Welcome To Stillwater Elementary

Welcome Packet

Provided by Stillwater Elementary PTSA

This was written by parents for parents. It contains general information, suggestions and tips for navigating life at Stillwater. It should be used in conjunction with the official handbook that the school publishes. Welcome to Stillwater, it's a GREAT school!



Stillwater Elementary 11530 320th Ave NE Carnation, WA 98014 425-844-4680

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Welcome to Stillwater Elementary School!

My name is Shelly Campbell and I am honored, as well as excited to serve as your PTSA president for the 2018-2019 school year. Working alongside of me is our Board of Directors and Leadership Team. We are grateful to all the amazing and talented parents who are involved with the PTSA and contribute their time and talent in many ways, big and small.

I have found that being involved in the PTSA keeps me connected to my children's school and has been a rewarding experience for me. I have been a proud Stillwater parent for 4 years and I am looking forward to returning as president this year.

Our PTSA has a very active calendar and support many things at the school! Last year we powered the Back to School BBQ, Art Docent, Hop-A-Thon, Winter Craft Night, Valentine's Bingo, Dads & Donuts, The Dance Guy & the Spring Dance, Dodgeball Night, Pottery Paint night, Open Basketball night, Zumba night, Reflections, the Talent Show, Hawk Walk, Moms & Me, a community Workshop on Child Safety, Game Night & Book exchange, Popcorn Wednesdays and the creation of the Yearbook! We also supported Stillwater by giving funds for music, library and PE enrichment, assemblies, field trip stipends, school and staff grants, field day, all arts day, safety patrol/student council recognition and the STEAM Museum.

We are able to support all of those programs and activities because of our successful fundraising campaigns. Our main source of fundraising comes from 2 donation based fundraisers we host, the Hopa-Thon in November and the Hawk Walk in March. PTSA volunteers manage every aspect of the fundraisers to keep 100% of the funds at Stillwater instead of hiring a 3rd party company. We also host a memory making silent auction in February and participate in Duvall Days in June with the Running of the Balls raffle contest.

Research shows that in schools where parents are involved, students have a greater chance for success, more consistent attendance and an overall involvement in their school. As parents and guardians, it is important we show our children that we value education through our active involvement in our school. Attend a PTSA meeting or volunteer on a committee, sign up to volunteer in your child's classroom. Simply collecting Boxtops4education shows your child that you are interested in their education and in their school. There are so many ways in which you can be involved.

Our PTSA continues to focus on improved communications with parents. We hope you will visit our website www.stillwaterptsa.org for updates or request to join our active Facebook group, Stillwater Elementary PTSA.

On behalf of the PTSA Board and all the volunteers who give their time so freely and enthusiastically, we welcome you!! If at any time you have any questions, please do not hesitate to contact me at president@stillwaterptsa.org.

Sincerely,

Shelly Campbell
Stillwater PTSA President

Important Contact Information

Stillwater PTSA

PTSA President: Shelly Campbell

president@stillwaterptsa.org

*Shelly is a veteran Stillwater parent and can either answer most questions you have or direct you to the right person. As president, she also oversees the PTSA Volunteer Network and would be happy to speak with you if you are wanting to learn more about the PTSA or how you can get involved.

PTSA Vice President: Lindsey Tolson

vicepresident@stillwaterptsa.org

*Lindsey is a veteran Stillwater parent as well, a prior PTSA president and can help answer questions too

PTSA Membership Chair: Carmen Love

membership@stillwaterptsa.org

*Carmen is a veteran Stillwater parent and is another great resource if you have any questions!

The contact information for the rest of the PTSA Board of Directors can be found on our website

Stillwater Elementary

Office Manager: Karie Cato

catok@rsd407.org

425-844-4681

*Speak to Karie if you have any questions or concerns, you have fees to pay or you need to schedule a meeting with the principal

Attendance: Sharon Nelson

nelsons@rsd407.org

425-844-4684

*Email or call Sharon when your student is sick, going to be tardy or needs a bus pass

The contact information for the rest of the Stillwater staff members can be found on the Stillwater school website under Staff Directory, find them at sw.rsd407.org

Riverview District

Transportation Department: Tracy Graves (425-844-4535), Melinda Clarke (425-844-4534) and Sabrina Warren (425-844-4537)

*If you have questions or concerns about the bus routes you can contact the transportation department

The contact information for the rest of the district staff can be found on the Riverview District website under District Departments at rsd407.org

How to Stay Connected

Stillwater Communication Methods

Stillwater Elementary Website: http://sw.rsd407.org/
Stillwater PTSA Website: www.stillwaterptsa.org

1) Kidmail

- *Paper flyers that are sent home in student's folders
- *Sent home with the youngest sibling on Wednesdays
- *If you have an issue with your kidmail, please communicate with your teacher
- 2) Weekly eNewsletter from Stillwater's Office Manager
 - *Comprehensive enewsletter sent out every Monday must have!
 - *3 month calendar details, lunch menus, prior week kidmail scans, important details and information on events and activities, Madigan Memo
 - *To join the distribution list, visit the Stillwater Elementary website, on top top click "Join Our Email List"
- 3) Stillwater PTSA Newsletter
 - *Sent out in paper form via kidmail the first week of the month
 - *Comprehensive monthly newsletter covering all things PTSA
 - *Also posted to our website under the Newsletters page
- 4) Stillwater Elementary PTSA Facebook Group
 - *Closed Facebook Group for Stillwater staff and parents/guardians of current Stillwater students
 - *Search "Stillwater Elementary PTSA" and request to join then answer the questions provided
 - *All things Stillwater get posted to the group, not just PTSA information
 - *Great resource to ask questions, get more information and stay up to date but it's not a local discussion board that is open for venting or complaints. Any issues with the school need to be addressed with them directly and not over social media.
- 5) Readerboard
 - *Message board at the front entrance gates
 - *Updated every Friday
- 6) Sandwich Board Poster Advertisements
 - *Used to advertise upcoming events and activities
 - *Placed at various pick-up areas and the front doors
- 7) Stillwater PTSA Bulletin Board
 - *Inside front doors of schools
 - *Flyers for upcoming events and activities
- 8) Stillwater PTSA General Membership Meetings
 - *Held 3 times a year: December, March, June
 - *President updates, review and voting on official PTSA business, guest speakers, information on PTSA events and activities
 - *Meeting details are sent home in kidmail, posted to the Facebook group, advertised on sandwich board and put in the monthly PTSA newsletter

General Information & Tips

CHECK-IN PROCEDURE:

- ALL visitors are required to register at the front desk and wear a yellow Stillwater visitor badge. If you are walking your child to his/her teacher line in the AM, you must sign in first. All visitors at all times, if on the school campus, must have identification.
- If this yellow badge is not visible, the visitor will be asked to go back to the front desk to obtain a badge.
- Only pre-arranged visits to the classroom are permitted. The front office will call down to the teacher to confirm meetings. All items for drop off will be delivered to the classroom by the front office staff. (This includes birthday treats, lunch boxes, homework, clothing, etc.).
- When you are going to a classroom for a pre-arranged visit, the only access to the rest of the school is through the front office hallway. To go to the K/1 hallway, you need to walk around great way to get in steps!

VOLUNTEERS:

Volunteering is a fun way to get to know your child's teacher and observe the classroom environment and be a part of your child's development. The school loves to have parent volunteers and if you are interested there are some forms that have to be filled out first. Please see the Family Handbook for instructions. The form you fill out is good for 2 years, a district employee will email you when it's time to renew. The library is always looking for volunteers too! If you love books, you can reach out to Missy Harvold harvoldmarsd407.org to find out more information! New last year, a group of parents formed a **Green Team** at Stillwater! They have implemented great processes to help Stillwater become more green, including a milk carton recyling program at lunchtime, growing veggies in Stillwater's garden and a marker recyling bin. If you are interested in learning more or joining the Green Team, reach out to Rosyln Reeps, roslynreeps@yahoo.com. And of course the PTSA is always looking for volunteers for its many events, programs and activities.

HAVING LUNCH WITH YOUR CHILD:

Parents are encouraged to have lunch with their child. You must first sign in at the front office and get a visitor's badge. After signing in, the front desk staff can escort you to the gym. If you want to celebrate birthdays, or star student days and want to bring in outside food, that is allowed as well. Enjoy this time, your child will!

MORE LUNCH TIME REQUEST:

If your child needs more time to eat at lunch (for a reason not related to socializing), please advise them to talk with the lunchroom supervisor and get more time designated to them. Hot lunch lines on a few popular menu item days (pizza, chicken nuggets, etc) can be long, so if they are at the end of the line, they can ask for more time. Encourage your child to come in during the early lunch whistle if you know they will need a little extra time to finish their lunch, that will give them an extra 5 minutes.

SHARING BASKET/BUYING MILK:

Students are encouraged to eliminate waste when possible. Each day, the lunchroom supervisor will put out a basket at lunch, kept in the front office fridge, which has milk, string cheese and other items

students have contributed to the basket that would have otherwise been thrown away. Only unopened items can be donated. It is a great way to help students learn to share with each other and control how much food we are throwing away. If your student wants milk with the lunch they brought from home, they can let the cashier know they are just buying milk. They can also check the sharing basket first to see if anyone has added milk to the basket (there usually is milk in the basket).

BATHROOM ACCESS:

All adults whether volunteering, visiting or meeting at the school are to use the appropriate bathrooms. Adults are not allowed in the student bathrooms at any time. There are men's and women's bathrooms in the front office hallway and a women's bathroom by the counselor's office that are for adults only. If you have a younger sibling with you that needs assistance in a bathroom, there is a bathroom in the health room that can be used.

PARKING FOR SCHOOL EVENTS:

There are a lot of school events held at the school. The school parking lot has a limited amount of spaces. When the school lot is full, the local church, Stillwater Church, at the corner of Big Rock and 117th has offered up their lot for us to use. Once you park, use the crosswalk to cross over 117th and then take the pedestrian trail (under the trees) to the school. Please **DO NOT** park in the pedestrian lane along the road outside the school, these lanes are marked with No Parking signs. That is a do not park designated area and cars will be towed by local law enforcement. Keep in mind, volunteers always get good parking spots since they are at events early!

e-FUNDS: (To access e-Funds, you will need your student name and #ID, this will be sent home with them during their first few days of school.)

e-Funds is such a great way to be able to pay for your childs school needs, such as lunch money, supply fees, field trips and other school related costs that might come up during the year or for special events. See the Family Handbook for the link and how to get set up. If your student will be buying hot lunch frequently, you can even put their lunch account on auto renewal with a credit card or bank account so you aren't having to consistently add money to their account. https://payments.efundsforschools.com/v3/districts/55383

EARLY RELEASE FRIDAY/FULL DAY FRIDAY

There is always an early release Friday when the calendar is set with a full week of school leading up to that Friday. If there is a Holiday and the students do not have a full week of school, then they will have a full day Friday. The school calendar is set by the Riverview District in advance. If an early release Friday or a full day Friday is set, it will remain as such no matter what happens in the week due to weather. For instance, if an early release Friday is set and the district cancels school during that week, you will still have an early release Friday even though the students didn't have a full week.

PLANNED ABSENCE/TARDY/ILLNESS/ABSENT/LEAVING EARLY

PLANNED ABSENCE: This form is found in the school office admin area. If you plan on taking your child out of school for vacation, the school asks for this form to be filled out 2 weeks in advance of your absence(s). See the Family Handbook on the state laws and why its required, but it's a good idea to get it filled out ahead of time so the school and the teacher can plan for it and get you the necessary homework. http://sw.rsd407.org/parents/attendance/default.aspx

TARDINESS/LATE ARRIVAL: It's going to happen from time to time, your student gets to school after the second bell has rang at 9:30am. What your student needs to do next is important. They need to check in at the front office and get a tardy slip to give to their teacher. Of course, it's important that this doesn't become a habit as each time a child enters the class late, it does disrupt the class a bit and everyone has to resettle.

LEAVING EARLY: Students leaving early must be signed out at the front office every time by a verified adult. There is a logbook on the front desk counter to sign your child out (blue sheet). Head in the school and the office will inform the teacher to send your child to the front office to go home.

TRANSPORTATION

BUS TRANSPORTATION: Our bus transportation in the Riverview District is amazing. The school district would love to see ridership increase, it would ease the congestion at pick-up and drop-off at our growing schools! If you are interested in having your child ride the bus, get ahold of the transportation department and they will give you all the info you need.

PRIVATE VEHICLE: If you are dropping your child off in the am, or picking your student up at the end of the school day, there are some basic guidelines that we would encourage you to follow.

DROP OFF- PARENT LOOP AM:

- 1. The speed limit surrounding the school is 20 mph when the yellow light is blinking. The speed limit on school grounds is 5 mph. Watch for children walking, biking and crossing the road in and around the school at all times.
- **2.** If you are using the parent drop off loop, adhere to all signs posted. Pull your car up to the most forward spot in the loop, and have your children exit the vehicle on the curbside. Please **DO NOT** get out of your car, we have Supervisors assigned to the loop for assistance.
- 3. If cars are moving out of the loop in front of you, please pause before having children exit and move as far forward as you can.
- 4. Please **DO NOT** block the Bus entrance, or the cross-walks.
- 5. Please **DO NOT** leave your car unattended.
- 6. If a car is stopped in front of you along the curb and there is room in front of them, please proceed around them with caution and pull up to the most forward spot.
- 7. If you are parking, please be careful crossing the roadway and use cross-walks at all times. You must sign in at the front desk and get a visitor sticker first before heading out to the playground with your child.

PICK UP- PARENT LOOP PM: There is a new process for afternoon pick-up this year, please refer to the "New Pick Up procedure for Stillwater Students in the afternoon only" letter from the school. In addition to the process noted in the letter, please remember the following...

- 1. If either parent pick up loop is full meaning cars have reached the crosswalk entrances to the loop, then we want you to come into the parking lot and park to get your student.
- 2. Please **DO NOT** park and wait for an opening in the pedestrian lane as students are using that lane to walk home.
- 3. Please **DO NOT** leave your car in the loop for any reason. There is a Supervisor assigned to the loop to assist.

- 4. If the car in front of you leaves or moves up, please move up as well. We need to keep the loop moving.
- 5. Please **DO NOT** use the left-side lane except to leave the loop.
- 6. All students should get into the car from the curbside.
- 7. If you are parking, please be cautious and use all cross-walks. Speed limit is 5 mph.

CHANGES IN TRANSPORTATION ROUTINE:

This happens all the time... the school is aware that schedules are in flux each day. It is very helpful to send in a note or call the school in the am if you are aware that your child will be going home differently than normal. E-mails to the front office work too if it's early enough in the day. Because playdates can happen spontaneously, please get ahold of the school as soon as you know so your child can get the message and get a bus pass or a note letting them know. See the Parent Handbook for timelines and guidelines on what should be on the notes to the school about changes in transportation.

GENERAL PLAYGROUND RULES

On the playground, Supervisors encourage the students to keep a Hawk Mindset about themselves and to be Kind and treat each other with respect. In the Family Handbook you will find all the rules and guidelines for your child to adhere to. Please go over these rules with your child so they are better informed and can make the right decision. Make sure your student knows about the Buddy Benches on the playground. If a student doesn't have someone to play with, they can go sit on a buddy bench and other students know to come over and ask to play. Another rule that often comes up is that students are not allowed to bring equipment from home (such as basketballs or footballs) to play with at recess. They are to use the balls that are provided by Stillwater.

STILLWATER DAILY SCHEDULE—MONDAY-THURSDAY

Breakfast			9:15
School Begins		9:25	
Tardy Bell			9:30
K/1 Recess			10:20-10:35
2/3 Recess			10:35-10:50
•			
K/1 Recess 11:45 -12:05	Lunch 12:05-12:25		
2/3 Recess 12:05 -12:25	Lunch 12:25-12:45		
4/5 Recess 12:25 -12:45	Lunch 12:45-1:05		
,			
3/4/5 Recess		2:05-2	:20
K/1/2 Recess		2:20-2	:35
School Ends		3:45	

STILLWATER DAILY SCHEDULE—EARLY RELEASE FRIDAY

Breakfast 9:15

School Begins 9:25

Tardy Bell 9:30

K/1 Recess 10:20 – 10:35 2/3 Recess 10:35 – 10:50

K/1 Recess 11:45 - 12:05 Lunch 12:05 - 12:25 2/3 Recess 12:05 - 12:25 Lunch 12:25 - 12:45 4/5 Recess 12:25 - 12:45 Lunch 12:45 - 1:05

School Ends 2:15

IMPORTANT PHONE NUMBERS:

• Stillwater Front Office :: 425-844-4680

• Riverview Transportation Department :: 425-844-4540

• Riverview Education Service Center :: 425-844-4500

IMPORTANT WEBSITES:

- Stillwater Elementary Website :: http://sw.rsd407.org
- Stillwater Constant Contact Sign Up :: http://sw.rsd407.org/about/contact_us/default.aspx
- Stillwater Elementary PTSA :: http://stillwaterptsa.org/
- Family Access :: https://family.riverview.wa-k12.net
- Lunch Menus :: http://rsd407.org/departments/food/menus/swmenu.pdf
- Volunteer Application ::

http://rsd407.org/departments/humanresources/volunteer_docs/volunteer application.pdf

Riverview Education Foundation :: http://refweb.org/

After School Opportunities

- 1) Extended Day: This is Stillwater's K-5 care program. They offer before and after school care at Stillwater. Portable A is the Extended Day portable at Stillwater, which is where students are dropped off and picked-up. Additional information can be found on a separate handout from the school or on the school's website. Contact: Jennifer Horton-White (Extended Day Supervisor, hortonj@rsd407.org.
- 2) After School Enrichment: Stillwater currently partners with the YMCA to offer after school enrichment classes 3 times a year. They host fall, winter and spring sessions with a variety of classes at an affordable rate. This is a great program as the classes are held at Stillwater so families do not have to drive out of the valley. Classes will be one day a week and run either 6 or 8 weeks depending on the class. At a minimum, they offer 3 classes each session a STEM class, an Art class and a PE class. When kids are dismissed at 3:45 PM, they go to the library for a 15 minute snack and homework break before their enrichment class starts at 4 PM and runs until 5 PM. The YMCA sends a flyer home with registration details around 2-4 weeks before the classes begin. The PTSA also posts the information to the Stillwater Elementary PTSA Facebook group. *Contact: Corey Lowell (YMCA Program Director)*, *clowell@seattleymca.org*.
- 3) Skippers: Free jump roping club run by the PE Teacher, Mr. Hammons for grades 2-5. The club is broken up into two groups, grades 2/3 and grades 4/5. Each grouping will have a Skippers club meeting one day a week after school. Skippers usually starts in October and runs up until Spring Break in April. A sign-up flyer will come home in September, the Skippers tshirt and jump rope are optional, there are plenty of jump ropes available for students to borrow. If students want to participate but have fall sports on the club meeting day, they can join the fun when their fall sport ends. *Contact: Jake Hammons (PE Teacher), hammonsj@rsd407.org.*
- 4) Battle of the Books: This is a reading incentive program for students in 3rd thru 5th grades. Students read books and come together usually in groups twice a month after school to demonstrate their abilities and to test their knowledge of the books they have read. It is essentially a book club for kids! *Contact: Missy Harvold (Librarian)* harvoldm@rsd407.org
- 5) Girls on the Run: For Girls in grades 3-5. We inspire girls to be joyful, healthy and confident using a fun, experience-based curriculum which creatively integrates running. 10 weeks in the spring. *Contact: Ashley Wood* (5th Grade Teacher) wooda@rsd407.org
- 6) Student Council: For 4th-5th Grade only. Our mission is to equip students to be leaders and to actively work to make our community a better place. Students will need to apply for both member and officer positions and elections will take place in September. *Contact: Danielle Peters (Counselor) petersd@rsd407.org*
- 7) Band: For 5th Grade only. Starts at the end of September and is finished after the Duvall Days parade in June. *Contact: Emily Christensen (Music Teacher) christensen@rsd407.org*
- 8) Choir: For 3rd-5th Grade only. Starts in October during lunch recess. *Contact: Emily Christensen (Music Teacher) christensen@rsd407.org*



Stillwater PTSA Form



This form is also available online at www.stillwaterptsa.org/membership

General Info

Adult #1 Name:	Address		
Adult #1 Email:	Adult #1 Cell Phone:		
Adult #2 Name:			
Adult #2 Email:	Adult #2	Adult #2 Cell Phone:	
Student #1 Name:	Grade:	Teacher:	
Student #2 Name:	Grade:	Teacher:	
Student #3 Name:	Grade:	Teacher:	
Yes, include my info in the stude		nbers or \$12 for non-members)	
Interested in joining to Family PTSA Membership \$20, i Individual Adult Membership \$1	ncludes free directory access	ship elow and choose the best one for your needs:	
Not interested in Membership at	this time, but please grant me dire	ectory access for \$12	
Donation to the Bob Scharer Sch *Scholarship honoring retired teach Stillwater Staff Membership \$10	er Bob Scharer is granted annually to	tional, donate any amount) a Cedarcrest HS student who attended Stillwater	
I am interested in being a PTSA	member but I am requesting a sch	olarship for the membership fee	
	ship Fund pays for membership for S	(Optional, donate any amount)	
		ks payable to Stillwater PTSA)	
working parent with little time to spare? Are you our next PTSA President or populations.	Volunte school? We have so many opportuni We have options for you. Are you a scorn server? We have options for you	ties to volunteer! Provide an hour or a day! Are you a full time stay at home parent with little time to spare? We have options for you. 1! Check which category best fits your availability below and as railable (checking the box does not obligate you to volunteer):	
Name:	·	Name:	
I can offer help from home		I can offer help from home	
I only have 1-2 hours occasionally	(Circle: day and/or evening)	I only have 1-2 hours occasionally (Circle: day and/or evening)	
I have a lot of time, bring it on! (Ci	rcle: day and/or evening)	I have a lot of time, bring it on! (Circle: day and/or evening)	
I can be a Room Parent (Which cla	uss?)	I can be a Room Parent (Which class?)	





Stillwater Elementary PTSA is better.....with YOU!





TOP 10 REASONS TO JOIN STILLWATER PTSA

- 10. Membership provides a connection between school staff and parents.
- Discounts provided by WA State PTA to places like
 Great Wolf Lodge, Rental cars, Fedex Office, McCaw Hall,
 Silverwood & Wild Waves.
- 8. It supports our vision of parent involvement and community cohesion.
- 7. Your child benefits...research proves it!
- Membership provides a bigger voice in our community.
- 5. "Alone we can do so little, together we can do so much!" Helen Keller
- 4. When you join PTA, you support local, state and national efforts to improve the lives of children and their families.
- 3. Receive a free student directory (\$12 value)
- 2. Discount to Stillwater PTSA events throughout the year!
- 1. The number one reason is we need YOU!!!

^{*}To see our budget numbers visit us at https://stillwaterptsa.org/ptsa-budget/