



Handbook

For Our Students, Parents, and Staff



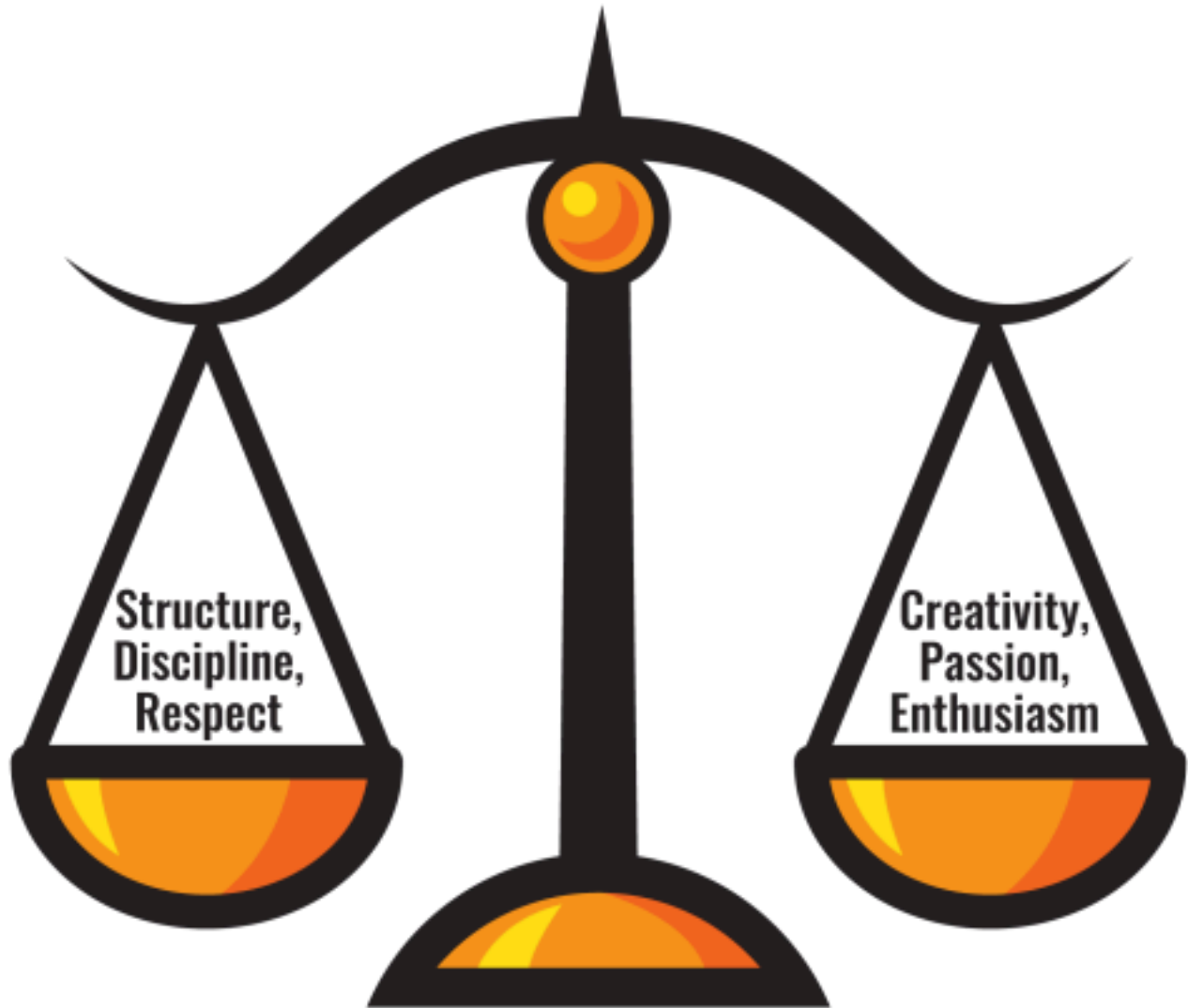
2024-25 School Year



Guiding Principles

- We are a family. We embrace each student, family, and staff member as such and ensure each feel welcome and a meaningful part of our community.
- We embrace a “No Fear” motto for students and adults alike. We value risk-taking, innovation, and embrace failure as a part of growth and learning.
- Every student is our student. We will take the time to get to know each student- their name, their interests, gifts, and desires to be great, regardless of whether he or she is in our classroom or grade level.
- We all support and uphold the “Essential Rules” of Stevens Creek; staff, students, and families alike. Common, high expectations of respect, manners, care, and safety lead to success for all.
- We operate with the belief that each person brings their best each day, whether that be effort or intention.
- The staff of Stevens Creek pledge to have fun together, learn together, bring joy to students together, and create a place where we all thrive together. Our "wins" come when we work together as a team.
- We demand academic rigor and high expectations for ourselves, one another, and for each learner. We also expect each family to support our students at home, and will work with each to support them in this.
- We acknowledge the importance of students receiving specific, timely feedback, multiple opportunities to show what they know, and grading practices that promote a growth mindset.
- We value application-based learning. Building students’ skills are vital, but we must also give our students a compass in order to apply these skills to real-life applications.
- Learning must be fun and magical. We pledge to bring engagement each day, while modeling for our students a deep love of learning.
- We value movement, acknowledge its place in our students’ success, and commit to ensuring this occurs on a regular basis throughout the school day.
- We value flexibility and will model this for our students each day. Not everything goes as we would like, and sometimes it turns out better than we ever could have planned for.
- We value diversity and will embrace each of our differences and perspectives as opportunities to grow ourselves and our understanding.
- We commit as an instructional staff to continually develop and utilize cutting-edge instructional techniques that engage students and ensure their success. We do this through reflection and study on a continual basis.

We wish to be a beacon for other teachers to visit, observe, and grow from seeing our techniques and collaboration.
- Achievement at Stevens Creek will be recognized, celebrated and honored! However, not everyone deserves a cookie, and recognition will be genuine and earned.



This picture represents how Stevens Creek strives to operate each day. In order to find the type of success we seek, we must create an environment that contains creativity, passion, and enthusiasm. It must be balanced with structure, discipline, and respect.

If we have only creativity, passion, and enthusiasm, we have fun and excitement but miss teaching our students focus and self-discipline.

If we have only structure, discipline, and respect, we have an environment where students feel they are being treated like robots.

Success lies in finding that balance at Stevens Creek. Our classrooms, and school community will continually work to find that balance for our students.



The 55 Essential Rules We Will Live by this School Year at Stevens Creek

*Students will be taught these 55 Essentials throughout the school year in greater detail. Each essential has much more to it than the quick blurb below. This is our fun way of teaching our students some of the “soft” skills they can utilize throughout their lives.

1. When responding to an adult, you must answer by saying “Yes Mr. _____, or No Mrs. _____.
2. Make eye contact.
3. If someone in the class or school wins a game or does something well, we will congratulate that person.
4. During discussions, respect other students’ comments, opinions, and ideas.
5. If you win or do well at something, do not brag. If you lose, do not show anger.
6. If you are asked a question in conversation, you should ask a question in return.
7. When you cough or sneeze or burp, it is appropriate to turn your head away from others and cover your mouth with the full part of your hand or arm.
8. Do not smack your lips, roll your eyes, or show disrespect with gestures.
9. Always say thank you when I give you something.
10. When you receive something, do not insult the gift or the giver.
11. Surprise others by performing random acts of kindness.
12. When grading other students’ papers, give only the correct grade or feedback.
13. Follow along when we read together in class.
14. Answer all written questions with a complete sentence.
15. Do not ask for a reward for good grades or behavior.
16. You must complete your homework every day.
17. Subject transitions will be swift, quiet, and orderly.
18. Be as organized as possible.
19. When work is assigned, do not moan or complain.
20. When a substitute teacher is present, all class rules still apply.
21. Follow specific classroom protocols and routines.
22. You may bring a bottle of water to class; you may not leave for a drink of water during class.
23. Know other teachers’ names and greet them in the hall by name.
24. Keep yourself and the bathrooms clean and germ-free.
25. Greet visitors and make them feel welcome.
26. Do not save seats in the lunchroom.
27. Do not stare at a student who is being reprimanded.
28. Contact me if you have a question about homework.
29. Observe the ABC’s of etiquette.
30. After dining in the cafeteria or elsewhere, be responsible for your trash.

31. In a hotel room, leave a tip for the hotel workers who clean your room.
32. On a bus, always face forward.
33. When meeting new people, shake hands and repeat their name.
34. When offered food, take only your fair share.
35. If someone drops something and you are close to it, pick it up.
36. Hold the door for people rather than letting it close on them.
37. If someone bumps into you, say excuse me, even if it wasn't your fault.
38. On a field trip, enter a public building quietly.
39. On a field trip, compliment the place you are visiting.
40. During an assembly, do not speak or call out to friends.
41. At home, answer the phone in a polite and appropriate manner.
42. When returning from a field trip, shake the hand of every chaperone.
43. On escalators, stand to the right, walk on the left.
44. When standing in line, keep your arms at your sides and move quietly.
45. Never cut in line.
46. No talking in a movie theater during the movie.
47. Do not bring a "Can't do it" attitude to this building.
48. If anyone is bullying you, let me know.
49. Stand up for what you believe in.
50. Be positive and enjoy life.
51. Live so that you will never have regrets.
52. Learn from your mistakes and move on.
53. No matter the circumstances, be honest.
54. Carpe Diem.
55. Be the best person you can be.

*Adapted from the Ron Clark Academy's 55 Essentials in Atlanta, GA

Thank you to Ron Clark, Hope and Wade King, and the staff of RCA for sharing not only these essentials, but for their leadership, inspiration, and guidance in our visits to his academy (and their visit to us) these past few years.



Staff Handbook

1. Uplift your fellow staff members.
2. Make eye contact with each interaction.
3. Speak to everyone you pass in the halls.
4. Make someone's day.
5. Be a Runner.
6. Use common sense and a level head whenever working with students and parents.
7. Realize you are part of a revolution. Be down with it and contribute to its impact.
8. See the potential in every child.
9. Create MAGIC!
10. Be innovative and bold in your plans and actions.
11. Teach to the brightest and hold all to that expectation. If a child learns differently, do not lower expectations. Teach them differently.
12. Foster teacher-student-parent relationships.
13. Memorize the name of every student in the grade level you work with.
14. Listen and seek advice for ways to grow.
15. Choose to be happy!
16. Embrace a "No Fear" attitude.
17. Emphasize strength of character.
18. Create global citizens.
19. Work with students constantly to improve their handshakes, eye contact, and communication skills.
20. Put effort into making moments.
21. Keep all spaces clean, organized, and tidy.
22. Pick up trash and encourage students to do so as well.
23. Choose not to complain or gossip.
24. Be consistent with consequences school-wide.
25. Be productive, not just active.
26. Go right to the source of the problem when there's an issue. Don't spread drama or negativity around the school.
27. Seek a bond with every child.
28. Dress professionally.
29. Ask people how they are doing- make a connection. Show sincere interest and mean it.
30. Honor the educational moments at our school by not interrupting lessons with unnecessary disruptions.
31. Have fun with each other. PLAY!
32. Accept criticism, learn from it, and move on. Don't have a "defensive" attitude.
33. Create a balance between love and care for the students with strict and fair discipline.

34. Never say, “Shhhh.”
35. Never threaten students by saying that you will “Tell Mr. Pewitt if they don’t behave. It takes away your authority.
36. Keep your promises to students. If you tell them you are going to do something, make it happen.
37. Learn the names of community members and others partnering to make Stevens Creek better, and greet them accordingly.
38. Inspire a WORK ETHIC within our students.
39. Be ready for unhappy parents. When parents and students get upset, be calm, let them vent. Don’t take it personally, and love them for caring for their child, regardless of whether it’s an inappropriate way they are showing it. Remain logical and handle the situation with a level head.
40. Be prompt for meetings and honor ending time.
41. Collaborate with colleagues. None of us can meet every child’s needs by ourselves.
42. Show respect in meetings by not using your phone for any purpose. We should track the speaker in the same way we ask our students to do.
43. Answer calls, texts, and emails as soon as professionally reasonable-within 24 hours.
44. Double check emails for grammar and spelling errors before sending.
45. Offer to help one another with tasks, especially when you see your teammate is overwhelmed.
46. If you are that sad, overwhelmed coworker, accept help.
47. Be on time for assigned duties.
48. Apologize profusely if you cause a class to be late or disrupt the school schedule.
49. Don’t wear your mistakes. Learn from them, remove them from your shoulders, and move on.
50. Realize the significant power you have to make a difference in others’ lives each and every day.
51. Laugh.
52. Smile.
53. MAKE IT HAPPEN!
54. Get on your feet to greet guests and visitors, and do so as if they’re old friends.
55. Take guests to where they need to go, and don’t just tell them where to go.
56. Defend each other’s honor, and don’t let anyone dog out a fellow STC teammate.
57. Find times to do more than is expected.
58. Prepare lessons that will inspire our students to be curious and to love the curriculum.
59. Try to teach in ways that are different. Embrace uncharted territory.
60. Schedule parent conferences when issues start to arise, not after they’ve become a problem. Communicate with parents early and often.
61. Allow students to email you with questions about classwork



Parent Handbook

- Create independence in your child by allowing them to struggle as they learn (they can't wear Velcro shoes forever).
- Raise and support productive problem solvers.
- Trust the process.
- Realize that not every child deserves a cookie, and your child may not get one right away if they don't work hard and put in the time.
- Be more focused on your child getting a good education rather than getting good grades.
- Contribute no more than 15% of the ideas and work to any of your child's projects or papers.
- Value the school day by teaching your child how to be on time for school. Don't let a morning dentist appointment turn into a full day.
- When possible, make appointments outside of the school day.
- Allow Stevens Creek to challenge your child.
- Keep media posts positive.
- Don't email or vent when you're angry.
- It's easier to take care of a molehill rather than a volcano. Keep communication a priority. Reach out to school staff when something is not sitting well with you.
- Show appreciation to teachers and staff often.
- Speak positively about staff members and the school in front of your child at all times.
- Read communication from school thoroughly.
- Encourage your child not to complain. Take a page from "Elsa's" book and tell them to "Let it go."
- Don't make excuses for your child.
- Avoid nagging sessions at "carpool." Don't become a negative voice in your class-there is usually one.
- Run when you see that person coming!
- Encourage your child to learn the value of work.
- Don't be a helicopter parent. Don't save your child every time. It is when they have to handle issues themselves that they learn to fight their own battles.
- Recognize that we treat every child fairly, but they may not always be treated equally. At Stevens Creek, we work to provide the level of support each child

needs to find success, and we treat them as individuals.

- Realize that all children have the capacity to lie- even yours.
- Attend school functions. We are family. Branch out and get to know your Stevens Creek family members.
- Breathe.
- Use your gifts to support our school. Volunteering- it's not just for classrooms. There are a multitude of ways to volunteer- some we haven't even thought of yet! We would love to work with you. Just check in with our school office or PTA.
- Realize that we are all about your kids. We have dedicated our lives to nurturing them, supporting them, loving them, and guiding them. It is our purpose, and it is our vow to you that we will take great care of them when they are with us.

House System at Stevens Creek Elementary

So what is this House System anyway? At Stevens Creek, we chose to create small families within our larger school family. Every student and staff member will be assigned to a house. However, we are still “4 Houses, 1 Family!”

The name of each house is taken from a different language/culture and means roughly the following:

- Soñador: “Dreamer” in Spanish
- Druzhiba: “Friendship” in Slavic
- Pemberi: “Giver” in Indonesian
- Ujasiri: “Courage” in Swahili

Thank you to our very first 5th Grade Class at Stevens Creek (2018-19) for working with our designer to create the symbols for our houses! The above crests for each house hang in our lunchroom at Stevens Creek proudly.

Purpose: Our goal is to shrink the school by assigning students and staff to one of four houses. Students and staff are assigned to these houses for their entire careers at Stevens Creek.

Students (K-5) and staff will have an opportunity to build relationships with fellow classmates and staff members who they might never have had a chance of getting to know. We feel the more relationships we can develop for our students, the better. It only takes that one special connection to help a student take-off!

On Fridays, students and staff in each house will have “House Time” together where they will eat lunch, go to recess, and have time as a house to develop their small community and traditions. In addition, houses will plan community service projects, various learning activities, and compete against other houses in competitions for house points.

House Points: Students in each house will continually look for ways to earn house points for their respective houses. House points will be assigned throughout the school day during classroom time, in the hallways, recess, lunch, buses, etc. for students who are following the Stevens Creek Essentials- our school’s essential guidelines. The House in the lead each Friday will have their colors flown in the lunchroom, and their flag at the highest point on the flagpole.

A running total will be kept and updated on a regular basis for Houses to monitor. Every 9 weeks approximately, the House which is in the lead will receive a house prize- a short experience or field trip celebration during House Time. They will also receive the House Cup during this time, until the end of the next 9 weeks, when a new House may take the House Cup based upon points.

Stevens Creek Bell Schedule

Monday through Thursday Schedule

Gates open for students to come on campus (School breakfast begins in the cafeteria)	9:00 am
Students picked up outside at line-up- 1 st bell	9:10 am
Learning time begins- 2 nd bell	9:15 am
2nd & 3rd Grade Recess	11:20 am – 11:50 am
2nd & 3rd Grade Lunch	11:50 am – 12:20 pm
K & 1st Grade Recess	11:50 am – 12:20 pm
K & 1st Grade Lunch	12:20 pm – 12:50 pm
4th & 5th Grade Recess	12:25 pm – 12:55 pm
4th & 5th Grade Lunch	12:55 pm – 1:25 pm
Student Dismissal	3:30 pm
*AM & PM breaks will be at the professional discretion of grade level teachers/teams	

Friday Schedule for House Time

Gates open for students to come on campus (School breakfast begins in the cafeteria)		9:00 am	
Students picked up outside at line-up- 1 st bell		9:10 am	
Learning time begins- 2 nd bell		9:15 am	
Pemberi House Recess	12:15 pm – 12:40 pm	House Education Time	1:05 pm – 1:55 pm
Pemberi House Lunch	12:40 pm – 1:05 pm		
Ujasiri House Lunch	12:15 pm – 12:40 pm	House Education Time	1:05 pm – 1:55 pm
Ujasiri House Recess	12:40 pm – 1:05 pm		
Druzhba House Recess	1:05 pm – 1:30 pm	House Education Time	12:15 pm – 1:05 pm
Druzhba House Lunch	1:30 pm – 1:55 pm		
Sonador House Lunch	1:05 pm – 1:30 pm	House Education Time	12:15 pm – 1:05 pm
Sonador House Recess	1:30 pm – 1:55 pm		
Student Dismissal		2:05 pm	

2.5 Hour Early Release Schedule: (Conference Week, Day before Thanksgiving Holiday, etc.)

Gates open for students to come on campus (School breakfast begins in the cafeteria)	9:00 am
Students picked up outside at line-up- 1 st bell	9:10 am
Learning time begins- 2 nd bell	9:15 am
2nd & 3rd Grade Recess	10:30 am -11:00 am
2nd & 3rd Grade Lunch	11:00 am -11:30 am
K & 1st Grade Recess	11:00 am -11:30 am
K & 1st Grade Lunch	11:30 am -12:00 pm
4th & 5th Grade Recess	11:30 am -12:00 pm
4th & 5th Grade Lunch	12:00 pm -12:30 pm
Student Dismissal	1:00 pm

THE NUTS AND BOLTS OF STEVENS CREEK ELEMENTARY

SCHOOL HOURS

Teachers pick up their students who are lined up by classroom in the playground area by 9:10 AM (first bell) and the second bell rings at 9:15 AM to signal the start of learning time. Dismissal begins at 3:30 PM. **We ask that students do not arrive before 9:00 in the morning, as there is no staff supervision before this time.**

Early Dismissal Each Friday: It is very important to note that EACH Friday during the school year, students will be dismissed at **2:05 PM**. Please make sure your family has made the necessary arrangements for pick up on Fridays as this is a change to our normal schedule. It is imperative that this time be used for improving our instruction and assessment skills for the benefit of our students, and not for supervision. Thanks for your advanced planning with this!

ATTENDANCE

Regular school attendance is ESSENTIAL to your child's progress. We can't emphasize this enough as a team. However, if your child is running a temperature, please keep them home. **If your child must miss school due to illness or for some other reason, please call the school at 425.335.1690 before 9:20 AM to let us know that they will be absent.** When your child returns to school, please send a note with the date and reason for their absence. Thank you for communicating with us so we can stay compliant with state attendance laws, and work with you to ensure success for your child with good attendance habits.

If students arrive after 9:15, please walk them into the front office. This is the only way to enter the school after 9:15 am. Students will then be welcomed by our office staff, given a late-note to communicate with their classroom teacher, and sent off to their classroom to begin their day.

LEAVING SCHOOL EARLY

We value your child's learning time and work to minimize disruptions to it. If you need to have your child dismissed early, **please send a note** indicating what time you will be picking your student up. All students must be signed out through the office and must be on the child's contact list. *Your child will be called from class when you arrive to pick them up.*

EMERGENCY CONDITIONS

In the case of severe or hazardous weather conditions, stay tuned to local news stations for information regarding school closure or late-start times.

It is sometimes necessary to change the bus routes due to inclement weather. Please listen to your local radio/TV station for information regarding alternate bus routes, limited transportation or late start/early release times. *A list of alternate bus stops/routes will be sent home at the beginning of the school year. Please keep this handy to use when the weather turns hazardous.*

DROPPING-OFF AND PICKING-UP STUDENTS

When heading up the hill toward Stevens Creek Elementary, please do not take the first right. This is the bus loop and staff parking only. Please proceed up to the top of the hill to the front of the school and take the next right into the parent/visitor parking lot and the drop-off loop surrounding it.

*At times, especially in the PM, the parent loop may fill up. You will notice a pull-off lane on our right most of the way up the hill to Stevens Creek. This is a waiting-line where vehicles can park and wait to turn right into the drop-off loop. It's essential that we keep our two-way road leading up to Stevens Creek and the Early Learning Center clear so buses and other vehicles can still access our campuses.

Parents are asked to drop off their child in the parent/visitor parking area located in front of the school. The drop-off loop surrounds the parking lot, and has two lanes. The left lane is a departure lane, while the right lane (closest to the curb) is for drop-off only. If parents or visitors are planning to park and exit their vehicles, the interior parking lot is the place to do so. Never park in the parent-drop off loop please.

In order to make the drop-off/pick-up area as safe and efficient as possible, we ask you to adhere to the following:

In the AM, please pull up as far as you can in the loop using the right hand drop-off lane. Say your good-byes before you stop, make sure your child has his/her backpack and items ready to grab, and pull up to the curb to let him/her out on the right side of the vehicle only, onto the sidewalk. We do not want students out in the middle of the lane. Students should NEVER exit the vehicle on the left side, as vehicles will be pulling out and using the left lane to exit the loop.

In the PM, the first vehicle in the parking lot needs to pull all the way to the front of the drop-off lane, up against the curb. Subsequent vehicles can pull in right behind against the curb. Please avoid signaling your child to come out to your vehicle unless you are against the curb. NEVER ask your child to get into your car if you are still in the left exit lane in the loop. And...thanks in advance for your patience! Remember, our goal is to get everyone on their way in the safest and most efficient way possible.

Staff will be in the loop to support you and your child, but it's important that we are all on the same page to ensure that our students stay safe.

*On-time pick-up and drop-off: Although we understand issues come up from time to time, frequent late drop-offs or pick ups will be referred to school administration and a meeting will be requested to create a plan for on-time pick-up/drop-off.

SCHOOL BREAKFAST, LUNCH AND SNACKS

Detailed meal pricing can be found below. A free or reduced-price lunch program is available for those families who qualify. Details are sent home with all students at the beginning of the year and are available throughout the year from our office. Please reach out to Ms. Toni in the office with any questions. If your child brings lunch from home, please remember that glass containers are prohibited. The school day can be long for some students. You may want to send a **healthy snack** from home for your child. Please check with your child's teacher.

We encourage families to access this [link](#) that provides all of the information you will need to know in order to communicate with our food and nutrition services department, add money to your child's lunch account, see up-to-date breakfast and lunch pricing, and other relevant information. You can also go directly to www.mymealtime.com to add money, view student purchases, or even download the free app, "My MealTime."

STUDENT DRESS

Student dress is the responsibility of the student and parent. At Stevens Creek, it is expected that students wear clothing that is appropriate for our weather (indoor recess is called only in extreme weather conditions), and also in consideration of the wide range of activities we have in a school day. On Fridays, students are encouraged to wear their House shirt, or display the color of their respective Houses!

On days when students have P.E., please make sure that they wear shoes that are appropriate for physical activity.

Clothing with profanity, suggestive comments/designs, advertisements for alcohol, tobacco or drugs are not acceptable. Shorts should be no higher than the fingertips when arms are held at the student's side. Clothing that exposes the torso is

not considered appropriate school wear. T-shirts under spaghetti strap tank tops are ok.

Hats may be worn at Stevens Creek outside of the building. However, when students enter the building, hats need to come off. No hoods may be worn inside the building as well. Why? We want to be able to see students tracking the speaker at all times during instruction, and hats and hoods make it difficult for our staff to check for engagement. We place a great emphasis on engagement at Stevens Creek. Thanks for your understanding of this.

LOST AND FOUND

Please be sure to mark all of your child's clothing and other belongings (such as lunch boxes, backpacks, coats) with their first and last name. Lost and found items will be kept in a central location. It is a good idea to check there when you are visiting the school - there are always many items waiting to be claimed. Items that are not claimed at the end of each semester are donated to local charities.

PERSONAL ITEMS

Personal items such as toys, electronic games, card collections, radios/CD players may *not* be brought to school. Unauthorized items will be collected by staff members and returned to the student at the end of the school day. The school is not responsible for lost or damaged personal items brought to school.

*Cell Phones and Smart Watches: Realizing that some students need their cell phone or smart watches for before/after school use to communicate with their families, we ask that cell phones and smart watches DO NOT become visible or used during school hours. When students enter campus, they are to be out-of-sight and off. Unauthorized use of phones or watches will result in these items being collected and sent down to the office- to be collected by the student at the end of the day or by family. Perpetual phone/watch use issues will result in the student not being allowed to have the item on campus.

BICYCLES

The streets surrounding our school can be very busy- especially in the mornings and afternoons around arrival/dismissal time. If your family does choose to have your student ride a bike, please make sure they have a helmet on and obey all traffic rules. Additionally, students will need to have a lock in order to secure their bike. For safety reasons, bike riders are asked to walk their bikes or scooters off of campus- especially down the steep hill in front of our school.

RIDING THE BUS

Your child's safety is the top priority for our bus drivers. It is expected that students will act in a safe and appropriate manner when riding the bus. The bus drivers will review the bus rules at the beginning of the school year and periodically during the school year. Bus privileges will be suspended if students are not able to be in charge of themselves, or ensure the comfort and safety of those around them. Parents are encouraged to supervise their children at the bus stop, both before and after school. This will ensure your child's safety in arriving at school in the morning, and home in the afternoon. **It is our policy that students who normally ride the bus will NOT be allowed to walk home unless we have written permission from a parent/guardian. If a student does not have a signed note from home, they will be directed to ride their regular bus. Students who do not typically ride the bus will also need to bring a note from home in order to do so.*

RECESS

At Stevens Creek, we have scheduled recess before lunch. Research has shown that students eat more after they have played first. Students are also less likely to leave unfinished lunches in anticipation of heading out to recess.

In addition, we have scheduled recess to be a longer chunk of time, M-Th, attached lunch. (Fridays we have a different schedule to accommodate our House Time). Combined, this large portion of time provides a solid break in the middle of our students' learning day, and enough time to eat, socialize, and get those wiggles out. By doing so, we have also purposely created two very solid blocks of learning for students and staff in the morning and afternoon. Teachers are also afforded the

professional flexibility to decide if a break (for snack, wiggles, etc.) is needed for their students. Our goal is to create focused, meaningful blocks of learning time while balancing this with brain breaks. Our expectations are high for students engaging in their learning, and we will do everything we can to keep our Cubs focused and engaged.

When inclement weather does occur, a decision will be made regarding whether to hold “rainy day recess,” where students have recess in their respective classrooms with supervision provided by our recess supervisors. Our goal is to always get kids outside when it is appropriate. We have a covered area, and at times must close the grass field down to student play. However, please have your child dress appropriately for weather in the Pacific Northwest. More times than not, we’ll be outside!

BIRTHDAYS/PARTY INVITATIONS/GIFTS/TREATS (background [Letter to STC Families](#))

We commit as a staff to recognize your child on their very special day- their birthday! We’ll do so in nonfood related ways in each classroom’s own special way. We ask that you DO NOT send birthday treats into school for a variety of reasons- health-related, limited instructional minutes, food allergies, etc. We want to make sure each of our Cubs is recognized, and each teacher has developed fantastic ways to celebrate our kiddos on their birthday.

To ensure the emotional well-being and a positive learning attitude for our students, please contact your child's teacher to discuss the distribution of any party invitations. Problems occur in the classroom when some students receive an invitation to a party and others do not.

We ask that flowers and balloons not be delivered to the school for students. We realize that this is a nice way to recognize your child on their special day; however, these beautiful flowers and balloons cause a disruption to our classrooms and interfere with the learning process. It is with regret that we cannot deliver them until dismissal time, and your child really isn’t able to enjoy them at school.

SCHOOL SUPPLIES

A list of school supplies is posted on our district’s website. If you are having difficulty accessing it, our school secretary Ms. Toni can assist you with obtaining a supply list.

VISITING SCHOOL

We welcome and invite you to visit and/or volunteer at Stevens Creek. However, to ensure the safety of our students and to avoid disrupting the learning environment, we ask that you make prior arrangements with the teacher before visiting a class if it is not a normal, established routine with the teacher.

All visitors to Stevens Creek must sign in and out at the office using our enhanced visitor system, and pick up a visitor's badge when they enter the building. Thank you in advance for understanding the reason for our policy, while still creating a welcoming environment to our building. After your first visit, the process speeds up considerably.

STEVENS CREEK PTA

We think Stevens Creek is a special place. Truly, our goal is to be a family. Please consider joining this valuable group. You can join the PTA several ways. Check out their website, come by at Open House to their table, or call the front office and we will get you in touch. Our Stevens Creek PTA is looking for volunteers to help with one thing, or many things depending upon your schedule and availability. Whether you have just a little time, or a bunch, there are many ways to help our kids out by volunteering for the PTA.

LEARNING COMMONS

There are two parts to our Learning Commons, which is essentially the central hub of our school. First, there is the lower area of the Learning Commons which houses our library and learning stairs.

The learning stair is a place where an entire grade level or individual classroom can sit and attend a training, lesson, or assembly. The library portion is obviously where our students can check out an amazing array of books. In addition, there is also a green room where students can learn about animation and take part in other video production activities facilitated by our library-media specialist, Mrs. Wrobel. Mrs. Banister is our library support para educator, and she is in the library full time to support the check-out process, and assist Mrs. Wrobel with ensuring students connect with great books!

Library book check out: Kindergartners and 1st graders may check out 1 book at a time

2nd graders, 2 books at a time

3rd graders, 3 books at a time

4th and 5th graders, 4 books at a time

The Makerspace is the second piece of our learning commons, and is located upstairs. This is where our library-media specialist, Mrs. Wrobel, collaborates and partners with our classroom teachers and grade levels to extend learning activities, and provide more hands-on activities. Students can extend classroom learning units and work on projects which bring learning to life through the use of art, engineering, construction, 3-D printing, and so forth.

COMMUNICATION BETWEEN HOME/SCHOOL

SEESAW COMMUNICATION TOOL FOR EVERY CLASSROOM AT STEVENS CREEK

This is a program that every classroom in every grade level will be using once again this school year at Stevens Creek. One of our goals is to remove any barriers with regard to clear and timely communication between our school and your home. Please contact your teacher or the front office if you ever have any issues using it. In addition, other tools such as email, Blackboard, and messages via Skyward will also be utilized by school staff.

PARENT-TEACHER COMMUNICATION

Good communication between school and home is essential for the success of our students. We encourage you to contact your child's teacher whenever you have questions or concerns about school. Feel free to call the office (425-335-1690) to talk with your child's teacher or to leave a message for them. Email and the SeeSaw platform are other great tools to utilize. Email addresses are located on our website. Another great source of information is our school website and teacher newsletters.

During the school day, messages will be delivered to classrooms. However, unless it is extremely urgent or deemed an emergency, our office will not disturb instruction/learning time.

Teachers will work to get back to you in a timely manner. Please understand that before school, our grade level teams, para-educators, and specialists use this time to plan together, examine your child's progress and data, and work with support teams to ensure that your students receive a highly engaging and focused day of learning. Thanks for your understanding in helping us to protect this valuable time for our staff members

THURSDAY FOLDERS AT STEVENS CREEK

Each Thursday, your student will come home with a folder containing important papers. Please make time in your busy day to look through the contents of that folder. Please return the folder to your child's teacher/classroom the following day. These communication folders are provided to each student by the school.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences are scheduled for all students during the school year. Information about conference dates, schedules, etc. will be sent home as conference time approaches. During conference weeks, students are dismissed at 1:00 pm to allow for conferences to take place. We typically follow our 2.5 hour early release schedules on these days/weeks.

REPORT CARDS

Report cards are another method of communicating your child's progress at school. Our teachers use a variety of assessments on a semester schedule. Report cards will be sent home one week after the end of the first semester, and again at the end of the school year.

HEALTH AND SAFETY ISSUES

MEDICATION/HEALTH CONCERNS

If your child needs medication during school hours, the medication may be dispensed by the school personnel or be self administered. If your child is self-medicating, it is the parent's responsibility to notify the secretary or school nurse. The student may only have dosage for one day and it must be in the original, labeled container. The medication is to be accompanied by a **Medication Authorization Form signed by the parent and doctor** indicating the name and dosage of the medication, and dates and times it is to be administered. *This authorization must accompany over the counter medications such as Tylenol as well as prescription medicine.*

If the medication is to be dispensed by the school, it will be kept in the health room and you may send more than one day's supply. **The parent and doctor must complete a Medication Authorization form (available in the office) before any medication may be administered or taken at school.** Parents must transport all medicine to school if it is to be administered by the school.

If you have any concerns about your child's health that relate to school, please feel free to call our school nurse, Mrs. Linda Wright-Rathke at 425.335.1690.

EMERGENCY INFORMATION

Emergency Card: It is very important the school be kept informed of a student's current home telephone number, address and emergency contact information. Emergency Information cards will be sent home in the fall. We ask that parents fill one out for each child and return it to school as soon as possible. Any time there is a change in this information, please send a note to school with your child.

If a student is injured at school, the school nurse or a trained staff member will administer first aid. Parents/guardians will be notified immediately in case of serious injury or illness. If a parent cannot be reached, the person listed as an emergency contact will be called. Children who have a temperature of 100 degrees or higher, or who are vomiting will not be allowed to remain at school. *We ask that you keep your child home a full 24 hours after fever or other symptoms return to normal.*

SAFETY AND EMERGENCY DRILLS

The LSSD and Stevens Creek Staff have developed an *Emergency Response Plan* for use when the school is confronted with a natural disaster or emergency. We conduct regular drills for the procedures we would take in the case of fire, earthquake, intruder/lockdown, or bus incident.

Related to this, our front doors to the school, including all exterior doors and gates are locked during the school day. To get into the school, please check in at the front office. One of our office team members will “buzz you in.”

STEVENS CREEK’S CURRICULUM, SPECIAL PROGRAMS, AND HOMEWORK

CURRICULUM

The WA State Standards drive our instruction each day, and lay out the grade level expectations for our students. The district-provided curriculum and tools allow our teachers to reach those standards with our students, along with supplemental materials such as on-line learning programs and resources. Within those standards, we work to both enrich and reteach as necessary based upon the needs of our students. Our teams work to create units of study and a progression of lessons that bring learning to life. We are fond of saying at Stevens Creek, “If you provide an uncommon learning experience for students, they will reward you with an uncommon level of effort!”

PROGRAMS TO MEET THE NEEDS OF EVERY CHILD

It is our belief that each student can be successful at Stevens Creek. Our goal is to meet the learning needs of each student within the regular instructional program. We also provide special programs such as **Highly Capable, Title Reading, Special Education, and MultiLingual Learners**. It is sometimes necessary to change a student's schedule to enable them to be more successful in their learning. We will notify you if your child is eligible for these programs or if we anticipate a program change.

Our grade levels and support teams are organized in such a way to provide various depths of support as needed for your child. Students at Stevens Creek will all receive high levels of instruction through what we call Tier 1. After that, students are continually assessed, and both Tier 2 levels of support (re-teaching) from your child’s teacher and grade level team in addition to Tier 3 supports (very specific and intense) are provided by our learning support team at both the primary and intermediate levels. Our goal is to provide engaging, relevant learning experiences for your students at the Tier 1 level so that Tier 2 & 3 levels aren’t necessary.

COUNSELING PROGRAM- HOW THIS FITS INTO STUDENT SUPPORT

During the course of the school year, we utilize our House Education Time on Fridays to teach specific lessons around growing your child’s social-emotional skills (SEL). Classroom teachers follow up throughout the week with these concepts that fit in so nicely with our Stevens Creek Essential 55. We believe social-emotional skills are vital to the success of each child, now and into the future, as they learn to care for one another, build meaningful relationships, self-manage, and find success in and out of the classroom learning environment. Each student will learn about these valuable skills and be provided opportunities to practice them throughout the school year utilizing lessons from the Second Step Program.

Our full-time counselor, *Mrs. Teresa Nickerson*, provides a variety of specialized programs to help meet the needs of our students beyond this baseline of SEL learning that each student will participate in. Realizing that each student is unique in their exposure to these lessons, experiences, and abilities, some students need additional time or more specialized support in the area of (SEL) social-emotional learning. This is where Mrs. Nickerson comes in, leading our Tier 2 and 3 supports in the area of SEL, in addition to support from our behavior paraeducator, Mr. Aaron Meyer, and building administrator Mr. Pewitt and Dean, Mrs. Chudnofsky.

These supports may include small group or individual lesson(s) in an area of need to supplement regular lessons taught during House Time. In addition, Mrs. Nickerson, with additional support provided by our behavior paraeducator, Mr. Meyer,

will utilize specific programs of support such as a check-in/check-out model where our team meets with students who may need support in the morning, during, and at the conclusion of the school day. Specialized plans for students can be developed and monitored by the student, teacher, counselor, and family. Our goal is for our students to leave Stevens Creek being proficient in:

- Self-Awareness
- Social Awareness
- Responsible Decision-Making
- Self-Management
- Relationship Skills

Mrs. Nickerson is also in charge of 504 Plans- developing and working with students, their families, and teachers in monitoring these plans to ensure each student's needs are being met. Parents are urged to contact Mrs. Nickerson regarding student guidance and family support needs at any time. 425-335-1690 or teresa_nickerson@lkstevens.wednet.edu

In addition, our counselor offers support groups for students who may be going through difficult or stressful situations such as divorce or family changes/loss. Please contact Mrs. Nickerson directly if you need assistance.

Please note that a teacher or parent can request that their child be brought to our STC Intervention Team led by Mrs. Nickerson at any time throughout the school year. This intervention team meets weekly as needed, and will work to brainstorm ideas and support to meet the individual needs of the student in need. This team will work with the teacher and family to support their child in finding success.

CO-CURRICULAR AND EXTENDED LEARNING PROGRAMS

Our goal is to offer after-school programs this school year to students, via our staff. We are looking to have an activity bus available to take kids home after these programs as needed- two times per week. More details will be coming home on these opportunities at a later date once we have a better assessment of transportation availability/capacity.

Co-Curricular Opportunities: Clubs and activities related to student interests such as robotics for example.

Extended Learning Opportunities: These are after-school opportunities provided to students who are identified by staff to extend the learning day. Some students simply need additional time to learn, or a different type of instructional model. Families will be communicated with directly by a staff member in this case.

HOMEWORK

Homework is a part of your child's learning experience because it allows them to practice important skills, and to develop good study habits. Homework should extend the learning from the classroom, and not be new to them. Ensuring that our students are reading each night is the primary focus at Stevens Creek with regard to homework. Reading and comprehension skills provide an essential foundation for future learning success for our students.

If your child experiences difficulty with homework, please make a note of it, and communicate this concern to your child's teacher, as this is a signal that additional instruction is needed. Students in upper grades may be assigned learning projects from time-to-time. These are wonderful opportunities to practice the skill of organization. Students can break up the project (with support) over a given timeline and create a plan to do small pieces of it each, for example.

The length of time your child spends on homework varies with each grade level. Generally speaking, kindergartners and first graders can be expected to spend about 10 minutes per night, second graders from 10-20 minutes, third graders 20-30 minutes, and fourth and fifth graders 30 minutes +. Each grade level sets the guidelines for homework in their classrooms. Your support and encouragement with your child's homework is appreciated. As always, do not hesitate to contact your

child's teacher if you have questions or concerns regarding homework.

STUDENT CONDUCT AND DISCIPLINE

WORKING TOGETHER FOR STUDENT SUCCESS

As shown by our "balancing scale" graphic at the beginning of the handbook, our goal is to balance structure, discipline, and respect with creativity, passion, and enthusiasm at Stevens Creek. Classrooms will be active and engaging, with high levels of student-talk and participation. We will push students to share their thinking, respectfully disagree, and push one another's thinking. We want our teachers to create simulations and other creative learning environments. To be successful, we also must ensure students have a clear understanding of the expectations. We will spend time teaching expectations, modeling them, and continuously reinforcing them each day.

The Stevens Creek Essentials will play a key role in providing our students fifty-five essentials that will lead to their success in school, and beyond. It is our way of having some fun, while teaching our students those "soft" skills that will inevitably benefit each of our Cubs along their path of life.

As a staff, we believe that students must be in class in order to learn and actively participate. Thus, we are committed to working with students to keep them in class until they demonstrate that they can no longer be there. Each classroom is equipped with a quiet space where students can choose to visit, or may be asked to go and regroup/refocus as needed.

In addition, we work to utilize Mr. Meyer, our behavior paraeducator, in a proactive fashion, ensuring that he can visit classrooms to check-in on students as needed, and be available during lunch and recess to work with students in the moment as they learn to positively interact with others.

If a student continues to struggle with his/her behavior after exhausting normal classroom interventions, a behavior referral may be utilized. This is a form which communicates the specific areas a student needs to grow in, any consequences or supports assigned, etc. A copy of this form will be sent home, and if deemed necessary, a follow up phone call or email will be made to the family.

If we continue to see a pattern of concern, an STC classroom teacher, counselor, or administrator can refer a student to our STC Intervention Team, which meets on a weekly basis to create additional levels of building support/communication of a child struggling with behaviors. Parent(s) can be invited into this meeting to be a part of the problem-solving process.

Bullying/Harassment: The Lake Stevens School District is committed to a safe and civil education environment for all students, employees, parents/legal guardians, volunteers, and patrons free from harassment, intimidation, and bullying. "Harassment, intimidation, or bullying" means an intentional written message or image, including those that are electronically transmitted- verbal, or physical act, including but not limited to, one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

- Physically harms a student or damages a student's property
- Has the effect of substantially interfering with a student's education
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment. • Has the effect of substantially disrupting the orderly environment of the school.

The teacher and/or school principal should be immediately notified of any act rising to the level of bullying/harassment.

Major Discipline Problems: A record is kept of all major discipline problems and the actions taken to resolve them.

Whenever possible, we attempt to apply a natural consequence to infractions of the rules. We treat each discipline incident

as an opportunity for learning. Actions taken in the discipline process are in keeping with Lake Stevens School District's Discipline Policy. A copy of this policy is available on the district website. Parents are notified whenever a major discipline incident occurs, or if there is a pattern of repeated minor incidents.

DRUG FREE CAMPUS

Stevens Creek Elementary and the Lake Stevens School District strive to make school a safe place for all our students. The unlawful possession, use, or distribution of illicit drugs or alcohol on school grounds is strictly prohibited. The unlawful use of alcohol and illegal drugs is seriously harmful to the health and education of children. All students must comply with this rule or face corrective actions including, but not limited to, short or long term suspension or expulsion.

The school can assist in arranging access to drug and alcohol counseling, treatment, rehabilitation and re-entry programs. If you have any questions or would like assistance please contact the school counselor, Teresa Nickerson, or Matt Pewitt, principal.

WEAPONS ON CAMPUS

It is against the law to bring any object to school that is considered a weapon. Weapons can include knives, firearms (including BB or pellet guns), throwing stars, clubs, fist packs, metal knuckles, sling shots, etc.

If a student brings a weapon to school or uses any object as a weapon to create harm or threat towards another person, they may be suspended or expelled from Stevens Creek Elementary. *Law enforcement agencies must be notified and involved in every instance of weapons on school property.*

*Thank you to the Ron Clark Academy in Atlanta, Georgia, for not only opening up their school for several of our staff to visit, but to Ron Clark and his staff for inspiring us to expect the best from our students, and to be courageous enough to implement bold ideas they have modeled. We appreciate the opportunity to utilize a great deal of their ideas and philosophy in our own planning. Specifically, we'd like to thank two of their staff members, Hope and Wade King, for visiting STC and providing such amazing guidance and ideas on how to inspire students and create magic in our school and classrooms for the sake of student learning.