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## Community Handbook 2013-2014

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### **Everett Public Schools**

Our mission is to inspire, educate, motivate, and prepare each student to achieve to high standards, contribute to our community, and thrive in a global society.

Our students will lead and shape the future.

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### **Silver Lake Elementary**

Silver Lake Elementary School, in partnership with parents and community, is dedicated to preparing each student to academic, social, and personal success through personalized, relevant, rigorous, and engaging instruction.

Silver Lake Elementary  
12815 Bothell Everett Hwy  
Everett, WA 98208

(425)385-6900  
[www.everettsd.org/silverlakees](http://www.everettsd.org/silverlakees)

The Everett Public School's *Student Responsibilities and Rights Policies* handbook can be found on the district's website at <http://www.everettsd.org>

The EPS *Student Responsibilities and Rights Policies* handbook is published annually in accordance with State law by the Division of Instruction, Molly Ringo, Assistant Superintendent, K-12 Education.

The Silver Lake Community Handbook is aligned with EPS *Student Responsibilities and Rights Policies*. For information regarding *EPS Student Responsibilities & Rights Policy Handbook*, please contact Emily Wade at (425) 385-4020.

# Contents

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<b>General Information</b>	<b>4</b>
<b>Principal's Welcome Letter</b>	<b>5</b>
<b>Calendar</b>	<b>6</b>
<b>Daily Schedule</b>	<b>7</b>
<b>Attendance</b>	<b>8</b>
Absences, Late Arrival, Early Dismissal	8
Early Pick Up	9
Vacation	9
<b>Transportation, Drop-off and Pick Up</b>	<b>10</b>
Bicycles	11
Walking to School	11
Walking School Bus	11
Riding the Bus	12
After School Plans	12-13
<b>Student Behavior &amp; Discipline Policy</b>	<b>14</b>
Discipline Procedures	14-15
<b>Harassment, Intimidation, &amp; Bullying</b>	<b>16</b>
<b>Dress Code</b>	<b>17</b>
<b>Electronics &amp; Technology</b>	<b>18</b>
<b>Health</b>	<b>19</b>
Medication at School	19
Immunization	19
Head Lice	19
Injury at School	20
Illness	20
<b>Allergies</b>	<b>21</b>
<b>Celebrations</b>	<b>22</b>
Birthdays	22
Party Invitations	22
<b>Snacks &amp; Food Services</b>	<b>23</b>
<b>Academics</b>	<b>24</b>
Student Placement	24
Conferences	24
Student Progress Reports	24
School Supplies	24
<b>Emergency Information</b>	<b>25</b>
Weather & School Closures or Late Starts	25
Emergency Procedures	25
<b>Field Trips, Visitors, &amp; Volunteers</b>	<b>26</b>
Field Trips	26
Volunteers/Chaperones	26
Visitors at SLE	26
<b>Safety</b>	<b>27</b>
Animals & Pets at School	27
Child Abuse & Mandatory Reporting	27
Custody	27

# General Information

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Silver Lake Elementary is one of 18 elementary schools in Everett School District. Our school currently serves approximately 520 students in grades kindergarten through fifth grade. The Silver Lake staff is committed to working together to provide the best possible education for each of our students. We value working collaboratively with our students' families and believe that the connection between home and school plays an important role in the success of our students and our educational program at Silver Lake Elementary.

## **Silver Lake Elementary School**

12815 Bothell/Everett Highway  
Everett, WA 98208

Office: (425) 385-6900  
Attendance (425) 385-6905  
Fax: (425) 385-6902  
Website: <http://www.everettsd.org/silverlakees>  
Office Hours: 8:55 a.m. - 3:30 p.m.  
Mascot: Mustangs  
Colors: Red & Black

Our Mission: *Silver Lake Elementary School, in partnership with parents and community, is dedicated to preparing each student to academic, social, and personal success through personalized, relevant, rigorous, and engaging instruction.*

*The policies and procedures in this handbook will be reviewed regularly by the Silver Lake staff and will be revised and amended as necessary. It is our intent that the information contained in this document is useful, clear and easy to understand. Please discuss the material in this handbook with your child. As always, your written comments and suggestions for improvement of future editions of the Silver Lake Community Handbook are welcome. Thank you!*

# Principal's Welcome Letter

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Dear Silver Lake Community,



This handbook has been designed as a tool to help all students experience success in their learning. It also provides important information about school-wide policies, procedures, and programs.



Silver Lake Elementary is a school where all staff members take responsibility for every child so they can succeed academically, socially and emotionally. Silver Lake staff continues to focus on preparing each student to academic, social, and personal success through personalized, relevant, rigorous, and engaging instruction.

The 2013-2014 school year promises to be an exciting and productive year. I want to encourage all parents to take an active part in their child's education by supporting their child's work at home and communicating regularly with their child's teacher and, when appropriate, the school counselor and principal. Working as a team will assist all of us in providing every student the best education possible.

The staff and I are looking forward to a rewarding year ahead. Returning or new, we welcome you to Silver Lake Elementary for the 2013-2014 school year. At Silver Lake Elementary, our motto is: Be Responsible, Be Respectful, and Be Safe! On behalf of the Silver Lake staff, we thank you in advance for your cooperation in helping us live this motto every day.

Sincerely,  
Jennifer Lawler  
Principal

# 2013-2014 Calendar

2013					2014				
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI
<b>JULY</b>					<b>JANUARY</b>				
1	2	3	4	5			<b>1</b>	<b>2</b>	<b>3</b>
8	9	10	11	12	6	7	8	9	10°
15	16	17	18	19	13	14	15	16	17°
22	23	24	25	26	<b>20</b>	21	22	23	24°
29	30	31			27	28	29	30	31°
<b>AUGUST</b>					<b>FEBRUARY</b>				
			1	2	3	4	5	6	7°
5	6	7	8	9	10	11	12	13	14°
12	13	14	15	16	<b>17</b>	<b>18</b>	19	20	21°
19	20	21	22	23	24	25	26	27	28°
26	27	28	29	30	<b>MARCH</b>				
<b>SEPTEMBER</b>					3	4	5	6	7°
<b>2</b>	<b>3</b>	<b>4*</b>	5	6	10	11	12	13	14°
9	10	11	12	13	17	18	19	20	<b>21</b>
16	17	18	19	20	24*	25*	26*	27*	28*
23	24	25	26	27	<b>31</b>	<b>APRIL</b>			
30					7	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>OCTOBER</b>					14	15	16	17	18°
1	2	3	4°		21	22	23	24	25°
7	8	9	10	<b>11</b>	28	29	30		
14	15	16	17	18°	<b>MAY</b>				
21	22	23	24	25*	5	6	7	8	1°
28*	29*	30*	31*		12	13	14	15	16°
<b>NOVEMBER</b>					19	20	21	22	23°
4	5	6	7	8°	<b>26</b>	27	28	29	30°
<b>11</b>	12	13	14	15°	<b>JUNE</b>				
18	19	20	21	22°	2	3	4	5	6*
25	26	27*	28	29	9	10	11	12	13
<b>DECEMBER</b>					16	<b>17*</b>	18*	19*	20*
2	3	4	5	6°	23	24	25	26	27
9	10	11	12	13°	30				
16	17	18	19	20°					
23	24	25	26	27					
30	31								

- Sep 4 **First day for students**
- Oct 11 Teacher work day; no school for students
- Oct 25 Early release elementary and middle school for parent conference preparation (2 1/2 hours)
- Oct 28-Nov 1 Early release elementary and middle school for parent conferences (2 1/2 hours)
- Nov 11 Veterans Day; no school
- Nov 27 Early release for Thanksgiving break
- Nov 28-29 Thanksgiving break
- Dec 23-Jan 3 Winter break
- Jan 20 Martin Luther King Jr. Day; no school
- Jan 27 Teacher work day; no school for students
- Feb 17-18 Mid-winter break
- Mar 21 Teacher work day; no school for students
- Mar 24-28 Early release elementary for parent conferences (2 1/2 hours)
- Mar 31-Apr 4 Spring break
- May 26 Memorial Day; no school
- June 6 Early release for all students (2 1/2 hours)
- Jun 17 **Last day of school; early release for all students (2 1/2 hours)**
- June 18+ potential inclement weather make-up days

Learning Improvement Fridays (all students dismissed 75 minutes earlier than normal)			
Oct. 4, 2013	Nov. 8, 2013	Dec. 6, 2013	Jan. 10, 2014
Oct. 18, 2013	Nov. 15, 2013	Dec. 13, 2013	Jan. 17, 2014
	Nov. 22, 2013	Dec. 20, 2013	Jan. 24, 2014
			Jan. 31, 2014
Feb. 7, 2014	March 7, 2014	April 11, 2014	May 2, 2014
Feb. 14, 2014	March 14, 2014	April 18, 2014	May 9, 2014
Feb. 21, 2014		April 25, 2014	May 16, 2014
Feb. 28, 2014			May 23, 2014
			May 30, 2014

\* see note on right      schools closed      Teacher work day  
 ° Learning Improvement Fridays (all students dismissed 75 minutes early)

# Daily Schedule

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8:55 a.m.	Students may arrive
9:10 a.m.	<b>First Bell:</b> Students are to line up by class (undercover area)
9:15 a.m.	<b>Second Bell:</b> School Begins
9:25 a.m.	Attendance & Announcements

## DAILY SCHEDULE

### GRADES 1- 5

Regular Day	9:15 a.m. – 3:25 p.m.
Learning Improvement Friday (LIF)	9:15 a.m. – 2:10 p.m.
Early Release	9:15 a.m. – 12:55 p.m.

### ALL DAY KINDERGARTEN

Regular Day	9:15 a.m. – 3:25 p.m.
Learning Improvement Friday (LIF)	9:15 a.m. – 2:10 p.m.
Early Release	9:15 a.m. – 12:55 p.m.

### HALF DAY KINDERGARTEN

#### AM KINDERGARTEN

Regular Day	9:15 a.m. – 11:55 a.m.
Learning Improvement Friday	9:15 a.m. – 11:17 a.m.
Early Release	9:15 a.m. – 10:40 a.m.

#### PM KINDERGARTEN

Regular Day	12:40 p.m. – 3:25 p.m.
Learning Improvement Friday	12:02 p.m. – 2:10 p.m.
Early Release	11:25 a.m. – 12:55 p.m.

# Attendance

**Prompt and regular school attendance by students is important.** We expect all students to attend school every day and to arrive on time, ready to learn. When students are absent, they miss critical, personalized instruction that cannot be duplicated as intended had the student been in class. Therefore, regular attendance is necessary if students are to profit fully from learning experiences offered at Silver Lake Elementary.

- Arrive at school between 8:55 a.m. and 9:10 a.m.
- The first bell is at 9:10 a.m.
- Students are met by their teacher in the undercover area at 9:10 a.m.
- Attendance is taken at 9:25 a.m.
- **The Principal will address absences and tardies.**

## ATTENDANCE PROCEDURES: ABSENCES

If a student is absent from school, **the parent/legal guardian must call 425-385-6905** to report the date and reason for the absence. If a written note or phone call is not received by the office within 24 hours of the absence, the absence will be documented as **unexcused**. Once a student returns to school following an absence, they are expected to participate fully in school activities, including outside recess.

<b>EXCUSED ABSENCE</b>	<b>UNEXCUSED ABSENCE</b>
<ul style="list-style-type: none"><li>• Illness/Medical emergency</li><li>• Family emergencies</li><li>• Observances of established special days of a religious calendar</li><li>• Pre-arranged medical and dental appointments</li><li>• Pre-arranged school-sponsored activities, such as field trips</li><li>• Absences, which, according to the discretion of the Principal, after consulting with the parent/guardian may be deemed appropriate but not covered in the above-stated instances.</li></ul>	<ul style="list-style-type: none"><li>• If an absence does not meet the criteria for an excused absence (as determined by the Principal).</li><li>• Parent does not submit notice in writing or via phone call about their child's absence.</li><li>• Other unexcused absences...</li><li>• Missed bus/late ride</li><li>• Overslept</li><li>• Babysitting</li><li>• Meals</li><li>• Appointment for person other than the student</li><li>• Errands</li><li>• Taking a sibling to school</li><li>• And more</li></ul>

## LATE ARRIVAL (TARDY), EARLY DISMISSAL & HALF-DAY ABSENCE

Students are **tardy** if they arrive after 9:15 a.m. **All doors, including the courtyard, will be locked daily at 9:15 a.m. and tardy slips will be distributed after 9:15 a.m. per the school clock.** Students arriving late are to report to the office accompanied by a parent/guardian or with a note from their parent/guardian before going to their classroom. The length of a student's daily absence per the definitions on the next page determines whether or not the absence will be recorded as a tardy, half day or full day absence.



## HALF DAY ABSENCE

At the elementary level, a student's absence is recorded as a **half day absence** from school if the student is **more than 30 minutes late** or if the student **leaves 30 minutes or more before dismissal time**.

## FULL DAY ABSENCE

A full day absence is defined as a student failing to attend the **majority of hours** in that student's average school day of seat-time classes (50% or greater of the day unattended).

## ACCOUNTABILITY PROCEDURES:

- **2 unexcused absences** in a month OR if a **teacher has significant concerns**, parent(s)/guardian(s) will be notified about the educational impact on both the student and the learning environment. **Contact will be made via phone call AND in writing either by letter or e-mail.** The Counselor will also be notified to establish steps to reduce or eliminate the absences/tardies. *Conference may be scheduled at this time.*
- If the actions above are not successful, upon the **5<sup>th</sup> unexcused absence in a month** the parent(s)/guardian(s) will be required to attend a conference at school. The Principal and Counselor will work with parent(s)/guardian(s) to establish steps to reduce or eliminate the absences/tardies.
- Upon the **7<sup>th</sup> unexcused absence in a month or 10<sup>th</sup> unexcused absence in the school year**, the school will file a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law.
- If tardiness or absenteeism continues to be an issue, parent(s)/guardian(s) will receive a letter/e-mail requesting a meeting with the Everett School District BECCA Representative and Principal.

## EARLY PICK-UP (EARLY DISMISSAL)

Our teachers use every instructional minute to teach students so we ask that parents/guardians refrain from picking student(s) up early from school. Even though it may seem that leaving just 10 minutes early or arriving 5 minutes late is a negligible amount, it adds up quickly and interferes with student progress and classroom procedures.

## STUDENT CHECK-OUT

We recognize that sometimes medical, dental and other important appointments cannot be scheduled outside of the student day, and at times, exceptions can be made. If it is necessary for parent(s)/guardian(s) to pick their child up early from school, **they are required to come to the office to sign him/her out.** Students who are dismissed during the school day must be signed out from the school office by their parent(s)/guardian(s), before leaving the school grounds. *When you follow these procedures, you help keep all children at Silver Lake Elementary safe.*

## VACATIONS & VACATION HOMEWORK POLICY

Please refer to the school calendar when making vacation plans. Student achievement and classroom attendance are positively related. Parents are encouraged to plan their family vacation during the scheduled school breaks. **Teachers are not required to provide missed work for vacations.**

# Transportation, Drop-Off & Pick-Up

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Arrival and dismissal at Silver Lake is a very busy time. We appreciate in advance your patience and flexibility in getting each and every student to and from school in a safe manner.

The **North Parking Lot** (127<sup>th</sup> Place SE) is designed for student drop-off and pick-up and all visitor/parent parking. The **South Parking Lot** (129<sup>th</sup> Place SE) is designated for busing and staff parking only.

To ensure student safety during drop-off and pick-up, **parents/guardians (drivers) are required to comply with the policies and procedures outlined in this handbook and those of Everett School District, including all posted signs on site and any verbal directions given by SLE staff.** *If you have any questions, please contact Heather Harris to schedule a meeting with Jennifer Lawler (Principal).*

## KINDERGARTEN ARRIVAL:

- **ALL DAY KINDERGARTEN / AM HALF DAY KINDERGARTEN**
  - For safety reasons, and until students are comfortable with the routine, **parents/guardians are required to park their vehicle and walk with their child** to the Kindergarten Corral located on the south side of the Building A.
    - *Parents/guardians need to plan to arrive at school with enough time to park their vehicle and walk their child to the designated area.*
  - **Students are required to be supervised at all times and may not be left unattended.** *Until supervision is available, parent/guardians are to remain with their child.*
- **PM KINDERGARTEN:**
  - For safety reasons, **parents are required to park their vehicle, walk their student to the front door (office) and wait for school supervision to take students to class.**

## KINDERGARTEN DISMISSAL:

### ALL DAY KINDERGARTEN & PM HALF-DAY KINDERGARTEN

- **Parents/guardians are required to park their vehicles and walk to the courtyard.**
- Kindergarten students will be waiting for parents/guardians along the inside brick wall of the courtyard.
- Students will be released only to a parent/guardian or a person approved by the office.

## GRADES 1-5 ARRIVAL/DISMISSAL:

### **PERSONAL VEHICLE: USE** the North Parking Lot **ONLY**

Drivers are required to respect and follow all the posted signs and verbal directions given by staff. Traffic needs to keep moving so drivers are **required to remain in their car at all times** and **pull forward** as necessary.

- Safe and slow (5 mph) approach to the drop-off and pick-up lane
- **NO CELL PHONE USE WHILE DRIVING IN SCHOOL ZONE**
- Child walks at all times and unloads/loads on the sidewalk side
- **For pick-up only:** Students wait in a designated zone until their parent/guardian pulls forward. Children not picked-up will wait in the office

**IMPORTANT:** Because it is not safe, parents/guardians **may not use the South Parking Lot or the Bothell-Everett Highway** for parent pick-up or drop-off.

## **BICYCLES, WALKING TO SCHOOL, & WALKING SCHOOL BUS**

Students in grades 3-5 are allowed to ride bicycles to and from school **provided they wear a helmet**. Skateboards, scooters, roller blades and similar devices (including shoes with wheels) may not be ridden (worn) on Everett Public Schools district property. The District cannot be responsible for the loss or theft of this device or any other personal property. *(See Everett School District Policy 3241).*

If a child assigned to a bus pickup location chooses to walk or ride a bike to school, **the student must bring a note to the office from the parent/guardian** acknowledging that the student has permission. The note must state that the parent/guardian gives permission and has reviewed the safe walking or riding practices with the child *(See below. Rules adopted from the National Highway Traffic Safety Administration and Stay Alert/Stay Safe (SASS))*

**WEAR APPROPRIATE CLOTHING:** helmet, bright clothing, make sure the straps of your book bag, loose clothing or anything else isn't going to catch in the wheels of the bike and cause you to lose control. **BE AWARE OF THE FOLLOWING DANGER ZONES:**

- Always stop and look for traffic when entering the road; especially from a driveway, alley or curb.
- Obey all traffic signs and signals. Walk your bike across busy intersection.
- Walk your bike on campus
- Ride in a straight line. Look behind you before changing lanes or turning, use your hand signal and proceed carefully
- Be prepared to ride around obstacles such as open car doors
- Go with the traffic flow; ride on the right, the same way as a car

### **WALKING TO AND FROM SCHOOL:**

Walking to/from school safely requires specific conversation at home. Make sure each student knows their routes to school. Parents are encouraged to walk with their children until they are comfortable with the routine. Children benefit from role playing to gain experience around what to do in a given situation. Parents are encouraged to tell their children to always refuse to go anywhere with strangers and to step back if someone they don't know stops to ask directions. Finally, parents need to instruct their children to tell an adult if they are ever approached by a stranger.

### **STUDENTS NEED TO REMEMBER:**

- **Always walk on the side walk.**
- **Dress to be seen.** Brightly colored clothing makes it easier for drivers to see.
- Tips for crossing the street:
  - Cross only at corners or marked crosswalks.
  - Stop at the curb or the edge of the road.
  - Stop and look left, then right, then left again, before stepping into the street.

## BUS RIDING

A list of District Bus Rules and Regulations are distributed to and discussed with all students at the beginning of the school year. These rules are also available in the school office.

### THE FOLLOWING BASIC RULES HELP INSURE SAFETY FOR ALL WHO RIDE SCHOOL BUSES:

- **The driver is in charge** and the students must follow the rules established by the driver.
  - If a student is a bus rider, he/she is to ride the bus to which he/she has been assigned each and every school day to and from school.
- Any student riding a different bus home or **getting off at a different bus stop must have a signed, dated note describing the change, given to his/her teacher. Then the student will receive a bus pass from the school office.** A continuing bus pass may be issued for such activities as Scouts, dance lessons, etc.
- Students who ride buses should not arrive at the bus stop more than five minutes prior to the bus pick-up time.
- **While waiting for the bus or walking home after getting off the bus, children are expected to follow Silver Lake's behavior expectations.**
  - Violation of these rules may result in suspension of riding privileges. The rules at school apply! Incident reports will be sent home and parents will be notified regarding disciplinary action.
- A note must be sent to school if a student is going to be picked up rather than ride his/her bus. **A child without a note will be put on his/her regular bus.**
- Half-Day Kindergarten (AM) students will not be allowed to get off the bus without an adult to meet them.
- Half-Day Kindergarten (PM) students may be allowed to get off the bus if an older sibling, designated adult (neighbor buddy, etc.) is there to greet them.

If there is a family emergency and parents need to pick up their child who normally rides the bus, the parent needs to come to the office. Office personnel will communicate to the classroom teacher or the bus supervisor that their child needs to come to the office to be picked up. **Students will be released from the office only. Do not go to the bus area – supervisors are unable to sign out any students at the bus loading area.**

Large packages, glass items, skateboards, roller blades, roller skates, wheeled shoes (“heelys”) or pets are **not** permitted on the bus. Students may elect to bring a small, personal electronic game (Game boy, etc.) or CD, MP3 or other personal music device with headphones may be used on the bus; however, students use these items at their own risk. The school bus driver and/or the Everett Public Schools are not responsible for lost, damaged or broken personal electronics. School bus drivers reserve the right to tell students to put these items away if they become a disruption. **Furthermore, these items may not be taken out at school.** They must be placed in a backpack before leaving the bus.

## AFTER SCHOOL PLANS

After-school plans need to be made at home—not during the school day. If a student wants to go home with a friend or anywhere else other than the normal after-school destination, those

plans need to be made in advance. Students will not be allowed to make phone calls from school to arrange after-school plans.

Children who do not typically ride the bus will be allowed to ride the school bus home with a regular rider by **showing the bus driver a permission note signed by the office**. Students should bring these notes (with a parent signature) to the office in the morning before school starts to have them stamped. Then they can show the note(s) to their classroom teacher.

Parents, please avoid calls or emails to school regarding changes in after-school plans. Each time you call or email school regarding changes in after-school plans, valuable teaching time is interrupted to get the message to your child. **DO NOT contact the classroom teacher.**

**In the event of an emergency change of plans, you need to contact the front office by 3:00 p.m.**

# Student Behavior & Discipline Policy

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At Silver Lake Elementary, our school-wide discipline policy has two main goals:

1. To ensure the safety of students and staff through the use of common expectations
2. To create an environment conducive to learning

## **We use a proactive approach to discipline:**

1. We teach students about our behavior expectations, and we review these expectations regularly.
2. We explain to students what behavior is okay and what behavior is not tolerated.
3. We teach students how to identify and prevent bullying behavior.
4. We positively reinforce our expectations.
5. We teach students how to solve problems and how to use conflict resolution strategies.
  - a. The steps of conflict resolution (listed below) also provide children with a common language for how to solve problems:
    - i. Identify the problem
    - ii. Think about different solutions
    - iii. Agree on a solution
    - iv. Follow through on the agreement.

New this year, Silver Lake Elementary will be using a School Wide Information System (SWIS) to collect, summarize, and use student behavior data for decision making. Designated staff will enter behavior referrals online. The data will provide information about individual students, groups of students, and/or the entire student body over the course of a given time period.

At Silver Lake Elementary School, we use progressive discipline steps and strategies for behavior correction. In general, we give verbal reminders for minor misbehaviors and move to office referrals or immediate removal for on-going or severe misbehaviors.

## **DISCIPLINE PROCEDURES & REPORTING**

See School Wide Behavior Plan (Appendix A)

See S.W.I.S. Referral form on the next page

<b>Name:</b> _____	<b>LOCATION</b>		
<b>Date:</b> _____	<input type="checkbox"/> Courtyard	<input type="checkbox"/> Hallway	<input type="checkbox"/> Library
<b>Time:</b> _____	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Classroom	<input type="checkbox"/> Computer Lab
<b>Homeroom Teacher:</b> _____	<input type="checkbox"/> Office	<input type="checkbox"/> Restroom	<input type="checkbox"/> Music Room
<b>Grade:</b> K 1 2 3 4 5	<input type="checkbox"/> Bus	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Other
<b>Referring Staff:</b> _____	<input type="checkbox"/> Bus Loading Zone	<input type="checkbox"/> Playground	_____
	<input type="checkbox"/> Undercover area	<input type="checkbox"/> Gym	

TIER 2 MINOR PROBLEM BEHAVIOR	TIER 3 MAJOR PROBLEM BEHAVIOR	MOTIVATION
<input type="checkbox"/> <b>Defiance/Disrespect</b> (failure to respond to adult requests) <input type="checkbox"/> <b>Disruption</b> (low-intensity, but inappropriate disruption) <input type="checkbox"/> <b>Dress Code Violation</b> (wears clothing that is near, but not within, the dress code) <input type="checkbox"/> <b>Inappropriate Language</b> (low-intensity instance of inappropriate language) <input type="checkbox"/> <b>Physical Contact</b> (non-serious, but inappropriate physical contact) <input type="checkbox"/> <b>Property Misuse</b> (low-intensity misuse of property) <input type="checkbox"/> <b>Tardy</b> (late arrival from recess, lining up slowly) <input type="checkbox"/> <b>Technology Violation</b> (non-serious but inappropriate use of cell phone, pager, music/video players, camera, and/or computer) <input type="checkbox"/> <b>Other</b>	<input type="checkbox"/> <b>Abusive Language</b> (high intensity & intends to hurt or show power) <input type="checkbox"/> <b>Defiance/Disrespect</b> (refusal to follow directions, talks back, socially rude interactions) <input type="checkbox"/> <b>Disruption</b> (interrupts learning, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior) <input type="checkbox"/> <b>Fighting</b> (mutual participation, hitting or kicking or otherwise using physical aggression not for play) <input type="checkbox"/> <b>Forgery/Theft</b> (possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission) <input type="checkbox"/> <b>Harassment</b> (disrespectful messages* (verbal or gestural), threats, intimidation, obscene gestures, pictures, or written notes; sustained or intense. If this happens, the district bullying protocol must be implemented. <input type="checkbox"/> <b>Inappropriate Location/Out of Bounds</b> <input type="checkbox"/> <b>Lying/ Cheating</b> (delivers untrue message and/or deliberately violates rules) <input type="checkbox"/> <b>Physical Aggression</b> (serious physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) One-sided Includes tackling) <input type="checkbox"/> <b>Property Damage</b> (destruction of property, books, ripping things down from the wall, cutting, drawing on or otherwise destroying classroom property or property belonging to another student or person) <input type="checkbox"/> <b>Technology Violation</b> (Accessing inappropriate sites and/or use of school technology to bully or intimidate other student(s). <input type="checkbox"/> <b>Weapons</b> (possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm) <input type="checkbox"/> <b>Other</b>	<b>AVOID</b> <input type="checkbox"/> Adult <input type="checkbox"/> Peer <input type="checkbox"/> Tasks/Activities  <b>OBTAIN</b> <input type="checkbox"/> Adult Attention <input type="checkbox"/> Peer Attention <input type="checkbox"/> Items/Activities  <input type="checkbox"/> <b>OTHER MOTIVATION</b> <input type="checkbox"/> <b>UNKNOWN MOTIVATION</b>  <b>OTHERS INVOLVED:</b> <input type="checkbox"/> None <input type="checkbox"/> Unknown <input type="checkbox"/> Substitute <input type="checkbox"/> Peer <input type="checkbox"/> Staff <input type="checkbox"/> Other
ACTION TAKEN BY STAFF/TEACHER	OTHER COMMENTS:	
<input type="checkbox"/> Removal/Time out <input type="checkbox"/> Conference with Student <input type="checkbox"/> Individualized Re-teaching <input type="checkbox"/> Loss of Privilege	<input type="checkbox"/> Teacher is aware of incident <input type="checkbox"/> Counselor is aware of incident <input type="checkbox"/> Parent/guardian is aware of incident <input type="checkbox"/> Principal is aware of incident	
PRINCIPAL DECISION		
<input type="checkbox"/> Conference with teacher, counselor, parent/guardian <input type="checkbox"/> In-School Suspension (_____hours/days) <input type="checkbox"/> Out-of-School Suspension (_____hours/days)	<input type="checkbox"/> Action Pending <input type="checkbox"/> Other	

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

# Harassment, Intimidation, and Bullying

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Harassment, intimidation, and bullying are not tolerated at Silver Lake Elementary School (or on school buses, etc.). According to Everett School Board Policy 3204, "harassment, intimidation, or bullying" means any intentional written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 9A.35.080(3) (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms any person or damages the person's property; or
- Has the effect of substantially interfering with a person's ability to participate in the educational process of the district; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

## BEHAVIORS

Harassment, intimidation and bullying can take many forms, including but not limited to, slurs, name calling, jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, hazing, physical attacks, threats or other written, oral, or physical acts or electronically transmitted messages or images.

Students and adults in the Silver Lake Elementary School community are encouraged to report any incident of harassment, intimidation, or bullying to a teacher, the counselor/psychologist, or the principal. **All reports will be promptly and thoroughly investigated.**



# Dress Code

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The school dress code is designed to ensure students are clothed appropriately for school activities and to prevent disruption to the learning environment.

## **ALLOWED AT SCHOOL/EXPECTATIONS:**

- Dress for recess and PE every day.
  - This prevents injuries and promotes healthy physical activities/ Do not wear flip-flops or dresses/skirts that restrict movement
- Dress for the weather.
- Be sure to have a coat for cold and rainy days.
- All students go outside for recess except in severe weather or when indoor rainy day activities are available.
- Shorts & skirts should be longer than the extended arm.
- Shoulder straps should be two fingers in width.
- Hats/hoods may be worn outside before/after school and during recess.
  - **Students are NOT allowed to wear hats/hoods inside of school unless permitted to do so by the Principal or her designee.**
- Put last name on all clothing as well as lunchboxes.

## **NOT ALLOWED AT SCHOOL:**

- Do not wear distracting or inappropriate attire.
- Clothes that distract you or others or references violence, drugs or other unhealthy habits are not appropriate for school. This includes but is not limited to:
  - Logo-wear for alcohol or tobacco.
  - Slogan-wear or clothes with pictures or innuendos that portray negative messages about others.
- No bare midriffs
- No spaghetti straps
- No low-riders (no pants that show underwear or buttocks)
- No glitter. Wearing make-up with glitter can cause irritation to others when glitter wears off.

# Electronics & Technology

At Silver Lake Elementary we recognize that students may have cell phones. Understandably, cell phones can be very disruptive to the learning environment. If a student has a cell phone at school then it is to remain turned off and kept in their backpack. Failure to comply with this school policy may result in confiscation of the cell phone/electronic until such a time when a parent/guardian can pick it up or as determined by the classroom teacher.

- **Students are NOT allowed to videotape or take pictures with their cell phone at any time.** *Failure to comply with this policy will result in immediate disciplinary action as determined by the principal and the parent/guardians of all students involved (directly and indirectly) will be contacted.*
- **Student use of cell phones is not allowed between 9:15 A.M. and 3:25 P.M.** *This includes calls, texting, entertainment, and the use of camera/video features.*
- Student use of cell phones is not allowed on the **Walking School Bus or on the Bus.** *This includes calls, texting, entertainment, and the use of camera/video features.*

Students needing to contact their parent/guardian during the school day will receive permission, from a staff member, to use the student emergency phone in the office.

*Silver Lake Elementary staff and Everett Public Schools are not responsible for lost, damaged or broken cell phones.*



## OFFICE TELEPHONE

Students may use the office phone for emergencies and special situations and is at the discretion of office personnel. **Student access to the phones therefore, will be limited to short emergency calls only.** Silver Lake Elementary encourage students to be organized and plan ahead therefor all social arrangements for after school must be made at home.

## COMPUTER USE

Students have opportunities to use district-owned computers and are allowed to access the Internet for instructional purposes only. Student Internet use is planned and closely monitored by the teacher. **Any intentional misuse of Internet access by students will be cause for disciplinary action.**

## ELECTRONIC DEVICES

Personal gaming devices, Game Boys, PSPs, IPod's, MP3 players, cameras, CD players, and similar electronic devices **are not allowed to be shown and/or shared at school.** Some students may choose to bring a small, handheld game or music device with headphones to be used after school however this needs to be pre-arranged with the student's teacher and may not be taken out of the student's backpack at school due to the disruptions they can cause. If a student is using one of these electronic devices at school, the item will be taken and secured in the office and we will require a parent/guardian to pick it up.

## TELEPHONE/MESSAGES

All messages to students must come to the school office by **3:00 p.m.** in order to assure their delivery to students before the end of the school day.

# Health

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The health and safety of everyone at Silver Lake Elementary is important; therefore, we conscientiously implement the following policies:

## **MEDICATION**

Please be aware that there are strict policies and procedures that regulate student use of medications at school. Medication is given at school only when absolutely necessary. If a student must receive medication during school hours, the medication to be given at school must have a written order signed by a Licensed Health Care Provider and have a parent/guardian signature. The medication must be in the original, properly labeled container. This includes any over-the-counter medication. Whenever possible, the parent/guardian and Licensed Health Care Provider (LHCP) are urged to design a schedule for giving medication outside of school hours.

Medications should be brought to the office by an adult- **please do not send your student to school with medication as this presents a health hazard to all students. This includes any over-the-counter medication including, but not limited to:** aspirin, cough syrup, cough drops, allergy medication, herbal supplements, etc. are all considered medications; students should **not** be in possession of these during school hours. Possession of these substances may result in disciplinary action. **Contact the health room assistant at 425-385-6906 for forms and additional information.**

## **IMMUNIZATION**

State law (RCW 28A.31.118) states that the attendance of every child is conditional upon the presentation on the child's first day of attendance either (1) full immunization, (2) the initiation and compliance with the schedule if immunization as required by law OR (3) a certificate of exemption. Students may not be enrolled or attend without this documentation.

## **HEAD LICE**

The parent/guardian of any student identified to have lice or nits will be notified and encouraged to begin treatment for his or her child immediately or as soon as possible. While SLE won't require school exclusion, we will strongly encourage the parent or guardian to address the situation immediately by applying the appropriate remedy outside of the school setting. In addition, the parent or guardian will be provided with the *Student Lice Letter* and the Health Room Assistant (Barb Olsen) and/or designated office staff will enter the student's name on the *Daily Log* with Reason Code: *Head Check*. Schools with siblings will also be notified.

**Please note:** If two or more cases of head lice or nits are identified in the same classroom within the same week, a classroom *head check* of all students in that classroom will be conducted. In addition, the *Lice Notification Letter* will be sent home with **ALL** students at SLE if one or more cases of head lice or nits have been identified. Again, Barb Olsen or designated staff will monitor the status of a student's condition regarding this issue by conducting a head check weekly until infestation is satisfactorily resolved.

Generally, this condition can be reasonably addressed in two to three days. If a parent/guardian opts to keep their child home for treatment beyond three days, the Principal or designee will contact the parent/guardian to stress the need for their child to return to school. If necessary, the Principal will apply the BECCA protocol (see Board Policy 3122).

## **INJURY/ACCIDENTS AT SCHOOL**

When a student is seriously injured at school, office personnel immediately contact parent(s)/guardian(s). If parents cannot be reached, the designee listed on the Emergency Card will be contacted. If no one is available, SLE staff will use our best judgment about what to do in the best interest of the child including contacting 911 if needed. **Parent assistance in providing updated and complete information on the Emergency Card is critical in case of an emergency.**

## **ILLNESS**

When a child becomes ill at school, Silver Lake's nurse, health room assistant, and office staff will follow these procedures:

- The child reports his/her symptoms and his/her **temperature is taken.**
- At that time, a decision is made whether or not the child should go home. If a child's temperature is **100 or above**, they will automatically be sent home. If it is determined that the child needs to go home, parents/guardians will be notified by phone.

The parent/guardian or emergency contact person must come to the school and pick up the sick child. **Sick children will not be sent back to class or sent home on the bus.** In the event of a serious or life-threatening illness, 9-1-1 will be called.

**IF YOUR CHILD IS SICK, PLEASE DO NOT SEND THEM TO SCHOOL.** Children are welcome back at Silver Lake when they are able to take part in the full-school program, including recess. Supervision of students is not available in classrooms during recess.

# Allergies

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**Silver Lake Elementary is a SCENT FREE ZONE!** This includes scents from hair products, deodorants, perfumes/colognes/after-shaves, scented flowers, and lotions. Anyone who fails to uphold this expectation will be asked to leave due to the severity of our situation.

Silver Lake Elementary School has elected not to adopt a school-wide policy that prohibits certain **food products**, such as peanuts, from being brought into the school environment. Parents of children with specific allergies have the responsibility to complete the necessary forms that enable to school to provide medication, other emergency responses, and additional cleaning and care that may be needed to reduce exposure.



## **BIRTHDAYS**

A birthday at school is exciting for many of our students. If students would like to bring in birthday treats for the class, they are welcome to do so. **Birthday treats will be shared at lunch in the cafeteria.** We ask, however, due to allergy and health concerns, that **all treats or snacks brought in for the class be commercially prepared or “store-bought”.**

*Homemade treats are not allowed for distribution to students at Silver Lake Elementary.*

In addition, there are several students with allergies in many classrooms, and therefore require some of our classrooms to be “nut free”. **Nut-free zones are strictly enforced!**

We request that parents do not arrange for delivery of items such as birthday flowers or balloons to students, as they create a major disruption to the classroom. Such items will not be delivered to students. Balloons and glass (flower vases) are also prohibited on school buses.

## **PARTY INVITATIONS**

Birthday parties are delightful and give many pleasant memories to children. However, not being invited to a party can be a very unhappy experience for children not receiving an invitation. In consideration of the feelings of children not receiving invitations, we request that **no invitations be handed out at school unless every child in the classroom is receiving one. If everyone is invited,** students may deliver the invitations during a non-instructional time (lunch, recess time, etc.). **Classroom teachers are not responsible for the delivery of invitations.** If this is an inconvenience, please acquire a PTA student directory and send the invitations out in the U.S. Mail.

# Snacks & Food Services

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## **SNACKS**

At Silver Lake, many teachers allow students to have a healthy snack during the school day and have a routine in place. Students should **not** bring candy or sweets; rather they should bring a snack that helps sustain their energy level (fruit, whole-grain crackers, etc.). *Because of severe student allergies, we do have classrooms that require that all snacks be “peanut/nut-free” and “dairy free”.* Please check with the classroom teacher to find out the specific guidelines for snacks in that classroom.

## **CAFETERIA/ FOOD SERVICES**

Breakfast at Silver Lake is available at 8:55-9:10 a.m.

Lunch is available from 11:05-1:15 p.m.

### **Parents and guardians are welcome and invited to eat with their children.**

If you are planning to purchase food from the school cafeteria, please call the cafeteria (425)385-6907 at the beginning of the day, or send a note with your child to give to his/her teacher. To ensure your safety, as well as the safety of students and staff, **all visitors are required to sign in at the school office** before meeting your child at the cafeteria.

Checks paying for meals in advance are to be made out to Everett Public Schools. Secure the check in an envelope labeled with your child’s name and teacher’s name. If you cannot deliver the check directly to the cafeteria staff, envelopes are to be given to either the classroom teacher or turned in to the office.

## **STUDENT PLACEMENT**

One of the most important responsibilities of the staff each year is to assign students to classes for the next school year. The goal of student placement is that each student be placed in a positive learning environment. Many factors are considered when placing students. Academic strengths and needs, social and emotional characteristics, as well as parental input are thoughtfully considered.

## **CONFERENCES**

Formal parent-teacher conferences are scheduled twice each year, once in the fall and once in the spring. Notifications are sent home prior to conference weeks in an effort to best find a time that is both convenient for parents and teachers. Parent-Teacher conferences are just one of the important ways in which parents and teachers can get to know each other and to work toward the child's success.

As a means of sharing information, conferences give parents and teachers the opportunity to discuss the child's needs, and interpret his or her progress. However, parents/guardians are encouraged to communicate with teachers frequently and regularly; it is not necessary to wait until parent-teacher conferences to talk to Silver Lake staff about student progress.

To contact a staff member at Silver Lake, call the main office at 425-385-6900, and the office staff will transfer the call to the classroom extension. Parents may also email their child's teacher.

## **STUDENT PROGRESS REPORTS (REPORT CARDS)**

Elementary Progress Reports are issued in January and June. A cumulative student record file is kept on each student. This record is confidential, but is available for parent inspection upon request. Content includes: yearly summaries of academic progress, attendance, and health and special education records.

## **SCHOOL SUPPLIES**

Specific grade-level supply lists are available from the school office; please label your child's school supplies and backpacks. Kindergarteners share their supplies except for their backpacks. Parents needing help with school supplies should contact our counselor at 425-385-6910.



# Emergency Information

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## **WEATHER & SCHOOL CLOSURES OR LATE STARTS**

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule, please listen to the following radio stations, or go to the Everett School District website for updated information:

- Television: KOMO Channel 4, KING Channel 5, KIRO Channel 7, KSTW Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300
- FM Radio: KMPS 94.1
- Everett School District Website or call the main district telephone number (425) 385-4000 to listen to a message
- SchoolReport.org ([www.schoolreport.org](http://www.schoolreport.org)), Public School Emergency Communications System

### **The public announcement will be one of the following:**

**Schools closed:** The following programs and activities are canceled: regular school, Extended Day program, all activities including athletic events and parent meetings. (If conditions change during the day, special arrangements may be made for some activities.)

**Late start and limited bus service:** Under this plan, all schools will start two hours late and bus routes will be limited. The district's transportation department sends out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two-hour delay. The following programs are canceled: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation.

**Special announcements:** A variation of the above plans will be announced if necessary due to a power failure or other conditions.

*No announcement or no report means schools will operate on a normal schedule.*

## **EMERGENCY PROCEDURES**

Staff and students at Silver Lake practice emergency drills throughout the school year so they are prepared in case of an actual emergency. It is important for parents/guardians to review, with their children, procedures to use if any emergency occurs on their way to and from school or if an adult is not at home when they arrive home from school. *By law, Silver Lake Elementary is required to have fire drills on a monthly basis and earthquake/lockdown drills periodically.*

# Field Trips, Visitors & Volunteers

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## FIELD TRIPS

Field trips are taken as a regular part of our educational program. Parents are required to complete their child's permission form and have up-to-date emergency information on file before he/she leaves for a field trip. Teachers often seek parent volunteers to chaperone on field trips.

## VOLUNTEERS/ CHAPERONES

The staff at Silver Lake Elementary values parent and community involvement in our school programs, and we appreciate the gift of time and talents that they have to offer our students. In order to ensure student safety, **we require that anyone wishing to work with students or on campus** (including chaperoning student field trips, art docents, WatchDOGS and classroom helpers) **complete the EPS volunteer application form and obtain clearance prior to volunteering on site.** Volunteer applications are available in the main office, or on the EPS website at <https://jobs2.everett.k12.wa.us/winocular/volunteer/>. Once applicants have been approved, they may contact the classroom teacher or the main office to discuss specific volunteer opportunities.

Similarly, in order for parents to be considered as field trip chaperones, they need to have a completed volunteer form on file in the district office. *Don't wait until the day before the field trip to complete the volunteer form.*

## VISITORS AT SILVER LAKE ELEMENTARY

Silver Lake parents/guardians are more than welcome to visit their child's classroom. **We require that parents/guardians contact their child's teacher at least one day or more in advance of their visit to confirm the day and schedule a time.**

For the protection and safety of students & staff, **ALL visitors, including parents, are required to check in at the school office and wear a visitor's badge at ALL TIMES including parents eating breakfast/lunch.** All visitors are encouraged to park their car in the North Parking Lot as all outside doors to other parking lots will remain locked at all times. Staff will not open the door for anyone unless the SLE visitor badge is visible.

After signing in at the office, parent(s)/guardian(s) are welcome to join their child for lunch but recess time is reserved for student play so parent(s)/guardian(s) may not join their child out at recess.

In addition, students from another school or state (including cousins, friends, etc.) are not allowed to spend the day at school.

# Safety

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## **ANIMALS & PETS AT SCHOOL**

In accordance with Everett Public Schools Board Policy 3418, animals (including pets) are not allowed on school property regardless of the temperament of the animal, unless the Principal has pre-approved their presence as being relevant to objectives of the instructional program.

## **DOGS ON CAMPUS**

In order to ensure our schools are safe and comfortable for everyone, the district has developed the following requirements regarding dogs:

- **Dogs are not allowed in the school, on school grounds or in the classroom** unless they are serving as a bona-fide service dog to a staff member, parent, child or visitor.
- During **non-student hours** dogs must be leashed and all dog waste removed.

Use of a service animal by a student with a disability will be allowed in schools when it is determined that the student's disability requires such use to assist or accommodate access to the instructional program, school services and/or school activities.

## **CHILD ABUSE/MANDATORY REPORTING**

By law, schools are required to report any incident of child abuse or neglect by an adult. This law is also written and understood to include any child abuse by children as well. School employees must make a report when a child physically injures another person. That includes fights between students when one or both are injured. Such reports are sent to the Everett Police Department or Child Protection Services.

## **CUSTODY**

Parents involved in custody issues need to present the school with a certified court order for the school to keep on file to legally uphold the court order. If parents have questions, please call Ms. Harris at 425-385-6901.