



COTTAGE LAKE ELEMENTARY

Home of the Sailors • Student & Family Handbook
2026 – 2027

A WELCOME FROM PRINCIPAL HAGEL

Dear Cottage Lake Families,

Welcome to the 2026–27 school year! I'm honored to be joining the Cottage Lake community as your principal, and I'm looking forward to getting to know each of you — your students, your family routines, and what makes this school special. My first year here is grounded in three commitments: I will listen and learn, I will work to build relationships and trust across our community, and I will keep students at the center of every decision.

Everything we do at Cottage Lake is built around a simple idea: every Sailor belongs here, every Sailor is an empowered learner, and every Sailor is working toward achieving their goals. You'll see this vision woven throughout this handbook — in how we welcome students each morning, how we handle a hard day on the playground, and how we celebrate growth.

This handbook is designed to give you the day-to-day information you need — arrival and dismissal, attendance, health and safety, and how to get involved. Please review it with your student and reach out any time with questions. I'll also be hosting monthly "Pizza with the Principal" gatherings this year so I can get to know your students personally — I hope to meet every Sailor by the end of the year.

Never hesitate to reach out to your child's teacher or to me directly — we're here to support you and your child every step of the way.

In partnership,

Talena Hagel, Principal • (425) 408-4200 • thagel@nsd.org

OFFICE INFORMATION



- Address: 15940 Avondale Road NE, Woodinville, WA 98077
- Office Phone: (425) 408-4200 • Fax: (425) 408-4202
- 24-hr Attendance Line: (425) 408-4210 or clattendance@nsd.org
- Principal: Talena Hagel, thagel@nsd.org
- Office Manager: Sarah McKinnon • Secretary: Brennan Sias
- School Nurse: Brittney Schlee, (425) 408-4206

Website: www.nsd.org/cottagelake • PTA Website: www.cottagelakepta.org

OUR MISSION

At Cottage Lake, it is our united mission to build a safe, engaging, and inclusive environment of resilient lifelong learners. In partnership with our vibrant community, we embrace our diversity and strive to foster trust and kindness.

OUR VISION FOR EVERY SAILOR

This mission comes to life through a simple promise to every student:

I Belong — Every Sailor is known, valued, and included.

I Am an Empowered Learner — Every Sailor has voice, choice, and ownership in their learning.

I Achieve My Goals — Every Sailor sets goals and grows toward them, with support along the way.

OUR SAIL EXPECTATIONS

Our vision is the "why" behind everything we do; SAIL is how we live it out every day. SAIL is a Cottage Lake tradition — it greets every family on our school sign — and it remains our schoolwide behavior framework, taught and reinforced in every classroom:

S — Show Respect — toward yourself, others, and our school.

A — Act Safely — make choices that keep you and others safe.

I — Show Individual Responsibility — own your choices and your learning.

L — Be Learning Ready — come prepared, focused, and ready to grow.

The two work at different levels, not as a matching set: our vision is the big-picture "why" — the kind of learner and community member we want every Sailor to become. SAIL is the day-to-day "how" — the concrete, teachable behaviors staff reinforce in every classroom, every day. You'll see both referenced throughout this handbook.

SCHOOL HOURS

Office Hours

8:30 AM – 4:30 PM

School Hours

- Monday, Tuesday, Thursday, Friday: 9:30 AM – 4:00 PM
- Early Release Wednesdays: 9:30 AM – 2:30 PM

NEWSLETTERS & DISTRICT COMMUNICATIONS

Newsletters and regular communications are sent via ParentSquare by the district, our school, and your classroom teachers. The principal newsletter goes out at least twice a month with important events, school and district updates, and ways to get involved. Visit the district website for more [ParentSquare](#) information.

ARRIVAL & DISMISSAL PROCEDURES

Please follow these guidelines to keep arrival and dismissal safe and orderly:

- No student should arrive before 9:15 AM — there is no supervision on campus earlier than that.
- Students arriving after 9:30 AM must check in at the office for a late pass before heading to class.
- At arrival students place their backpacks in their class lines and then may play at the playground until the 9:27 bell. At that time, please line up to walk in with your class.
- At dismissal, teachers escort students to their designated areas (bus, car, or walk). Students are to leave campus immediately at dismissal to support a 'safe at home' protocol.
- If you're picking up on foot, please don't block the path of students heading to their cars. If you're staying afterward to visit, please move away from the dismissal area so we can clear the space in front of the office.

Car Loop

- Stay in your car while in the loop. Have your child enter and exit the vehicle on the curbside only.
- Maintain a single-file line of cars. Observe a 5 MPH speed limit.
- Do not block other cars' access to parking, including designated accessible spaces.
- No cell phone use while in your car in the loop.
- Exit the school driveway using a Right Turn ONLY in the 20 minutes before and after school.

Student Guidelines for Car Pick-Up

- Walk directly to the waiting area by the office. Younger siblings stay with the oldest child.
- Remain behind the yellow line until the vehicle stops completely; enter from the curbside.
- Follow the directions of staff and safety patrol students.

BUS PROCEDURES

Riding the bus is an important part of your child's school day. Some of the most important expectations include:

- Arrive at the bus stop 5 minutes before scheduled pick-up.
- Respect private property and stay clear of the road.
- Enter the bus calmly, take a seat immediately, and stay seated.
- Show courtesy to the driver and other students; keep heads, arms, and belongings inside the bus.
- No balloons, glass, sports equipment, or oversized items.

Students are to ride only their assigned bus. If a student needs to take a different bus, a signed note from a parent/guardian is required, including the date, the student they're going home with, and the destination

address — brought to the office at the start of the school day. **Bus passes are not issued during the first month of school.**

Questions or concerns: Cottage Lake office at (425) 408-4200 or NSD Transportation at (425) 408-7900.

BIKES

Students may ride bikes to school with parental permission and should lock them at the bike rack between the cafeteria and gymnasium buildings (families supply their own lock). Cottage Lake and NSD are not responsible for lost or stolen bikes. Please walk your bike while on campus.

Pedestrian Safety

- Walk with a friend and stay well off the road.
- Use extreme care crossing streets — wait until cars are fully stopped.
- Students may not cross Avondale Road; a bus is provided for students living on the west side.

ATTENDANCE

School attendance is a major factor in student success. Every school day matters, and we expect regular, on-time attendance. At the same time, please keep your child home if they are ill — see Health & Safety below for specific guidance on when to stay home.

Reporting an Absence: 4 Simple Steps

- Log in to [ParentVUE](#).
- Click "Report Absence" next to your student's name.
- Fill in the date(s) of absence and a brief explanation.
- Submit — the school is notified automatically.

This method covers absences up to 4 days. Absences of 5 or more consecutive days require a [Notice of Pre-Arranged Extended Absence Form](#), submitted at least 2 weeks prior to the absence and reviewed by the principal, sent electronically to clattendance@nsd.org or returned to the main office.

Tardies & Early Dismissals

Please plan family routines to avoid late arrivals — tardies disrupt classroom morning routines. See Arrival & Dismissal Procedures above for the 9:30 AM late-pass cutoff.

We also ask that you avoid early-dismissal requests when possible, especially in the last 30 minutes of the day, an important time for teachers to review the day. Please submit dismissal-plan changes by email to clattendance@nsd.org (copy the teacher) before school starts whenever possible. If something comes up after the day begins, call the office at (425) 408-4200. For safety, we can't act on a plan change without a note or call — students without one will follow their normal dismissal plan.

Pre-Planned Absences

Check the [school calendar](#) for scheduled vacation days on the district website. We encourage using these days for family travel; please do not request advance schoolwork — students may read and keep a journal while away, and any make-up work will be determined upon return. For trips of 5 or more consecutive school days, use the Notice of Pre-Arranged Extended Absence Form referenced above.

Unexcused Absences

- Parents/guardians have two weeks to contact the office with an explanation; after that window, an absence is automatically unexcused and cannot be changed.
- After 3 unexcused absences in a month, a family conference is required (RCW 28A.225.020).
- A parent conference is also required after 5 excused absences in a month, or 10+ excused absences in a school year — unless a doctor's note or pre-arranged absence form has already been provided and a plan is in place so the student doesn't fall behind.
- After 7 unexcused absences in a month, the school will enter into a formal attendance agreement with the family or file a truancy petition with Juvenile Court.
- A truancy petition will be filed no later than 15 cumulative unexcused absences in the school year (RCW 28A.225.035).

Withdrawals

If you're moving from our service area, please notify the office in writing as early as possible so we can prepare for your child's departure. You may want a copy of the immunization record to help enrollment at the new school.

STUDENT RECORDS & DIRECTORY INFORMATION

Federal law prohibits schools from releasing student information without parental permission, except "directory information" (name, address, phone, date of birth, field of study, enrollment dates, photographs, most recent school attended, diplomas/awards, activity participation, and athlete height/weight), which may be released without consent. Northshore will not release directory information for commercial purposes.

Parents/guardians who do not want directory information or photos released must notify the principal in writing by October 1 each year, via the Permission to Withhold Student Directory form on ParentVUE. Choosing to withhold directory information also excludes your child's photo from the yearbook.

DRESS FOR LEARNING AND PLAY

We want every student to feel comfortable, safe, and ready to learn. Clothing should help create a positive and respectful school environment, so please avoid items with inappropriate images or messages. We enjoy recess outdoors in all kinds of weather, so please make sure your child is dressed for the day. For PE, tennis shoes work best and keep kids safe while moving. Adding your child's name to jackets, sweaters, and lunchboxes is a big help. It makes it much easier to return lost items quickly!

Lost and found: Unclaimed items are hung outside of the cafeteria or on the fence in the undercover basketball court and donated periodically throughout the year. Label everything!

BEHAVIOR EXPECTATIONS & PROBLEM-SOLVING

We believe part of growing up is developing awareness of others and their right to be treated respectfully. We help students make good choices, take responsibility for their actions, and learn through natural consequences and problem-solving — always in the spirit of our vision: every Sailor belongs, is empowered, and is working toward their goals.

Student Rights & Responsibilities

- Right to be valued, respected, and accepted — Responsibility to be considerate and tolerant of others.
- Right to express feelings, opinions, and ideas — Responsibility to use respectful language and listen to others.
- Right to learn in a quiet, productive environment — Responsibility to work independently or cooperatively and do your best.
- Right to be safe traveling to/from and during school — Responsibility to use self-control.
- Right to use school supplies, equipment, and personal property — Responsibility to use them correctly.

When Mistakes Happen

Mistakes are a powerful learning opportunity. Depending on the situation, families may be contacted by the teacher and/or principal, and students may complete a brief reflection ("Think Paper") addressing what happened, their choice, a plan going forward, and how they'll make it right. We ask families to review this with their child, sign it, and have the student return it to the office the next school day. We appreciate your partnership in this process.

Bullying at School

We do not tolerate harassment, intimidation, or bullying. Teachers present curriculum each year to help students recognize and report it, whether as a target or a bystander, and cooperate fully with administration on any reported incident. We follow all district guidelines in the NSD Handbook for Rights and Responsibilities Concerning Conduct for Students and Employees, available at nsd.org.

PLAYGROUND GUIDELINES

All games are played for fun and good sportsmanship — there are no winners or losers during recess games. School game rules are taught in PE each September; the PE teacher or playground supervisor is the final judge in any rule dispute.

- Solve problems peacefully and seek help if needed.
- Use language appropriate for the classroom environment; games are open to all students.
- Play within supervisor-set boundaries and stay outside unless you have a building pass.
- When the bell rings, stop, return equipment, and walk to your line.
- Walk to the covered area immediately in a thunderstorm or heavy rain.
- Report any injury to an adult immediately. Leave rocks, woodchips, and dirt on the ground; no digging in the sand field; no food on the playground.

Consequences for Playground Infractions

Verbal reminder → Positive practice → Recess break → Time-out with supervisor → Time-out on benches → Office referral → Think Paper completion. Games may be suspended for a period at the principal's discretion.

DEVICES & PERSONAL ITEMS AT SCHOOL

Students may not use personal devices — including phones and smart watches — during the school day. We encourage families to keep personal devices at home rather than sending them to school. If a device is brought, it must be turned off and left in the student's backpack (not on the student or in pockets) for the entire day. Cottage Lake is not responsible for lost or stolen devices.

With the exception of items brought for a special occasion or with advance teacher permission, non-school personal items (toys, stuffed animals, fidgets, trading cards, and similar) should stay home.

CLASSROOM PARTIES & CELEBRATIONS

We love celebrating our students! There are typically two school-wide classroom parties each year (often around Halloween and Valentine's Day), arranged by the classroom teacher with room parents. Any treats served must be commercially prepared — Cottage Lake is a nut-aware school, and families will be notified directly if their classroom has a student with a life-threatening allergy.

As a school, we ask families not to send food treats for birthday celebrations. Non-food ideas include fun pencils or erasers, bubbles, a game to share with the class, or donating a book to the classroom or library. Please contact your child's teacher at least a week ahead to plan a birthday celebration, and avoid sending balloons or flowers. Party invitations may only be distributed at school if every student in the class is invited.

HEALTH & SAFETY

School Nurse

Brittney Schlee, RN — phone: (425) 408-4206

Our full-time nurse is on-site during school hours to support first aid, medications, and student well-being.

When to Keep Your Child Home

- Fever: 100°F or higher — stay home until fever-free (without medication) for 24 hours.
- Vomiting/Diarrhea: stay home for 24 hours after the last episode.
- Rash: stay home until a provider confirms it isn't contagious, or it's gone.
- Starting antibiotics: stay home for 24 hours after the first dose, unless your provider says otherwise.

Health Screenings

Vision and hearing screenings are done each fall for grades K–3 and 5, or any time a teacher or parent requests. If results are outside the expected range, you'll receive a referral letter with next steps.

Immunizations

For your child's safety and to comply with state law, all students must have up-to-date, provider-verified immunizations before starting school.

Medication at School

NSD recommends medication be given at home whenever possible, but when necessary, our nurse dispenses all medication per written physician instructions. Medication must arrive in a properly labeled prescription or original over-the-counter container, with the student's name, drug, dosage, and directions. A form is available in the office or from the nurse. For field trips involving daily medication, request an extra labeled empty bottle from your pharmacy. Please do not send any medicine — including vitamins or cough drops — in backpacks or lunchboxes.

Life-Threatening Conditions

Washington law requires that students with a life-threatening condition (a health condition that could endanger the child during the school day without a medication/treatment order and nursing plan) — such as severe allergies, asthma, or seizures — have a care plan and medical orders in place before school starts. These students qualify for a 504 accommodation/emergency care plan; please meet with the nurse to make sure forms and medications are ready.

Accidents & Injuries

Trained staff provide first aid for any accident; we contact you (or emergency contacts) right away if your child is seriously hurt, and call 911 in urgent situations. If your child is called to be picked up, please arrange pickup within 1 hour — keep phone numbers and emergency contacts current. Families are responsible for any resulting medical costs; the district does not cover them.

MEALS

Well-balanced meals are prepared in our kitchen daily. Please send exact change when paying daily, or pay ahead via LINQ Connect. Checks should be made payable to Northshore School District.

Costs (K–5, full price)	Price
Breakfast	\$2.75
Lunch	\$4.50
Milk (if purchased separately)	\$0.75

Milk is included with breakfast and lunch, or may be purchased separately for \$0.75. Meal costs are subject to change annually.

Breakfast is served daily in the cafeteria from 9:15–9:30 AM. Reduced-price and free meal eligibility, and forms for the government-subsidized meals program, are available in the office and at nsd.org/meals.

- Food allergies must be listed on your child's health form and communicated to the school nurse.

EMERGENCY PROCEDURES

Staying Informed

The most common reason for a school delay or closure is inclement weather. Families can find out about schedule changes several ways:

- Phone calls: the district's telephone notification system calls families, typically before 6 AM.
- Website: up-to-date info at www.nsd.org
- School phone: (425) 408-4200 (press 9) • District 24-hour line: (425) 408-6001
- Radio/TV: local stations broadcast delays, closures, or early dismissals.
- Email alerts: register at SchoolReport.org

When schools close or dismiss early, there are no after-school activities or athletic events that day; make-up days are added to the end of the school year.

Emergency Closure & Student Release

In any emergency, students are released only to adults listed as emergency contacts — please keep this information current. It's important your child knows what to do if a parent/guardian isn't immediately available.

During an actual emergency, please wait for direction from the district before coming to campus; arriving too soon can interfere with first responders.

Emergency Drills

We practice five types of procedures:

- Hold — students stay in place while an event resolves (e.g., an animal on the playground).
- Secure — classes continue but students remain indoors.
- Lockdown — students stay in the classroom, away from windows, and wait silently (e.g., an intruder on campus).
- Evacuate — students move to a safe location on campus, often for fire or earthquake events.
- Shelter — protection from external hazards like a gas leak or fire ash.

During a real Lockdown, parents/guardians should not come to school until contacted by school or district personnel, as this can hinder first responders.

WEAPONS & HAZARDOUS ITEMS

For everyone's safety, students may not bring items to school that could be dangerous to themselves or others — including but not limited to firearms, knives, fireworks, laser pointers, drugs, or other hazardous items.

- Bringing a weapon to school can result in immediate expulsion, following due process and the right to appeal.
- State law requires any student who brings a firearm to school be expelled for one year.
- Items used as weapons — or that look like weapons, such as toy guns — are treated the same as real weapons.

TECHNOLOGY USE

Technology is an exciting part of learning and comes with responsibility. Students must follow the NSD Acceptable Use Policy. Personal devices may not be used as school devices, and misuse may result in loss of privileges. All classrooms have phones; you're welcome to call and leave a message if a teacher is unavailable or in class.

VISITORS & VOLUNTEERS

FAMILY SUPPORT & CARE TEAM

Cottage Lake's Care Team helps identify and address family needs, connecting you with community resources and support. Requests are confidential.

- Our school nurse, Brittney Schlee, leads the Care Team — bschlee@nsd.org (425) 408-4206.
- Our school counselor, Christie Pak, is also a great first point of contact — cpak@nsd.org.

NONDISCRIMINATION & HARASSMENT

Northshore School District prohibits discrimination based on age, sex, marital status, sexual orientation, gender expression, gender identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, cognitive, or physical disability, or use of a trained dog guide or service animal. Schools are meant to be safe, inclusive environments where every student is protected from Harassment, Intimidation, and Bullying (HIB), sexual harassment, and discriminatory harassment. For full policy definitions, gender-inclusive schools information, and how to file a report, visit the district's

[Nondiscrimination information page](#).

- Civil Rights/ADA Coordinator for Staff & Title IX Coordinator: Jerred Kelly — (425) 408-7622 — TitleIXOfficer@nsd.org
- Section 504/ADA Coordinator for Students: Rick Ferrell — (425) 408-7632 — rferrell@nsd.org

Any staff or community member may raise concerns or file a complaint regarding discrimination without fear of retaliation.

COMMUNITY PARTNERSHIPS

Cottage Lake Elementary is a caring, supportive community, and two of the best ways to get involved are through the PTA and volunteering.

Volunteering

All visitors must check in at the office and wear a badge. We love volunteers — it's a wonderful way to support your student and community!

All volunteers complete the district's online volunteer orientation and background check, required annually. You only need to attend an in-person training session once during your time at Cottage Lake — about 30 minutes, covering the role of volunteers, classroom/student support, and field-trip chaperoning. Check the CL website or community newsletter for session dates; no sign-up needed. After training, volunteering is largely arranged directly between you and your child's teacher.

Complete the online process at [nsd.org volunteer application](#).

Cottage Lake PTA

Our PTA is made up of parents, caregivers, staff, and community members with all kinds of personalities, talents, and interests. Whether you have a kindergartener, a fifth grader, or somewhere in between, there's a place for you! You don't have to attend every meeting or take on a big commitment to be involved — every bit of participation makes a difference.

We'd love to have you join us and find a way to be part of the Cottage Lake community that works for you!

Join the PTA: www.cottagelakepta.org

ADDITIONAL RESOURCES

In addition to this handbook, please review the district's [Student Rights and Responsibilities Handbook](#).

Many more questions are answered on the [Cottage Lake website](#) the [Cottage Lake PTA Website](#) and the [Northshore School District website](#).

Thank you for partnering in your child's education!