

Magnolia Elementary Student and Family Handbook 2025-2026



This handbook contains essential information about Magnolia Elementary and answers to some of our most frequently asked questions. Please contact the school or your child's teacher if you have specific questions or concerns. You can also visit our website at magnoliaes.seattleschools.org

Information in this handbook is subject to change pending updated health and safety guidelines from the district and state. If you have specific questions about district policies and procedures, please visit the Seattle Public Schools website at seattleschools.org

School Mission and Vision

Mission

Magnolia Elementary is committed to developing ALL our students to become leaders empowered to advocate for a more just and humane world.

At Magnolia Elementary, we:

- Welcome and encourage perspectives other than our own.
- Seek to understand our world and the lenses through which we see it.
- Think critically, with room for mistakes and repairs.
- Decide what is right for ourselves and stand up for what we believe in.

Vision

We are committed to cultivating a school culture of belonging, inclusivity, and perspective validation. We will create a space for academic and social and emotional learning where:

- Kids and adults feel safe, seen, heard, and respected.
- Connection and compassion are prioritized.
- Differences are celebrated as superpowers.

Colors

Our school colors are **teal** and **navy**.

Mascot

Our mascot is the orca.

School Hours

First Bell: 7:50 AM

Start of school/tardy bell: 7:55 AM

Monday, Tuesday, Thursday, Friday Dismissal: 2:25 PM

Wednesday Early Dismissal 1:10 PM

Contact Information

Magnolia Elementary School

2418 28 Ave W

Seattle, WA 98199

Phone: 206-743-3800

Attendance Line: 206-743-3804

Website: magnoliaes.seattleschools.org

Staff email directory: magnoliaes.seattleschools.org/staff

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After School Activities

The Magnolia Elementary PTA has previously offered after-school classes such as Watercolors, Chess, Basketball, Drama, Zumba, STEM Legos, and Mandarin. The offerings vary each quarter and are dependent upon the willingness of the leader to hold the activity. Information is published on the Magnolia PTA website www.magnoliaschoolpta.org and in the PTA newsletter.

Kids Co Childcare offers on-site after-school care, on a space-available basis. Please see the Kids Co website for contact information. <https://www.kidscompany.org/magnolia/>

Policies for after school activities:

- The family must provide transportation.
- School firms are in effect during the activity.
- Activities are run by the individual or group that submitted the building permit and secured approval for the activity. All issues that arise regarding the activity are to be directed to the sponsor/leader of the activity. Issues that may arise include discipline, financial aid, and membership.
- Limitations on the activity are at the discretion of the leader of the activity, not the school administration.
- Families must communicate absences or early pick-up needs with the activity leader.
- All questions about the after-school activities should be directed to the leader/sponsor of the activity.
- Organizations/Individuals that sponsor after-school activities must follow school board policy
- Fees are charged for all after-school activities. Scholarships are available. Contact the activity leader for specific information.
- Magnolia after-school activities are for current Magnolia students only.

Arrival and Dismissal

Arrival:

Adult supervision will be provided for students beginning at 7:35 AM. Students may not be dropped off at school before 7:35 AM.

If you plan to drop your student by car, you may only use the drop-off zone heading north on 28th Ave. W.

Beginning at 7:35 AM, students are welcome to be in the courtyard, or in the Commons for breakfast. The first bell rings at 7:50 AM, at which time students will line up. School staff will greet and escort classroom lines into the building.

If a student arrives after the 7:55 AM bell, the student and their adult will need to buzz in at the main office and the adult will need to sign them in. Students say goodbye to their adult in the office and walk to class.

Students who ride the bus will be greeted at the bus zone by a staff member, and directed to the Commons for breakfast, or the courtyard for supervised play.

Drop Off Firms for Grown-Ups:

- I model being a responsible and respectful community member by obeying all traffic laws and regulations, including school designated no-parking zones
- I only do car drop-off in the designated area on 28th Ave W
- I park outside the designated area and walk with my child to the courtyard, entering from the McGraw St gate
- I drop my student off between 7:35-7:50 AM each morning, because I understand that instruction begins at 7:55 AM
- I understand that the McGraw St gate closes at 7:55 AM. At that time, I escort my student to the main entrance
- Beginning at 8 AM, I walk with my student into the main office and sign them in as a late arrival
- I understand that the expectation is for my child to walk to class by themselves, except for preschool students
- I sign in as a visitor and take a badge on the rare occasion that I do walk my child to class

Dismissal:

If you are picking your student up from school, please be onsite no later than 2:25 PM (1:10 PM on Wednesdays). When the dismissal bell rings, staff members will walk students out to the courtyard.

Students who ride the bus home will meet near the main office and will be escorted to the bus by a staff member. If your child regularly rides the bus, but you have made alternative transportation plans for the afternoon please communicate that to your child's teacher and Ms. Maria. The bus will leave promptly at 2:35 PM (1:20 PM on Wednesdays).

Students attending Kids Co. Childcare will walk to the Commons after the bell rings. Other afterschool programs will communicate their procedures directly to families.

If you have arranged for an adult who is not on your contact list to pick up your child, you must inform the office by email or phone call. Please do not call or email the classroom teacher; it is highly likely that your message will not be received in time. Please understand that school protocol requires staff to not release a student unless the adult's name is on file. We appreciate your cooperation and support in this important safety measure.

If you have any changes to your after-school routine, please contact the office by 1:00 PM (12:00 PM on Wednesdays).

Driver Drop-Off and Pick-Up:

If you are driving your student to school, please make sure you comply with our traffic safety plan, detailed below. 28th Ave W is available to families as an unload zone in the mornings. Please line up behind the school buses. 28th Ave W is not available as a load zone after school. Do not park in the bus zone for pick-up.

Students should exit vehicles on the curb side only.

If you are parking nearby and walking to the building, please help us be a good neighbor by not parking within 20 ft of crosswalks, 30 ft of intersections, or blocking any of our neighbors' driveways!

Attendance Policy

We believe that regular attendance is essential to a student's success at school. We also know that things happen. If your child is going to be absent, please call the school attendance line at (206)-743-3804 or send an email to magnolia.attendance@seattleschools.org and include your child's teacher. If you do not call or email, the attendance secretary will attempt to contact you for details.

If you have a planned absence, please send an email to both the attendance secretary and your student's teacher at least three days in advance. Be sure to check with your student's teacher and get assignments/classwork in advance.

Please see our website for more details.

Before-School and After-School Supervision

Supervision for students begins at 7:35 AM. Students should not arrive before then. Students should remain in the courtyard, or in the Commons for breakfast until the 7:50 AM bell rings. There are no balls on the courtyard before school.

It is essential that students be picked up promptly at 2:25 PM (1:10 PM on Wednesdays). Students must have adult supervision present on the playground if they wish to play after school. There is no staff supervision on the playground or at Ella Bailey Park after school.

Bullying Policy – Prohibition Against Harassment, Intimidation, and Bullying

Magnolia is committed to a safe, civil, and equitable environment for all students, staff, and community members. We follow the Seattle Public Schools policy [Prohibition of Harassment, Intimidation, or Bullying](#) of students and staff. Concerns about harassment, intimidation, or bullying should first be reported to the principal. Reports can be made verbally or via email.

Bikes, Scooters, Skateboards, and Skates

Students may use non-motorized bikes, scooters, skateboards, and skates as transportation to school, but their use is not permitted on the playground before, during, or after school. Students must lock bikes and scooters in the rack on the north side of the main building. Adults and students using bikes, scooters, skateboards, and skates should also model safety and be mindful of pedestrians.

Per King County law 9.10.010, Requirements regarding bicycle helmets:

Any person operating or riding on a bicycle not powered by motor on a public roadway, bicycle path or on any right-of-way or publicly owned facilities located in King County including Seattle, shall wear a protective helmet designed for bicycle safety. Such helmet shall meet or exceed the safety standards adopted by the U.S. Consumer Product Safety Commission (CPSC) 15 USCS 6004, or Z-90.4 set by the American National Standards Institute (ANSI), the Snell Foundation, the ASTM (American Society for Testing and Materials), or such subsequent nationally recognized standard for bicycle helmet performance as the county may adopt. The helmet must be equipped with either a neck or chinstrap that shall be fastened securely while the bicycle is in motion.

The guardian of a person under the age of eighteen (18) years shall not knowingly allow, or fail to take reasonable steps to prevent, that person from operating or riding on a bicycle not powered by motor on a public roadway, bicycle path or on any right-of-way or publicly owned facilities located in King County including Seattle, unless that person is wearing a helmet.

Birthdays

As a staff, we have agreed to food-free birthday celebrations. Student birthdays are celebrated in classrooms with a birthday sun and an acknowledgements circle. Students are also encouraged to bring a favorite book for a birthday read-aloud. The book can be donated to the classroom library in honor of the student's birthday or taken home. Family members are invited to these celebrations.

Building Leadership Team (BLT)

Each Seattle public school has a Building Leadership Team (BLT), whose primary function is to promote and facilitate the collaborative decision-making process which affects academic achievement. Its more specific responsibilities are to oversee the facilitation and development of the Continuous School Improvement Plan (CSIP), professional development, and school budget. Magnolia's BLT meets monthly and includes the following representatives:

- Principal
- Grade K-1 teacher
- Grade 2-3 teacher
- Grader 4-5 teacher
- Special Education teacher
- Specialist teacher (P.E., art, or library)
- Classified staff
- PTA member

The Magnolia BLT is the steward of the academic program of the school; it is the critical support and advisory team for school leadership. In collaboration with teacher leaders, the BLT approves plans for professional development activities to meet the needs of teachers as they work to achieve goals outlined in the CSIP. The BLT determines the annual staffing needs and budget to meet the goals of the CSIP. The BLT also utilizes a racial equity lens in decision making to ensure decisions, policies, and programs, and resources further racial equity in our school.

Bus Assignments and Supervision

Bus assignments are provided by the district transportation office for students living at least 1 mile from school. For questions involving transportation issues, contact [Transportation](#) at 260-252-0900.

Please go over the [school bus rules](#) with your child. They are important to follow because they involve the safety and well-being of your child and others.

Sometimes there are unavoidable delays on bus routes. If a bus is running more than 15 minutes late, the route number will be added to the [Delayed Bus Information](#) page.

Please reach out to the Transportation Department during the summer to check about your student's eligibility. This is especially important if your child attends an offsite after-school program.

Candy and Gum

Students are not permitted to chew gum on campus. We encourage families to keep candy and sugary drinks at home to help keep our building clean.

Cell Phones, Smartwatches, and Personal Electronic Devices

We recognize that some of our students may carry cell phones or smart watches to communicate with parents on their way to and from school. However, students are not allowed to use cell phones or smart watches during the day. If a student needs to make a phone call during the day, they must first get permission from a school adult. If a student is not following these guidelines, the device will be taken away from the student and stored in the office for the student to pick up at the end of the day. If a problem persists, the device will be taken away and an adult family member will be called to pick up the device. The adult family member will also need to meet with the student and principal to address the issue and identify a solution.

Our school staff has observed that students' personal devices can and have posed educational disruptions and significant social conflict. Per Superintendent Procedure 2022SP: "use (of) personal electronic devices... (is restricted to) the education and research mission of the district" and "school staff (retain) final authority in deciding when and how students may use personal electronic devices on school grounds and during the school day, (limited to designated district guest networks)."

Closure of School

Cancellation of school takes place only during extraordinary circumstances such as extreme weather, equipment failure or per a Public Health, state, or district mandate. Every practical means is used to notify parents of an impending cancellation including the district and school websites, email, the district automated call system, Talking Points, and local television and radio broadcasts.

Conferences

We value our partnership with parents in supporting each child's growth and development. Parent-teacher conferences are an important event and essential to this collaboration. Parent-teacher conferences are held in November and are scheduled during Curriculum Night. We ask that parents arrive on time for the conference and be mindful of the conference schedule so that each family has ample time to meet.

A parent or guardian may request a conference with their child's teacher or the principal at any time during the school year. Likewise, a teacher may sometimes find it necessary to request a special conference with an adult family member outside of the conference week.

Curriculum

All SPS elementary schools are required to use the same standards-based, district-aligned curriculum in the core subject areas. We believe strong, targeted instruction using research-based best practices ensures every student receives a world-class education. We are excited to implement a new math

curriculum this year. To learn more about curriculum used at Magnolia and across the district visit <https://www.seattleschools.org/academics/>.

Diversity, Racial Equity, and Inclusion

In alignment with SPS School Board policy 0030 and the district strategic plan, Magnolia is committed to the academic excellence and personal success of every student, in every classroom, every day. Central to this commitment is ensuring educational and racial equity through a Culturally Responsive Teaching Framework that transforms educational opportunities, access, and outcomes for each of our students. has a Racial Equity Team (RET). RET serves as an advisory group for the school's shared decision-making process to ensure we analyze all school-based decisions with equity in mind.

We welcome and rely on authentic parent engagement and feedback related to diversity, racial equity and inclusion. The sharing of perspectives and experiences is essential to our continued effort to be a more inclusive and welcoming school community where every student has a path to success and all parents feel connected. If you have a question, feedback, or concerns related to racial equity and inclusion, reach out to school staff directly, or principal Kelly Walter at kmwalter@seattleschools.org. We welcome and value your feedback.

Doctor/Dental Appointments

While it is preferable to schedule doctor and dental visits outside of school time, we recognize that this is not always possible. If you need to pick up your child during the school day for an appointment, the office staff will call your child to the office when you arrive. Please allow a few extra minutes for this to happen. Please do not ask teachers to keep track of the time when your child must leave.

Elementary Progress Reports

We use elementary progress reports (EPR) to inform parents/guardians about the growth, progress, and efforts of your child three times per year. The EPR is based on student progress in relation to work presented at the student's grade level or program. Each student has different interests, abilities, and experiences that affect growth, both academically and socially. We encourage parents to review the reports with this consideration in mind. We welcome the opportunity to meet with parents to work cooperatively in helping children develop to their greatest abilities. Contact your child's teacher to make an appointment if you would like a conference. Magnolia is on a trimester schedule. EPRs will be available on The Source about two weeks after the end of the trimester.

Early Release Wednesdays

Excluding the first day of school, school will end at 1:10 PM every Wednesday. School staff engage in collaboration and professional development during this time. All Seattle Public Schools dismiss 75 minutes early every Wednesday.

Emergency Plans and Protocols

Magnolia has a comprehensive safety plan reviewed annually by the district, administration, safety committee, and staff. Each year, staff are trained in safety procedures and protocols. Our Safety Team meets monthly to continuously evaluate and improve school safety. Magnolia follows all safety and emergency procedures and protocols outlined by the Seattle Public Schools Safety and Security

Department. To learn about procedures in the district visit www.seattleschools.org/departments/safety-security You can contact district security at 206-252-0707 security_office@seattleschools.org

Emergency Drills/Procedures

State law requires schools to have at least one drill per month. Drills must practice four basic functional threat or hazard responses:

Shelter-in-place: To limit the exposure of students and staff to hazardous materials, such as chemical, biological, or radiological contaminants, released into the environment by isolating the inside environment from the outside.

Lockdown: to isolate students and staff from violent threats, such as suspicious trespassers, or armed intruders, which may occur in a school or near a school.

Evacuation: to move students and staff away from threats, such as fires, oil train spills, or tsunamis.

Earthquake: to practice the “drop, cover, and hold” protocol.

Prior to emergency drills, school staff will review procedures with students in an age-appropriate way.

Parent-Student Reunification and Critical Incident Management

If students are unable to dismiss from school because of weather, natural disaster, or other emergency, we are prepared to keep students safe through a Critical Incident Management Plan and a Parent-Student Reunification Plan.

During a parent-student reunification, parents must check their child out via the designated student pick-up location so we can account for each child. It is important that parents follow all steps provided by staff/emergency personnel during parent-student reunification. Should the school need to implement emergency reunification, the plans will be communicated via all school channels. Our [reunification plan](#) is also posted on our website.

Emergency Supplies

Each classroom at Magnolia has an emergency backpack. It contains supplies, copies of emergency procedures, and essential student contact information. Each classroom also has an emergency water supply. Magnolia also has additional supplies that would be useful in the event of an emergency.

Field Trips

Field trips are a fun and important part of the educational experience. Field trip permission forms will be sent home for parent/guardian signatures and will indicate any fees needed for the field trip. Payment should be made online through School Pay. Links will be provided by your child’s teacher. Students must have a signed permission form to participate. If you plan to chaperone a field trip, district requirements must be completed at least two weeks prior to the day of the field trip. See the Volunteers section below.

Food Service

Breakfast service begins at 7:35 AM. Students may bring lunch from home or buy school lunch. Please see our [website](#) for more information on menus, cost, and how to apply for free or reduced lunch. Students do not have access to refrigerators or microwaves.

Health

Concerns: Please let us know if your child has any special health concerns (asthma, allergies, chronic conditions, etc.). Contact our nurse, Heather Harriman, at 206-743-3807 or haharriman@seattleschools.org.

Vision and Hearing Screening: Vision and hearing screenings are typically done in the fall. If your child does not pass the vision or hearing screening at school, the nurse will send a letter home, stating the need for further evaluation by a primary care provider.

Illness or Injury: In case of illness or injury during the school day, students will be cared for by the school nurse or a member of the school staff. School personnel will render first aid treatment only. If emergency medical treatment is necessary, parents/guardians will be contacted. If parents are not available, 911 will be called and the child will be taken to a local emergency room.

If there is any reason your child cannot participate in their physical education class or recess, please contact the nurse. Your child will not be excused from health and fitness class or recess without a note or email.

Immunizations: The Washington State Immunization Law (28A.31.118) requires that all children be immunized to attend school unless a parent/guardian has signed an exclusion form. Learn more about vaccination requirements at www.seattleschools.org/departments/health_services/immunizations.

Life-Threatening Health Concerns: Washington State Law (SHB2834) requires that students with life-threatening health conditions notify the school on or before the first day of school annually (such as severe food allergies, bee sting allergies, asthma, hemophilia, diabetes, or seizure disorder).

Medical care provider provides written orders for medications and treatments, including *Authorization to Administer Medication at School*.

Medications must be in pharmacy-labeled bottles for any medications at school.

An emergency plan from the provider and parent/guardian will assist school personnel in exactly how to help your child in a life-threatening event (including accurate, current phone numbers).

Medications at school: If your child must take prescription or over-the-counter medication during school hours, a written permission slip must be signed by the parent/guardian and child's doctor. Medication must be kept in the nurse's office as a safeguard for all. Over-the-counter medication must be in the original sealed container. All medications must be checked in at the nurse's office. Forms are available from the nurse or at www.seattleschools.org/departments/health-services/forms/

Nurse/Health Room: The health room is open every day; however, we only have a registered nurse on site 1 or 2 days a week. School health personnel are on call if any emergency should occur. The nurse is responsible for the maintenance of health records, routine health checks, parental contact concerning

health problems, care of minor injuries, and assistance in health teaching, and vision screening. Please contact the nurse and the teacher if your child has a health concern.

Homework Policy

Research indicates that extra homework has minimal if any impact on student achievement. We believe that, after working hard at school all day, our students need their evening time for unstructured play, dinnertime conversations with their family, and an opportunity to engage in extracurricular activities of their choice. We also strongly encourage our families to follow your pediatrician's recommendation for sleep. Most elementary students are recommended to sleep 10-11 each night.

There will be times that students are asked to extend the learning they are doing at school. For example, they may be asked to respond to an opinion question about their class read-aloud book. They might also bring home an exit ticket to rework a problem they made a mistake on. These assignments will give you an opportunity to know what they are learning and how they are doing with that learning. Your classroom teacher will talk more about your specific grade level homework opportunities at curriculum night.

Instrumental Music

Fourth and fifth grade students may take elementary instrumental music (EIM) lessons. The EIM teacher and schedule are assigned annually by the district. Brochures and sign-up forms will be sent home by the teacher during the first month of school.

Lost and Found

Articles found in or near the school are put in our Lost and Found. Items of high value or money will be stored in the office. The Lost and Found is near the gym and can be checked by parents before and after school. We encourage parents to label coats, jackets, and sweatshirts with names; labeled items will always be returned to owners. The lost and found is cleaned out regularly and unclaimed items are donated.

Money at School

Please keep money at home to prevent loss and other distractions.

Non-Discrimination

To see the Seattle Public Schools Notice of Non-Discrimination, go to www.seattleschools.org/about/official-notices/non-discriminations/. If you have questions, please contact OSCR@seattleschools.org

Parent Engagement and Volunteering

We believe inclusive and authentic family engagement is essential to student success. We encourage you to find a way to become involved in your child's classroom and in the school community. We invite parents, guardians, and extended family members to volunteer in classrooms, programs, and special functions. Volunteers may work directly with students, assist staff in preparing materials, or volunteer at special events. We welcome the diverse cultures, perspectives, experiences, and skills our parent

community brings to Magnolia's educational program. You can learn about opportunities by subscribing to the PTA newsletter or direct requests from your child's teacher.

Please see the Volunteers section for requirements.

Parent/Teacher Communications

You will receive weekly or bi-weekly communications from your child's teacher and can attend a parent/teacher conference in November. We value strong and open communication between parents and teachers and believe it is essential to the success of each student. If you have specific concerns regarding your child or your child's teacher, we ask that you first contact the teacher before contacting the administration. The principal is available to support the positive, respectful, and productive communication between parents and teachers and ask that you follow this sequence of communication.

Parent Telephone Calls

Parents are welcome and encouraged to call the school when the need arises. However, phone calls will not be put through the classrooms for the teacher or student. Messages will be taken and forwarded. We will make every effort to get urgent messages through immediately. If you are calling to notify your student of a change in school pick-up plans, please call the office and we will deliver the message.

Special Classroom Events

Classrooms and/or grade levels may have classroom celebrations throughout the year. Your child's teacher will share specific information about special classroom activities. Balloons are not allowed in the building as they interfere with the fire sprinkler system. We ask that birthday party invitations not be distributed at school, unless the whole class is invited.

Pets

For the safety of all, dogs and other pets may not be on school grounds or in the building at any time. Pets must remain on sidewalks, off-campus. This is district policy. Tying dogs up in areas near the building (such as a stair railing) is not allowed. Please do the safe thing and do not bring dogs onto school grounds.

Photographs

A privately contracted photographer takes individual portraits (fall) and classroom group photos (spring). A range of packages are offered for purchase. Yearbooks are available for purchase in the spring and will be coordinated by the PTA. Magnolia will continue to partner with Dorian Studios for these services.

Planning, Conference, Preparation (PCP)

Each classroom teacher has PCP time allotted in their daily schedule when students are with specialists (physical education, visual arts, library). This is often a good time for teachers to talk with parents or return phone calls. Teachers usually plan their time for PCP. They are not available for drop-in conferences, but it is appropriate to ask for scheduled conferences during this time. Contact your child's teacher if you would like to schedule an appointment.

Parent Teacher Association (PTA)

The Magnolia PTA is dedicated to supporting our teachers in their mission to give our children the best education possible. The PTA helps to provide students and families with an enriching and equitable public education and a rich learning environment. PTA fundraising and engagement activities help meet the needs of all students, particularly those furthest from opportunities, by providing additional funding for a librarian, tutors, assemblies, professional development for teachers, and more.

The PTA holds monthly board meetings and general membership meetings. We encourage you to join and volunteer with the PTA. The support, generosity, and partnership of our PTA play a significant role in creating a welcoming and engaging environment for every Magnolia student.

To find out more, visit the PTA website at www.magnoliaschoolpta.org

Records Requests

We request a minimum of three school days to complete records requests. Please do not expect a same-day response. For students transferring out of Seattle Public Schools to another district in the US, requests should be made by the new school through the [SPS online request platform](#). For applications to private school, please follow the private school's policy.

Recess

Students will have recess outside, except in a major downpour. Please make sure your student dresses appropriately for the weather. We strongly recommend packing extra socks during the rainy months. When indoor recess is needed, students will have recess in their classroom. Adult supervision is provided. For safety reasons, umbrellas are not allowed at recess. If your child walks to and from school, they may bring an umbrella. It will be stored in their cubby or locker during the school day.

At the end of recess, students line up with their class to meet their teacher and walk back to class. If a student needs to leave recess for any reason (bathroom, nurse, etc.) they need to notify a recess supervisor before leaving the playground.

Ella Bailey Park

Ella Bailey Park shares the block with Magnolia Elementary. Teachers will take students to the park regularly. Students must have a signed walking field trip on file to attend these outings.

Room Parents

It is helpful for classroom teachers to have a room parent. This person serves as a key communicator and organizer of classroom events as needed. Please contact your child's teacher if you would like to serve as a room parent.

Safety

General Safety

To ensure student safety and adherence to district policy and state law, all Seattle Public Schools staff complete mandatory trainings pertaining to student safety each year. Additionally, Magnolia maintains a comprehensive school safety plan that includes prevention/mitigation, preparedness, response, and recovery strategies.

In alignment with district safety and security procedures, exterior doors at Magnolia are locked during the school day. Parents/visitors may only access the building through the main door buzz-in system and secure vestibule.

Magnolia follows procedures and protocols outlined by the Seattle Public Schools Safety and Security Department. This department is staffed 24 hours a day, 365 days a year. You can contact Safety and Security at 206-252-0707 or security_office@seattleschools.org The Safe Schools hotline is 260-252-0510.

Pedestrian and Bike Safety

Magnolia stresses safety in walking, biking, or riding a school bus to and from school. Every child should always be safety conscious and know the location of their bus stop or the safest route to take. Here are some general street safety rules for students:

Cross streets at crosswalks.

Look both ways before crossing a street.

When walking on a roadway with no sidewalks, walk facing traffic.

Go directly home after school. Do not stop to play at a friend's house, unless your parents have given permission ahead of time. This also applies to playing at Ella Bailey Park after school. Forgetting this rule has caused anxiety for parents and school staff members looking for "lost" children.

Do not talk to strangers. Do not accept a ride with anyone unless your parents have given you permission in advance.

Tell your parents/guardians and a grown-up at school if anyone bothers you or makes you feel uncomfortable on your way to or from school, or on the playground.

Researchers tell us that parents overestimate the ability of young children to safely cross streets. Practice, practice, practice crossing streets. Parents, please do not ask your child to jaywalk to reach your car. Setting a good example is the first step to teaching your children these skills.

Zero Tolerance Weapons Policy

Seattle Public Schools has a no tolerance policy towards weapons of any kind on its campuses and at district-sponsored activities. Seattle Public Schools has a Safe Schools Hotline at 206-252-0510. Reports of students or adults who bring weapons to school, or who otherwise make school an unsafe place, can be made anonymously.

Safety Patrol

Safety is our utmost goal for students on campus and as they walk to and from Magnolia.

To be considered for this position, students must show leadership qualities to join our league of patrols and a teacher recommendation is required. Once selected, the students go through AAA Washington Safety Patrol Training, which consists of one classroom instruction session and on-site training.

Wherever the student patrols are stationed, they know their paramount duty is safety. They are a wonderful team of students who take their job seriously and we appreciate them, especially on those cold and rainy Seattle days. Please reach out to the PTA with any questions.

The process/requirements for becoming a patrol:

- Must be at least 10 years old (state requirement)
- Submit student application
- Parent permission
- Hearing and vision screening complete
- Recommendation from teacher; final selection by safety patrol supervisor and principal
- Complete training (including classroom instruction and on-site training)
- Exhibit exemplary behavior

School Improvement (CSIP)

The Continuous School Improvement Plan (CSIP) is an action plan that identifies the areas Magnolia will focus on in the current and coming school year, the performance goals we want students to achieve, and how our school plans to collaboratively meet these goals. You can read Magnolia's CSIP at:

<https://magnoliaes.seattleschools.org/about/continuous-school-improvement-plan/>

School Supplies

Magnolia will provide all required supplies for students. In return, we ask families to make a donation, if possible. All students will receive supplies regardless of the ability to pay. Payments can be made online through SchoolPay, at any time during the school year.

School-Wide Firms

Assembly Firms

I am aware: I stay in my spot and sit on my pockets; I have a safe and calm body

I value learning: I keep my eyes and ears on the speaker; I raise my hand if I have a question

I am brave: I keep an open mind

I stay connected: I stay with my class

Bathroom Firms

I am aware: I keep the space clean; I respect the privacy of others; I respect the different identities and ages who may also be in the bathroom; I use a whisper level voice

I value learning: I use the toilet, flush, wash hands, and return to class

I am brave: I use my voice if I see harm

Hallway Firms

I am aware: I walk, I keep my body to myself, I use a whisper voice

I value learning: I move with purpose; I use a voice that does not disrupt classrooms

I am brave: I ask an adult if I need help, I use my voice if I see harm

I stay connected: I stay with my class

Lunch Firms

I am aware: I use a voice where my neighbors can hear me; I keep my body to myself; I eat only my own food; I stay in my seat; I leave my space clean; I raise my hand for permission to go to recess

Recess Firms

I am aware: I play in the zone that is right for me; I ask for permission to leave the playground; I keep my body safe; I take care of plants and throw away trash

I value learning: I consider new games and activities; I listen to feedback; I line up quickly when the bell rings

I am brave: I play with new friends; I share ideas and solve problems; I repair my mistakes

I stay connected: I include others; I look for win/win solutions; I use words that are helpful and not harmful

Water Fountain Firms:

I am aware: I keep water in the fountain and in the bottle.

I value learning: I fill my bottle and return to class.

Selling Items at School/Flyer Distribution

Students may not sell items for personal gain on school property or on a school bus. Fundraising sales by groups which are pre-approved may be allowed. Fundraising for organizations unrelated to Magnolia is not allowed. Students may not distribute any literature at school without the approval of the principal (for example, Scouts flyers or community event flyers).

Snacks

Teachers will share information about snack routines at the beginning of the school year. If your child has a food allergy, it is important that the school nurse and classroom teacher are notified prior to the first day of school.

Social Emotional Learning and Positive Discipline

In elementary school, academic, and social-emotional learning go hand in hand. We are committed to growing thoughtful and considerate student citizens and promoting positive relationships within the school community. Learning how to treat others with respect and kindness, how to embrace and value differences, and how to handle conflict are an essential part of the elementary school learning experience.

Our staff is committed to supporting students with important social/emotional learning in a manner that is encouraging, kind/firm, solution focused and restorative.

With the use of positive discipline lessons/class meetings (community building, self-regulation, collaborative classroom agreements/routines, growth mindset, identity, problem-solving and repair), staff will follow the five criteria throughout the school day/year:

1. **Help children feel a sense of connection.** (Significance and Belonging)
2. **Mutual Respect and Encouragement.** (Both kind & firm)
3. **Awareness** (Considers what the child is thinking, feeling, learning, and deciding about themselves and their world – and what to do in the future to survive or to thrive.)
4. **Teach important social and life skills.** (Respect, concern for others, problem solving, and cooperation as well as the skills to contribute to the home, school or larger community.)

5. **Invite children to discover how capable they are.** (Encourages the constructive use of personal power and autonomy. *Voice and Choice*)

Please see the [Positive Discipline](#) page on our website for more information, including resources.

Specialized School Staff

We have a variety of specialized staff at Magnolia. These positions are allocated at each building based on enrollment, student need, and district programming. Magnolia's specialized staff include special education teachers and assistants, speech therapist, social worker, psychologist, occupational therapist, physical therapist, multilingual learner teacher and assistant, and a reading and math specialist. These specialists work with the Student Intervention Team (SIT) to plan and implement student supports and share their skills and resources with staff and parents.

Student Dress

See the SPS Student Dress Policy at www.seattleschools.org/about/school-board/policies/3224-student-dress/ We recommend students wear closed toe shoes for recess and physical education. Please help your student dress for the weather.

Toys and Personal Athletic Equipment

Students should leave all toys, including action figures, trading cards, stuffed animals, and athletic equipment at home. We cannot guarantee their security, and try as they might, students cannot guarantee that they will not become a distraction or problem during class time or recess. We do not allow students to use scooters, in-line skates, or roller skates during the school day. With teacher permission, students may bring in toys or personal athletic equipment for a presentation, sharing, or a special occasion.

Vandalism

Our school and equipment are public property. We are proud of our school, and we want our students to be proud also. Please help us take good care of our equipment, materials, building and grounds. If students accidentally cause damage, they should report it to their teacher immediately.

Visitors

All visitors must sign in at the office and wear a badge while on campus. Visitors must have an appointment to enter learning spaces- no drop-ins. Visitors are not required to show proof of vaccination.

Volunteers

Volunteers are required to complete video training and follow health and safety protocols. The volunteer application process can be found at www.seattleschools.org/volunteer. All paperwork must be submitted at least two weeks before the date you intend to volunteer. There are no exceptions to this policy. The PTA and your student's teacher will communicate about potential volunteer opportunities. At Magnolia, we require volunteers to take an additional site-based training before beginning to work with students.

Weather

Postponement or cancellation of school due to snowy conditions will be posted at www.seattleschools.org and will be announced on local radio and television stations. Parents should also receive an automated message from the district in case of school closure. Parents will receive the information more quickly from the media than by calling the school. Please be sure your child dresses warmly in bad weather and that they are prepared for inclement conditions.

Wonderful Children

Thank you for entrusting us with your wonderful children. We look forward to partnering with you this year to support their growth and success!

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?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school"

HIB may involve 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 ([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 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 (Natasha Roberts, oscr@seattleschools.org) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.



What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207] and Procedure [3207P]*.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A **hostile environment** is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy 3210 and Procedure 3210SP visit the [website](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3208 and Procedure 3208SPA & 3208SPB, visit <https://www.seattleschools.org/departments/student-civil-rights/title-ix/>

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: Natasha Roberts, Director of Investigations & Compliance **Phone:** 206-252-0306 **Email:** oscr@seattleschools.org

Office of Student Civil Rights

Seattle Public Schools

MS 33-157

P.O. Box 34165 Seattle, WA 98124-1165

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: Harvard Jones, Student Civil Rights Compliance Officer

Phone: 206-252-0367 **Email:** title.ix@seattleschools.org

Title IX Coordinator

Office of Student Civil Rights

Seattle Public Schools

MS 33-157

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about disability discrimination:

Section 504 Coordinator: Shanon Lewis, 504/ADA Coordinator

Phone: 206-252-0306 **Email:** 504coordinator@seattleschools.org

504/ADA Coordinator

Seattle Public Schools

MS 31-681

P.O. Box 34165

Seattle, WA 98124-1165

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

To **submit a written complaint**, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210SP](#)) and Sexual Harassment Procedure ([3207SP.A](#), [3208SP.B](#)). For the 2026–27 school year, this complaint process will be updated as required by the new state law, [ESHB 1296](#).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210SP](#)) and the HIB Procedure ([3207SP](#)) to **fully resolve your complaint**.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records

- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211SP](#), visit <https://www.seattleschools.org/departments/health-education/lgbtq/> . If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

Gender-Inclusive Schools Coordinator: Lisa Love, Manager – Health Education

Phone: 206-252-0982 **Email:** llove@seattleschools.org

Gender-Inclusive Schools Coordinator

Seattle Public Schools

Mail Stop: 31-644

P.O. Box 34165

Seattle, WA 98124-1165

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 2.