

2025-2026 Student Handbook



Silver Lake Elementary is one of 18 elementary schools in Everett Public Schools. Our school currently serves over 530 students in grades PreK through fifth grade.

The Silver Lake staff are committed to working together to provide the best education for each student. We value working collaboratively with our students' families and believe that the connection between home and school plays an important role in the success of our students and our educational program.

The policies and procedures in this handbook will be reviewed regularly by the Silver Lake staff and will be revised and amended as necessary. It is our intent that the information contained in this document is useful, clear, and easy to understand. Please discuss the material in this handbook with your child. As always, your written comments and suggestions for improvement of future editions of the Silver Lake Community Handbook are welcome. Thank you!

SLE Mission Statement:

Silver Lake Elementary School, in partnership with families and community, is dedicated to preparing each student for academic, social, and personal success through individualized, relevant, rigorous, aligned, and engaging instruction through the lens of equity.

Theresa Campbell, Principal
Catarino Rodriguez, Assistant Principal

Silver Lake Elementary School

12815 Bothell-Everett Highway
Everett, WA 98208

Office: (425)385-6900

Attendance: (425)385-6905

Email: silverlakeattendance@everettsd.org

Website: <http://www.everettsd.org/silverlake>

Facebook: Silver Lae Elementary School in Washington state

Office Hours: 8:00 a.m. – 4:00 p.m.

Mascot: Mustangs **Colors:** Red & Black

The Everett Public School's *Student Responsibilities and Rights Policies* handbook can be found on the district's website [here](#).

Principal's Welcome Letter



Dear Silver Lake Community,

This handbook has been designed as a tool to help students experience success in their learning and provides important information about schoolwide policies, procedures, and programs.

Silver Lake Elementary is a school where all staff members take responsibility for every child so they can succeed academically, socially, and emotionally. Silver Lake staff continues to focus on preparing students for academic, social, and personal success through relevant, rigorous, and engaging instruction.

We encourage all parents/guardians to take an active part in this learning community by supporting their child's work at home and communicating regularly with teachers and, when appropriate, the school counselor and principal. Working as a team will assist all of us in providing every student with the best education possible.

The staff is looking forward to a rewarding year. Returning or new, we welcome you to Silver Lake Elementary. At Silver Lake Elementary School, our motto is: Be Responsible, Be Respectful, Be Safe, and Be Kind. We thank you in advance for your cooperation in helping us live this motto every day.

Sincerely,

Theresa Campbell

Principal

Tcampbell@everettsd.org

2025-2026 Student Calendar

School Year: August 27, 2025 - June 15, 2026



Key Dates

2025

JULY

MON	TUE	WED	THUR	FRI
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

AUGUST

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER

MON	TUE	WED	THUR	FRI
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

DECEMBER

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

2026

JANUARY

MON	TUE	WED	THUR	FRI
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

FEBRUARY

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27

MARCH

MON	TUE	WED	THUR	FRI
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

APRIL

MON	TUE	WED	THUR	FRI
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY

MON	TUE	WED	THUR	FRI
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

JUNE

MON	TUE	WED	THUR	FRI
1	2	3	4	5
8	9	10	11	12
15	16+	17	18	19
22	23	24	25	26
29	30			

Holiday/Break

Sep 1, 2025	Labor Day
Nov 11, 2025	Veterans Day
Nov 26-28, 2025	Thanksgiving Break, Including Native American Heritage Day
Dec 22-Jan 2	Winter Break
Jan 1, 2026	New Year's Day
Jan 19, 2026	Martin Luther King, Jr. Day
Feb 16-20, 2026	Mid-winter break, including President's Day
Apr 6-10, 2026	Spring Break
May 25, 2026	Memorial Day
Jun 19, 2026	Juneteenth

Early Release Day (2 1/2 hours)

Nov 7, 2025	All students
Dec 19, 2025	All students
Apr 3, 2026	All students
Jun 5, 2026	All students
Jun 15, 2026	Last day of school; early release for all students

Non-Instructional Work Day

Aug TBD	Non-Instructional Work Day
Aug 25-26, 2025	Non-Instructional Work Day
Oct 10, 2025	No school
Nov 3-4, 2025	No school for elementary/middle schools (fall conferences); Full school day for high schools
Jan 23, 2026	No school
Mar 30-31, 2026	No school for elementary schools (spring conferences); Full school day for middle/high schools

Major Milestone

Aug 27, 2025	First day of school for students
Sep 2, 2025	First day of school for kindergarten, developmental kindergarten, GOAL, Strive
Jan 26, 2026	2nd semester begins
Jun 16+, 2026	Potential inclement weather make-up days

(LIF) Learning Improvement Friday

Aug 29, 2025 - Jun 15, 2026	All students released 75 minutes early (unless otherwise noted)
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Graduations

Jun 10, 2026	Transition graduation Project Search, GOAL, STRIVE
Jun 11, 2026	Sequoia HS graduation
Jun 13, 2026	Cascade HS graduation
Jun 13, 2026	HM Jackson HS graduation
Jun 13, 2026	Everett HS graduation

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DAILY SCHEDULE

8:50 a.m. Students may arrive and will line up under the covered areas or to the cafeteria for breakfast.

9:10 a.m. First Bell: Teachers pick up their classes at the covered area.

9:15 a.m. Second Bell: Official start to the school day.

Tardy Students must sign in at the office and get a pass before going to class.

Monday - Thursday 9:15 a.m. – 3:30 p.m.

Friday (LIF) 9:15 a.m. – 2:15 p.m.

Early Release/Conference Week 9:15 a.m. – 1:00 p.m.

PTA

The Silver Lake Elementary Parent Teacher Association (PTA) provides a way to be engaged with your child's learning and be involved with the school. The PTA organizes volunteers to support a variety of school programs, activities, and special events. Many parents volunteer their time on committees through the PTA. You may be interested in helping with the different programs sponsored by the PTA or on any of the other PTA committees. Please contact our PTA President, Ashley Joy with any PTA inquiries. Silver Lake Elementary (PTA) encourages you to join and participate in its many activities. A membership drive will be held in the fall and membership information is available in the school office throughout the school year. For more information, please contact our PTA president, Ashley at sleptapresident1@gmail.com.

WATCH D.O.G.S. (DADS OF GREAT STUDENTS)

Silver Lake has an active group of WATCH D.O.G.S., dads (or those who serve as dads) who volunteer their time at school as often as they choose. As with all volunteers at Silver Lake, WATCH D.O.G.S. must be approved volunteers. Volunteer applications are available on the EPS website at <https://jobs2.everett.k12.wa.us/winocular/volunteer/>. Once applicants have been approved, interested WATCH D.O.G.S. can sign up for our program in the school office or contact our Silver Lake staff coordinator, Buffy Osborn, Family Support bosborn@everettsd.org or call 425-385-6940. Once registered in the program WATCH D.O.G.S. can view the calendar in the A Hallway just past our library and sign up for a day or multiple days, as many of our valued WATCH D.O.G.S do. A typical WATCH D.O.G.S. schedule will include:

1. Assist with supervision at drop/off, pick-up, bus areas, or hallways
2. Introduce yourself to the student body during morning announcements
3. Start and end the day in their own child's/children's classrooms
4. Have lunch with your child/children
5. Assist in other classrooms with teachers who request a WATCH D.O.G.S. volunteer
6. Join students during lunch and/or recess, providing a warm, inviting adult presence

For more information, please contact Buffy Osborn bosborn@everettsd.org.

NATURAL LEADERS

Silver Lake Natural Leaders are leaders in their community. They work as a team to:

1. Build relationships/connections with families and school staff;
2. Listen to families' ideas on how to help their children be successful in school;
3. Learn new ways to support their children at school;
3. Bring families and schools together to plan/implement ideas and celebrations.

For more information, please contact Adrian Galvan at agalvan@everettsd.org

PARENT ENGAGEMENT: LINKED TO LEARNING

At Silver Lake Elementary, we are committed to working in partnership with families and community members to make family involvement a strategy for achieving our school wide goals. According to research, the key feature of effective family involvement programs is that they are **linked to learning**. Therefore, information and messages about how parents can support their children at home will be woven into all family and community communications and activities/events, such as concerts, assemblies, conferences, newsletters, etc. For example, classroom teachers, reading/math specialists, the counselor and principal will convey messages to parents/families about weaving literacy and mathematics into daily experiences at home.

Family attendance at and participation in PTA and school events has a positive impact on students.

Natural Leaders is currently recruiting new parent leaders and staff facilitators. They are currently seeking leaders for our parent groups which in the past have included parent representatives from Mexican-American, Ukrainian-American and Russian-American communities at Silver Lake Elementary School.

In addition, the Parent Teacher Association (PTA) and Natural Leaders groups at Silver Lake Elementary will be working in partnership throughout the year to identify needs and assets early on to encourage more families to be involved in their child's learning, and so that as a community we may recognize the unique resources our families have to offer.

Attendance [See Board Policy 3120 & Board Policy 3122](#)

Prompt and regular school attendance by students is important. We expect all students to attend school every day and to arrive on time, ready to learn. When students are absent, they miss critical, personalized instruction that cannot be duplicated as intended had the student been in class. Therefore, regular attendance is necessary if students are to benefit fully from learning experiences offered at Silver Lake Elementary.

ATTENDANCE PROCEDURES: ABSENCES [SCHOOL BOARD POLICY 3122P](#)

If a student is absent from school, the parent/legal guardian must **email silverlakeattendance@everettsd.org** to report the date and reason for the absence. If a written note or phone call is not received by the office within 24 hours of the absence, the absence will be documented as unexcused. Once a student returns to school following an absence, they are expected to participate fully in school activities, including outside recess (unless a note from the doctor states otherwise).

LATE ARRIVAL (TARDY), EARLY DISMISSAL & HALF-DAY ABSENCE

Students are tardy if they arrive after 9:15 a.m. All doors, including the courtyard, will be locked daily at 9:15 a.m. and tardy slips will be distributed after 9:15 a.m. per the school clock. Students arriving late are to report to the office. The length of a student's daily absence per the definitions on the next page determines whether or not the absence will be recorded as a tardy, half day or full day absence.

HALF DAY ABSENCE

At the elementary level, a student's absence is recorded as a half-day absence from school if the student is more than 30 minutes late OR if the student leaves 30 minutes or more before dismissal time.

FULL DAY ABSENCE

A full day absence is defined as a student failing to attend the majority of hours in that student's average school day of seat-time classes (50% or greater of the day unattended).

ACCOUNTABILITY PROCEDURES:

- **3 unexcused absences in a month** OR if a teacher has significant concerns parent(s)/guardian(s) will be notified about the educational impact on both the student and the learning environment. *Contact will be made via phone call AND in writing either by letter or e-mail.* The counselor, will also be notified to establish steps to reduce or eliminate the absences/tardies. *A parent conference may be scheduled at this time.*
- Following 3 unexcused absences, further steps will be taken. Please see Policy 3122P (linked above) for more details.

EARLY PICK-UP (EARLY DISMISSAL)

Our teachers use every instructional minute to teach students so we ask that parents/guardians refrain from picking student(s) up early from school. Even though it may seem that leaving just 10 minutes early or arriving five minutes late is a negligible amount, it adds up quickly and interferes with student progress and classroom procedures. See [Board Policy 3441P](#) for more information.

STUDENT CHECK-OUT

We recognize that sometimes medical, dental and other important appointments cannot be scheduled outside of the student day, and at times, exceptions can be made. If it is necessary for parent(s)/guardian(s) to pick their child up early from school, they are required to come to the office to sign him/her out. Students who are dismissed during the school day must be signed out from the school office by their parent(s)/guardian(s), before leaving the school grounds. Proper ID must be provided for an early pick up. *When you follow these procedures, you help keep all children at Silver Lake Elementary safe.*

VACATIONS & VACATION HOMEWORK POLICY

Please refer to the school calendar when making vacation plans. Student achievement and classroom attendance are positively related. Parents are encouraged to plan their family vacation during scheduled breaks and not during school days. In order to excuse a planned absence for vacation, **prior approval is required**, and parents need to **complete the Request for Excused Absence Form** (available in the school office) **at least 5 days prior to the absence and return it to the school office.**

Teachers are not required to provide missed work for vacations.

It is important to note: For absences other than illness, dental or medical appointments, or religious observance, WAC 392-121-108 states if a student is absent for 20 school days or more, they must be officially withdrawn by the school. Also, when they return to Silver Lake Elementary after withdrawal, their previous placement will be reviewed but cannot be guaranteed. It will be necessary to re-register when the student returns.

Transportation, Drop-Off & Pick-Up

Arrival and dismissal at Silver Lake is a very busy time. We appreciate in advance your patience and flexibility in getting every student to and from school in a safe manner.

The **North Parking Lot** (127th Place SE) is designed for student drop-off and pick-up and all visitor/parent parking. The **South Parking Lot** (129th Place SE) is designated for busing and staff parking only.

IMPORTANT! Per RCW 46.61.235(5)-Crosswalks; RCW 46.61.245(2)-Drivers to exercise care; or RCW 46.61.261(2)-Sidewalks, crosswalks-pedestrians, bicycles. A SCHOOL CROSSWALK VIOLATION (see next page) may be issued to anyone not complying with the policies and procedures.

To ensure student safety during drop-off and pick-up, **parents/guardians (drivers) are required to comply with the policies and procedures outlined in this handbook and those of Everett Public Schools, including all posted signs on site and any verbal directions given by SLE staff.** *If you have any questions, please contact Lori Shuffelen-Lipp (Office Manager) to schedule a meeting with Theresa Campbell (Principal).*

When dropping off and picking up students, students must exit on the passenger side of the car. Parents/guardians must not exit the car, this is a “kiss and go” line. If for any reason, your student needs help (ie: is in a car seat, has supplies in the trunk, etc), please park and walk your student **using the crosswalk following the safety patrol directions.**

- Safe and slow (5 mph) approach to the drop-off and pick-up lane
- **NO CELL PHONE USE WHILE DRIVING IN SCHOOL ZONE**
- **For pick-up only:** Students will wait in a designated zone until their parent/guardian pulls all the way forward to the car in front of them
- **IMPORTANT:** To maintain student safety, parents/guardians may NOT use the South Parking Lot or the Bothell-Everett Highway for parent pick-up or drop-off.

WALKING TO AND FROM SCHOOL

Students need to remember:

- Always walk on the sidewalk.
- Brightly colored clothing makes it easier for drivers to see.
- Tips for crossing the street:
 - Cross only at corners or marked crosswalks.
 - Stop at the curb or the edge of the road.
 - Stop and look left, then right, then left again, before stepping into the street.

Walking to/from school safely requires specific conversations at home. Make sure each student knows their routes to school. Parents are encouraged to walk with their children until they are comfortable with the routine. Children benefit from role playing to gain experience around what to do in a given situation. Parents are encouraged to tell their children to always refuse to go anywhere with strangers and to step back if someone they don't know stops to ask directions. Finally, parents need to instruct their children to tell an adult if they are ever approached by a stranger. **It is not recommended that students under third grade walk home alone.**

BICYCLES

Students in grades 3-5 are allowed to ride bicycles to and from school provided they wear a helmet. Skateboards, scooters, roller blades and similar devices (including shoes with wheels) may not be ridden (worn) on Everett Public Schools district property. The District cannot be responsible for the loss or theft of these devices or any other personal property. (See *Everett School District Policy 3241*).

Bicycle riders should:

- Wear appropriate clothing.
- Wear a helmet and bright clothing.
- Make sure the straps of your book bag, loose clothing or anything else is not going to catch in the wheels of the bike and cause you to lose control.

Be aware of the following danger zones:

- Always stop and look for traffic when entering the road, especially from a driveway, alley or curb.
- Obey all traffic signs and signals. Walk your bike across busy intersections.
- Walk your bike on campus.
- Ride in a straight line. Look behind you before changing lanes or turning, use your hand signal and proceed carefully.
- Be prepared to ride around obstacles such as open car doors.
- Go with the traffic flow, ride on the right, the same way as a car.

BUS RIDING

A list of **District Bus Rules and Regulations** are distributed to and discussed with all students at the beginning of the school year. See [Board Policy 3244P](#) for more information.

BUS RULES:

- Cooperate with and obey the drivers at all times.
- Stay in your assigned seat, facing forward.
- Each student must see that his/her belongings are kept out of the aisle.
- Keep head, hands, and feet inside the bus.
- There is no eating or drinking on the bus.
- Observe the same rules of conduct on the bus as in the classroom.
- Keep the bus clean.
- Cell phones and PED must be turned off and always remain in the students' backpack.
- No audio or video recording are allowed on the bus.
- When the bus stops, stay seated until told by the bus driver to exit the bus.

A note must be sent to school if a student is going to be picked up rather than ride his/her bus. **A child without a note will be put on his/her regular bus.**

If there is a family emergency and parents need to pick up their child who normally rides the bus, the **parent must contact the office.** We ask you to keep after-school routines and plans consistent for your students and only make changes in emergency situations. Office personnel will communicate to the classroom teacher or the bus supervisor that their child needs to go to the parent pick-up area in the front.

Large packages, glass items, skateboards, roller blades, roller skates, wheeled shoes (“heelys”) or pets are not permitted on the bus.

AFTER SCHOOL PLANS

After school plans need to be made at home—not during the school day. If a student wants to go home with a friend or anywhere else other than their normal after-school routine, those plans need to be made in advance. Students will not be allowed to make phone calls from school to arrange after-school plans. Children who do not typically ride the bus will be allowed to ride the school bus home with a regular rider by showing the bus driver a bus pass signed by the office. Students should bring notes (with a parent signature) to the office in the morning before school starts to get a bus pass, and then show it to their teacher. Parents, please make calls regarding changes in after-school plans to the school office at least 30 minutes prior to dismissal, and please be sure you speak to someone directly, as voicemails may not be heard on time. This way we can ensure all parties (guardians, teachers, bus drivers) have the same information.

Student Behavior & Discipline Policy

Specific expectations for student behavior in the classroom, lunchroom, and on the playground are clearly taught, re-taught, and reinforced throughout the year. Failure to comply with behavior expectations may result in appropriate disciplinary action as outlined in *Everett Public Schools' policies and procedures*. See [Board Policy 3300P](#) for more information.

At Silver Lake Elementary, our school-wide Positive Behavioral Interventions and Supports (PBIS) program includes these four main tenets:

1. Be responsible.
2. Be respectful.
3. Be safe.
4. Be kind.

We use a proactive approach to discipline school-wide:

1. We teach students about our behavior expectations and we review these expectations regularly.
2. We explain to students which behaviors are expected and which behaviors are not expected.
3. We teach students how to identify and prevent bullying behavior.
4. We positively reinforce our expectations (with student recognition and Model Mustang Awards).
5. We teach students how to solve problems and how to use conflict resolution strategies.
6. The steps of conflict resolution (listed below) also provide children with a common language for how to solve problems:
 - a. Identify the problem
 - b. Think about different solutions
 - c. Agree on a solution
 - d. Follow through on the agreement

The staff at Silver Lake Elementary recognizes that major misbehavior infractions generally fall into the following categories:

- Abusive Language
- Defiance
- Abusive Disrespect
- Fighting (Hands on with intent to hurt)
- Instigating/Encouraging/Supporting Fighting Behavior
- Theft
- Harassment/Intimidation/Bullying
- Inappropriate Location/Out of Bounds
- Lewd/Indecent/Obscene conduct
- Lying/Cheating
- Physical Aggression with injury
- Possession of a tobacco, alcohol, drugs, or look-alikes
- Property Damage/Vandalism that needs replacement or major repair
- Technology Violation
- Possession of a Weapon
- Willful disobedience of school personnel

At Silver Lake Elementary School, per [Board Policy 3300](#), we use progressive discipline steps and strategies for behavior correction. We recognize that circumstances may dictate different

responses to different students, depending on the intention and the developmental abilities of the child and the frequency of the behavior. It is our responsibility to foster mutual respect for individual differences and to help children to develop a sense of being positive, constructive, and effective contributors to the school community and the larger community of which we are a part. Our disciplinary guidelines apply for all areas of the school, including classrooms, playground, cafeteria, halls, as well as at school sponsored events, field trips, on buses, and at official school bus stops. **At Silver Lake Elementary, we view mild and first-time moderate behaviors as teaching opportunities and respond accordingly.**

While accurately reporting student behaviors to a parent/guardian is important, it is a violation of student privacy rights to disclose personal information regarding behaviors, consequences or disciplinary actions of other students. Please refer to the *Students Rights and Responsibilities Handbook* (available in the main office or the district website), and/or [EPS Board Policy 3240](#) for more specific details.

OFFICE TELEPHONE

Students may use the office phone for emergencies and special situations at the discretion of office personnel. **Student access to the phones, therefore, will be limited to short emergency calls only.** Silver Lake Elementary encourages students to be organized and plan ahead. Therefore, all social arrangements for after school must be made at home.

COMPUTER USE

Students have opportunities to use district-owned computers and are allowed to access the Internet for instructional purposes only. Student Internet use is planned and closely monitored by the teacher. Any intentional misuse of Internet access by students will be cause for disciplinary action.

CELL PHONES AND OTHER ELECTRONIC DEVICES

Personal electronic devices **are not allowed to be used at school from 8:50 a.m. until 15 minutes after dismissal.** If a student is using one of these electronic devices at school, the item will be taken and secured in the office until a parent/guardian comes to pick it up (during office hours).

TELEPHONE/MESSAGES

All messages to students must come to the school office by **3:00 p.m.** (on a 3:30 p.m. dismissal day), **1:45 p.m.** (on a 2:15 p.m. dismissal day) or **12:30 p.m.** (on a 1:00 pm dismissal day) to assure their delivery to students before the end of the school day. Please do not leave a message for information that needs to get to your student the same day you are calling. Keep calling until you speak directly to a staff member.

Health

The health and safety of everyone at Silver Lake Elementary is important; therefore, we conscientiously implement the following policies:



MEDICATION

Please be aware that there are strict policies and procedures that regulate student use of medications at school. See [Board Policy 3416 & 3416P](#) for more information. Medication is given at school only when absolutely necessary. If a student must receive medication during school hours, the medication to be given at school must have a written order signed by a Licensed Health Care Provider and have a parent/guardian signature (see [Medication Authorization Order form](#)). The medication must be in the original, properly labeled container. This includes any over-the-counter medication. Whenever possible, the parent/guardian and Licensed Health Care Provider (LHCP) are urged to design a schedule for giving medication outside of school hours.

Medications should be brought to the Health Room by an adult. Please do not send your student to school with medication as this presents a health hazard to all students. This includes any over-the-counter medication including, but not limited to: Ibuprofen, Tylenol, cough syrup, cough drops, allergy medication, herbal supplements, etc. These are all considered medications and students should not be in possession of these during school hours. Possession of these substances may result in disciplinary action. Contact Barb Olson (Health Room Assistant) at 425-385-6906 for forms and additional information.

IMMUNIZATION

State law (RCW 28A.31.118) states that the attendance of every child is conditional upon the presentation on the child's first day of attendance either (1) full immunization, (2) the initiation and compliance with the schedule if immunization as required by law OR (3) a certificate of exemption. Students may not be enrolled or attend without this documentation. See [Board Policy 3413 and 3413P](#) for more information.

INJURY/ACCIDENTS AT SCHOOL

When a student is seriously injured at school, health room personnel must immediately contact parent(s)/guardian(s). If parents/guardians cannot be reached, the designee listed on the Emergency Card will be contacted. If no one is available, Silver Lake staff will use our best judgment about what is in the best interest of the child including contacting 911 if needed. Parent assistance in providing updated and complete information on the Emergency Card is critical in case of an emergency.

ILLNESS

When a child becomes ill at school, Silver Lake's nurse, health room assistant, or office staff will follow these procedures:

- The child reports his/her symptoms and his/her temperature is taken.
- At that time, a decision is made whether or not the child should go home. If a child's **temperature is 100 or above**, they will automatically be sent home. If it is determined that the child needs to go home, the parent/guardian will be notified by phone and expected to pick their student up from school within a reasonable amount of time. Proper identification must be provided for any early pick-up.

The parent/guardian or emergency contact person must come to the school and pick up the sick child. Sick children will not be sent back to class or sent home on the bus. In the event of a serious or life-threatening illness, 911 will be called.

IF YOUR CHILD IS SICK, PLEASE DO NOT SEND THEM TO SCHOOL

Children are welcome back at Silver Lake when they are able to take part in the full-school program, including recess. Supervision of students is not available in classrooms or in the office during recess.

Allergies: Specifically, Life-Threatening

Today, one in 13 children has food allergies, or roughly two in every classroom. Nearly 40 percent of these children have already experienced a severe or life-threatening allergic reaction (CDC, 2013). In response to this emerging epidemic, the Centers for Disease Control and Prevention (CDC) in 2013

published national guidelines for managing food allergies designed to help schools avoid, recognize and treat allergic reactions while ensuring that students with food allergies are safely included in school activities.

Important highlights from the guidelines include:

1. Food allergies may constitute a disability under the law. This is important because **schools cannot exclude children with food allergies from activities (e.g., birthday celebrations, classroom parties) because of their food allergies.**
2. The emotional toll of exclusion, bullying, stigma and fear can cause significant emotional distress. It is important to consider the physical and emotional toll on children with food allergies.

For more information, please visit www.foodallergy.org/CDC

Annually, all school staff participate in on-site training about how to minimize exposure to known allergens and how to respond to an anaphylaxis emergency. The training includes a review of avoidance strategies, recognition of symptoms, the emergency protocols to deal with an anaphylaxis episode and use of an auto injector. In addition, student-specific training and additional information will be provided by the school nurse to teachers, paraeducators, office

staff, and food service workers who are expected to have regular contact with a student who has a medically diagnosed life-threatening allergy. Student-specific training will include training in: 1) allergen avoidance procedures to prevent exposure of the student to the food allergen; 2) the recognition of symptoms, especially early symptoms; and 3) the administration of epinephrine and other emergency medications.

CONTROLLING THE EXPOSURE TO ALLERGENS

Controlling the exposure to allergens requires the cooperation of parents/guardians, students, school employees and community members.

Silver Lake Elementary School has elected not to adopt a school-wide policy that prohibits certain food products, such as peanuts, from being brought into the school environment. However, the school will inform parents of the presence of a student/staff member with life-threatening allergies in their child's classroom and/or school, and the measures being taken to protect the affected student/staff member. Parents/guardians will be asked to cooperate and avoid including the allergen in school lunches, snacks or other products. Parents/guardians of children with specific allergies have the responsibility to complete the necessary forms that enable the school to provide medication, other emergency responses, and additional cleaning and care that may be needed to reduce exposure. See [Board Policy 3409P](#) for more information.

Snacks & Celebrations

FOOD AS INCENTIVES/REWARDS

Silver Lake Elementary supports increased emphasis on nutrition, as well as physical activity at all grade levels to enhance the well-being of our staff and students. We are committed to finding alternatives to food rewards in order to provide the best possible learning environment for ALL children. Per [Board Policy 2405P](#), non-food rewards and incentives will be used to encourage positive behavior. Staff members and parent group leaders choosing to use food must select items that meet Everett Public Schools nutrition standards. *Examples of non-food alternatives for incentives and rewards can be found at:*

- www.eatsmartmovemorenc.com/EatSmartSchoolStds/Texts/rewards_incentives.pdf
- www.sde.ct.gov/sde/lib/sde/PDF/DEPS/Student/NutritionEd/Food_Rewards.pdf
- <http://www.extension.iastate.edu/Publications/PM2039A.pdf>

CLASSROOM PARTIES

Per [Board Policy 2405P](#), food may be served at three (3) classroom celebrations (such as seasonal, cultural or curriculum related) per classroom per year. The theme and time of year of the party is up to the discretion of the building. Due to the prevalence of students with severe food allergies, coordination with the school nurse or teacher to address specific classroom allergies is required.

The following are examples of the types of parties teachers may choose to have:

1. Fall Harvest Celebration (October)
2. Winter Celebration (December)
3. Friendship Celebration (February)
4. End of the Year (June)

BIRTHDAYS & BIRTHDAY TREATS

Food/treats will not be allowed for distribution as part of a birthday celebration. Birthday parties may be celebrated in classrooms with **non-food items** for students. At Silver Lake Elementary, we believe eliminating birthday treats will help parents avoid the stress of being expected to provide dessert for the whole class while at the same time promote healthy habits in students. There may be students with food allergies in classrooms, so we want to ensure their safety during classroom birthday celebrations.

In addition, we request that parents do not arrange for delivery of items such as **birthday flowers or balloons to students, as they create a major disruption to the classroom.** Such items will not be delivered to students. Balloons and glass (flower vases) are also prohibited on school buses.

PARTY INVITATIONS

Birthday parties are delightful and give many pleasant memories to children. However, **not being invited to a party can be a very unhappy experience for children not receiving an invitation.** In consideration of the feelings of children not receiving invitations, students are not allowed to distribute invitations during the student day (9:15 a.m.-3:30 p.m. M-Thursday, 9:15 a.m.-2:20 p.m. Friday).

FOOD IN CLASSROOMS

Grade level teams will determine whether snacks will be allowed in classrooms and may depend on the scheduled lunch time. If snacks are allowed, the classroom teacher will provide parents with a list of approved snacks that meet the expectations of our Student Wellness Policy. Parents can donate these approved snack choices and classroom teachers will distribute them as needed. *Plans for students with specific medical needs prescribing regular snacking, etc., will be coordinated on a case by case basis with the school nurse, physician, principal, and parents/guardians.*

Teachers and other school staff, including substitute teachers, will not give food as a reward for good behavior and/or good work (*see Board Policy 3405P for more information*). If a teacher wants to have a food item available in the classroom it will need to serve an instructional purpose and be

approved by the principal, Theresa Campbell, in advance to allow enough time for information to be sent to parent/guardians requesting permission.

Similarly, **students are not allowed to share food**. This is the case at all times — not just for classes having students with allergies. Teachers will discuss the importance of the “no sharing” rule to protect all students from possible allergic reactions. The **“no sharing” rule will be enforced in classrooms, during lunch, before and after school, and on field trips**.

Food Services

CAFETERIA/ FOOD SERVICES

Breakfast at Silver Lake is free and available to all students as they enter their class. **Breakfast from home is not allowed on campus.**

Lunch is free and available to all students.

Parents and guardians are welcome and invited to eat lunch with their children.

To ensure your safety, as well as the safety of students and staff, **all visitors are required to sign in** at the school office before meeting your child at the cafeteria.

PARENT-TEACHER CONFERENCES

Formal parent-teacher conferences are scheduled twice each year, once in the fall and once in the spring. Notifications are sent home prior to conference weeks in an effort to best find a time that is both convenient for parents/guardians and teachers. Parent-teacher conferences are just one of the important ways in which parents/guardians and teachers can get to know each other and to work toward the child’s success.

As a means of sharing information, conferences give parents/guardians and teachers the opportunity to discuss the child’s needs and interpret his or her progress. However, parents/guardians are encouraged to communicate with teachers frequently and regularly; it is not necessary to wait until parent-teacher conferences to talk to Silver Lake staff about student progress. To contact a staff member at Silver Lake, it is best to email your child’s teacher, this is the most efficient way to reach them.

STUDENT PROGRESS REPORTS (REPORT CARDS)

Elementary Progress Reports are issued in February and June. A cumulative student record file is kept on file for each student. This record is confidential but is available for parent/guardian viewing upon request. Content includes yearly summaries of academic progress, attendance, discipline, and health and special education records. These documents can also be found in the Home Access Center.

SCHOOL SUPPLIES

Specific grade-level supply lists are available on the Silver Lake website; please label your child's backpacks. Parents/guardians needing financial assistance with school supplies should contact Buffy Osborn at bosborn@everettsd.org.

Emergency Information

WEATHER & SCHOOL CLOSURES OR LATE STARTS

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule, please listen to the following radio stations, or go to the Everett School District website for updated information:

- Television: KOMO Channel 4, KING Channel 5, KIRO Channel 7, KSTW Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300
- FM Radio: KMPS 94.1
- Everett Public Schools Website or call the main district telephone number (425) 385-4000 to listen to a message
- SchoolReport.org (www.schoolreport.org), Public School Emergency Communications System

THE PUBLIC ANNOUNCEMENT WILL BE ONE OF THE FOLLOWING

Schools closed: The following programs and activities are canceled: regular school, Extended Day program, all activities including athletic events and parent meetings. (If conditions change during the day, special arrangements may be made for some activities.)

Late start and limited bus service: Under this plan, all schools will start two hours late and bus routes will be limited. The district's transportation department sends out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two-hour delay. The following programs are canceled: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation.

Special announcements: A variation of the above plans will be announced if necessary due to a power failure or other conditions.

No announcement or no report means schools will operate on a normal schedule.

EMERGENCY PROCEDURES

Staff and students at Silver Lake practice emergency drills throughout the school year so they are prepared in case of an actual emergency. It is important for parents/guardians to review, with their children, procedures to use if any emergency occurs on their way to and from school or if an adult is not at home when they arrive home from school. By law, all schools in Everett Public Schools are required to have drills monthly, including fire, earthquake, lockdown, and shelter-in-place drills.

Field Trips, Visitors & Volunteers

FIELD TRIPS

Field trips are taken as a regular part of our educational program. Parents/Guardians are required to complete their child's permission form and have up-to-date emergency information on file before he/she leaves for a field trip. Teachers often seek parent/guardian volunteers to chaperone on field trips.

VOLUNTEERS/ CHAPERONES

The staff at Silver Lake Elementary values parent/guardian and community involvement in our school programs and appreciate the gift of time and talents that they have to offer our students. In order to ensure student safety, it is required that anyone wishing to work with students or on campus (including chaperoning student field trips, art docents, and classroom helpers) complete the EPS volunteer application form online and obtain clearance prior to volunteering on site. Volunteer registrations are available on the EPS website at

<https://www.applitrack.com/everettsd/onlineapp/application.aspx?starting=true> .

Once applicants have been approved, they may contact the classroom teacher or the main office to discuss specific volunteer opportunities.

Similarly, for parents/guardians to be considered as field trip chaperones, they need to have a completed volunteer clearance on file in the district office. **Please do not wait until the day or two before the field trip to complete the volunteer form online**, as it may not be processed in time for you to participate.

VISITORS AT SILVER LAKE ELEMENTARY

Silver Lake parents/guardians are more than welcome to visit their child's classroom. We require that parents/guardians **contact their child's teacher at least one day** or more in advance of their visit to confirm the day and schedule a time.

For the protection and safety of students and staff, **ALL visitors, including parents/guardians, are required to check in at the school office and wear a visitor's badge at ALL TIMES.** This includes parents/guardians coming to eat lunch with their child. All visitors are encouraged to park their car in the North Parking Lot as all outside doors to other parking lots will remain locked at all times. Staff will not open the door for anyone unless the Silver Lake visitor badge is visible.

After signing in at the office, parent(s)/guardian(s) are welcome to join their child for lunch and recess.

In addition, students from another school or state (including cousins, friends, etc.) are not allowed to spend the day at school.