



MAYWOOD HILLS

Parent and Student Handbook

Maywood Hills Elementary

19510 104th Ave NE • Bothell, WA 98011 • 425-408-5000

Attendance Line 425-408-5010

Health Room 425-408-5006

Office Hours: 8:00-4:00

Table of Contents

Principal Letter	3
Maywood Hills Staff List	4
Office/School Information	5
Arrival/Dismissal Procedures	6-7
Attendance	8-9
Behavior Expectations	10-11
Classroom Celebrations	11
Digital Citizenship	12
Electronic Devices/Cell Phones	13
Extra Curricular Activities	13
Health Room Information	14-17
Items from Home	18
Lost and Found	18
Meal Plan	19
Pets	19
Plagiarism	20
Playground	20
PTA	20-21
Restrooms	21
Specialist	21-22
Student Dress Code	22
Volunteering	23

September 2025

Dear Maywood Families,

Welcome to Maywood. We are looking forward to working with your family this year. We hope you will find this booklet helpful in outlining some of the practices and procedures at our school. Please go over the information enclosed with your child and keep it handy as a convenient resource. We hope it will be just the beginning of rich and meaningful communication between your family and ours.

As a parent of an eleventh grader and a sophomore in college, I know first-hand the importance of quality schools. My dreams and aspirations for my children - both for their tangible success and for a less definable future "happiness" - will be directly impacted by the habits of mind and body attributable in large part to their education.

The staff at Maywood Hills knows this as well, and is committed to ensuring that every child is provided the opportunity and encouragement to work to their potential. The combination of a talented staff, motivated students, and caring involved parents helps make Maywood Hills an exceptional school.

Throughout the year you and the staff will have opportunities to discuss the academic and social growth of your children and work as a team to help them reach their full potential. We are eager to share in a partnership with you for their benefit. Your child's success and well being at school are our most important priorities.

I encourage each of you to be an active part of the Maywood Hills PTA. This amazing organization has accomplished many wonderful things to enhance the quality of our students' education. Becoming a member of the PTA is a great way to get to know your children's friends and their parents.

If you have any questions or concerns during the school year, please feel free to call or stop by.



Sincerely,

Sonja Hoeft
Principal

Maywood Hills Elementary 2025/2026

19510 104th Ave. N.E., Bothell, WA 98011-2499

408-5000 • FAX 408-5002

Kindergarten – 5th Grade 9:05 – 3:35

Early Release Wednesday 9:05– 2:05

Sonja Hoeft, Principal Megan Ham, Dean of Students Rana Mahmud, Office Manager Erin Selvig, Office Secretary Barbara Miller, Nurse		<u>Primary Blended (Cherry Room)</u> Stephanie Church Pri Blended April Cunningham(1:1) 6.5 hr Para-Educator Emma Robertson (1:1) 7.0 hr Behavior Tech Michelle Speed 6.5 hr Para-Educator Ryanne Spielman 6.5 hr Para-Educator <i>Open</i> <i>4.0 hr Para-Educator</i>	
Maria Ali Tatiana Barros Dos Santos Ashley Kuhlmann Nina O’Leary	Kindergarten Kindergarten Kindergarten Kindergarten	<u>Intermediate Blended (Palm Tree Room)</u> Emily Carranza Int Blended Emily Schultz 6.5 hr Para-Educator Ginger Warren 6.5 hr Para-Educator Nina Scruggs (1:1) 6.5 hr Para-Educator Angela Campbell (1:1) 6.5 hr Para-Educator	
Sarah Adkinson Maxine Miceli Karly Sader	First First First	<u>Learning Center (Wisteria Room)</u> Kendra Selby SpEd LC Sonja Owens .5 SpEd LC Maile Minton 6.5 Para-Educator Meagan O’Brien 4.0 hr Para-Educator Alex Wong (1:1) 6.5 hr Behavior Tech	
Kathleen Wick Emily Burnett Sarah Meyer Jessica Murphy	 Second Second Second	<u>LAP (Magnolia Room)</u> Salina Greig-Hill .9 LAP Jenny Peterson 4.0 hr Para-Educator	
Christina Charlesworth Tina Rice Lisa Vorwerk	Third Third Third	<u>ELD (Redwood Room)</u> Rose Liao ELD Michelle Mallory 6.5 hr Para-Educator Vanesa Arnaiz Martinez-Malo 6.5 hr Para-Educator Amy Harris 4.0 hr Para-Educator	
Jo Sanchez Susan Sires	Fourth Fourth		
Heather Erickson	Fourth/Fifth		
Jennifer Deskin Eric Sylvester	Fifth Fifth		
Renee Huizenga Shelly Dunn Justin Sheaffer Elise Harris Laura White	Librarian .9 PE (M/W) .4 PE .6 Music .7 Music	<u>Other Support Staff</u> Stephanie Adam .6 SLP (M,W,F) Rachael Silva .6 SLP Molly Baughman .4 OT/PT Jing Cao .5 OT/PT Bridget Sachse .4 OT/PT Jimmy Nam School Counselor Emily Hunter .9 Psychologist Annelise Sullivan Mental Health Spec.(Tu)	
Larry Pierce	Tech Support (STS)		
Nong Ratanapintha Chie Kitamura	Kitchen Manager Asst. Cook		
Daniel Spagnole Tai Quoc Vuong My Luu	Head Custodian Mid Custodian Night Custodian	Tammy Cox School Asst. Shanza Mohammed School Asst. Darcy Schwarz School Asst.	

Maywood Hills Elementary Office Information

24 Hour Attendance Line: 425-408-5010

Health Room: 425-408-5006

Office Hours: 8:00-4:00

School Hours

Monday, Tuesday, Thursday, and Friday 9:05-3:35

Early Release Wednesdays 9:05-2:05

*Students may start arriving on campus at 8:45 am. Before this time, there is **no supervision on campus. Students must remain with the adult bringing them to school until 8:45 am.** Students must be picked up at 3:35 each day. There is no supervision after this time.*

Office Hours and Contact Information

The Maywood Hills Main Office will be open M-F from 8:00-4:00 pm each day. You may leave a message for any staff member at any time at 425-408-5000. We will return your call as soon as possible or direct your message to the correct staff member.

Messages for Students

Please do not call or message your individual classroom or your child's personal device to inform of any change in pick-up or transportation. Instead, an email should be sent to the teacher and office as early as possible if:

- There is a change in after-school routine changes (these plans should be made at home prior to arrival on campus.)
- The child will be picked up early for any reason

If something changes during the day please call the front office. Students will not be able to call home to make alternate plans. The deadline for calling the office for an after-school change of plans is 3:00 pm.

Phone calls for students into the classroom can be disruptive to instruction. With the exception of emergencies, we will not disrupt a classroom for phone conversations. Parents and guardians will be transferred to voicemail or asked to leave a message for the intended recipient. Information that students do not need until the end of the day will be delivered to classrooms before students leave at 3:35 pm.

School Arrival and Dismissal Procedures

Arrival

- Students are expected to arrive between 8:45 and 9:05 am and should go directly to their morning line up spot or classroom.
- Any student arriving prior to 8:45 must be participating in a before-school program. There is no adult supervision before 8:45.
- Students should use designated sidewalks and walkways on school grounds. Students should not walk between buses/cars or through the parking lot.

For safety reasons, scooters, skateboards, roller blades, roller skates and shoes with wheels are not allowed on campus. Bicycles are allowed only when the student comes with a parent and a plan has been approved by an administrator.

Dismissal

Bus



- Students that ride the bus will be taught where to line up to catch their bus. (Teachers in grades K-1 drop students directly at their supervised bus line)
- Students are expected to comply with school rules as well as rules set by their bus driver.
- A parent or approved adult must be at the bus stop to pick up a kindergarten student.

Parent Drop Off/Pick Up Zone for Maywood Hills

We appreciate your patience and willingness to follow the guidelines listed below. Together, we can keep traffic in the parking lot flowing smoothly, while ensuring the safety of the students and their families.

- Please adhere to the 5-mph speed limit.
- Students may arrive between 8:45 and 9:05 am. (Please note that there is no adult supervision before 8:45 am and students should not be on campus)
- We have a dedicated bus entrance loop and main entrance loop with a parking lot connected. The bus loop is only for buses and should not be accessed by cars.

Drop off and Pick up is only allowed through the front entrance for cars, **do not drop off by car at any other location or street around campus.**

- In the drop off/pick up zone, please pull forward as far as possible to make room for other cars.
- An adult will help monitor this line of cars. Drivers should stay in their cars. We ask that you stay in the line even after your student is dropped off and continue with the flow of traffic to get out. **This is the only location parents should drop students off by car, please do not use other entrances.** All cars should turn right out of the driveway after dropping students off. (Pick up as well)
- Please have students ready to exit the car on the curbside as quickly as possible.
- If you need to unbuckle or put a backpack on you will need to park in a parking spot, in the parking lot. Your student can then walk down to their line up spot. Car drop off is designed to be quick.
- Double parking is not allowed.
- The back gate is not for car drop off.

Please look at [this link for additional details](#) and maps of our arrival and departure policies.

Movement Across Campus

To ensure safety and minimize disruptions, we ask that students and visitors move through the campus in the following ways:

- Use walking feet at all times
- Use a level 0 to 1 voice level when moving throughout campus
- Keep their bodies to themselves
- Students and visitors stay on designated walking paths and out of flower beds, grassy areas, etc

Attendance

Absences/Tardies

- Please let the office know if your child will be absent from school. Please call the school attendance line at **(425) 408-5010** or email **mhattendance@nsd.org**.
- Any student arriving later than 9:05 am will need to check in at the main office and receive a tardy slip before going to their classroom.
- Frequent absences/tardies will result in a letter home and may include an action plan to ensure consistent attendance.

The importance of prompt and regular school attendance by students is emphasized at Maywood Hills Elementary School. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Students miss significant instruction when they are absent from school, therefore, any absence affects student learning. Frequent absences and tardies will be addressed by the principal or designee. The school may take a variety of actions to help improve a student's attendance and timeliness, including the conversion of 3 unexcused or unacceptable tardies to an unexcused absence.

If there are extenuating circumstances causing increased tardiness and/or absences, please notify the office. If your child will be absent or late, please call the 24 hour attendance line at 425-408-5010 or email mhattendance@nsd.org. We value your child's safety and would like to know where he/she is if not in school. The school requires a Parentvue absence submission, a written note, phone message, or email from the parent explaining the absence or late arrival. No notification within 48 hours of absence will prompt the notation of an unexcused absence on the child's record. Please see Unexcused Absences below for more information.)

Tardies

Children arriving late to school are listed as tardy on the permanent record. The following are considered unexcused tardies: missed bus, oversleeping, appointment for a person other than the student, errands, taking a sibling to school, etc. Excessive tardies are disruptive to a child's education, fellow students and the teacher who begins teaching right at 9:05 am. Students who arrive in their classrooms after the 9:05 am bell rings will be considered tardy and must check into the office before going to the classroom. A Tardy Slip will be issued. Students arriving after 9:05 am because a bus arrived late will not be marked tardy but must check into the office to verify attendance before going to class.

Excused Absences

Excused absences or late arrivals considered appropriate by the school district include student illness, family emergencies, special religious observances, medical/dental appointments, and school-sponsored activities. We urge you to make certain these are the only reasons for your child missing school. Absences or tardies not covered in the above stated instances may be deemed appropriate at the discretion of the principal. If a student has chronic excused absences parents may be asked to come in for a meeting to discuss attendance.

Unexcused Absences

The following are considered unexcused absences: no call or written response from the parent within 48 hours of absence, missed bus, oversleeping, babysitting, appointment for a person other than the student, errands, taking a sibling to school, etc.

Field trips are an extension of the classroom. When a family decides that a student is unable to attend a field trip, the student is expected to be in school. If a student has either seven unexcused absences in any month or ten unexcused absences during the school year, the school may file a truancy petition with the King County Court. (Please see the Northshore School District website, www.nsd.org, for the full text of the NSD Board Policy on Excused and Unexcused Absences Policy No. 3122).

Extended Absences from School

Families who take extended vacations (5 days or more) must inform the office and teachers ahead of time in writing. Please ask the front office for a Prearranged Absence form to fill out.

Please note that if your child is going to miss more than 20 consecutive days of school, it is Washington State policy that we must withdraw your child and then re-enroll them upon returning. When they return, students are not guaranteed the same class placement. We strongly discourage extended absences from school. There is no replacement for school attendance, and with the depth and variety of components included within the NSD curriculum, it is not possible for teachers to provide work to cover the missed instruction and group learning.

Behavior Expectations

Maywood Hills is committed to maintaining a safe and positive learning community. Students are expected to display the following:

Respectful-

Treat other students, parents, staff and all others on campus the way you want to be treated

Responsible-

Know the rules and do the right thing, even when no one is watching.

Ready to Learn-

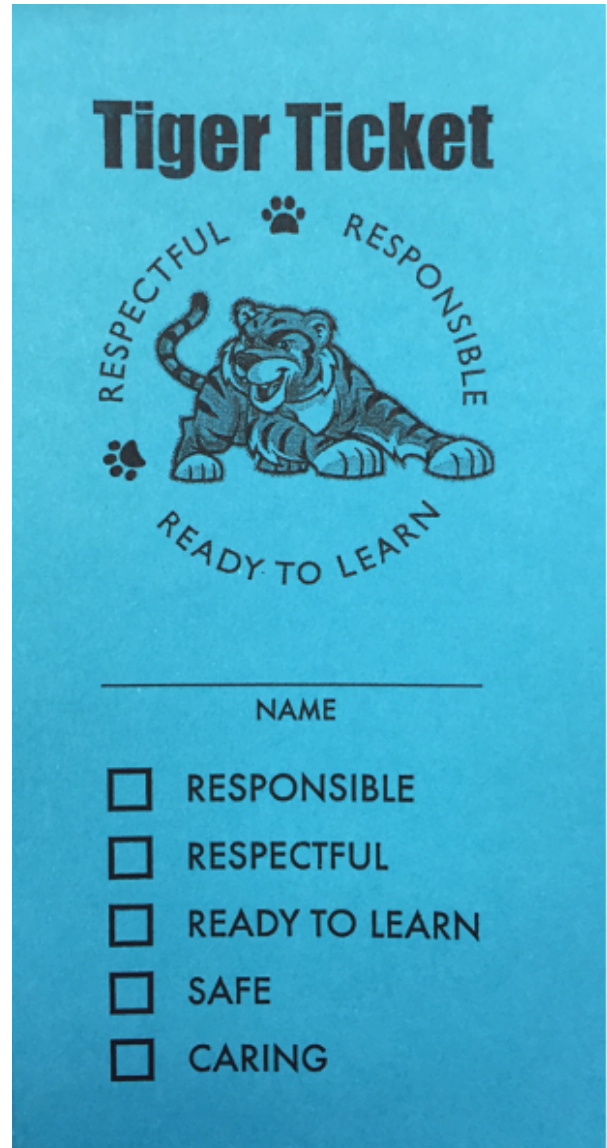
Be present, be on time, be prepared and never stop trying.

Safe-

Follow the rules at all times and in all areas on campus. Listen to adult directions and behave in a safe manner.

Caring-

Show respect, protect one another, and be the kind of friend you want to have.



Tiger Ticket

RESPECTFUL RESPONSIBLE

READY TO LEARN

NAME _____

- ☐ RESPONSIBLE
- ☐ RESPECTFUL
- ☐ READY TO LEARN
- ☐ SAFE
- ☐ CARING

Our Maywood Hills community uses the following approach when addressing student conduct that teaches positive behavior and allows students to learn from their mistakes.

- Minor concerns are handled on the spot (in the classroom, on the playground, or other areas of the school). Staff will assist students in understanding the expected behavior and reinforce student's abilities to make responsible choices through positive reinforcement.
- Staff will clearly define the expected behavior and provide opportunities for students to learn from their mistakes with appropriate consequences for their behavior. When repeated minor concerns or more major offenses occur that cannot be handled by the classroom discipline plan then Maywood Admin support or an Office Behavior Referral may be needed.
- If repeated major offenses, severe disrespect or dangerous or illegal behavior happened then Maywood Hills Administration will always intervene. Consequences may include in-school or out-of-school suspension and/or other methods that address the seriousness of the offence. Parents will always be notified at this level.
- [Northshore School District Student Rights and Responsibilities](#)

Classroom Celebrations

Classroom celebrations are a fun and exciting part of the school year. During Curriculum Night, teachers will share their plan for classroom celebrations.

- Please abstain from sending balloon bouquets, birthday invitations or birthday treats to school. Chat with your child's teacher about non-food ways to celebrate a birthday.

The school directory is a great place to gather contact information for any students your child is looking to invite to a party. Please contact the PTA for this directory.

Digital Citizenship

At Maywood Hills we build educated students in an age where electronics are all around them and they are digital natives. Our Digital Citizenship curriculum is taught by our school librarian and is reinforced by all classroom teachers. There are eight main areas that the curriculum includes:

Internet Safety
Relationships & Communication
Digital Footprint & Reputation
Information Literacy

Privacy & Security
Cyber Bullying & Digital Drama
Self-Image & Identity
Creative Credit & Copyright

The Rights & Responsibilities Handbook Concerning Student Conduct prohibits the misuse or inappropriate use of technology (including Web sites and e-mail) that interferes with or disrupts the educational process. The inappropriate use of electronic communication, whether initiated at school or not, that violates district policies against harassment, discrimination, intimidation and bullying is not permitted. It is a violation of student codes of conduct to invade the privacy of or to misrepresent someone through electronic communications. The Northshore School District takes these violations seriously and those who are found to have committed such violations will face harsh disciplinary actions.

The Responsible Use Procedure applies to staff, students and guests who utilize: district-owned technology on the NSD network, on non-school networks and offline; non-district technology, including privately owned technology that is connected to the NSD network or non-district networks while on school property.

Please also see [Responsible Use Procedure 2022P](#)

Electronic Devices and Cell Phones

Personal electronic devices are not permitted on Maywood's campus. At Maywood we take an "Off and Away for the Day" approach. Our recommendation to parents is that personal mobile devices (smartphones, smart watches, etc.) stay at home. We do recognize that families may have a need for their child to have a cell phone. If a student brings a cell phone/smart watch to school, it needs to be turned off/silent and kept in their backpack for the entire school day. If a student needs to make a call during the day, they need to talk to a staff member about the best way to do this, using their personal device is not allowed. If a parent needs to contact a student, they should do so through the office, not the student's personal device during the school day.

If a student is found using a cell phone, smart watch, etc during school the device will be confiscated for the day. If the problem persists disciplinary action could be taken.

If you would like to learn more, please review NSD Policy 3245 and [Procedure 3245P](#)

Extra Curricular Activities

At Maywood Hills we offer a variety of extra curricular activities for all grade levels. Some occur during the school day while a number are before and after school. Please look for fliers coming home and in our Weekly Newsletter for specific activities. Some of the offered activities include but are not limited to:

Cross Country	ASB	Marimba
Choir	Track and Field	Math Club
Chess Club	Garden Club	Art Club

Health Room Information

**We have a registered nurse at school every day between the hours of
8:45-3:45 pm.**

Barbara Miller can be reached by telephone at (425) 408-5006

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

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

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

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

When Should I Keep my Child Home from School?

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

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

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

Injuries at School: Parent Financial Responsibility

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

Information about optional student accident/illness insurance can be found at: <https://www1.nsd.org/resources/reference/injuries-at-school>

Children with Life Threatening Conditions:

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

The law defines life-threatening conditions as "a health condition that will put the child in danger of death during the school day if a medication or treatment order and a nursing plan are not in place." Children with life-threatening conditions such as diabetes, severe bee sting or food allergies, severe asthma, severe seizures, etc., are required to have a medication or treatment order in place before they start school. "Medication or treatment order" means the authority a registered nurse obtains under RCW 18.79.260(2). This is covered when the child's licensed health care provider completes the Authorization for Medication form or treatment order for medical services to be performed at the school. If a medication or treatment order is not provided, the principal of the school is required to exclude the child until such an order is provided. This requirement applies to students with life-threatening conditions who are new to the district, and students who are already attending the school. If your child has a

life-threatening health condition requiring medical services at school, or if you have questions about a medical condition, please notify the school nurse right away. Students with a life-threatening condition qualify for a 504 Accommodation/Emergency Care Plan. Please set up a meeting with the school nurse in order to have all necessary forms and medications in place prior to starting school. Health Screening Health screening for hearing and vision is done each fall in grades K-3, 5th and 7th. Other students may be screened for hearing or vision upon referral by the teacher or parent. The vision screening does not identify all vision problems and is not intended as a substitute for periodic eye examinations by a healthcare provider. A referral letter will be sent home when a student's hearing and/or vision screening results do not meet the expectations for their age. Immunization For the protection of your child, the Washington State immunization law states that every child attending public or private school must show proof of compliance with the law before the student's first day of attendance. Northshore School District requires healthcare provider verification of student immunizations. Any student not meeting this requirement will be excluded from school attendance. Bothell Health Point (425-486-0658) accepts medical coupons and has a sliding fee scale. If you need assistance in acquiring these immunizations, please contact the school nurse.

Medications at School:

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

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

School Staff Administered Medication:

The following conditions must be met:

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

Student Self-Administered Medication

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

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

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

Medication while on Field Trips

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

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

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

If you wish your student to self-administer medication at school or have any other questions related to the information noted here, please contact the school nurse at 425-408-5006.

Items Brought From Home

Items brought from home, including toys and potential valuables, can create a substantial disruption to the learning environment. The school cannot take responsibility for these items, this includes personal electronic devices. Items from home are not allowed at school and should be left at home to avoid loss, damage or theft. Arrangements must be made with your child's teacher prior to bringing any special items to school based on specific, scheduled classroom events. Any item brought to school without the teacher's permission will be taken from the student and held by the classroom teacher or in the school office for parent pick up.

Students may not buy, sell or trade items on school grounds and the school is not responsible for lost or damaged items. This includes but is not limited to; Pokémon cards, fidget spinners, and other trading cards. These items should be kept at home in a safe location. If a decision is made between the parent, student and teacher that a specific tool should be used in the classroom, an agreement/contract will be signed for approved use. Please see 'Lost and Found' for additional information regarding lost items.

Lost and Found

At Maywood Hills, the best policy is that if it is valuable/important; leave it at home to prevent lost items. In the event that something does get lost at school:

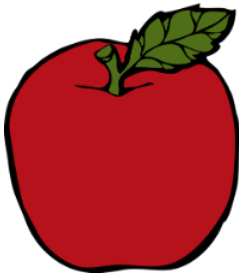
- Clothing/Accessories found on school grounds will be taken to the Lost and Found rack. It is best to put your child's name on jackets so that they can be returned.
- The Lost and Found rack is located in the cafeteria.
- Smaller lost and found items, such as jewelry and watches, are kept in the office.
- Unclaimed items are sent to a charitable organization on a regular basis.

In order for us to best help your student keep track of their things, we encourage you to write their name (first and last) somewhere on the inside (the tag is a great spot for this!) of their coat/jacket/hat/etc.

Meal Plan

Each student receives a lunch card that they will use at lunchtime in the food line. Additional information, including meal costs, can be found below.

Breakfast is available in the cafeteria every morning starting at 8:45 A.M.



Costs

Breakfast: \$2.75

Reduced Breakfast: Free

Lunch: \$4.50

Reduced Lunch: Free

Milk: \$.75

Adult Meal Price: \$6.00

Pets



Posted at the entrance of most gates on our campus is a sign that reads, “No Dogs or other Animals”. We are asking that all pets stay off our campus both before and after school. Service animals are of course exempt from this. This policy supports the many different needs of our students, staff and family and ensures that all of our students feel safe on campus. Please keep your pets at home when walking students to and from school, or decide on a goodbye/hello location that is at the edge of our property. Thank you for helping to support this.

No pets or animals are allowed in the office or the classroom, with the exception of service animals.

Plagiarism

We promote educational honesty and ethical behavior among students. We discourage plagiarism as documented in the Northshore School District Student Handbook. Matters in question will be taken very seriously.

Playground

On our school playground, we expect students to follow our discipline guidelines:

- Students act responsibly by staying in designated areas, getting permission before leaving the playground. Understanding the rules, taking care of and returning recess equipment, and lining up promptly when the bell rings are expected behaviors.
- Students work together by showing good sportsmanship, using kind words, respecting others, taking turns with equipment, and being cooperative and inclusive in their play.
- Students stay safe by following rules for all recess equipment, keeping their hands and feet to themselves, considering others personal space while playing in games and on equipment, and listening to all directions from recess supervisors.

Maywood Hills playfield has no adult supervision before or after school. Students should not be on the playfield without an adult present.

PTA

The PTA is a vital part of our children's school experience. The Maywood Hills PTA partners with teachers and administrators to provide programs and services, supplies, and volunteers for a variety of support areas including;

- | | |
|--------------------------------------|-------------------------------|
| -Classroom Grants | -Scholarships for field trips |
| -Science and art programs | -Communications |
| -Books for the library and book room | -Staff Appreciation |

-After-school enrichment programs, Science Fair and Art Gallery Night
...and more!

Joining a monthly meeting is a great way to learn more about PTA. For more information please reach out to our Membership chair by email at membership@maywoodhillspta.org

Restrooms

Students are expected to treat restrooms respectfully and maintain clean and sanitary practices.

- Flushing the toilet.
- Washing hands.
- Throwing paper towels in a trash receptacle.
- Promptly return to class.

Restrooms that are single person use are gender neutral. Multi stall restrooms are gender specific.

Per district policy, all students are permitted to use the restroom that aligns with their gender identity.

Specialist

Maywood students attend a specialist each day. Over the course of the week students have two PE classes, two Music classes, and one library. Check with your classroom teacher for their specific schedule.

Library: In addition to building a lifelong love of reading, Library lessons support reading and research students are doing in the classroom and help them develop technology and digital citizenship skills. Students' check out 1-6 books at each library session depending on their grade level and how many books they already have checked out. Books are checked out for two weeks. We do not charge fines for overdue books, but lost or damaged books will be charged a replacement fee.

Music: All students receive general music instruction, which includes singing, moving, playing instruments and music appreciation. Throughout the year, students grow in their vocal skills, responding to music through movement, instrument performance, grade appropriate music theory, and much more. Students build skills of performing as part of an ensemble as well as have opportunities to compose, improvise and perform on their own. 1st - 5th grade all have the opportunity to participate in at least one performance experience during the year.

P.E.: Students are taught a variety of activities in the hopes to instill a love of being active that will carry on into adulthood. All fifth graders take a curriculum-based assessment that deals with the health related components of fitness. Students in grade 4 and grade 5 take the Northshore FITT physical fitness test that includes pushups/ curl ups/ running and a flexibility test. All students are encouraged to try their best and to have fun.

Student Dress Code

Our goal is to maintain a focused learning environment. Appropriate school dress increases the likelihood of appropriate school behavior. Families may be called to provide alternate clothing if necessary.

- Make sure your child is dressed appropriately for all Pacific Northwest weather. Please remember that students go outside each day. Rain or Shine.
- Clothing should not expose areas typically covered by undergarments.
- Any items (clothing, jewelry, headwear or accessories) with words or pictures that promote any activities prohibited by the NSD Student Code of Conduct, or other items that might otherwise disrupt the teaching and learning process are not allowed.
- Shoes need to be appropriate for P.E. and playground activities. Students should not wear flip-flops or high heels for safety reasons.
- Hats may be worn in the classroom at the teacher's discretion, and based on their classroom policy.

Volunteering At School

Families are encouraged to participate in school functions and volunteer in our classrooms. Volunteerism is a crucial aspect of our school community.

Here are some things to keep in mind regarding volunteering at school:

- To become a school volunteer, you must apply with Northshore School District as such, visit <https://www.nsd.org/get-involved/volunteer/become-a-volunteer>. Once you have submitted your on-line form you will be notified when your application is approved.
- Contact your child's teacher to schedule a day and time before visiting the classroom.
- Sign in at the front office and obtain a volunteer badge *before* going to the classroom.
- Respect teacher spaces and learning environments. The staff room is for staff use only.
- For the safety of small children, we ask they not be brought along during volunteering times.
- Information or observations about individual children are to be kept confidential.
- If you plan to chaperone for a field trip, **you must apply for Level 2** when you apply to be a volunteer. Please allow 2-3 weeks processing time for this level of clearance.