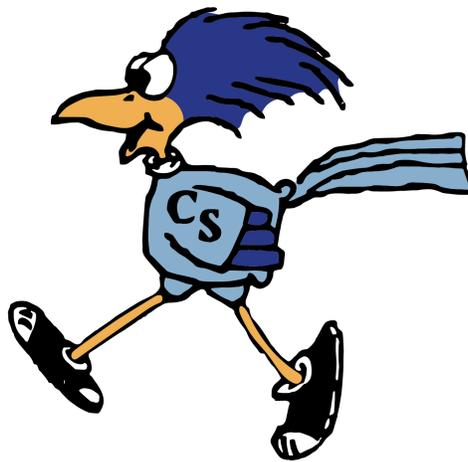


# Crystal Springs Elementary

Student & Family Handbook  
2025-2026



21615 9<sup>th</sup> Ave SE  
Bothell, WA 98021

Phone: (425) 408-4300

Fax: (425) 408-4302

Attendance Line: (425) 408-4310

School Website: <http://www.nsd.org/crystalsprings>

\*This is a living document and is subject to change without notice

# ATTENDANCE

## Regular School Hours

Office:

8:30 AM – 4:30 PM

### **Grades K – 5:**

Mon, Tues, Thurs, and Fri 9:25 am - 3:55 pm

Collaboration Wednesdays\* 9:25 am - 2:25 pm

*\*Please note: Only select Wednesdays are Collaboration Wednesdays.  
A calendar of the school year can be found on the Crystal Springs website.*

## Daily Schedule (2024-25 School Year):

Lunch Schedule:

Lunch		30 Minute Recess		15 Minute Recess M,T,TH,F	
11:10	Kindergarten	11:30-12:00	2, 4	10:30-10:45	5
11:25	1st Grade	12:00-12:30	K, 1	1:50 - 2:05	4
11:40	3rd Grade	12:30 - 1:00	3, 5	2:05 - 2:20	K, 2
11:55	5th Grade			2:20 - 2:35	1, 3
12:05	4th Grade				
12:15	2nd Grade				

## Absences

Regular school attendance is required and necessary if students are to succeed academically. Crystal Springs Elementary School is committed to working with parents to ensure that students regularly attend school.

**24-HOUR ATTENDANCE LINE**  
**425-408-4310**  
Please call by 10:00 AM  
Email: [csattendance@nsd.org](mailto:csattendance@nsd.org)

- **Excused Absences**

Student absences and late arrivals need to be reported on ParentVue, by phone, email, or in person at the school office. The following information is required:

- Your name
- Child's name
- Teacher's name
- Reason and date of absence or tardy
- If your child is going to be tardy, it is also helpful to include which lunch s/he will be buying.

- If your child misses more than 3 days in a row, a doctor's note may be requested.

Note: More than 10 absences a year could put your child at risk of falling behind and is viewed as excessive!

- **Pre-Planned Absences**

Absences for vacations or trips of more than 5 days must be pre-arranged. To help comply with the Northshore School District attendance policy and Washington State law, families need to fill out a Pre-arranged Absence Form. This form can be found on our school website or in the main office, or you can request a copy by emailing [csattendance@nsd.org](mailto:csattendance@nsd.org).

- **Unexcused Absences**

In the case of an absent student, if you, as the student's parent/guardian, have not contacted the school by 10:00 AM, NSD's automated notification system will send an email and call the home number to let you know that your child is not at school. Parents/guardians then have two days to contact the school office with an explanation for the absence. Absences not excused within 2 days of the absence are automatically considered "unexcused."

## **Arrival**

**Children should not arrive at school before 9:05 a.m.** There is no adult supervision before 9:05 a.m. and we cannot assume responsibility for the children's safety. Please make every effort to have your children arrive by 9:20 when the first bell rings.

- **Parent Drop Off**

Since our drop-off area is very limited, we ask that students use district bus transportation whenever possible. On days that car transportation is necessary, please follow our parking lot drop-off procedures:

- Visit the Crystal Springs Website to view the picture of parent-drop-off and pick up. **Due to construction, this may change during the 2025-26 school year!**
- Drop-off begins at 9:05 a.m.
- Pull forward as far as possible in the drop off space.
- Park in designated spots only. Space is limited in our drop-off area and to keep traffic moving, there is no parking in the drop-off lane.

- **Tardies**

The first bell rings at 9:20 a.m. The second bell rings at 9:25 a.m. Students are considered tardy after the 9:25 a.m. bell and will need to *check in at the office* before going to class.

## **Dismissal**

- **Changing After School Plans**

Starting the first day of school, students should bring a note and/or email [csattendance@nsd.org](mailto:csattendance@nsd.org) and teacher if dismissal plans change. Otherwise students will be dismissed as normal.

- **Early Dismissal**

For child safety and to ensure that only an authorized person takes a child from school, a note from home or an email to [csattendance@nsd.org](mailto:csattendance@nsd.org) must be cleared through the office before the child can be released. A child dismissed prior to the regular dismissal time must be met in the office and signed out by a parent, guardian, or authorized adult. Please come to the office and we will call your child from the classroom.

- **Parent Pick-Up**

Please follow our parking lot pick-up procedures:

- Wait along the drop-off area curb in your car.
- Or park across the street (via crosswalk) and walk to the drop-off area to accompany your child(ren) to your car.
- Please move forward and exit as quickly as possible.

## **Parking**

Parking is limited at Crystal Springs. If you are parking outside of the Crystal Springs parking lot, please be aware that the Bothell Police Department will ticket cars that are double parked, parked in disabled parking spots without a “disabled placard,” blocking driveways, and/or in “No Parking” zones.

## **Withdrawals**

Please notify our registrar, Cindy Tidball, at [ctidball@nsd.org](mailto:ctidball@nsd.org) or 425-408-2302 if you are leaving Crystal Springs. She can help you with any records or paperwork needed to enroll your student at a new school.

# **BEHAVIOR EXPECTATIONS**

## **At Crystal Springs Elementary, students are expected to:**

- **Be Safe.**
- **Be Respectful.**
- **Be Responsible.**

Teachers and staff explicitly teach what each of these expectations look and sound like around the campus and in different situations such as assemblies, bus lines, walk zones, etc.

## **Discipline Philosophy**

At Crystal Springs, we believe that all students are valuable members of our learning community. When misbehavior occurs, we approach discipline as a learning opportunity for the student. We acknowledge and recognize students publicly for following school expectations with Roadrunner Rewards. We teach children problem solving skills as well as recognizing and responding to bullying behavior.

The following are unacceptable behaviors that will result in an office visit and parent notification and may result in school based discipline or suspension:

- Harassment/Bullying
- Theft/Property Damage
- Vandalism
- Physical Aggression/Fighting
- Repeated disruptions of the learning environment
- Threats

See the [Northshore School District's Rights and Responsibilities Handbook](#) for more detailed information and definitions of these serious conduct violations.

## **Bicycles, Skateboards, Scooters, Etc.**

For safety reasons, bikes, skateboards, scooters, roller blades, etc. should not be brought to school. Skate shoes (Wheelies) should not be worn to school.

## **Electronics: Cell Phones, MP3 Players, Smart Watches/Other Wifi Technology Gadgets Headphones, Valuables, etc...**

We understand the importance of family communication and that cell phones might be a part of the plan. Phones may be in backpacks, but should remain off during school hours. They are not allowed in the classroom or on the playground during school hours for any reason. If you need to contact your child, please do so through the office. We are happy to pass messages on to children when it is needed.

Smart Watches/Phones, Wifi Gadgets , iPods, headphones, etc. are also not allowed on campus during the school day. If these items are used going to or from school, they should be put in backpacks and turned off while at school.

Students are not to bring personal or family items to school, especially those items of value. Toys (such as cards, dolls, computer games, fidget spinners, or other electronics, etc.) that could cause disruption in the classroom or on the playground are to be left at home. Items can become lost, stolen or accidentally damaged. We do not have secure areas or lockers, and backpacks are often left unsupervised during the school day. Crystal Springs will not be held liable for lost or damaged items.

### **Dress Policy**

At Crystal Springs, we strive to create a community that is safe, conducive for teaching and learning, and promotes the dignity of all students. Student dress should be compatible with an educational setting. Any pictures or messaging on clothing should be of content that is appropriate and respectful for students in K-5. We trust that students and parents will work together to develop a workable and comfortable standard.

Since recess occurs regardless of weather conditions, it is advisable to wear warm, water resistant clothing and shoes during our long rainy season. It is each student's responsibility to stay dry on rainy days and to stay out of wet areas. Students who choose to play in the rain and get wet intentionally will not be given dry clothes from the nurse.

\*Masks and headgear that conceal the face are not allowed. Religious headwear is acceptable

Shoes need to be a style that stay on the feet – no flip-flops. Open-toed shoes are permitted, but close-toed shoes are recommended as they provide additional protection from stubbed toes or other injuries. Athletic shoes must be worn on each P.E. day to provide increased safety during activities and to avoid damage to our gym floor. Clothing, such as dresses and skirts, can often times inhibit movement during P.E. and recess. If this clothing is worn, we encourage students to wear shorts or long pants underneath.

\*Students often remove outer articles of clothing in the classroom, at recess, or in other areas of the school. In some cases, clothing is left behind. **It is helpful to mark clothing with your child's name such as coats, sweatshirts, hats, etc.**

Children have recess regardless of the weather conditions. It is advisable to wear warm, water-resistant clothing during the long rainy season. Hats or hooded jackets are also helpful. Please be sure your child has a jacket or sweatshirt anytime the temperature is below 55 degrees.

### **Hazardous Items**

Students are prohibited from bringing items to school that may be hazardous to the safety and health of themselves and/or others. This prohibition shall include, but not be limited to, such items as firearms, fireworks, knives, laser pointers, dangerous drugs or any other item that in the judgment of a school authority could be defined as hazardous. **Objects used as a weapon or that look like weapons, such as toy guns or knives, will be treated in the same manner as real weapons.** If a student encounters a dangerous item on our campus, that student is expected to leave it alone and alert an adult immediately. See the Northshore School District *Rights and Responsibilities Handbook for Student Conduct* for further explanation of the consequences of this type of misconduct.

## **COMMUNITY PARTNERSHIPS**

### **Parent-Teacher Association (PTA)**

We hope you plan to become an active member of Crystal Springs' excellent PTA. The annual membership drive is in September, and we welcome all memberships throughout the school year. Crystal Springs PTA posts a monthly newsletter on their website. We attempt to keep parents and students well informed of upcoming events and to provide a close link of communication between home and school.

- **Email:** [hello@crystalspringspta.org](mailto:hello@crystalspringspta.org)
- **Website:** <https://www.crystalspringspta.org/>

### **Visitors & Volunteers**

Visitors and Volunteers are always welcome at our school and there are numerous ways to get involved. All visitors and volunteers in Northshore are required to complete an online volunteer application. It is also important to note that all volunteers who have completed a background check in the past will be expected to renew their volunteer application annually. If you completed a Level 2 background check in the past, you will only need to complete a Level 1 background check to renew your volunteer status.

\*It is recommended that volunteers needing Level 1 background checks submit their applications at least a week before volunteering, and volunteers needing Level 2 background checks submit their applications at least 3 weeks before volunteering to be sure they are cleared beforehand.

- Step One - read through the **Northshore School District Volunteer Orientation**.
- Step Two - Classroom(in-person or virtual) or on-campus volunteers - complete a **background check (level 1)** and submit your proof of vaccination through Safe Visitor Solutions. This background check is through the Washington State Patrol System which many of you are familiar with. More information about background checks are provided in the Northshore School District Orientation. \*
- **Volunteer link**

All visitors and volunteers must sign in and take a visitor's badge, which must be worn in a visible place during their entire visit. This practice is for the safety and security of everyone. It helps our staff and student body recognize a visitor as well as a potential intruder. Due to liability issues, siblings are not allowed to go on field trips or play at the playground during school hours.

Please make arrangements with the teacher prior to the day of the visit. During class time, the teacher is focused on students and drop-in visits can be distracting to the class. We encourage you to set an appointment, use email, or leave a message if you need to talk with your child's teacher.

## **EMERGENCY INFORMATION**

### **Earthquake Preparedness**

Crystal Springs has a very thorough preparedness plan, which includes student, staff and volunteer accountability, search and assessment teams and rescue first aid. Practice evacuations will occur throughout the year. We also have an emergency container for supplies and walkie-talkies. In the event of an earthquake, the staff will be following very specific dismissal procedures to ensure that students are released to only those adults who are listed as emergency contacts. Please make sure the emergency contact names you have provided for your child are current.

### **Safe Inside/ Lockdown**

In the event of a potential danger to our staff and students, we practice two types of procedures: Safe Inside and Lockdown. Safe Inside means that classes will go on as usual, but students are not allowed outside. Reasons might include a dangerous animal on campus or police activity in the neighborhood. A Lockdown means that there is a potential danger in or out of the classroom; therefore, students will be secured in the classroom away from windows, remain silent and wait for further directions from staff. Examples of the need for an emergency lockdown might be an intruder on campus or a person with a weapon at school.

# **EMERGENCY PROCEDURES**

## **FOR DISTRICT 24-HOUR EMERGENCY INFORMATION**

**GO TO: [www.nsd.org](http://www.nsd.org)**

In case of inclement weather there are several ways to find out if school will be delayed or closed. The district will call families in the event of a school delay or closure using its telephone notification system. Morning calls will be made before 6 a.m. to ensure that families of high school students are reached. Also, up-to-date information is posted on Northshore's home page, [www.nsd.org](http://www.nsd.org), and is kept current as conditions change. You may call Crystal Springs number, 425-408-4310, and press 9, or call the district's 24-hour emergency number, 425-408-6001. Another option is to listen to your radio or TV stations for late start or closure information. These stations will also carry information if deteriorating weather conditions force an early afternoon closure. If you wish to receive an email notification of district-wide schedule changes, you may register for the emergency notification system at [SchoolReport.org](http://SchoolReport.org).

When schools are closed for the day, or even if they close early in the afternoon, there will be no after school activities on that day, including athletic events.

**Emergency make-up days will be added to the end of the school year.**

### **Emergency Closure**

In the event of an emergency closure, every precaution will be made for the safe transportation of all children. Bus students will be transported as close to their regular bus stop as possible, and students who walk will be sent home providing it is safe to do so.

**Each student must know what to do in case parents are not home or immediately available** should power outages, weather conditions, etc. necessitate an early dismissal. Please discuss, and periodically review, your **family safety plan** so each student knows whether to go home or to a neighbor, and what to do until parents arrive home. This advance planning will assure safety and peace of mind.

The Northshore School District and Crystal Springs Elementary have an emergency dismissal plan in case of an earthquake or other disaster. Please make sure you have listed with our school several local emergency contacts for your child. These would be people to whom a student could be released in the event that parents are unable to reach the school.

## **HEALTH**

### **Health Room**

Our Registered Nurse serves our building, Crystal Springs Elementary. His/her duties are diverse, from administering first aid and necessary medication to monitoring the general health and well-being of our students. Our health room is used for emergency care and for ill students awaiting pick-up. Space and personnel are not available to accommodate extended care or supervision. ***We require that a parent/guardian or an emergency contact pick up their sick student within the hour that they are contacted.***

***For your student's safety it is very important to keep your home, cell, work, and emergency contact telephone numbers current.*** If you change jobs or cell phone numbers, please give us your new number immediately. This will assist us in getting in touch with you in the event of an emergency.

If a student feels ill during the school day they are expected to consult with the nurse. The nurse then will determine if parent contact is necessary. Students should not contact their parent/guardian via text/call without consulting the nurse.

Please keep the nurse informed of any health concerns or changes in your child's health, including new or resolved medical or mental health diagnosis, medication changes and immunization updates.

### **When Should I Keep my Child Home from School?\***

- A temperature, taken orally, that is 100 degrees Fahrenheit or higher, is considered a fever. Children should be fever-free, without fever reducing medication, for at least 24 hours before sending them to school.
- Anytime a child vomits or has diarrhea, he/she needs to be isolated from other children for 24 hours. If your child vomits or has diarrhea in the night, keep him/her home from school the following day.
- Any rash of unknown cause should be considered contagious. Please have your child examined by a healthcare provider to determine the cause and communicability of the rash before sending him/her to school. The child may not return to school unless there is a letter from the medical professional stating that the rash is not communicable in nature, or unless the rash is no longer present.
- 24 hours after administration of the first dose of an antibiotic or as directed by the health care provider.

***\*Note these guidelines are general reminders of when to keep a student home. In times of pandemic disease response in the community at large (such as COVID 19), additional recommendations may be requested by the district and/or local/state health authorities for keeping an ill student home or for a student's return to school after being absent for a specific illness.***

### **Accidents**

If a child is injured at school, they will be given emergency first-aid treatment by the nurse, principal, school secretary, or a first aid-trained health room assistant. The parents will be called immediately in the event of a serious injury. If you are not at home or work, the person listed as the "First Emergency" contact will be called. If no one is available to come for the child, we will use our best judgment on whether to keep the child in the nurse's office or call 911 for medical assistance.

### **Injuries at School - Parent Financial Responsibility**

The health and safety of our students is one of the district's foremost concerns. Even so, accidents may and do happen and the resulting medical bills (ambulance transport, surgery, etc.) can be very expensive. However, many families are unaware that the district does not carry insurance for student personal injury costs and cannot assume responsibility for them. Parent/Guardian Responsibility: Parents or guardians are financially responsible for any medical bills if their child gets hurt during school or a school activity. This includes students participating in athletics, recess and after school activities. If your student participates in a sport, please make certain your family insurance plan covers athletic participation.

**Information about optional student accident/illness insurance can be found at:**

<https://www1.nsd.org/resources/reference/injuries-at-school>

### **Children with Life Threatening Conditions**

In order to provide a safe learning environment, the state of Washington passed a law that requires students with life threatening conditions to have medical orders and a nursing care plan in place **BEFORE** the first day of school attendance. (Chapter 101, Laws of 2002, amending Chapter 28A.210 RCW).

The law defines life-threatening conditions as "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place." Children with life-threatening conditions such as diabetes, severe bee sting or food allergies, severe asthma, severe seizures, etc., are required to have a medication or treatment order in place before they start school.

“Medication or treatment order” means the authority a registered nurse obtains under RCW 18.79.260(2). This is covered when the child’s licensed health care provider completes the Authorization for Medication form or treatment order for medical services to be performed at the school. If a medication or treatment order is not provided, the principal of the school is required to exclude the child until such an order is provided. This requirement applies to students with life-threatening conditions who are new to the district, and students who are already attending the school.

If your child has a life-threatening health condition requiring medical services at school, or if you have questions about a medical condition, please notify the school nurse right away. Students with a life-threatening condition qualify for a 504 Accommodation/Emergency Care Plan. Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to starting school.

### **Health Screening**

Health screening for hearing and vision is done each fall in grades K-3, 5th and 7th. Other students may be screened for hearing or vision upon referral by the teacher or parent. The vision screening does not identify all vision problems and is not intended as a substitute for periodic eye examinations by a healthcare provider. A referral letter will be sent home when a student’s hearing and/or vision screening results do not meet the expectations for their age.

### **Immunization**

For the protection of your child, the Washington State immunization law states that every child attending public or private school **must show proof of compliance with the law before the student’s first day of attendance. Northshore School District requires healthcare provider verification of student immunizations.** Any student not meeting this requirement will be excluded from school attendance. Bothell Health Point (425-486-0658) accepts medical coupons and has a sliding fee scale. If you need assistance in acquiring these immunizations, please contact the school nurse.

### **Medications at School**

If your student will be taking ANY medication at school, you must confer with the school nurse.

The Northshore School District recommends that medication be taken at home whenever possible. We recognize, however, that in some cases it is essential that medication be administered during the school day. For the protection of all the students and to comply with Washington state law, the district has a policy and procedures in place for the handling of ALL medications in the schools.

Please do not put any kind of medicine, including aspirin, vitamins, and cough drops in your child's lunch box, backpack or pockets. *Unidentified medicine can never be given at school.* Students who require use of a narcotic for pain control should be kept home.

### **School Staff Administered Medication**

The following conditions must be met:

- All medications, whether over-the-counter (except sunscreen) or prescription, need a current Northshore Medication Authorization Form signed by the student's healthcare provider/dentist and parent/guardian.
- Medication must be delivered to school in a properly labeled prescription or original over-the-counter container. The student's name must be on the label with proper identification of the drug, dosage, and directions for administration.
- A quantity sufficient for one month only can be sent to school.
- The medication order is effective for the current school year only.

- If changes in the medication order occur, the parent is responsible for notifying the school and providing verification from the healthcare provider/dentist.

### **Student Self-Administered Medication**

The following conditions must be met: In appropriate cases and with the knowledge of the school nurse, the parent/guardian can delegate the responsibility for self-administration of medication to the student. In doing so, the parent releases the school district from any obligation to monitor the student and assumes full responsibility for the student's use of the medication:

- Self-Administration does not apply to controlled substances, e.g. Codeine, Vicodin
- The student may only carry a one-day supply (1 - 2 doses) of the medication.
- The medication must be in the original container.
- The student must have written permission to self-medicate signed by the parent/guardian.

Medication to be self-administered for more than fifteen (15) consecutive days whether over-the-counter or prescription requires a current Northshore Medication Authorization Form signed by the student's healthcare provider/dentist and parent/guardian stating that the student may self-medicate. The student must also demonstrate his/her ability to the School Nurse to correctly evaluate his/her symptoms and use the medication appropriately.

### **Medication while on Field Trips**

For students on daily medication, request an extra labeled container from your pharmacy to use for field trips. Advanced planning with the school nurse is needed for students who need access to emergency medications or other medications during field trips, after school sports, clubs and activities where students may not have access to school stored medications in the health room after school hours.

### **Asthma and Anaphylaxis Medications**

When a parent requests that his/her student be allowed to self-administer medication for asthma and/or anaphylaxis (severe allergic reaction), an Authorization for Medication must be filled out and signed by the health care provider and parent/guardian. The permission form must contain a treatment plan for what to do in case of an emergency.

The health care provider must also provide training for the student to recognize symptoms and the correct use of medications. Additionally, the student must demonstrate his/her ability to correctly evaluate his/her symptoms and use of medications to the school nurse including how to access help when needed. (RCW 28A.210.370 and School District Policy 3419)

If you wish your student to self-administer medication at school or have any other questions related to the information noted here, please contact the school nurse at 425-408-4306.

### **Meals**

- **For the 2025-26 school year, all meals are FREE for all students**
- Students must receive a meal for there to be no cost. If the student gets only milk, they will be charged. However, if they receive milk plus a fruit and a vegetable, it is considered a meal and will be free.

### **Free and Reduced-Price Meals**

2024-25 school year applications are now available. **Don't forget... families must re-apply every year. Even though meals are free for all this year, we are still asking families to apply.**

Parents whose income falls within specified guidelines set by the U.S. Department of Agriculture should apply for free or reduced-price meals for their students.

If you qualify for Free or Reduced Meals you may also qualify for:

- School fee waivers: a fee waiver form must be completed.
- Other services such as health insurance: contact your school nurse for more information.

The online application only takes a few minutes and is the fastest, easiest way to get approved. Paper applications are available. Parents wishing to have a paper application mailed to them should contact the Food Services office at 425-408-7657.

Downloadable Forms

[Free and Reduced Applications - English](#)  
[Free and Reduced Applications - Spanish](#)

### **Reduced or Waived School Fees**

You may be eligible for fees to be reduced or waived for other programs at your school or in the district. Completing the fee waiver form will allow your child's free and reduced status to be shared with those administering extra-curricular activities at your child's school or within the district.

Downloadable Forms

[Fee Waiver or Reduction for School Programs - Amharic](#)  
[Fee Waiver or Reduction for School Programs - Arabic](#)  
[Fee Waiver or Reduction for School Programs - English](#)  
[Fee Waiver or Reduction for School Programs - Korean](#)  
[Fee Waiver or Reduction for School Programs - Portuguese](#)  
[Fee Waiver or Reduction for School Programs - Russian](#)  
[Fee Waiver or Reduction for School Programs - Spanish](#)  
[Fee Waiver or Reduction for School Programs - Vietnamese](#)

### **Resources for Free Clothing**

- **Clothes For Kids**

Clothes For Kids is a free clothing resource available to Northshore School District students who qualify for free/reduced meals at school. New shoes and undergarments are available as well as donated clothing. For more information about Clothes For Kids, please call 425-741-6500 or go to [www.clothesforkids.org](http://www.clothesforkids.org). Clothes For Kids is located at 16725 52<sup>nd</sup> Ave W, Suite B, Lynnwood, WA 98037. Referral is required from your child's school.

- **Threads & Treads**

Threads & Treads provides Northshore families free, quality donated clothing for school-age youth, teens, young adults and parents. Clothing items include appropriate clothing for the school day and special events, sportswear, shoes and accessories. All Northshore families in need of clothing assistance are welcome to shop each month for up to three outfits. Threads & Treads is located at Canyon Park Junior High School, 23723 23<sup>rd</sup> Ave N.E., Portable 706, Bothell, WA

## **OTHER POLICIES**

### **Library**

Our school library consists of approximately 12,000 book titles. Regular classroom visits to the library are scheduled and books may be checked out through the school librarian. Lost or severely damaged books will be subject to fines.

## **Lost and Found**

Articles of clothing or other items found on the school grounds are brought to the lost and found rack. Items are kept at the Lost and Found rack until they are claimed. All unclaimed items will be taken to a clothing bank. Please clearly mark all lunch pails, hats, coats, boots, gloves and other articles of clothing with the student's name.

## **Nondiscrimination Statement**

Northshore School District prohibits discrimination on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, in all its employment procedures, training, programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employee has been designated to handle questions and complaints of alleged unlawful discrimination: Doug Hale, Human Resources Director, 425-408-7601, 3330 Monte Villa Parkway, Bothell, WA 98021.

## **Parties and Birthday Recognitions**

Please check with your child's teacher on how birthday recognitions are handled in their classroom. **Food for birthdays treats are not allowed due to food allergies and food restrictions.** Many families choose to donate a special book to the classroom or school library in their child's name. Please do not send delivered items such as balloons or flowers to the school. We do not allow party invitations to be distributed at school, unless every child in the classroom receives one.

There are normally two class parties for the students during the year – a Harvest/Halloween Party and a Valentine's Day Party. Individual classroom teachers will share party information with parents.

## **Technology**

Throughout their time at Crystal Springs, students will have opportunities to learn using district provided technology (lap tops, iPads, Chromebooks, etc.). Opt-out forms are available upon request. See the Northshore School District website for more information.

## **No Pets**

Children are proud of their pets and want to share them with their classmates. However, due to state regulations, pets are not allowed at Northshore School District schools, including Crystal Springs without prior approval.

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