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- Stop and look left, then right, then left again, before stepping into the street.

## **BUS RIDING**

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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 contact 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**

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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

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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, Mindful Mustangs, 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
- Flagrant Disrespect
- Fighting (Hands on with intent to hurt)
- Theft
- Harassment/Intimidation/Bullying
- Inappropriate Location/Out of Bounds
- Lying/Cheating
- Physical Aggression
- Possession of a tobacco, alcohol, drugs, or look-alikes
- Property Damage/Vandalism
- Technology Violation
- Weapons

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.**


**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.

**SLE BEHAVIOR ACTION STEPS**

- Have predominately positive interactions; ratio is 5 positives for every negative
- Take concrete actions to correct behavior (see Consequences for Level 1 and 2 Behavior)
- Use proactive strategies to prevent student misbehavior, including those from “Lost at School,” “Engaging Students with Poverty in Mind,” Second Step lessons, and Zones of Regulation.
- Teachers will anticipate behaviors and determine triggers.

<p><b>LEVEL 1 BEHAVIOR</b></p>  <ol style="list-style-type: none"> <li>1. Unprepared for class</li> <li>2. Not completing work</li> <li>3. Minor disruption (blurting, out of seat, disturbing others)</li> <li>4. Running in hallways, to bus, to lunch, etc.</li> <li>5. Loud noise in hallway</li> <li>6. Gum</li> <li>7. Unintentional profanity/inappropriate language (not direct at someone)</li> <li>8. Cheating</li> <li>9. Possession of inappropriate toys (hand-held games, electronic devices, trading cards, etc.)</li> </ol>	<p><b>TEACHER ACTION STEPS</b> <i>Remember: these behaviors will not lead to office referrals</i></p> <table border="1"> <tr> <td style="vertical-align: top;"> <p><b>Classroom</b></p> <p>Step 1: Reminder</p> <p>Step 2: Reflection time (Break-space)</p> <p>Step 3: Send to buddy room for think sheet</p> <p>Step 4: Consequence (loss of choice; community service, etc.)</p> <p>Step 5: Fill out minor behavior tracker for teacher records only</p> </td> <td style="vertical-align: top;"> <p><b>Recess/Lunch</b></p> <p>Step 1: Warning</p> <p>Step 2: Redirect</p> <p>Step 3: 5 minute time-out</p> <p>Step 4: Lose remainder of recess</p> <p>Step 5: Consequence (i.e., laps)</p> <p>Step 6: Behavior Alert Notice to teacher</p> </td> </tr> </table>	<p><b>Classroom</b></p> <p>Step 1: Reminder</p> <p>Step 2: Reflection time (Break-space)</p> <p>Step 3: Send to buddy room for think sheet</p> <p>Step 4: Consequence (loss of choice; community service, etc.)</p> <p>Step 5: Fill out minor behavior tracker for teacher records only</p>	<p><b>Recess/Lunch</b></p> <p>Step 1: Warning</p> <p>Step 2: Redirect</p> <p>Step 3: 5 minute time-out</p> <p>Step 4: Lose remainder of recess</p> <p>Step 5: Consequence (i.e., laps)</p> <p>Step 6: Behavior Alert Notice to teacher</p>
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<p><b>LEVEL 2 BEHAVIOR</b></p>  <ol style="list-style-type: none"> <li>1. Refusal to obey a reasonable request</li> <li>2. Persistent class disruption</li> <li>3. Disrespect</li> <li>4. Forgery (notes home, permission slips)</li> <li>5. Physical aggression (Level 3 if an injury occurs)</li> <li>6. Verbal fighting, name calling</li> <li>7. Technology Violation</li> <li>8. Throwing things with intent</li> <li>9. Inappropriate gestures</li> <li>10. Lying/Cheating</li> <li>11. Other behavior</li> </ol>	<p><b>TEACHER ACTION STEPS</b></p> <p><i>Staff members will deal with Level 2 disruptions at least three times prior to making an office referral. ONE OF THESE THREE EFFORTS MUST BE A CONTACT WITH THE PARENT.</i></p> <p>The 4<sup>th</sup> tracker for the same behavior is a referral to the office.</p> <table border="1" data-bbox="836 493 1521 999"> <thead> <tr> <th data-bbox="836 493 1201 535"><u>Classroom</u></th> <th data-bbox="1201 493 1521 535"><u>Recess/Lunch</u></th> </tr> </thead> <tbody> <tr> <td data-bbox="836 535 1201 577">Step 1: Reminder</td> <td data-bbox="1201 535 1521 577">Step 1: Warning</td> </tr> <tr> <td data-bbox="836 577 1201 651">Step 2: Reflection time (Break-space)</td> <td data-bbox="1201 577 1521 619">Step 2: Redirect</td> </tr> <tr> <td data-bbox="836 651 1201 724">Step 3: Send to buddy room for think sheet</td> <td data-bbox="1201 619 1521 693">Step 3: 5 minute time-out</td> </tr> <tr> <td data-bbox="836 724 1201 798">Step 4: Consequence and fill out tracker</td> <td data-bbox="1201 693 1521 766">Step 4: Lose remainder of recess</td> </tr> <tr> <td></td> <td data-bbox="1201 766 1521 840">Step 5: Consequence (i.e., laps)</td> </tr> <tr> <td></td> <td data-bbox="1201 840 1521 913">Step 6: Behavior Alert Notice to teaching</td> </tr> </tbody> </table>	<u>Classroom</u>	<u>Recess/Lunch</u>	Step 1: Reminder	Step 1: Warning	Step 2: Reflection time (Break-space)	Step 2: Redirect	Step 3: Send to buddy room for think sheet	Step 3: 5 minute time-out	Step 4: Consequence and fill out tracker	Step 4: Lose remainder of recess		Step 5: Consequence (i.e., laps)		Step 6: Behavior Alert Notice to teaching
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<p><b>LEVEL 3 BEHAVIORS: referrals to the office</b></p> <p><i>Note: severe and unsafe behaviors will immediately be referred to the principal</i></p> <ol style="list-style-type: none"> <li>1. Defiance/Insubordination/Non-compliance</li> <li>2. Physical Aggression</li> <li>3. Flagrant, in your face disrespect</li> <li>4. Abusive Language</li> <li>5. Harassment/Intimidation/Threat of bodily harm</li> <li>6. Bullying</li> <li>7. Fighting (hands on, intend to hurt)</li> <li>8. Leaving school without permission</li> <li>9. Theft</li> <li>10. Technology violation (Hacking or on inappropriate sites)</li> <li>11. Vandalism/Property damage</li> <li>12. Weapons/Dangerous Items</li> <li>13. Possession of tobacco, alcohol, drugs, or look-alikes</li> <li>14. Other behaviors</li> </ol>
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# Silver Lake Elementary School S.W.I.S. Referral Form

*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 administrative para or administrator.*



<b>Name:</b> _____	<b>LOCATION</b>		
<b>Date:</b> _____	<input type="checkbox"/> Courtyard/Commons	<input type="checkbox"/> Hallway/Walkway	<input type="checkbox"/> Library
<b>Time:</b> _____	<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Classroom/Portable	<input type="checkbox"/> Gym
<b>Homeroom Teacher:</b> _____	<input type="checkbox"/> Bus	<input type="checkbox"/> Restroom	<input type="checkbox"/> Music
<b>Grade:</b> K 1 2 3 4 5	<input type="checkbox"/> Bus Loading Zone	<input type="checkbox"/> Cafeteria	<input type="checkbox"/> S.T.E.M./Art
<b>Referring Staff:</b> _____		<input type="checkbox"/> Playground	<input type="checkbox"/> Office
<b>Referral Number:</b> _____	<input type="checkbox"/> Other: _____		

LEVEL 2 BEHAVIORS	LEVEL 3 BEHAVIORS
<input type="checkbox"/> Refusal to obey a reasonable request <input type="checkbox"/> Persistent class disruption <input type="checkbox"/> Disrespect, talking back <input type="checkbox"/> Forgery <input type="checkbox"/> Physical (Wrestling/Pushing/Shoving/Kicking/Biting) <input type="checkbox"/> Verbal fighting, name calling <input type="checkbox"/> Technology Violation/Cell phone misuse <input type="checkbox"/> Throwing things with intent <input type="checkbox"/> Inappropriate gestures <input type="checkbox"/> Lying/Cheating <input type="checkbox"/> Other behavior	<input type="checkbox"/> Defiance/Insubordination/Non-compliance <input type="checkbox"/> Physical Aggression <input type="checkbox"/> Disrespect <input type="checkbox"/> Abusive Language <input type="checkbox"/> Harassment/Intimidation/Threat of bodily harm <input type="checkbox"/> Bullying <input type="checkbox"/> Fighting (Hands on, intend to hurt) <input type="checkbox"/> Leaving school without permission <input type="checkbox"/> Theft <input type="checkbox"/> Technology Violation (Hacking or on inappropriate sites) <input type="checkbox"/> Vandalism/Property Damage <input type="checkbox"/> Weapons/Dangerous Items <input type="checkbox"/> Possession of tobacco, alcohol, or look-alikes <input type="checkbox"/> Other Behavior

OTHERS INVOLVED				
<input type="checkbox"/> None	<input type="checkbox"/> Unknown	<input type="checkbox"/> Staff	<input type="checkbox"/> Peer _____	<input type="checkbox"/> Other
			<input type="checkbox"/> Peer _____	
			<input type="checkbox"/> Peer _____	

BRIEF SUMMARY OF INCIDENT <small>WRITTEN BY REFERRING STAFF (REQUIRED)</small>	ACTION TAKEN BY ADMINISTRATION TEAM <small>OFFICE USE ONLY</small>
	<p><b>SCHOOL-BASED DISCIPLINE OTHER THAN IN-SCHOOL SUSPENSION:</b></p> <p>___ Reflection Sheet/Time</p> <p>___ Loss of Privileges _____ on _____ (Date)</p> <p>___ Conference with Student</p> <p>___ Parent Contacted by: _____ on _____ (Date)</p> <p>___ Restitution</p> <p>___ Community Service</p> <p>___ Restorative Conference/Apology</p> <p>___ Counselor Appointment</p> <p>___ Other Action Taken: _____</p> <p><b>Motivation:</b></p> <p>___ Avoidance of _____</p> <p>___ Obtain _____</p> <p>___ Other _____</p> <p>___ Trigger/Antecedent _____</p> <p>___ Unknown</p> <p><b>Notes:</b></p> <p>Staff Signature _____ on _____ (Date)</p>

White Copy – Home  
Yellow Copy – Office  
Pink Copy – Teacher

Updated: August 20, 2018

# Harassment, Intimidation, and Bullying

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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, Daniel Natividad, [dnatividad@everettsd.org](mailto:dnatividad@everettsd.org) or assistant principal, Matt Arnold [marnold3@everettsd.org](mailto:marnold3@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

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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:**

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- **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 or razor back shirts).
- 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

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## CELL PHONES

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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. Elementary school students who choose to bring cell phones and other PEDs to school may only use them before or after the school day. During the school day, all cell phones and other PEDs must be powered off and stored (e.g., in the student's backpack, locker, other district provided storage). 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 8:45 a.m. and 3:45 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

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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

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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

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Personal gaming devices, Switch, 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

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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 p.m.** (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

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

## MEDICATION

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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

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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

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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

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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 is 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

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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**

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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**

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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](http://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**

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**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

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## FOOD AS INCENTIVES/REWARDS

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

## CLASSROOM PARTIES

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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

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**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

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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

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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, Daniel Natividad, 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

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### CAFETERIA/ FOOD SERVICES

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Breakfast at Silver Lake is available from 8:55 a.m. -9:15 a.m.

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

Lunch is available from 10:40 a.m. – 12:50 p.m. (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](mailto:SL-fsvs@everettsd.org)

# Academics

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## **STUDENT PLACEMENT POLICIES AND PROCEDURES**

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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**

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1. The current teacher evaluates each student's academic skills, work habits, behavior, leadership, etc. on a placement profile form. Placement Teams are established for each grade level.
2. 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 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. The 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 the principal, class lists will be finalized and students will be notified about their assignments at the.

## **OTHER PLACEMENTS**

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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**

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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 the principal using information provided by their family and their previous school.

### **REQUEST FOR CHANGE IN PLACEMENT**

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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**

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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)**

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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**

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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, Carrie Surowiec at [csurowiec@everettsd.org](mailto:csurowiec@everettsd.org) or (425) 385-6910.

## **Emergency Information**

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

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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](http://www.schoolreport.org)), Public School Emergency Communications System

### **THE PUBLIC ANNOUNCEMENT WILL BE ONE OF THE FOLLOWING**

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**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**

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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**

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### **FIELD TRIPS**

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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**

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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 online and obtain clearance prior to volunteering on site. Volunteer registrations are available on the EPS website at <https://www.applitrack.com/everettsd/onlineapp/application.aspx?starting=true> . 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 clearance on file in the district office. **Please do not wait until the day or two before the field trip to complete the volunteer form online**, as it may not be processed in time for you to participate.

### **VISITORS AT SILVER LAKE ELEMENTARY**

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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

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### **ANIMALS & PETS AT SCHOOL**

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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**

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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**

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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**

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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.

## Technology (New revisions)

Students using technology in the educational process is an everyday occurrence. It is a goal of Everett Public Schools to provide students access to information, technology, and to develop technological skills. Technology is an integral part of the curriculum, physical environment and delivery of instruction. For the purposes of this policy, "technology" includes, but is not limited to, computers, hardware, software, the network, Internet access, scanners, copiers, facsimile machines, cameras, and personal electronic devices (PEDs)



Additionally, Everett Public Schools has a vested interest in and encourages the use of PEDs (e.g., smartphones, tablets, slates, notebooks, laptops, personal computers, cellular phones, and other similar electronic devices.) Refer to [Procedure 3246P](#) for information on appropriate use of PEDs. A PED can play a positive role in furthering our students' learning. The Everett Public Schools' wireless network permits students with a district network account and PED to access the Internet. For purposes of this procedure, the "network" includes, but is not limited to, a set of devices connected via a wired or wireless network owned and operated by the district to give authorized users the ability to share, store, and access digital resources and content located on another connected computer, network device, or online service. All use of the network must support education and research and be consistent with the mission of the district.

### **Equitable Access**

1. Schools throughout the district will have equitable access to technologies and provide educational opportunities to use those technologies.
2. Students with special needs, including those with identified disabilities, benefit greatly from the use of technology. In many cases, technology can remove barriers to learning.

### **Appropriate Use**

1. It is the expectation of the district that students effectively and appropriately use available technology.
2. Appropriate safeguards are established to ensure the security of district and student data.
3. All users of technology shall comply with current copyright laws.
4. Filtering services are in use on all computers with access to the Internet. The system is designed to block or filter access to Internet content the district deems inappropriate, including pornography and any depictions that are inappropriate, obscene, or are harmful to minors.
5. No user will attempt to breach or modify device hardware and software security measures. Students and staff will immediately notify the site technician if tampering with the device is suspected.
6. No user will attempt to modify the physical appearance or operating system of any technology equipment. This includes, but is not limited to, unauthorized software updates, and copying or installing non-district licensed software.

### **Student Care of Equipment**

Students are responsible for the care and safekeeping of the district-provided laptop that is assigned to them. Students must ensure care to their technology is always to prevent damage. Damage to the device must be reported immediately to school administration. **Intentional damage to district property may lead to fines or restitution of the equipment.**

### **General Use of Everett Public Schools Technology**

1. Users must make diligent efforts to conserve system resources; e.g., system storage, network bandwidth, software licenses, etc.
2. Before users are given access to the system, the district will endeavor to provide appropriate training.

### **Personal Security**

1. Users of technology shall maintain the confidentiality of personal information such as complete names, addresses and telephone numbers, and identifiable photos should remain confidential.

Students should never reveal confidential information without permission from their teacher and parent(s)/guardian(s). No user may disclose, use or disseminate any personally identifiable information about others without authorization.

2. Students should never make appointments without parent/guardian permission to meet in person people whom students have contacted using technology.
3. Students should report to a school administrator, teacher, or security staff any dangerous or inappropriate information or messages on the Internet, in email, instant messages, blogs, online forums, social media sites, or other electronic media.

### **Student Access to and Use of Technology**

Students are expected to exercise good judgment and use network resources in an appropriate manner. All use of the network must support education and research and be consistent with the mission of the district. Use of electronic resources provided by the district is a privilege.

In order to maintain the privilege, students must learn and comply with all of the provisions included in this Student Technology Use Agreement. Violation of any of the conditions of use may be cause for revocation of the student's privilege of network access and/or disciplinary action in accordance with district policies and procedures. In addition, violations of this use agreement may result in referral to law enforcement.

1. Schools shall collect an acknowledgment signed by parent(s)/guardian(s) indicating that those parent(s)/guardian(s) have received and agreed to the conditions for student use of technology.
2. Student access to and use of technology, including Internet access, is granted on a continuing basis unless a parent/guardian chooses to revoke permission or access is revoked by the district. Parents/guardians may notify the school of their intent to withdraw permission for use of technology by notifying the school in writing.