

# Clear Lake Elementary

## *Home of the Trumpeters*

### Parent and Student Handbook

2017-2018 School Year

**Clear Lake Elementary School**  
**Mailing Address: P.O. Box 128**  
**23631 Lake Avenue**  
**Clear Lake, WA 98235**  
**360-855-3530 Phone**  
**360-855-3531 Fax**  
**[www.swsd.k12.wa.us](http://www.swsd.k12.wa.us)**

Office email: [tquigley@swsd.k12.wa.us](mailto:tquigley@swsd.k12.wa.us)  
To Excuse an Absence: [vguffie@swsd.k12.wa.us](mailto:vguffie@swsd.k12.wa.us)

Revised 2017

\*Parents are required to read all policies and discuss with their students where appropriate\*

**Welcome from Mrs. Fox:**

On behalf of the Clear Lake Elementary staff, I would like to welcome you and your family to Clear Lake Elementary for the 2017-2018 school year. This document is intended to serve as a parent and student resource. We hope it will provide the necessary information for student success. On behalf of the staff, we pledge to do our best to meet your child's educational, social, and emotional needs while at school. We believe parents and school are joint partners in better helping our students have a safe place to learn and grow and acknowledge that family involvement is critical to your child and to the continued success of your school. ~ Dina Fox, Principal

**Clear Lake School Statement:**

At Clear Lake Elementary, we create an environment which develops a student's fundamental skills, connects them to their community, and creates a lifelong learner.

**Sedro-Woolley School District Mission:**

Every student graduates with the knowledge and skills for future learning and success.

**Service Departments**

<b>Transportation Department</b>	<b>360-855-3504</b>
<b>Food Services Department</b>	<b>360-855-3515</b>
<b>Special Programs</b>	<b>360-855-3565</b>
<b>SW School District Office</b>	<b>360-855-3500</b>
<b>S-W Co-op Preschool at Clear Lake</b>	<b>360-855-3814</b>

**Emergency Line**

Call 855-3573 or check online [www.swsd.k12.wa.us](http://www.swsd.k12.wa.us) for info on school closures/delays.

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## Clear Lake Elementary School Staff

17/18

Principal  
Admin. Secretary  
Secretary

Dina Fox  
Tracy Quigley  
Veronica Guffie

Kindergarten  
Kindergarten  
First Grade  
Second  
Third  
Fourth  
Fifth  
Sixth  
First Grade VISIONS  
Second Grade VISIONS  
Third Grade VISIONS  
Fourth Grade VISIONS  
Fifth Grade VISIONS  
Sixth Grade VISIONS

Sandy Joyce  
Christina Boal  
Jennifer O'Regan  
Joel Howard  
Melissa Dahl  
Jenny Goss  
Karen Walker  
Joe Garcia  
Kenzie Wade  
Tayla Felchlin  
Danielle Fisher  
Angie Guffie  
Anna Wright  
Tom Andre

Special Services  
LAP  
Special Services Parapro  
Special Services Parapro  
Lap Parapro  
Lap Parapro  
Lap Parapro  
Lap Parapro  
Counselor  
Speech  
Nurse  
Psychologist  
ELL Support  
Art/Music

Tanya Smith  
Amie Lloyd  
Heidi Walker  
KatieBeth Lukehart  
(April) Dawn Norris  
Nancy Hoefler  
Deborah Best  
Lisa Tinklepaugh  
Ellie Slabodnik  
TBD  
TBD  
Roger Sasnett  
Mryna Aguirre  
Anna Kitchener

Technology  
Librarian/Technology  
Library Parapro  
Physical Education  
Lunchroom Assistant  
Server and Cashier  
Playground Assistants

Sue Malone  
Amie Lloyd  
Wendy Peterson  
Michael Parke  
Wendy Peterson, Lisa Tinklepaugh  
Heidi Novello,  
Nancy Hoefler, Wendy Peterson,  
April Dawn Norris, Lisa Tinklepaugh  
Jessica Massingale  
Denise Davis  
Candice Bracken

Custodian  
S-W Co-op Preschool

**DAILY SCHOOL SCHEDULE**  
**Kindergarten through Sixth Grade**

Campus Opens 8:30 AM (Breakfast served and playground open)  
Classrooms open at 8:45 (first bell) (playground closes)  
School Begins at 9:00 AM (Tardy Bell)  
School Ends at 3:30 PM

**Late Start Wednesdays:**

**Each Wednesday except October 24, November 8 and 22 are one hour late start days for teacher meetings and trainings. Busses run one hour later.**

Campus Opens 9:30 AM (Breakfast served and playground open)  
Classrooms open at 9:45 (first bell)  
School Begins at 10:00 AM (Tardy Bell)  
School Ends at 3:30 PM

**First Recess & Lunch (Walking Track and Recess First—Lunch is 20 minutes)**

Boal, Joyce, O'Regan, Wade	10:50 -11:40
Felchlin, Howard, Dahl, Fisher, Goss	11:20-12:10
Guffie, Wright, Walker, Andre, Garcia	11:50-12:40

**Afternoon Recess**

Grades K-3	1:30-1:45
Grades 4-6	1:45-2:00

Children are not to be at school before 8:30. There is no supervision on the playground until that time. Breakfast and morning recess begins at 8:30. Classrooms open at 8:45. We encourage our students to arrive in class no later than 8:45 a.m. to prepare for the start of the school day at 9:00 a.m. Parent contact time with teachers is 8:45 to 9:00 and 3:30 to 3:45 p.m. Students will not be allowed to enter the building before 8:45 a.m. unless they are with their parent who has scheduled an appointment with the teacher.

**\*\*Please avoid checking out your child before the end of the day. This counts as a tardy and disrupts end of day routines for the teacher and other students.\*\***

**In-service Days-Wednesdays (one hour late start)**

These days will provide our teachers and principal the opportunity to work collaboratively, monitor and implement curriculum, align instruction with state standards, prepare quality lesson plans and improve their school. This professional development time has given our teachers the opportunity to align curriculum to state standards, develop assessments to monitor student progress, review student work and build interventions for students who need more assistance, and provide feedback to students about the work they have completed. We appreciate your support of this time for teachers.

## Attendance Policy

- Attendance is taken daily. If your child cannot attend school, please contact the office by 9:30 a.m. or prearrange with email ([vguffie@swsd.k12.wa.us](mailto:vguffie@swsd.k12.wa.us)) a call (360-855-3530), or a note. If notice has not been given, an automated call will be made to check the student's absence; as well as follow up calls made by the office staff, for safety. Contact from you to excuse the absence is still required after the automated call.
- Excused Absences  
It is the parent/guardian's legal obligation to excuse all absences. Districts are now required to conference with the parent/guardian and child in an elementary school for any student who has five or more excused absences in a month or ten or more excused absences in the current year except when (1) prior written notice was given or a doctor's note was provided; and (2) an academic plan was put in place to keep the student on track. The conference must include a school district employee such as a nurse, counselor, social worker, teacher, or community human services provider at a time reasonably convenient for all persons for the purpose of identifying the barriers to attendance and supports and resources so that the child may regularly attend school. If the child has an IEP or a 504 plan, the team that created the plan is required to attend the conference.

A conference is not required if there was prior notice or a doctor note was provided to the school and there is an academic plan put into place to ensure the student does not fall behind.

Excused absences include: Illness, medical appointments/court appointment, family emergencies, prearranged absences, and school activities.

- Unexcused Absences  
After two unexcused absences in a month, schools are additionally required to take data-informed steps to eliminate or reduce the student's absences. These steps include application of the Washington Assessment of Risks and Needs of Students (WARNS) by a school district's designee and, where indicated, provide an approved best practice and/or research-based intervention consistent with the WARNS profile.
- Unexcused absences include: No contact by the parent or guardian, chronic transportation problems, shopping, baby sitting, hair appointments, oversleeping, etc.

A letter will be sent home and a conference with the principal will be required after 5 absences in a trimester (excused or unexcused) or a pattern of tardies is noted in a trimester and a plan of improvement will be implemented. As part of an improvement plan, doctors' notes or a visit to the school nurse may be required to grant excused absences. Other absences during the improvement plan will be considered unexcused unless pre-arranged with the office. The BECCA legal process may begin if tardiness and/or absences continue.

- Please avoid taking vacations during the school year. However, extended absences, longer than two days, need to be pre-arranged with the teacher. You may be referred to the principal if there is a concern about the impact of the absences.

### Unexcused Absences:

1st unexcused: parents informed by phone or writing of the Becca Law requirements.

2nd unexcused within a month: conference required to eliminate continued unexcused absences.

Continued absences: A certified letter will be sent.

5 unexcused absences: The school will notify the County prosecutor (Becca)

### **Tardy Policy:**

Students who arrive after the start of school in the morning are determined as a tardy. Students leaving before the end of the school day are determined as tardy in the afternoon. Students who miss more than the majority of hours or periods in an average school day will be marked as absent.

When tardy, the student must come to the office to pick up an admit slip, otherwise they are marked absent. Please avoid leaving school early; however, students must be signed out of the office by an adult. Excessive tardies will be tracked and a plan of improvement with the principal will be required.

The best possible education of your children is our goal. We are especially aware of the effect that tardies and early pickups have on the learning environment. It is important for children to arrive at (Attendance continued) school on time so they are present for the opening of school. The end of the day is also important for receiving important instruction regarding homework and other upcoming events. Taking your child out early also interrupts the other students learning as the teacher has to stop and gather the leaving students work, etc.

**Attendance Awards:** Each trimester, awards will be given in attendance for excellent attendance and most improved during the trimester.

**Non-Residents-**To attend Clear Lake Elementary from out of the school boundaries, an agreement was signed stating you will have your child arrive on time and avoid leaving early. If tardies (arriving late **and** leaving early) are high, you will be asked to conference with the Principal. If tardies continue, your child's attendance here could be revoked.

### **Building Character through PBIS**

We have implemented "Positive Behavioral Interventions and Supports" mode (PBIS). PBIS was established to address the behavioral and discipline systems needed for successful learning and social development of students. The school-wide system includes proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. A system of acknowledgements will help motivate students to try their best and to encourage others as well. One important piece of PBIS is to create a set of 3-5 school rules that are well known to all in our school – you will see these posted around the school. Our staff created the motto, "Trumpeters' Top Three – Be Safe, Be Respectful, and Be Responsible".

Students will be working towards the “Trumpeters’ Top Three” both inside and outside the classroom. To recognize outstanding behavior, staff will distribute “Trumpeter’s Treasures” to students demonstrating positive behavior/choices throughout the school. These treasures are then deposited in our “Trumpeter’s Treasure Box” located in the main hallway. When the box is full, we have earned a “school-wide” treat. These treats could be extra recess, game time in classrooms, or a special treat for every Clear Lake student.

### **Awards Assemblies**

Each month awards are given to students in Reading, Math, and Box Tops Collection. Also, each trimester, awards will be given in Attendance for Most Improved and Excellent Attendance. Assembly times will be announced in the monthly newsletter but are usually the first Tuesday of each month at 2:25 for Grades K-2, and 2:55 for Grades 3-6.

### **School Policies**

#### **Homework**

Homework is an important part of a child’s education in this challenging world. It provides the student an opportunity to hone their skills as well as developing good work habits. A developmentally appropriate amount of homework may be assigned to students. It is our expectation that students complete this homework as assigned. Incomplete homework may result in the loss of privileges or rewards. Repeated failure to complete homework may require a parent conference. Please remember that unfinished class work due to poor time management on the part of the student is not assigned homework but becomes homework. If your student is repeatedly engaged in exorbitant amounts of homework, please share your concerns with the teacher. Your support in this matter is greatly appreciated as we work together to prepare our students for their future. Please give teachers 24 hours’ notice when requesting make up work. Generally homework pickup is not suggested for brief absences of one or two days but time will be allowed to make up the work in class.

#### **Volunteers and Visitors**

We encourage and appreciate family participation at school. Volunteers in the classroom must complete, and pass a background check through the Washington State Patrol. This form needs updated and/or will be re-run by Clear Lake staff every two years, if you are still volunteering. Forms are available in the office. During school hours (9:00-3:30) visitors must sign in at the office and wear a badge. You do not need to check in at the office if visiting the classroom briefly before or after school only. Please speak to Mrs. Fox if you have any concerns about background checks.

#### **Communication**

Phone messages can be left with the office and your child’s teacher will return your call after class. Newsletters and school info that cannot be emailed is sent to only one student per family (usually the youngest) to save on paper costs. We try our best to keep our school website at [www.swsd.k12.wa.us](http://www.swsd.k12.wa.us) up to date with the latest school happenings. The office email is [tquigley@swsd.k12.wa.us](mailto:tquigley@swsd.k12.wa.us). Non-district sponsored event or activity flyers can be obtained in the office but are not distributed by the school.

## **Telephone Procedures**

Parents who need to notify or speak to their child are to leave a message in the office and the office will contact the child. This will help limit disruptions in the classroom. After school arrangements with friends, etc., should be made prior to coming to school. The school will not permit the phones to be used for that purpose.

## **Cell Phones**

School Policy regarding Cell phones is that they must be off, not used, or handled during school hours or they will be placed in Mrs. Fox's office until after school. If a cell phone is confiscated, a parent **MUST** come to the school and pick up the item. Parents who need to contact their children during the school day should call the office at 855-3530 to leave a message.

## **Homeward Bound**

Notice TO THE OFFICE is required when there are changes in students' after-school transportation, including walking. -360-855-3530-**Please avoid last minute changes as this disrupts the classroom and student safety.** You may also notify the bus garage of changes at 360-855-3504. We go by the "Going Home Plan" submitted at the beginning of the school year unless are told otherwise by the Parent or Guardian.

## **End of Day Car Pick Up, Morning Drop off, and Parking**

At 3:30, if you pick up your student by car, please enter Post Street off of Hwy 9, circle around to the school (Lake St.) and line up in front of school in a double line. For safety, we direct cars one by one to the front of the school (u shaped driveway) and call out your child's name. Please do not block any drive ways or streets. To lessen congestion, when coming to school, please also enter of Post St. (one block south) and circle around to the front of school. This will also make the crosswalk area safer. Busses will line up along the main parking lot (where last year's car pick up line was)

Parents and visitors will all park in the main front parking lot. **The parking lot behind the portables is for staff only.**

## **Internet Use at School**

Students may access the internet for research and educational games only during the school day. If you do not want your child to have access to the internet, please request a Denial of Consent Form from the office.

## **Special Medical Needs**

We are unable to dispense medication for your child unless you have completed a medical form from the Clear Lake School Office signed by a physician authorizing us to do so. All medications must be brought to school by an adult and must be in the original container and must be stored in the school office. The medication container must have the following information on it: (1) Name of Child, (2)

Dosage, (3) Doctor's Name. We cannot give Tylenol, cough drops, or any other over-the-counter medication unless the above procedure has been completed.

**Illness Guidelines-** For fevers, we request that your child is fever free for 24 hours before returning to school. Fever free means that they are maintaining a normal temperature without Tylenol or ibuprofen. Also please keep a child home for 24 hours after they have vomited. If a child vomits at school, they will be sent home. Please encourage and model frequent hand washing to help prevent illness. If you have questions about your child's illness, please contact your physician or school nurse.

### **Lost And Found**

All removable clothing and all lunch boxes and bags should be labeled with a permanent marker with the student's name or other easy identification. There is a Lost - And - Found in the cafeteria as well as in the main hall. We recommend you periodically check for lost items. They are also displayed at our open house or other school activities for parents to check and laid out occasional Fridays for students to check. If these items are not claimed within two months, they are donated to local charitable agencies.

### **Insurance**

Students are not automatically covered with medical or accident insurance by the School District. Parents are required to maintain their own medical or accident insurance coverage on their children. If you need help applying for State Insurance plans, please speak to our nurse at 855-3826.

### **Hat, Toys, Gum, and Non-School Items**

Students can wear hats to school and on the playground but must remove them when entering the building. Toys, sports equipment, and electronic devices of all types are not allowed. If a student brings such an item for "Show and Tell," he/she must give it to the teacher or follow the prescribed classroom procedures. This rule was established to prevent loss or damage. Clear Lake School cannot be responsible for these personal items. Gum, candy, pop or monster drinks are not permitted at school. Gum must be spit out before entering the building.

### **Apparel Expectations**

All clothing should be appropriate for school. Beach wear, short skirts, short shorts, oversize pants where underwear is revealed, etc., are not suitable for school. Board policy prohibits the wearing of clothing that carries drug, alcohol, or sexual connotations. Repeat offenses may lead to a discipline notice. Skirts and shorts must be school appropriate in length. Stomachs and chests must be covered. On P.E. days please send your child in tennis shoes and wear shorts under skirts or dresses. Flip flops are not allowed for regular school wear as they often break and/or students can turn their ankles while running in them. School Administration retains the right to decide appropriate apparel on a case by case basis.

### **School Breakfast and Lunches**

Breakfast and hot lunches are served daily. Milk is also available for students bringing cold lunch. Lunch prices are as follows:

Student Lunch	\$3.00	Breakfast	\$1.75
Reduced Student Lunch	\$.40	free for grades K-3 if qualify for reduced	
Reduced Breakfast	N/C	free for all grades if qualify for reduced	

Adult Lunch	\$4.00	All Milk	\$.60
		Adult Breakfast	\$2.40

**Lunch Accounts**-Students can maintain an account for meals. Money may be added to your child's account by sending a check or cash into the office. One check per family is okay. Please write your child's name on the check. You can put any amount you wish on your account. The student gives their card (cards kept in the lunchroom) to the cashier as they go through the line and the amount is deducted from their account. An all call system will be used to notify you of negative balances. Please track your child's balance before it gets too low by using the Family Access program (passwords available through the school office) Free or reduced price lunches may be obtained by any student whose family income falls within the guidelines set by the U.S. Department of Agriculture. Applications are available by calling the Food Services Department at 360-855-3515, online at [www.swsd.k12.wa.us](http://www.swsd.k12.wa.us) "Food Services" or in the office. All application information is confidential and is used only to determine eligibility for the program.

### **General Playground and Cafeteria Rules and Procedures**

The playground and cafeteria are an extension of the classroom.

1. Students are expected to use good judgment and sportsmanship;
2. Listen and follow directions of any staff member the first time given (be respectful and avoid arguing);
3. After eating, please leave your table clean. If you have finished eating before the bell, dispose of your tray and/or garbage and return to your table and visit quietly.
4. Play safely at all times:  
No hitting, pushing, kicking, tripping, tackling, or elbowing;  
No jumping out of the swings;  
Play tag or other running games in the open areas away from equipment; tag is not allowed on the big toys.  
Only go down the slides and only one person at a time;  
Keep language respectable. Avoid name calling;
5. Stay on the playground. Leave only with permission and a pass from the duty. Students CANNOT return to their classrooms during recess without a pass; the cafeteria bathrooms and drinking fountain only are used during lunches and recess;
6. Line up promptly at the end of recess. No throwing or kicking balls after the bell.
7. Enter the building quietly and orderly.
8. The orange flag means play on the blacktop area only (field wet).

### **Field Trip Policy**

Siblings are not allowed on field trips. Field Trips are special events for the class and may culminate a lesson from class. Also, chaperones need to be fully in charge of their assigned group. It is preferred that students go to and from the trip the same way with their class. If you need to take your child home from the trip rather than go on the bus, please arrange this in advance and check out with the teacher before leaving. Please do not park in front of the school if you go on a field trip and will not be back before 3:00 p.m. Please park in the main parking lot.

**Withdrawing**-When you withdraw your student from Clear Lake Elementary; please give the office at least two weeks' notice when possible. Library books must be turned in, lunch accounts cleared, and any outstanding fines paid. We can provide copies of immunizations and birth certificates if needed.

**Enrolling**-Students will not be accepted at school unless a full 24 hours' notice is given to the office. A birth certificate and immunization record is required.

## **DISCIPLINE POLICY AND STUDENT PLEDGE**

The purpose of a school discipline policy is to clarify expectations, set goals, establish rights, and encourage self-development and individual responsibility. Without a discipline atmosphere, the teacher cannot teach effectively and the learner cannot learn.

The ultimate goal of good discipline is self-discipline, which can only be achieved when there is a partnership between the home and the school. As a parent, you play an important role in the success of this plan.

Nobody is perfect. Students do make mistakes. We learn from our mistakes and try not to make the same one again.

### **General Standards:**

- Treat everyone with respect.
- Follow directions.
- Do your best.
- Be responsible.
- Be where you are expected to be.
- Be safe.

Note to parents: Consequences for breaking a rule are based on the seriousness of the behavior and the student's past record. We have a system of progressive discipline using a discipline ladder outlined below. The consequences for breaking a school rule will begin at the lowest step. If the unwanted behavior continues, the consequences at the next step of the ladder may be applied. As you can see, the steps progress to more severe consequence. Serious misconduct behaviors will result in an immediate discipline referral. The responsibility for a good experience is shared by the school and home. In the event that student conduct is not appropriate, the following policy and procedures will be implemented.

### **Discipline Ladder**

Classroom Teacher: Each teacher will have specifics of his/her classroom discipline plan. We use a system of "lines". If a student receives three lines from a teacher or teachers for infractions a discipline referral is issued. A line is the repeated occurrence of a minor infraction within a short period of time. (Students move through teacher's progressive classroom steps.) Referrals expire after 10 school days without a line. A line or a referral may be issued immediately for more serious misconduct.

### **Classroom Teacher Progressive Steps**

Step 1: Warning(s), may include verbal, visual and/or written.

Step 2: Teacher consequences or warnings may include loss of recess, a problem-solving activity, written assignment, etc.

Step 3: Teacher consequences may include time with a buddy teacher, reflection/refocus.

Step 4: A "line" on a discipline form. Parent contact will be made.

What does time with a buddy teacher and reflection/focus look like? This is a time for a child to reflect on and refocus their behavior. A staff member will assist your child with processing the inappropriate

behavior. The staff member and the child will come up with strategies to change his/her behavior so the child can be successful at school.

Administration: Once a child receives his/her 3rd line for minor infractions he/she will receive a discipline referral to see the principal. If a serious misconduct occurs a child will immediately receive a referral.

Administrative Progressive Steps:

An accumulation of discipline referrals will lead to increased consequences.

If a child receives a discipline referral to see the principal, parent(s)/guardians will be notified by phone or mail.

Serious Misconduct: Please refer to Serious/Exceptional Misconduct page. Serious misconduct will result in Suspension, Emergency Expulsion, or Expulsion.

- Serious and Exceptional Misconduct

The following acts or commissions by a student while on school property (reasonable proximity thereto) or at any school-sponsored activity or event off school property are prohibited and shall constitute cause for discipline, suspension or expulsion by authorized school district authorities.

- A. The commission of any criminal act under the laws of the State of Washington including, but not limited to, the following:
  1. Arson: The intentional setting of fire or explosion.
  2. Assault/Battery: Physical threats or violence to persons.
  3. Burglary: The act of entering or remaining unlawfully in a building with the intent to commit a crime.
  4. Explosives: Explosives are not permitted.
  5. Extortion or Coercion: Obtaining or attempting to obtain money, property, or services by threats or forcing someone to do something against his/her will by force or threat of force.
  6. Firearms: Firearms are not permitted.
  7. Gambling: Risking something of monetary value for the chance to win a prize.
  8. Theft: Stealing.
  9. Malicious Mischief: Properly damage.
  10. Robbery: Stealing by force or threat of force.
  11. Possession of Alcoholic Beverages or Illegal Drugs: (including the sale, delivery, and/or use)
  12. Trespass: Being present in an unauthorized place or refusing to leave when ordered to do so.
  13. Threats to Bomb or Injure Property: Falsely reporting a fire or bombing.
  14. Harassment: Threatening to cause bodily injury, physical damage, or physical restraint of another, or maliciously threatening to do any other act intended to substantially harm the physical or mental health of another
  15. Gang Intimidation: Threatening another person with bodily injury because the person refuses to join or has attempted to withdraw from a gang. This also includes threats from any large group.
- B. Being under the influence of alcohol or a controlled substance not prescribed by a physician for the student.
- C. Use or possession of alcohol, controlled substance not prescribed by a physician for such student, drug paraphernalia, and tobacco products.
- D. Sale or delivery of alcohol, tobacco, or a controlled substance or purported controlled

- substance to another person.
- E. Refusal to identify self. All students must, upon request identify themselves to proper school authorities.
- F. Any act or conduct directly or indirectly causing substantial or material disruption or obstruction of any school function or operation. Continuously and intentionally acting in any manner so as to interfere seriously with the teacher's ability to conduct his/her class.
- G. Failure to comply with School District policies or school rules or with the direction of teachers, substitute teachers, school patrolmen, custodians, nurses, counselors, instructional assistants, bus drivers, cooks, secretaries, librarians, lunchroom duties, principals, or other authorized personnel during any period of time the student is properly under the authority of school personnel.
- H. The known possession, display, handling or transmission of any object that can reasonably be considered a weapon.
- I. Any lewd, indecent or obscene conduct or expression.
- J. Belonging to a gang and knowingly engaging in gang activity.
- K. Sexual, racial or other form of harassment.

Pursuant to State Law, students who possess or carry onto school premises, school-provided transportation, or areas of facilities being used exclusively by public or private schools any firearms, other dangerous weapons, nunchuk sticks, throwing stars, air guns, or other projectiles shall be subject to expulsion. Students who with malice display what appears to be a firearm shall be subject to suspension or expulsion of up to one (1) year. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

### **Anti-Bullying Policy**

We are committed to ensuring Clear Lake Elementary is a safe, caring and respectful learning environment for all students. We will not tolerate bullying at our school and will respond appropriately should any incidents occur.

Definition: Bullying is the **repeated** threatening, harassing, frightening or hurting of someone by another or group of others. It also includes repeatedly leaving someone out on purpose. It is one-sided and unfair.

Examples of bullying include:

- Using put-downs or insults that include someone's race or gender.
- Ganging up on someone.
- Leaving someone out on purpose.
- Spreading rumors about someone.
- Hurting someone by hitting, pushing, tripping, etc.
- Repeatedly threatening to hurt someone.

### **Zero Tolerance for Violence Policy**

Clear Lake School and the Sedro-Woolley School District believe that a safe and violence free school setting is critical in assuring the best possible environment for student learning. It is important to recognize that certain behaviors at home, (example: rough housing, play fighting, friendly pushing and shoving) cannot be accepted at school.

**Weapons:** Any instrument that can be potentially dangerous for the student or harmful to self or others.

**Knife: Not threatening but concealing.** Discipline notice, parent conference, keep knife and notify authorities. Suspension pending parent conference.

**Threatening and/or injuring someone.** Immediate suspension, notify authorities, discipline notice, conference required before re-entering school, follow policy and state law. Policy 3204P

**Gun: Possession of any firearm.** Any offense-emergency expulsion, police notified, discipline notice, and follow district policy and state law.

**Bullets:** Possible suspension, discipline notice, parents and school district notified.

**Toy gun:** discipline notice and parents notified. If deliberate to threaten, harm self, or another person. - Suspension pending parent conference.

**Dangerous Explosive or Flammable Items or Fireworks:** A discipline notice will be issued and a parent conference will be held. Possible suspension.

#### **Substance Abuse:**

Any student who possesses, uses, sells, and/or is under the influence of drugs, and alcohol, non-prescribed medication, and/or has drug paraphernalia will be disciplined according to board policy 3442 P. Consequences may be progressive and vary according to the severity and number of offenses. For the first offense, suspension from school and all activities for 20 days. Emergency expulsion may precede suspension. Authorities notified.

**Any Form of Tobacco including E-cigarettes is not allowed:** This includes smoking, holding, using, or providing.

**Stealing:** A discipline notice will be issued. Restitution will be expected.

**Destruction of Property:** Any student who willfully destroys or damages school property, or another student's property will be expected to make restitution. A discipline notice will be issued.

**Sexual harassment:** It is the policy of the Sedro-Woolley School District to maintain an environment, which is free from all forms of sexual harassment, at all schools. Students should report any incidents of concern to any school staff member and their parents.

**Harassment:** Harassment is not allowed. Harassment is repeatedly engaging in unwelcome verbal behaviors such as using threats, put downs, teasing, obscenities, gestures, and/or physical contact such as kicking, tripping, punching, pinching, hitting, chasing, throwing objects, or play fighting. Students should report any incidents of concern to any school staff member and their parents.

## Clear Lake Parent Group

Dear Clear Lake Elementary Parents,

The Parent Group of Clear Lake Elementary School would like to welcome all of the parents of our students! We value parent participation and ask you to commit to volunteering at Clear Lake Elementary to help us with a variety of activities that support our children. Working with our Parent Group provides fun, meaningful contribution to the betterment of our students, staff, school and community and is an investment in the future of our children. We recognize that all of us participate in a busy world in which many parents work during the day. We can always use help from home in the evening as well with such activities as Box Tops for Education, Campbell Soup Labels, class liaison, assisting in classroom preparations, parent group newsletter and flyers, etc..... Ideally, each parent could donate time to a classroom, which is not only helpful to the teacher but also can increase student achievement.

We have many activities during the year in which parents can become involved such as our Open House, Harvest Festival, Literacy Night, T-Shirt sales, Bingo Nights, Trumpeter Trot, etc.... Having parents help us with these special events assures their success and maximum participation by students and families.

Our Parent Group meets every month 6:00 PM usually the 3<sup>rd</sup> Tuesday of the month at the SWHS Library. For further information about volunteering for school or Parent Group activities, please contact one of the following individuals:

Parent Group Chairperson – Roger Billings  
Officers-Crystal Bullard, Veronica Blackburn, and Jessica Browning

Please contact us through Email: [clparentsgroup@gmail.com](mailto:clparentsgroup@gmail.com)

We very much appreciate each of you for the time and energy that you give.

The Clear Lake Parent Group

## **VISIONS Mission Statement**

Valuing each child as a special individual and natural learner.

Instilling a desire for life-long learning by helping children with the process of learning how to learn.

Supporting our children's learning by active participation of families in a unique partnership between home and school.

Integrating curriculum with innovative approaches to serve diverse ways of learning.

Offering children empowerment and responsibility for their learning.

Nurturing each child's development. Helping each meet his or her full potential.

Strengthening bonds within the classroom, the school and in the community.

The Visions program is a school within a school housed at Clear Lake Elementary. It is for first through sixth grade and uses multi-age groupings, a developmental view of education and hands-on learning opportunities to help children achieve their potential. The Visions Parent Group meets the 3<sup>rd</sup> Tuesday of the month at 7:00 p.m. at the SWHS Library. More information on the VISIONS program can be obtained by contacting the program registrar. Email [visionsregis@gmail.com](mailto:visionsregis@gmail.com). Informational pamphlets are also available in the school office. VISIONS has information posted on the Clear Lake Elementary web page, [swsd.k12.wa.us](http://swsd.k12.wa.us), under schools, select Clear Lake.

Chairperson: Tara Jensen, email her at [involvedinvisions@gmail.com](mailto:involvedinvisions@gmail.com)

**VISIONS Program Non-Residents-**To attend Clear Lake Elementary from out of the school boundaries, an agreement was signed stating you will have your child arrive on time and avoid leaving early. If tardies (arriving late **and** leaving early) are high, you will be asked to conference with the Principal. If it continues, your nonresident attendance and enrollment in VISIONS could be revoked.

## **Highly Capable Program**

The Highly Capable serves students in grades K-12 who perform or show potential for performing at significantly advanced academic levels when compared to others of their age, experiences, or environments. Students can be nominated for the program by their parents or teacher.

For more information, contact Mischelle Darragh, Highly Capable Program Coordinator, call 360-855-3540, or email [mdarragh@swsd.k12.wa.us](mailto:mdarragh@swsd.k12.wa.us). An informational flyer is also available in the school office.

## School Counseling Services

Clear Lake School counseling services focus on increasing school success, for all the children, as a first priority. To accomplish this, a strong emphasis is placed on integrating the counseling and guidance program with classroom instruction and activities. Thus, these support services become closely linked to the center of each child's educational experience – the classroom.

A full range of school counseling services is offered. These include:

**Classroom Guidance:** Lessons and topics of general interest and concern for all students relating to the social emotional learning and a positive school climate.

**Small Group Counseling:** Two to five students with similar needs. Typical focus is helping the students build skills in a particular area such as friendship or communications/problem-solving.

**Individual Counseling:** For students needing more focused attention in a specific area.

All of the above services are provided with a developmental focus. That is, they consider and are tuned to the students' academic and social developmental stage. The counselor is familiar with all of the classrooms in the school and works to develop an understanding of the goals and expectations that each teacher has for their students. Every effort is then made to blend the guidance and counseling services with each classroom's goals, methods and topic areas.

The counseling program recognizes the importance of a strong parent-school partnership in helping the children experience school as a positive place to be and where learning is valued. Sometimes parents wish to discuss parenting concerns as they relate to supporting their child's academic and social emotional progress at the school. The counselor is available by phone or in-person for consultation with any parent who requests it.

Clear Lake School counseling services are designed and provided in a way that recognizes and encourages the potential in every student to become a successful learner. For further information about the counseling program and any of its services, please contact the counselor or the principal.

**School Counselor:** Ellie Slabodnik, email [eslaboknik@swsd.k12.wa.us](mailto:eslaboknik@swsd.k12.wa.us) or phone 360-855-3819

**Hours:**  
Mondays 8:15 to 3:45  
Tuesday 11:00 to 3:45 (hours are subject to change)

## Non Discrimination or Harassment Policy

It is the policy of the Sedro-Woolley School District that there be no discrimination against any student on the **basis of sex. In keeping with that policy, the District will not tolerate sexual harassment of any of its students by** District employees, students, volunteers, or parents Sexual harassment is a violation of the District's rules of conduct for the educational setting.

Sexual harassment is unwelcome sexual advances, request for sexual favors, sexually motivated physical contact and other verbal or physical conduct or communication of a sexual nature when (1) submission to such conduct or communication is made an implicit or explicit condition of academic or educational achievement; (2) submission to or rejection of such conduct or communication affects academic or educational opportunities; or (3) the conduct or communication has the purpose or effect of substantially interfering with a student's academic or educational work or activities or of creating an intimidating, hostile, or offensive academic or educational environment.

Any staff member or student who has been found, after appropriate investigation, to have sexually harassed a student will be subject to disciplinary action up to and including expulsion (for students) and discharge (for staff). Parents or volunteers found to have violated this policy are subject to exclusion from District property and/or activities.

Any student who feels that he or she has been subjected to sexual harassment has an obligation to report the alleged harassment promptly. Students are encouraged to report the harassment within sixty (60) days of the occurrence of the alleged harassment to one of the following: teacher, counselor, building administrator, or Safety Hotline (1-800-585-3109) without fear of reprisal. Confidentiality, both for the complaint and the accused, will be maintained to the extent appropriate under the circumstances.

The student may consult with any one of the above-identified staff members without filing a formal complaint. As a result of this informal conference, the consulted staff member will cause a District counselor or building administrator to begin action to resolve the alleged harassment on an informal basis. That action will include investigating the allegations in order to determine whether the alleged conduct occurred, and if it occurred, whether it constitutes a violation of the District's policy against sexual harassment. In making such a determination, the staff member conducting the investigation shall consider the totality of the circumstances, the nature of the allegations, and the context in which the alleged incidents occurred. If the complaint cannot be resolved satisfactorily on an informal basis, the complaining party may file a formal complaint.

Formal complaints of sexual harassment must be in writing, though no special form needs to be used. The complaint must be set forth the specific acts, conditions, or circumstances alleged to constitute a violation of the District's policy against sexual harassment and be signed by the complaining party. Formal complaints should be directed to the District's compliance officer, who is the Executive Director of Human Resources (EDHR), unless the complaint is against the EDHR, in which case it should be directed to the Superintendent.

To the extent appropriate under the circumstances, the District will protect the rights of all persons involved in this complaint process, including persons alleging sexual harassment, persons against whom sexual harassment allegations have been raised, and witnesses. Students involved in this process shall not suffer restraint, interference, discrimination, coercion, or reprisal on account of participation in the District's sexual harassment complaint procedures, provided, however that any student found to have made false accusations under this policy shall be subject to disciplinary action.