



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.

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

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 Teaching and Learning, Sally Lancaster, Assistant Superintendent, Teaching and Learning.

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 Patty Pederson at (425) 385-4021.

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General Information

Silver Lake Elementary is one of 18 elementary schools in Everett Public Schools. Our school currently serves nearly 700 students in grades kindergarten through fifth grade.

The Silver Lake staff is committed to working together to provide the best 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.

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:	8:00 a.m. – 4:00 p.m.
Mascot:	Mustangs
Colors:	Red & Black

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



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 that each child 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.

I want to encourage all parents/guardians 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. Returning or new, we welcome you to Silver Lake Elementary. At Silver Lake Elementary School, our motto is: Be Responsible, Be Respectful, Be Safe, and Be Kind. On behalf of the Silver Lake staff, we thank you in advance for your cooperation in helping us live this motto every day.

Sincerely,
Elizabeth Nunes
Principal

2016-2017 Calendar & Daily Schedule



Student calendar 2016-17

2016					2017					
MON	TUE	WED	THUR	FRI	MON	TUE	WED	THUR	FRI	
JULY					JANUARY					
4	5	6	7	8	2	3	4	5	6	
11	12	13	14	15	9	10	11	12	13	
18	19	20	21	22	16	17	18	19	20	
25	26	27	28	29	23	24	25	26	27	
AUGUST					FEBRUARY					
1	2	3	4	5	6	7	8	9	10	
8	9	10	11	12	13	14	15	16	17	
15	16	17	18	19	20	21	22	23	24	
22	23	24	25	26	27	28	29	30	31	
SEPTEMBER					MARCH					
5	6	7*	8	9	6	7	8	9	10	
12	13	14	15	16	13	14	15	16	17	
19	20	21	22	23	20	21	22	23	24*	
26	27	28	29	30	27*	28*	29*	30*	31*	
OCTOBER					APRIL					
3	4	5	6	7	3	4	5	6	7	
10	11	12	13	14	10	11	12	13	14	
17	18	19	20	21*	17	18	19	20	21	
24*	25*	26*	27*	28*	24	25	26	27	28	
31										
NOVEMBER					MAY					
7	8	9	10	11	1	2	3	4	5	
14	15	16	17	18	8	9	10	11	12	
21	22	23*	24	25	15	16	17	18	19	
28	29	30						22	23	24
DECEMBER					JUNE					
5	6	7	8	9	5	6	7	8	9*	
12	13	14	15	16	12	13	14	15	16	
19	20	21	22	23	19	20*	21*	22*	23*	
26	27	28	29	30	26	27	28	29	30	

* see note on right schools closed Teacher work day

Sep 7	First day of school for students (Sep 12 for kindergarten students)
Oct 14	Teacher work day; no school for students
Oct 21*	Early release elementary and middle school for parent conferences preparation (2 1/2 hours). Full day for high school.
Oct 24-28*	Early release elementary and middle school for parent conferences (2 1/2 hours). Full day for high school.
Nov 11	Veterans Day; no school
Nov 23*	Early release for Thanksgiving break (2 1/2 hours)
Nov 24-25	Thanksgiving Break
Dec 19-Jan 2	Winter break
Jan 16	Martin Luther King Jr. Day; no school
Jan 30	Teacher work day; no school for students
Feb 20-21	Mid-winter break
Mar 24*	Early release (elementary only) for parent conferences preparation (2 1/2 hours). Full day for middle and high schools.
Mar 27-31*	Early release (elementary only) for parent conferences (2 1/2 hours). Full day for middle and high schools.
Apr 3-7	Spring break
May 29	Memorial Day; no school
Jun 9*	Early release day for all students (2 1/2 hours)
Jun 20*	Last day of school; early release for all students (2 1/2 hours)
Jun 21-23*	Potential inclement weather make-up days

Sept. 9 - June 16, Learning Improvement Fridays
Each Friday unless otherwise marked
All students dismissed 75 minutes early

DAILY SCHEDULE

- 8:45** Cafeteria open for breakfast students.
- 8:55 a.m.** All other students may arrive and will line up under the covered area.
- 9:10 a.m.** **First Bell:** Teachers pick up their classes at the covered area.
- 9:15 a.m.** **Second Bell:** Official start to the school day.
- Tardy Students** must sign in at the office before going to class.
- 9:25 a.m.** **Announcements**

Monday - Thursday	9:15 a.m. – 3:30 p.m.
Friday (LIF)	9:15 a.m. – 2:15 p.m.
Early Release/Conference Week	9:15 a.m. – 1:00 p.m.

Parent & Family Engagement

At Silver Lake Elementary, we view parent and family engagement as an instructional strategy to increase student achievement. We are committed to enhancing family engagement by linking it to learning in school.

Why focus on family engagement? Just as certain instructional strategies can help a school to reach its learning goals, family and community engagement can be a strategy for getting students reading at grade level, closing achievement gaps, and motivating students for long-term educational success.

Researchers at the Harvard Family Research Project found that there is a “positive relationship between having home-school partnerships and desirable student outcomes. **When parents and families have information about opportunities for students, they can be better advocates for their children.** Parents have the capacity to be involved in their children's education, regardless of their own education level, ethnicity, and socio-economic status. **Parents from varied backgrounds can encourage their children about school, offer advice, talk to them about higher education, and keep them focused on learning and homework.”**

PTA

The Silver Lake Elementary Parent Teacher Association (PTA) provides a way to be engaged with your child's learning and be involved with the school. The PTA organizes volunteers to support a variety of school programs, activities, and special events. Many parents volunteer their time on committees through the PTA. You may be interested in helping with the different programs sponsored by the PTA or on any of the other PTA committees. Please contact our PTA President, Jake Sand, with any PTA inquiries. Silver Lake Elementary (PTA) encourages you to join and participate in its many activities. A membership drive will be held in the fall and membership information is available in the school office throughout the school year. For more information, please contact our PTA president, Jake Sand at slePTAmustangs@gmail.com.

WATCH D.O.G.S. (DADS OF GREAT STUDENTS)

Silver Lake has an active group of WATCH D.O.G.S., dads (or those who serve as dads) who volunteer their time at school as often as they choose. As with all volunteers at Silver Lake, WATCH D.O.G.S. must be approved volunteers. Volunteer applications are available on the EPS website at <https://jobs2.everett.k12.wa.us/winocular/volunteer/>. Once applicants have been approved, interested WATCH D.O.G.S. can sign up for our program in the school office or contact our Silver Lake staff coordinator, Joe Costa (1st grade teacher) at jcosta@everettsd.org or (425) 385-6940. Once registered in the program WATCH D.O.G.S. can view the calendar in the A Hallway just past our library and sign up for a day or multiple days, as many of our valued WATCH D.O.G.S. do. A typical WATCH D.O.G.S. schedule will include:

1. Assist with supervision at drop/off, pick-up, bus areas, or hallways
2. Introduce yourself to the student body during morning announcements
3. Start and end the day in their own child's/children's classrooms
4. Have lunch with your child/children
5. Assist in other classrooms with teachers who request a WATCH D.O.G.S. volunteer

6. Join students during lunch and/or recess, providing a warm, inviting adult presence
For more information, please contact Mica Harasek at mharasek@everettsd.org.

NATURAL LEADERS

Silver Lake Natural Leaders are leaders in their community. They work as a team to:

1. Build relationships/connections with families and school staff;
2. Listen to families' ideas on how to help their children be successful in school;
3. Learn new ways to support their children at school;
3. Bring families and schools together to plan/implement ideas and celebrations.

For more information, please contact Mica Harasek at mharasek@everettsd.org.

PARENT ENGAGEMENT: LINKED TO LEARNING

At Silver Lake Elementary, we are committed to working in partnership with families and community members to make family involvement a strategy for achieving our school wide goals. According to research, the key feature of effective family involvement programs is that they are **linked to learning**. Therefore, information and messages about how parents can support their children at home will be woven into all family and community communications and activities/events, such as concerts, assemblies, conferences, newsletters, etc. For example, classroom teachers, reading/math specialists, the counselor and principal will convey messages to parents/families about weaving literacy and mathematics into daily experiences at home.

Family attendance at and participation in PTA and school events has a positive impact on students. Natural Leaders is currently recruiting new parent leaders and staff facilitators. They are currently seeking leaders for our parent groups which in the past have included parent representatives from Mexican-American, Ukrainian-American and Russian-American communities at Silver Lake Elementary School.

In addition, the Parent Teacher Association (PTA) and Natural Leaders groups at Silver Lake Elementary will be working in partnership throughout the year to identify needs and assets early on in order to encourage more families to be involved in their child's learning, and so that as a community we may recognize the unique resources our families have to offer.

Attendance

See Board Policy 3120 & Board Policy 3122

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 benefit fully from learning experiences offered at Silver Lake Elementary.

- Arrive at school between 8:55 a.m. and 9:10 a.m. Students eating breakfast may arrive at 8:45 a.m.
- The courtyard doors will open at 8:55 a.m. and students will line up under the covered area.
- The first bell is at 9:10 a.m. and school begins at 9:15 a.m.
- The principal will address chronic absences and tardies.

ATTENDANCE PROCEDURES: ABSENCES *See Board Policy 3122P*

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 (unless a note from the doctor states otherwise).

EXCUSED ABSENCE	UNEXCUSED ABSENCE
<ul style="list-style-type: none">• Illness/Medical emergency• Family emergencies• Observances of established special days of a religious calendar• Pre-arranged medical and dental appointments• Pre-arranged school-sponsored activities, such as field trips• 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	<ul style="list-style-type: none">• If an absence does not meet the criteria for an excused absence (as determined by the principal).• Parent does not submit notice in writing about their child's absence. <p>Other unexcused absences...</p> <ul style="list-style-type: none">• Missed bus/late ride• Overslept• Babysitting• Meals• Appointment for person other than the student• Errands• Taking a sibling to school• Extended vacations

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, Rhonda Atregenio, will also be notified to establish steps to reduce or eliminate the absences/tardies. *A parent conference may be scheduled at this time.*
- If the actions above are not successful, upon the **5th unexcused absence in a month** the parent(s)/guardian(s) will be required to attend a conference at school. The principal, assistant principal, and counselor will work with parent(s)/guardian(s) to establish steps to reduce or eliminate the absences/tardies.
- Upon the **7th unexcused absence in a month or 10th 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 Public Schools 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 five minutes late is a negligible amount, it adds up quickly and interferes with student progress and classroom procedures. See [Board Policy 3441P](#) for more information.

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 scheduled breaks and not during school days. In order to excuse a planned absence for vacation extending more than five schools days, **prior approval is required** and parents need to complete the *Request for Excused Absence Form* (available in the school office).

Teachers are not required to provide missed work for vacations.

It is important to note: For absences other than illness, dental or medical appointments, or religious observance, WAC 392-121-108 states if a student is absent for 20 school days or more they must be officially withdrawn by the school. Also, when they return to Silver Lake Elementary after withdrawal, their previous placement will be reviewed but cannot be guaranteed. It will be necessary to re-register when student returns.

Transportation, Drop-Off & Pick-Up

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** (127th Place SE) is designed for student drop-off and pick-up and all visitor/parent parking. The **South Parking Lot** (129th 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 Public Schools, including all posted signs on site and any verbal directions given by SLE staff.** *If you have any questions, please contact Heather Harris (Office Manager) to schedule a meeting with Elizabeth Nunes (Principal).*

IMPORTANT! Per RCW 46.61.235(5)-Crosswalks; RCW 46.61.245(2)-Drivers to exercise care; or RCW 46.61.261(2)-Sidewalks, crosswalks-pedestrians, bicycles. A SCHOOL CROSSWALK VIOLATION (see next page) may be issued to anyone not complying with the policies and procedures.

KINDERGARTEN ARRIVAL:

For safety reasons, and until students are comfortable with the routine, parents/guardians are required to park their vehicle in the North Parking Lot and walk into school with their child. *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 always and may not be left unattended. *Until supervision is available, parents/guardians are to remain with their child.*

KINDERGARTEN DISMISSAL:

Unless students are riding the bus and/or going to daycare, parents/guardians are required to park their vehicles in the North Parking Lot and walk to their child's designated classroom in Building A. Kindergarten students will be waiting for parents/guardians in either Mrs. Martinez's or Ms. McGran's classroom. Students will be released only to parents/guardians 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. Please follow ground arrows to help traffic flow.

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

IMPORTANT: To maintain student safety, parents/guardians may NOT use the South Parking Lot or the Bothell-Everett Highway for parent pick-up or drop-off. This parking lot is designated for staff, day car vans and special district transportation only for before and after school pick-up and drop-off.

BICYCLES

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 these devices 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)*).

Bicycle riders should:

- Wear appropriate clothing.
- Wear a helmet and bright clothing.
- Make sure the straps of your book bag, loose clothing or anything else is not 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 conversations 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 sidewalk.
- 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. See [Board Policy 3244P](#) for more information.

BUS RULES:

- 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 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.**

If there is a family emergency and parents need to pick up their child who normally rides the bus, the parent must 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. Please 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.

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 their normal after school routine, 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 bus pass signed by the office. Students should bring notes (with a parent signature) to the office in the morning before school starts to get a bus pass, and then show it to their teacher. Parents, please make calls regarding changes in after-school plans to the school office, and please be sure you speak to someone directly, as voice mails may not be heard on time. This way we can ensure all parties (guardians, teachers, bus drivers) have the same information.

Student Behavior & Discipline Policy

The ***Everett Public Schools Student Responsibilities and Rights Policy*** booklet is distributed to students on the first day of school ([See Board Policy 3200](#)). Specific expectations for student behavior in the classroom, lunchroom, and on the playground are clearly taught, re-taught, and reinforced throughout the year. Failure to comply with behavior expectations may result in one or more of the following consequences: completing a problem-solving worksheet, conferring with a staff member, time-out, loss of recess, restitution, community service, suspension, expulsion, or other appropriate disciplinary action as outlined in *Everett Public Schools' policies and procedures*. See [Board Policy 3240P](#) for more information.

At Silver Lake Elementary, our school-wide Positive Behavioral Interventions and Supports (PBIS) program includes these four main tenets:

1. Be responsible.
2. Be respectful.
3. Be safe.
4. Be kind.

We use a proactive approach to discipline school-wide:

1. We teach students about our behavior expectations and we review these expectations regularly.
2. We explain to students which behaviors are expected and which behaviors are not expected.
3. We teach students how to identify and prevent bullying behavior.
4. We positively reinforce our expectations (with student recognition, Silver Tickets, and Model Mustang Awards).
5. We teach students how to solve problems and how to use conflict resolution strategies.
6. The steps of conflict resolution (listed below) also provide children with a common language for how to solve problems:
 - a. Identify the problem
 - b. Think about different solutions
 - c. Agree on a solution
 - d. Follow through on the agreement

The staff at Silver Lake Elementary recognizes that major misbehavior infractions generally fall into the following categories:

- Abusive Language
- Defiance/Disrespect
- Disruption
- Fighting
- Forgery/Theft
- Harassment/Intimidation/Bullying
- Inappropriate Location/Out of Bounds
- Lying/Cheating
- Physical Aggression
- Property Damage
- Technology Violation
- Weapons
- Other

At Silver Lake Elementary School, per [Board Policy 3300](#), we use progressive discipline steps and strategies for behavior correction. We give verbal reminders for minor misbehaviors and move to office referrals or immediate removal for chronic or severe misbehaviors. Our School Wide

Information System (S.W.I.S.) enables us to collect, summarize, and effectively use student behavior data for decision making. Designated staff members enter behavior referrals online and this data provides information about individual students, groups of students, and/or the entire student body over the course of a given time period and helps inform our decision making.

We recognize that circumstances may dictate different responses to different students, depending on the intention and the developmental abilities of the child and the frequency of the behavior. It is our responsibility to foster mutual respect for individual differences and to help children to develop a sense of being positive, constructive and effective contributors to the school community and the larger community of which we are a part. Our disciplinary guidelines apply for all areas of the school, including classrooms, playground, cafeteria, halls, as well as at school sponsored events, field trips, on buses, and at official school bus stops. **At Silver Lake Elementary, we view mild and first-time moderate behaviors as teaching opportunities and respond accordingly.**

Minor Behavior Tracker

Student Name: _____ Grade: _____
 Behavior: _____ Referred by: _____

***Note:** This form will only document one minor behavior and should only be used after a re-teach has been done using our Silver Lake Behavior Expectations. Please take the time to conference with and re-teach the student after each incident. If the student exhibits other minor behaviors, each behavior must be documented on a separate tracker form.

<p style="text-align: center; color: red;">1st Incident</p> <p>Date/Time: _____</p> <p><u>Location:</u></p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Hallway/Walkway <input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Field Trip <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Other:</p> <p><u>Classroom interventions:</u></p> <p><input type="checkbox"/> Re-teach expectations <input type="checkbox"/> Individual instruction <input type="checkbox"/> Think time <input type="checkbox"/> Assignment modification <input type="checkbox"/> Verbal praises <input type="checkbox"/> Seat change <input type="checkbox"/> Reminders/Prompts <input type="checkbox"/> Provide choices <input type="checkbox"/> Parent contact <input type="checkbox"/> Remove distractions <input type="checkbox"/> Student conf. <input type="checkbox"/> Other:</p> <p>Notes:</p>	<p style="text-align: center; color: red;">2nd Incident</p> <p>Date/Time: _____</p> <p><u>Location:</u></p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Hallway/Walkway <input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Field Trip <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Other:</p> <p><u>Classroom interventions:</u></p> <p><input type="checkbox"/> Re-teach expectations <input type="checkbox"/> Individual instruction <input type="checkbox"/> Think time <input type="checkbox"/> Assignment modification <input type="checkbox"/> Verbal praises <input type="checkbox"/> Seat change <input type="checkbox"/> Reminders/Prompts <input type="checkbox"/> Provide choices <input type="checkbox"/> Parent contact <input type="checkbox"/> Remove distractions <input type="checkbox"/> Student conf. <input type="checkbox"/> Other:</p> <p>Notes:</p>
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<p style="text-align: center; color: red;">3rd Incident</p> <p style="text-align: center;">Parent contact required after 3rd incident Send copy of this form home</p> <p>Date/Time: _____</p> <p><u>Location:</u></p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Hallway/Walkway <input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Field Trip <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Other:</p> <p><u>Classroom interventions:</u></p> <p><input type="checkbox"/> Re-teach expectations <input type="checkbox"/> Individual instruction <input type="checkbox"/> Think time <input type="checkbox"/> Assignment modification <input type="checkbox"/> Verbal praises <input type="checkbox"/> Seat change <input type="checkbox"/> Reminders/Prompts <input type="checkbox"/> Provide choices <input type="checkbox"/> Parent contact <input type="checkbox"/> Remove distractions <input type="checkbox"/> Student conf. <input type="checkbox"/> Other:</p> <p>Notes:</p>	<p style="text-align: center; color: red;">4th Incident</p> <p>Date/Time: _____</p> <p><u>Location:</u></p> <p><input type="checkbox"/> Classroom <input type="checkbox"/> Hallway/Walkway <input type="checkbox"/> Office <input type="checkbox"/> Playground <input type="checkbox"/> Restroom <input type="checkbox"/> Field Trip <input type="checkbox"/> Cafeteria <input type="checkbox"/> Library <input type="checkbox"/> Other:</p> <p style="text-align: center;">Office Referral Procedures—Check and submit to office</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">S.W.I.S. Referral Form completed and submitted to administrator</td> </tr> <tr> <td style="width: 50%;"></td> <td style="width: 50%; text-align: center;">Minor Behavior Tracker Form attached to S.W.I.S. Referral Form</td> </tr> </table> <p style="text-align: center; margin-top: 10px;">An administrator will send the referring teacher a copy of the completed S.W.I.S. Referral Form showing actions taken</p>		S.W.I.S. Referral Form completed and submitted to administrator		Minor Behavior Tracker Form attached to S.W.I.S. Referral Form
	S.W.I.S. Referral Form completed and submitted to administrator				
	Minor Behavior Tracker Form attached to S.W.I.S. Referral Form				

SWIS Referral Form

S.W.I.S. Referral Form



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

_____ **Check here if Chronic Misbehavior (not Major Problem Behavior) and attach Minor Behavior Tracker Form**

MAJOR PROBLEM BEHAVIOR	MOTIVATION
<input type="checkbox"/> Abusive Language (<i>high intensity & intends to hurt or show power</i>) <input type="checkbox"/> Defiance/Disrespect (<i>refusal to follow directions, talks back, socially rude interactions</i>) <input type="checkbox"/> Disruption (<i>interrupts learning, sustained loud talk, yelling, or screaming; noise with materials; horseplay or roughhousing; and/or sustained out-of-seat behavior</i>) <input type="checkbox"/> Fighting (<i>mutual participation, hitting or kicking or otherwise using physical aggression not for play</i>) <input type="checkbox"/> Forgery/Theft (<i>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</i>) <input type="checkbox"/> Harassment, Intimidation, Bullying (<i>disrespectful messages—verbal or gestural, threats, intimidation, obscene gestures, pictures, or written notes; sustained or intense</i>) if this happens, the district bullying protocol must be implemented. <input type="checkbox"/> Inappropriate Location/Out of Bounds <input type="checkbox"/> Lying/Cheating (<i>delivers untrue message and/or deliberately violates rules</i>) <input type="checkbox"/> Physical Aggression (<i>intentional physical contact where injury may occur (e.g., hitting, punching, hitting with an object, kicking, hair pulling, scratching, etc.) One-sided includes tackling</i>) <input type="checkbox"/> Property Damage (<i>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</i>) <input type="checkbox"/> Technology Violation (<i>Accessing inappropriate sites and/or use of school technology to bully or intimidate other students</i>) <input type="checkbox"/> Weapons (<i>possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm</i>) <input type="checkbox"/> Other	AVOID <input type="checkbox"/> Adult <input type="checkbox"/> Peer <input type="checkbox"/> Tasks/Activities OBTAIN <input type="checkbox"/> Adult Attention <input type="checkbox"/> Peer Attention <input type="checkbox"/> Items/Activities <input type="checkbox"/> OTHER MOTIVATION <input type="checkbox"/> UNKNOWN MOTIVATION
	OTHERS INVOLVED:
	<input type="checkbox"/> None
	<input type="checkbox"/> Unknown
	<input type="checkbox"/> Staff
	<input type="checkbox"/> Peer
	<input type="checkbox"/> Other
BRIEF SUMMARY OF INCIDENT <small>WRITTEN BY REFERRING STAFF (REQUIRED)</small>	ACTION TAKEN
	SCHOOL-BASED DISCIPLINE: Completed by Administrator: _____ _____ Loss of Privileges: _____ _____ Parent contacted by: _____ on Date: _____ Email <input type="checkbox"/> Phone <input type="checkbox"/> Voicemail <input type="checkbox"/> Other actions taken: _____ _____ _____

This form is for internal use only and will not be shared with parents/students. If you would like information about the frequency of a student's referrals (and descriptions) to share with parents, please contact Carrie Surowiec or an administrator.

While accurately reporting student behaviors to a parent/guardian is important, it is a violation of student privacy rights to disclose personal information regarding behaviors, consequences or disciplinary actions of other students. Please refer to the *Students Rights and Responsibilities Handbook* (available in the main office or the district website), and/or **EPS Board Policy 3240** for more specific details.

Harassment, Intimidation, and Bullying

It is the policy of Silver Lake Elementary School to maintain a safe, respectful, and secure learning environment for all students, which is free from harassment, intimidation, and bullying. Harassment, intimidation, and bullying of students by other students, staff members, volunteers, parents, or guardians are prohibited. It shall be a violation of this policy and the district's student discipline policy for any student of the district to harass, intimidate or bully another student through electronic, written, verbal, nonverbal, or physical conduct while in or on school property (or in reasonable proximity thereto), school transportation, or at school-sponsored activities off school property.

According to [Board Policy 3204P](#), "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.
- Nothing in this section requires the affected student to actually possess a characteristic that is a basis for the harassment, intimidation and bullying.
- "Other distinguishing characteristics" may include, but are not limited to: physical appearance, clothing or other apparel, socio-economic status and weight.
- "Intentional" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

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. Any student who believes that he or she has been subjected to harassment, intimidation, or bullying in the educational environment, is encouraged to bring his or her complaint to the immediate attention of a Silver Lake Elementary staff member for assistance in resolving the matter. See [Board Policy 3205P](#) for more information.

In addition, there are [Incident Report Forms](#) located in the office if the individual would prefer this method of reporting. Students and/parents who wish to report an incident of harassment, intimidation or bullying can contact the Silver Lake Elementary principal, Elizabeth Nunes, enunes@everettsd.org or assistant principal, Mica Harasek, mharasek@everettsd.org at (425)385-6900. **All reports will be promptly and thoroughly investigated.** Students are encouraged to report school-related harassment, intimidation, and bullying of which they have knowledge. Staff members and school administrators will use both informal remedies and disciplinary actions as appropriate to the goal of ending harassment, intimidation, and bullying and to prevent its reoccurrence. Such disciplinary action will be consistent with District policy and State and Federal law.

Dress Code

Student dress will be regulated to preserve a beneficial learning environment and to assure the safety and well-being of all students. Dress which presents a health or safety hazard, damages school property, or which creates a material and substantial disruption of the education process is prohibited as per [Everett Public Schools policy 3224](#).

Students will wear appropriate school attire, including shoes. Appropriate attire shall exclude any type of dress or manner of grooming which school officials reasonably believe would disrupt or interfere with the school environment, activities and/or educational process. The following are not permitted:

1. Attire that shows or displays undergarments; inadequately covers breasts, midriff, buttocks, or thighs; displays obscene, sexual, drug or alcohol related messages; or displays gang-related symbolism.
2. Any clothing that would create, in fact, an atmosphere in which a student, staff member, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence.
3. Attire that is distracting, including face paint, make-up with glitter, perfume/cologne, etc.

These standards will be applied in a consistent and nondiscriminatory manner. Students who violate these standards will be asked to find alternate clothing available in the Health Room. If an acceptable solution cannot be found at school, parents will be contacted. Continued offenses may be subject to progressive discipline.

Students are expected to come to school well-groomed and neatly and appropriately dressed. Your child should be prepared to participate in the day's activities, including gym and recess. Clothing should allow for normal child type play – running, kneeling, etc., and should be appropriate for the weather. Any student, parent or guardian who is aggrieved by corrective action or discipline for dress code violations may appeal according to procedures in the *Student Rights and Responsibilities policy 3200*. See [Board Policy 3224P](#) for more information.

ALLOWED AT SCHOOL/EXPECTATIONS:

- **Dress for recess and P.E. every day.** This prevents injuries and promotes healthy physical activities. Please 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 every day.
- Shorts & skirts should be longer than the extended arm.
- Shoulder straps should be two inches in width (no spaghetti straps)
- Hats/hoods may be worn outside before/after school and during recess. Students are NOT allowed to wear hats/hoods inside of school.

Electronics & Technology

CELL PHONES

At Silver Lake Elementary we recognize that students may have cell phones. Per [Board Policy 3246P](#), personal electronic devices (PEDs), such as cell phones, tablets, and other mobile devices are integral tools in our society. They serve as a means of communication (telephone, email, text, etc.), a calendar, camera, organizational tool, a clock, information gathering/research tool, electronic book, note taker, dictation device, music provider, a student engagement tool and many other purposes. It is recognized that many of these purposes are useful in an educational setting. At the elementary level, cell phones can also be very disruptive to the learning environment. Therefore, 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 principal.



- **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 3:30 P.M.** *This includes calls, texting, entertainment, and the use of camera/video features.*
- **Student use of cell phones is not allowed 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 at the discretion of office personnel. **Student access to the phones therefore, will be limited to short emergency calls only.** Silver Lake Elementary encourages students to be organized and plan ahead. Therefore, 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 until a parent/guardian comes to pick it up.

TELEPHONE/MESSAGES

All messages to students must come to the school office by **3:00 p.m.** (on a 3:30 p.m. dismissal day), **1:45 pm** (on a 2:15 p.m. dismissal day) or **12:30 p.m.** (on a 1:00 pm dismissal day) in order to assure their delivery to students before the end of the school day. Please do not leave a message for information that needs to get to your student the same day you are calling. Keep calling until you speak directly to a staff member.

Health

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. See [Board Policy 3416 & 3416P](#) for more information. 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 (see [Medication Authorization Order form](#)). 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 Health Room 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: Ibuprofen, Tylenol, cough syrup, cough drops, allergy medication, herbal supplements, etc. These are all considered medications and students should not be in possession of these during school hours. Possession of these substances may result in disciplinary action. Contact Barb Olson (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. See [Board Policy 3413 and 3413P](#) for more information.

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 Silver Lake will not 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 Olson 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, health room personnel must immediately contact parent(s)/guardian(s). If parents/guardians cannot be reached, the designee listed on the Emergency Card will be contacted. If no one is available, Silver Lake 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, the parent/guardian will be notified by phone and expected to pick their student up from school within a reasonable amount of time.

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, 911 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 or in the office during recess.

Allergies: Specifically, Life-Threatening

Today, one in 13 children has food allergies, or roughly two in every classroom. Nearly 40 percent of these children have already experienced a severe or life-threatening allergic reaction (CDC, 2013). In response to this emerging epidemic, the Centers for Disease Control and Prevention (CDC) in 2013 published national guidelines for managing food allergies designed to help schools avoid, recognize and treat allergic reactions while ensuring that students with food allergies are safely included in school activities.

Important highlights from the guidelines include:

1. Food allergies may constitute a disability under the law. This is important because **schools cannot exclude children with food allergies from activities (e.g., birthday celebrations, classroom parties) because of their food allergies.**
2. The emotional toll of exclusion, bullying, stigma and fear can cause significant emotional distress. It is important to consider the physical and emotional toll on children with food allergies.

For more information, please visit www.foodallergy.org/CDC

Annually, all school staff participate in on-site training about how to minimize exposure to known allergens and how to respond to an anaphylaxis emergency. The training includes a review of avoidance strategies, recognition of symptoms, the emergency protocols to deal with an anaphylaxis episode and use of an auto injector. In addition, student-specific training and additional information will be provided by the school nurse to teachers, paraeducators, clerical staff, and food service workers who are expected to have regular contact with a student who has a medically diagnosed life-threatening allergy. Student-specific training will include training in: 1) allergen avoidance procedures to prevent exposure of the student to the food allergen; 2) the recognition of symptoms, especially early symptoms; and 3) the administration of epinephrine and other emergency medications.

CONTROLLING THE EXPOSURE TO ALLERGENS

Controlling the exposure to allergens requires the cooperation of parents/guardians, students, school employees and community members.

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. However, the school will inform parents of the presence of a student/staff member with life-threatening allergies in their child's classroom and/or school, and the measures being taken to protect the affected student/staff member. Parents/guardians will be asked to cooperate and avoid including the allergen in school lunches, snacks or other products. Parents/guardians 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. See [Board Policy 3409P](#) for more information.

Snacks & Celebrations

FOOD AS INCENTIVES/REWARDS

Silver Lake Elementary supports increased emphasis on nutrition, as well as physical activity at all grade levels to enhance the well-being of our staff and students. We are committed to finding alternatives to food rewards in order to provide the best possible learning environment for ALL children. Per *Board Policy 2405P*, non-food rewards and incentives will be used to encourage positive behavior. Staff members and parent group leaders choosing to use food must select items that meet Everett Public Schools nutrition standards. *Examples of non-food alternatives for incentives and rewards can be found at:*

- www.eatsmartmovemorenc.com/EatSmartSchoolStds/Texts/rewards_incentives.pdf
- www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Food_Rewards.pdf
- <http://www.extension.iastate.edu/Publications/PM2039A.pdf>

CLASSROOM PARTIES

Per *Board Policy 2405P*, food may be served at three (3) classroom celebrations (such as seasonal, cultural or curriculum related) per classroom per year. The theme and time of year of the party is up to the discretion of the building. Due to the prevalence of students with severe food allergies, coordination with the school nurse or teacher to address specific classroom allergies is required.

The following are examples of the types of parties teachers may choose to have:

1. Fall Harvest Celebration (October)
2. Winter Celebration (December)
3. Friendship Celebration (February)
4. End of the Year (June)

BIRTHDAYS & BIRTHDAY TREATS

Food/treats will not be allowed for distribution as part of a birthday celebration. Birthday parties may be celebrated in classrooms with **non-food treats and favors** for students (optional). At Silver Lake Elementary, we believe eliminating birthday treats will help parents avoid the stress of being expected to provide dessert for the whole class while at the same time promote healthy habits in students. There may be students with food allergies in classrooms, so we want to ensure their safety during classroom birthday celebrations.

In addition, 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, students are not allowed to distribute invitations during the student day (9:15 a.m.-3:30 p.m.).

FOOD IN CLASSROOMS

Grade level teams will determine whether snacks will be allowed in classrooms and may depend on the scheduled lunch time. If snacks are allowed, the classroom teacher will provide parents with a list of approved snacks that meet the expectations of our Student Wellness Policy. Parents can donate these approved snack choices and classroom teachers will distribute them as needed. *Plans for students with specific medical needs prescribing regular snacking, etc., will be coordinated on a case by case basis with the school nurse, physician, Principal, and parents/guardians.*

Teachers and other school staff, including substitute teachers, will not give food as a reward for good behavior and/or good work (*see Board Policy 3405P for more information*). If a teacher wants to have a food item available in the classroom it will need to serve an instructional purpose and be approved by the principal, Elizabeth Nunes in advance to allow enough time for information to be sent to parent/guardians requesting permission.

Similarly, **students are not allowed to share food**. This is the case at all times — not just for classes having students with allergies. Teachers will discuss the importance of the “no sharing” rule to protect all students from possible allergic reactions. The “no sharing” rule will be enforced in classrooms, during lunch, before and after school, and on field trips.

Food Services

CAFETERIA/ FOOD SERVICES

Breakfast at Silver Lake is available from 8:45 a.m. -9:15 a.m.

Lunch is available from 11:00 a.m.-1:10 p.m. (M-Th)

Lunch is available from 10:40 a.m. – 12:50 p.m. (LIF & Early Release Days)

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.

You can also e-mail the kitchen staff at the following address: SL-fsvs@everettsd.org

Academics

STUDENT PLACEMENT POLICIES AND PROCEDURES

An important responsibility of the school staff is to assign students to classes for the next year. The ultimate goal of student placement is that each child be placed in the best possible learning environment, taking into account academic strengths and areas for growth, work habits, interpersonal relationships, and social/emotional development in establishing balanced classes.

Silver Lake Elementary uses the following process and criteria for student placement:

PLACEMENT PROCESS

1. The current teacher evaluates each student's academic skills, work habits, behavior, leadership, etc. on a placement profile form. Each spring, parents or guardians are asked to complete the "Parent/Guardian Input for Class Placement" form, which provides more information to be used by the Placement Team.
2. Placement Teams are established for each grade level. Each Placement Team includes all teachers from the present grade level and other staff members as appropriate including: special education teacher, psychologist, counselor, ELL para-educator, math and reading specialists, principal, and assistant principal (health room assistant and other para-educators are welcome to attend).
3. Based upon projected enrollment for the next school year, the Placement Team will use the teacher and parent profile forms to make tentative class lists without teacher assignments before the end of the school year. The team's ultimate goal is to create a balanced and highly functional learning environment for each classroom, based on the skills, needs, and attributes of the students.
4. In late August, newly enrolled students will be added to tentative class lists. This process will be overseen by the principal and counselor who will consult with grade level teams and school support staff as needed.
5. Principal will assign staff to balanced class lists. Final approval of student placement and assignment of teachers rests with the principal.
6. When enrollment and staffing are judged to be stable by principal, class lists will be finalized and students will be notified about their assignments at the Meet and Greet event (night before the first official day of school, which is typically the Wednesday after Labor Day).

OTHER PLACEMENTS

As additional students move into the Silver Lake attendance area during the school year, these students will be placed in classes by the principal, the top priority being the balancing all grade level classes. In making these placement decisions, the principal will gather as much information as possible about each new student. Input from receiving teachers about their classes will also be used, and the above placement criteria will be applied.

PLACEMENT CRITERIA

1. Classes should be balanced by gender and ethnicity.
2. Classes should be balanced by academic abilities, leadership qualities, and other specific behaviors as identified on the profile forms.
3. Classes should contain students who have a positive influence on each other academically and socially.
4. Classes should have a similar distribution of children with special needs or programs (i.e., Special Education, ELL, etc.)
5. Whenever possible, students who have had a history of negative influence on each other should be placed in separate classes.
6. Twins are typically placed in different classes to support their independent growth.
7. Newly enrolled students will be placed by principal using information provided by family and previous school.
8. Parent input form information is considered.

REQUEST FOR CHANGE IN PLACEMENT

The Silver Lake Placement Teams work judiciously to ensure the best placement for all students. Input from staff and families regarding a child's academic and social/emotional development are considered in the creation of classrooms balanced by gender, cultural diversity, academic abilities, interpersonal skills, special needs and class size. Every effort is made to ensure that students have positive peer models enrolled in their classroom community.

For that reason, we require that students remain in the assigned classroom for the first three weeks of school. Concerns regarding student placement will be addressed beginning the fourth week of school. The new school year signifies a time of change and transition. Like any adult, students may need the gift of time in order to integrate into their new classroom community.

Parent/Guardian appeals for change of placement, clearly indicating why the placement of the child is inappropriate, are to be directed in writing to the principal. Upon receipt of a written request for a change of placement, the following process will be used:

1. The principal will discuss the request with the parent(s) following the third week of school;
2. The principal will communicate placement concerns to the student's classroom teacher.
3. The principal, counselor, classroom teacher and family will work collaboratively and schedule a time to meet within two weeks to assess progress to date.
4. Should placement concerns remain, the principal will ultimately decide on the best course of action:
 - Keep the original placement.
 - Determine a second trial period for the original placement, and establish criteria for further review after the trial period.
 - Change of placement.

PARENT-TEACHER 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/guardians and teachers. Parent-teacher conferences are just one of the important ways in which parents/guardians 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/guardians 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/guardians may also email their child's teacher.

STUDENT PROGRESS REPORTS (REPORT CARDS)

Elementary Progress Reports are issued in February and June. A cumulative student record file is kept on file for each student. This record is confidential, but is available for parent/guardian viewing upon request. Content includes: yearly summaries of academic progress, attendance, discipline, 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/guardians needing financial assistance with school supplies should contact our counselor, Rhonda Atregenio at ratregenio@everettsd.org or (425) 385-6910.

Emergency Information

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 Public Schools Website or call the main district telephone number (425) 385-4000 to listen to a message
- SchoolReport.org (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, all schools in Everett Public Schools are required to have drills monthly, including fire, earthquake, lockdown, and shelter-in-place drills.

Field Trips, Visitors & Volunteers

FIELD TRIPS

Field trips are taken as a regular part of our educational program. Parents/Guardians 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/guardian volunteers to chaperone on field trips.

VOLUNTEERS/ CHAPERONES

The staff at Silver Lake Elementary values parent/guardian and community involvement in our school programs, and appreciate the gift of time and talents that they have to offer our students. In order to ensure student safety, it is required that anyone wishing to work with students or on campus (including chaperoning student field trips, art docents, and classroom helpers) complete the EPS volunteer application form and obtain clearance prior to volunteering on site. Volunteer applications are available 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/guardians to be considered as field trip chaperones, they need to have a completed volunteer form on file in the district office. Please do not wait until the day or two before the field trip to complete the volunteer form, as it may not be processed in time for you to participate.

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 and staff, **ALL visitors, including parents/guardians, are required to check in at the school office and wear a visitor's badge at ALL TIMES.** This includes parents/guardians coming to eat breakfast/lunch with their child. 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 Silver Lake visitor badge is visible.

After signing in at the office, parent(s)/guardian(s) are welcome to join their child for lunch and recess.

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

Safety

ANIMALS & PETS AT SCHOOL

In accordance with Everett Public Schools [Board Policy 3418P](#), 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/guardian, 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. Such reports are sent to the Everett Police Department or Child Protection Services. See [Board Policy 4411P](#) for more information.

CUSTODY & PARENTING PLANS

Per [Board Policy 3610P](#), 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 and properly follow custody decrees.