

Clear Lake Elementary



Home of the Trumpeters

Parent and Student Handbook

2018-2019 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

Office email: tquigley@swsd101.org

To Excuse an Absence: vguffie@swsd101.org

Revised 2018

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 2018-2019 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

Transportation Department	360-855-3504
Food Services Department	360-855-3515
Special Programs	360-855-3565
SW School District Office	360-855-3500

Emergency Line

Call 855-3573 or check online www.swsd.k12.wa.us for info on school closures/delays.

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Clear Lake Elementary School Staff

18/19

Principal	Dina Fox
Admin. Secretary	Tracy Quigley
Secretary	Veronica Guffie
Kindergarten	Sandy Joyce
Kindergarten	Brianna Lopez
First Grade	Jennifer O'Regan
Second	Joel Howard
Third	Christina Boal
Fourth	Jenny Goss
Fifth	Karen Walker
Sixth	Joe Garcia
First Grade VISIONS	Kenzie Wade
Second Grade VISIONS	Danielle Fisher
Third Grade VISIONS	Melissa Dahl
Fourth Grade VISIONS	Angie Guffie
Fifth Grade VISIONS	Anna Wright
Sixth Grade VISIONS	Tom Andre
Art	Anna Kitchener
Music	Naomi Ihlan
Technology/Science Teacher	Sue Malone
Physical Education	Michael Parke
Special Services	Tanya Smith
Special Services Parapro	Heidi Walker
Special Services Parapro	Katie Beth Lukehart
LAP/Librarian	Amie Lloyd
Library Parapro	Wendy Peterson
Lap Parapro	(April) Dawn Norris
Lap Parapro	Nancy Hoefler
Lap Parapro	Deborah Best
Lap Parapro	Lisa Tinklepaugh
Counselor	Ellie Slabodnik
Speech	Brooke Whitley
Nurse	Billie Griffeth
Psychologist	Roger Sasnett
ELL Support	Mryna Aguirre, Tatyana Bortnik, Sandra Becerra
Lunchroom Assistant	Wendy Peterson, Lisa Tinklepaugh
Server and Cashier	Heidi Novello, Tabitha Karper
Playground Assistants	Nancy Hoefler, Wendy Peterson, April Dawn Norris, Lisa Tinklepaugh, Tiffany Modlin
Custodian	Denise Davis, Jonathon Miller
Tech Support	James Bergley

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 November 7 and 21 (12:30 release days), and June 12 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)

Lopez, Joyce, O'Regan, Wade	10:50 -11:40
Fisher, Howard, Boal, Dahl, 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.****

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@sbsd101.org) a call (360-855-3530), or with 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 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 student's 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 the "Positive Behavioral Interventions and Supports" model (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 a positive school environment. 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. 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 second Wednesday 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 up to date with the latest school happenings. The office email is tquigley@swsd101.org. 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. If a student has to use their cell phone, they must come into the office to use it.

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 but tell us too! 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 360-855-3826.

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 "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.

Withdrawing-please give notice to the OFFICE when you are withdrawing your student, in advance as much as possible.

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 staff 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.

Buddy Teacher-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 3rd 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

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 3rd 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. Informational pamphlets are also available in the school office. VISIONS has information posted on the Clear Lake Elementary web page, swsd.k12.wa.us, under schools, select Clear Lake.

Chairperson: Tara Jensen, email her at 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@swsd101.org. An informational flyer is also available in the school office.

School Counseling Services

Clear Lake school counseling expectations are that Clear Lake students:

- Follow the Trumpeter Top 3 (Be Safe, Be Respectful, Be Responsible);
- Get along with others;
- Feel welcome at school; and
- Attend school regularly (fewer than 2 absences per month).

Trumpeter Top 3 - Our counselor heads up the Positive Behavior Interventions & Supports (PBIS) team, which is in charge of the Trumpeter Top 3 positive behavior program: From the “Expectations Boot Camp” walk around campus for each class during the first week of school, to encouraging staff to use the “Trumpeter Treasures” tokens to reward students so the entire school can earn a “Trumpeter Treat” such as an extra recess or in-class board game break, to producing positive behavior videos and assemblies.

Get along with others/Feel welcome at school - It is so important that every student learns to get along with others and feel welcome at school, so in addition to the Trumpeter Top 3 program, our counselor meets with students in conflict and promotes bullying prevention throughout the school, through assemblies and classroom presentations. When parents, staff or students report suspected bullying, our counselor conducts the investigations.

Attend school regularly – Our counselor is part of the attendance team at Clear Lake, making phone calls and attending meetings regarding absences, providing positive attendance messages to families and giving awards each semester for students with perfect attendance, but just as important, for students with excellent or improved attendance.

504 Plans –Section 504 Plans are plans for academic or social-emotional accommodations for students with disabilities whose conditions severely affect one or more significant life functions, such as their learning. Our counselor is Clear Lake’s 504 coordinator.

Family Support – Clear Lake Elementary School is fortunate to be a part of both the Clear Lake and Sedro-Woolley communities. We have many local groups who want to make life better for our families, and our counselor helps families access these generous groups. Helping Hands Food Bank extends the Free and Reduced Lunch Program by providing breakfast and lunch ingredients for the weekends for families who request it. Local firefighters yearly provide warm winter coats for students, and local groups sponsor families for holiday support such as meals and gifts. Please let her know if you would like to access these services.

And, as always, if you would like Mrs. S to check in with your child, please let her know.

School Counselor: Ellie Slabodnik (“Mrs. S.”, email eslabodnik@swsd101.org or phone 360-855-3819

Hours: M/T/W 8:15 a.m. to 3:45 p.m.

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.