



Home of the Honeybees: A Place Where ALL Children Blossom!



**2024-2025**

**1800 Index Ave. NE • Renton, WA 98056-2314**

Inclusive Preschool Office: 425-204-2200

ECEAP Office: 425-204-2500



<https://meadowcrest.rentonschools.us/>



# **Family Handbook**

# MISSION

Each student graduating with options  
and prepared to participate fully  
in our democracy.



## SERVICE

We serve our students, families,  
and communities.



## EXCELLENCE

We strive for excellence  
in all we do.



## EQUITY

We remove barriers and pursue outcomes that  
enable all students to realize their potential and  
maximize their future opportunities.

## 2024-2025 STRATEGIC FRAMEWORK

### Family & Community Engagement

- Use multiple strategies to gather family feedback and utilize the feedback to improve practices.

### Excellence in Learning & Teaching

- K-2 Literacy: Strengthen core instruction within the Multi-Tiered System of Supports (MTSS).
- 3-8 Mathematics: Deepen active intellectual engagement in conceptual understanding and real-world application.
- 9th Grade Success: Continue to increase and implement strategies to keep students on track to graduate.

### Removing Barriers & Supporting Students

- Expand practices to support the social-emotional and mental wellness of all learners.
- Use multiple strategies to gather student feedback and utilize the feedback to improve practices.



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## **Section 1- General Information and Policies**

### **WELCOME TO MEADOW CREST EARLY LEARNING CENTER**

We are pleased that your child is in our program. This will be a great year for learning, growing, playing, and having fun. Our programs emphasize early literacy (reading and writing), early numeracy (math), social skills, handwriting, physical skills, and communication skills.

#### **Program Hours:**

##### **Inclusive Preschool:**

**AM Session-** 10:00-12:30

**PM Session –** 1:30-4:00

##### **ECEAP:**

**AM Session -** 9:15-12:15

**PM Session -** 1:15-4:15

**School Day –** 9:15-4:15

#### ***All Meadow Crest programs are Monday through Thursday ONLY***

Please send your child's backpack to school with them every day along with a change of clothes in case of an accident. Also, please send in extra diapers and/or pull-ups if needed. Mark all their belongings with their **first** and **last** name.

Some of our students and staff have allergies. **For safety reasons we strive to be a nut free, gum free, and fragrance-free school.** Please help by never sending food with your child that has any type of nuts in the ingredients.

We are looking forward to serving your child and getting to know you better. If you have any questions, please call the main office at 425-204-2200, the ECEAP office at 425-204-2500 or your child's classroom teacher.

Thank You,

Meadow Crest Early Learning Center Staff

**Inclusive Preschool Main office: (425) 204-2200**

**Fax #: (425) 204-2249**

**ECEAP Main office: (425) 204-2500**

**Fax #: (425) 204-2533**

**Attendance Line for ALL preschool programs: (425) 204-2210**

**Attendance email: [Meadowcrest.attendance@rentonschools.us](mailto:Meadowcrest.attendance@rentonschools.us)**

**Office Staff:**

Donelle Tyler, Principal

Kristin Alfonzo, Assistant Principal

Debby Dance, Office Manager

Vickie Warren, ECEAP Center Coordinator

Cathy Kelly, Office Support/Clinic/Tuition Program

Melanie Cameron, Office Support

Lauren Strom, SPED Program Specialist, Birth to 3

Lisa Young, Child Find Coordinator/ Office Support

**School Nurse:**

Leslie Toschi

**School Psychologists:**

Heather Wakeley

Karen Hordness

Marcia Corner

Allison Seligman

**School Website: <https://meadowcrest.rentonschools.us/>**

### **Our Mission**

Meadow Crest Early Learning Center is an inclusive, safe, nurturing, positive and collaborative community that prepares children and families for success in kindergarten and beyond by building foundational skills for lifelong learning.

### **Our Motto**

Meadow Crest...A place where all children blossom!

### **Our Mascot**

Meadow Crest Honeybees

### **Our Vision**

Our vision is to help each student reach their full potential through high expectations and quality learning experiences in an inclusive, equitable and culturally rich community. Diversity is honored and celebrated. All children and families belong, are valued and learn together. Students are supported in developing positive social relationships and becoming lifelong learners. Collaboration among staff, family and community is essential to the collective success of our goals.

### **Our Core Values and Beliefs**

At Meadow Crest, we are committed to collaborative relationships, curriculum and instruction, PBIS Culture, and authentic family engagement.

## **Attendance**

<https://meadowcrest.rentonschools.us/for-families/attendance> for a link to Meadow Crest Website.

Regular and on time attendance is strongly related to student success. We ask that you help your child acquire good school attendance habits. Please keep your child home if they are showing any signs of illness. We strongly urge you to schedule vacations and other events during breaks and non-school days.

If your child will be late or absent, please call our attendance line at: **425-204-2210** or email our attendance line at [MeadowCrest.attendance@rentonschools.us](mailto:MeadowCrest.attendance@rentonschools.us).

Leave a message including your:

- Child's Name
- Your Name
- Child's Teacher or Room Number
- Date of Absence
- Reason for the absence (Example: Illness, Family Emergency, Doctor's Appointment, Vacation)

## **The "BECCA Bill"**

In the State of Washington, it is the law that school attendance is required for all children ages 8 through 17 (until the child turns 18) if enrolled in public school. The law can also apply to children ages 6 and 7 if the parent enrolls a child in public school. Although the law does not apply to preschool age students, now is the time to develop good habits and attitudes about school attendance.

As parents, you have a very difficult job of trying to manage the lives of your children. There exists no greater challenge than addressing the many difficulties that will confront your children as they grow. However, one issue has the potential to affect them for the rest of their lives – their education. Let us work together to keep them in school. This includes regular attendance, as well as arriving at school on time each day.

We want to be your partner in education, and we have a special focus on school attendance. If students are here every day and on time, they can fully access their education at Meadow Crest. If you are struggling in any way to support regular, on time attendance, please let us know how so we can collectively come up with ways to address barriers. Thanks in advance, for making regular school attendance a priority!

## **Birthdays/Celebrations/Holidays**

Out of respect for our diverse community and ECEAP program guidelines; birthday and holiday celebrations are not allowed in the classrooms. It is a district practice to not have students or staff wear Halloween costumes to school. Costumes are not part of the instructional day and can be disruptive. We do celebrate Disabilities Awareness Month in October as well as Veterans Day and Dr. Martin Luther King Jr. Day with assemblies and/or activities.



## **Calendars**

Meadow Crest Preschool calendars are **different** from Renton School District elementary school calendars. Please pay special attention to the calendar for your child's program that is provided by the classroom teacher. ECEAP and Inclusive Preschool follow their own different calendars but are generally closely aligned with Renton School District.

## **Child Protective Services**

School personnel are mandated reporters and are required by law to report **any** suspicion of child abuse or neglect to Child Protective Services (CPS). School staff will not share details of any referrals to CPS with families as this may impact investigations or open cases.

## **Clothing**

Please write your child's first and last name on all backpacks, coats, etc. If an item gets lost this helps us to return it to your child. Students need to be dressed appropriately for the weather. We run, play and climb every day so appropriate shoes are required.

Please provide an extra diaper or pull-up and a spare change of clothing in case of accidents or messes

## **Communication**

If you need to reach your child's teacher with a message; we encourage you to call their voice mail or email them. Teachers cannot answer calls during class time.

If you need to let your child's teacher know that you will be late in picking up your child or that someone else is picking them up, you can call the front office at: 425-204-2200. Please call a minimum of thirty minutes before dismissal to ensure that the teacher receives the message that there is a change for the day.

Please check your child's backpack and/or Seesaw daily for school communications. Look for classroom newsletters to be sent home weekly via email or Seesaw and in the communications folder provided by the school. This folder will be used all year long, so please make sure you check it and keep it in your child's backpack. You can expect occasional school wide information to be sent via Seesaw and/or School Messenger. Please be sure to keep your email up to date with our office.

To keep a safe and secure building, only staff are allowed in our building throughout the day. All visitors and volunteers MUST sign in and out of the office through our Raptor Visitor Management System with your government issued ID and wear a printed badge that is clearly visible.

Check our website often for updates. <http://www.rentonschools.us/meadowcrest>

## **Discipline/Positive Behavior Interventions and Supports (PBIS)**

Meadow Crest uses PBIS as a foundation for teaching expectations and supporting children with social skills and behavior concerns. We believe it is important to clearly teach and model expectations and give feedback to students using positive language. Most discipline is best done "in the moment" by the person whose care they are in whenever possible. Teachers will keep you informed if behavior is interfering with their learning or that of others so they can

partner with you for your child's success. If you have questions or concerns, please contact your child's teacher. School-wide Expectations:



## **RENTON SCHOOL DISTRICT IMPORTANT POLICIES AND PROCEDURES FOR ALL STUDENTS AND FAMILIES**

All policies and procedures of the Renton School District may be found and accessed at the following website: [RSD Policies & Procedures](#)

Please note that we provide annual notice regarding the policies and procedures listed below to all students and families. This document constitutes our annual notice, such that if you have additional concerns or need more information you may access the most up-to-date information using the link above.

- **Policy and Procedure 3205 – Sexual Harassment of Students Prohibited**
- **Policy and Procedure 3207 – Harassment, Intimidation, and Bullying**
- **Policy and Procedure 3210 – Nondiscrimination and Harassment-Free Environment**
- **Policy and Procedure 3240 – Student Conduct Expectations and Reasonable Sanctions**
- **Policy and Procedure 3241 – Classroom Management, Discipline and Corrective Action**
- **Policy and Procedure 4200 – Safe and Orderly Learning Environment**
- **Policy 4210 – Regulation of Dangerous Weapons on School Premises**
- **Policy 4215 – Use of Tobacco and Nicotine Substances**
- **Instructional Technology Responsible Use Policy (RUP), [Responsible Use Policy](#)**

### **Email Notices**

Meadow Crest Early Learning Center may send newsletters, important notices of upcoming school-wide events and announcements via email. If your email has changed or you did not put it on your child's registration form, please notify the office of your email address. Emails may come directly from a staff member or through Seesaw or Parent Square. Emails can be translated in Seesaw and Parent Square.

### **Emergency Drills**

Students review and practice emergency procedures and exit routes on a regular basis. These include fire, earthquake, and lockout drills. During fire and after earthquake drills students are accompanied by staff to exit the building. Our staff has a comprehensive plan and supplies to support our students in case of an emergency.

### **Emergency Preparedness Information**

In the unlikely event of a significant emergency, such as an earthquake or major storm occurring while your child is at school, the staff at Meadow Crest Early Learning Center want you to know we have made comprehensive plans to keep your child safe until you are able to get to school. Please review these guidelines/procedures and share them with your child's emergency contacts to ensure a timely and efficient emergency pick up.

Updated August 2024

### BEFORE AN EMERGENCY

Please make a plan describing who will pick up your child from school following a significant emergency.

Update the emergency information on file at school as changes occur. This would include current telephone numbers as well as health and medication information.

Check your Emergency Form to ensure you have listed several adults who you trust to pick up your child. The more adults you list, the more options you have in the event of an emergency. Be sure to let those adults know they are an Emergency Contact. **PLEASE NOTE THAT WE WILL ONLY RELEASE YOUR CHILD TO YOU OR YOUR EMERGENCY CONTACTS.**

### AFTER AN EMERGENCY

Telephones often do not function during an emergency. Staff will be unable to answer phone calls as they will be helping care for the children. The school will make every effort to contact each family.

When you arrive at Meadow Crest, please observe signs for student pick up. These will direct you where to go.

### Family Engagement

Research tells us that when schools, families, and community groups work together to support learning, children tend to do better in school, stay in school longer, and like school more. We value your participation in your child's education. Your involvement demonstrates the importance of learning and builds a foundation of educational success for your child.

We welcome your involvement at Meadow Crest. Listed below are some ways to participate.

- Help prepare classroom materials from home
- Share your family's culture, a hobby or your profession in the classroom
- Join the Parent Teacher Association (PTA) as an officer (President, Vice-President, Treasurer, Secretary) or as a member (limited # of scholarships available contact PTA)
- PTA meetings are monthly on first Tuesday of the month
- Read to your child every day for 20 minutes
- Play with your child every day – follow their lead
- Attend parent/teacher conferences
- Participate in fun school activities held in the evenings
- Share your ideas with us!

For families in our **ECEAP program**, there are additional opportunities for family engagement. These include participating in our monthly **Parent Council Meeting**, which helps build leadership skills and supports planning for monthly family activities. Participation in these monthly activities is highly encouraged. In addition, our Parent Council selects a representative from our program to participate monthly with the [Policy Council](#) at Puget Sound Educational Service District (PSESD), our grantee. This group works to make decisions that directly affect our children and families.

Family surveys will be conducted, and results will be shared with families during the year to seek feedback and input that will aid in planning activities that meet the needs of our families. We appreciate your time completing these quick surveys, as your feedback is important!

### **Interpreters**

Renton School District provides a Family Involvement Hotline for Spanish-speaking families. Families are encouraged to call and leave messages regarding school concerns at 425-204-2299.

El Distrito Escolar de Renton ofrece una línea directa para la Participación de Familia de habla Español. Las familias pueden llamar y dejar mensajes con respecto a preocupaciones escolares al 425-204-2299.

- **ECEAP:** If your student is enrolled in ECEAP, please contact your Family Support Specialist or the Center Coordinator at 425-204-2500 for their Spanish speaking Interpreter.
- **ECEAP Programa:** \*Si su hijo está inscrito en ECEAP, por favor conectarse con la Trabajadora de Apoyo Familiar o la Coordinadora del Centro al número 425-204-2500.
- **Inclusive Preschool Program:** If your student is enrolled in the Inclusive Preschool Program, the number to call is 425-204-2299.
- **Programa Preescolar Inclusivo:** Si su estudiante está inscrito en el Programa Preescolar Inclusivo, el número para llamar es 425-204-2299.
- \*Interpreters for languages other than Spanish can be arranged with advanced notice.

### **Lost and Found**

Please ask your child's teacher to check the lost and found rack or box if your child misplaced an item. If an item is labeled with the first and last name of the child, we do our best to return when possible.

### **McKinney-Vento Homeless Assistance Act Resources for Families**

If you are currently unhoused, you and your child may be eligible for support through the [McKinney-Vento Homeless Assistance Act - Renton School District 403](#). Inclusive preschool families, please reach out to Kristin Alfonzo for more information. ECEAP families please reach out to Vickie Warren for more information.

### **Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)**

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

### **What is HIB?**

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

### **How can I make a report or complaint about HIB?**

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's [HIB Reporting Form](#) to share concerns about HIB but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer Vickie Blakeney (425-204-2429; [victoria.blakeney@rentonschools.us](mailto:victoria.blakeney@rentonschools.us)) that supports prevention and response to HIB.

### **What happens after I make a report about HIB?**

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

### **What is the investigation process?**

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

### **What are the next steps if I disagree with the outcome?**

For the student designated as the "targeted student" in a complaint: If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s [HIB Policy \[3207\]](#) and [Procedure \[3207P\]](#).

### **Our School Stands Against Discrimination**

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

### **What is discriminatory harassment?**

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#), visit [Non-discrimination Policy Statement](#).

### **What is sexual harassment?**

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

Visit board policies and procedures to review the district’s Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

### **What should my school do about discriminatory and sexual harassment?**

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had

on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

**What can I do if I'm concerned about discrimination or harassment?**

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

**Concerns about discrimination:**

Civil Rights Compliance Coordinator: Dr. Shannon Harvey, Deputy Superintendent of Schools, shannon.harvey@rentonschools.us, (425) 204-2365, 300 SW 7th St, Renton, WA 98057;

**Concerns about sex discrimination, including sexual harassment:**

Title IX Officer: Sheila Redick, Assistant Superintendent, Human Resources, sheila.redick@rentonschools.us, (425) 204-2356, 300 SW 7th St, Renton, WA 98057;

**Concerns about disability discrimination:**

Section 504/ADA Coordinator/Gender-Inclusive Schools Coordinator: Victoria Blakeney, Director of Student Support, victoria.blakeney@rentonschools.us, (425) 204-2429, 300 SW 7th St, Renton, WA 98057;

**Concerns about discrimination based on gender identity:**

Gender-Inclusive Schools Coordinator: Victoria Blakeney, Director of Student Support, victoria.blakeney@rentonschools.us, (425) 204-2429, 300 SW 7th St, Renton, WA 98057.

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

**What happens after I file a discrimination complaint?**

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

**What are the next steps if I disagree with the outcome?**

If you do not agree with the outcome of your complaint, you may appeal the decision to the school board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

### **I already submitted an HIB complaint – what will my school do?**

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

### **Who else can help with HIB or Discrimination Concerns?**

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

### **For questions about harassment, intimidation, and bullying:**

OSPI School Safety Center

- Website: [ospi.k12.wa.us/student-success/health-safety/school-safety-center](https://ospi.k12.wa.us/student-success/health-safety/school-safety-center)
- Email: [schoolsafety@k12.wa.us](mailto:schoolsafety@k12.wa.us)
- Phone: 360-725-6068

### **For questions about discrimination and sexual harassment**

OSPI Equity and Civil Rights Office

- Website: [ospi.k12.wa.us/policy-funding/equity-and-civil-rights](https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights)
- Email: [equity@k12.wa.us](mailto:equity@k12.wa.us)
- Phone: 360-725-6162

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

### **Washington State Governor's Office of the Education Ombuds (OEO)**

- Website: [www.oeo.wa.gov](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.



## U.S. Department of Education, Office for Civil Rights (OCR)

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: [orc@ed.gov](mailto:orc@ed.gov)
- Phone: 800-421-3481

### **Our School is Gender-Inclusive**

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211P](#), visit [Gender Inclusive Schools](#)

#### **For more resources, see:**

OSPI's webpage on *Gender Identity and Gender Expression in Schools*, available at:

<https://www.k12.wa.us/policy-funding/equity-and-civil-rights/gender-identity-and-expressionschools>

*Schools in Transition: A Guide to Supporting Transgender Students in K-12 Schools*, published by the ACLU, Gender Spectrum, the Human Rights Campaign, the National Center for Lesbian Rights, and the National Education Association, available at:

<http://hrc-assets.s3-website-us-east-1.amazonaws.com//files/assets/resources/Schools-InTransition.pdf>

*Washington Interscholastic Athletic Association's Handbook*, available at:

<http://wiaa.com/results/handbook/2021-22/Eligibility.pdf>

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Victoria Blakeney, Director of Student Support, [victoria.blakeney@rentonschools.us](mailto:victoria.blakeney@rentonschools.us), (425) 204-2429, 300 SW 7th St, Renton, WA 98057.

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above.

## **Parent Square**

The Renton school district is moving to a new parent communication tool called Parent Square. This will replace both School Messenger and Remind. Parent Square allows staff to safely communicate with families by:

- Send and receive all district, school, and classroom communication via email, text, or mobile app notification
- Choose to receive information as it is sent or all at once with a daily digest at a specified time of day
- Communicate in your preferred language
- Share and view pictures and files, see calendar items, RSVP for events, and more

## **Pets**

Pets, even on a leash, are not allowed on school premises or in the playground park area. Please refrain from bringing your dog in the car during drop-off/pick-up. Many people have a fear of or are allergic to dogs and safety is our first priority. Certified service dogs with their vests are permitted with their owner.

## **Play is Important**

We often hear, “What’s so important about Preschool? All they do is play!”

Yes, they do play throughout the day and that is one of the most important ways that young children learn. As O. Fred Donaldson said, “Children learn as they play. Most importantly, in play children learn how to learn.” Research also says:

- Play is an important vehicle for developing self-regulation as well as for promoting language, cognition, and social competence.
- The power of play is at the foundation of a child’s ability to learn and grow. Research proves that kids who get opportunities for experimental play have better social skills, improved literacy, reduced stress and increased success in life.
- Through play, learning is in-depth, concrete, and long-term. Play offers young children the opportunity to put into action the ideas and processes being presented so that concepts and ideas make sense, and the processes can be mastered...

At Meadow Crest, we purposefully design instruction to include multiple opportunities to play. During group time we often play with words, songs, movement and silliness. In centers, children have opportunities for more self-directed play. Our teachers carefully set up centers to provide students opportunities to practice skills in a playful way. Staff encourage children to talk and interact with each other. They build things together, develop play scenarios, work on fine motor skills, language acquisition, social skills, problem solving, etc. in a natural way.

We encourage families to really play with their children. Get on the floor with them or sit next to them at the table. Ask open-ended questions! Enjoy and encourage the natural curiosity of children. Children can learn so much more from 5-10 minutes of real interaction with a human than they can with a phone or computer. We encourage you to put your phone down and be silly with your child!

### **Playground Park and Grass Field**

The playground park and grass field (located on the North side of the building) are closed to the public during school hours Monday-Thursday except for holidays and school closures. The playground is open to the public on Fridays after 10:30. Pets are not allowed in the playground/park. Please note that the grass field is **NOT** an off-leash dog park and owners are expected to clean up after their pets as our students use the field to play.

### **Photographs**

Each year, arrangements are made with a private photography company to take individual student and classroom group pictures for your personal use and for use in our school.

As a service to parents, these pictures may be purchased on an individual basis. It is the responsibility of the parent to notify the school if you prefer your child not be photographed.

### **Additional Information Regarding Photographs /Video at School:**

Volunteers and/or visitors cannot take pictures of students unless it is their own child. Please do not video your child in the classroom, as it is difficult to do so without videoing other children. Please do not take pictures of teachers without prior permission.

### **Problem Solving Procedure**

There may be occasions when parents have a concern about a student's progress in school, or a question about some practice at Meadow Crest. In cases such as this, it is helpful if parents know how to get the problem resolved, the concern shared, or the question answered. The school staff wants to respond to parents in ways that are helpful, that show our mutual interest in the child, and that resolve the problem. Generally, it is recommended that parents take the problem to the staff member closest to the topic involved. In cases of academic progress, the child's attitudes about school, assignments, class activities, etc., the teacher is the one to contact. This can be accomplished by a phone call, email or a note sent to the school. The teacher will contact the parent and will respond to the parent with information, suggestions, or other appropriate data. Concerns about discipline problems students have with other students, general school policies, playground rules, etc. can be directed to the principal or assistant principal. They are also the ones to contact if a parent cannot resolve a concern with the teacher. For concerns about transportation or discipline on the bus, please call transportation at 425-204-4455. Above all, it is important to contact the school whenever there is a problem or a concern. We want to assist parents and children. Difficulties can often be resolved quickly when the staff is notified and made aware of the concern. Do not hesitate to ask for assistance.

### **Recess**

Exercise and physical activity is an important part of our school day. Our children go to recess every day (15-20 minutes per day for Inclusive Preschool, 30 minutes per day for Part Day ECEAP, and 60 minutes per day for School Day ECEAP). Recess is an opportunity to learn to socialize and problem solve in a less structured environment, as well as develop gross motor skills. Please dress your children appropriately. Family fitness activities are highly encouraged.

### **Restraining Orders/ Parenting Plans**

In the State of Washington, both parents have equal access to their children's school records. Both parents can ask to see their children at school. Only a current, dated restraining order from a court of competent jurisdiction or a court approved parenting plan gives the school authority to deny parental access.

If you have a Parenting Plan for your child which limits access to parent contact, we need a copy of that plan in our office for us to honor it. Please provide the office with a copy of the order or plan if you have one.

### **Safety and Security: Parent Dropoff and Pickup Procedures**

We have quite a bit of traffic during pick up and drop off times. If your child is eligible for bus transportation, we encourage you to take advantage of it. Most students love taking the bus, and it can save you quite a bit of time and hassle.

Please arrive **no more than 5 minutes early** to pick up your child. We have two different programs with different arrival and dismissal times. If you arrive too early to pick up or drop off your child, staff may ask you to drive around and reenter the line so that we can quickly load students whose school day has already ended into their cars.

Please have your car sign visible throughout the pick-up process, so that all staff members who are helping with dismissal can clearly see what cars are waiting for which children.

Please **use crosswalks and sidewalks** when coming to and from school. Please do not walk through the bus parking lots. Our buses come and go throughout the day at varying times and it is sometimes difficult for drivers to see if someone is walking next to their bus when they need to arrive/leave. You are a role model for your child, so please follow safety rules!

Please see the most updated information on our Meadow Crest web page by clicking on the link: [Parent Drop Off and Pick-Up Procedures - Meadow Crest Early Learning Center](#)

If your child is late, please walk them into the front office to check them in with a staff member. Another measure we use to assure the security of Meadow Crest students is to ask that you call or email the attendance line, (425) 204-2210 or meadowcrest.attendance@rentonschools.us when your child will be late or absent. This phone line is available 24 hours for messages. If we do not hear from you, you will receive a call to confirm that your child is home and safe with you.

### **School Closures and Delays**

When a decision is made to close school or to delay school opening due to inclement weather or other emergency, every parent in the district should receive a phone call through Renton Schools' School Messenger system. Visit the district Web site ([www.rentonschools.us](http://www.rentonschools.us)) or ([www.schoolreport.org](http://www.schoolreport.org)) to read the emergency bulletin or listen to local TV and radio for news broadcasts. If there is no announcement, then school will be held as usual.

## Tags

All of our students wear tags ALL YEAR LONG on their backpacks to help us identify and support children throughout the building and at arrival/dismissal. **Please do not remove tags from backpacks.** This tag helps us quickly and efficiently identify your child and your child's teacher. It is for their safety! Your child MUST have a tag to get on or off the bus and the tag helps us identify the correct transportation method for all students. Additionally, bus riders will have an RFID card that bus drivers can scan to find the exact route and stops for each child. Your child may also have a red or yellow tag on their backpack, alerting hallway staff that your child may need additional assistance in the hallway. Please do not remove this tag. If you have questions or concerns please talk with your child's teacher.

## Transportation/ School Buses

See [Parent Drop Off and Pick-Up Procedures - Meadow Crest Early Learning Center](#) for car transportation. Renton School District Transportation Information: [Transportation - Renton School District 403](#)

Transportation by the Renton School District is only provided for some programs at Meadow Crest. Many students will be transported by their parents/guardians. We encourage you to have your child ride the bus if they are eligible. Our parking/drop-off and pick-up areas are quite congested. If your child does not arrive home from school on time from the bus, please contact transportation at (425) 204-4455 to see if the bus has been delayed. (Please expect some minor delays the first week of school as routes are adjusted). If there is not an adult at the bus stop to escort your child off the bus, your child will be brought back to school and a parent will need to come pick the child up from school.

Preschool students will NOT be allowed off the bus without supervision. In order for your student to be dropped off with a sibling or other authorized adult, parent/guardian is required to sign and return this form to the bus driver.

This form is also available upon request from your student's driver.

- [Release form for Kinder/Preschool/SPED students to sibling or other authorized adult – ENGLISH](#)
- [Release form for Kinder/Preschool/SPED students to sibling or other authorized adult – SPANISH](#)

Your child will have a bus tag on their backpack that needs to be on their backpack every day. The bus driver will not allow us to put a child on a bus without their tag.

Transportation offers a mobile app called [My Ride K-12](#) that allows families to look up bus route information, receive alerts/notifications and more. You can visit the [Apple App Store \(iOS\)](#) or [Google Play Store \(Android\)](#) to download the new app today!

## Building Visitors

At Meadow Crest Early Learning Center, we are very concerned about your children's safety. **All visitors and volunteers MUST sign in at the front office with the Raptor Visitor Management scanner with your government issued ID and receive a visitor pass before being in any part of the Meadow Crest building.** While you are in the building, you will be required to wear the

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printed badge and follow safety protocols. You also need to check out in the office before leaving the building. When dropping off a child for school only hand them off to an employee wearing an identification badge. Please enter and exit through the main office doors to ensure school officials are aware of the presence of non-school staff in the building.

### **Classroom Observations**

Parents are an important part of the educational program and your input is highly valued. In order to provide the optimal learning environment for all children, we ask that you follow district policies (4200) and procedures (4200P) regarding classroom visits and observations. To learn more about this policy visit [District Policies & Procedures](#). Parents are allowed to observe their children no more than once a week by *pre-arranging* with the teacher. They may stand outside watching through the observation window for 30 minutes. After 30 minutes they should leave. Please make your request at least one day prior to the day the visit is desired. When observing please;

- Stop at the Meadow Crest office for a visitor's pass before going to classrooms or entering any other part of the building for any reason.
- Please arrive on time. If you are unable to attend your pre-arranged visit, notify the teacher.
- When visiting your child's classroom, remain as unobtrusive as possible.
- Only use bathrooms designated for adults in the main lobby.
- Electronic equipment and distracting procedures may not be used to record classroom activities.
- You may only photograph your own child.
- Please wait to talk to the teacher after instruction has been completed. If you wish to have a conference, please arrange to meet with the teacher after students have been dismissed.
- Please respect the privacy of each child. Ethically, it is inappropriate for us to discuss individual children, other than your own.

### **Volunteers**

Volunteers serve as a vital link between home and school by providing a variety of services. We encourage mothers, fathers, grandparents, older students and retired people to become part of our volunteer program. Some volunteers choose to work at school on a regular basis. Others find that helping on specific projects better suits their needs and schedules. Our volunteer program is limited only by the imagination of our community. It is important to contact your child's teacher and inform them, in advance, that you would like to volunteer in the classroom. If you want to learn more about how you can help at Meadow Crest, call the school office at 425-204-2200. Community members who do not have a child in our school need to apply through the district. Information, as well as the Volunteer Handbook can be found at: [Volunteers and Visitors - Renton School District 403](#). The handbook states other children, especially younger, are not to be brought along when they are volunteering. It is a liability issue if a parent has smaller children with them, as they won't be 100% focused on their volunteer duties. All volunteers will be screened with our Raptor Visitor Management Scanner with their government issued ID card.

Volunteering Guidelines:

- When you are assisting at circle, please sit behind the children and encourage them to participate in singing and reading by joining the group.
- During work time, please facilitate the children’s play at a designated center. If there are no children at that center, please move to where the children are playing. If you are unsure, ask the teacher for direction.
- At the art center, please allow the children to be creative-it is the process that is important, not the product. Also, please make sure the children’s names are on their papers before they leave the center.
- If you help out at a snack table, we expect the children to ask for what they want. We encourage the children to taste what is provided, but they do not have to eat it. Be aware of food allergy notifications on each child’s placemat.
- Listed around the room are goals for each center. Reading these will help you facilitate the children’s play.
- Please allow the children to do all that they can on their own. Encourage them to ask for help if they need it.
- We want the classroom to be a positive learning environment. Please tell the children what you want them to do rather than what you do not want them to do unless the child’s behavior is unsafe. Please do not discipline students; inform the teacher. Also, please be mindful of confidentiality.
- Please leave younger children at home so you may focus on your volunteer responsibilities.

## **PTA**

Another volunteer option is to help with our **Parent Teacher Association (PTA)**.

PTA is a National Organization whose members support schools and advocate for children. Please look for a membership form in your child’s folder or ask for one in the office. Meadow Crest PTA sponsors a wide variety of activities throughout the year including assemblies, family nights and classroom support. They do some fund-raising to offset the costs of these activities. Whether or not you are a member, we encourage you to participate in numerous activities each year. Volunteers are always needed and greatly appreciated! Watch for flyers in Seesaw and on our website for opportunities to participate. Please contact PTA president Christine Shackelton at [meadowcrestpta21@gmail.com](mailto:meadowcrestpta21@gmail.com) if you have an idea for the PTA or would like to volunteer with them. There are also a small number of scholarships available to assist with membership fees to allow parent participation and remove barriers for parent involvement.

## **Section 2- Meadow Crest Curriculum**

### **Meadow Crest Curriculum**

We know that all the domains of a child’s development—physical, social-emotional, cognitive, language and literacy—are interrelated and interdependent. Standards for child outcomes, curriculum content, and teacher preparation help establish clarity of purpose and a shared vision for early learning. Meadow Crest teachers are required to implement the following curricula.

### **Data Collection**

Teaching Strategies Gold is used with all programs and the reports serve as a report card to be shared with parents in the fall and spring. In addition, Special Education students receive IEP

progress reports as indicated on the IEP. Students in our ECEAP Program will have goals developed jointly with parents and teachers.

### **Early Literacy: Read It Once Again & Heggerty**

Our Literacy Curriculum is called Read it Once Again. This curriculum integrates listening, speaking, reading, writing, and critical thinking. Preschoolers are naturally curious about sounds, letters, books and learning how to read and write. We extend the natural curiosity and foster a love of reading and writing and build a strong foundation of language to build upon. Heggerty supports students' phonemic awareness skills.

### **Handwriting Without Tears (HWT)**

Handwriting without Tears is a district adopted writing curriculum that is used in early learning classrooms to correct letter formation and print awareness. In preschool it is developmentally appropriate for students to master the shapes and then to use CAPITAL letters when learning to write letters.

### **Early Numeracy: Building Blocks**

At Meadow Crest we use a math curriculum Building Blocks-Foundations for Mathematical Thinking, Pre-Kindergarten to Grade 2: Research-based Materials Development, developed by Dr. Doug Clements and Dr. Julie Sarama. Teachers are provided a pacing guide with details, learning targets, and assessment tools to guide their planning and teaching.

Through play and fun activities, we mathematicize their everyday activities from building blocks to art to songs to puzzles. *Building Blocks* activities are based on children's experiences and interests, with an emphasis on supporting the development of mathematical activity. We emphasize shapes and geometry and number skills. Three mathematical themes are woven through both these main areas: (a) patterns, (b) sorting and sequencing, and (c) measurement and data.

### **Social Skills: Second Step**

Second Step curriculum helps teachers guide children to learn, practice, and apply skills for self-regulation (responding appropriately to their environment) and social emotional competence as well as respect for and appreciation of the diversity within our school. It includes an easy to use Teaching Guide which gives specific instructions for teaching the weekly activities. ECEAP teachers will also be teaching personal safety skills using the Child Protection Unit curriculum that goes along with Second Step – more information is below.

### **Child Protection Unit:**

As part of a requirement for federally funded Head Start and Washington state funded ECEAP (Early Childhood Educational Assistance Act Program), all ECEAP students will complete this unit as part of our *Second Step* Curriculum. *Second Step* teaches children important skills for getting along with others and doing well in school. This unit covers Personal Safety, Touching Safety, and Assertiveness. During this time students will learn about safe and unsafe touches as well as rules about touching private parts. Your child's teacher will be in communication with you prior to beginning this unit. At that time more information will be provided as well as content you will be able to cover at home with your child.



### **Section 3- Food and Health Information/Policies**

Our school board has approved procedures for supporting students with allergies. Guidelines for the use of food in schools are included in those procedures. It is our obligation to take every step possible to ensure that every child is safe at school. Each time treats are brought into class, this provides opportunities for children with food related allergies or illnesses to become exposed to ingredients that are harmful to them. Classroom celebrations are not planned around holiday themes or birthdays. We do not allow children to bring treats due to our program food policy. Student birthdays are to be celebrated during non-school time and off school premises. Balloons are not allowed in the classrooms and they cannot be transported on our school buses.

#### **Allergies**

At Meadow Crest we strive to be a **\*NUT Free, GUM Free and FRAGRANCE-Free** building. Please help us by adhering to this policy. Please be sure that your child's teacher and our school nurse are aware of any allergies. See policy under Menu section for information regarding food allergies.

#### **Common Communicable Diseases**

Please notify the school nurse/office staff if your student contracts any communicable disease (i.e. chicken pox, scabies, lice, ringworm, COVID-19, flu, impetigo, measles, whooping cough, pink eye, etc.) Confidentiality will be respected. Your notification allows school staff to control further spread of the disease in the classroom and our school.

#### **Health Information**

Each fall, parents are requested to complete forms informing us of any health concerns for their children. Please keep us notified of any changes in your child's health status. The classroom teacher, as well as the health room staff, should be well informed as to your child's needs. Forms can be obtained on the Renton School District website ([www.rentonschools.us](http://www.rentonschools.us)) by clicking on Health Services.

Please make sure we have **up to date emergency contact information** in case we need to contact you due to illness or medical emergency.

#### **Illness**

Your child will need to be healthy to attend school. If your child's temperature is 100 degrees or higher OR they are vomiting they may not remain at school. Before returning your child to school after an illness, they must be feeling well and **have been symptom free for 24 hours**. Our school nurse may contact you if your child is home ill, to consult about when your child can return to school. Upon returning to school after an illness, your child will be expected to participate in the full school program, including motor group and/or recess.

Keep your child home if they:

- Are vomiting, 2 or more times in 24 hours.
- Have a rash.
- Have live lice
- Have diarrhea, 3 or more watery stools in 24 hours.

- Have an eye infection, thick mucus or pus draining from the eye.
- Have a sore throat with a fever or swollen glands.
- Do not feel well, usually tired, pale, lack of appetite, confused or cranky.
- Have a fever, temperature of 100 degrees or more.

Please **call the attendance line** to report their absence, 425-204-2210 or email [meadowcrestattendance@rentonschools.us](mailto:meadowcrestattendance@rentonschools.us)

### **Immunizations**

Washington State Law requires that all preschool through 12<sup>th</sup> grade students must be immunized. The law states that parents must complete and sign a certificate of immunization status (CIS) form giving the month, day, and year of each dose of the vaccine. We can generally access these dates and records from a WA State database. When a student lacks full immunization, we shall require evidence of initiation of the immunization schedule or a signed exemption for medical, personal, or religious reasons. Please check with your health care provider to assure your child has all the required immunizations. Our school nurse can assist you with this. 425-204-2202.

### **Injury or Illness at School**

When your child is ill or injured at school, he/she will be sent to our health room in our school office for care. If your child is too sick to stay in school, every attempt will be made to contact you or another adult listed on your child's emergency card. During the school year, it is essential that you update the information on your emergency information card with names and telephone numbers of alternates who may be contacted if you cannot be reached. Also, in consideration of your child's comfort and due to the limited space in our health room, we request that you make every attempt to pick up or make arrangements to have your child picked up immediately. Children who are sick will not be sent home on the bus if they are vomiting.

### **Meals**

Nutrition Services provides the following meals to preschool students at no cost when in-person:

#### **ECEAP:**

- AM Session: Breakfast and Lunch
- PM Session: Lunch and Snack
- Full Day Session: Breakfast, Lunch, Snack

#### **Inclusive Preschool:**

- AM Session: Snack that consists of breakfast type foods
- PM Session: Meal that consists of lunch type foods

In the fall, you will receive a form called "Letter to Households National School Lunch Program/School Breakfast Program" to complete regarding free and reduced lunch eligibility. We ask that ALL families please complete this form as it allows us to provide these meals at no cost to all our families and this data is used to support other programs as well.

Our monthly menus can be found at [Menus and Pricing - Renton School District 403](#), under Monthly Menus, select Meadow Crest Early Learning Center Menus. If you have specific questions, you can reach Nutrition Services at 425-204-3545

### **Dietary Restrictions**

If your child has dietary restrictions, must eat gluten-free, or has serious multiple food allergies, please make sure the **nurse and teacher** are informed, and please send their food to school with them. The reason for this request is that we do not want to put students' safety at risk by inadvertently providing them with a food product containing an ingredient that could harm them. To ensure the safety of our students, we cannot make any exceptions to this request. Please note that foods served at school are nut-free, but **do** contain lactose/dairy and gluten. Nutrition Services will accommodate **food allergies ONLY** including lactose/dairy intolerances with a doctor's order. Food preferences are not considered allergies. Parents are welcome to send an alternative to breakfast/lunch/snack for their own child.

### **Medication**

Under State of Washington law, the school does not provide any medications for students. Occasionally a child under medical care may require a prescription medication while in school. In these special cases, Washington state law requires a doctor's order and a parent signature. Medication must be correctly labeled. No medicines, even for colds and coughs (such as cough drops) are permitted without these signatures. All medicines will be stored in the classroom and will be administered by trained staff. For the safety of all students and staff, do not send medicine of any type with your child. Instead, please deliver medication to our school staff.

### **Section 4- Carpool Procedures and Late Pick-Up Policy**

#### **Carpool Drop off/Pickup Information**

For the Safety and Consideration of other vehicles please remember the following:

1. **BE PATIENT!** Our drop off and pick up process can take a while. Please plan accordingly.
2. Our carpool zone can be extremely congested, as we have two separate programs with different arrival and dismissal times. ***If you arrive more than 5 minutes early to drop off or pick up your child, school staff may direct you to exit the lot and rejoin the end of the line, in order to keep traffic moving and allow students from earlier programs to be put in cars more quickly.***
3. Please enter the student drop off/pick up area at the front entrance of the school located on Index Ave. NE.
4. A 'pick up sign' will be given to you by your child's teacher. Clearly post the 'pick up sign' with your child's name facing outward in the passenger window of your car.
5. Carefully follow any signs or directions given in the pick-up and drop off zone. All traffic laws apply in our school drop off and pick up areas. **Speed Limit is 10 MPH**
6. **Stay in your vehicle** and move forward with the line of cars. The student drop-off lane is clearly marked for your convenience. Staff will be available to pick up your child at the drop off zone approximately **five minutes** before the start of school and will assist students in entering/exiting the vehicle quickly and safely.
7. Parents wishing to spend more time with their students (to write a note, put on a student's coat, etc.) will need to park their car and walk their child to the office. If you are bringing your child in after school has started, walk them into the front office and check them in with a staff member and also sign them in.
8. **Do not pass around other vehicles that are waiting in line** unless directed to do so by a staff member.

9. **Do not double park to drop your student(s) off in the crosswalk** or alongside other vehicles.
10. **Please use the crosswalk at all times** when walking student(s) to and from the building. If possible, please have your **child's seat on the passenger side** of your vehicle. It is illegal for staff to buckle your child into their car seat. You will need to do this.
11. **We ask that you not bring your dog in the car.** If there is a dog, we will ask that you help take your child out of the car and help put your child in the car for the safety of all.
12. Please do not park in the **handicap and reserved parking** spots without a permit.
13. Please be **respectful of our neighbors**. Do not block, park or turn around in their driveway.
14. Inform any person who drops off or picks up your child of our Meadow Crest drop off and pick-up procedures.
15. Bus Lanes are for **BUSES ONLY**. Please do not park in the bus zones to drop off or pick up your student(s).
16. If you are having someone else pick up your child, we require a note sent to your child's teacher that day. The parent/guardian may also contact their Family Support worker or drop by the front office to let them know.
17. The parent or adult picking up your child will be required to show identification if school staff does not know them. ONLY people designated to the staff by parents (or named on the emergency card) will be allowed to pick up students.
18. Kindly **hang up your cell phone** before you pick up and drop off your child. Student drop-off and pick-up is a **CELL PHONE FREE ZONE**.

### **Late Pick Up Policy**

Student safety is the highest priority of the Renton School District. Therefore, we make every effort to ensure that all students are under appropriate supervision until they return to you at the end of their school day.

For that reason, we are concerned about students who are left after dismissal time or who are brought back to school because no one is there to meet the bus. The school is not, and cannot be, staffed to provide supervision for students in these situations; hiring extra personnel to supervise is beyond our financial resources. In addition, children can feel scared, confused and apprehensive when they are not picked up on time.

Timeliness at drop off and pick up is essential for all concerned. If an emergency occurs, and you are unable to get here on time, please call the office. If someone other than you is picking up or dropping off your child, please make sure that person is aware of our policies, is on your child's emergency list and knows the correct times to drop off and pick up. They should have photo identification on them. Thank you for your assistance in this safety matter.

## Section 5- District Letters and Information



### **Notice of Rights Under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request

that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the [Federal Relay Service](#).

Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520

## ***Health Services/Health Education***

2024-2025 School Year

Dear Families:

Head lice are an occasional annoyance for children in schools. Please check your child's head every few weeks for signs of lice. It is easier to tackle the issue when lice are found early.

Inspect your child's head and hair, particularly around the ears and at the nape of the neck. Look for:

- Intense itching and/or red marks on the scalp
- Tiny oval whitish eggs (nits). Nits are tightly attached to the hair and will not flake off like dandruff or hair products.
- Live lice – See the links below for pictures of lice.

To prevent lice, instruct your children not to share combs, brushes, or clothing. Lice do not jump or fly from one person to another. They are transmitted only by close contact with persons or articles such as hats, brushes, combs, pillows, coats, etc. which contain the lice or nits on them.

If you find nits or lice on your child's head, several steps are needed to get rid of them including correctly using an FDA-approved lice hair treatment, nit removal and washing all articles in contact with hair in hot water.

If you find your child has lice, please inform the office staff at school so that school lice procedures can be followed. Bring your child to the school office to be checked prior to returning to the classroom. It is also helpful to inform the adults in charge of other children with whom your child has close contact, such as close friends, daycare, sports teams or youth groups. Consult your child's health care provider if you do not have success treating the lice with over-the-counter products.

For more information, visit:

<http://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/lice.aspx>

<http://www.doh.wa.gov/CommunityandEnvironment/Pests/Lice.aspx>

<https://www.cdc.gov/parasites/lice/>

<https://www.cdc.gov/parasites/lice/head/treatment.html>

<http://www.rentonschools.us/Page/231>

Thank you for your assistance.

Your School Nurse

## **Health Services/Health Education**

Año Escolar 2024-2025

Queridas familias:

Los piojos de la cabeza son una molestia ocasional para los niños en las escuelas. Por favor revise la cabeza de su niño/a cada varias semanas para señales de piojos. Es más fácil manejar este asunto cuando los piojos se detectan temprano.

Inspeccione la cabeza de su hijo y el pelo, especialmente alrededor de las orejas y en el cuello.  
Buscar:

- Picazón intenso y/o marcas rojas en el escalpo.
- Pequeñitos huevecillos blancos ovalados (liendres). Las liendres están firmemente unidas al cabello y no se desprenden como caspa o productos para el cabello.
- Los piojos vivos – vea los siguientes enlaces para ver fotografías de los piojos.

Para prevenir los piojos, dígalos a sus hijos que no compartan peinetas, cepillos o prendas de vestir. Los piojos no saltan o vuelan de una persona a otra. Sólo se transmiten por el contacto cercano con personas o artículos tales como sombreros, cepillos, peinetas, almohadas, abrigos, etc. que contengan los piojos o liendres en ellos.

Si encuentra liendres o piojos en la cabeza de su niño, se necesitan varios pasos para librarse de ellos, incluyendo el uso correcto de un tratamiento de pelo para piojos aprobado por el FDA, extracción de liendres y lavando todos los artículos que entran en contacto con el cabello en agua caliente.

Si descubre que su hijo tiene piojos, por favor informe al personal de la oficina en la escuela para que los procedimientos de la escuela contra los piojos se puedan seguir. Lleve a su hijo a la oficina de la escuela para ser revisado antes de regresar al salón de clase. También es útil informar a los adultos encargados de otros niños con quienes su hijo tiene contacto cercano, tales como amigos íntimos, guarderías, equipos deportivos o grupos de jóvenes. Consulte al médico de su hijo si no tiene éxito el tratamiento de los piojos con productos sin receta.

Para obtener más información, visite:

<http://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/lice.aspx>

<http://www.doh.wa.gov/CommunityandEnvironment/Pests/Lice.aspx>

<https://www.cdc.gov/parasites/lice/>

<https://www.cdc.gov/parasites/lice/head/treatment.html>

<http://www.rentonschools.us/Page/231>

Gracias por su asistencia

La Enfermera de su Escuela



**FACILITIES, OPERATIONS & MAINTENANCE CENTER**

7812 South 124<sup>th</sup> St. Seattle, WA 98178

Phone: (425) 204-4400 Fax: (425) 204-4405

**Maintenance, Grounds and Custodial Services**

August 2, 2021

Dear Parents, Guardians and Employees:

I am pleased to announce that through our District bond funded construction program, our facilities team have been able to remove about 98% of all Asbestos Containing Building Materials (ACBM) from our school buildings since 1994. All told, we have totally reconstructed 17 schools with materials that are 100% asbestos free. The remaining 7 schools have undergone aggressive asbestos abatement since 1995 to remove the much of the ACBM. The very small amount of remaining ACBM in the 7 schools is out of the site and reach of building occupants and poses no health risk. In addition, this material is almost exclusively non-friable, which means that it is in a form that cannot be released into the environment.

In compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations, our school facilities have been inspected by an EPA accredited building inspector. During the inspection, samples were taken of building materials suspected of containing asbestos. The results of the inspection and laboratory analysis of the samples have confirmed that a very small amount of ACBM remains in portions of the 7 affected schools. Again, please note that these materials are in a form and location that do not pose a health risk to students, staff, or others.

Asbestos Management Plans have been developed for these schools by an EPA accredited management planner. The Management Plan includes the inspection and physical assessment report, the training program of our custodial and maintenance personnel, the plans and procedures to be followed to minimize disturbance of the ACBM, and a program for regular surveillance of any remaining ACBM.

A copy of the Asbestos Management Plan is available for your review at each facility and in our Maintenance Office during the hours from 6:30 am to 3:30pm. I am the designated Asbestos Program Coordinator. All inquiries regarding the plan should be directed to me at 425-204-4400.

Cordially,

Facilities & Operations Manager

## **FACILITIES, OPERATIONS & MAINTENANCE CENTER**

7812 South 124<sup>th</sup> St. Seattle, WA 98178

Phone: (425) 204-4400 Fax: (425) 204-4405

### **Maintenance, Grounds and Custodial Services**

August 2, 2022

Dear Parents, Guardians, and Employees:

This letter serves to notify you that the Renton School District, on occasion, has a need to use herbicides and insecticides in order to cost effectively manage vegetation and insect pests. Chemical products are only one method utilized in the District's Integrated Pest Management Program (IPM) to help control vegetation and insect pests. IPM is a comprehensive approach that employs a combination of strategies to keep pest numbers low enough to prevent unacceptable damage or annoyance. Chemical controls are used only when absolutely needed and in the safest formulations available.

The goal of IPM is to protect human health while reducing loss from pest damage. Chemical applications are only made when careful monitoring has indicated that unwanted pests or vegetation will cause an unacceptable economic, aesthetic, or health impact.

In cases where the District deems it necessary to use chemical products to manage vegetation and insect pests at an elementary or early childhood school, the following guidelines are followed:

1. Treatments will be made only at times when school is not in session and when students will not be returning for at least 48 hours from the time the application is completed. For applications to school grounds, notification signs will be posted at the time and place of the application and at each primary point of entry to the campus. The signs will remain in place for at least 24 hours after the application.
2. Emergency applications may be made during the night or morning hours before school is in session, if needed, to control pests such as stinging insects that would pose a direct health and safety risk to students and/or staff. When such an application is made, notices will be posted at the place of application, in the main school office, and sent home with students. Information on the notices will include product name and pesticide that was applied, date and time of the application, the location of the application, the type of pest to be controlled, and the name and number of the District contact person.
3. All pesticides used must be pre-approved by the RSD Operations Manager.
4. All persons making applications will have received training by the Washington State Department of Agriculture.
5. Records of all applications, and copies of Material Safety Data Sheets will be kept on file at the Facilities and Operations Center for review upon request.

If you are a parent or guardian of a student attending a middle school or high school, please see the attached guidelines for secondary school pesticide applications.

If you have any questions, please feel free to contact me at 425-204-4400.

Cordially Yours,  
Facilities and Operations Manager- Renton School District

Updated August 2024

RENTON SCHOOL DISTRICT REGISTRATION INFORMATION  
**LIFE-THREATENING HEALTH CONDITIONS**

Dear Parents/Guardians:

Does your child have a life-threatening health condition such as a severe food allergy, bee sting allergy, asthma, diabetes, seizures or a cardiac condition?

If so, it is important that you communicate this vital information to school personnel on the *RENTON SCHOOL STUDENT HEALTH INFORMATION FORM* in the registration packet as soon as possible.

Washington State law (RCW 28A.210.320 and Chapter 392-380-020 WAC) helps your child's school provide for the safety and health of children with life threatening conditions. The law does so by requiring that the child with a life-threatening health condition has **the necessary medication, treatment orders and nursing plan in place before beginning school**. The orders must be obtained from the child's licensed health care provider. Required forms are available in the school office and on the Renton School District website.

If the necessary medication, treatment orders and equipment are not provided, the chief administrator of the school is required to exclude the child until the orders, medications, and equipment have been provided. This requirement applies to all students with a life-threatening condition. Our exclusion procedures are in accordance with the rules (WACs) of the State Board of Education.

If you have any questions, please contact your child's school and ask for the school nurse.

Form 1023-Rv1/13

OFFICE OF THE SUPERINTENDENT (OSPI)  
WEAPONS NOTICE

**Washington State law and federal law have both addressed eliminating weapons from school grounds.**

- Under RCW 9.41.280, it is a gross misdemeanor for any person to carry or possess a dangerous weapon or firearm on public school premises. This includes school buses and non-school facilities that are being used for school activities. The law requires that all school facilities must be posted with signs stating "Gun Free Zone."
- If you have dangerous weapons in your home, especially firearms, please take special precautions to ensure that your children and/or their friends could never have access to these weapons. This is one way that parents can help to keep Renton schools safe.
- Students who violate the statute are to be expelled from the district in which they committed the violation and are considered expelled from all public schools in the state, after following regular due process. School administrators are to notify law enforcement promptly of any violations of the law. The confidential Renton School District weapons hotline number is (425)204-2468.
- Renton School District policy also prohibits laser pens and objects that look like weapons, such as toy guns and toy knives. That means that a student who brings such an object to school, on a school bus, or to a school activity can expect serious consequences, up to and including expulsion. In addition to District policy regarding discharge of laser devices, the state legislature passed SHB 2086 in 1999. This bill criminalizes the discharge of a laser at a bus driver.
- Students or others who are aware of weapons on campus and do not report the information to school authorities are subject to discipline.

The Renton School District is making a concerted effort to assure patrons that our schools provide a safe and civil environment for staff and students. Each of our schools has a Comprehensive Safe School Plan that indicates their preparation in the areas of Prevention, Intervention, Crisis Response and Recovery. These "safety" plans are available for review by contacting the building principal.

Dear Parent/Guardian,

**Renton School District** is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Consistent attendance will help children do well in high school, college, and at work.

### **DID YOU KNOW?**

- Starting in preschool, too many absences (excused and unexcused) can cause children to fall behind in school.
- Missing 10 percent (or about 14 days) increases the chance that your student will not develop literacy and numeracy skills at the same level as their peers.
- Students can still fall behind if they miss just a day or two days every few weeks.
- It takes up to 3 school days to make up 1 absence.
- Being late to school may lead to poor attendance.
- By 3<sup>rd</sup> grade, absenteeism impacts a student's ability to read proficiently.
- By 6th grade, absenteeism is one of three signs that a student may drop out of high school.
- By 9th grade, regular and high attendance is a better predictor of graduation rates than 8th grade test scores.

### **WHAT WE NEED FROM YOU**

We miss your student when they are gone, and we value their contributions to our school. We would like you to help ensure that your student attends regularly and is successful in school. If your student is going to be absent, please contact your child's school. **A new state law requires that we get your signature to verify that you have received attendance information from the school district.**

### **OUR PROMISE TO YOU**

We know that there are a wide variety of reasons that students are absent from school, from health concerns to transportation challenges. There are many people in our building prepared to help you if you face challenges in getting your child to school regularly or on time. Please contact the attendance office, your Family Support Specialist, or your child's teacher if you need support. We will track attendance daily, communicate with you to understand the absence, and identify barriers and supports available to overcome challenges you may face in helping your student attend school.

### **SCHOOL POLICIES AND STATE LAWS**

**[We, the school, are required to take daily attendance and notify you when your student has an unexcused absence.](#)**

At **Meadow Crest**, we are committed to working collaboratively with you to ensure that your student attends preschool consistently. During our family engagement days, your student's teacher will talk to you about the importance of regular school attendance. During November

conferences, your student’s teacher will review attendance records with you. If your student’s attendance is trending toward chronic absenteeism (3 or more absences), the teacher will work with you to identify barriers and supports available to you. Your student’s teacher will support you in creating an attendance plan to reduce the number of absences your child is experiencing.

**For future knowledge,** It is important that you understand our school district policies and procedures, as well as Washington State Law, to ensure your child is successful in school. State law for mandatory attendance, called the Becca Bill, requires children from age 8 to 17 to attend a public school, private school, or a district-approved home school program. Children that are 6- or 7-years-old are not required to be enrolled in school. However, if parents enroll their 6- or 7-year-old, the student must attend full-time. [Renton School District Policy and Procedure 3122 on excused and unexcused absences can be found on the district website:](#) <http://www.rentonschools.us/Page/129>.

Starting in elementary school, If your child has unexcused absences, the school is required to contact you and start developing a plan. Excessive unexcused absences could result in a petition with Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. You and your student may need to appear in Juvenile Court if your student continues to be truant. [This information is also included in the student handbook for your school.](#)

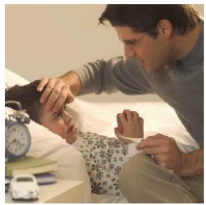
## WHAT YOU CAN DO

- Talk to your student about school and what they are learning.
- Set a regular bedtime and morning routine.
- Prepare for school the night before, lay out clothes, pack backpack, and get a good night’s sleep.
- If your student is anxious about going to school or says “I don’t want to go to school”, talk to their teacher to identify strategies to support them.
- Avoid appointments and extended trips when school is in session.
- Keep track of your student’s attendance. Missing more than 7 days could put your student at risk of falling behind.
- Develop a backup plan for getting your child to school on time.
- Talk with other families about strategies for getting preschoolers ready and out the door on time for school



# KEEP ME HOME IF...

I have a temperature of 100.4°F or higher



- I'm younger than 2 months; OR
- I'm older than 2 months **AND have other illness symptoms** (rash, sore throat, earache, headache, vomit, diarrhea) or are **just not feeling well**

I'm vomiting



2 or more times in 24 hours

I have diarrhea



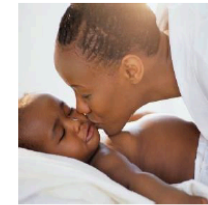
- 2 loose/watery stools more than normal for child in 24 hours; OR
- Any blood or mucus in stool

I have a rash, sores, lice, ringworm, or scabies



- Body rash (not related to allergic reaction, diapering, or heat)
- Oozing open sores or wounds
- Mouth sores with drooling
- Untreated head lice, ringworm, or scabies

I'm not feeling well



- Unusually tired
- Low activity level
- Lack of appetite
- Cranky/fussy
- Crying more than normal
- Unable to keep up with program activities

Please note: As of 2022, American Academy of Pediatrics defines fever as a temperature of 100.4°F or higher.

**COVID-19 is not the only illness in the community.** Child care and early learning programs are required to follow Washington Administrative Code (WAC) 110-300-0205 and send children and staff home when they are sick.

Programs are allowed to have sickness policies that are more cautious than WAC requirements. For example, a program may require children be symptom-free for 24 hours before returning to care, or they may choose to exclude for COVID-19 symptoms and require a negative test before a child can return. **Please follow your child care program's sickness policy.**

**Nobody likes to get sick.** Keeping your child home when they are sick helps teachers, children, and other families from getting their germs. Other things you can do to stay healthy:

- Wash your hands
- Stay up to date on your vaccinations, including COVID-19 and flu
- Consider wearing masks when you are in a crowded public setting

Supported by:

Public Health  
Seattle & King County

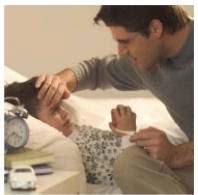


2/2023



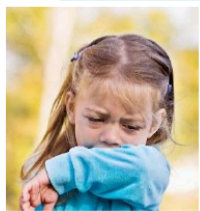
# MANTENME EN CASA SI...

Tengo una temperatura de 100.4°F (38°C) o más



- Soy menor de 2 meses; O
- Soy mayor de 2 meses **Y tengo otros síntomas de enfermedad** (dolor de garganta, dolor de oído, dolor de cabeza, sarpullido, vómito, diarrea) o **simplemente no me siento bien**

Estoy vomitando



2 o más veces en 24 horas

Tengo diarrea



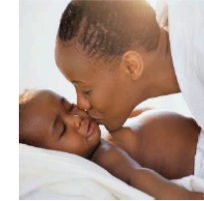
- 2 deposiciones blandas/acuosas más de lo normal para el niño en 24 horas; O
- Sangre o mucosidad en las heces

Tengo sarpullido, llagas, piojos, tiña corporal o sarna



- Erupción corporal (no relacionada con una reacción alérgica, cambio de pañales o calor)
- Llagas o heridas abiertas que supuran
- Llagas en la boca con babeo
- Piojos, tiña corporal o sarna no tratados

Simplemente no me siento muy bien



- Inusualmente cansado
- Nivel de actividad bajo
- Falta de apetito
- Irritable, quisquilloso
- Llorando más de lo normal
- No soy capaz de participar en las actividades del programa

Por favor tome en cuenta: A partir de 2022, la Academia Americana de Pediatría define la fiebre como una temperatura de 100.4°F (38°C) o más.

**COVID-19 no es la única enfermedad en la comunidad.** Los programas de cuidado infantil y educación temprana están obligados a seguir el Washington Administrative Code [WAC] 110-300-0205 y deben enviar a casa a los niños y al personal cuando estos están enfermos.

Los programas pueden tener políticas de enfermedad que sean más cautelosas que los requisitos de WAC. Por ejemplo, un programa puede requerir que los niños estén libres de síntomas durante 24 horas antes de regresar al programa, o pueden optar por excluirlos por síntomas de COVID-19 y requerir una prueba negativa antes de que un niño pueda regresar al programa. **Por favor siga la política de enfermedades de su programa de cuidado infantil.**

**A nadie le gusta enfermarse.** Mantener a su hijo(a) en casa cuando está enfermo(a) ayuda a que los maestros, los niños y otras familias no se contagien de gérmenes. Otras cosas que puede hacer para mantenerse saludable son:

- Lavarse las manos
- Mantenerse al día con sus vacunas, incluyendo la vacuna contra el COVID-19 y la influenza
- Considere usar mascarillas cuando esté en un lugar público lleno de gente

Apoyado por:

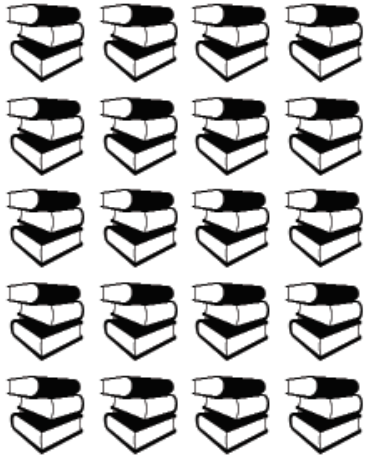


Public Health  
Seattle & King County



2/2023



# WHY READ 20 MINUTES AT HOME?

Student A Reads	Student B Reads	Student C Reads
❖ 20 minutes per day.	❖ 5 minutes per day.	❖ 1 minute per day
❖ 3,600 minutes per school year.	❖ 900 minutes per school year.	❖ 180 minutes per school year.
❖ 1,800,000 words per year.	❖ 282,000 words per year.	❖ 8,000 words per year.
		
❖ Scores in the 90 <sup>th</sup> percentile on standardized tests.	❖ Scores in the 50 <sup>th</sup> percentile on standardized tests.	❖ Scores in the 10 <sup>th</sup> percentile on standardized tests.

If they start reading for 20 minutes per night in Kindergarten, by the end of 6<sup>th</sup> grade, Student A will have read for the equivalent of 60 school days, Student B will have read for 12 school days, and Student C will have read for 3.

(Nagy and Herman, 1987.)

## WANT TO BE A BETTER READER? SIMPLY READ.

**Please keep this handbook in a convenient place to refer to through the year. We look forward to a year of partnering together for your child's success.**