

# Samantha Smith Elementary

## Parent-Student Handbook

School Year 2021-2022



*be Safe, Work Hard, have Integrity, be Mindful*

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# **Samantha Smith Elementary 2021-2022**

## **Covid-related Safety Information**

This handbook was updated and reviewed during the pandemic. It intentionally leaves out detailed information related to covid safety matters. Instead, please visit our Lake Washington School District web site for all up-to-date pertinent information related to covid safety.

The [LWSD Pathway Forward portal](#) includes links to WA Department of Health Covid-related information, district Wellness screening, LWSD health and safety dashboard, links to Community and Family resources, and much more.

# Samantha Smith Elementary 2021-2022

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# **Samantha Smith Elementary 2021-2022**

## **Welcome from the Principal**

Dear Parents and Students:

We are very excited for another great year at Samantha Smith!

Each year we work hard to update and maintain a school handbook that helps our school community stay informed. Please take time to read through the contents with your child; there have been some changes. We ask that you and your student(s) sign and return the Code of Collaboration page that was sent home with your child indicating that you have read all material. Please keep the electronic handbook for your reference.

Samantha Smith has a wonderful learning environment and we look forward to another year of working with your children. Our goal is for all members of our school community to feel safe, welcomed, and for all learners to have academic success. We encourage you to get involved in the school community. Please consider joining the PTSA.

I look forward to working with the Smith Community. I am an advocate for children and work very hard at making sure they feel safe and successful. I am very impressed with our staff as they are true educational professionals. Having worked with many of you the last few years I also know how strong our parent community is and look forward to continuing our partnership. Thank you in advance for your support this year.

Sincerely,

Jamie Warner  
Principal

# **Samantha Smith Elementary 2021-2022**

## **Samantha Smith Elementary Daily Schedule**

### **Monday, Tuesday, Thursday and Friday**

Bus Arrival at school	8:35
School starts	8:50
School ends	3:20
Bus Departure	3:30

### **Early Release Wednesdays**

Bus Arrival at school	8:35
School starts	8:50
School ends	1:50
Bus Departure	2:00

## Hot Lunch Program

Hot Lunches are served daily.

**Lunches are free for all students this school year.**

**If a student wishes to purchase an additional lunch or items, prices are:**

- Student Lunch (includes one milk or juice): **Free for the 2021-2022 school year**
- Lunch plus purchasing an extra entrée (4th & 5th grade only): **\$1.50**
- Adult Lunch (includes one milk or juice): **\$4.90**
- Milk or Juice only (Student brings their own lunch): **\$0.50**

Free and reduced applications are available upon request. Although lunches are free for all students this school year, there are some additional benefits that are included in the Free & Reduced Lunch Program for those who qualify.

Lunch Account Policy – All students have a lunch account created in their name by the Nutrition Services Department. To purchase an additional entree (4th & 5th Grade Only) or purchase milk or juice only, students will need to have funds in their lunch account. Please monitor your child's lunch account on a regular basis, adding money before there is a negative balance. Students will not be able to purchase the additional items, listed above, if they have a negative account balance.

There are two ways to add money to a student's lunch account:

1. Charge your Visa or MasterCard online through the secure MySchoolBucks.com site. If you would like step by step instructions for using this secure site, see our online payments page at <https://www.lwsd.org/students-families/breakfast-and-lunch-menus> Please note, there is a convenience fee of \$2.49 for each transaction.
2. Send cash in an envelope or a check made **payable to LWSD** to the school office with your **child's first and last name** as well as the **teachers name** attached.

Please contact school counselor for any other needs or resources not covered here.



## General Information

Samantha Smith Elementary follows all Federal, State, County, and Local laws and regulations (i.e., car seats, texting, helmet laws, dog leash & pick-up, etc.).

### **Absences/Safe Arrival**

If your child is absent from school or going to be tardy, **please email [SmithESAttend@lwsd.org](mailto:SmithESAttend@lwsd.org) with your student's first and last name, grade and reason for absence or tardy** before 9:00am (you may also call the school attendance line at 425-936-2711). Please review the symptom guidelines, from the Lake Washington School District nurses, on page 21, to determine if your child should attend school. Please do not send your child to school when she/he is ill.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. Timeliness is a life skill that teaches children responsibility and dependability. It is the responsibility of the Smith staff to prepare and teach the skills necessary to make every student successful. It is the responsibility of the Parent/Guardian to send the student to school regularly and on time. Students need to be in their class line by 8:40am. They need to be in their classroom by 8:45am. Tardy slips will be distributed starting at 8:50am. When a child is late or dismissed early, it is disruptive to the student as well as the learning environment. Please schedule appointments and/or extra-curricular activities outside school hours.

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the Parent/Guardian enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

### **Absentee/Tardy Policy**

With the addition of our new Entry Control System, we are implementing a new policy for students coming late to school or leaving early. Once our doors are locked for the morning, Parent/Guardians are required to accompany their child to the front door, ring the bell, identify themselves and their purpose, then come to the office where they will complete a tardy slip for their student. Students will need to be escorted by their Parent/Guardian after 8:55 to ensure timely entry.

We discourage the practice of picking up students 5-10 minutes before dismissal as this causes multiple disruptions to the learning in the classroom at the end of the day. Be aware that early releases as well as late arrivals are tracked and accounted for in our attendance system and both will show as Tardies on report cards. Please note that our doors will be unlocked for the 15 minutes before school starts and five minutes after, as well as 15 minutes after school is over. Admit slips will be written beginning at 8:50am per the school wall clocks. The principal will review a monthly report for absenteeism and tardiness issues.

- At five (5) absences/tardies in a sixty (60)-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student. When contact has been made, classroom teachers will also notify the school counselor.
- At 10% tardy or absences, a letter will be sent from the Principal to the family indicating the continuing problem and mentioning the BECCA requirements for attendance.
- If there is not improvement and tardies or absences remain at 10% or greater, there will be another letter requiring Parent/Guardians to make an appointment with the principal.





- If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, Parent/Guardian, student and principal.
- After 20 consecutive days of an absence, the student is withdrawn and must be registered again. There is no guarantee the student will be placed in the same class.
- There may be some exceptions to this based on individual student situations and circumstances.

## Accidents/Illness at School

Please visit the [LWSD Pathway Forward portal](#) for links to WA Department of health Covid-related information, district Wellness screening, health and safety dashboard, and much more.

When children become significantly ill or injured at school, Parent/Guardians are contacted. Samantha Smith has a health room, including a cot, where a sick child can wait until Parent/Guardians arrive. When a child is sick or injured it is important that they be picked up as soon as possible. Students may not come to school within 24 hours after vomiting, diarrhea, or having a fever of 100 degrees or higher and should remain home until 24 hours after starting antibiotics for pink eye. Please see, "Too Sick for School?" on page 17.

Please provide the school with a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Please update your work, home, cell and emergency numbers with the school office any time there are changes.

## Bicycles/Scooters

Fourth and Fifth grade students are permitted to ride a bike or a scooter without supervision once they have completed the, "Bicycle/Scooter Rider Contract for Samantha Smith" form (*available in main office*). Parent/Guardians are also required to read, review and sign the contract before their Fourth or Fifth grade student is permitted to ride a bike or scooter to school. See page 19 for specific bicycle/scooter rules. You can pick up a copy of the bicycle/scooter contract in the office (or page 27 in this document).

## Care of Property

The schools are owned and maintained by Parent/Guardians and taxpayers. Therefore, purposeful damage done to the building, equipment, district technology, buses, or materials will be reimbursed by the student's family. The student may have limited access to these materials. Your help and cooperation is appreciated in reporting any damage.

## Electronic Devices

Students are not allowed to use portable electronics during the school day, or on the bus to and from school (with exceptions by school). This includes **cell phones**, **Smart Watches**, gaming devices, and other non-approved electronics. Students may have these devices in their possession, but they must be turned off and in backpack while at school. In addition, students who use their portable electronic device in a manner that is offensive, obscene, or constitutes an invasion of privacy will be subject to school discipline. Examples of this include, but are not limited to, inappropriate photographs or text messages.

Cell phones and Smart Watches found 'on' during school hours of 8:50-3:20 will be immediately confiscated and put in the Principal's office until a Parent/Guardian comes to pick it up.

## Electronic Books/eReaders:

Students in grades Fourth and Fifth are allowed to bring electronic books to school as long as they abide by the following guidelines;

- An eReader contract must be signed by the student and Parent/Guardian



- Devices are used for reading purposes only; not for games, applications, or any non-reading related activity
- The school is not responsible for lost, stolen, or damaged devices
- Electronic books are not allowed during state testing

### **Activity Trackers**

Students are allowed to wear electronic activity trackers, such as a FitBit, as long as they do not distract students in the classroom.

Students who fail to follow the guidelines of approved electronics (electronic books and activity trackers) will lose the privilege of using these devices at school.

### **How to Communicate with Teachers**

The primary responsibility of teachers is to teach students. This involves planning and preparation, assessment and providing feedback for students on their work. While communication to Parent/Guardians is a critical component of a good education, please consider the following before emailing a teacher:

- **Timing:** Every attempt is made by the teacher to respond to you in a timely manner. Due to a teacher's responsibility during the school day, the teacher's goal is to reply within 24 hours.
- **Purpose of communication:** If the goal is to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is probably appropriate. However, if the goal is to have two-way communication and meaningful dialogue, email may not be appropriate. Scheduling an appointment may be a better option.

### **Family Vacations**

Attendance is crucial for student academic success, so please consult the [LWSD District Calendar](#) before making your vacation plans. We cannot duplicate what is learned in the classroom by only providing written make-up work. Often, written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student may be asked to complete them at home with Parent/Guardian assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence for completion with Parent/Guardian support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

### **Students doing their own Fundraising at school**

Each year staff members are approached by numerous students who want them to buy fundraising items such as popcorn or cookies. Not only can this be costly for staff members, it is also a disruption to instruction time. In light of this, please do not have your children bring their individual order forms to school. Instead, we ask that each troop/team/club/organization, etc., give one order form to the office staff who will put it in the lounge where staff members can review at their leisure. We want to support our students in their fundraising efforts by providing a fair opportunity for all students to benefit.



## Homework Guidelines

Check your child's take-home folder or planner for homework assignments. Make sure s/he has a place and a scheduled time to complete homework. Below are reasonable time expectations for your child *in addition to their nightly reading expectations*.

Kindergarten: 10 minutes

First Grade: 10 minutes

Second Grade: 20 minutes

Third Grade: 30 minutes

Fourth Grade: 40 minutes

Fifth Grade: 50 minutes

Homework is an integral part of a student's education. It teaches responsibility and organization which are vital life skills in preparing students for the workplace.

## Immunizations

With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption.

## Insurance

If you are interested in school insurance, forms are sent home on the first day of school and are also available in the main office. This insurance is a supplemental accident insurance policy.

## Medication

If there is a valid health reason which makes the administration of ORAL medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed **Medication Authorization Form** ([general medications, Epinephrine, and seizure medication forms are available](#) under 'Student Health').
- The form must be signed by the health care provider AND the Parent/Guardian or guardian. Medication Authorization forms are available at school or on the district website.
- Medications must be in the original, pharmacy labeled container and must match the authorization form.
- If tablets are to be split for proper dosing, this must be done by the Parent/Guardian at home before bringing the medication to school.
- Medications must be brought to school by Parent/Guardians; students are not permitted to carry medications to school.
- Over the counter medications/products (i.e., Advil/Tylenol, allergy/cold meds, cough drops, lip balm, lotions, naturopathic remedies, etc..) also require the completed form including health care provider and Parent/Guardian signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be administered to the student. Please plan ahead and communicate changes to the Health Services Specialist (nurse)
- Sunscreen can be applied by students (not by staff) at school if Parent/Guardians have met the following conditions:
  1. Permission form is signed by Parent/Guardian and returned to school (the form can be obtained by the school secretary).
  2. Sunscreen must be labeled with student's full name.



3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
4. Students are not to share the sunscreen with other students.
5. Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. A suggestion would be to apply at home, before school, to demonstrate to your child/ren the correct way to apply sunscreen.

Please direct questions to the school nurse. There is additional information on the LWSD website.

## Parties

In order to support the LWSD Nutrition and Physical Fitness Policy and the health and learning of our students, we ask that you and your student do not bring or distribute birthday food treats to share at school. If you wish to share another non-food treat, please speak with your child's teacher. Each class will have no more than three school sponsored parties, celebrations, or events per year. Classroom party volunteers are asked to work with the teacher regarding the selection of food items for parties and should include planning for students with food allergies and other food-related concerns. Most of the food choices should be healthy options (such as fresh fruits and vegetables, crackers with cheese, etc). Please do not have flowers or balloons delivered to the school for your child. To avoid potential hurt feelings, individual party invitations will not be distributed before, during, or after school. Whole class invitations are acceptable. Please contact the classroom teacher before sending any invitations to school. If you are volunteering to help with a party (i.e., Harvest, Valentine's Day, End of the Year) do not bring younger children to school (see [LWSD Volunteer Handbook](#), page 3). If an older sibling would like to attend a classroom party, please contact the teacher for permission. If the older sibling would like to help with the party as a volunteer, s/he will need to complete the Student Volunteer Application at <https://www.lwsd.org/get-involved/volunteering-in-lwsd>

## PTSA

Studies show that children whose Parent/Guardians are involved in education are more motivated in school. Your participation not only enhances your own child's chances for a bright future, but it enhances other students as well. Any time an adult can offer a word of encouragement to a child, his or her self-esteem soars. Working at school can provide you with many enriching opportunities. [By joining PTSA and being an active member](#), you can show the children of Samantha Smith that you care enough about their futures to invest your time in them.

The heart of Smith PTSA is our volunteer membership. We are involved. The wide variety of ongoing programs and the flexibility to start new projects means there can be something for everyone. Our PTSA at Smith works closely with school staff. We are, however, self-governing and have training resources at council, regional, state and national levels of the organization. PTSA objectives all aim to promote the welfare of children and youth at home, school and in the community.

Our PTSA volunteers help multiply the positive impacts and outcomes at Samantha Smith Elementary. Come join us and help make Smith a better place for all.

## Report Cards

Students will receive report cards twice a year (January and June). Copies of the Student Grading Procedures may be obtained upon request. Parent/Guardians can view grades online via Skyward throughout each grading period after they have been uploaded. There will be a goal setting conference (teacher, Parent/Guardian and student) in October as well as an academic conference in January. If you will be traveling early on vacation at the end of the year and would like your students report card mailed to you, please leave a self-addressed stamped envelope at the front office.



## Securing the Building

Please note that our doors will be unlocked for the 15 minutes before school starts and five minutes after, as well as 15 minutes after school is over. Outside of those times, exterior doors at Samantha Smith Elementary will be locked and visitors will be required to use the Entry Control System video unit at our main front door to request permission to enter. All visitors will be asked their name and purpose for the visit. All visitors will then proceed to the office to show picture identification and sign in. Community groups utilizing the gymnasium will have access to the gym area only. The classroom side of the school building will not be accessible. Parent/Guardians must have an appointment with a teacher in order to access the classroom.

## Student Withdrawal

Written notification of moving from Samantha Smith Elementary School is appreciated; at least one week notice is usually sufficient. Please be sure all library books, text books, devices, and other school property are returned prior to your move. Please check your child's lunch account balance.

## Telephone and Personal Communication Device Usage

Student access to school phones is limited to short emergency calls only when accompanied by a telephone pass from a staff member. Plans for leaving with friends, early dismissal, etc., should be decided prior to coming to school and communicated to teacher and office. Student cell phones must remain in backpacks and turned off during school hours. Any infractions will result in the staff member confiscating the cell phone for a Parent/Guardian pick-up.

## Toys

Any object that distracts students' learning (i.e., games, toys, fidget spinners, etc.) will be confiscated and returned at a later time (unless there it is a documented accommodation such as a 504 Plan or IEP)

## Use of School Grounds Before and After School

Students should not arrive before 8:35AM. When dismissed, students and families need to go straight home. There is no playground supervision before or after school. When picking up your child from after-school programs, please ring bell on West door of gym for YMCA. Parent/Guardians must have an appointment with a teacher in order to access the classroom.

## Visitors

**If you would like to speak with a teacher, call or email to schedule an appointment.** For the safety of children, all school visitors must use Entry Control System sign in at the office to avoid classroom interruptions and to maintain building security. **If you need to get something to your child (i.e., forgotten lunch or homework), use our Drop-And-Go cart in front of the main doors (we check it often),** or drop-off in the office and someone will call him/her to the office for pick-up. Playgrounds are not open to the public during school hours.

## Volunteers

Though we deeply appreciate our amazing parent volunteers, as of Fall 2021 volunteers can be on campus, but not in classrooms with students. Please work with your PTSA volunteer coordinator to discuss opportunities. When volunteering is open, volunteer hours are 8:35-3:35. Children are not permitted in the teachers' work room or supply room. If an older student would like to volunteer in the school, s/he must complete the Student Volunteer Application. All volunteer information including applications, volunteer status, and opportunities can be found at <https://www.lwsd.org/get-involved/volunteering-in-lwsd>.



## **Smith Dolphins SWIM**

This year we introduce our new positive behavior program, **SWIM**. This replaces our Peacebuilders program. SWIM is our school-wide acronym reminding students to **be Safe, Work Hard, have Integrity, and be Mindful**.

Below are our SWIM core values, in addition to our values and guidelines for different settings throughout our school. We have posters and reminders throughout the campus to encourage all to be Safe, Work Hard, have Integrity, and be Mindful in all settings.

### **CORE VALUES**

#### **I can be SAFE**

Prevent Dangerous or Hurtful Situations

#### **I can WORK HARD**

Put effort into all tasks that I do

#### **I can have INTEGRITY**

Do the right thing, even when nobody is watching

#### **I can be MINDFUL**

Be aware of my thoughts, emotions and Actions Towards Myself, Others' and the School

### **CLASSROOM**

Voice Level: 0-3

#### **I can be SAFE**

- **Maintain personal space**
- **Follow classroom routines**
- **Use Classroom materials safely**

#### **I can work HARD**

- **Do my personal best**
- **Be a learner**
- **Stay focused**

#### **I can have INTEGRITY**

- **Take pride in my work**
- **Respect others' thoughts & opinions**
- **Use kind words & actions**

#### **I can be MINDFUL**

- **Be aware of my surroundings**
- **Welcome & include others**
- **Be aware of the learning of others**



## LUNCH ROOM

Voice Level: 0-1

### I can be SAFE

- Have walking feet & follow entering & exiting procedures
- Eat & touch only my food
- Use items the way they are intended

### I can work HARD

- Raise my hand when I need help
- Put materials where they belong

### I can have INTEGRITY

- Respond immediately to quiet signals
- Clean up after myself
- Use polite table manners

### I can be MINDFUL

- Eat first, then talk with my neighbor

## BATHROOM

Voice Level: 0

### I can be SAFE

- Wash my hands with soap & water
- Close all stall doors

### I can work HARD

- Get in & get out
- Clean up after myself
- Use bathroom appropriately

### I can have INTEGRITY

- Report problems to an adult
- Respect privacy

### I can be MINDFUL

- Wait my turn
- Flush the toilet

## HALLWAYS

Voice Level: 0

### I can be SAFE

- Maintain personal space
- Walk on the right in a line
- Follow adult direction

### I can work HARD

- Manage my own body
- Be where I should be

### I can have INTEGRITY

- Respect the artwork & objects in the hall

### I can be MINDFUL



- Hold the door open for others
- Stop & let a whole class walk together

## **BUSES**

Voice Level: 0-1

### **I can be SAFE**

- Stay seated
- Keep my body & belongings inside the bus
- Follow adult directions

### **I can work HARD**

- Be on time

### **I can have INTEGRITY**

- Thank the bus driver when I get off the bus

### **I can be MINDFUL**

- Be aware of those around you

## **SCHOOL GROUNDS**

Voice Level: 2-3

### **I can be SAFE**

- Maintain personal space
- Be where staff can see me
- Be in correct lineup spots

### **I can work HARD**

- Put trash in the trash can
- Line up appropriately

### **I can have INTEGRITY**

- Report issues to adults
- Listen to adults & safety patrol

### **I can be MINDFUL**

- Use Kelso's choice to solve small problems
- Be respectful of property

## **PLAYGROUND/RECESS**

Voice Level: 2-3

### **I can be SAFE**

- Maintain personal space
- Use equipment correctly
- Manage my intensity level

### **I can work HARD**

- Follow rules of games
- Be active

### **I can have INTEGRITY**

- Be where I am supposed to be
- Report big problems to a recess teacher
- Have good sportsmanship





**I can be MINDFUL**

- Include & invite others
- Make new friends
- Choose games & activities wisely

**ASSEMBLY**

Voice Level: 0-3

**I can be SAFE**

- Maintain personal space
- Have walking feet & follow entering & exiting procedures
- Sit on my pockets

**I can work HARD**

- Be a good audience
- Be an active listener

**I can have INTEGRITY**

- Respect the speaker or performers
- Follow directions promptly

**I can be MINDFUL**

- Show appropriate support & participation

**SWIM Notes**

Staff members may hand out SWIM notes to students to acknowledge positive behavior.



  
**WAS A SUPER SWIMMER TODAY!**

☐ **SAFE**

☐ **WORK HARD**

☐ **INTEGRITY**

☐ **MINDFUL**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DATE:** \_\_\_\_\_

**TEACHER:** \_\_\_\_\_

**ISSUER:** \_\_\_\_\_



## SWIM Buckets

When students receive a SWIM note for their positive behavior, they drop the white copy in one of the four corresponding buckets in front of the office.



## SWIM Bulletin Board


Each week all SWIM notes are presented on our SWIM bulletin board in our main entry courtyard.



# SWIM Reflection Sheets

Examples of reflection sheets by grade level (K-2, 2-5)

Name: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Date: \_\_\_\_\_



**SWIM Reflection Sheet**

1. Circle the **SWIM** behavior(s) that apply:

**SAFE**  
**WORK HARD**  
**INTEGRITY**  
**MINDFUL**

2. Write in the lines or draw in the box what happened:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. Was the problem a BIG problem or small problem? Please Circle: **BIG problem** **small problem**

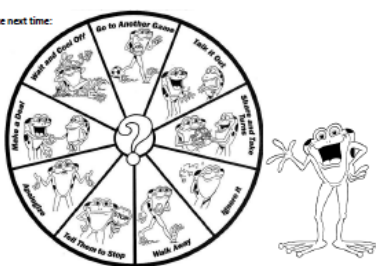
4. How do you think the person impacted feels? \_\_\_\_\_ Why? \_\_\_\_\_

5. How does this make you feel? \_\_\_\_\_ Why? \_\_\_\_\_

6. Circle a calm down strategy you will practice next time:

Take 3 Deep Breaths    Count Down from 10    Relax My Body    Move My Body  
Speak Kindly to Myself    Take a Break and Get Some Space    Think of Happy Things    Other: \_\_\_\_\_

7. Color the Ketsor's Choice(s) that you will practice next time:



White: School Copy  
Yellow: Teacher Copy  
Pink: Family Copy

Name: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Date: \_\_\_\_\_



**SWIM Reflection Sheet**

1. Circle the **SWIM** behavior(s) that apply:

**SAFE**    **WORK HARD**    **INTEGRITY**    **MINDFUL**

2. What happened?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. How do you think the person impacted feels? \_\_\_\_\_ Why? \_\_\_\_\_

4. How does this make you feel? \_\_\_\_\_ Why? \_\_\_\_\_

5. Circle a calm down strategy you will practice next time:

Take 3 Deep Breaths    Count Down from 10    Relax My Body    Move My Body  
Speak Kindly to Myself    Take a Break and Get Some Space    Think of Happy Things    Other: \_\_\_\_\_

6. How will you handle the problem differently moving forward? Fill out the problem-solving STEPS below:

**Problem-Solving Steps**

**BEFORE YOU SPEAK:**

**THINK**

- IS IT TRUE?
- IS IT HELPFUL?
- IS IT IN SPENDING?
- IS IT NECESSARY?
- IS IT KIND?

**SAY THE PROBLEM WITHOUT BLAME**

**THINK OF SOLUTIONS**

**EXPLORE CONSEQUENCES**

**PICK THE BEST SOLUTION**

Say the Problem Without Blame:

Think of Solutions: Solution 1    Think of Solutions: Solution 2    Think of Solutions: Solution 3

EXPLORE CONSEQUENCES:    EXPLORE CONSEQUENCES:    EXPLORE CONSEQUENCES:

Pick the Best Solution:

White: School Copy  
Yellow: Teacher Copy  
Pink: Family Copy



# SWIM Incident Reports

Examples of Incident Reports by grade level (K-2, 2-5)

Name: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Date: \_\_\_\_\_



## SWIM Office Incident Report

1. Circle the **SWIM** behavior[s] that apply:

**SAFE**

**WORK HARD**

**INTEGRITY**

**MINDFUL**

2. Draw or write what happened?

3. If any, list ALL witnesses (staff, classmates, friends)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name: \_\_\_\_\_  
Teacher: \_\_\_\_\_  
Date: \_\_\_\_\_



## SWIM Office Incident Report

1. Circle the **SWIM** behavior[s] that apply:

**SAFE**

**WORK HARD**

**INTEGRITY**

**MINDFUL**

2. What happened? Please share in order from beginning to end. Your report must be honest, so take your time to think through. You can also write on the back of page if you run out of space.

3. If any, list ALL witnesses (staff, classmates, friends)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IMPORTANT:**  
Moving forward, please do not share what happened with others. If you are asked, please say "I am being asked to no longer speak about it and is being handled by teacher, Mrs. Warner, Mrs. Westra or Ms. Arena." Thanks for your cooperation.



# **Samantha Smith School Rules**

## **Playground Rules and Expectations**

Recess is a realistic time when students have the opportunity to develop and practice social skills. The following rules and expectations help to facilitate their development in a safe and respectful way.

### **1. General Rules and Expectations**

- a. Playground supervisors (recess teachers) are the authority on the playground at all times.
- b. Play is over when the recess teachers blow the whistle and students are to safely and calmly line up for class right away.
- a. All recess equipment is to be treated with care and put back where they belong. Also, recess equipment is only used for appropriate play.
- b. Personal equipment must be labeled and held during non-recess times. This includes breezeways and near the buses.
- c. Follow the school rules of structured games, no changes allowed without recess teacher permission.
- d. Students must be inclusive towards one another.
- e. Gaga Ball is an elimination style group game for grades 2-5. Gaga Ball is student led and monitored group game where honesty is the most important part.
- f. Targeting is unexpected behavior and means intentionally going after specific people over and over again. For example, only trying to get one person out of a group game during recess and not trying to get others in the group out.

### **2. Safety Expectations**

- a. Students stay only in the designated playground areas during recess. Students must report to a recess teacher for permission to leave recess playground for any reason.
- b. Unsafe physical behavior or handling problems in a physical way is not allowed or tolerated.
- c. Students words and/or gestures must be safe and respectful towards others at all times.
- d. Physical tag (touch tag) is not allowed, but other safe creative tag games are allowed. Tag or chasing games are not allowed in the big toy area.
- e. One-handed football only and no physical blocking, pushing, tackling and/or pulling is allowed.
- f. Jump ropes are for jumping only.
- g. Wall ball is to be played in specific designated areas only.
- h. Kickball is to be played on the sand or grass field areas only.
- i. Things on the ground must stay on the ground, such as sticks, rocks, dirt, play chips, bark, sand, etc.
- j. Trading cards (such as sports cards, Pokémon cards, etc.) are permitted during Fourth and Fifth recesses only.
- k. Any equipment/item (either school or personal property) used in an unsafe and/or disrespectful manner will be confiscated.
- l. Students can bring and use an umbrella to/from school only, not during recesses.
- m. When playing Gaga Ball a maximum of 10 students are allowed in the pit at a time. When hitting the ball students must use an open hand and only one hand to hit the ball (no making a fist to “punch or club” the ball. Students must enter and exit the pit using the designated gate area.

### **3. Rules and Expectations for Big and Small Problems (applies for all school settings)**

- Big problems are problems that are dangerous, scary, someone could get hurt and/or is hurt right now. Some examples include bullying-type incidents, someone is sick, lost, hurt, etc.). Big problems must be reported to a



wise adult right away. We also encourage students to continue reporting to a wise until they get the help they need.

- Small problems are problems students can try to solve on their own, rather than reporting to a wise adult right away. School staff encourage students to practice self-regulation, Kelso's Choice and/or STEP strategies. The counselor teaches both Kelso's Choices (problem size and conflict resolution curriculum) lessons in grades K-1 and Second Step in grades K-5 (social emotional learning, conflict resolution and anti-bullying/harassment curriculum).





## Lunchroom Rules

1. Enter and exit the lunchroom quietly and while walking.
2. Stay seated until given permission to get up or to be dismissed.
3. Raise your hand and quietly wait for help.
4. Use an inside voice, as well as safe and respectful space, body and/or words towards others always.
5. Follow directions right away and show respect towards lunch supervisors.
6. Demonstrate good manners while eating.
7. Students must be inclusive towards one another, saving spots is not allowed.
8. Clean-up after yourself and help others clean up as well.

## Assembly Expectations

1. Enter the assembly quietly and in a straight line.
2. Sit close to one another with legs crossed and hands in lap.
3. Applaud politely (no whistling or shout-outs).
4. Remain seated at all times and wait for teachers' directions.
5. No toys at assemblies, unless approved by teacher.

## Bus Rules

Bus rules are designed to assure each student safe transportation to and from school, as well as during school sponsored activities. Violation of the bus rules may result in a discontinuation of bus-riding privileges. The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members or chaperones have the primary responsibility for the behavior of students in charge.

1. Cooperate and obey the driver at all times.
2. Stay seated and in the same spot at all times.
3. Food or beverage must not be consumed on the bus, unless bus driver grants permission.
4. Keep head, hands, feet and belongings inside the bus at all time.
5. Objects that are dangerous or that may cause injury to self or another person or cause distraction to driver are not allowed on the bus (i.e., no glass, balloons).
6. Students enter and exit the bus safely. Students allow others to enter and exit the bus safely as well.
7. Students belongings must be kept out of the aisle.
8. Unsafe physical behavior or handling problems in a physical way is not allowed or tolerated.
9. No social media, photos or videos. Devices only to be used in case of emergency.
10. Students words and/or gestures must be safe and respectful towards others at all times.

Parent/Guardians must review any procedures distributed by the bus driver. Problems and suggestions should be communicated to the Transportation Department at 425-936-1120. Route and scheduled times are established at the beginning of each school year. Please do not send your child/ren to the bus stop earlier than 5 minutes before the arrival time. Supervision of elementary students, at the bus stop, is a Parent/Guardian responsibility.

**NOTIFICATION TO TEACHER AND OFFICE IS REQUIRED FROM THE PARENT/GUARDIAN IF THERE IS A CHANGE IN THE NORMAL BUS RIDING ROUTINE OR IF YOUR CHILD DOES NOT NORMALLY RIDE THE BUS.**



## Walker Rules

1. Parent/Guardian are to speak with their child/ren about the safest route to and from school.
2. Students should not arrive before 8:35am.
3. Pedestrians are to walk on the sidewalks, NOT in the street. Pedestrians will wait at the designated crosswalks **only** for the adult Crossing Guard to stop traffic prior to crossing the street.
4. Students should cross the parking lot with an adult escort.
5. Students should leave school promptly so they can cross the street with the adult Crossing Guard.

## Bike/Scooter Rules

Fourth and fifth graders are allowed to ride bikes and scooters to school. All students and Parent/Guardian must read and sign the Bicycle/Scooter Rider Contract for Samantha Smith before riding to school (located in this document and in office)

1. Parent/Guardian or guardian and Student must sign a contract agreeing to observe all conditions (see page 27).
2. Students must wear a helmet at all times when riding the bike/scooter.
3. All bikes and scooters must be walked on school grounds during hours of operation.
4. Students will lock bicycles and scooters to the bike rack.
5. Students will give pedestrians the right of way.
6. If any conditions of the contract are violated, student privileges may be withdrawn.

## Parent/Guardian Drop Off/Pick Up Rules

1. **Be a courteous and safe driver; No talking on a cell phone or texting while driving** through parking lot
2. Students should not arrive before 8:35am **as there is no adult supervision.**
3. Speed Limit is 5 mph in the school parking lot.
4. Stop at all flags from the Safety Patrol students and the adult Crossing Guards.
5. Parent/Guardians will wait for the adult Crossing Guard to get on the sidewalk before driving.
6. Drop your child/ren off at the front. Students exit the vehicle on the sidewalk side only.
7. Do not stop your car in the crosswalk as Parent/Guardians and students are crossing.
8. Do not drive behind the school.
9. Obey all signs in the drop off area (i.e. PLEASE PULL FORWARD)
10. Use turn signals so Safety Patrol and the adult Crossing Guard know your intentions.





## Appropriate Use Of Technology

Samantha Smith Elementary promotes technology ethics as well as compliance with the laws. No misuse of technology allowed, including; no illegal copying of software, no opening of unauthorized files, no access to system folders or to the control panel. Disclosing names or phone numbers, inappropriate language, cyber bullying or racial slurs is prohibited. Students who violate these rules may lose privileges or have limited access to the equipment.

## Student Dress Code

To foster a positive school climate and respect for the learning environment, students are expected to display personal hygiene and appropriate attire.

1. Shoes must be appropriate for PE and playground activities. For safety reasons, flip-flops are not permitted.
2. The fingertip rule will apply to shorts and skirts. Length cannot be above fingertips when hands are held at the side.
3. Spaghetti straps (at least 3 fingers wide), jeans with holes, cut-off shorts and halter-tops are not allowed.
4. No exposed midriff or plunging necklines.
5. Hats, visors and hoods may be worn on the playground but must be removed inside. Head covering for religious or medical reasons is permitted.
6. Proper coats, hats and shoes are necessary for inclement weather. Students are expected to have a rain resistant jacket for recess. All coats and jackets should be labeled with the student's name.
7. Clothing and personal belongings displaying or advertising drugs, alcohol, gangs, illicit behavior, violence or profanity are not allowed. Any student wearing this type of attire will be asked to change (a call to the Parent/Guardian will be initiated).
8. Samantha Smith Elementary School reserves the right to ask students to change if any clothing is determined to be inappropriate and distracting to the educational environment.



## When To Keep Your Child Home

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

### Symptoms that child is too sick for school

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting
- **Lice, scabies:** Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill
- **Chronic cough and/or runny nose:** continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** especially with fever or swollen glands in the neck
- **Rash:** body rash, especially with fever or itching
- **Ear infection:** with fever. Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

### **Tips to Stay Well: Ways to help prevent illness and keep students healthy**

According to the Centers for Disease Control and Prevention (CDC), the single most important thing you can do to prevent the spread of germs is to wash your hands often.

#### Hand washing

Germs are spread when a person touches something that is contaminated with germs and then touches his/her eyes, nose or mouth. The CDC recommends vigorous scrubbing of the hands with warm, soapy water for at least 20 seconds, then rinsing with clear water and drying with a clean towel.

#### Other tips

- **Don't share eating utensils, drinking glasses, towels or personal items.**  
Sharing items creates a potential of transmitting germs and becoming sick.
- **Cover your nose and mouth with a tissue every time you cough or sneeze.**  
Throw the used tissue into a waste basket. If you don't have a tissue, sneeze or cough into your sleeve. Afterwards wash your hands with soap and water.
- **Stay home when you are sick.**  
Don't pass your germs to someone else.

#### Contact your doctor.

If you think you have influenza, or another severe illness, contact your health care provider.

Thank You, Lake Washington School District Nurses



## School Safety and Emergency Procedures

### Accidents

If a child is seriously injured at school, the Parent/Guardians will be called immediately. If we cannot reach Parent/Guardians, a neighbor or friend listed as the emergency contact will be called. We will use our best judgment about what to do for your child.

### In order to be prepared for such emergencies...

**It is critical that we have your current home phone number, work phone number, emergency contacts and medical information.**

### Emergency Closures and Late Starts

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule **please do not try to call the school.** You will be notified in the following ways:

- Phone call from the LWSD Messenger System
- 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
- Web Sites: Lake Washington School District [www.lwsd.org](http://www.lwsd.org)
- Puget Sound Emergency Communication system [www.psecs.wednet.edu](http://www.psecs.wednet.edu)
- ALERT King county <https://kingcounty.gov/depts/emergency-management/alert-king-county.aspx>

The announcement will be:

**Schools closed:** This applies to extended day care, Parent/Guardian meetings, and special events.

**Late Start and Limited Bus Service:** School will start at a later time and there may be modifications in the bus routes.

**Special Announcements:** A variation of the above plans will be announced if necessary.

**It is important to seek information from the above sources regarding school closures and late starts; please do not call the school for this information.**

The staff at Samantha Smith Elementary makes every effort to provide a safe environment. To ensure student safety the following procedures are in place and practiced with students.

### Earthquake Drill

During an earthquake

1. If indoors, stay indoors. Crawl under sturdy furniture. If possible, move to an inside wall or a door-way. Stay away from windows and glass.
2. Follow the emergency procedures that the school has in place.
3. Remain calm.
4. Do not run through or near buildings where debris could fall on you.
5. If outside, stay in the open. Keep away from buildings, trees and electrical wires.
6. If in a moving car, stop. Stay inside until the shaking stops.



## Earthquake Drill (continued)

After the shaking

1. Make sure no debris is hanging over building exits.
2. After exits have been inspected, evacuate building and move well away from it.
3. Stay with class until teacher completes attendance to make certain no one is missing.
4. Do not use candles, matches, or any open flame.

***Parent/Guardians will follow check-out procedures to retrieve their child/ren.***

## Fire Drill

When the fire alarm sounds all students and personnel will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit, as posted in each classroom. All classes should walk rapidly and silently away from the building, facing away from the building while the teacher takes attendance to make certain no one is missing. ***Parent/Guardians will follow check-out procedures to retrieve their child/ren.***

## Lockdown

When it becomes necessary to secure the building due to an intruder or unsafe situation around or near the school, the school office will be notified and a lockdown will take effect.

- The office will announce, “We have a lockdown situation, please take security measures immediately”. All staff members will secure their rooms and the building. Teachers will check hallways and bathrooms.
- Students will remain in their classroom or with specialists. Students who are not with their classroom (walking back from the bathroom or Health Room, for instance) will go to the library or the nearest safe place in the building.
- Students on the playground will be notified by whistles, bells or any means possible to head to the nearest classroom. Teachers will report to classrooms and assist in the rapid entrance of students. Teachers will secure all outside doors, close blinds or curtains and keep everyone away from the windows. Students and adults will remain in the classrooms, until the all clear signal is heard.

**During a lockdown all office doors will remain locked; no one will be allowed to enter or exit the school.**

## ALICE Drill

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training prepares staff to handle the threat of an intruder on campus. ALICE Training teaches staff and students to participate in helping and leading others to safety. Though no one can guarantee success in this type of situation, this set of skills will greatly increase the odds of survival should anyone face this form of disaster. LWSD has trained their administrators in this protocol with the help of local police agencies. In turn, administrators trained faculty and staff in the fundamentals of this protocol which led to a schoolwide drill where children could practice with the adults leading the efforts.



## **Learning Standards and Lake Washington School District**

The Lake Washington School District has aligned the Common Core State Standards with the Student Profile Curriculum Framework to help us focus and prioritize what is most important in a student's learning. Teachers have learned to use learning standards in a complete system that help answer two critical questions:

- What do we want students to learn?
- How do we know if they have learned it?

The standards are the learning expectations for students. Proficiency scales show teachers (and Parent/Guardians) what to look for to determine if students have met those expectations. In elementary schools, we use a scale of 1 to 4. It will look familiar to Parent/Guardians who have gotten elementary school report cards in our district:

- 1=not at standard
- 2=approaching standard
- 3=at standard
- 4=exceeds standard

Assessments and scoring guides help teachers describe and monitor the current performance of each child.

## **Lake Washington School District Policies**

### **School Volunteer Procedures**

Pre-approval of volunteers is one of the critical ways to ensure the safety of our students and staff. In order to provide the greatest amount of protection possible for the students and staff in our district, we will be diligent in following our volunteer screening process. Please visit [Volunteering in LWSD - Lake Washington School District](#) for up-to-date information about volunteering.

Anyone who plans to volunteer in the school must complete a volunteer packet which includes a 1) Volunteer Application form; 2) Disclosure form; and 3) Washington State Patrol Background Check form. In addition, each potential volunteer must submit a copy of their driver's license or other legal photo identification along with the application packet. Applicants must allow two weeks for their application to be processed before they can volunteer with the district. Only those applicants who have been approved will appear on a district database and will be allowed to volunteer in the school. The screening process must be completed every two years in order to continue volunteering in the school. You must apply online at [www.lwsd.org](http://www.lwsd.org) through Parent/Guardian Access. You can either scan in your photo id and attach it online or print the confirmation and attach a copy of your photo id and send it in to the school office. Forms are also available from the school office if you do not have computer access. <https://www.lwsd.org/get-involved/volunteering-in-lwsd>



## District Dog Memorandum

The presence of dogs in and around schools is a controversial subject given the unique relationship between people and dogs in general and between kids and dogs in particular. While there are benefits to be derived through the interaction between children and animals, we also need to be aware of the risks associated with the presence of dogs on campus. Within the past two years we have had instances of people being bitten by dogs both in school and on the grounds. Indoor air quality, including odors, can be affected due to animal dander that is present with any fur animal; dander that can be transported throughout the building by the HVAC system. According to the American Academy of Allergy, Asthma and Immunology, allergies induced by dog and cat contact are estimated to occur in approximately 15% of the population. The presence of a dog may cause a student who has allergies to have a reaction that is detrimental to the health of the child as well as the child's educational experience. While most of the dogs that are brought into schools are well cared for, the very nature of a dog being a dog impacts the cleanliness of the classroom. We also have the ongoing challenge of dogs being allowed to run unleashed on school grounds as well as dog owners not cleaning up after their animals during their walks on campus.

Service dogs play an important role in assisting people in their daily lives. While these dogs are by their nature very friendly and well-behaved, they still carry with them the same environmental issues as any other fur-bearing animal.

The Puget Sound Risk Management Pool recommends that dogs not be brought to the schools. King County Code 11.04.230 (which applies to all jurisdictions in King County) prohibits dogs from being allowed to run unleashed on school grounds. The King County Code also requires that if a dog does bite a person, it must be reported to the King County Health Department and the animal be placed in quarantine for 10 days.

In order to ensure our schools are safe and comfortable for all inhabitants, the district has developed the following requirements regarding dogs in and on school grounds:

- Dogs are not allowed in the school or classroom unless they are serving as a bona-fide service dog to a staff member, Parent/Guardian, child or visitor. In such cases, an up to date vaccination record must be provided for the animal.
- The decision to allow service dogs in training will be left up to each site administrator. However, they must also provide an up to date vaccination record.
- Parent/Guardians should be advised that dogs are not allowed in the school. Dogs are also not allowed on school grounds property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in District athletic stadiums at any time, except for bona fide service dogs.
- King County Code requires that dog bites will be reported to the King County Health Department and the dog may be placed in quarantine for 10 days.
- At all other times dogs must be leashed and controlled by owners in accordance with King County Code 11.04.230. Owner must clean up after their dogs and remove waste from district premises.

There is another class of dogs, the registered therapy dog, for which a school may want to grant an exception. Therapy dogs are specially trained dogs that might be of assistance to schools in working with students with learning disabilities as well as emotional, developmental, behavior and traumatic / grief issues. In order for registered therapy dogs to be permitted in the classroom the following is required:

- The school's guidance team must approve the use of a registered therapy dog for a specific student or group of students.
- The teacher in which the dog would be present must agree to the having the dog in her or his classroom. Should the teacher agree but later find the dog is not serving the overall best interest of the classroom, the teacher may require the dog be removed from the classroom.



- Parent/Guardians of the children with whom the therapy dog will be used must approve of the use and must sign a waiver of liability for the school district.
- An up to date vaccination record must be provided for the animal.
- The dog and handler must have completed a course of instruction for therapy dogs as approved by the Delta Society or other competent organization and must provide appropriate proof of liability insurance.
- The dog will be removed from the school if a student or staff member in the classroom or school complains of allergies related to dogs.

## **Nutrition and Physical Fitness Policy**

It is the belief of the Lake Washington School District that the school environment should be conducive to and promote learning. Students who have nutritious food and appropriate physical activity are better prepared to learn. As such, the LWSD is committed to the new nutrition and physical fitness policy effective the 2006-07 school year. The policy can be found on the school district website: [www.lwsd.org](http://www.lwsd.org). Following are key elements that affect our elementary school:

- Beverages sold to students are limited to flavored nonfat, 1% and 2% milk, and 100% juice
- Potato Products will be limited to baked products and oils with 0-trace Trans fats. Portions of fried potatoes will be limited to 3-ounces and only sold with a meal.
- Strict limitations on competitive food sales (food and beverages sold to students other than as a meal through the school lunch program).
- Parties, rewards, and/or incentives are limited to the food sale restrictions above, with the exception of three parties/events within each school year.
- Parent/Guardians are strongly encouraged to bring healthy treats when providing treats for individual student recognition, such as birthdays, or when providing meals and snacks from home.
- Healthy food and non-foods are encouraged for incentives and must be provided as an alternative when treats are provided for classroom consumption.



## Bicycle/Scooter Rider Contract for Samantha Smith

Dear Fourth and Fifth Grade Students and Parent/Guardians,

Lake Washington School District permits fourth and fifth grade students to ride bikes and scooters to school. Samantha Smith wants to assure that riders are educated in the safe and responsible operation of their bicycles. Therefore, the below conditions must be met before the school's permission to ride will be allowed. Below are the conditions:

- Parent/Guardian or guardian's permission must be given.
- Student will sign this contract agreeing to observe all conditions.
- Student will wear a bicycle helmet at all times when operating the bicycle or scooter, per King County Department of Transportation.
- All bikes and scooters must be walked on the school grounds during hours of operation.
- Student will make sure bicycle or scooter is locked securely to the bike rack during school hours.
- Student will give pedestrians the right of way.
- If any of the conditions of this contract are not observed, student riding privilege may be withdrawn.

We try to provide a safe and secure area for bicycle and scooter storage; however, neither Samantha Smith nor the Lake Washington School District can take responsibility for lost, stolen or vandalized bicycles or scooters on either school property or while en route to or from school.

---

**Student Statement:** In order to ride my bicycle/scooter to school, I agree to the conditions in this contract. I also agree that I need to be concerned about the safety of pedestrians, cyclists and other vehicles as well as my own safety when operating my bicycle/scooter. I will walk my bike/scooter on the sidewalks and follow all adults' directions. I will wear my helmet and lock my bike/scooter. I realize that the school is not responsible for the care and protection of my bike.

---

Students' Printed name

---

Teacher

---

Student's Signature

---

Grade

**Parent/Guardian Statement:** I give my permission for the above-named student to ride his/her bicycle or scooter to school and agree with the conditions of the contract.

---

Parent/Guardian's Signature

---

Date





# **Code of Collaboration with Parent/Guardians/Students/Staff at Samantha Smith Elementary School**

## **Parent/Guardians will:**

- Recognize the professional expertise of Samantha Smith staff members.
- Understand, comply with and model the rules, policies, procedures and expectations of Samantha Smith Elementary and the Lake Washington School District.
- Direct any concerns to the teacher first. Be respectful through tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Ensure student/s come to school, on time, prepared for school with completed homework, necessary materials to learn and signed notes/permission slips/Peace Plans.

## **Students will:**

- Come to school on time and prepared for the school day. This includes completed homework, necessary materials and signed notes/permission slips/Peace Plans.
- Respect the rights of all students, staff, guest teachers and adult volunteers.
- Act in a safe manner in the classroom, on the playground and on the bus.
- Take responsibility for your learning and act in a manner that allows others to work and learn.

## **Staff will:**

- Teach and model Samantha Smith/LWSD rules, policies, procedures and expectations.
- Develop and communicate a classroom management plan that supports all students' learning.
- Treat each student with respect and dignity.
- Communicate with Parent/Guardians on the academic and behavior performance regarding their own child, using a respectful tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Direct any concerns to the appropriate staff person first. Be respectful through tone of voice, choice of words and body language.

## **Acknowledgement of Receipt of the Parent/Guardian-Student Handbook and Code of Collaboration**

### **Student Agreement**

I, \_\_\_\_\_ (print student's name) have received and read the **Samantha Smith Parent/Guardian-Student Handbook** and the **Code of Collaboration** for Samantha Smith Elementary School. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### **Parent/Guardian Agreement**

Please review the **Samantha Smith Parent/Guardian-Student Handbook** and the **Code of Collaboration** (this page) with your student and sign below to acknowledge your receipt and understanding of the documents. I am the Parent/Guardian or guardian of the above-named student. I have received and read the **Samantha Smith Parent/Guardian-Student Handbook** and the **Code of Collaboration** for Samantha Smith Elementary School. I am aware of my student's rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

