

Big Lake Elementary



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

Table of Contents

Welcome Message	BL 3
General School Information	BL 3
Staff	BL 4
Parent Group	BL 4
The School Counselor	BL 4
Arrival and Dismissal	BL 4
Picking Children Up At School	BL 5
Lost and Found	BL 5
Messages for Students	BL 5
Pets Visiting School	BL 5
Visiting School	BL 5
Student Progress	BL 5
Dress Standards	BL 5
Cell Phones/Electronic Devices	BL 6
Discipline Procedures	BL 6-9
Grading	SWSD 1
Homework	SWSD 1
Attendance Procedures	SWSD 2
School Dismissal	SWSD 3
Walking To School	SWSD 3
Bicycles	SWSD 3
Closed Campus	SWSD 3
Skateboards/Scooters/Wheelies	SWSD 3
Telephone Use	SWSD 3
Photographs	SWSD 3
Bus Information	SWSD 4
Special Arrangements for Transportation	SWSD 5
Communication with Parents	SWSD 5
Invitations and Gifts	SWSD 5
Parent Involvement	SWSD 5
Visitors/Volunteers	SWSD 5
Family or Youth in Transition	SWSD 6
Emergency Preparedness	SWSD 6
Field Trips	SWSD 6
Home Baked Goods	SWSD 6
Personal Items	SWSD 6
Reporting Responsibility	SWSD 6
Medical Information	SWSD 7
Textbooks/Library Books/Equipment	SWSD 7
Gum	SWSD 7
Internet Use	SWSD 8
Dress Standards	SWSD 8
Zero Tolerance Policy	SWSD 8
Student Records	SWSD 9
Lunch/Breakfast Program	SWSD 9
Video Surveillance	SWSD 9
Alcohol, Chemical Substances, Tobacco	SWSD 9
Sexual Harassment Policy	SWSD 10
School Closure	SWSD 10
Use of Tobacco on School Property	SWSD 11
Weapons and Dangerous Instruments	SWSD 11

Prohibition of Harassment, Intimidation and Bullying	SWSD 11
District's Tip Reporting Service	SWSD 12
Non-Discrimination Statement	SWSD 12

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!

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	Olivia Fishbook
Second Grade	Timathi Fitzpatrick
Second Grade	Ariel Maras
Third Grade	Kristi Muña
Third Grade	Brandon Constantine
Fourth Grade	Natalie Sakuma
Fourth Grade	Ivy Leverenz
Fifth Grade.....	Rachael Brown
Fifth Grade	Elli Gildnes
Sixth Grade	Elizabeth Vaith
Sixth Grade	Jael Crouse

Specialists

Special Ed/LAP.	Jamie Harr
PE Specialist	Matthew Holmes
Instructional Media Specialist	Sarah Bolser
Music Specialist	Kathleen Sasnett
Art Specialist	Krista Hynds
Speech	Jessica Dalgas
Psychologist	Jennifer Coomes
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	
Amanda Osborn	
Jennifer Bedlington	
Patsy Walz	
Amy Souza	
Truman Sherwood	
ASL	Aileen Travis
Custodian	Theresa "Tish" Geldart
Food Services	Jami 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 BLGPA 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 the office every Monday, Wednesday and Friday.

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.

Doors open to classrooms	9:10/10:10 (W)
School begins	9:25/10:25 (W)
School dismissed	3:30
Early Release days dismissed	12:30
(W) = Late Start Wednesday	

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 9:25-3:30 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 completed at least two days prior to attendance on all field trips.

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 9th, 10th, 12th and 13th**. All 4 days are early release days for students. The second semester conferences will be held on **March 4th and 5th**. Both days 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, 6/18.

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:

- 1st Offense: Taken to office for the day
- 2nd Offense: Taken to office/Parent must pick up electronic device
- 3rd 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:

Big Lake students: Have a Growth Mindset * Are Empathetic * Have Gratitude * Are Responsible * Are Respectful * Are Kind * Are Creative * Exhibit Citizenship * Persevere * Have Courage

Champion of character recognition will be done in the class. If you have any questions please contact your students' teacher.

Big Lake Learning Environment Expectations:

- Level 0: No Talking
- Level 1: Whisper Voices
- Level 2: 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.

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.

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.

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.

<p style="text-align: center;">Level 1 – Incidental Violations Warning</p> <p style="text-align: center;">Non-referred may be recorded on Skyward</p> <p style="text-align: center;">Green</p>	<p style="text-align: center;">Level 2 – Minor Violations</p> <p style="text-align: center;">Non-referred Recorded on Skyward</p> <p style="text-align: center;">Yellow</p>	<p style="text-align: center;">Level 3 – Major Violations</p> <p style="text-align: center;">Referred Recorded</p> <p style="text-align: center;">Orange</p>	<p style="text-align: center;">Level 4 – Illegal Violations</p> <p style="text-align: center;">Referred Recorded</p> <p style="text-align: center;">Red</p>
<ul style="list-style-type: none"> o Running o Loud voices/yelling o Off-task behavior o Name calling o Noise making o Insubordination o Out of seat o Missing homework o Minor Disruption o Breaking cafeteria rules o Breaking playground rules o Inappropriate behavior in the bathrooms o Chewing gum or eating candy except by teacher permission o Other: 	<ul style="list-style-type: none"> o Lying/cheating o Indirect, inappropriate language/gestures o Indirect, physical aggression o Inappropriate dress o Spitting o 3rd Time @ Level 1 Offense within the week o Other: 	<ul style="list-style-type: none"> o Direct, inappropriate language/gestures o Fighting/physical aggression o Inappropriate touching o Major disruption to learning environment o Harassment/bullying o Overt defiance o Property destruction/misuse o Theft o Forgery o Inappropriate technology use o Pantsing o Violent References (conversation, writing or pictures) o Taking pictures/video without consent o 3rd Time @ Level 2 Offense within the week o 3 weeks consistent level 1 or 2 behavior issues, CST referral for behavior intervention plan 	<ul style="list-style-type: none"> o Drug use/possession o Weapon use/possession o Truancy o Arson o Bomb threat o Extreme property damage/vandalism o Combustibles o Assault/threats o Other:

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.**

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.