

# **2024-2025 Staff Handbook**



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**School Website:** <https://www.everettsd.org/silverlake>

## **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.

## **Staff Norms**

- Stay Engaged
- Speak Your Truth
- Allow & Experience Discomfort
- Take Risks
- Listen for Understanding
- Expect and Accept Non-closure

## **Absences**

Absences allow us to take care of that need (illness, care for others, etc.) while ensuring that our Mustangs are well cared for and learning. As we think through absences, it is important to note that absences coded as sick/illness are specifically due to an illness, medical appointment, or care for a loved one. Please do not utilize sick/illness for absences that are vacation-related or due to other non-sickness/illness reasons. Below are a few other absence related procedures. It is important to adhere to each of these in order to make sure that we are meeting the needs of our students. - - Staff are responsible for informing others of their absence through our district's Frontline Absence Management system. Please see the office manager if you need training related to this system or have any questions related to reporting an absence. Team members are responsible for reporting their absence personally – our office team cannot enter absences for you.

## **Workday**

- **Certificated Staff** - The normal workday for certificated staff is from 8:25 a.m. to 3:55 p.m. which is inclusive of a 40-minute duty-free lunch. Exceptions include days with modified work schedules or when a workday extension has been scheduled. A half day absence is A.M. 8:25 – 12:10 and a P.M. absence is 12:10 – 3:55. Certified staff may not modify their absence times.
- **Classified Staff** - Hours (normal workday) vary by individual employee. Report absences – FRONTLINE Absence Reporting (exclude your unpaid lunchtime if one is in your schedule).

## **Leaving campus during the workday**

Staff are expected to sign out (clipboard on the side of the office managers desk) if they are leaving campus during their contracted workday, including planning period (for certificated staff) or lunch.

## **ACCIDENTS**

If an accident occurs involving staff, it should be reported immediately to the principal/assistant principal or both. We want to make sure that you receive the care that you need should you be injured. At an appropriate time, it is likely that you will need to complete an electronic accident form to formally report/document the accident and any related injury or needed care.

## **BUILDING MEETINGS**

A calendar of all building meetings can be found in [Systems Coherence Calendar](#) in One Note.. All certificated staff are required to attend staff meetings. All other members of our Mustang Team are welcome to attend unless their school duties/responsibilities specifically interfere with attendance. ALIF related meetings and/or trainings are also likely on designated dates.

## **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 one or more of the following consequences: completing a problem-solving worksheet, conferring with a staff member, time-out, restitution, community service, suspension, expulsion, or other appropriate disciplinary action as outlined in Everett Public Schools' policies and procedures. See Board Policy 3240P 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, 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/Disrespect
- Disruption
- Fighting
- Forgery/Theft
- Harassment/Intimidation/Bullying
- Inappropriate Location/Out of Bounds
- Lying/Cheating
- Physical Aggression
- Property Damage
- Technology Violation
- Weapons
- Other

At Silver Lake Elementary School, per Board Policy 3300, we use progressive discipline steps and strategies for behavior correction. We give verbal reminders for minor misbehaviors and move to office referrals or immediate removal for chronic or severe misbehaviors. Our School Wide Information System (S.W.I.S.) enables us to collect, summarize, and effectively use student behavior data for decision making. Designated staff members enter behavior referrals online and

this data provides information about individual students, groups of students, and/or the entire student body over the course of a given time period and helps inform our decision making.

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.

### **Cell phones**

The district provides students with the technology they need during the school day to access digital and online learning experiences. For safety reasons, many of our parents have provided their elementary children with personal devices (PEDs) such as cell phones, smart watches, tablets, and other mobile devices. Students may bring personal electronic devices to school; however, **all devices must be powered off and stored in the student's backpack or locker while the student owner is on campus (8:50 a.m. to 3:45 p.m.) or on a school bus (3246P).** Everett Public Schools cannot be responsible for lost or stolen personal property at school.

### **CLASSIFIED STAFF COMP TIME**

Please note that prior approval from the principal/assistant principal is required to both bank (save/record) and to use comp time. In situations where this is not possible (such as staying late with a student who had a family emergency), please email admin and (if applicable) your partner teacher by the following day to inquire how compensation for this extra time worked will be provided (comp time or pay). If comp time is to be taken, it needs to happen soon after it is banked. All comp time earned and used must be logged in the shared Classified Staff Comp Log document (kept with the office manager) to include who approved the time. Please see the principal/office manager with any questions regarding available, banked time, and/or the process needed to utilize this time.

### **COPIES AND PRINTERS**

While photocopies are needed to provide quality learning materials for our students, we all acknowledge that it has become one of the leading expenditures in our school budget. We ask you to ensure that copies are 1) curriculum aligned, 2) educationally relevant, and 3) not available to the student(s) in any other format (example: digital version). We ask each member of our Silver Lake team to be judicious in the number of copies made and use the two workroom copiers instead of classroom printers when possible. Staff members are all allowed to print a set number of color copies, if you exceed your limit, you will need to send requests for color copies to office/admin staff. There is no data that shows a color copy improves student learning/test scores.

**Dress code** Addendum I ~ District Policies and Procedures (Student Dress – 3224P)

**\*\*Specific to Silver Lake:** If you need assistance determining the appropriateness of a student's clothing, then you may contact the office and an administrator will assist. Students may wear hats, hoodies, head covering, and hair accessories to school. Teachers may ask students to remove a hat or hood if it is distracting from classroom learning.

## **EMAIL**

As a reminder, staff are to check their email each day. A morning email comes out every morning named, "Today" that will list schedule changes, staff absences, and if a specialist is cancelled that day. Please make sure to read the Today message every morning.

Email is considered a central form of communication in the Everett Public Schools. All messages on the Everett Public Schools email system are considered to be public record. No privacy is guaranteed for any message sent on this system. Never send a message you would not want to see appear in the newspaper, court records, etc.

## **FIELD TRIP/GUEST SPEAKERS/COMMUNITY VOLUNTEERS**

All field trips must be approved by the principal. Each field trip requires a teacher coordinator, in addition to the classroom teacher, to manage the process. If you are coordinating a field trip, please work with the office manager to ensure alignment of necessary forms and procedures.

The district has guidelines on guest speakers and community volunteers that need to go through the principal before booking.

## **DISMISSAL**

Upon dismissal, students are to leave the school grounds and go directly home or to their designated childcare location. Exceptions will be made for students assigned to special tasks, activities, or projects. Teachers are to walk all students to parent pick up in front of the school. Grades K-3 usually divide parent drop off and bus kids with another teacher, grades 4-5 teachers can drop off your bus students on the way to parent pick up. Students should not be cutting through the A building to get to parent pick up.

- All early dismissals must be cleared through the office, and all students must be picked up by a parent/guardian from the office. Parents who appear in/at your classroom, without a visitor pass and prior notification from our office, must be sent to the office.
- Any change in afternoon transportation home must be cleared by the office. A pink note about going home will be delivered to the classrooms at the end of the day.

## **Staff Weekly Bulletin**

Theresa sends out a weekly update every Monday and will be accessible through email. Staff members are responsible to read the weekly bulletin carefully each week before the start of the school day. Schedules for the week, calendar changes, important news and other critical information is included. If any staff member would like to include information in the bulletin send it to Theresa by the Friday before. The information in the Staff Weekly Bulletin is for staff only.

## **KEYS, BADGES, AND SECURITY**

Please see the office manager if you do not have a key to get into our building (or portable). Please carefully follow these guidelines for school keys and badges: - - - - - Always keep your building keys with you. Keys are never to be given to students. Sign a record for each key issued to you. Safeguard your keys and badge and report loss or theft to the principal/office manager immediately as they are responsible for notifying the maintenance department (immediately) to report a lost key. Do not duplicate keys. Doing so is a serious violation of our District policy. Return all keys when you no longer have school responsibilities assigned for the areas of the campus for which you were issued keys. If you lose your key card badge, notify the office immediately so it can be deactivated. In order to obtain a new badge, one must be purchased at the CRC at the employee's expense. SLE team members may request to retain their keys and badge during summer break; however, they must verify the numbers on their keys annually (prior to summer break). Please remember to wear your badge in an easily visible location whenever you are on campus. When you are on campus outside of custodial hours, please use the sign-in/sign-out sheet located in the hallway near the front office. If you are the last to leave, arm the building using the Sonitrol keypad.

## **LAMINATION**

There is one laminating machine at Silver Lake located in the workroom. Due to the high cost of laminating materials and maintenance costs, lamination should be reserved for items that will be used repeatedly or for those items that will be up on the wall for a long period of time. Lamination is to be completed by one person designated by the principal. If you need something laminated, please follow these procedures: - - - Clearly mark your name on the back of the papers to be laminated. Place the papers on the laminating request shelf in the workroom. Lamination will take place one day per week and finished products will be placed in your mailbox.

## **SCHOOL CLOSURES AND LATE START OR OTHER EMERGENCIES**

Team members will receive phone call or email notification (please be sure your contact information is up to date) if school will be cancelled/starting late district-wide and/or specifically at SLE. When inclement weather or other emergency conditions delay the start of the school day or cause a school cancellation, we highly recommend that you listen to the major area radio and TV stations. Most radio and television stations will announce any school schedule change or cancellation every 15 to 30 minutes. You can also refer to the Everett Public School website.

In the case of an early dismissal from school for weather or other emergencies, staff are required by contract to remain on campus until all students have been safely dismissed, and/or until dismissed by the school administration.

## **LUNCHES AND BREAKS**

Classified staff may not work through lunch or breaks without prior approval due to extenuating circumstances. These situations should be discussed beforehand with the principal/assistant principal. Additionally, prior approval is needed to extend your lunch break (and, therefore, your workday) beyond a half-hour.

## **MAILBOXES IN WORKROOM**

Teachers – please check your mailboxes before school/on your lunch to ensure messages get to parents on the same day. Leave instructions for your guest teacher to do so as well. Only emergency messages will be delivered to the classroom.

## **Parties and celebrations**

Food may be served at two (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. For the safety of our students and staff, Everett Public Schools Food & Nutrition Department has developed Student Wellness policy (3405) and Student Wellness Procedure (3405P) based on information from Snohomish Health District.

Food treats will not be allowed for distribution as part of a birthday celebration. Birthdays may be celebrated in classrooms with non-food items for students. Balloons are not permitted to be delivered to students, as they create a major disruption to the classroom.

## **Maintenance Requests**

Please see Custodian and/or Office Manager or for assistance in submitting a request.

## **TELEPHONES/VOICEMAIL**

There is no need for elementary age students to access a personal phone during school hours. As students bring phones to school, please ensure that these are stored in their backpack, within their locker (away from the learning environment).

In terms of school phones, please know that students will not be allowed to use the phone during the day unless there is a specific emergency and therefore, permission. Teachers should take into consideration the student's age, purpose of the call, and potential to disrupt the learning environment and use their professional judgement when allowing them to use the classroom or office phone.

Arrangements for visiting friends after school, or similar personal issues, are not considered important and should be made at home. If students will be answering your classroom phone, please teach them how to appropriately answer your phone.

[SLE Staff Directory](#)

## **RECESSES**

All students are to go outside during recesses unless,

1) they have been assigned an alternate recess for behavioral needs/reasons, or

2) they have a note from a parent/guardian indicating that they must remain indoors for health reasons. Please remember that students should never remain in the classroom unsupervised as we are liable in the event an incident occurs with unsupervised students. When the weather is inclement, as determined by the supervision paras, students will play under the covered area.

Call your number from another phone and listen to what you have recorded. Check your messages regularly. If you choose to have students assist in answering the phone, please establish phone protocol with them.

To facilitate communication with parents, teachers are requested to update their voice mail regularly and to check their voice mail on a daily basis. Remember to answer voice mail within 24 hours of receipt. Your voicemail password should be your phone extension. If you need instructions on how to change your voicemail, they can be found below or on the Technology page of the district website.

## **Phone Tree**

Update the Office Manager and Human Resources with any changes in your home or cell phone numbers. In the event of an emergency school closures, the district will send a Parent Square message to convey information. We will use the school phone tree for Silver Lake specific emergency notifications. We do not use the phone tree for school closure due to inclement weather.

## **ILL/INJURED STUDENTS NEEDING CARE**

Students who are ill or in need of immediate care should be sent to the health room. To do so, please provide the student with a hall pass so that our Office Team understands that the student has been directed to come to the office for care. Please see the additional notes below:

- It is the responsibility of the teacher or assigned duty person to fill out an accident report form for an injury.

Please connect with the HRA with any questions related to these forms.

- The check-out procedure for students being sent home from school, before dismissal time, due to illness or injury is as follows:

- The health room assistant or a member of our office team will notify the parent or emergency designee via listed contact information in eSchools. Depending on the situation, the student may be sent back to class to retrieve their belongings, or we may call for assistance with delivering the student's belongings to the office/health room.

- Upon arrival, the parent/emergency designee must sign out the student with our front office team prior to leaving the building.

## **MONEY**

No money should be left at school overnight. Also, please note that money should not be left in the student desks during the day. At SLE, students are not required to pay for breakfast or lunch so students are likely to bring money only to take part in PTA-hosted events.

## **WITHDRAWAL FROM SCHOOL**

When a student is withdrawn from our school in the middle of a grading period, it is important to provide the receiving school with some evidence of the progress that has taken place since the last grading period. If a student leaves SLE within 3 weeks of the end of a grading period, please complete a progress report and provide a copy to the office assistant to include when sending the student's file.

## **VISITORS + VOLUNTEERS**

The terms "visitor" and "volunteer" can be used interchangeably but involve far different purposes and processes. For clarity, please see below to alleviate misconceptions or inconsistencies.

- **Visitors:** A visitor is often on campus for a shorter period of time and is always in the presence of one of our SLE team members. Visitors do not work directly with any child (other than their own). Examples may include meetings with members of our school team, and pre-approved groups like those performing for an assembly.

- **Volunteers:** Volunteers are often on campus with some regularity and may be working with students. They require district approval including clearance through a background check. Examples may include volunteers helping in the classroom, serving as part of Field Day (or another in-school event), chaperoning as part of a field trip, or volunteering to help with one of our PTA-sponsored activities. In alignment with EPS policy, all volunteers are required to obtain district-approval.

We ask that you keep the differences between visitors and volunteers in mind as you work with parents/guardians in your classroom, on field trips, etc. Regardless of whether a parent is a visitor or a volunteer, they need to begin their time on campus by signing in at our Front Office and obtaining a badge.

## **ATTENDANCE**

Attendance needs to be completed by each classroom teacher, via Gradebook, each morning by 9:30 am. Excused absence notes are expected from parents/guardians and are to be turned into the office daily via your attendance folder. Students who are tardy must report to the office for a tardy pass before entering class. To avoid additional phone calls and upset parents, please be sure to report known absences and appointments to the office staff.

## **BICYCLES**

Children in grades 3, 4, and 5 may ride their bikes to school. They are to be walked across all crosswalks and while on school grounds. Students who ride their bikes to school will be required to wear a helmet and have a bike lock. Skateboards, scooters, roller blades, roller shoes, etc. may not be ridden on District property. The district is not responsible for loss or theft of student property.

# Silver Lake Elementary School Evacuation Map

-  Water Shutoffs
-  Gas Shutoffs
-  Electrical & HVAC Shutoffs
-  Defibrillator Locations
-  First Aid Locations
-  Hot Water Tanks

Note: Fire Extinguishers are located by exit doors in each building.

