

Mukilteo School District 6

# Odyssey Elementary



## Student & Parent Handbook

*Please save this booklet for reference as long as your child is enrolled at  
Odyssey.*

*Revised September 2020*

# Table of Contents

Letter to Parents .....	3
Vision & Mission .....	4
Attendance Policy.....	5
Communication & Civility Policy .....	7
Discipline & Social Education Program .....	9
School Expectations .....	13
Anti-Harassment & Bullying Policy .....	27
Consequences for Breaking Rules.....	29
Emergency Procedures .....	30
Parent Involvement, Visitors, & Volunteers .....	31
Learning Compact .....	34
Fines & Fees .....	36
Fundraising.....	36
Lost & Found.....	36
Health Services .....	37
School Schedule .....	38
Lunch & Breakfast Information .....	38
Safety Reminders .....	39
Support Services .....	39
Telephone Information .....	40
Website .....	41
School Supply List .....	42
Homework Guidelines .....	43

## **ODYSSEY ELEMENTARY**

13025 17<sup>TH</sup> Ave. W. - Everett, WA 98204

(425) 356-1303 FAX (425) 710-4317

*Rebecca Oren, Principal,*

*and Keira Anderson Assistant Principal*



Dear Students, Parents and Guardians:

Welcome to Odyssey Elementary School! We are glad you are a part of our school community and we look forward to a great year together.

Teachers, support staff and administration at Odyssey believe that all children can learn and that it is our paramount duty to provide the environment and activities in which all children can grow to their potential. We welcome parent involvement and know that the best education results when parents and school staff work together for student success.

This handbook has been developed to acquaint you with the procedures, policies, and features of your school. We hope you will find this information useful and keep this handbook as a quick reference to use throughout the year.

Please contact us if you have questions about anything in this handbook or about other school issues. For additional helpful information, please see the Mukilteo School District No. 6 - Student Rights and Responsibilities booklet, the Odyssey Family Guide to School and Community Resources, and the school website.

*Rebecca Oren*



Principal, Odyssey Elementary

# Vision & Mission

*Ask me what our WHY is?*

WHY:

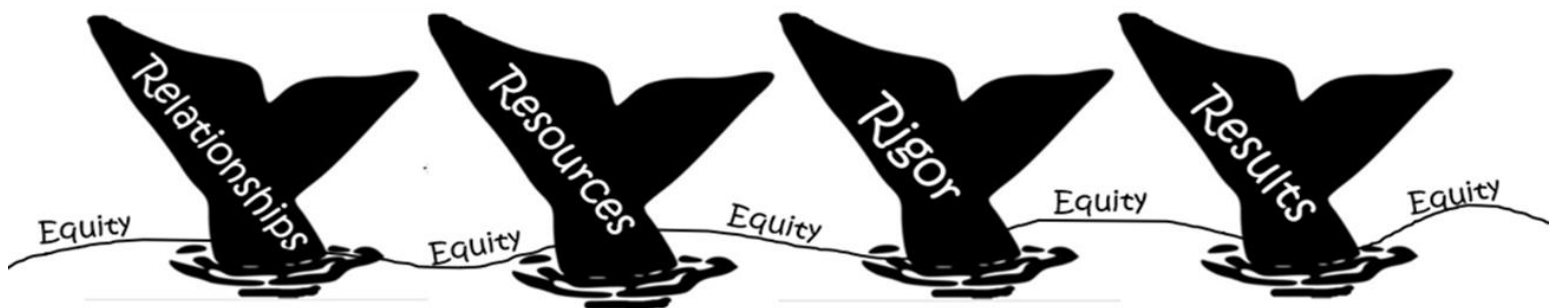
Vision

Achieve our potential to become contributing citizens and lifelong learners.

HOW:

Mission

Build Relationships, Use Resources, Embrace Rigor, Get Results.



# Attendance Policy

It is important that you understand our school 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. Students are expected to arrive on time each day and to remain for the entire school day. We ask that parents stress the importance of school attendance and make every effort to avoid scheduling appointments or other activities that conflict with school hours.

## Excused Absences

On occasion, students may need to miss school and will be excused for the following reasons per state law:

- Participation in a district or school approved activity or instructional program;
- Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry);
- Family emergency, including but not limited to a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
- Court or judicial proceeding;
- State-recognized search and rescue activities consistent with RCW 28A.225.055;
- Absence directly related to the student's homeless status;
- Absence resulting from a disciplinary/corrective action. (e.g., short-term or long-term suspension, emergency expulsion); and
- Temporary absences excused upon the request of a parent/guardian and agreed upon with the school principal (or designee), provided that such excused absences shall not be permitted if deemed to cause a serious adverse effect upon the student's educational progress

The school administration has the authority to determine if an absence meets the above criteria for an excused absence. In some cases this may result in further investigation regarding excessive excused absences.

To excuse absences, parents/guardians should contact the school using the attendance hotline at 425-366-3205, by 10:00 AM the morning of the absence. Your message should include the child's name, teacher's name, date(s) of absence, reason for the absence, and parent name. If you do not have access to a telephone, please send a written note within two days of the student's return to school or the absence will be unexcused.

If your child is ill for two or more days, you may call the office or your child's teacher to request homework. Assignments and directions will be prepared by the teacher and will be available for pick up at the end of the next school day.

### **Unexcused Absences**

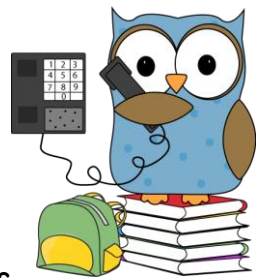
Any absence from school for most hours or periods in an average school day is unexcused unless it meets one of the criteria above for an excused absence. State law requires that schools take steps to ensure students are in school. If students are unexcused or truant from school, the school must act in accordance with Washington State Law.

### **Washington State Requirements for School/District**

- After one unexcused absence in a month, the school is required to inform the parent in writing or by phone.
- After two unexcused absences, the school is required to initiate a parent conference to improve the student's attendance. Students will also participate in Odyssey's A-Team Program, which connects students with a staff member who promotes and provides incentives for regular school attendance. If a student is on transfer/waiver, they may be provided a final opportunity to improve attendance.
- After five excused absences in a month, or ten or more excused absences in the school year, the school district is required to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if a doctor's note, or pre-arranged the absence in writing has been provided, and the parent, student and school have made plans so that the student does not fall behind academically. If a student has an Individualized Education Plan or a 504 Plan the team that Created the plan needs to reconvene.
- After five unexcused absences in a month, the parent and school must enter a contract to improve the student's attendance. Or, the case can be referred to a Community Truancy Board. Transfer students on a

waiver who have not shown improvement with their attendance at this time may have their waiver revoked.

- After seven unexcused absences in any month or ten unexcused absences within the school year, the school is required to file a petition with the Juvenile court, alleging a violation of RCW 26A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court.
- If the student is not in compliance with a court order resulting from a truancy petition, the school is required to file a contempt motion.



## Communication & Civility Policy

If you have a question or concern about a classroom issue or your child's progress, please contact your child's teacher. Email, telephone and in-person meetings are all encouraged. Issues that are not resolved at this level may be referred to the Principal or Assistant Principal.

Every Friday we send out the 'Weekly Friday Blurb' and 'Next Week's Events' messages on the school Dojo, the school website, and through Blackboard Connect messages. Please look for these messages every Friday. It is the easiest way to get on going and up to date information on what is happening here at school.

We also send out monthly hard copy information. Look for a purple newsletter the first Wednesday of the month (also available on the school website). In the newsletters you will find information on PTA, that month's event calendar, and important information. Be sure to save the purple calendars you receive so that you have a quick reference to all the school and PTA activities for the month.

Please check/sign up for Peach Jar for other important information regarding school and community events and opportunities.

Customize how you receive messages from our school and the school district. Set preferences for email, phone calls, and text messages through **Blackboard Connect**. Blackboard Connect is designed to allow flexibility in how and where you receive messages. Sign up online at <https://mukilteoschooldistrict.bbcportal.com/>



Please note that the updated information you put into Blackboard Connect does not update the information we have for your child at school. Please contact school's front office to ensure that the school has accurate contact information in case of emergency.

**Mukilteo School District: Civility Policy - 4313**

**Mukilteo School District Civility Procedures - 4313P**


# Discipline & Social Education Program

Positive school discipline requires teamwork and communication between families and school staff. Our goal is to work together with you to help your child develop positive self-discipline, responsible behavior, and to ensure he or she is happy and successful in school. At Odyssey we have *three rules* for our students:

- 
- ## ORCA RULES
- Odyssey Elementary School
- 
1. We are **RESPECTFUL**.
  2. We are **RESPONSIBLE**.
  3. We are **SAFE**.


Character Counts!  
Following Rules/Safety – Cooperation – Responsibility – Compassion/Kindness –  
Respect – Honesty – Perseverance/Commitment – Problem Solving – Forgiveness –  
Resisting Peer Pressure

To align with our school rules, we focus on a different character trait once a month. Below is our character pledge and a list of the character traits that we will focus on throughout the year. Often these are talked about as a part of classroom community circles.



## ORCA CHARACTER PLEDGE

Odyssey Elementary School



We are **RESPECTFUL, RESPONSIBLE, and SAFE**.

I promise to show **RESPECT** for myself, others, and my school.

I promise to be **RESPONSIBLE** and do my best in reading, math and all the rest.

I promise to be **SAFE** by following all expectations and directions.

I pledge to make Odyssey a good place to learn, and do my best to be all I am!

Character Counts!  
Following Rules/Safety – Cooperation – Responsibility – Compassion/Kindness –  
Respect – Honesty – Perseverance/Commitment – Problem Solving – Forgiveness –  
Resisting Peer Pressure

Our goal in focusing on character traits is create and maintain a positive learning environment where courtesy and kindness prevail and where there is respect for differences in people, customs, and cultures. Students, staff and parents work together to create a safe school where all students can learn and grow.

Our discipline system is fair, consistent, and progressive and rooted in restorative practices with the end goal of shaping behavior. When children don't follow expectations, they will be held accountable for their behavior. Disciplinary consequences will be appropriate for the action and age of the child, and we will work together to find solutions to problems.

Positive rewards are an important part of our discipline program at Odyssey. Below are some schoolwide ones. 😊

- Whale Tickets - Students who demonstrate positive, helpful behavior receive *whale tickets*. Tickets earned by the class are turned in to the office for entry into our weekly ice cream drawing.
- Principal Awards - Are given to students for showing expected behaviors or going above and beyond. These students receive public recognition through Orca News and get a pencil and treat from the Principal.
- Citizenship Award 'Orca Button' – Earned for those students who exceed expectation each trimester. Students receive a button and get special privileges when wearing it.
- Accelerated Reader – On online reading assessment students can take based on books they are reading. The more tests they take the more points they earn that go towards prizes distributed by our Dean of Students.

Teachers and other staff members will work closely with students to promote positive behavior but when chronic minor or major behavior problems arise, we will inform you by sending a **Referral for Unexpected Behavior** home with your child (see section on consequences for misbehavior).

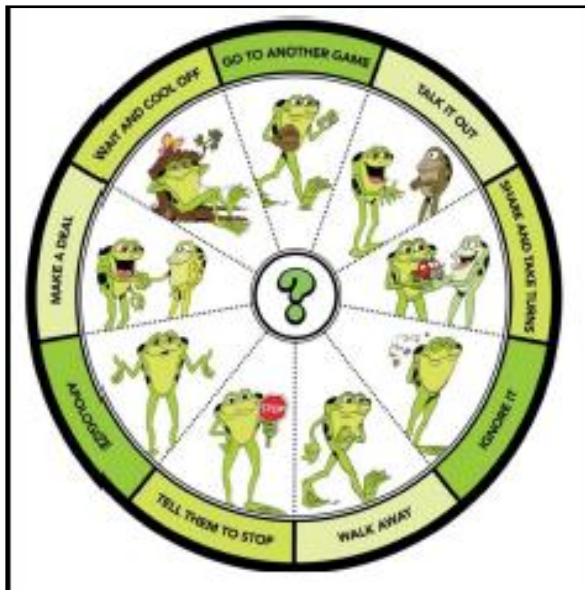
Please let your child's teacher know about any special needs your child has. If you have questions about referrals, classroom, or school rules, or how your child is doing in school, please call! YOU play a key role in your child's success. We look forward to working with you and your child and hope we have a great year together!

# Restorative Questions for Repairs

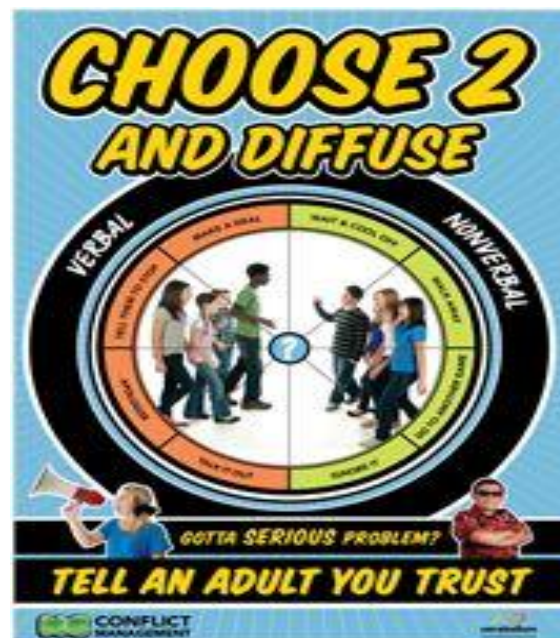
1. What happened?
2. What were you thinking about at the time? Why do you think it happened?
3. How have you been affected by what happened?
4. How have others been affected by what happened? Who are they?
5. What do you think needs to be done to make things right?

## Conflict Resolution Steps

### Kelso's Choices (KG-3<sup>rd</sup> Grades)



### KC's Choice (4<sup>th</sup>-5<sup>th</sup> Grades)



## Second Step Instruction

“Second Step Social-Emotional Learning (SEL) gives students the tools to excel in and out of the Classroom...Students learn invaluable skills that help them navigate their way through school as well as their community. Second Step’s age-appropriate games, activities, and media engage students and set children on a path to lifelong success.”

<https://www.secondstep.org/second-step-social-emotional-learning>

## Character Education

At Odyssey we believe that who students are on the inside – how they behave and treat others – is just as important as what they know and can do. We focus on nine schoolwide character traits during the year and have found that this emphasis results in a safe, positive learning climate and contributes to the well-rounded development of children.












September	Following Rules/Safety
October	Cooperation
November	Responsibility
December	Compassion/Kindness
January	Respect
February	Honesty
March	Perseverance/Commitment
April	Problem Solving
May	Forgiveness
June	Resisting Peer Pressure







# Everywhere Expectations




## Respect

-  Use kind words and actions.
-  Follow directions the first time given.
-  Use appropriate voice for where you are.
-  When an adult says, "Give me 5" you...
  -  Body Still.
  -  Ears Listening.
  -  Mouth Closed.
  -  Eyes on Speaker.
  -  Hands Empty

## Responsible

-  Take care of yourself and supplies.
-  Always clean up after yourself.
-  Be a problem solver.
-  Be prepared and ready to learn.



## Safe

-  Walk indoors and outside in crowded areas.
-  Be where you are supposed to be.
-  Keep your whole body and objects to yourself.





# Playground Expectations




## Respect

-  Take turns on equipment. Games are open to ALL who wish to play.
-  Cheering during games is positive and supportive for ALL.

## Responsible

-  Stop what you are doing when the bell rings and immediately walk to your line.
-  Toys, collector cards, electronics, etc. must be left at home. Only school issued equipment is allowed on the playground.






## Safe

-  Rocks, bark, sticks, pine cones, and other objects stay on the ground.
-  Chasing/tag, play fighting and other unsafe activities are not allowed.
-  Stay on the playground, in sight of the supervisors. If you need to use the restroom or enter the building, ask for a pass and use the middle pod.




# Lunchroom Expectations





## Respect

-  All students must go to the end of the line – no cutting or saving spots.
-  Use good manners.
-  When an adult says, “Give me 2” you...
  -  Ears Listening.
  -  Mouth Closed (But Keep Eating☺).

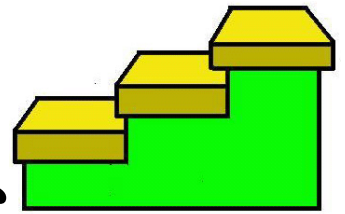
## Responsible

-  Sit at your designated table with four bottoms to a bench.
-  Stay in your seat until excused.
-  Clean up your area before dismissal. Place all garbage in trash, compost, or recycle cans, and place trays in the appropriate area.

## Safe

-  Raise your hand to ask an adult for permission to use the restroom or leave.
-  Let an adult know if a spill happens.

# Stair Expectations



## Respect



Stay in line.



Give space to the person in front and back of you.

## Responsible



Use the stairs for your Classroom/pod.

## Safe



Hold onto the handrail that is the right height for you.






Use on every step, one step at a time.




# Bathroom Expectations





## Respect

-  Use the bathroom that is appropriate for you (i.e. girls for girls and boys for boys).
-  Flush before you leave.
-  Give others privacy.

## Responsible

-  Lock the bathroom stall when you are using it.
-  Go, Flush, Wash, Leave!
-  Be timely.




## Safe

-  Keep water in the sink, be careful not to splash.
-  Let an adult know if the bathroom needs to be cleaned.





# Assembly Expectations



## Respect

-  Look and listen to the person at the microphone.
-  Participate respectfully in the flag salute or national anthem.
-  Communicate with performers through eyes and ears, and show appreciation with applause only (no boos, whistles, yells, or put downs).

## Responsible

-  Sit crisscross in your class row so others around you can see.
-  Wait to use/request the restroom until after a performance is finished.




## Safe

-  Wait quietly for dismissal.
-  Follow your teacher's direction when arriving and leaving the assembly.





# Dress & Apparel Expectations



## Respect

-  Clothing and personal items that suggest/ portray alcohol, drugs, tobacco, violence or illegal activity are not permitted.
-  Pictures or words displayed on clothing and personal items may not imply any form of racial or sexual harassment.
-  Clothing torn in private areas or styled to reveal the midriff or chest, is unacceptable (i.e. tank tops no less than two finger widths, short shorts must reach the fingertips).

## Responsible

-  Dress appropriately for school to not be educationally disruptive, vulgar, or immodest.
-  Hats can be worn outside but must be removed while inside.



## Safe

-  Shoes must be worn at all times- high heels, platforms, & wheels are unsafe.
-  Clothing should fit (i.e. Pants are too baggy if underwear shows or if they don't stay up when running with their arms over head).





# Arrival/Dismissal Expectations




## Respect

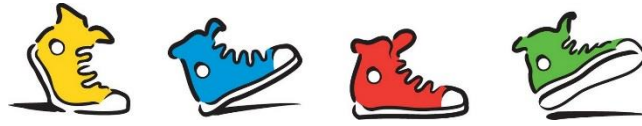
-  Students may be dropped off or picked up in the loop located in the second (south) parking lot.
-  Vehicles are not allowed in the bus loading zone in the first (north) parking lot at the beginning or end of the day, or at any time buses are present.

## Responsible

-  If eligible for bus transportation we urge you to ride the bus each day.
-  A signed note from a parent is needed to alter transportation arrangements, e.g., if you usually ride the bus home, you must bring a note if your parent will pick you up.

## Safe



-  Walk to school with parents and/or neighborhood children.
-  Adults who pick up children need a gold “student pick-up pass.”
-  Students will be escorted to parent vehicles once vehicles arrive at the yellow loading zone curb.





# Walking/Biking Riding Expectations






## Respect

-  Stay with your teacher until you get where you are supposed to be.
-  Adult crossing guards and student safety patrols will accompany the lines off campus and across the street.

## Responsible

-  Bikers must walk bikes to the street with walkers.
-  Bikers must be in grades 3<sup>rd</sup>-5<sup>th</sup>.

## Safe


-  No walkers or bikers are allowed to leave unsupervised.
-  All bikers are required to wear a helmet and to have a signed note from their parent giving permission to ride the bike to school.
-  Students are not allowed to walk or ride between buses or cars.





# Bus Expectations




## Respect

 **Waiting**...Keep hands/feet/objects to self. Respect other's property. Be kind.

 **Entering**...Leave space between you and person in front. Keep voices down.  
Keep hands, feet and objects to self. Be kind.


 **Riding**...Keep hands, feet and objects to self. Use kind & quiet voices. Use appropriate language and topics.


 **Exiting**...Leave space between you and person in front. Keep aisle clear. Keep hands, feet & objects to self. Respect private and public property.

 **Evacuating**...Assist others as needed.


## Responsible

 **Waiting**...Be 5 minutes before pick-up. Stay in designated area & visible to driver.


 **Entering**...Sit quickly and clear the aisle. Backpack off and in lap. Be courteous.


 **Riding**...Keep food and drinks in backpack. Backpack off and in your lap.

 **Exiting**...Be prepared for your stop. Take all personal belongings off bus.


 **Evacuating**...Stay calm and exit quickly & safely (one row at a time).


## Safe

 **Waiting**...Stay out of road and safe distance from roadway. Wait to approach bus until it is stopped, doors are open, and driver signals. Be alert to your surroundings.

 **Entering**...Wait your turn. Use handrail. One person on the steps at a time.

 **Riding**...Be seated & facing forward at all times. No eating/drinking.



 **Exiting**...Stay seated until door opens. Exit single file. Hold the handrail. Wait for the driver's instruction and cross in front of the bus. Be aware of surroundings and walk away from area of bus.

 **Evacuating**...Stay quiet, listen, & follow driver direction. Leave things behind.


# Project Area & Hallway Expectations



## Respect

-  Use only the materials provided for your group.
-  Wait patiently at your learning space for your small group teacher.

## Responsible

-  One person from the group should let your classroom teacher know if the small group teacher is not there.

## Safe

-  When not in the supervision of an adult, students must have a pass (unless it is group time).

# Elevator Expectations



## Respect



Use of the elevator is reserved for adults and students with disabilities, and students returning library books or lunch bins.

## Responsible



Students who are unable to use the stairs should see office staff for an elevator pass.

## Safe



Students with passes should ride the elevator on their own and should not be accompanied by other students unless an exception is granted by the principal.

# Miscellaneous Expectations



## Respect

- Play, drawings and writing should be free from violent themes.
- Students are not allowed in the staff lounge at any time.

## Responsible

- Use bathrooms appropriately and leave them clean (flush, put toilet paper in the toilet, put other paper in the garbage can, use the bathroom quickly, wash hands).
- Leave excessive amounts of money, toys, and games at home. This includes electronic games, cellular telephones, and other non-educational items. If you bring toys to school, items will be held in the office and parents must come to school to pick up..




## Safe

- Weapons of any kind – real or pretend – are not allowed at school.
- Gum chewing is not allowed at school. For safety reasons, hard candy and candy/food with sticks are not allowed on the playground.




# Anti-Bullying Expectations





## Respect

-  Refuse to watch, laugh, or join in when someone is being bullied.
-  Try to include everyone in play, especially those who are often left out.
-  Staff take seriously parent and student concerns about bullying.

## Responsible

-  Refuse to bully others.
-  Report to an adult if you witness or experience bullying.
-  **ALL** staff will watch for signs of bullying and stop it when it happens.

## Safe

-  Refuse to let others be bullied.
-  Staff will closely supervise students in all areas of the school and playground. If students need support with bullying they should speak with the closest adult.

# Anti-Harassment/ Bullying Policy

Everyone at Odyssey Elementary School is committed to making our school a safe and caring place for all students. We treat each other with respect, and we will refuse to tolerate bullying in any form at our school.

Our school defines *bullying* as follows:

*Behavior that is intentional, repetitive, and aggressive. Another element of bullying is an imbalance of power. Bullying may be physical (punching), verbal (words and threats), relational (excluding friends or spreading rumors), or cyberbullying (involving technology).*

**Staff at our school will do the following things to prevent bullying and help children feel safe at school:**

- Closely supervise students in all areas of the school and playground.
- Watch for signs of bullying and stop it when it happens.
- Teach the *Kelso's/KC Choices* and *Second Step* programs to all students.
- Respond quickly and sensitively to bullying reports using Restorative Practices.
- Take seriously parent and student concerns about bullying.
- Look into all reported bullying incidents.
- Assign consequences for bullying based on the school discipline code (see below) including consequences for retaliation against students who report bullying.

**Students at our school will do the following things to prevent bullying:**

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.

### **Consequences for bullying:**

Consequences will depend upon the severity of the situation, ages of the children involved, and history of bullying behaviors.

1. Follow District process for investigation and communication. If it is found to meet the criteria of HIB move to step 2.
2. Instructional: Student watch video/PowerPoint (Second Step Bullying Prevention) and coordinate with ESS on interventions - Classroom lessons on HIB or specific topic, small group instruction, etc.
3. Restorative: Restorative Questions
  1. What happened?
  2. What were you thinking about at the time? Why do you think it happened?
  3. How have you been affected by what happened?
  4. How have others been affected by what happened? Who are they?
  5. What do you think needs to be done to make things right?
4. Restorative: Possible Harm Circle
5. Reflective: Conference with parents and administration

Other consequences and support may include assigning the student to alternative recess, small group for Kelso's Choices or Second Step, participation in social skills and/or anger management groups, and recommendation of outside counseling.

(Odyssey's anti-bullying policy and response strategies are based upon Restorative Justice, *Steps to Respect Program* developed by the Committee for Children).

**Mukilteo School District: Prohibition of Harassment, Intimidation, or Bullying – 3216**

**Mukilteo School District Prohibition of Harassment, Intimidation, or Bullying Procedures – 3216 P**

# Consequences for Breaking Rules

**Referrals:** When a rule is broken, a written referral may be given. The purpose of the referral is to let you know about the inappropriate behavior and the consequence assigned. If your child brings home a referral, please discuss the behavior with your child, **sign the form** (to let us know you received it) and **have your child return the yellow copy to his or her teacher the next day.** Students who receive disciplinary referrals are not eligible for a citizenship award (ORCA AWARD) that trimester.

Consequences for disciplinary infractions may also include but is not limited to conferences with behavior staff or principal; loss of privileges, reading and writing assignments related to the unexpected behavior, behavior contracts, and/or repair circle.

Some behaviors are so disruptive or dangerous that they can result in immediate suspension or expulsion from school. Exceptional misconduct includes (but is not limited to): *disruption of the safety to school and staff, fighting, possession or use of drugs or alcohol, harassment, and possession of dangerous weapons.* Students may not bring real or toy knives, guns, or other weapons to school. State law says they could lose their right to attend public school if they do.

## Consequences & Referrals

### Consequences

- Conference with the Principal and/or Teacher
- Loss of Privileges
- Reading and Writing Assignment – related to the misbehavior
- Behavior Contract
- Parent Contact
- Suspension/Expulsion

### Referral

- Written Referrals – Sent home for Parent Signature (Office and Teacher also keep a Copy)
- Not Eligible for a Citizenship Award for that Trimester

**UNIVERSITY OF OREGON  
BEHAVIOR REFERRAL**

Student: \_\_\_\_\_ Referral Date: \_\_\_\_\_  
Teacher: \_\_\_\_\_ Date: \_\_\_\_\_  
Referral Staff: \_\_\_\_\_ Trimester: 1 2 3

**PARENT GUARDIAN:** Please review this referral with your child. The pink copy must be signed and returned to school the next school day. Please call if you have questions or would like to discuss.

The student named above has been referred for the following behavior(s):

**Reason:** \_\_\_\_\_  
☐ Disruptive ☐ Inappropriate ☐ Safety ☐ Other  
☐ Fighting ☐ Possession of weapons ☐ Possession of drugs or alcohol ☐ Harassment ☐ Possession of dangerous weapons

**Comments about the behavior incident:** \_\_\_\_\_

**Disciplinary Consequences/Action Taken:** \_\_\_\_\_  
☐ Conference with Principal ☐ Loss of Privileges ☐ Reading and Writing Assignment ☐ Behavior Contract ☐ Suspension/Expulsion ☐ Parent Contact ☐ Conference with Behavior Staff

**Additional Comments:** \_\_\_\_\_

**SOLUTION/RESOLUTION/REFERRAL ONLY**

Parent Contacted: ☐ Yes ☐ No ☐ Mailing Only ☐ No

Behavior Referral Staff Conference to Behavior Room: \_\_\_\_\_

PARENT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

University of Oregon, School of Education, 400 NE Oregon Street, Corvallis, OR 97331-7550. This document is for informational purposes only. It is not a legal document. For more information, please contact the School of Education, 400 NE Oregon Street, Corvallis, OR 97331-7550.

# Emergency Procedures



## **Emergency Numbers:**

It is critical that we have accurate emergency contact information for your child so that we may contact you, a relative or family friend in the event of an accident or illness. If your home or work phone number, doctor, or emergency contact information has changed, please provide an update to the school office.

## **Natural Disasters:**

If we were to experience a severe earthquake or snowstorm, we would keep your child at school until you could arrange to pick up your child. In order to help us keep track of students, all adults who come to school to pick up children would be required to report to our Emergency Operations Center. Children would only be released to adults listed on their emergency cards or to adults who bring a signed note from the parent, giving them permission to take children off campus.

## **Snow:**

Weather conditions can cause changes in school times or the cancellation of school altogether. If you feel the weather is questionable, there are several things you can do to find out whether there is “limited bus transportation” or if school is starting late or closed for the day:

1. Listen to local radio and television stations for Mukilteo School District information.
2. Call the school’s 24-hour information line (425-356-1256, Option 9).
3. Check the School Report website on the Internet at [www.schoolreport.org](http://www.schoolreport.org).

If “limited transportation” is in effect, expect alternate bus stops that avoid stops on steep hills. (See School Bus Snow Bulletin for alternate routes.)

## **Drills:**

Bus emergency evacuation drills are held twice a year. Fire/evacuation drills are held six times a year and earthquake and lockdown drills are held twice a year. We expect students to take the drills seriously. Our goal is for students to be able to act safely and automatically in the event of a real emergency.



# Parent Involvement, Visitors, & Volunteers

It's a fact ... the more involved parents are in their child's learning the more likely it is that the child will succeed in school ... and in life! In accordance with Title I regulations, we have developed a parent involvement policy that supports meaningful parent involvement in the education of their children.

We believe that parents and families are critical partners with the school in providing quality education for children. As a result, we promote a team approach that includes parents and community, and a high degree of meaningful collaboration around student learning.

Goals of our family outreach include:

- Increasing parent involvement and participation at school.
- Providing resources for parents and families to support student learning.
- Increasing home/school communication.
- Helping parents to be a resource/support for each other.

Some of the most important things parents can do to help their children experience success in school include:

- Read to or with your child daily.
- Create a safe environment where your child is loved, praised and trusted.
- Practice good communication with your child.
- Get to know your child's teacher and what is being taught.
- Find a way to help at school.
- Be sure your child is healthy, rested and in school on a regular basis.
- Believe in your child's potential.

**Notifications:** Each year we provide the following information to parents:

- District and school report cards, including academic achievement data and our school's and district's progress toward federal Adequate Yearly Progress (AYP) targets.
- Teacher and paraeducator qualifications.
- Individual achievement data for individual students.
- Our school's Title I Schoolwide Improvement Plan and Parent-Teacher-Student compacts.
- Invitation for involvement in school and district decision making and our School Improvement Plan.

**Conferences:** Parent-teacher conferences are scheduled in the fall (see district calendar for specific dates). We attempt to meet with all parents and to keep the lines of communication open throughout the year. Parents are welcome to request a conference with the teacher or other school staff at any time during the year.

**Progress Reporting:** Written progress reports are sent home with students at the end of each trimester (every 13 weeks). Progress reports are intended to inform the parent and student regarding achievement and effort in academic areas as well as attendance, personal/social development and work habits/study skills. In academic areas, marks compare student achievement to grade level standards. Parents should contact teachers with questions about the progress report.

**Title Plan:** Parents receive information about the Title Schoolwide plan, requirements of the law, and parent rights and responsibilities at an annual meeting in January. The meeting is held in conjunction with a PTA meeting in order to encourage participation. A copy of our Parent Involvement Policy is provided to parents at this meeting. The policy is also available on our school website, in our Student and Parent Handbook, and in our school office. Parents are invited to provide input on the Title plan and parent involvement policy at the annual meeting and are welcome to comment or provide suggestions at any time during the year.

**Compact:** Each student will be provided with a building-wide compact, or partnership agreement, describing responsibilities of students, parents, teachers and principal.

The compact will be reviewed and signed by student, parent, teacher and principal, and copies will be kept in file in classrooms and the support staff office. Compacts may also be reviewed during parent-teacher conferences.

**Parent Input:** Parent input is welcome regarding school operations as well as decisions regarding their own children. Formal input is sought on a regular basis through conferences, multi-disciplinary meetings, surveys, responses to school newsletter items and through PTA meeting discussions. Informal input is welcome at any time. Parents should contact the teacher regarding concerns about their child or a classroom concern. Parents should contact school administration regarding school issues. Parent input is valued and will be considered along with the input and recommendations of school staff.

### Parent Involvement Strategies:

1. Provide trimester progress reports (3 times a year) for each student. Progress reports are available in six languages.
2. Encourage parent involvement on the PTA.
3. Utilize technology to facilitate communication: voice mail (including Spanish language message line), email, , personal phone contact, reader board, district, school and classroom Webpages, Class and school Dojo, and Blackboard connect messages.
4. Provide social learning-focused functions such as:
  - Back to School Night
  - Art and Culture Night
  - STEM Night
  - Reading Night
  - Grade level curriculum and student learning showcases
5. Provide interpreters for meetings and conferences as needed and utilize 'language line' to assist in communication with non-English speaking parents.
6. Provide various forms of written communication:
  - Weekly Friday Blurb – Dojo, Blackboard Connect, and school webpage.
  - Monthly Newsletter with school Calendar.
  - Classroom Newsletters and/or Class Dojo Story posts monthly.
  - Student logs and classroom Calendars.
  - Individual notes and letters from staff.
7. Include parents in Multi-Disciplinary Team (MDT) meetings.
8. Provide orientation/school tours for new students and families with our Parent Liaison.
9. Hold *Grade Level Curriculum Event* to provide parents with information on curriculum, assessments, homework, Classroom expectations, etc.
10. Provide kindergarten orientation program for parents – Kindergarten Preview in the spring, family connection meetings the first three days of school, and an orientation in the fall.
11. Publish homework guidelines (hard copy and on school webpage) and promote interactive homework between student and parent.
12. Publish and provide student and parent handbook
13. Update and provide family guide to school and community services as well as listings of childcare, counseling services and other support for families. Connecting families with our Elementary Support Specialists.

## Learning Compact:

**ODYSSEY ELEMENTARY**  
13025 17<sup>TH</sup> Ave. W. - Everett, WA 98204  
(425) 356-1303 FAX (425) 710-4317  
*Rebecca Oren, Principal*  
*and Keira Anderson, Assistant Principal*



Dear Parents and Guardians,

It is our goal at Odyssey Elementary to provide your child with the best educational program possible. We believe this requires high expectations, appropriate goals for students, and commitment from a learning team that includes the student, parent, teacher, and principal.

On the back of this letter is the Learning Partnership for Odyssey Elementary. This Partnership agreement was developed by Odyssey staff and parents. Please review the partnership responsibilities with your child. After reviewing, please sign at the bottom of this page to show your commitment in working together toward your child's school success. Return this letter/partnership to school with your child at your earliest convenience.

We look forward to great success working together with you and your child.

Sincerely,  
Odyssey Elementary Staff

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Teacher Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Principal Signature:** Rebecca Oren

**Date:** \_\_\_\_\_

**Assistant Principal Signature:** Keira Anderson

**Date:** \_\_\_\_\_



# LEARNING PARTNERSHIP Odyssey Elementary



**Vision:** Achieve our potential to become contributing citizens and lifelong learners.

**Mission:** Build Relationships, Use Resources, Embrace Rigor, Get Results.

To achieve our vision and mission we must have high expectations, commitment, and teamwork. Below are responsibilities for our learning team. Please read responsibilities carefully, then sign your name as a pledge to work together toward school success.

## **STUDENT AGREEMENT:**

I want to learn. Therefore, I will accept responsibility to:

- work to the best of my ability.
- attend school regularly.
- come to school prepared each day with needed supplies.
- complete and return homework.
- respect and cooperate with peers and adults.
- follow class and school rules.

## **PARENT/GUARDIAN AGREEMENT:**

I want my child to achieve. Therefore, I will accept responsibility to:

- see that my child attends regularly and arrives on time.
- encourage appropriate school and personal behavior from my child.
- establish a time and a quiet place for homework and reading.
- review my child's work regularly and request teacher feedback on progress.
- support my child's effort in working to the best of his/her ability.
- provide reading experiences at home.

## **TEACHER AGREEMENT:**

I want all students to achieve. Therefore, I will accept responsibility to:

- provide class work and homework appropriate to need and ability.
- have high expectations and believe in each child's ability to learn.
- aid students and parents in completing work successfully.
- encourage frequent parent/student communication about progress as well as problems, including written progress reports each trimester, a parent-teacher conference in the fall, and opportunities for communication via telephone, email, notes, classroom newsletters, and conferences as needed.
- model appropriate personal and academic behaviors.
- provide opportunities to volunteer, observe and participate in classroom and school activities.

## **PRINCIPAL AND ASSISTANT PRINCIPAL AGREEMENT:**

We want all students to be successful learners. Therefore, we will accept responsibility to:

- provide a safe, caring, supportive, and orderly learning environment.
- encourage positive communication between students, parents, teachers, and other school staff.
- maintain a school-wide climate of high academic and behavioral expectations.
- ensure high quality curriculum and instruction aligned with state standards and appropriate to student needs



## Fines & Fees

Students are responsible for all instructional materials, equipment and library books loaned by the school. Students will be fined for lost or damaged materials. Progress reports are held until fines are cleared.

## Fundraising



**PTA:** Our PTA sponsors one major fundraising activity each year. Fun generated are used to pay for field trips, assemblies, library books, technology materials, emergency supplies and for other special projects or needs. Fundraising activities might include an annual cookie dough sale, gift wrap/gift item sale, school shirt sale, etc.

**ASB:** Associated Student Body funds are used to directly support student activities including purchase of rewards, prizes and refreshments, and activities such as Field Day, Fifth Grade Olympics, Fifth Grade Celebration, Art and Culture Night, Intramurals, Student Safety Patrol, etc. Funds are generated by our annual Fun Run and proceeds generated by our school picture program, book fair, and by collecting 15% of the proceeds of all PTA fund raisers.

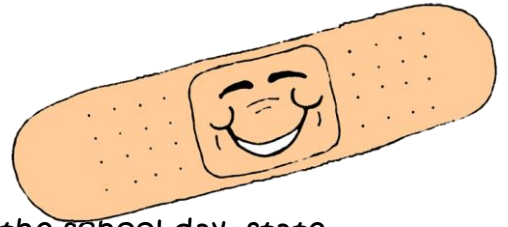
**Other Opportunities:** Additional retail and internet companies offer incentives to schools for purchases. Be sure to specify Odyssey Elementary wherever stores offer proceeds to schools!



## Lost and Found

A lost and found for jackets, lunch boxes and other large items is located in the first floor hallway toward the north end of the building. Glasses, keys and other valuable items can be picked up in the office. To make it easier to return items to students, please be sure to **write your child's name** (in permanent ink) on backpacks, jackets, gloves, lunch boxes, and all personal items that your child brings to school.

# Health Services



**Medication:** If your child must take medication during the school day, state law requires all medication to be kept in the office and taken by students in the presence of an adult. The medication must be in its original container with the child's name, doctor's name, name of medication, and dosage directions on the container. Medication of any type, over the counter or prescription, can only be taken at school if a form signed by the doctor and the parent is on file in the school office.

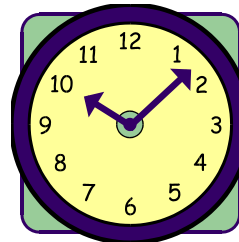
**Accident Insurance:** Accident insurance is available through the school district. Please check the district "Welcome Packet" or contact the school office for an application form.

**Accidents & Illness:** If your child were to be involved in an accident of a serious nature at school, 911 and the parent/guardian would be contacted. In the event we could not reach you, we would call the emergency contact you have listed on your child's registration form. It is critical that these records be kept accurate and up to date. We also contact parents if students become ill at school, suffer any kind of head injury, or if we feel parent/medical follow-up is indicated.

**Immunizations:** State law requires that parents provide proof of up to date immunizations before children can be enrolled in school. For information about specific immunization requirements, please contact the school nurse or office assistant.

**Any other questions please reach out to our School Nurse ☺**

# School Schedule



## **Regular Schedule:**

9:00 AM – 3:25 PM (8:55 AM enter classrooms)

## **Early Release Schedule:**

9:00 AM – 2:10 PM (8:55 AM enter classrooms)

## **Arrival Time:**

Because we have no supervision for students before 8:30 AM, we ask that parents bring students to school no earlier than 8:30 AM. Walkers should arrive at crosswalks no earlier than 8:35 a.m., as crossing guards are not on duty until that time. Students who arrive at school between 8:30 – 9:00 AM report to the multi-purpose room and are dismissed to classes beginning at 8:55 AM. Students who arrive in classrooms after 9:00 AM are considered “tardy.”



# Lunch & Breakfast Information

The school district offers breakfast and lunch programs. The price of lunch for students may vary by year so please check the District webpage for current pricing from Nutrition Services. Families may apply for free or reduced-price meals (application must be submitted each year). Students who qualify for the free or reduced-price program receive free breakfast and lunch. Students who don't submit free/reduced applications or who don't qualify for meal assistance need to bring a sack lunch or money for lunch each day. Students who forget to bring money or lunch will be provided with an alternative meal, but charges are not allowed, per district rules.

We strongly encourage you to pay for meals in advance as this speeds students through the service line and prevents lost or forgotten lunch money. Please send a check made payable to the Mukilteo School District and the money will be deposited into your child's account. Your child's name is “scanned” with each meal purchased and your child will receive a stamp on his or her hand to notify you when funds remain for one more meal.

Students are welcome to bring snacks to school. We encourage healthy snacks that provide good fuel for the body rather than candy, sweets, chips, and pop.



## Safety Reminders

1. If you plan to allow your child to walk or ride a bike to school, please send a note to let us know this is okay with you. Please show your child the safest route to ride or walk and make sure bikers wear helmets. Adult crossing guards are on duty at crosswalks at the intersections of Gibson/East Gibson, 17<sup>th</sup>/Gibson, and Admiralty/Gibson between 8:30 – 8:55 AM so please make sure your child arrives at the crosswalk only when guards are on duty.
2. Kids and cars don't mix! When dropping off or picking your child up from school, please park in a designated stall or wait in your car in the student pick-up loop. Please do not get out of your car when in the loop as this blocks traffic.
3. Have you moved, changed jobs, or have new emergency contact information? It is essential that the school be able to reach you or another responsible adult in the event of an emergency. Please call us or send a note with current parent and emergency contact information.



## Support Services

The Support Services staff aid students who are performing below grade level in academic areas, to those who are learning English, and to those who are in “greatest need” of services. Services are provided by Title/Resource Teachers, English as a Second Language Teachers, a Speech and Language Pathologist, Occupational Therapist, School Psychologist, and by paraeducators. Services include:

- academic, cognitive and language screening/testing and assessments.
- direct instruction for students with special needs in reading, math, written language and study skills - most services are provided in the regular classroom.
- English language and beginning reading instruction for students with limited English proficiency.

If you would like more information about services, please contact your child's teacher or a member of the Support Services team.

# Telephone Information



There is a phone for public use in the office. Student outgoing calls are limited to emergencies only. Students should arrange for permission for after school activities prior to coming to school.

When you need to call the school, keep in mind that someone will answer the phone between the hours of 8:00 a.m. and 4:00 p.m. Outside those hours you can leave a message for the office or a teacher or you may reach our 24-hour information line. If you are calling after 4:00 and have a question about a late bus, call Mukilteo transportation at 425-356-1306.

To avoid disruption to classes, phone calls are not transferred to classrooms during the school day. Parents are welcome to contact teachers before school (8:00 – 8:45 AM), after school (3:30 – 4:00 PM) or during the teacher's planning period. Each teacher has a voicemail number. If you leave a message for your child's teacher and don't receive a return telephone call or note within 24 hours, please contact the school office so that we can ensure your message is received.

## **ODYSSEY ELEMENTARY (425) 366-3200**

*Choose option #2 for 24-hour information line, then select from the options below or direct dial information hotline (425) 366-3205.*

### **Option #1: Student Attendance**

(Leave a message to let the office know if your student will be absent or late.)

### **Option #2: Staff Voice Mail**

(Leave a message for your child's teacher or another staff member.)

### **Option #3: Kindergarten Registration Information**

### **Option #4: PTA Information & Activities**

### **Option #5: This Week's Lunch Menu**

### **Option #6: Driving Directions & School Address**

### **Option #8: Odyssey Weekly Calendar**

### **Option #9: Emergency & School Closure Information**

(Listen for information on altered school hours and schedules due to snow or other emergency.)

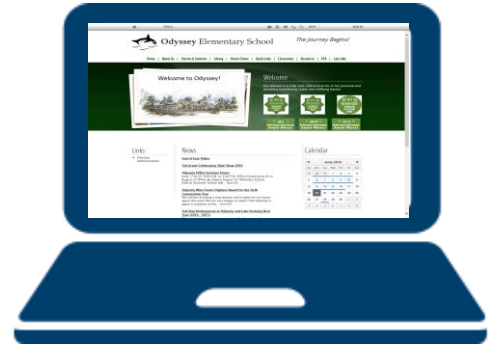
# Website

The Mukilteo School District web address is:

<http://www.mukilteo.wednet.edu/pages/MukilteoSD>

This website contains information on:

- Bus routes and schedules
- Academics/testing
- Board of Education & board policy
- Calendar of events
- Administration contacts
- Departments
- General information
- Job opportunities
- Schools
- Resources
- and a Site Map



To link to the Odyssey Elementary website, select “Our Schools,” and under “Elementary Schools,” choose Odyssey Elementary, or go to:

<http://oe.mukilteo.wednet.edu/pages/OdysseyES>

The Odyssey website contains information on:

- Calendar of activities and events
- Driving directions
- General school information
- Homework guidelines
- PTA information
- Parent guide to school and community resources
- Newsletters
- What to do if your child is absent
- School supply list
- AR book lists
- Library information and research tools

# ODYSSEY ELEMENTARY

## School Supply List



**Parents:** Please send the supplies indicated for your child's grade level on the first day of school. Be sure to clearly **mark all personal items** (i.e.: backpack, binders, school box, etc.) with your child's name. Plain supplies are best for classroom use: **no mechanical pencils, glitter crayons, etc.**, and please send only the supplies listed for your child's grade level.

ITEM	K	1st	2nd	3rd	4th	5th
Backpack or book bag <i>Monchila</i>	X	X	X	X	X	X
3 ring binder (with 2" rings) <i>Carpeta de 3 anillos de 2"</i>				X	X	X
Pencil pouch (3 hole, zippered) <i>Estuche para lápices</i>				X	X	X
School box (snap shut, approx. size 8" x 5") <i>Estuche escolar</i>	X	X	X	X	X	X
Box of Crayons (24 count set) <i>Crayones</i>	X	X	X	X	X	
Colored pencils (12-24 count set) <i>Lápices de colores</i>			X	X	X	X
Set of colored markers <i>Marcadores</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>	<i>Optional</i>

**\*\*School Donations for the following items are gladly accepted:**

- Zip loc bags
- Kleenex

Mukilteo School District No. 6  
ODYSSEY ELEMENTARY

# Homework Guidelines



Updated 2020

Hello Families,

At Odyssey Elementary our school's vision, or our WHY, is to **achieve our potential to become contributing citizens and lifelong learners**. How we reach this goal is by utilizing our mission: **Build Relationships, Use Resources, Embrace Rigor, Get Results!!!!**

To Build Relationships, we believe that partnering with parents AND students is the best way to help all children learn and grow. We also believe in having a balance between home and school. Both places offer different opportunities and meet different needs that all people have, think of it like work life balance for adults. Therefore, homework is intended to be done 5 days a week for a short amount of time, and not on holidays. Children need to play, socialize, and have a break just like adults. Furthermore, this allows for outside activities and time to spend with family and friends.

The purpose of homework is to practice previously taught skills to build independence. We also know that homework can help support lifelong habits for children. So, we start small and gradually build expectations from kindergarten through fifth grade.

If you have questions or concerns about your child's ability to complete homework, please contact your child's teacher. Open communication is so important as we partner WITH families to meet the needs of every child.

~Rebecca Oren  
Principal, Odyssey Elementary



Accelerated Reader Home Reading Practice Goals (in minutes)			
	Read to Child	Read with Child	Reads Independently
Sept. – Jan.	At least 5 minutes 5 days a week – any combination of reading to, with, or independently.		
Feb. – June	Increase to 10 minutes 5 days a week - any combination as above.		

**English Language Arts:** Students should read to someone, with someone, or independently depending on their level on a regular basis. Materials may include alphabet cards for letter identification & sound practice, materials from our reading curriculum, library books, and/or other literature.

**MATH:** One page of math homework. Students should continually practice counting forwards, backwards, and basic addition/subtraction facts.

**SPECIAL PROJECTS:** Kindergarten may have thematic projects that vary by classroom. Information will be sent home by the Classroom teacher.

*Please look in your child's backpack or take-home folder each night for your child's homework.*



Accelerated Reader Home Reading Practice Goals (in minutes)			
	Read to Child	Read with Child	Reads Independently
Sept. – Jan.	At least 10 minutes 5 days a week – any combination of reading to, with, or independently.		
Feb. – June	Increase to 15 minutes 5 days a week - any combination as above.		

**English Language Arts:** Students should read to someone, with someone, or independently on a regular basis. Materials may include Heart Words, spelling words, items from our reading curriculum, library books, and/or other literature.

**MATH:** Two pages of math homework. Students should continually practice addition and subtraction facts.

**SPECIAL PROJECTS:** First grade may have thematic projects that vary by classroom. Information will be sent home by the classroom teacher.

*Please look in your child's backpack or take-home folder each night for your child's homework.*



Accelerated Reader Home Reading Practice Goals (in minutes)			
	Read to Child	Read with Child	Reads Independently
1 <sup>st</sup> Trimester	At least 15 minutes 5 days a week – any combination of reading to, with, or independently.		
2 <sup>nd</sup> Trimester	Increase to 20 minutes 5 days a week - any combination as above.		
3 <sup>rd</sup> Trimester	Increase to 25 minutes 5 days a week - any combination as above.		

**READING:** Students should read to someone, with someone, or independently on a regular basis each evening. Materials may include Accelerated Reader (AR) books, materials from our reading curriculum, library books, RAZ Kids.com activities, reading on Pebblego.com, spelling words, individual reading aps your family may have, and/or other literature.

**MATH:** Math homework will be sent home in a packet. Students should continually practice addition and subtraction facts.

**SPECIAL PROJECTS:** Second grade may thematic projects that vary by classroom. Information will be sent home by the classroom teacher.

*Please look in your child's backpack or take-home folder each night for your child's homework.*



Accelerated Reader Home Reading Practice Goals (in minutes)			
	Read to Child	Read with Child	Reads Independently
Sept. – Jan.	5	5	15
Feb. – June	5	5	20

**INDEPENDENT READING:** Students will make a reading plan in class and track their own progress. Outside of your child's reading plan, other reading time could include reading recipes, news articles, or articles online, just to suggest to a few ideas.

**MATH:** Math homework will be differentiated based on student's needs. All students should continually practice addition, subtraction, and multiplication facts. By the end of the year, a third grader is expected to have mastered all multiplication facts 0 – 10.

**UNFINISHED WORK:** In most cases your child will have been given time in class to complete daily assignments. If your child has utilized class time well, homework for unfinished assignments should be minimal.



Accelerated Reader Home Reading Practice Goals (in minutes)		
Read to Child	Read with Child	Child Reads Independently
5	5	20

**INDEPENDENT READING:** Students will make a reading plan in class and track their own progress. Outside of your child's reading plan, other reading time could include reading recipes, news articles, or articles online, just to suggest to a few ideas.

**MATH:** Math homework will be differentiated based on student's needs. All students should continually practice addition, subtraction, and multiplication facts. Daily practice of math facts is always a good option.

**COMPLETE UNFINISHED IN-CLASS ASSIGNMENTS:** In most cases your child will have been given time in class to complete daily assignments. If your child has utilized class time well, homework for unfinished assignments should be minimal.



Accelerated Reader Home Reading Practice Goals (in minutes)		
Read to Child	Read with Child	Child Reads Independently
5	5	20

**INDEPENDENT READING:** Students will make a reading plan including reflection responses based on reading in class and track their own progress. Outside of your child's reading plan, other reading time could include reading recipes, news articles, or articles online, just to suggest to a few ideas.

**MATH:** Math homework will be differentiated based on student's needs. All students should continually practice addition, subtraction, and multiplication facts. Daily practice of math facts is always a good option.

**COMPLETE UNFINISHED IN-CLASS ASSIGNMENTS:** In most cases your child will have been given time in class to complete daily assignments. If your child has utilized class time well, homework for unfinished assignments should be minimal.