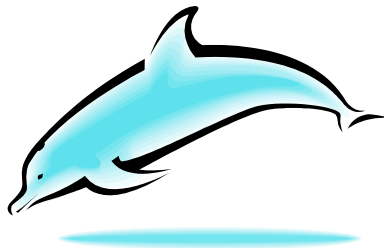


Chase Lake

**2009-2010
Home/School Handbook**



**Chase Lake Community School
21603 84th Ave. W.
Edmonds, WA 98026
425-431-7495**

Welcome to Chase Lake Community School!

Dear Chase Lake Families,

Welcome to Chase Lake Community School and the 2009-2010 school year. At Chase Lake we know that helping students be successful takes all of us working together, and for that reason communication with families is vitally important. This handbook is designed as a quick reference for information such as school policies and procedures, expectations for students, parents, guardians and staff. These guidelines help us ensure the safety and welfare of all our students. Please take time to review the following pages to acquaint yourself with our school.

We are committed to providing quality learning experiences at Chase Lake, and welcome you as family members to join us in that effort. Our goal is to help build lives of promise for our children and our community. We hope your time at our school will be happy and successful for all of us.

Sincerely,

Karen L. Nilson
Principal

School Mission

Chase Lake Community School strives to organize challenging school experiences to best foster steady, continuous, satisfying progress for every child we serve.

Reporting Student Progress - Visitors

REPORTING SCHOOL PROGRESS

Formal report cards to students and parents are scheduled two times each year. In addition, parent conferences will be held in October and informal conferences may be called by either parent or teacher whenever necessary. We encourage

parents to contact the teacher at any time during the year if they have questions about their child's school performance. To request a conference, please set up an appointment to ensure that the teacher is available to meet with you.

VISITORS IN SCHOOL

We enjoy having visitors and volunteers in our school and invite parents to be actively involved in our classrooms. We care about the safety of staff and children, so we ask that all visitors sign-in at the office and wear a Visitor Sticker. If you plan to be a regular volunteer, please stop by the office to fill out a Washington State Patrol background check application. Children from out-of-town or other schools may not attend school with Chase Lake students as this presents supervision and safety concerns.

Lunches – Daily Schedule – Arrival and Dismissal

LUNCHES

The Food Service Department of Edmonds School District is a centralized food system. Lunches are served in the cafeteria. Menus are sent home each month with the our weekly communication, the “**Wednesday Packet**.” Meal prices are \$1.50 for breakfast and \$2.95 for lunch. The lunch program is operated on a daily cash basis, no credit is available. Students can pre-pay for lunches. There is also an on-line payment system parents can use at myLunchMoney.com. Application forms for the free and reduced lunch program are available through the office. To maintain privacy and confidentiality, students on free or reduced lunches are on the same system as students purchasing lunch at the regular price.

Typical Daily Schedule (Subject to Change)

Early Dismissal Schedule

8:05	Breakfast Starts	8:05	Breakfast Starts
8:10	Patrols Out		Patrols Out
	Students in assigned areas		Students in assigned areas
8:30	Students go to class	8:30	Students go to class
8:40	Instruction begins	8:40	Instruction begins
10:40	Morning Recess	10:40	Primary Lunch
11:40	1 st Lunch/Recess – 1/2	11:10	Intermediate Lunch
12:10	2 nd Lunch/Recess – 3/4	11:40	Early Dismissal
12:40	3 rd Lunch/Recess – 5/6		
3:10	Dismissal		

For their safety, **students are to arrive on school grounds after 8:00 am; there is no supervision until this time.** Upon arriving at school, students should enter the building through the commons or the main entrance. They wait for the first bell in assigned areas of the school or eat breakfast in the commons starting at 8:05 am.

Students are expected to go home or to daycare immediately after being dismissed from school. If it is necessary for other arrangements, parents need to inform the office with a written note giving permission for a change of plans. Written permission is absolutely necessary, **phone calls should be used for emergencies only.**

Release of Students – Accidents/Illness – Medication

RELEASE OF STUDENTS

We encourage parents to make appointments for their children outside of the school day. In the event it becomes necessary for a child to leave during school hours, please send a note to your child’s teacher indicating that your child needs an early dismissal. **Students will be released only to the parent/guardian or those family members or adults who are designated on the registration record.** Children cannot leave school grounds until the authorized person has signed them out at the school office.

Please remember to update registration information the first week of school. The forms sent home on the first day of school should be completed and returned by the second week of school. In case of emergency or illness, we want to care for your child and follow the procedures you desire. If there is any change of emergency information during the school year, please inform us immediately.

ACCIDENTS OR ILLNESS

If a child is injured at school, he/she will be given emergency first aid treatment by the school nurse or staff members who are trained in first aid. We will use our judgment on whether to call 911. The parent will be called immediately. If they are not available, the person whom you’ve designated on the registration record will be called.

If your child should become ill at school, the school nurse or office staff will take the child’s temperature and determine if the child should be sent home. The parent will be called, and if not available, the person(s) who are designated on the registration card will be called.

MEDICATION POLICY

All requests to administer medication to your child must be on the district permit form, “Permission for Medication Administration at School” (available at the school office or district web site). This includes medications prescribed by a doctor or dentist, as well as “over the counter” medications, such as aspirin, cold and allergy tablets, asthma inhalers, etc. This form requires a doctor’s written instruction *and* written parent permission. Medication must be in the original prescription container listing the medication name, student’s name, dosage amount, and administration times. Over the counter medications must be in the original container and labeled with the student’s name.

For further questions, feel free to call our school nurse, Leslie Buter at (425) 431-1091.

Safety Patrol – Bus Riders

SAFETY PATROL

Safety patrols assist to provide safe conditions for students before and after school. All students must follow the directions and safety measures practiced by these safety patrols. School patrols will be at the assigned crossings listed below from 8:15 to 8:30 before school and from 3:10 to 3:20 after school. Please send walkers while patrols are on duty. Patrols will not be out during foggy and icy weather.

- 1.) 214th St. and 84th Ave. W.
- 2.) 216th St. and 84th Ave. W.
- 3.) 218th St. and 84th Ave. W.
- 4.) Five Corners – 212th/Bowdoin Way/84th Ave W./Main St.

We urge you to help your child learn the safest and most direct route to and from school and the rules of safe walking and safe bicycling.

BUS RIDERS

Bus riders are to ride their assigned bus to and from school each day. If any change is needed, a signed note from parents is necessary on or before that day. Without a written note from parents, the student will be required to leave school on their regular bus.

The following **Student Behavior** is expected at bus stops:

- Ø be on time, but not more than 5 minutes before scheduled stop
- Ø stand on the sidewalk and a safe distance back
- Ø act in a safe and responsible way at all times, following all school rules
- Ø after school, walk directly home

Students who ride the bus must follow directions of the bus driver during their transportation. Students who misbehave on the bus or at the bus stop may be required to provide their own transportation for a period of time. Students will be counseled and notice will be given to parents before such action is taken. Items not allowed on the bus include all animals, breakable containers (glass, aquariums, etc), and other articles which could affect the safety of the bus and passengers.

Bicycles – Grooming/Dress – Personal Belongings

BICYCLES

Students may request a permit from the school office to ride their bike to school. A helmet and bike lock will be required.

- θ wear a helmet
- θ observe state laws
- θ walk bicycles on the school grounds and at crosswalks
- θ park and lock bicycles in the assigned area
- θ yield to pedestrians

Skateboards and kickboards are allowed for transportation to and from school if they can be locked up at the bike rack. They will not be allowed in the building or kept in the office. The school cannot assume responsibility for stolen or damaged bikes or skateboards. Roller blades, “heelies” (the shoes with wheels in the heel), and motorized scooters will not be allowed.

STUDENT GROOMING AND DRESS CODE

Students should wear clothing appropriate for the school setting. The classroom teacher and/or the principal will judge appropriateness of attire. Examples of clothing that will be considered inappropriate are “spaghetti” straps on shirts for girls, “muscle” shirts for boys and shirts that reveal midriffs. Clothes that advertise or promote alcohol, tobacco, violence or any illegal act or substance are not permitted. Shoes must be worn at all times and should be comfortable and appropriate for physical education/playground activities. Hats and other headwear can be a distraction, and are not to be worn during school hours. Hats may be worn **outside** for warmth or protection from the sun. Cosmetics such as make up, hair gel, hair spray, deodorant, etc, may not be applied at school, and so should not be brought to school. Cologne or perfume should not be brought to school, and students and adults should refrain from using heavily scented products while at school. No aerosol products should be handled by students at school and will be confiscated. These are health and safety restrictions.

PERSONAL BELONGINGS

Please do not allow your child to bring valuable items or toys to school unless arrangements have been made with the teacher. The school cannot be responsible for personal belongings. Students are not to bring radios, cassette players, CD players, iPods, electronic games, walkie talkies or trading cards to school. Students are not allowed to carry or use cell phones during school hours. Cell phones should be turned off and kept in the child’s backpack during the school day.

Hazardous/Dangerous Items – Lost and Found – Pets

HAZARDOUS OR DANGEROUS ITEMS

Hazardous or dangerous items, weapons or replicas of weapons are prohibited at school. These include, but are not limited to: firearms, explosives, fireworks, knives, laser pens, drugs and other potentially dangerous equipment. Any of these items will be considered weapons regardless of its intended use. Students found with such items may be subject to immediate expulsion or suspension. The items will be confiscated and will not be returned to the student.

LOST AND FOUND

Please clearly label coats, sweatshirts, and sweaters (outerwear) with black permanent marker. A designated place in the commons is provided for lost clothing. Any other lost property will be kept in the office. Parents are encouraged to check the lost and found on a regular basis. Unclaimed items will be sent to Clothes for Kids on a regular basis.

PETS

District and Department of Health guidelines are very strict regarding pets visiting classrooms. In general, animals are not permitted at school. If prior arrangements are made between a teacher, student and parent, it may be permissible for a pet to be brought for “sharing”. Please obtain a permission slip from the office and make arrangements with your child’s teacher.

Student/Family Rights - Insurance

STUDENT RIGHTS AND RESPONSIBILITIES

Copies of the Edmonds School District “Student Rights and Responsibilities” are kept in the school office for student and parent reference. A copy will be furnished to parents on request.

FAMILY RIGHTS AND PRIVACY ACT

The District is required to protect families from unauthorized release of certain information about students. However, “directory information” may be released without permission of parents, unless parents notify their child’s school, in writing, of their objection by October 1. Directory information consists of a student’s name, photograph, address, telephone number, date and place of birth, dates of attendance, participation in officially recognized activities and sports, weight and height of members of athletic teams, diplomas and awards received and most recent previous school attended. Directory information may be released without consent for the purpose of providing educational scholarship, vocational/occupational and/or military information, or to the news media and law enforcement. This information shall not be released for commercial reasons. You have a right to withhold any or all of this information. If you do not wish to have such information about your child released, please let us know in writing by October 1.

INSURANCE

School insurance is offered to all students. Forms will be sent home in the first day packet. This is a voluntary program offered for your convenience should your child be accidentally injured at school.

Readiness To Learn – YMCA - Preschool

READINESS TO LEARN PROGRAM

The Readiness to Learn (RTL) Program is a grant-funded family support program. The RTL Coordinator (Family Resource Advocate) provides support, community resources and referrals, parent education, and family activities for Chase Lake Families. Check your “**Wednesday Packet**” for on-going activities and events. The Family Resource Advocate can be reached at (425) 431-2330.

CHASE LAKE YMCA CHILD CARE PROGRAM

The Shoreline/South County YMCA provides quality-licensed care both before and after school. The program operates Monday through Friday, 6:15 AM to 6:15 PM. D.S.H.S. payments and financial assistance is available. For more information contact the Program Supervisor, Beth Plankl, at (206) 569-7013. You may also obtain childcare information packets in the school office.

YMCA PRE-SCHOOL

The YMCA offers an on site, tuition based pre-school program for 2 ½ to 5 year olds (must be toilet trained), Monday through Friday, 6:15 AM to 6:15 PM. For more information, call Shalana Wagner at (425) 431-2316.

PTA – School Site Council – Student Council

PTA

The Chase Lake PTSA (Parent/Teacher/Student Association), is very active and a tremendous link between the school and the community. It is composed of parents and teachers dedicated to the interests of child welfare, service to the school, improvement of education, and harmonious relations between school and community. We encourage everyone to become active members and support this vital organization. PTSA has planned many activities throughout the school year. Refer to the “school calendar” section in the handbook for upcoming important and fun events. Please contact members of the executive board if you should have any questions or wish to participate on committees.

CHASE LAKE PTA EXECUTIVE BOARD

President	Carol Solberg and Mona Lisa Dickinson
Treasurer	Tammy Bierwagen
Secretary	Keil Mitchell/Beth Black-Alternate
Chase Lake Rep	Linda Erickson

STUDENT COUNCIL

Representatives from Grades K through 6 form the Chase Lake Student Council. This body of students is part of the school decision-making process and promotes school spirit. Student Council provides students with leadership skills and experience and is a great opportunity for them to serving their school community.

Attendance/Absence/Tardy Policy

ATTENDANCE AND TARDINESS POLICY

The Compulsory Attendance Law of the State of Washington demands a great deal of accountability from schools and parents regarding student attendance. A section of this legal code, known as the “Becca Bill”, requires us to improve school attendance and reduce unexcused absences and tardies.

EXCUSED ABSENCE

Under district policy, an excused absence is one in which the parent, by phone call or note, presents a valid reason for non-attendance. Absences should be avoided unless caused by the following acceptable reasons for an excused absence:

- θ Illness
- θ Medical, dental, or other appointment that cannot be scheduled before or after school
- θ Recognized religious observance
- θ Family emergency or event such as a funeral or birth

θ A prearranged absence which the principal approved **in advance**, i.e., out of town travel.

Upon receiving notice of unexcused absences the District will contact parents in writing and schedule an attendance conference. The school will work with families to support their efforts to improve attendance.

EXCUSED TARDIES

An excused tardy must meet the same general criteria as an excused absence.

Harassment Policy

SEXUAL HARASSMENT

Title IX of the Civil Rights Act prohibits sexual harassment, which is a form of discrimination. The Edmonds School District will maintain a learning and working environment which is free from sexual harassment. Any student, parent, employee, or volunteer who believes she/he has been subjected to sexual harassment at school should bring this to the immediate attention of the principal, the District Affirmative Action Officer, or any District administrator with whom she/he feels comfortable discussing the matter. All such complaints will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the highest degree possible, allowing for a fair investigation, all such complaints will be treated in a confidential manner.

HARASSMENT, INTIMIDATION OR BULLYING

The Edmonds School District and Chase Lake Elementary School are committed to maintain a positive and productive learning environment that is free of discrimination and harassment. All students should feel safe at school, physically and emotionally. We encourage our students to be kind, to consider feelings of others, and to understand and appreciate differences in each other.

Some examples of harassment in school might include continual or chronic behavior such as:

- θ making comments regarding individual differences; such as, ethnicity, disabilities, body size – anything one can't change about themselves
- θ making insulting or degrading remarks, or conduct, directed to a student or staff member
- θ name calling, teasing, put downs
- θ taunting or provoking a reaction from someone
- θ mimicking or copying to make fun of others
- θ chasing or following others
- θ cornering or blocking of normal movements
- θ spreading rumors
- θ writing graffiti about someone else

Sexual harassment in school might include:

- θ making inappropriate advances regarding an individual's body or clothes
- θ sending or displaying suggestive notes, pictures, or graffiti
- θ making suggestive gestures, verbal comments or jokes

- Ø making derogatory comments or degrading descriptions
- Ø making propositions

Harassment Policy (Cont.) - Threats

Any student who believes she or he has been subjected to harassment, including sexual harassment at school, should immediately report this to any school employee with whom the student feels comfortable discussing the matter. Appropriate people include the principal, dean of students, counselor, teachers and the District Affirmative Action officer.

If a student does not want to speak to a school employee, but reports to his or her parents that she/he has been subjected to sexual harassment at school, the parents should report this matter to the school principal immediately. All reports will be promptly investigated and, where appropriate, immediate corrective action will be taken. To the degree possible, complaints will be treated in a confidential manner.

Retaliation against anyone reporting complaints of sexual harassment or against anyone serving as a witness in an investigation of sexual harassment is strictly forbidden. False reporting of incidents of sexual harassment or bearing false witness in an investigation is also strictly forbidden. Such behaviors will be treated as disciplinary cases with corrective action being taken.

Please note, a copy of the Harassment Policy will be sent home with your student(s) in the First Day packet. Included in the brochure is a signature form for you to sign that you have read and discussed this policy with your child. Please return the signed form to the school office for placement in their cumulative record file.

THREATS OF VIOLENCE OR HARM

By state law and district policy, the issuing of a threat against individuals or against district property will be taken seriously. Staff, students, volunteers and others involved in school activities have the responsibility to report any threats of violence or harm to the principal or the designee.

Behavior Management Plan

BEHAVIOR MANAGEMENT PLAN

Staff at Chase Lake Community School believe that educating children takes everyone. The staff, parents, and community of Chase Lake work together as partners. We are committed to providing students with a positive, safe and productive learning environment that fosters positive self-concept, respect for self and others, responsibility and

accountability for actions. Chase Lake believes that we should: take care of ourselves, take care of others, and take care of this place. When problems arise, we will work positively with students and parents/guardians to find solutions.

Please note, a copy of the detailed Behavior Management Plan will be sent home with your student(s) in the First Day Packet. Included in the brochure is a signature form for you to sign that you have read and discussed the Behavior Management Plan with your child. Please return the signed form to the school office for placement in their cumulative record file.

STUDENT ALCOHOL AND DRUG USE POLICY

The Edmonds School District recognizes that the use/abuse and possession of alcohol, controlled, illegal, addictive, or harmful substance(s), including anabolic steroids, is a societal problem and may represent an impairment to the normal development, well-being, and academic performance of students. To ensure the safety, health, and well being of all students, the district is committed to the development of a program which emphasizes prevention, intervention, aftercare support and necessary corrective actions.

The district also recognized the effects to the school, home, and community resulting from drug and alcohol use/abuse. While the primary obligation to seek assistance rests with the student and his/her parent(s)/guardian(s), school staff shall work with the home and community to develop and implement a comprehensive prevention and intervention program.

The district's policy on student use of drugs/alcohol is as follows:

Any student who is under the influence of or possesses, sells, offers for sale, or distributes alcohol or controlled substances or drug paraphernalia will be considered under the disciplinary category of exceptional misconduct, which warrants an immediate resort to a short-term or long-term suspension or expulsion.

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