

Hello Families,

Welcome to Montlake! We hope this handbook will serve as a useful reference. We've included a mix of district policies such as attendance and volunteer requirements as well as Montlake-specific policies such as our schedule and how we handle homework. We know it won't answer every question you may have, but we hope it will serve as a good place to start. Feel free to also contact our office for more details. We hope you and your children have a wonderful year!

Sincerely,
Melissa Gray
Principal

Montlake Elementary School
2409 22nd Ave East, Seattle, WA 98112
(206) 252-3300

Office Staff

Melissa Gray, Principal: (206) 252-3300 mggray@seattleschools.org
Tiffany Walker, Administrative Secretary: (206) 252-3300 tlwalker2@seattleschools.org
Denise Austin, Attendance Secretary: (206) 252-3304 draustin@seattleschools.org
Mary Minor, School Nurse: (206) 252-3307 (Mondays Only)

Hours

School starts at 7:55 am (warning bell is at 7:50am and tardy bell is 7:55 am).*
School ends at 2:25 pm.
On Wednesdays, school ends at 1:10 pm.

The school office is open from 7:30 am - 3:30pm. Every parent must have a back-up plan for late pickups or missed buses, and discuss it with your child in advance.

*Before school playground supervision starts at 7:40. You are responsible for supervising your child before or after supervised hours. Please enforce our playground rules so all students are safe on school grounds.

Websites

montlakees.seattleschools.org
www.seattleschools.org
montlakepta.org

Mission

Montlake Elementary is a united community of diverse students, families and educators engaged in challenging curriculum that is enhanced by environmental science and the arts enabling every learner to reach his or her full potential.

The Montlake Way

Be Safe, Be Kind, Be Fair, Take Responsibility

Helpful District Contact Information

Transportation Office: (206) 252-0900 or transdept@seattleschools.org

Advanced Learning: (206) 252-0130 or advlearn@seattleschools.org

Admissions & Enrollment: (206) 252-0760 or admissions@seattleschools.org

Special Education: (206) 252-0058 or specialed@seattleschools.org

English Language Learners (ELL) Services: (206) 252-0072 or mota@seattleschools.org

Nutrition Services: (206) 252-0675 or nutritionservices@seattleschools.org

Master Daily Schedule 2017-18

Monday, Tuesday, Thursday, Friday

Time	Function
7:40	Buses Arrive/Playground Coverage Begins
7:50	Warning Bell
7:55	Class Begins
9:00-9:15	K-2 Recess
9:15-9:30	3-5 Recess
10:50-11:30	K-1 Recess and Lunch
11:15-11:55	2-3 Recess and Lunch
11:40-12:20	4-5 Recess and Lunch
2:25	Student Dismissal
2:35	Buses Depart

Wednesday

Time	Function
7:40	Buses Arrive/Playground Coverage Begins
7:50	Warning Bell
7:55	Class Begins
9:00-9:15	K-2 Recess
9:15-9:30	3-5 Recess
10:50-11:30	K-1 Recess and Lunch
11:15-11:55	2-3 Recess and Lunch
11:40-12:20	4-5 Recess and Lunch
1:10	Student Dismissal
1:20	Buses Depart



Advanced Learning

ALO ("Advanced Learning Opportunities") is one of three official ways that the Seattle Public School District designates certain students as advanced learners. Students receive this designation based upon their performance on a school district exam to be administered in the fall. Montlake became an ALO school in 2010.

Will Montlake students be tracked?

No. Unlike Spectrum and APP, ALO programs do not have separate classes for advanced students. All Montlake students will have access to a curriculum that challenges them, including ALO instruction if necessary, regardless of whether they are formally enrolled in ALO. Montlake strives to provide all students with schoolwork that is appropriate to their abilities.

What are the benefits of ALO to my child?

Students officially enrolled in the ALO program will get a different report card addressing their enriched curricular goals. Also, under current district rules, students who take the district exam and qualify for Spectrum (with scores of 87% or above) or APP (with scores above 95%) will retain that designation as long as they remain in an ALO program, and can enter Spectrum or APP in middle school without further testing.

How do students get into ALO?

Students apply for ALO (and Spectrum and APP) by taking a District-wide entrance examination each year starting in late spring and ending early fall. The application to take the test includes a parent nomination form and a teacher evaluation form. Fill out the parent nomination form, and then submit the teacher evaluation form to your child's teacher in time for the deadline. Montlake will send all of its ALO applications in together in a timely manner.

Your child's performance on the advanced learning examination, as well as teacher recommendations, will determine your child's eligibility. Results of ALO applications are typically sent to families in late January. If your child does not get accepted into ALO on the basis of the test, the District provides an appeals process.

Are all children eligible for advanced testing?

Yes

For more information, please go to www.seattleschools.org >academics >advanced learning

Attendance Policies

Parents are expected to take steps to ensure regular daily school attendance.

All absences must be reported to the office by 7:30 am to:

252-3304 or Montlake.attendance@seattleschools.org

Washington Law requires that we report all absences.

Late Arrival or Early Dismissal

If your child arrives after 7:55am, he or she must first come to the office to sign-in and receive a pink late pass.

If your child leaves school early, you must first sign your child out from the office, and obtain a Temporary Dismissal form to give to his or her teacher.



Absences

Excused absences include when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school, and you notify the school within 48 hours of the absence. The school may require a note from your child's doctor if your child is absent due to illness or injury for an excessive number of days before excusing those absences. Planned doctor, dentist, and therapy appointments and religious observances are also excused. Once in a lifetime trips that cannot be rearranged such as college graduations are also excused, when a note is submitted to the office at least three days in advance of the absence. Family vacations during the school year should be scheduled during regularly scheduled school vacations. Children missing school for vacation trips will be marked unexcused.

All other absences are considered **unexcused**, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting, student job requirements, religious instruction, etc.

Before and After School Care

Before and after school care is available at LAUNCH located in a portable right on the Montlake campus, Monday through Friday. Contact director Maya Esquiro for more information: {206} 323-8299 or <http://www.launchlearning.org/locations/montlake/>

Birthday Parties

In Class parties

Due to a growing number of students with severe, life-threatening food allergies, and a desire to be fair to all students, Montlake will no longer celebrate birthdays with food. Each classroom will decide how they want to celebrate birthdays without food. It could be a special game or other event, but we know that it is fun for kids to be special on "their" day and it doesn't need to be about the food. Thank you for your cooperation. Find out how your child's classroom celebrates students' birthdays from your child's teacher. If you have any questions about this policy, please call our school office at 252-3300.

Invitations to Parties Outside of School

Please respect the feelings of all children when planning birthday parties. Please do not distribute party invitations in class or discuss party plans unless all children are invited. Discuss this with your child so they can likewise be sensitive to others.

Car Drop-Off and Pick-Up

For safety and efficiency, please:

- Do not use E. McGraw St. for drop-off or pick-up (this is a bus load/unload zone).
- Drive only eastbound on E. Calhoun St. next to the school.
- Drive only southbound on 22nd in front of the school.
- There is a 3 minute load/unload space on Calhoun that can be used for pickup/dropoff
- Please respect our neighbors. Do not park in front of or block residential driveways.
- Note the times we have playground coverage and do not leave your child unsupervised.

Communicating Effectively with Your Child's Teacher

Parents can expect all staff to read their emails daily and to respond to emails from parents within 48 business hours unless a staff member is on vacation or they are taking a leave.

Please schedule appointments for discussions with teachers. As you can imagine, in the mornings, teachers are



trying very hard to get ready for the day. They won't mind a brief conversation every once in a while but it would be best to schedule a time if you need to have a conversation, instead of "dropping in" before the bell. We want to give parents the time and attention your discussions/conversations deserve. So, please email the teacher with some dates and times that are convenient for the two of you to meet.

We ask that should a parent have a concern regarding their child's teacher that it is most respectful to share a concern/issue with their child's teacher first and work towards a resolution before going to the principal. An exception of course is that the principal should be contacted about any issue that is a safety or security concern.

Counseling Services

The school counseling program at Montlake is designed to help students succeed by removing social and emotional barriers to learning. Ms. Barry, the school counselor, teaches lessons in the classrooms, runs small groups, and helps students navigate a variety of topics, including friendship, social skills, impulse control, stress/anxiety, study skills, conflict resolution, and grief/loss, and works with teachers and students on RULER lessons and concepts. All Montlake students will have access to the counseling program and many will have a chance to participate in small groups during the school year. Ms. Barry's "lunch bunch" friendship groups are especially popular!

In addition to classroom lessons and groups, one-on-one counseling services are available for non-academic issues and concerns that might be interfering with student learning. Students can self-refer to counseling services as needed, and parent and teacher referrals are also welcome. When working with students individually, Ms. Barry uses a solution-focused, targeted counseling approach that helps students explore solutions to their problems over a series of brief sessions. The counseling office at Montlake is a place students can find a listening ear, a voice of encouragement, and a place to problem-solve and talk through some of life's challenges- and hopefully have some fun, too!

Disaster Preparedness Policy

Montlake Elementary School will care for our students in the event of an earthquake or other major disaster during school. Classroom teachers stay with their students until another capable adult relieves them. No child is dismissed until picked up by a parent or an individual listed on the student's emergency information form in our files. Please be sure to keep your child's emergency information up to date. We have many people with first-aid training and we will be in communication with local emergency services. Staff members belong to at least one of the following teams: command control, communications, first aid, or search and rescue. In the case of a disaster, parent cooperation will be of utmost importance.

In case of a major school or community emergency, please keep the following in mind:

- Parents need to go to a checkpoint when coming to get a child. We have formal release procedures to assure the safety of every student. Personal ID will be required to release a student in during community emergencies.
- Do not go directly to get your child as this creates confusion.
- Do not call the school to inquire about your child. Telephone lines need to be open so that school personnel can communicate with district and emergency services.

We have a Building Safety Committee who functions continuously throughout the school year to ensure that proper safety procedures are followed in the event of a crisis or natural disaster.



We have water and supplies for up to 48 hours. Staff members are trained for establishment of food, shelter, and first aid stations. We have monthly safety drills at school so that students are prepared to react calmly in case of a real emergency

Electronic Readers, Cell Phones, Office Telephone Use

Students must have permission to use the office phone. Students are not to use the office telephone at school except in emergencies. Please plan ahead when scheduling and communication with your child. Make sure that your child is aware before school each day of any after school classes, after school routing changes, and especially on early release days, make sure they know that you are aware of the early release. Send notes to their teacher of any changes (email works best, and please copy the office), as written permission is required. Try not to call the school to make last minute changes to their routing, unless it is an emergency.

Check for a voice message before calling the school office if our phone number shows up on your caller ID. The main office will often not know who called you, as the same generic number shows up for caller ID from any Seattle Schools number. We will always leave a message if we need you to call.

Cell phones are discouraged at school as they may be lost or stolen (for which the school is not responsible) and present a distraction. If they are brought to school, they must remain turned off and out of sight during school hours, including lunch and recess. During state testing any cell phones must be left with the teacher or the office during school hours – no exceptions. If a student’s phone is found to be powered on during the school day, the teacher will confiscate the phone and return it to the student at the end of the school day. If a student is found a second time with their phone out, the phone will be confiscated again and a parent will have to come to school to pick up the cell phone from an administrator.

Electronic readers (e.g. Kindles, Sony Readers, Nooks, etc) are not allowed at school.

Field Trips

Field trips provide a fun way to enrich and enhance classroom learning. Parents must sign a release form before a child can attend any field trip. Parents are not allowed to drive students on field trips due to liability issues. Only teachers with Type II licenses may drive students. Please discuss any transportation issues with your child's teacher in advance. Scholarships are available for students.

Chaperone Guidelines

Parents and volunteers who are 21 years of age or older may chaperone on a school trip. We require that all chaperones have been background checked according to the Volunteer Management Department’s Administrative Procedure Volunteer Program. This requires at minimum a WATCH background check for all field trips. (Fingerprinting may be required for overnight/international field trip chaperones. Please allow sufficient time.) All chaperones must be oriented to their duties, including a review of the document “Guidelines for Chaperones” for the appropriate type of trip, a review of the Basic Rules of Seattle Public Schools - Code of Prohibited Conduct, and an opportunity to ask the Principal and the Lead Chaperone any questions about school-specific and trip-specific requirements. For all field trips, every effort should be made for chaperones to be representative of the student group and include males and females.

Chaperones should refrain from buying special treats or items for the group they are supervising. Please note that while on a field trip, chaperones should avoid having a cell phone out, and should be actively watching their student group at all time. Chaperones generally pay the same entry fee as students for field trips; if a



scholarship is needed, PTA will cover the cost of the chaperone fee. Please let the lead teacher know if this is the case before the field trip occurs.

Homework Policy

What does homework look like at Montlake Elementary?

We believe that all children K-5 benefit from a rich reading life at home. We encourage at least 20 minutes of daily reading. That can be a combination of looking at picture books, reading with an adult, reading independently, and other reading activities.

Brain research also shows that repeated exposure to math concepts is beneficial. As a result, we want students to do some math work at home as well. That can be something the teacher sends home that matches the day's lesson, or it can be something that a family chooses--playing go fish, counting coins, working on math facts, playing chess, talking about time, etc.

Special Projects--Sometimes a teacher will assign special projects at school that require a little prep work at home. Examples include interviewing a family member, thinking of ideas for a science project, practicing lines for a play, etc.

How long should homework take?

Homework will only be given for Monday through Thursday, but it can be done anytime. We know children today have many activities, and some nights are busier than others.

Here are rough time guidelines:

20 minutes of reading plus 10 minutes of math for K-1
20 minutes of reading plus 15 minutes of math for 2-3
20 minutes of reading plus 20 minutes or math for 4-5

What is the process if I have questions about my child's homework?

Homework is encouraged at Montlake but not required. Students will not lose recess or class points or have other consequences for incomplete homework. However, it is a missed learning opportunity. For example, students will certainly read and do math at school, but the extra time reading at home, either alone or with a family member, is lost time if it isn't done. Homework can also be informative and can help families understand how their child is doing at school.

Teachers at Montlake want to work with families so that children and parents are enjoying learning at home. We are open to alternate assignments. Please talk to your child's teacher if you have questions.

Lost & Found

Please mark all clothing and personal belongings with the child's name. Lost & Found is located by the front doors of the school in the closet, as well as in the cafeteria. We have a volunteer who does her best to match items with owners, but this is a difficult task without names in clothing. All unmarked and unclaimed items will be given to charity before winter break, after spring break, and at the end of the school year.

Monday Bulletin

The Monday Bulletin is a weekly newsletter that goes out to all staff and families. It is the best way to learn about events and activities at the school. Please read this regularly to stay informed. It is distributed via email and available on the school website every Monday during the school year (except during holidays). Please refer to the Monday Bulletin before contacting the office with questions.



Nursing Services

Our school nurse, Mary Minor, (252-3307) is here all day Monday, and can be contacted via email at other times. She can help enroll children and families who have limited or no health insurance in the Medicaid Outreach program. She also registers medication given at school and writes health plans for students with special health needs. Please do not hesitate to contact her if she can be of any assistance. Ms. Minor may not diagnose or give treatment other than first aid. State Law forbids all school personnel to administer medication or treatment (other than first aid) to any child without parent's and physician's written permission on a school form. Medication must be in the original bottle with clear instructions from your doctor.

Sickness and Injury

If your child is ill or injured, please arrange to have her/him see a health care provider.

Do not send your child to school if she/he is ill: temperature 100 degrees Fahrenheit or above, sore throat, pain, rash, diarrhea or vomiting are some danger signs. It is safer for your child and other children if you respond to symptoms before she/he leaves for school. Do not send your child to school until 24 hours after the last symptom (vomiting, diarrhea, fever) has disappeared.

Lice Policy

Infection control experts have determined that head lice are not a health hazard and are not responsible for the spread of any disease. Thus, infestation is principally a nuisance rather than a major threat to the student's well-being. Approaches to treating and controlling the spread of head lice have evolved over the years and continue to evolve. **Immediate or long-term exclusion is no longer recommended.** If the school finds lice or nits on your students, you will receive a phone call informing you. You will have the option of picking your child up immediately or having them stay in school until they are able to be transported home. Please reat your student to prevent the spread of lice as soon as possible. Please see the following for more information:

<http://www.kingcounty.gov/depts/health/communicable-diseases/disease-control/lice.aspx>

Nutrition Services

Seattle Public Schools Nutrition Services department recognizes the important connection between a healthy diet and student's ability to learn effectively and achieve high standards in school.

Nutrition Services fuels over 17,250 student lunches and 6,400 breakfasts each day and adheres to the highest level of national nutrition standards and provides many locally sourced fruits, vegetables and beans daily.

Paying for School Meals

We offer a variety of convenient ways to pay for school meals. Checks and cash are always accepted by the manager of the lunchroom either as a pre-paid deposit to a student's account or for purchasing individual meals or milk/juice. Please make checks payable to Nutrition Services.

Meals can also be paid for with a credit card online or by phone using PayPams: www.paypams.com

Note: PayPams require the student's Student ID number or meal account pin number (provided by the school). The Student ID number can be found on report cards or by accessing [The Source](#). PayPams charges users a payment transaction of \$ 1.95 per student for each transaction.

Families can apply for Free and Reduced Price Meals ONLINE!

The process is SAFE, SECURE, PRIVATE, and available through www.PayPAMS.com/onlineapp

Meal Prices:



Students

Breakfast: \$2.00

Lunch: \$3.00

Adults/Staff

Breakfast: \$3.25

Lunch: \$4.75

RULER

What is RULER?

R.U.L.E.R is a social/emotional curriculum approach created for students (and adults) to teach them how to Recognize, Understand, Label, Express, and Regulate emotions. It's been met with success and lasting positive results for students and teachers who have implemented it in their schools.

RULER at school

Each year we create classroom charters that will be continually referenced and updated throughout the year. The 3 components of this charter are:

How do we want to feel?

What will we do to have these feelings consistently?

What will we do to prevent and manage conflict? (What do we do when the charter isn't followed?)

For more information, please visit montlakees.seattleschools.org > Academics > RULER

Snow and Other School Closures

When there is snow or another unforeseen weather event, there may be school closures. School closure or delay information (typically two hours late) is widely available from most major radio and television stations. You may also visit Seattle Public School's main website at www.seattleschools.org or call the 24-hour News and Information Line at (206) 252-0207 for updates. The District will use SchoolMessenger, the automated telephone and email system, to alert you of schedule changes. In addition, you can follow Seattle Public Schools on Twitter at "seapubschools" for news and information. Decisions are made no sooner than 5:00 am each day. Door to door special ed bus services are cancelled on 2 hour delayed days.

The Source & Schoology

What is the Source?

The Source provides student data like attendance, assessment scores, library info, classes, etc. to parents and guardians. Note Secondary student assignment grades may be found on the Source. Elementary student grades are not on the Source at this time.

Who can get a Source account?

Parents and guardians of students actively enrolled in SPS may setup an account.

Students actively enrolled in SPS will receive an account at school and will log onto the Source with their student account. If your student did not receive their student account, please have them see their school librarian or teacher.

What do parents and guardians need to setup a Source account?

You must be the parent or guardian of a student actively enrolled in SPS.

Have the same valid email address on record at each student's school.

Your email address will be your Source username and must be the same email in PowerSchool.



For more information, please visit: <https://tinyurl.com/he22qo6>. This will give you appropriate links and more information on how to sign up for and access the Source.

What is Schoology?

Schoology is Seattle Public Schools' learning management system. It is changing the way our teachers communicate online with students and families.

Teachers may post assignments, messages and calendar items.

Familiar to social media users, Schoology's format is simple.

Schoology allows students and teachers to engage in two-way conversations and class discussions.

Teachers can easily share files and links with students, families and fellow teachers.

Who Will Use Schoology?

Schoology is designed for all grade levels, but teacher use is optional. If a student's teacher chooses to use Schoology, parents and guardians can log in to monitor assignments and view resources.

How To Join

Students will be registered automatically to their teachers' courses, and will log on with their school username and password.

Parents and guardians must sign up through the Schoology Access Code link found in their [Source](#) accounts (accessible through "[Student Portal](#)" on www.seattleschools.org).

To learn more, please go to <http://lms.seattleschools.org>

Please review the step-by-step Schoology registration instructions for parents and guardians:

<http://www.seattleschools.org/schoologyregistration>

Special Education & Support Services

The Seattle School District provides the services of a psychologist, speech therapist, occupational therapist, physical therapist, and special education staff. Contact the school office if you'd like your child assessed for any of these services.

Montlake has a fantastic special education program! We are an inclusion program, and we believe every child deserves an excellent education every day. We also respect and celebrate different learning styles, and we believe that having children with different needs in our classrooms enriches all of us.

- 11% of students at Montlake receive Special Education services.
- We have 2 full-time Special Education teachers and 4 Instructional Assistants who teach in our Resource and Access programs. We also have a Speech Language Pathologist, an Occupational Therapist, and a Physical Therapist who provide additional services.

Resource

- Resource services are intended to provide **specially designed instruction to students with mild to moderate intensity in their special education instructional needs**. These services support students who benefit from spending most of their instructional time in general education



settings with targeted support. But, services may be provided in any setting, based on the individual IEP.

- **Access**

Access services are intended to provide **pecially designed instruction to students with more intensive academic and functional special education needs**. These services support students who are able to make progress on their IEP goals while spending most of their instructional time, including specially designed instruction, in general education settings with a range of supports. But, services may be provided in any setting, based on the individual IEP.

If you have questions about our programs or you want ideas for talking with your children about different learning styles and challenges, please let us know. We're excited about the year!

Student Leadership Opportunities

As part of our commitment to personal success and public stewardship, Montlake offers multiple opportunities for individuals to participate in leadership and assistance roles throughout the building.

Green Team

Students and staff meet weekly to lead efforts to integrate sustainability into all aspects of our school. As part of the Washington Green School movement we are certified as a Washington Green School in composting, recycling and energy. For more information about Washington Green Schools visit: www.wasgreenschools.org

Student Council

Montlake Student Council began in 2009 with the goals of building community within our school and increasing school spirit. Student Council is a student run leadership group made up of 4th and 5th grade students. Some of the roles of Student Council include planning spirit days and activities, promoting positive behaviors within our school community, and other activities decided upon by the members. Working on service projects in the larger community is a long-term goal of the Council. Members of Student Council are expected to be role models and leaders in the school and will be responsible for communicating plans with the greater school community. Meetings are overseen by Mr. Knox.

Library Aides

Students volunteer each year to work during recess in the library to assist our Librarian.

Patrol

Teams of students arrive early and/or stay late after school to patrol our crosswalks and assist walkers in safely crossing the neighboring streets. Patrol Students must be at least 10 years old, demonstrate responsibility and leadership, and be willing to follow directions. This important leadership opportunity is coordinated by Ms. Gingrich. Interested students are selected each year.

Testing Schedule MAP/SBAC

The Seattle School District has developed specific and detailed academic standards for all grades. Student academic achievement is reported three times a year, using a standards-based student progress report. Parent-teacher conferences are held in the fall. Teachers and specialists are also available for individual conferences throughout the school year in order to promote academic success for each child.



The following standardized tests are used by the school and district to evaluate student performance:

- Grades K: MAP (Measure of Academic Progress) ELA and Math Winter and Spring
- Grades 1-2: MAP (Measure of Academic Progress) ELA and Math Fall and Spring
- Grades 3-5: Smarter Balanced Assessment (SBAC) / ELA and Math –Spring
- Grades 5: State Measurements of Student Progress (MSP Science) --May

Parents of students in Grades 3 - 5: Please make every effort to avoid appointments and travel plans during the SBA and MSP testing period. Scheduling make-up sessions is difficult as we need to rearrange many different schedules to accommodate the make-ups.

Toys From Home

Students should not bring toys, game cards such as Pokemon or sports cards to school. If a student does bring any of these items to school and a staff member sees it, he or she will give the student a warning to return the item to his or her backpack. If the student brings out the toy a second time, the student will need to give the item to a staff member and it will be returned at the end of the school day or at an appropriate time. If there is a third instance, the item will be labeled with the student's name and kept by the staff member until a parent or guardian come to pick up the item, or until the last day of school.

Sensory tools are not considered toys. They are tools. A sensory tool must be agreed upon by the teacher, parent, and student, and used appropriately. Teachers may ask students to put a sensory tool away if it is becoming a distraction from learning rather than a tool that supports a student's focus on learning. If an item causes distraction, disruption or lack of safety at school, it will be sent home. Items sent home should not return to school. Any item a child brings from home is at his or her own risk. The school will not be responsible for loss or theft of personal items.

Transportation/ Bus Issues

For bus issues, contact the district transportation office at 252-0900 or transdept@seattleschools.org (be prepared with your route number and student ID number). When a bus is late, the bus or replacement bus should complete the run as soon as possible. If a student misses the bus, the parent/guardian is responsible for getting him/her to school. To send your child home on a bus with a friend, submit a request to the school office in writing to get a temporary bus card. Montlake has a crossing guard, Sam Gilliam, who ensure safe crossing before school between 7:25am-8:10am and after school between 2:10pm-2:55pm at 24th Ave E and McGraw. For more information about transportation, go to www.seattleschools.org and click on transportation FAQ.

Visitors & Classroom Visitation Policy

Visitors (e.g. out of town relatives and friends) may not stay an entire school day but may be accommodated for a particular event during the school day. The building is equipped with an Aiphone secure entry system which locks the doors from 8:30am-1:55pm. Anyone entering the building will have to buzz the office from the system to the right of the double doors. Please be patient as the office staff may be helping a student when you buzz. All visitors are required to first sign in and get a visitor's badge from the office staff prior to visiting any part of the school. Classroom visits are welcomed. Please call or email your child's classroom teacher to arrange a convenient date and time for your visit unless you are a regular volunteer. Parent are welcome to come eat lunch with their child.



Volunteer Policy

Montlake welcomes volunteer participation. A volunteer is someone who comes to help out at the school in any capacity. This includes field trip chaperones. It is a district requirement to have background checks completed for all volunteers. If you think you will be volunteering at ANY time during the school year, please fill out a volunteer application at the beginning of the school year so we can process them all as soon as possible.

The following must be completed before volunteering:

1. Complete the Volunteer Application Packet (4 Pages) once a year.
2. View the Adult Sexual Misconduct Prevention online course.
If you already viewed the video in the past you do not need to view it again. Please make a note on page 4 in the Volunteer Application Packet (additional notes section) that you have already completed the video and your coordinator will confirm that your name is on the completed list.
3. Turn in your application to Tiffany Walker, the administrative secretary.
She will ask to view your ID and run a background check.
A background check is mandatory once each school year. We appreciate your patience with this process.
Depending on the type of volunteer position you are applying for you might need to undergo a more intensive background checking process. Your coordinator will be able to assist you with additional information about this policy.
4. While you are waiting for approval please read the Volunteer Handbook for additional info and tips to consider while volunteering with SPS.

The forms, video, and handbook can be found online at www.seattleschools.org > get involved > volunteer

Walk To Math

As part of our advanced learning plan, we offer a “Walk to Math” program at Montlake. We believe that students should be challenged and supported at the appropriate level as much as possible. Here are the key components of our program:

- First through fifth graders are eligible. We do not have kindergartners walk to a different math class.
- We offer one grade up. Sometimes there are additional extensions from time to time, but sixth grade is the highest math class we offer.
- We do not have students walk down a grade. If they need more support to be successful at their grade level, we provide that through other means.
- Students are identified for grade-up instruction by one of two ways.
 1. Identified as an Advanced Learner by SPS Advanced Learning Office
 2. Identified through two assessments administered at Montlake.
 - A student must score at 90% or above on the following:
 - En Vision End of Year Assessment for student’s current grade
 - A Second Standards-Based Assessment that includes problem-solving and application (varies by grade)
- There are two main opportunities for classroom testing--the first week of school and again right before conferences. Students should not be moved after November.

