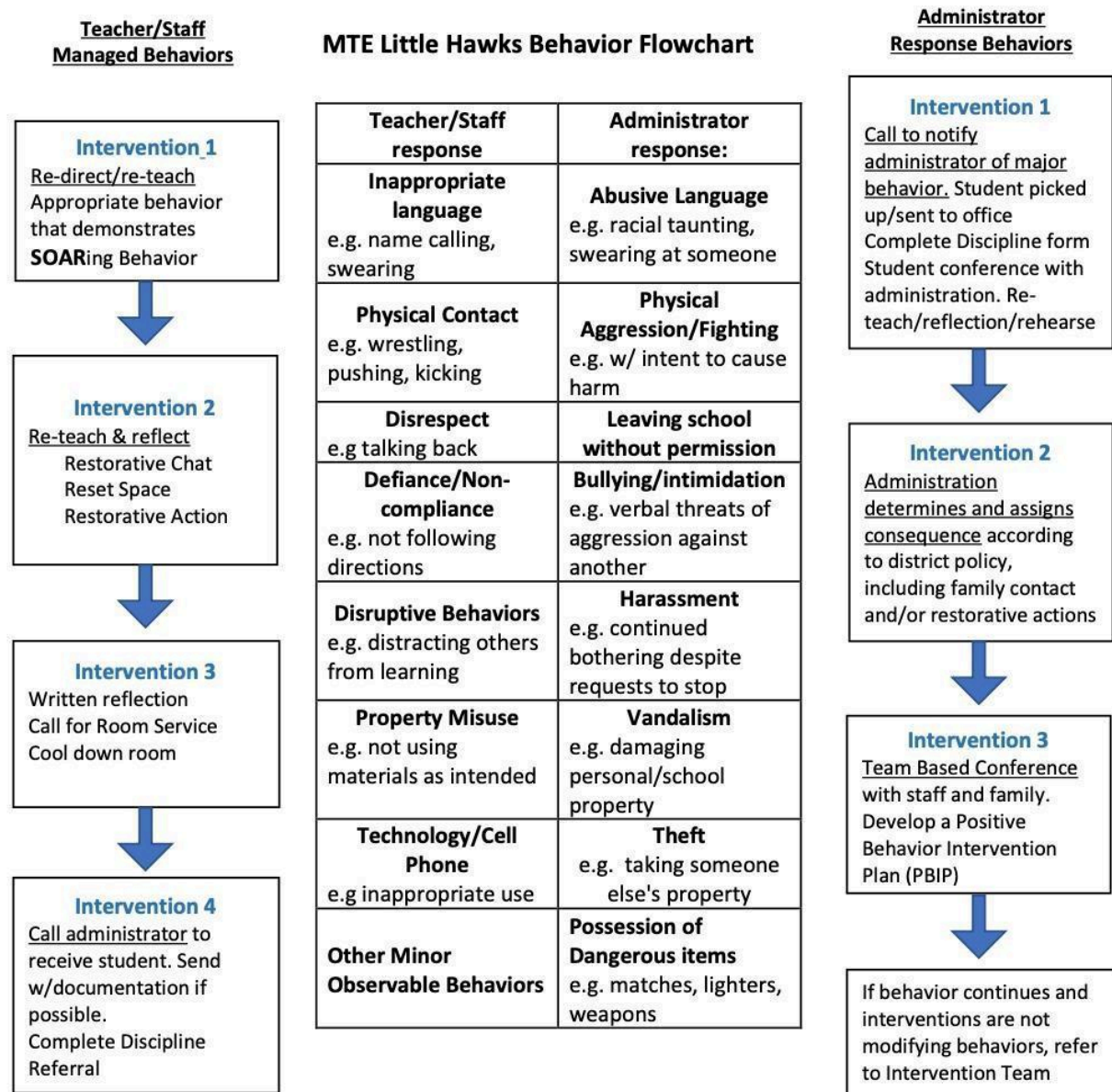
Reporting Incidents of Sexual Harassment:

If any student, parent or community member experiences or witnesses discrimination or sexual harassment, they are encouraged to report it immediately to any school administrator with whom they feel comfortable. Reports of such incidents may also be reported to the district Equity Officer, Rob Baumgartner, 425 431-7350

Students who engage in harassment as defined above will be subject to school discipline including and up to suspension or expulsion from school

Student Discipline Plan

This flowchart helps to show which behaviors are considered minor versus major. Our goal is to keep all students in the classroom learning as much as possible. Major level behaviors will be referred to the office.



I have read the MTE 2023-24 Student Handbook. I understand and agree to Mountlake Terrace Elementary School and Edmonds School District policies and procedures.

Date _____

Parent/Guardian Signature _____

Student Signature and Grade _____

Student Signature and Grade _____

Student Signature and Grade _____

Student Signature and Grade _____

Student Signature and Grade _____