

Elementary

2024-25 Family Handbook



Our vision is Stillwater will empower students, families, and staff in a collaborative community with shared, common goals and open communication.

Dear Stillwater Students and Families,

Welcome back to a new school year at Stillwater Elementary School! We are thrilled to welcome both returning students and new faces to our community. This year's theme, "*Writing Your Own Story*," is at the heart of our learning journey. Our teachers will incorporate this theme into lessons and assignments, encouraging students to express their unique voices and share their stories. We are excited to see the creativity, curiosity, and insights that students will bring to our classrooms!

At Stillwater Elementary, we are committed to creating a positive and engaging academic experience for your child. Our mission is to educate the whole child, helping each student reach and expand their full potential as safe, respectful, responsible leaders. In line with this mission, our vision is to empower students, families, and staff in a collaborative community centered around shared goals and open communication.

We highly value our partnership with Stillwater families and strive to build strong, meaningful relationships with each of you. To support every child in reaching high academic standards, our teachers are dedicated to knowing and understanding the unique needs of the students we serve. We believe that open communication between home and school is key to meeting our students' needs effectively.

One of the best ways to stay connected with all that's happening at Stillwater is to get involved! Consider volunteering at the school, joining our PTA, or contributing your voice to important committees. You can also support learning at home by engaging with your child's homework and reading together daily. When families and school staff work in partnership, our children's opportunities for success grow tremendously!

Please take a few minutes to review this handbook, which provides essential information to ensure a positive and productive year at Stillwater. It includes details on safety protocols and policies that help our school community run smoothly. Should you have any questions, please feel free to reach out to your child's teacher or contact our main office at (425) 844-4680.

Looking forward to an amazing year of growth, learning, and opportunity for all!

Warm regards,
Jack Madigan
Principal

Welcome to the New School Year!

The family handbook is full of important information for a successful school year. Please take time to read it together as a family because it contains our school policies and rules. Thank you for partnering with us to promote academic rigor and emotional well-being for students.

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Communication

ParentSquare is the primary mode of communication between families and their classroom teachers. The Riverview School District uses the ParentSquare platform to simplify school communications and provide options for families for how they want to receive information (email, text and/or app notifications). You can sign up for parent square and set your communication preferences by visiting <https://parentsquare.com/>

Who to contact when...

- My child is sick: classroom teacher, and the registrar at 425-844-4680 or swattendance@rsd407.org
- I need to make a last-minute change for after school pick-up: call 425-844-4680
- I am concerned about my child's grade: classroom teacher
- I am concerned about my child's emotional well-being at school: sheelys@rsd407.org, Counselor Kim Sheely
- I am interested in getting involved with the PTSA: email president@stillwaterptsa.org

Communication Guidelines Civility Policy These procedures are intended to support all partners in the educational process; to maintain a safe, nurturing work and learning environment; to provide models of respectful problem-solving; and to reduce the potential for serious or widespread disruptions within the school district. These procedures are meant to underscore the expectation of civil conduct in all interactions within the school district, provide all individuals the tools and knowledge to eliminate uncivil conduct, and replace uncivil conduct with acceptable, productive interactions. Specific procedures and guidelines appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the district. For purposes of Policy 4005 and these procedures, "uncivil conduct" will be defined as any behaviors that do not rise to the level of harassment and bullying but are still prohibited by other district policies or building, classroom, or program rules. The procedures can be found at this [LINK \(Policy 4005\)](#).



Attendance, Arrival and Dismissal

Learning time is precious. At Stillwater Elementary we want to support families and students to maximize student attendance. While we encourage students to remain at home if they are sick and to get the rest, they need to be healthy and strong, we also want to promote regular and on-time attendance, so they can be successful students. Classroom attendance is positively correlated to student achievement.



Absences: If your child will be absent from school, a parent/guardian needs to email swattendance@rsd407.org or call the school attendance line 425-844-4680 before 9:20 a.m.

Arrival: School begins at 9:25 a.m. Students may not enter the building before 9:25 a.m. unless they are involved in a before school program or are eating breakfast. Students eating breakfast may enter the cafeteria at 9:10 a.m. Prompt arrival at school is expected of all students.

Late Arrival: Students who arrive after 9:25 a.m. are considered tardy and must report to the Office with an accompanying guardian to sign them in at the office.

Early Pick-Up: Please try to avoid scheduling appointments during school hours whenever possible. If you need to pick your child up early, come to the office with a photo ID.

Dismissal: School ends at 3:45 p.m. Students not picked up by 3:55 p.m. will come to the office to wait for their guardian to pick them up as there is no outside supervision at this time.

Parents Volunteering or Visiting: Although students enter the school through many doors at the start of the day. Parents should always enter the school through the front doors so they can check-in at the office. If you are volunteering or visiting, please make sure to sign in and wear a visitor badge and nametag.

PBIS

PBIS is a school wide positive behavior support (PBIS) program. This school-wide approach focuses on building a safe and positive environment in which all students can learn and be held accountable for actions. The foundation of Stillwater's PBIS:

Hawk Mindset

*Safe

*Respectful

*Responsible

*Learners

Parent & School Partnership

To be successful, parent and school partnership is vital. Throughout the school year, the PBIS team will send updates and information about PBIS.

Ways you can support PBIS at Stillwater:

- Using Hawk Mindset expectations at home
- Providing positive reinforcement at home
- Regularly connecting with your child's teacher

Rewards and Recognition

Hawk Feathers: Hawk Feathers are given to individual students and used to reward students that are exhibiting the Hawk Mindset.

Classroom Hawk Feather Goals: Each classroom is tracking their total Hawk Feathers and has their own rewards menu for each goal achieved.

Hawk Feather Goals: Total school hawk feathers will earn whole school rewards throughout the year.

Important Notes

- Students will not be withheld from recess under any disciplinary action.
- Please work with your child's teacher on any concerns you might have at school. We want to intentionally partner with each other to help improve student success.
- If you have bigger concerns, please reach out to the principal or the dean:

Principal: Jack Madigan: madiganj@rsd407.org

Dean: Erika Dix: dixe@rsd407.org

Social Emotional Learning

What is Social-Emotional Learning?:

Social-Emotional Learning (SEL) is the process of developing self-awareness, self-control, and interpersonal skills that are vital for school, work, and life success.

Counselor Lessons:

Our school counselor, Kim Sheely, visits each classroom to provide specific SEL lessons that address identified needs for the class/grade level. Kim Sheely provides students and teachers with common school-wide language for problem-solving and emotional regulation. You can contact Kim Sheely with questions or concerns at sheelyk@rsd407.org.

Monthly Character Traits:

Monthly character traits are taught in the classroom and reinforced by all SWE staff. Each month, a teacher chooses two of their students to be recognized for displaying the character trait all month long!

November - Thankfulness

March - Cooperation

December - Respect

April - Perseverance

January – Compassion

May - Empathy

February - Kindness

June - Teamwork

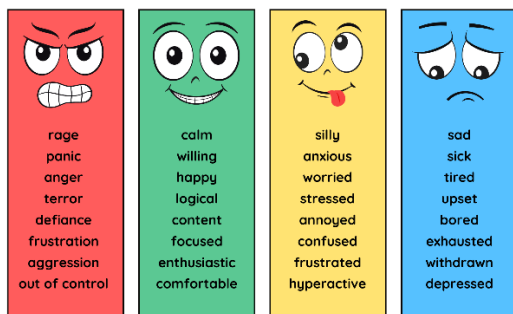
Second Step:

Second Step is a research based social-emotional program that allows consistency across the school. Classroom teachers teach Second Step curriculum, which consists of 20 lessons regarding growth mindset, goal setting, emotional regulation, empathy, and problem-solving. Learn more about Second Step: www.secondstep.org/families

The Zones of Regulation is created to teach children self-regulation and emotional control through feelings.



Zones of Regulation



Student Discipline Policy

Rules of student conduct are essential for maintaining a safe and supportive learning environment for all students. A student's refusal to comply with written rules and regulations established for the governing of the school will constitute sufficient cause for disciplinary action. Behaviors are classified in two categories Minor and Major. Staff will communicate home via phone, email, or ParentSquare about behavior violations and will work with families to make an action plan that will set their child up for success moving forward.

Elementary Behavior Classification



Goals:

- Students start **every day** with a clean slate.
- IEPs and 504s are considered and behavior plans are followed.
- Recess will not be withheld as a punitive action.
- Adults consider cultural contexts such as eye contact, personal space, tone, and volume.
- Adults consider their own emotional state when responding to behaviors.
- To engage in restorative practices that focus on teaching students more appropriate ways to communicate.
- To have a planned, fair response to unexpected behaviors in a way that builds and maintains relationships, repairs harm, and promotes positive behaviors.

Definitions of Minor and Major Offenses (Including, but not limited to):

Minor Offenses These are behaviors that can be managed by any staff member. In general, they are lapses of impulse control or judgement that are not intended to cause significant disruption to the learning environment. Responding to a minor offense is a typical part of elementary education and often involves partnership with families.	Major Offenses These are behaviors where support from the office/admin is required. These are behaviors that are more serious and/or persistent and require a greater degree of support, intervention, and consequences.
Inappropriate Language - Swearing not directed at a person, put downs, mean comments that are rude but not part of a pattern of behavior, inappropriate hand gestures or other non-verbal communications.	Abusive Language - repeated, blatant, purposeful swearing or harassing language that is directed at a student or staff member.
Physical Contact (Reactionary) - Horseplay, rough housing, wrestling, pushing or hitting without intent to harm, inappropriate touch without malicious intent.	Physical Aggression (Intent) & Inappropriate Touch - Kicking, hitting, throwing things, shoving, biting, etc. with intent to do harm or inappropriate touch w/ intent.
Defiance - Failure to follow directions, ignoring, refusal, saying no, arguing back.	Overt Defiance - Repeated and persistent failure to follow directions.
Disruption - Engaging in behaviors that cause class disruption, including noises, out of seat, blurting, not taking turns, etc.	Severe Disruption - Serious interference with school process, including yelling, throwing things, etc.
Disrespect - Rude or dismissive messages to adults or students, including language, writing, body language, etc.	Severe Disrespect - Repeated high-intensive messages to adults or students, including abusive language, etc.
Other Behaviors - Engaging in general unexpected behaviors, minor vandalism, possession of a toy (i.e. Nerf Gun) unsafe or inappropriate use of school equipment, quickly resolved elopement, etc.	Unsafe Behaviors - significant elopement, possession of weapon/illegal substance, major vandalism.
<p style="text-align: center;">Minor offenses become major offenses when they are chronic, unchanged by positive behavior supports, and/or have a significant impact on the educational environment.</p>	

Student Health

Too Sick for School: Keeping students home when they are too sick for school protects other students and staff from potential illness. If your student becomes ill at school, you will be called to take your student home. Please be sure that your emergency contact information is up to date in Qmlative.

Medications at School: If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, guardians must reach out to the school nurse to complete the appropriate paperwork before medication can be administered in the health room by a school employee. Students may not medicate themselves. This includes over the counter items such as cough syrup, Tylenol, aspirin, and antihistamines.

Sunscreen: We encourage families to apply sunscreen at home before school; however, we understand that reapplication at school may be necessary. Students may bring and self-apply sunscreen to school once guardians have met the following conditions:

- Sunscreen is labeled with child's full name
- No spray sunscreen is allowed (younger students may find stick sunscreen easier to apply than lotion)
- Students must not share sunscreen with other students
- Students must handle sunscreen responsibly

Health Room: Students who are hurt or sick at school are cared for in our health room. When an illness or injury appears serious, parents will be contacted by office personnel. Please keep emergency phone numbers and contacts up to date so we may reach you if a child is sick and needs to be picked up.

For school health related questions please reach out to our school nurse, Ashley Holerud (M-W), Jennifer Rose (Th-F) at 425-844-4698



School Lunches

Nutritious hot lunches and breakfasts will be available for purchase every day for all students, or students may bring lunch from home. Our computerized lunch accounting system enables students to pay in advance.

Breakfast/Lunch Money Deposits: Money can be added through e-Funds for Schools. Access for this is found here: [LINK](#). Contact the front office for your student or family ID #. Lunch money is also accepted in the Office. Please send in an envelope and label them with Student's name, teacher, student ID #, and amount to be deposited. Please do not bring money through the lunch line. You will be notified when your child's lunch balance drops below the price of a school lunch. Please be sure to send money immediately as we are unable to extend credit. No Child will go hungry at school. Free/reduced Lunch Forms are available in the Office for those qualifying for financial assistance. Food Services 425-844-4560

Meal Prices

Elementary lunch \$3.50

Elementary breakfast \$2.00

Adult lunch \$5.00

Adult breakfast \$3.30

Free and Reduced Lunch Application: Apply here! [LINK](#)



Dress Guidelines

Clothing for Students: Students may express individuality in their dress or appearance as long as their appearance does not cause or have the potential to cause a disruption to the educational process for themselves, other students, or staff. The following guidelines are designed to promote a positive, safe, inclusive and healthy learning environment:

- Shoes should be appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E.
- Clothing covers underwear.
- Clothing does not promote alcohol, tobacco, drugs, discriminatory themes, profanity, violence, weapons, sexual connotations or gangs.
- Headwear must be worn in a respectful and responsible manner.

If a student is dressed inappropriately, staff will follow the outlined referral process in a discrete and respectful manner that limits impact on student learning time. For isolated incidents, the referral process includes a verbal reminder of dress guidelines and appropriate clothing given to student if necessary. For repeated or severe incidents, administration/counseling staff will offer support by problem solving dress guideline obstacles with student, as well as giving or contacting guardians to provide other appropriate clothing.

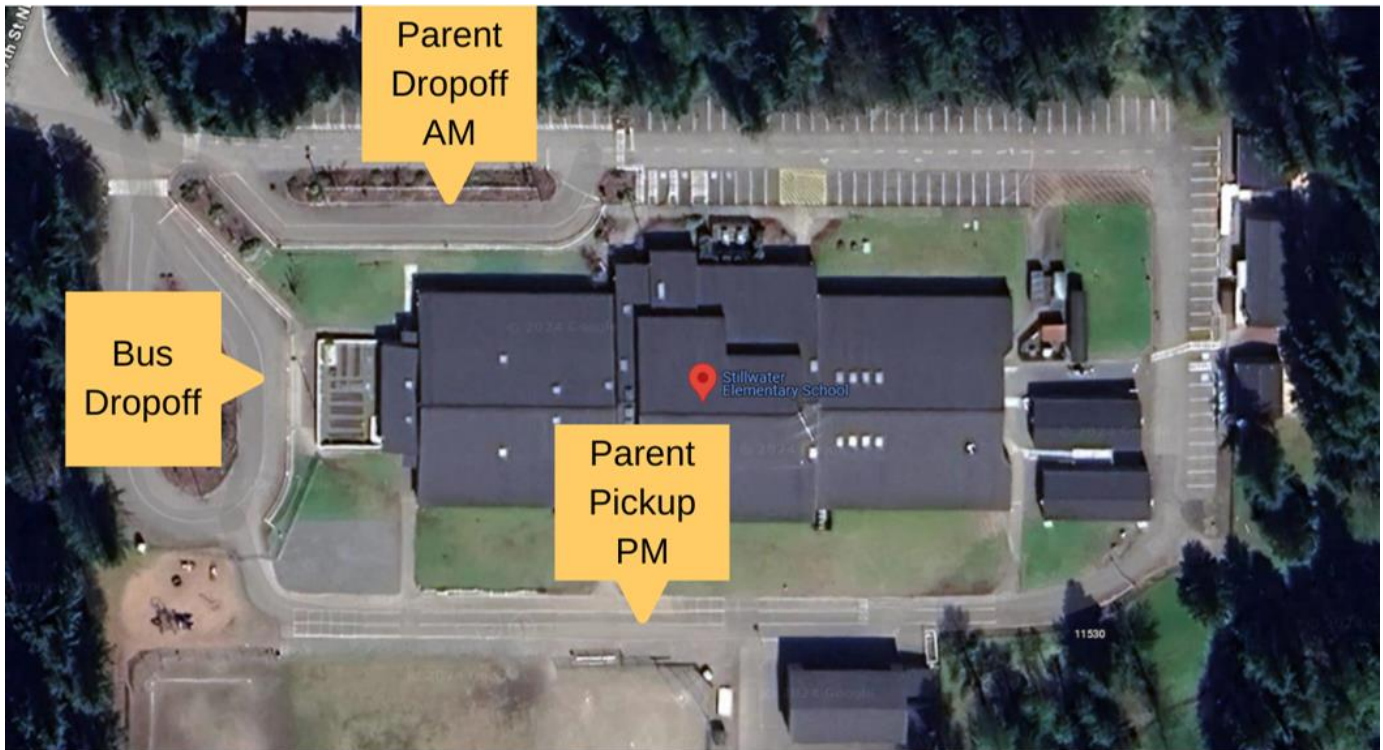


Parking Lot Safety During Pick Up and Drop Off

Cross Walks: Only use designated crosswalks to cross the street. Vehicles should stop well before the crosswalk and stay stopped until the crosswalk is no longer occupied. When you're turning, don't wait inside the crosswalk.

Pick Up and Drop Off: Please read the following information closely and reach out with any questions.

Student drop off can start at 9:10 a.m. Please do not arrive on campus earlier than 9:10 am. The school day begins at 9:25a.m.



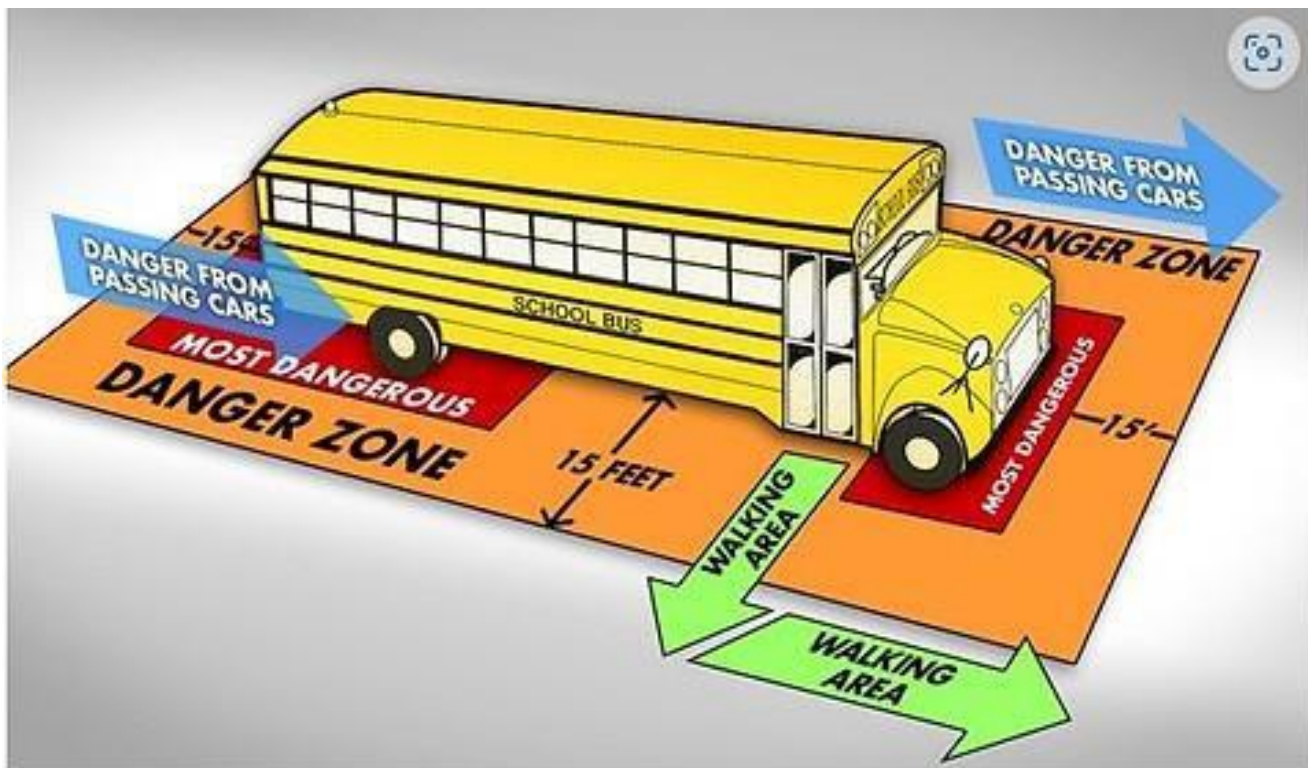
Buses

Bus service is provided for any student living within the school attendance area that is not within walking distance. If you have a question about a bus stop, please contact District Transportation at (425) 844-4540 or check out the Riverview School District website. Routes are linked there every August for the next year.

Ten Simple Rules for Staying Safe on the Bus

1. Listen to the driver and follow their instructions
2. Do not distract the driver
3. Stay seated facing forward. Keep your hands to yourself
4. Backpacks on your lap or on the floor
5. Be respectful. Use kind words and actions
6. Keep the aisle clear. Do not lean out in the aisle
7. No loud noises. Voice level 2
8. Do not bring dangerous or prohibited items the bus
9. No eating on the bus. Water only
10. Windows open no more than halfway. No body parts out of the window

The full bus code of conduct can be found on the transportation website: [Link](#).



Riverview School District Non-Discrimination Policy

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

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

What is HIB?

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

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students. HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

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

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (**Donna Reier, reierd@rsd407.org or 425.844.4500**) that supports prevention and response to HIB.

More information can be found at this [LINK](#).

Computer Use Agreement for Students

The Riverview School district provides a wide range of computer resources to its students for the purpose of advancing the educational mission of the District. As a user of District computers, you are expected to follow 10 guidelines as outlined at this [LINK \(Policy 2035\)](#).

Personal Technology at School

E-Readers: Kindles, Nooks, and other e-readers are permitted at school for reading teacher-approved literature and should not cause distraction to the reader or others. RSD/ Stillwater Elementary are not responsible for any damage, loss, or theft of e-reading devices. Teachers may reserve the right to restrict the use of e-readers in their classrooms if they cause disruption or distractions.

Cell Phones and Electronic Watches: Students with cell phones and watches that can receive and send messages/calls must have them OFF and in their backpack during the school day.

If a cell phone smart watch is used during the school day, guardians will be notified and will be responsible for picking it up from the school.

There is a phone in the main office that is available for supervised student use during the school day.

Families wishing to relay a message to their student during the school day may do so by calling the main office 425-844-4680

Cameras: Students may not take pictures or videos of other students or staff members while at school without permission from staff and consent from those being photographed.



Invitation to Partner

We appreciate you reviewing this handbook and your partnership in making Stillwater Elementary a safe space and welcoming community. Together we do this work so our students can thrive and families can connect with our community.

We know other questions or situations will arise that we haven't addressed. Please reach out to our team if there are problems or questions or feedback so we can continue to grow and serve your family.

Parent partnerships make our schools stronger. All Riverview School District volunteers must go through a screening process. If you wish to volunteer at the school, or chaperone a field trip, you must complete a Riverview School District Volunteer Application form. Learn more at [LINK](#).

When visiting or volunteering at the school, please check in at the office first and wear an identification badge/Name tag.

