

Crystal Springs Elementary

Student and Family Handbook
2018-2019



21615 9th Ave SE
Bothell, WA 98021

Phone: (425) 408-4300

Fax: (425) 408-4302

Attendance Line: (425) 408-4310

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

ATTENDANCE

School Hours

Office:

8:00 AM – 4:30 PM

Grades K – 5:

Mon, Tues, Thurs, and Fri 9:25am-3:55pm
Collaboration Wednesdays* 9:25am-2:25pm

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

Daily Schedule:

Lunch Schedule:

- 10:55 – Kindergarten
- 11:05 – 5th grade
- 11:20 – 1st Grade
- 11:35 – 2nd Grade
- 11:50 – 3rd Grade
- 12:05 – 4th Grade

Lunch Recess:

- 11:35 -12:05– Kindergarten, 5th grade
- 12:05 – 12:35 – 1st grade, 2nd grade
- 12:35 – 1:05 – 3rd grade, 4th grade

Afternoon Recess:

- 1:50 – 2:05 – 2nd grade, 5th grade
- 2:05– 2:20– 1st grade, 3rd grade
- 2:20 – 2:35 – Kindergarten, 4th grade

Absences

Regular school attendance is required and is 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

- **Excused Absences (doctor or dentist appointments/illness)**
Student absences need to be reported in writing, by phone, or in person at the school office. If your student is going to be absent or late, please call our attendance line listed above and report:
 - 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.

Note: More than 13 absences a year are viewed as excessive except for extenuating illnesses with doctor's support.

- **Pre-Planned Absences**

Absences for reasons other than doctor/dentist appointments or illness 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 for pre-planned absences. This form can be found on our school website or in the main office.

- **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 (2) two days to contact the school office with an explanation for the absence. Absences not excused within (2) two days of the absence are automatically considered "unexcused." This "unexcused" status *cannot be changed*.

Arrival

Children should not arrive at school before 9:10 a.m. when playground supervision begins. There is no adult supervision before 9:10 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 see a video of the changes in the traffic flow for parent drop off and pick up.
- Drop-off begins after 9:10 a.m.
- Only use the far north parking lot for student drop-off. Students may not be dropped off in the bus zone or by the south portables as these are our bus and childcare drop off areas.
- Pull forward as far as possible along the drop off curb.
- 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.

Note: More than 5 late arrivals per year are viewed as excessive.

Dismissal

- **Changing After School Plans**

Starting the first day of school, students should bring a note if their dismissal plans change. Otherwise students will be dismissed as normal. If your child normally rides a bus, he/she may stay after school for activities *only* if written authorization from the parent is presented to the teacher. *If your child is not riding the bus, we need a note on file in the office.*

- **Early Dismissal**

For child safety and to ensure that only an authorized person takes a child from school, a note from home 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 in designated spots 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, blocking driveways, and/or in “No Parking” zones.

Withdrawals

Written notice to the school office when moving from our service area is appreciated. Three day’s notice is sufficient.

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.



The Roadrunner Way



	Assemblies 0-1 Voice Level	Bus/ Bus Line 0-2 Voice Level	Lunch Lines 0-1 Voice Level	Playground 3-4 Voice Level	Restroom 0-1 Voice Level	Walk Zones 0-1 Voice Level
Be Safe	<ul style="list-style-type: none"> Sit on your bottom Keep hands and feet to yourself 	<ul style="list-style-type: none"> Stay in line Keep hands, feet, and backpack to yourself 	<ul style="list-style-type: none"> Walk Keep hands and feet to yourself 	<ul style="list-style-type: none"> Stay within boundaries Keep hands, feet, and objects to yourself 	<ul style="list-style-type: none"> Have permission Report problems 	<ul style="list-style-type: none"> Walk Keep hands and feet to yourself
Be Respectful	<ul style="list-style-type: none"> Listen actively Clap at the correct time 	<ul style="list-style-type: none"> Use kind language Help others 	<ul style="list-style-type: none"> Use kind language Wait patiently 	<ul style="list-style-type: none"> Share Use good sportsmanship 	<ul style="list-style-type: none"> Respect others' privacy Keep the restroom clean and neat 	<ul style="list-style-type: none"> Remember others are learning
Be Responsible	<ul style="list-style-type: none"> Be ready Follow directions 	<ul style="list-style-type: none"> Be ready Follow directions 	<ul style="list-style-type: none"> Be ready Take care of your things 	<ul style="list-style-type: none"> Help others Report concerns 	<ul style="list-style-type: none"> Follow the procedure: <ul style="list-style-type: none"> GO FLUSH WASH LEAVE 	<ul style="list-style-type: none"> Walk directly to destination Follow directions

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. If skate shoes are worn to school, the wheels must remain “tucked” on school grounds.

Cell Phones, iPods, Playthings, Valuables

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 not be turned on. 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.

iPods, headphones, etc. are also not allowed on campus during the school day. If used going to or from school, they should be put in backpacks 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

Experience has shown that there is a relationship between behavior and dress. We trust that students and families will work together in making appropriate choices for school clothing.

Crystal Springs’ students are expected to dress in a manner that does not disrupt the educational process. Common sense is the best guide in determining what is appropriate for an educational environment.

Listed below are guidelines to support your choices:

- Footwear needs to be safe and secure. *Flip-flops are not advised.* Sandals should have a back-strap. Athletic shoes are preferred in order for students to fully participate in PE and recess.
- Skirts and shorts should come down to mid-thigh.
- Tops need to cover the entire mid-section (no bare midriffs) and shoulder straps should be at least two-fingers wide.
- No make-up should be worn to school.
- Students are not to wear anything that could be interpreted as “gang attire” (bandanas, hats, gang colors, 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:** crystal.springs.pta@gmail.com
- **Website:** <http://crystalspringspta.ourschoolpages.com/>

Visitors

Parents and guardians are always welcome at our school. Anyone not enrolled as a student or working as a contracted employee of the district must first check in through our office. Visitors 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.

If you wish to visit a class, 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.

Volunteers

Volunteers are always welcome at our school and there are numerous ways to get involved. It is Northshore School District Policy that volunteers need to fill out a Northshore Disclosure Form and a State Patrol background check as well as a Volunteer Application form. These forms are updated every two years and are available in the office. All volunteers are required to check in at the office and wear a visitor's badge. (See "Visitors" section.) Also, volunteers are encouraged to visit the NSD website to view the Northshore Volunteer Handbook for guidelines on volunteering in the classroom. Due to liability issues, siblings are not allowed to go on field trips or play at the playground during school hours. Siblings may attend class parties with prior approval of the classroom teacher.

Volunteer link: <https://www1.nsd.org/get-involved/volunteer/become-a-volunteer>

EMERGENCY INFORMATION

Earthquake

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. 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 and phone numbers you have provided for your child are current.

Emergency Lockdowns

In the event of a potential danger to our staff and students, we practice two types of lockdown procedures. A "lockdown" means that classes will go on as usual, but students are not allowed outside. Reasons might include a dangerous animal on campus or a natural gas smell. An "emergency lockdown" means that there is a potential danger in and out of the classroom; therefore, students crouch down in a corner of the

classroom away from windows. Examples of the need for an emergency lockdown might be an intruder on campus or a person with a weapon at school.

Weather Conditions

In case of inclement weather there are several ways to find out if school will be delayed or closed. The district will attempt to 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. Up-to-date information is posted on Northshore's home page, www.nsd.org, and is kept current as conditions change. You may also call the Northshore School District Emergency Information line at 425-408-6001 or the Crystal Springs 24-hour school line at 425-408-4310. Radio and TV stations will also carry late start or closure information.

When schools are closed for the day, there will be no after school activities on that day, including athletic events. When schools open late in the morning, there will be no half-day morning kindergarten, elementary band, orchestra, or before school activities.

HEALTH

Health Room

The Northshore School District employs registered nurses in each school. The nurse is generally on site during the school day. 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.

Your assistance in providing the school with complete and up-to-date emergency contact information is critical. If you change jobs or cell phone numbers, please give us your new number immediately in case we need to get in touch with you in an emergency. Also, please keep us informed if there is a change in your child's health status.

- **Accidents**

If a child is injured at school, the nurse, principal, office staff, or a health room assistant trained in first aid will provide emergency first aid. The parents will be called immediately. If a parent cannot be reached, the person listed as 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 call for emergency medical aid. For more information on injuries at school, please check the Crystal Springs web site for a parent letter from the district.

- **Children with Life-Threatening Conditions**

Washington State Law requires that students with life-threatening conditions (such as severe bee sting or food allergies, severe asthma, diabetes, severe seizures, etc.) have medical orders, medications, and a plan of care in place before the first day of school attendance. Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to the start of classes.

- **Health Screening**

Health Screening for vision and hearing is done each fall for students in grades K-3 and 5.

- **Illness**

Children learn best when they are healthy. Keeping a sick child home helps keep other children from getting sick and gives your child the rest he/she needs to get well quickly. If you think your child is getting sick, here are some basic guidelines to follow regarding school attendance:

- Colds: A child with a cold may come to school as long as they do not have a fever. However, if it is a really “heavy” cold, with extreme congestion and/or coughing and the child is obviously not going to be able to function, or will be a great distraction in the classroom, then it is appropriate to keep him/her home until the worst is over. If your child has a heavy nasal discharge and is not able to control this using tissues, then he/she needs to be kept home.
- Fever: If your child is complaining of not feeling well, check his/her temperature with a thermometer. If the temperature is over 100, please keep them home. He/she needs to be fever free (without medication) for 24 hours to return to school.
- Headache: Headache is often a sign of fever. So, check the temperature first. If your child’s temperature is normal (under 100), you may send him/her to school.
- Stomach Upset: If your child is vomiting during the night or in the morning *do not* send him/her to school. Stomach viruses are usually very contagious, and the child needs to be home for 24 hours after the vomiting stops.

- **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 students first day of attendance. Any student not meeting this requirement will be excluded. Snohomish Public Health Center and Bothell Health Point accept medical coupons and have sliding fee scales. If you need assistance in acquiring these immunizations, please contact the school nurse.

- **Medication**

All medication will be taken in the nurse’s office under staff supervision. When possible, we ask that you adjust the times of your child’s medication so it can be given before or after school hours under supervision of a parent or guardian.

The following requirements must be met for medications administered during school.

- Short-term Medications (< 15 consecutive school days): For short-term medications, such as cold medications or antibiotics, the nurse at school can receive phone or FAX orders from the student’s doctor, dentist, or other medical provider to verify the medication order.
- Long-term Medications (> 15 consecutive school days): Long-term medications, such as ongoing daily medications, inhalers, and all emergency medications, must have a district *Authorization for Medication* form signed by both the parent and doctor. These forms are available from the school nurse or on the district website.

- Sending Medications to School: Prescription medications must be in a labeled prescription bottle (no more than a month's supply at a time). Prescribed over-the-counter medications must be in their original packaging. Medication sent to the school in baggies will not be given under any circumstances. All medication is kept in the nurse's office.
- Medications and Field Trips: All medication, including inhalers, are sent on field trips.

Meals

- **2018-19 Breakfast/Lunch Prices**
 - Elementary Breakfast: \$1.75
 - Reduced Breakfast: Free
 - Elementary Lunch: \$3.00
 - Reduced Lunch: \$0.40 (grades 4-6), Free (grades K-3)
 - Milk only: \$.50

- **Food Services App**

Food Services is pleased to bring new options to you regarding school-meal menus.

My School Menus™ is designed to provide nutrition information on foods served in school. The **My School Menus™** mobile app is available in the iTunes App Store and Google Play. The **My School Menus™** app allows parents and students to access nutrition information for the school meal programs direct from their smart phones and tablets. Parents can access this service by going to either the iTunes App Store or Google Play and downloading the app to their smart device.

- **Bank-A-Meal Program**

This program allows parents to deposit money into each child's lunch account. When your child buys a lunch, the cost of that meal is deducted from the account. Siblings will each have their own account. When your child's account runs out of money, your child will be given a Bank-A-Meal envelope showing if there is a balance owing. Crystal Springs' PTA has a "Fireman's Fund" set up to cover a student's lunch if they run into the negative. This is considered a *loan* to be paid back when money is deposited in your child's account.

To put money into your child's account, you may choose to pay by:

- Cash/Check: Insert cash or check in a Bank-A-Meal envelope that has your child's full name on the envelope. Make checks payable to: *Northshore School District*.
- Debit/Credit Card: You may prepay for school meals with a debit or credit card (MasterCard, Visa and Discover) through PayPAMS. The Parent Account Management System (PAMS) allows parents to review account balances, schedule automatic payments based on account balances, or to pay directly using a debit/credit card. The PayPAMS system charges a convenience fee of \$1.95 per payment transaction. To register with PayPAMS go to www.PayPAMS.com or call 1-888-994-5100.
- **Free and Reduced Lunches**
Families must reapply for free and reduced lunches each year by completing one

application per household. Free and Reduced applications can now be completed online. The online applications are available in English and Spanish on the NSD website at www.nsd.org/meals. The online application only takes a few minutes and is the fastest, easiest way to get approved.

Paper applications are also available in the school office and at the district office. Applications can be printed in English, Spanish, or other languages by going to the NSD website at www.nsd.org/meals. To have an application mailed to you, call the Food Service Office at 425-408-7657.

Qualifying for free and reduced lunch also ensures your child receives reduced fees for school items such as sports, 5th grade camp, and field trips.

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. Clothes For Kids is located at 16725 52nd 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 23rd 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. Parents are also welcome to check out books. 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 twice a year (December and June) to a clothing bank. Please clearly mark all lunch pails, hats, coats, boots, gloves and other articles of clothing with the student's name.

Music

Instrumental music, band and orchestra are offered to children in grades four, five, and six through the music departments of the secondary schools. Students assigned to beginning band or to intermediate band will ride the junior high school bus to the assigned secondary school and have their practice sessions prior to the beginning of the school day. They are then bused to Crystal Springs.

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

There are normally two parties for the children during the school year: Fall Harvest Festival (determined in each classroom) and Valentine's Day. As a building, we ask that **sheet cakes and cupcakes are not** brought to school for celebrations. Please check with your child's teacher for suggested party treats and volunteer opportunities.

Pets

Children are proud of their pets and want to share them with their classmates. Teacher approval must be sought *before* bringing pets to school. Pet visitation forms are available in the office.

Student Placement

Every spring or when students are registered for school, parents or guardians are given an opportunity to provide input about your child's placement. A notice will be put in the newsletter letting parents know when the input forms will be available in the office. The information you share regarding the academic, social and emotional needs of your child is considered during the student placement process. Each class is created to ensure every child is part of a heterogeneous, well-balanced classroom. All of Crystal Springs' teachers work hard to provide high-quality learning experiences for students.

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.