



# **Central-Emerson Elementary School Family Handbook**

*The Central—Emerson community is a great place to learn, grow and make friends, where we are focused upon each child's growth.*

Central-Emerson  
is a tobacco free,  
drug free,  
and  
gun free zone



**The Central-Emerson school community is unique in that it is located on two campuses. Preschool through second grade programs are housed at Central Primary Center while third through sixth grades are located at Emerson Elementary. We are very proud of our staff and students. We welcome you to our school!**

**Arrival time-** Emerson students should not arrive to school before 8:10, unless they are eating breakfast. Central students should not arrive before 8:20, unless they are eating breakfast or involved in book club. Book club starts at 8:10.

**Breakfast** –Breakfast is available at school beginning at 8:00 at Emerson and 8:00 at Central. Costs are listed under **Lunch and Breakfast** in this booklet.

**Drop Off-** Buses pick up and drop off students in front of the school. Please encourage students to use crosswalks and walkways where crossing guards are located. Running across the street is illegal and dangerous. There is a great deal of traffic activity at the beginning and end of the day. We appreciate your support in this effort. Students waiting for pick up or the shuttle should wait in front of the school.

**Attendance- Absences and Tardiness-** Research shows that regular attendance and punctuality have a positive effect on student learning and achievement. While good attendance is encouraged, if your child has a temperature above 100 degrees or they are vomiting, please keep him/her home until the temperature has been back to normal for 24 hours, or they have not vomited again for 24 hours.

According to Washington State Law, illness, family emergency, prearranged medical or dental appointments, and religious observances are the only valid reasons for absence from school. Please schedule medical appointments outside of the school day whenever possible to minimize the time away from class. **If your child will be absent, please call Emerson at 563-7156 and Central at 563-4602.**

**Students who are late need to report to the office with a note explaining their tardiness. Parents need to send a note or call with**

**each absence within 24 hours. If an absence is not excused, it will become an unexcused absence and part of your child's permanent attendance record. The note should include the date of absence, the reason, and a parent signature.** Excessive absences for family vacations are discouraged as students lose continuity of instruction. The extended time away from school must have prior approval by the principal who will determine if the absence will be considered "excused" or "unexcused". Under the Becca Bill, the principal is required by law to report to the Juvenile Court System any students who have more than 10 unexcused school days. At secondary schools, 10 absences in a semester may result in loss of credit.

**The tardy bell rings at 8:20 for Emerson and 8:35 for Central.** Students arriving late, will then be signed into school and issued an "Admit Slip" so that he/she may enter class.

**Bicycles-** Parents must decide whether or not their child may ride his/her bicycle to school. Some factors influencing such a decision might be:

- 1) the degree of personal responsibility for bicycle and safety rules the student has developed,
- 2) the distance between home and the school,
- 3) the riding conditions,
- 4) the amount of traffic along the route and,
- 5) the weather conditions.

Parents should review safety rules and riding routes with their children if they wish them to ride bikes to school. **It is strongly recommended that students riding bicycles wear helmets.**

A bicycle rack is provided at the school and any child riding his/her bicycle to school must park it in the bicycle rack immediately upon arrival. Bicycles should be **walked** once the student has arrived on the school grounds and when crossing with patrols. Any student riding a bicycle to school is responsible for his/her bicycle when left in the bicycle rack. **Each bicycle should be locked.**

**Bus Riding-** Riding a school bus is a privilege. Students are expected to follow safety rules at all times. The driver is in charge. When on a bus, talk in a quiet voice, keep hands, feet, and head inside of the bus at all times, and remain seated.

- Non-regular bus riders are allowed on a space available basis. They need to bring written permission from a parent or guardian, and receive a boarding pass issued by the office. Toys, pets, or any other disruptive articles are not allowed on the bus. Hazardous or cumbersome items should not be transported by bus.
- Eating and drinking are not allowed on school buses.
- If a student does not follow the bus rules a bus discipline ticket is issued by the driver. The principal and the parent will receive a copy. The privilege of riding a bus may be lost.

**Shuttle Bus-** There is a shuttle bus that is available to take students to each campus. Generally the morning shuttle picks up students at Central approximately 20 minutes before school start time and transport to Emerson.

Central students are picked up at Emerson approximately 20 minutes before school start time and transported to Central.

After school, the shuttle is scheduled to leave Emerson at 3:08 and arrive at Central at approximately 3:15. Central dismissal is at 3:15. Central students that walk from Emerson, ride the shuttle to Emerson and arrive at approximately 3:20 pm. *Please be advised these times are approximate.* Supervision is available until 3:30 pm.

Buses pick up and drop off students in front of the school. **Students need to arrive in time to catch the shuttle buses. We have no way of transporting students after the shuttle bus has left.** It will be parent's responsibility to transport in this case.

**Dismissal time at Emerson is 3:00 and 3:15 at Central except on Friday. Friday dismissal is at 1:00 pm for Emerson and 1:15 pm at Central.**

Please encourage students to use crosswalks and walkways where crossing guards are located. Running across the street is illegal and dangerous. There is a great deal of traffic activity at the beginning and end of the day. We appreciate your support in this effort. Students waiting for pick up or the shuttle should wait in front of the school. Students must go home afterschool. They can come back to play after they've been home.

**Communications-** Most communications home are sent on Thursdays. A school newsletter is sent home monthly, usually on the first Thursday of the month. Many teachers send classroom newsletters periodically or manage a classroom website. There are communications from CEC, our parent organization as well. Other community organizations that promote special activities within Snohomish send home information electronically through our district list serve. You can sign up for this important communication vehicle from our school or district websites.

**Conferences-** Parent-teacher conferences are held for each student twice a year, in October and March. Parents will have the opportunity to set their conference date and time at both Central's and Emerson's Open Houses in October. Notification of time and dates will be sent home in advance. Conferences may be scheduled at other times, initiated by the parent or teacher as needed to support student academic, social, and emotional growth.

**Discipline Summary-** We believe student participation in resolving behavior issues is essential for a learning community. We try to create an environment that deals proactively with student behavior. This stems from our philosophy as a problem solving school. We look for solutions with help from those most impacted... our students. If problem solving with the student is ineffective, or if the behavior is dangerous, we will involve parents and teachers in the process. Common consequences at

Central-Emerson include loss of recess, time in other classrooms, time in the office, time learning appropriate behavior, parent conferences, and suspension when other interventions have not been successful. Our school guidelines are noted below:

### **Emerson Guidelines for Student Success**

#### ***Commitment***

1. I do what I say I am going to do.
2. I stay focused on my goals.
3. I support others.
4. I give 100% effort.

#### ***Respect***

1. I treat others the way I want to be treated.
2. I show kindness and consideration
3. I like myself enough to be myself.

#### ***Responsibility***

1. I take control of my own behavior.
2. I take care of my own and other's belongings.
3. I do my part when working together.

#### ***Safety***

1. I listen and follow directions.
2. I am in control of my own behavior.
3. I ask for help when I need it.

## Central's Behavior Expectations

There are three basic behavior expectations of the students in our school. Students are expected to **BE SAFE, BE KIND and BE PRODUCTIVE** at all times. These three expectations have been clarified with some specific school rules, which will be taught by all teachers, practiced, and reinforced consistently with the students. These specific school rules are as follows:

### **BE SAFE**

Walk inside the school and in all high traffic areas on the school grounds. Stay within the designated play areas during recesses.

Learn and follow the accepted game rules.

Carry all equipment in safe manner, and use it properly.

Take turns and share equipment with others.

Keep your hands and your feet to yourself, do not fight or use unnecessary roughness.

Follow the bus rules and the reasonable instructions/directions of the bus drivers.

Follow the reasonable instructions or directions of the crossing guards and the school safety patrol.

Learn and follow the emergency procedures for fire drills, earthquake drills, etc.

Follow the reasonable instructions or directions of the adults at all times.

### **BE KIND**

Behave appropriately at all times, treat others as you wish to be treated yourself.

Show respect for the feelings, rights and property of others.

Speak respectfully to others, always using language appropriate for school.

Follow the reasonable instructions or directions of the adults at all times.

## **BE PRODUCTIVE**

Come to school prepared to learn.

Be prompt. Report directly to your classroom in the morning. Report directly to your classroom after recesses.

Use the bathroom and get a drink before school, during lunchtime, and/or during recess times.

Have all the books and supplies that you need for learning with you each day.

Participate actively in all the learning activities.

Do your very best at all times.

Leave toys, gum, and any other items that might distract or disrupt the teaching/learning activities at home.

Follow the reasonable instructions or directions of the adults at all times.

In addition to these general school rules, teachers and their students will develop rules specific to their individual classrooms that support the three behavior expectations. The specialists and playground supervisors will do likewise for their particular areas of the school program.

**Emerson and Central are committed to providing its students with a safe, caring learning environment. Bullying, harassment and intimidation by students, staff, or volunteers will not be tolerated. For more information on this subject, please refer to school district policies and support materials on the website at [www.sno.wednet.edu](http://www.sno.wednet.edu)**

We are a team - the principal, teacher, parent, and student. We all want the best for our kids, and this is our focus in all areas.

**PLEASE NOTE:**

**Changing your students after school plans** – **Transportation arrangements are best made before the school day begins and a parent note must accompany the student.** If, however, there must be a change in transportation, **please call the office by 1:30 pm.** This small consideration allows us to communicate clearly to the classrooms without interrupting the learning process. *The office staff thanks you for keeping these last minute calls to a minimum.*

**Leaving School Early** - The school staff discourages students leaving school before the end of the day because we believe that every school experience is valuable in the students' educational progress.

- If the need arises to have your child dismissed early for a dental or doctor appointment, **which cannot be scheduled after school hours or during non-school days**, or for a family emergency, the student must bring a note from the parents to his/her teacher explaining the situation before he/she can be dismissed.
- **Parents wishing to pick up their child before regular dismissal times must come to the office. Your child will be called to the office over the intercom.** The parent will then sign out the student for the day. If your child is to be released to persons other than parents, guardians, or emergency contacts, we need written parent/guardian consent and picture identification. **Children are not permitted to wait outside for parents.**

**Emergency Dismissal** - In the event of certain emergencies, other than medical, it may become necessary to send home our entire school population early in the day. We do not anticipate such an emergency to happen, but if it does, students who ride buses will be sent home on the bus. Please talk to your children concerning procedures they should follow if they were to arrive home without you being there.

**Emergency Information** – Please make sure we have accurate, up to date information on site by filling the emergency form when it comes

home. Return this form to your child's teacher in his/her Thursday Folder or call our office with any changes.

**Dress Code** - What students wear affects the way they think about their responsibilities at school. When they get ready for school, it is much like us preparing to go to work. Please consider this as you help your child dress for school in ways that support attention to learning. Any form of dress that is distracting or disruptive to the learning environment or that does not observe good taste for the school setting should not be worn to school. Students should be neat, clean, and fully clothed, and wearing shoes at all times.

We live in a wet climate, and students are expected to go outside on "soggy" days. Please make sure they have clothing to stay dry on these days.

On PE days, a non-skid, non-marking shoe sole is recommended, as well as comfortable clothes that allow unrestricted movement.

Clothing should be modest, covering the midriff, underwear, and back, and fitting appropriately- not too tight or loose, or be of revealing fabric. Short shorts, halter, tank or tube tops, Spandex, and swimwear are not suitable for school. Clothing and jewelry which depict drugs, tobacco products, alcohol, racial slurs, or offensive messages or that endorse violent behavior are not appropriate. Gang-related clothing is not suitable for school. This includes bandanas and altered caps, with team logos colored in or with gang "tags" added. "Heelies" (shoes) are not to be worn at school. Tattoos are also not permitted.

Clothing with obscenities or sexual overtones should not be worn.

Pants must be secured at the waist. Overalls and bib straps must also be secured. No chains on wallets or clothing may be worn.

- Clothing that is damaged or altered is not permitted. This includes cutoffs, torn or ragged pants, and similar unhemmed clothing.
- A rule of thumb for appropriate dress length is that the hem should be at the student's fingertips or longer when arms are held at the side.

- A violation of the dress code will result in the student being asked to change to come into compliance with the dress code. A phone call home may also be made asking parents to bring a change of clothing. If the parent cannot be contacted or cannot bring appropriate clothing, alternate clothing may be loaned to the student from the Health Room.

**Emergency Information-** Our school has an emergency plan in place to care for all children in the event of an emergency, such as an earthquake, snow storm, power outage, and others. Parents are encouraged to have an emergency plan for their family in the event of an emergency. There is a possibility that school could be dismissed early during the day, for which families need to be prepared in advance. Phoning school to make plans during the emergency is not a realistic expectation. Please do not call the school office.

In the event of an emergency or school closure a voice message will go out to all families through our automated School Messenger program. Announcements are made over TV and radio stations in the event that school is canceled, is starting late, or dismissing early. You can also access the Public Schools Emergency Communications System's website at [www.schoolreport.org](http://www.schoolreport.org) to receive free notifications automatically when there is emergency information about our school. Radio and TV stations on which school news will be broadcast include:

<b>AM</b>	KIRO	710	KOMO	1000	
<b>FM</b>	KLSY	92.5	KUBE	93.3	
	KMPS	94.1	KUOW	94.5	
<b>TV</b>	KOMO	Ch.4	KING	Ch.5	KIRO Ch.7

**Please keep emergency information up to date.** We rely on this information. In the event of an emergency or disaster, all students will be expected to follow the emergency plan as written on the back of the emergency card, and emergency contacts will be made to the care takers you have named in the event you cannot be reached. The emergency

cards are kept in the office.

If an emergency occurs, children will be taken to a safe area of the school. A check in/check-out point will be established and clearly marked. Parents should go to this checkpoint when coming to get a child. Please do NOT go directly to get your child, as this creates confusion and upsets other children.

If you come to the school to pick up a child during an emergency, please maintain a calm, positive attitude in the presence of children.

If an emergency should occur, please keep in mind that the school has limited phone lines. We will need to keep our telephone lines clear for communication with the school district and emergency services. During power outages, sometimes the phone lines go out. Be aware that children will only be allowed to leave the school with an adult named on their emergency card. Making sure you have a neighborhood friend as one of the contacts can make this process run more smoothly.

Parents who arrive at school to help keep other children calm or offer assistance are greatly appreciated. Please report to the command station for direction.

**Harassment-** Harassment is unwelcome, annoying, persistent conduct directed toward another person. It may also be of a physical, sexual, social, or racial nature. Harassment may include name calling, mean teasing, bullying, excluding or putting others down, or deliberate and unwelcome touching. These and similar behaviors are considered harassment and are illegal.

Any student who believes she/he has been subjected to harassment, either as a victim or witness, should bring it to the immediate attention of a teacher, counselor, or administrator. All such complaints will be investigated promptly and fairly, and where appropriate, immediate corrective action will be taken.

Students involved in a harassment complaint shall not be retaliated against because of participation in a complaint procedure.

## **HEALTH RELATED TOPICS:**

**Medications at School**-Medication is defined as all drugs, whether prescription or over-the-counter. The school is authorized to administer oral medication by RCW 28A.210.260 and 28A.210.270 to students during school hours or while students are in the custody of the school only when necessary to permit the student to attend school. The **ONLY** injectable medication administered by non-licensed staff is epinephrine (EpiPen).

Oral medication will be administered only when the school is in receipt of a current, written request from a licensed Health Care Provider and parent/legal guardian. Medication request forms are available in the school office and must be completely filled out.

**Children with life-threatening health conditions**-Legislation enacted in 2002 concerning Children with Life-Threatening Health Conditions may impact you and your child. The law defines a life-threatening condition 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 severe bee sting or food allergies, severe asthma, diabetes severe seizures, etc., are now required to have a medication or treatment order and nursing plan in place **BEFORE** they start school. The medication or treatment order must be from the student's Licensed Health Care Provider. If a medication or treatment order is not provided, the school principal or chief administrator of the program is required to exclude the child until such order has been provided.

**Immunizations**-Washington State law requires that all children admitted to public and non-public schools be immunized against Hepatitis B, diphtheria, tetanus, pertussis (DPT and DT), polio (OPV or IPV), measles, mumps, and rubella (MMR) as appropriate. Parents must take care of all immunization requirements so their child will not be delayed or excluded from school in the fall. Please check with your doctor, local health department or clinic for needed immunizations and other information. Parents must submit a Certificate

of Immunization Status (CIS) form no later than their child's first day of school or a Certificate of Exemption signed by both Parent/Guardian and a Licensed Health Care Provider. The CIS form can be obtained from a school, local health department, or community clinic. Please be advised that a school must tell parents that their child cannot attend or return to school until the requirements of the law are met.

**Holidays-** During the school year, several holidays that have both a religious and cultural basis may be acknowledged. Holiday-related music, art, history, literature, and drama having religious themes may be included as part of the curriculum. Students will be excused from holiday-related activities and lessons during school time upon receipt of a note from the parent or guardian.

**Homework-** Our staff believes homework is an important aspect of the school experience. There are many reasons why homework is given. Homework is provided for the following reasons:

- To complete unfinished class work
- To practice independently what they have learned, reinforcing academic skill
- To possibly work on long-term at home projects
- Reading should be a function of every night's practice.

Each grade level has a recommended amount of time students should spend on homework. Central students are expected to do 20 minutes of reading per night, as well as uncompleted work from the day. Emerson's expectations are as follows:

Third grade	20-30 minutes a night
Fourth grade	40 minutes a night
Fifth grade	50 minutes a night
Sixth grade	60 minutes a night

The amount of uncompleted class work may impact the amount of time spent on homework each evening. Students are expected to read, practice their math facts, or spelling words in completing homework time.

Your involvement is crucial to your child's school success. Ways to help them with their homework are:

- Read the newsletters, weekly summaries, and planners that come home. They communicate a great deal about what's happening in class and what needs to be completed for homework.
- Set up a time and place for your child to do their homework. Make sure it is quiet, and well lit. Some students work best with a snack, after playing for awhile, or being close to you. Discuss this with your child and try different strategies if one isn't working.
- Encourage reading. We know that parents who read are more likely to have children who read. Modeling reading is important.
- Communicate with your child's teacher. Some teachers use email, websites, or the phone as the best vehicle in clarifying homework questions.

Help us in holding your child accountable for their homework.

Celebrating homework completion makes everyone feel successful.

**Study Skills** –Study skills are the building blocks necessary for the learning process to be successful and effective. Study skills help make learning easier for students by taking the “guessing” out of school and providing them with the skills necessary to be successful, life-long learners.

***Time + Materials + Space = Organization***

### **Time Management Organization**

- Finding a common study time each day.
- Organize homework according to priority.
- Take a break when attention begins to wander.
- Break up large projects into small pieces.

### **Space Organization**

- Have a consistent study place at home that is quiet, free from distractions.

- Your study area should be well lit.
- The study area should be organized, free of clutter.

### **Material Organization**

- Put all the materials you will need for homework in your school bag before you leave school.
- Have all the necessary supplies (pencils, pens, dictionary, paper, etc.) in your study area.

**Leaving School Grounds** - Students are not to leave school grounds without adult permission. Students must be signed out at the office when leaving the school.

**Library-** Our librarians are eager to share books and other library resources with our students. Any materials students check out become their responsibility to care for properly and return on time. A fine will be assessed for lost or damaged books. It is district policy that report cards will not be sent home until overdue library books are returned or paid for.

**Lost and Found-** Found articles are displayed in the Lost and Found area in the hallway near the office. Each year, numerous items are unclaimed. Some of these items are used in the Health Room as needed, and most are donated to local charities. **Please label all coats, reusable lunch bags, etc., with your child's name.**

**Lunch and Breakfast** - Forms are sent home at the beginning of the school year to determine if you qualify for reduced price or free lunches. Lunches can be prepaid. Please make checks to Snohomish School District, and indicate the student's first and last name on the line on the bottom left of the check to expedite crediting the correct child. Please turn in the check to the cafeteria in a sealed envelope labeled with your child's name and classroom teacher. You may also pay for meals on line, using the following web site:

[https://www.sodexoeducation.com/segment\\_0200/district\\_7112/ENM/hp\\_distr](https://www.sodexoeducation.com/segment_0200/district_7112/ENM/hp_distr)

[ict/default.asp](#). When asked for your student's ID number, please use their birthdate.

Applications are sent to each household in August. If you have not received an application, please call 360-563-7314. The turnaround time for qualifying can be up to 10 working days, as this is the time period allowed by Federal Law.

We encourage you to purchase multiple lunches at a time. Breakfast and lunch prices are noted below.

Breakfast	\$1.25	Lunch	\$2.50
Reduced	Free (K-6)	Reduced (K-3)	Free
Milk	.50	Reduced (4-6)	.40
		Adult lunches	\$3.25

**Money and Valuables-** Students are asked not to bring valuable items or unnecessary cash to school. Checks are preferred when paying for meals, field trips, or other school expenses. Radios, electronic games/music players, and other toys are not allowed to be used during school hours. Student cell phones may be used *before* or *after school*. If these items are needed for class activities, students are encouraged to check them in with their teacher for safe keeping, and not to take them out to recess. If you need to contact your child, please call the school that we can help to relay any messages.

Emerson has a procedure for students who wish to use e-readers such as Kindles or Nooks at school. Due to the value of these devices, we ask families to fill out a permission slip allowing their child(ren) to use them at school. This form can be obtained through the librarian or your child's teacher.

**Newsletter-** A Central-Emerson newsletter goes out each month. These provide helpful information on upcoming events, information about early release days, and other school and community news. Please post the newsletter calendar in a convenient place and record the dates and times when you want to participate in special events, or are needed to pick up

your child at a different time than usual. This reduces the number of calls to the office and is a great help to us. Our goal is to distribute our newsletter electronically. The Snohomish School District uses a Listserv application to send electronic newsletters. To sign up please visit <http://listserv.wa.gov> Scroll down and click SSD Communications. Click Join or Leave SSD-Communications. To subscribe, fill in your name and e-mail address, check the topics you are interested in and click Join SSD-Communications at the bottom of the page. You will immediately receive an email from Listserv asking you to confirm your intent to join. Click on the link in the email to verify your intent to join.

**Parties-** Room parents assist with scheduled parties each school year. They contact other parents in each class for help with providing refreshments. Parties for Halloween, Christmas, and Valentine's Day may be scheduled at the discretion of the teacher.

**Party Invitations, Balloons, and Flowers-** Party invitations should not be distributed at school during class time. This is a distraction to the class and may hurt the feelings of students not invited. Having balloons or flowers delivered to school also creates a disruption.

**Power Hour(Emerson)-** Students are invited to come to school as early as 7:15 each school day. Staff are here to provide a safe, calm learning environment where students can read, practice math skills, or get caught up on any missing work with staff assistance. Bus transportation is available from Circle H Trailer Park, Claytown Park, the Boys and Girls Club, and the old library location off Pearl. Students access the library through the back door, located between the portables and main school building.

**CEC (PTA) - Officers:**

President	—	Cheney McGowen
Co Vice-Presidents	—	Heather Knutzen-Chin and Kelly O'Donaughy
Secretary	—	Courtney Cole
Treasurer	—	Kim Barth

**Meetings** - CEC general membership meetings are scheduled three times a year in September, January, and April. Business meetings are scheduled monthly. Parents are welcome to attend all meetings and encouraged to participate in the Central-Emerson Community organization.

**Membership-** At the start of the year, you will be invited to join. Please support our PTA by joining. The dues provide insurance and financial support for the many activities PTA sponsors.

**Activities and Services-** Our active CEC is involved in many ways at Central and Emerson. To name a few, they fund assemblies, provide money for classroom and library enhancement, host numerous family events such as Bingo night, Spooktacular, and Family Movie Nights; and support many other special activities throughout the year.

**Help Wanted-** There are many ways to participate that can accommodate a variety of schedules. Some help is needed on an on-going basis, and some help is needed for special, short-term projects. Some CEC jobs involve different amounts of time. The two hour power pledge is a great way to support your child's school.

**Pets/Animals at School** -Many animals, especially dogs, like to come to school. Please help us to keep dogs and other pets safe at home. It is permissible for students to bring an animal and/or pet to school for "Show & Tell" or for class projects provided that the teacher has granted prior permission and that arrangements for transportation have been made. Animals and/or pets are not allowed on school buses.

**Recesses-**Students need recess breaks for fresh air and physical activity. The school encourages all students to go outside, weather permitting. The school does not have facilities and personnel to supervise students who want to stay inside for recess. Unless a child brings a daily note from a doctor stating why he/she must stay inside, he/she will be sent outside.

**School Board-** The Snohomish School Board meets regularly at 7:30 p.m. the second and fourth Wednesday of each month. The meetings will be held at the Resource & Service Center (RSC). These meetings are all open meetings and the public is invited to attend.

**Telephone Use-** Students will not be allowed to use the telephone during school hours except in case of an emergency. Calling for permission to go to a friend's house is not deemed an emergency. If you have a late emergency message, please contact someone in the office to assure delivery before 1:30. We ask that all family business be taken care of outside of school.

School Telephone numbers are:

<b>Central Main Office</b> <b>360-563-4600</b> <b>Attendance 563-4602</b>	<b>Emerson Main Office</b> <b>360-563-7150</b> <b>Attendance 563-7156</b>
---	---

Many students carry cell phones and they can be used before and after school for important communication. We ask that you use the office as a means to get a message to your child during the school day. If there is a problem with a cell phone during the student day, they will be turned in to the school principal to be picked up at the end of the student day.

**Toys-** Toys may be brought to school only with a teacher's permission. Please mark all personal belongings that come to school. The school cannot be responsible for the care and safety of personal articles. Toys that come to school without adult permission may be confiscated and returned at teacher discretion. Weapons of any kind, even toy ones, are not allowed at school, on school grounds, on buses, or at school activities. Dangerous articles such as knives, firecrackers, cap guns, squirt guns, and cork guns will be taken from the student and held in the principal's office until picked up by the parents. We appreciate your help in keeping Central and Emerson safe.

**Skateboards, Scooters, Roller blades, other-** These items are not permitted on school grounds. Heelies or other shoes with wheels in them are not allowed at school either.

**Walkers-**Students who walk to school are asked to walk in groups, and time when they leave home so that they **do not arrive to school before 8:00**. Students need to cross the street with safety patrols.

**Vandalism-** Vandalism to school property is costly. If any community members become aware of vandalism occurring at the school or on the school grounds, they should report it immediately. If it is during school hours, it should be reported to the school office. If it is at night or on weekends, it should be reported to the Snohomish Police Department (911).

**Visiting Staff-** Parents who would like to speak at length with their child's teacher are asked to arrange a time in advance that is convenient for both of you. This courtesy allows teachers to concentrate on student learning when they are responsible for the class, and to give their attention to you at other times. We ask that you arrange for conferences with your children's teachers to be either before or after school

**Visiting School-** All parents, guardians, and visitors must check into the office prior to a visit in the classroom. Parents are encouraged to arrange visits with the teacher by phone or note prior to visiting, and as a courtesy, to do so at least a day in advance. Visitors must sign in at the office and put on a name tag. If a parent comes to the classroom without prior notification by the office, teachers have been asked to refer the parent to the office to check in. Our paramount duty is to ensure our children's safety while at school. Knowing who is on campus and their purpose allows us to safely guard all who are here.

**Volunteers-** Volunteer involvement plays a key role in providing high quality educational and enrichment activities for our students. Every contribution of time and help makes a big difference. A wide variety of jobs are available, requiring varying levels of time and commitment. These may include helping in classrooms, assisting in the library, or

helping with special events. Please contact your child's teacher, the librarian, or the CEC Volunteer Coordinator for more details about what's needed. In order to volunteer, you are required by law to fill out a state patrol background check and submit it to the school secretary seven days prior to the event or being in the building. This includes chaperoning field trips. These forms can be picked up in the school office.

**Voter Registration-** The school secretary has mail-in voter registration forms available.

**Withdrawals-** Parents who are planning to move or relocate need to notify the office so that their children can be properly checked out. The teacher and the office need to know the last day a student will be attending school.

