

# Big Lake Elementary

16802 Lake View Boulevard  
Mount Vernon, WA 98274  
(360) 855-3525  
Matt Lutes ~ Principal



## We Are Champions of Character

Respect \* Courage \* Gratitude \* Generosity \* Responsibility  
Caring \* Fairness \* Knowledge \* Honesty \* Citizenship

*This agenda belongs to:*

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY/TOWN \_\_\_\_\_ ZIP CODE \_\_\_\_\_

PHONE \_\_\_\_\_

STUDENT NO. \_\_\_\_\_



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## Welcome Message

Welcome to another amazing year at Big Lake Elementary. Big Lake's goal is to provide every student with knowledge and skills for future learning and success.

Big Lake Elementary is an environment where children can feel safe, supported, and academically challenged. Parent involvement is strongly encouraged in the classrooms. Please visit Big Lake Elementary often, ask questions, and become involved with as many activities as possible. Your input and support is valued and appreciated. The Big Lake staff provides a high-quality, rigorous education for all students. We pride ourselves in developing students who: (1) think critically, (2) take pride in and ownership of their learning, (3) understand the importance of communication and equity in collaborating with peers, and (4) grow as responsible citizens at school, home and in their community. Monthly newsletters are posted to our website. Please review these newsletters to remain informed. Additionally, teachers send out informational emails on a regular basis.

Attendance is critical. Whether due to illness or family vacations, absenteeism directly impacts the development of a student's academic habits, and academic progress over time. One of the most important things you can do to help your child succeed is to help him/her develop a habit of regular, punctual attendance.

When visiting, please ring the bell and identify yourself at the front door. After you are buzzed in, check in at the office to pick up a Visitor's Badge. We would appreciate you arranging classroom visitations ahead of time with the teacher and/or the main office. Your partnership is valuable to us. Together we can make a difference for all students!

## General School Information

### Schedule:

Students may enter building .... 8:45 and 9:45 on Wed  
Warning bell .....8:55 and 9:55 on Wed  
School begins .....9:00 and 10:00 on Wed  
Dismissal ..... 3:30

## Staff

### Administration & Certificated Staff

Principal.....Matt Lutes  
Administrative Secretary .....Jennifer Francis-Schmidt  
Secretary.....Shawna Carpenter  
Kindergarten..... Mary Lynch  
Kindergarten.....Katie Reijm  
First Grade.....Stephen Collins  
First Grade..... Julie Erickson  
Second Grade..... Rhonda Parker  
Second Grade..... Ariel Maras  
Third Grade.....Kristi Muna  
Third Grade..... Brandon Constantine  
Fourth Grade.....Natalie Sakuma  
Fourth Grade.....Ivy Leverenz  
Fifth Grade..... Rachael Brown  
Fifth Grade..... Kristin Vining  
Sixth Grade..... Elizabeth Vaith  
Sixth Grade.....Jael Crouse

### Specialists

Special Ed/LAP. ....Tana Huchel  
PE Specialist..... Matthew Holmes  
Instructional Media Specialist ..... Sarah Bolser  
Music Specialist..... Connie Campbell  
Art Specialist ..... Krista Hynds  
Speech.....Elizabeth Stout  
Psychologist.....Nathan Cattarin  
Counselor..... Ariel Williams  
Nurse.....Anne Rood  
Physical Therapist.....Becky Goodell  
Occupational Therapist.....Leanna Serrano

### Classified Employees

#### Para Professionals & Campus Safety:

.....Teresa Percy  
..... Melissa Lamont  
..... Kim Eerkes  
.....Deborah Hedberg  
.....Erica Covert  
.....Jennevieve Anderson  
.....Patsy Walz  
..... Amy Souza  
ASL..... Aileen Travis  
Custodians ..... Susan Mayer  
.....  
Food Services ..... Jamie Neeld  
Building Tech Support.....James Bergley

## Parent Group

Each parent is automatically a member of Big Lake's Parent Group Association (BLPGA). We encourage all parents to attend and become involved. Childcare is available. The BLPGA meets on the third Thursday of each month at 7 p.m. in the library to plan for events and do general business.

## The School Counselor

The Elementary School Counseling Program provides a variety of services to students, teachers and parents, both in classrooms with teachers and in their own offices with parents or students. Counselors are professionals who schedule their days to seek better ways of helping children enjoy school. They help children develop the social and academic skills needed to become people. In short, elementary school counselors help children learn about themselves and the world around them. Our counselor is in each day from 10:00 am – 2:00 pm.

## Arrival and Dismissal

These rules are necessary to ensure the safety of our students. If you have any questions regarding this policy, please give us a call.

**Arrival time is between 8:45 and 9:00 Monday, Tuesday, Thursday and Friday, with breakfast served 8:30-8:55. WEDNESDAY arrival time is between 9:45 and 10:00, with breakfast served 9:30-9:55.** We do not have programs and/or personnel to accommodate students before this time. If you need to drop your student off at the normal start time, please contact us to make arrangements.

**Dismissal time is 3:30 for all students.** If there is to be any change from the usual time or procedure that a student is to go home, he/she **must have a note or a phone call to the office from a parent or guardian.** This includes: riding home on a different bus, walking or riding a bike instead of going home on a bus, or being picked up from school.

Any change from the normal routine requires a note or a phone call. In the absence of communication indicating a change, **children will be sent home in the normal way.**

## Picking Children Up At School

If you pick up your child from Big Lake for any reason, before dismissal time, you **must check in at the office.**

Written parental permission or a phone call to the main office is required for any other person to pick up a child.

One of the most important things you can do to help your child succeed is to help him/her develop a habit of regular, punctual attendance. Please try to schedule appointments outside of the school day whenever possible. Tardies and early pick-ups are a major disruption to our classroom routines. Please respect our 9:00-3:30 times. Early pick-ups will be tracked and counted against attendance, just like tardies.

**Emergency Information Forms** on file with the school are imperative. Please keep phone numbers - work and home numbers – and addresses current.

## Lost and Found

All lunch boxes, hats, gloves, coats, boots and other articles of clothing should be plainly labeled with your child's name.

Articles of clothing or other items found on the school grounds are brought to the office. Any article that is marked with a child's name is immediately returned to him/her. Unidentified items are kept in the "lost and found" located next to the main office. Students are encouraged to check for lost items in this area. Twice a year unclaimed items are donated to local agencies.

## Messages for Students

If you need to get a message to your child, please contact the main office. We will send a note out to your child's teacher as soon as possible.

## Pets Visiting School

Due to student allergies, pets are not allowed in the buildings or classrooms. Service animals are an exception to this rule; however, please notify the main office so we can make arrangements for our students with animal allergies.

## Visiting School

We welcome visits at Big Lake Elementary. We do ask that you make prior arrangements with the teacher when visiting. Please check in at the office for sign-in/out, and to obtain a visitor badge. We require volunteers to stop by the office and fill out a background check application prior to your first classroom visit. All parents working in the school or attending field trips must have a current WA State Patrol background check on file. Background checks must be complete at least two days prior to attendance on all fieldtrips.

## Student Progress

The purpose of semester report cards is so students, parents, and teachers can monitor progress in accordance with the state requirements. We hope to clearly communicate the expectations for our students and the student's progress toward meeting these expectations.

Student progress is formally reported two times per year as listed below:

### Student/Parent/Teacher Conferences

Conferences will be officially held two times a year. Additional conferences may be requested by the teacher or by the parents at any time. The first semester conferences will be held on **November 7th, 8th, and 9th, 2018**. 11/7 & 11/8 will be early release for students. 11/9 is no school for students. The second semester conferences will be held on **March 7th and 8th** 3/7 and 3/8 will be early release for students.

**First Semester** – Report cards will be sent at the end of the first trimester, 2/8.

**Second Semester** – Report cards will be sent at the end of the second trimester, 6/14.

Questions about report cards should be addressed with the teacher. Please read all parts of the report card very carefully.

## Dress Standards

In accordance with the SWSD Policy, students are expected to dress in a manner that does not create a disruption of the educational process. **The principal reserves the right to determine the appropriateness of clothing.** *Please refer to pg 8 of the SWSD handbook for suggested clothing guidelines.*

## Cell Phones/Electronic Devices

We encourage students to leave electronic devices at home. This includes watches, phones, and games. If brought to school, cell Phones and other electronic devices must be turned off and not used during school hours. Emergency communication with students should come through the main office. Big Lake is not responsible for lost, stolen or broken electronic devices.

Consequences for electronics seen or heard during school hours:

- 1<sup>st</sup> Offense: Taken to office for the day
- 2<sup>nd</sup> Offense: Taken to office/Parent must pick up electronic device
- 3<sup>rd</sup> Offense: Taken to office/Parent must pick up device/loss of privilege/discipline consequences as determined by principal.

## Discipline Procedures

Procedures and expectations are clearly taught and appropriate for all students. Discipline refers to the process of guiding a child's experience with self-management, direction, and purpose. Empathy, impulse control, anger management, and anti-bullying are taught in our classrooms to enhance our student's ability to resolve conflict. In addition, students are taught the elements of good character. We believe that if we provide examples of good character and reward examples of good character on our campus, students will strive to emulate the character traits listed below:

### Big Lake Elementary develops Champions of Character:

Each month we will highlight a different character trait....

September – Respect

October – Honesty

November – Courage

December – Generosity

January – Responsibility

February – Caring

March – Knowledge

April – Fairness

May – Citizenship

June -- Gratitude

## **Big Lake Learning Environment Expectations:**

- Level 1: No Talking
- Level 2: Whisper Voices
- Level 3: Conversation Voices

### **Discipline Objectives:**

- We believe that it is reasonable to expect our students to follow the rules and regulations established within the classroom, on the playground, throughout the school, and on the bus.
- We believe it is important for our students to respect their teachers and other school staff.
- We believe we must try to follow the principles of democratic discipline, democratic in the sense that we recognize the inherent dignity and worth of each child as an individual. Each student will have an opportunity to be heard.
- We believe our students should recognize and respect the dignity and worth of others and their property.
- We believe our ultimate goal should be to develop a strong sense of personal worth, responsibility and self-discipline in children.
- We believe a necessary element of discipline is the use of consequences that come as a result of appropriate and inappropriate choices about behavior.

### **Procedures:**

In the event student behavior is not appropriate, the following procedures have been developed. It is recognized that the classroom teacher is the person most closely associated with the student and consequently will be most closely associated with the discipline of his/her students. We believe the teacher should handle student misbehavior whenever possible. Parents will often be contacted to partner with the classroom teacher in working toward positive behavior and decision-making. The classroom teacher may use several of the following techniques in order to help the student make changes:

- Review of classroom behavioral norms
- Verbal Reminders
- Recess Detention
- Student reflection and behavior goal setting
- Teacher Counseling
- Change of Seating
- Individual Contract
- Loss of Privileges

Should the inappropriate behavior continue despite teacher interventions, the student will be referred to the principal and/or school counselor for a higher level of intervention.

- The classroom teacher and/or the District's Student Information System will document referrals.
- Desks are school property and may be searched at any time.
- Backpacks or clothing items may be searched if "just cause" warrants the need to.
- Public displays of affection are disruptive and inappropriate for a school setting. Repeated offenses will result in disciplinary action at the discretion of the principal.

### **Step Discipline Plan**

The purpose of the step plan is to redirect student behavior in a systematic way, focused on returning the student to a state where he/she is ready to learn. Every effort will be made to keep students focused on their learning.

Discipline at Big Lake will be defined under four leveled categories: Level 1: Incidental Violations, Level 2: Minor Violations, Level 3 Major Violations, and level 4 Illegal Violations. Examples will be provided, but not limited to, types of behavior at each level. Students may be referred to the office and may be recorded in the SKYWARD system for a level 1 violation, but that is up to the staff member involved. For level 2 – 4 all students will be referred to the office and entered into the SKYWARD system.

On the next page you will see the Discipline/Referral Levels and the behaviors that fall under each.

## Teasing/Bullying/Harassment

Every child deserves to feel safe and welcome at Big Lake Elementary. It is our priority to create an environment where our students can be successful. Sometimes students have difficulties with peers and need assistance with their relationships. Our teasing/bullying/harassment plan is as follows:

- School expectations, behavior guidelines, and procedures will be explained to all students and made available in writing
- Classroom lessons will clarify related vocabulary such as *teasing, bullying, harassment, intimidation, retaliation, aggressor and target.*
- Students will also be taught skills to resolve conflict themselves and will be informed of how to deal with repeated and unwanted teasing, bullying, and harassment.
- Peer relationship difficulties will be first referred to the School Counselor. Parents may be notified.
- If peer relationship difficulties persist after referral to the School Counselor, the Principal

will meet with students, clarify behavior expectations and document an **official warning** to students. Parents will be notified at this time.

- If peer relationship difficulties continue despite the official warning, offending students may start to receive disciplinary consequences for willful disobedience, harassment, or intimidation/bullying. A plan to curtail negative interactions may be developed with the students and parents at this time.
- Failure to comply with directives from the Principal will accelerate disciplinary consequences.
- Parents may request a due process hearing with the Sedro-Woolley School District's Hearing Officer at any time.

### **The following Disciplinary Consequences may apply, depending on the offense, and are assigned at the discretion of the principal:**

Restriction – loss of recess or other privileges

Community Service (including outside of the school day)

In-school suspension (all privileges lost for that day. Coursework will be brought to the study room for the student to work on independently)

Out-of-school suspension (coursework will be sent home with the student to be completed and returned upon his/her return)

Zero on an assignment with option to redo (academic dishonesty) \*

Zero on an assignment with no option to redo (academic dishonesty) \*

*\*Academic Dishonesty is defined as: Copying another student's work; Turning in work that has been completed by someone other than the student; and Plagiarism: stealing works or information from a resource without citing the author.*

A student may be placed under Emergency Expulsion, as defined in the Sedro-Woolley School Board Policy #3331, while an investigation of an incident takes place.

- Some offenses may demand a call to the police or authorities.
- If a child has an Individual Educational Plan (IEP), stated behavioral goals may take precedence.
- Discipline notices will be followed up with communication home via telephone or email.
- **The principal reserves the right to make adjustments to the discipline steps as determined on an individual student basis.**

### **Kindergarten Discipline**

A child's first year of school is full of learning. A child in Kindergarten is learning school rules of how to deal with many other people in a socially appropriate manner. Because this is an ongoing process, the discipline for Big Lake Kindergarten students will be dealt with on an incident-by-incident basis. When a child seems to be in greater need or the Kindergarten team decides an incident approach is not working, they will move on to follow the discipline measures outlined for other students.

## Definition of Terms

Bullying – To intimidate with perceived power; to be cruel verbally and/or physically. Ongoing and pervasive. This includes cyber bullying.

Assault – Physical attack on another person.

Arson – Malicious burning or attempt. Possession of combustibles (matches, lighter) and/or explosives (firecrackers, smoke bombs, live ammunition) is considered attempted arson.

Fighting – Being physically aggressive with the intent to do bodily harm. “Play fighting” will be considered fighting.

Forgery – The illegal production of counterfeit material (including parent signatures on school documents).

Gang Related Items – Any clothing items (hats, scarves, belts, shirts, and shoelaces), hand signals, or other gestures, body markings related to gang activity.

Harassment – Unwelcomed and/or inappropriate advances. This can be of a verbal, physical or sexual nature. This includes cyber bullying.

Inappropriate Language – Words and phrases, which generally offend members of our school community. These include cussing and comments deemed offensive by a class of students (gender, race, sexual orientation).

Intimidation – Influence or force by fear.

Retaliation – Continuation of harassment behaviors after directives to stop.

Substance Abuse – Possession, use of, or selling of any illegal drugs, alcohol or mind altering substances or any medication which is not prescribed by a physician.

Theft – Taking something that does not belong to you.

Vandalism – Willful damage or destruction of property.

Target – A person at which teasing, bullying, intimidating behaviors are directed.

Threat – An expression of an intention to inflict something harmful (written or verbal).

Tobacco – No student shall be in possession of tobacco products of any kind on district property, including district vehicles and athletic fields.

Verbal Assault – Inappropriate language, harassment, gestures, name-calling, put-downs or threats intended to directly offend others.

Weapons – Any instrument that can be construed to be potentially dangerous or harmful to themselves or others. Any student in possession of firearms, dangerous weapons (including knives, “nun-chu-ka sticks”, “throwing stars”, BB guns, pellet guns, paintball guns, etc.) or explosive devices will be subject to expulsion. This includes “look-alike” facsimile.