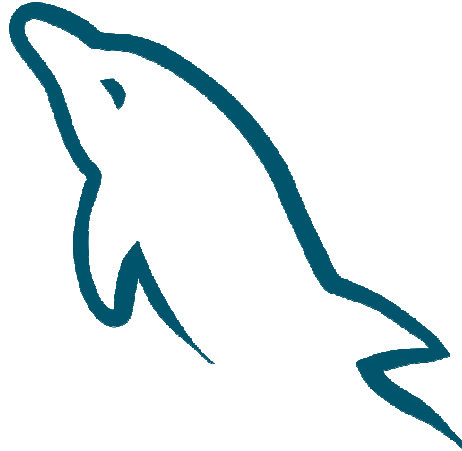


Samantha Smith Elementary School



Parent-Student Handbook

Success, Care, and Respect for All Learners
2016-2017

Principal: Jamie Warner

Associate Principal: Rebekah Westra

Office Manager: Libby Boucher

Secretary: Kellie Eaton

23305 NE 14th Street

Sammamish, WA 98074

(425) 936-2710 (Office)

(425) 936-2711 (Attendance Line)

(425) 836-8258 (Fax)

A Letter from the Principal



Samantha Smith Elementary

Welcome

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 as well as volunteering in other ways such as helping in the classroom, the office, chaperoning field trips, etc.

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 have been 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

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Samantha Smith Elementary Staff 2016-2017

Administrator

Jamie Warner
Rebekah Westra

Principal
Associate Principal

Office Staff

Libby Boucher
Kellie Eaton

Office Manager
Secretary

Support Staff

Nikki Wetzel
Linda Kraft
Jessica Barile
Marian Illingworth
Christine Mosley
Beverly Marcinko
Melanie Miller
Kelley Sullivan
Dawn Simmons

Safety Net
Special Education
Nurse
Counselor
OT
PT
Psychologist
ELL
SLP

Jack Hodges
Chintana Brown

Head Custodian
Night Custodian

Coleen Bruner
Tamara Carter
Anne Cary
Haleh Farsad
Ann Forslund
Blake Kelly
Roberta McMaster
Lisa Smith
Carol Tam
Sue True
Jenn Waggoner
Kriss Wells

IA
IA
Para
IA
Para
Para
IA
IA
Para
Para
IA
Para

Specialists

Barb Regan
Russell Bair
TBD
Brad McRae
Susan Gremmert

Librarian
P.E.
P.E.
Music
Music

Classroom Teachers

Tracy Boucher
Megan Going
Joanna Hecker
Angela Woehlbrandt

Kindergarten
Kindergarten
Kindergarten
Kindergarten

Debbie Gagnon
Penne Lawler
Michele Plischke
Bri Woodworth
Kristin Worrick

1st Grade
1st Grade
1st Grade
1st Grade
1st Grade

Cara Byrne
Melissa Gollofon
Lindsay Larson
Holly Metzger

2nd Grade
2nd Grade
2nd Grade
2nd Grade

Kendall Howden
Shannon Palermiti
Tamara Walker

2nd/3rd Quest
2nd/3rd Quest
2nd/3rd Quest

Natasha Barnhart
Kim Carrillo
Sean Scarr
Jamie Teteak

3rd Grade
3rd Grade
3rd Grade
3rd Grade

Hannah Chang
Lucy Coffey
Ginny Romano

4th Grade
4th Grade
4th Grade

Teresa Barber
Kathy Hiles
Beth Stanley

4th/5th Quest
4th/5th Quest
4th/5th Quest

Gabi Bracco
Audrey Henderson
Mark Sweet
Heather McMaster

5th Grade
5th Grade
5th Grade
Student Teacher

Samantha Smith Elementary
Daily Bell Schedule
2016-2017

8:25 First Bell

8:30 Start of school

9:55 – 10:10 K, 1, 2, AM Recess

10:10 - 10:25 Quest 2/3, 3, 4, 5 AM Recess

11:00 - 11:25 Recess K, 1

11:25 - 11:50 Lunch K, 1 AND Recess 2, 3

11:50 - 12:15 Lunch 2, 3 AND Recess 4, 5

12:15 - 12:40 Lunch 4, 5

1:25 - 1:40 K, 1, 2 PM Recess

1:40 – 1:55 Quest 2/3, 3, 4, 5 PM Recess

3:00 End of school

1:30 End of School Wednesday

Daily Schedule

Schedule for Monday, Tuesday, Thursday and Friday

K – 5 th Grade	8:30-3:00
Bus Arrival	8:20
Bus Departure	3:10

Schedule for Early Release Wednesdays

K – 5 th Grade	8:30-1:30
Bus Arrival	8:20
Bus Departure	1:40

Hot Lunch Program

Hot Lunches are served daily.

Prices:

Student Lunch (includes milk)	\$2.75
Lunch plus extra entrée (4 th & 5 th grade only)	\$3.75
Adult Lunch (includes milk)	\$3.75
Milk	\$0.50

Free and reduced applications are available upon request.

Lunch Account Policy – In an effort to keep negative balances on student lunch accounts to a minimum we have instituted a new Lunch Account Policy. Once an account reaches \$0.00, your child can have 2 regular lunches. If no money is deposited in the account, the third and final lunch will be an emergency lunch, which is a choice of fruit or veggies and a beverage. The cost for this is \$0.60. Please add money to your child’s account as soon as you receive a low balance alert. Account balances can be checked on Parent Access. <http://www.lwsd.org/Parents/Parent-Access/Pages/default.aspx>

Please make checks to be payable to L.W.S.D.

Account balances may be checked on Parent Access. Funds can be deposited using VISA or Master Card online through Parent Access (see link above) or by phoning Food Service @ 425-936-1393. Questions regarding Student Lunch Accounts may be directed to Roberta McMaster, 425-936-2710 or by email rmcmaster@lwsd.org

District Calendar

Lake Washington School District | 2016-2017 Calendar

August 2016

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29*	30*	31*			

September 2016

S	M	T	W	Th	F	S
				1*	2*	3
4	5	6*	7	8	9	10
11	12	13	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2016

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17*	18*	19	20*	21	22
23	24	25	26	27	28	29
30	31					

November 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8*	9	10	11	12
13	14	15*	16	17	18	19
20	21	22	23*	24	25	26
27	28	29	30			

December 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

January 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18*	19	20	21
22	23	24*	25	26*	27*	28
29	30	31				

February 2017

S	M	T	W	Th	F	S
			1	2	3*	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14*	15
16	17	18	19	20	21*	22
23	24	25	26	27	28	29
30						

May 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14*	15	16	17
18	19	20	21*	22	23	24
25	26	27	28	29	30	

July 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates

<p>Aug. 28-Sept. 2 LEAP Days</p> <p>Sept. 5 No school - Labor Day</p> <p>Sept. 8 First Day of School</p> <p>Sept. 14 1.5 hrs. early release schedule begins</p> <p>Oct. 17, 18, 20 Half-Day Elementary Conferences</p> <p>Oct. 21 No school - LEAP Day</p> <p>Nov. 8 Last Day 1st Quarter (Secondary)</p> <p>Nov. 11 No school - Veterans Day</p> <p>Nov. 15 Secondary Grades Due</p> <p>Nov. 23 Half-Day</p> <p>Nov. 24-25 No school - Thanksgiving Vacation</p> <p>Dec. 18-Jan. 2 No school - Winter Break</p> <p>Jan. 18 No school - MLK Jr. Day</p> <p>Jan. 18 Elementary Grades Due</p>	<p>Jan. 24, 26, 27 Half-Day Elementary Conferences</p> <p>Jan. 27 Last Day 1st Semester</p> <p>Feb. 3 Secondary Grades Due</p> <p>Feb. 18, 17 No school - Mid-Winter Break</p> <p>Feb. 20 No school - Presidents Day</p> <p>Mar. 10 No school - LEAP Day</p> <p>Apr. 3-7 No school - Spring Break</p> <p>April 14 Last Day 3rd Quarter (Secondary)</p> <p>April 21 Secondary Grades Due</p> <p>May 28 No school - Memorial Day</p> <p>June 14 Elementary Grades Due</p> <p>June 21 Half-Day - Last Day of School</p> <p>Last Day 2nd Semester (Secondary)</p> <p>Secondary Grades Due</p>	<p style="text-align: center;">Key</p> <p> No School Half Day First/Last Day</p> <p>* Check Important Dates Section</p> <p>Wednesday schedule: 1.5 hrs. early release for students</p> <p>LEAP-Learning Enhancement Academic Planning</p> <p>Calendar is subject to change. School year may be extended due to inclement weather.</p> <p style="text-align: right; font-size: small;">Revised 03/15</p>
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2016-2017 School Map



General Information

Absences/Safe Arrival

If your child is absent from school, please call the school attendance line (425-936-2711) before 9:00am.

Please do not send your child to school when s/he is ill. Please review the symptom guidelines, from the Lake Washington School District nurses, on page 21, to determine if your child should attend school.

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 to send the student to school regularly and on time. Students must be in their classroom or pod area by 8:30am or they are considered tardy and must check in at the office. 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 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

Admit slips will be written beginning at 8:30am 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 parents 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, 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

When children become ill or injured at school, parents are contacted. Samantha Smith has a health room, including a cot, where a sick child can wait until parents arrive. When a child is sick or injured it is important that they be picked up as soon as possible. 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 if there are changes.

Bicycles/Scooters

Fourth and fifth grade students are permitted to ride a bike or a scooter once they have completed the, "Bicycle/Scooter Rider Contract for Samantha Smith" form. Parents are also required to read, review and sign the contract before their 4th

or 5th grade student is permitted to ride a bike or scooter to school. See page 18 for specific bicycle/scooter rules. You can pick up a copy of the bicycle/scooter contract in the office. There is also a copy on page 44 for your reference.

Care of Property

The schools are owned and maintained by parents and taxpayers. Therefore, purposeful damage done to the building, equipment, buses or materials will be reimbursed by the student's family. Your help and cooperation is appreciated in reporting any damage.

Electronic Devices

Electronic devices such as student cell phones, iPod's, MP3 players, etc.... *must stay in your child's backpack* and turned off during school hours. This includes lunch and recess times. Smart Watches are to be used for keeping time *only* during school hours. Any infractions will result in the staff member confiscating the electronic device for a parent pick-up. eReaders may be used at the teacher's discretion. A contract must be signed by the student and parent. The school is not responsible for any lost, stolen or broken electronic devices. Parents, volunteers and visitors need to silence their own cell phones so as not to disrupt classes.

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 parents is a critical component of a good education, immediately responding to dozens of questions and concerns each day may not be possible due to the other job responsibilities teachers have. Below are some issues to consider before emailing a teacher:

- **Timing:** Remember the classroom environment. Each elementary teacher has 18-32 students. If you do not get an answer the same day, it does not mean you are being ignored. If it is an urgent matter, please call the school instead of relying on email.
- **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.
- **Please keep in mind:** Teachers are interested in communicating with parents, however, responding to emails takes time. Emails leave a lot of room for misunderstanding. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations. Please email the teacher if you would like to schedule a meeting.

Family Vacations

Please consult the school calendar before making your vacation plans. Classroom attendance is positively related to student achievement. 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 will be asked to complete them at home with parental 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 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

Fundraising

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 shop 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

1st Grade: 10 minutes

2nd Grade: 20 minutes

3rd Grade: 30 minutes

4th Grade: 40 minutes

5th 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 "AUTHORIZATION FOR ADMINISTRATION OF MEDICATION AT SCHOOL" form.
- The form must be signed by the health care provider *AND* the parent or guardian. The form is available at school or on the district website.
- Medications must be in the original container, correctly labeled and brought to school by parents, not students.
- Over the counter medications (Advil/Tylenol, allergy/cold medications, cough drops, sunscreen, lip balm, etc.) and naturopathic remedies also require the completed form including health care provider and parent signatures.
- Oral medications *only* with the exception of inhalers and epipens. No eye, ear or nose drops are accepted, however parents are welcome to come to school to administer these medications to their children.

Please direct questions to your school nurse. There is additional information on page 38.

Parties

If you wish to bring treats for birthdays, please check with the classroom teacher first (see page 23 of the LWSD policy on Nutrition and Physical Fitness). Please do not have flowers or balloons delivered to the school for your child/ren. 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., Halloween, Valentine's Day, etc.....) 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. You will find a copy at:

<http://www.lwsd.org/SiteCollectionDocuments/For-the-Community/Student-Volunteer-Application.pdf>

PTSA

Studies show that children whose parents 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. Parents are able to view grades online throughout each grading period after they have been uploaded. There will be a goal setting conference (teacher, parent and student) in October as well as an academic conference in the spring.

Securing the Building

Pods that are not being utilized for after school activities will be locked and secured at 3:30pm. Pods that support after school activities will be secured at the conclusion of the class(es). All outside doors (except the front doors) will be locked at 3:30pm. At the conclusion of all after school activities, the front doors will be locked. Community groups utilizing the gymnasium will have access to the gym area only. The classroom side of the schoolhouse will not be accessible. Parents must have a scheduled meeting with a teacher in order to access the classroom beyond school hours.

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, and other school property are returned prior to your move. Please check your child's lunch account balance.

Telephone 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 visiting friends, early dismissal, etc., should be decided prior to coming to school. 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 pick-up.

Use of School Grounds Before and After School

Students should not arrive before 8:15AM. When dismissed, students need to go straight home. There is no playground supervision before or after school. When picking up your child from after-school programs, please wait outside the school for your child's dismissal. Parents must have a scheduled meeting with a teacher in order to access the classroom beyond school hours.

Visitors

For the safety of children, all school visitors must sign in at the office to avoid classroom interruptions and to maintain building security. Please be respectful of a teacher's limited teaching time. If you need to get something to your child, leave it in the office and someone will call him/her to the office for pick-up. If you would like to speak with a teacher, call or email to schedule an appointment.

Volunteers

Samantha Smith is fortunate to have well-informed, educated and caring parents. We appreciate the many hours our parent volunteers contribute for our students' education. Please do not bring younger children to the school during your volunteer time (see LWSD Volunteer Handbook, page 3). If an older student would like to volunteer in the school, s/he must complete the Student Volunteer Application. You will find a copy at: <http://www.lwsd.org/SiteCollectionDocuments/For-the-Community/Student-Volunteer-Application.pdf>

Samantha Smith PeaceBuilder Tenets

Samantha Smith is a PeaceBuilder school. Our PeaceBuilder tenets support our philosophy of teaching and learning, the way we treat each other and the rules of our school.

Praise People: Teachers and parents encourage and recognize student behaviors that demonstrate respect and achievement.

Give Up Put Downs: Disrespectful and harmful behaviors will not be tolerated. Examples include: bullying, name calling, teasing, racial slurs, swearing, gossip, spitting, hitting, kicking, pushing, leaving the playground without permissions and damaging school property.

Seek a Wise Person: Students are to seek an adult (teacher, parent, counselor, principal, playground supervisor, lunchroom supervisor, bus driver, etc.) if they need help with a problem.

The counselor teaches Steps to Respect (bully prevention lessons) in grades 2-5 and Kelso (conflict resolution) lessons in grades K-1. Below are the definitions of bullying and conflict:

“Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.” Bullying incidences must be reported immediately.

“Conflict is a disagreement that happens when people want different things. The people involved in a conflict have equal power to solve the problem. They are not purposely trying to hurt each other.” Students are taught strategies to resolve conflicts among themselves.

“Telling means reporting a dangerous situation (ie; bullying, someone is sick, lost, hurt).”

“Tattling is when you try to get someone in trouble.”

Notice Hurts/Right Wrongs: Students take responsibility for inappropriate behavior or comments by making amends. This includes: verbal apologies, written apologies and making up for the infraction in an appropriate manner. If the behavior continues or if the infraction is of significant concern, the steps below will be implemented:

1. The student will complete a Peace Plan and discuss with the staff member the unsafe or disrespectful behavior. The Peace Plan must be signed by the student and a parent and be returned the following school day.
2. If there is a second infraction similar to the same type of behavior, the student will complete another Peace Plan. The student will also spend a recess period in the office/classroom or “on the wall”, as a time-out from recess, as well as meet with the principal. The Peace Plan will go home for a student/parent review and will be returned the following school day with the student’s and parent’s signature.
3. If a third infraction of the same inappropriate behavior occurs, a conference with the student, teacher, principal, counselor and parents will be scheduled to develop a plan to resolve the problem. (See LWSD discipline policy pages 26-38).

Help Others: Parents, school volunteers, students and staff support and help each other in creating a positive school climate for learning.

Samantha Smith Peace Plan
(Parent signature required)

Name _____ Date _____

Teacher _____ Referring Staff _____

Write or draw what happened:

Write or draw how you will make it right:

Who is the Wise Person you could have gone to for help? _____

Comments: _____

Parent comment and follow up at home: _____

Parent Signature _____ Student Signature _____

Samantha Smith School Rules

Playground Rules

Recess is a time when students have the opportunity to develop and practice their social skills. Rules have been made to help facilitate their development in an enjoyable and safe environment.

1. Follow directions

- a. Playground supervisors are the authority on the playground at all times.
- b. Play is over when the bell rings. Students line up for class immediately.

2. Be Safe

- a. Students stay in the designated playground area during recess.
- b. No unsafe behaviors such as fighting, pushing or tripping allowed.
- c. Tag games are to be played on the grass field or soccer field. Tag with one hand.
- d. One-hand football only. No pushing or pulling when blocking.
- e. No tag games around the Big Toy.
- f. Jump ropes are for jumping.
- g. Wall ball is to be played in designated areas.
- h. Kickball is to be played on the grass and soccer area.
- i. Sticks, rocks and snow stay on the ground.
- j. Trading cards such as; sports cards and Pokemon cards are permitted during intermediate recess only.
- k. Any item used in an unsafe manner will be confiscated.

3. Be Respectful

- a. Follow the rules of the game.
- b. Take care of equipment. Basketballs, tennis balls, footballs and soccer balls are allowed (bats, tennis rackets or golf clubs are not allowed).
- c. Personal equipment must be labeled and held during non-recess times. This includes breezeways and near the buses.
- d. Work together to solve conflicts. Use Kelso strategies.
 - Go to Another Game
 - Talk it Out
 - Share and Take Turns
 - Ignore It
 - Walk Away
 - Tell Them to Stop!
 - Apologize
 - Make a Deal
 - Wait and Cool Off
- e. Use respectful language. Foul, offensive language is forbidden anywhere on campus.

Lunchroom Rules

1. Enter and exit the lunchroom quietly.
2. Stay seated.
3. Raise your hand for help.
4. Use an inside voice.
5. Follow directions from the lunchroom supervisors.
6. Clean-up after yourself. Help others clean up, too.

Assembly Rules

1. Enter the assembly quietly 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. Wait for teachers' directions.

Bus Rules

Bus rules are designed to assure each student safe transportation to and from school and 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 at all times.
3. Food or beverage must not be consumed on the bus except by permission of the driver.
4. Keep head, hands, feet and belongings inside the bus.
5. Objects that are dangerous or that may cause injury to another person are not allowed on the bus.
6. Students enter and exit the bus safely. Students' belongings must be kept out of the aisle.

Parents 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 responsibility.

A NOTE 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. Parents are to speak with their child/ren about the safest route to and from school.
2. Students should not arrive before 8:15am.
3. Pedestrians are to walk on the sidewalks, NOT in the street. Pedestrians will wait at the crosswalk 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 parents must read and sign the Bicycle/Scooter Rider Contract for Samantha Smith before riding to school. The contract is located in the office.

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

Parent Drop Off/Pick Up Rules

1. **Be a courteous and safe driver. No talking on a cell phone or texting while driving.**
2. Students should not arrive before 8:15am **as there is no adult supervision.**
3. Drive 5 mph in the school parking lot.
4. Stop at all flags from the Safety Patrol students and the adult Crossing Guards.

5. Parents 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 parents 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 knows your intentions.

Computer Rules

Samantha Smith Elementary promotes computer ethics as well as compliance with laws. No misuse of computers is allowed. Including no illegal copying of software, no opening of unauthorized files, no access to system folders or control panel. Disclosing names or phone numbers, inappropriate language or racial slurs is prohibited. Violators may lose privileges. Parents are required to replace damaged equipment or software (see Computer Use Policies for LWSD).

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.
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, sex, violence or profanity are not allowed. Any student wearing this type of attire will be asked to change (a call to the parent 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

Because We Care...

We coordinate with the King County Department of Public Health in protecting children from certain symptoms of communicable diseases.

If your child has any of these symptoms, please keep him/her home, or make appropriate child care arrangements.

- APPEARANCE, BEHAVIOR – unusually tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.
- EYES – thick mucus or pus draining from the eye or pink eye (conjunctivitis).
- FEVER – temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- GREENISH NOSE DISCHARGE, AND/OR CHRONIC COUGH – These conditions may be contagious and may require treatment from your health care provider.
- SORE THROAT – especially with fever or swollen glands in the neck.
- DIARRHEA – watery stools in a 24 hour period especially if the child acts or looks ill.
- VOMITING – child should not return to school for 24 hours following the last episode of vomiting.
- RASH – body rash, especially with fever or itching.
- EAR INFECTIONS WITHOUT FEVER – do not need to be excluded, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- LICE, SCABIES – children may not return to school until they have been treated and are free of live lice. Children with scabies can be admitted after treatment.

IF YOUR CHILD SHOWS ANY OF THE ABOVE SYMPTOMS AT SCHOOL, IT WILL BE NECESSARY TO PICK HIM/HER UP FROM SCHOOL.

- ❖ *Bringing a child to school with any of the above symptoms puts other children and staff at risk of getting sick.*
- ❖ *If all parents keep their sick children at home, we will have stronger, healthier, and happier children.*
- ❖ *While we regret any inconvenience this may cause, in the long run this means fewer lost work days and less illness for parents too.*

Thank You,
Lake Washington School District Nurses.

School Safety and Emergency Procedures

Accidents

If a child is seriously injured at school, the parents will be called immediately. If we cannot reach parents, a neighbor or friend listed on the Emergency Card will be contacted. If no one is available, we will use our best judgment about what to do for your child. Your assistance in providing complete information on the Emergency Card will be greatly appreciated.

In order to be prepared for such emergencies...

PLEASE NOTIFY US OF ANY CHANGES ON YOUR CHILD'S EMERGENCY CARD IMMEDIATELY: It is critical that we have your most recent 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]
- Puget Sound Emergency Communication system [www.psecs.wednet.edu]

The announcement will be:

Schools closed: This applies to extended day care, parent 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.

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.

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

Lock Down

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 lock down will take effect.

- The office will announce, “We have a lock down situation, please take security measures immediately”. The office will then ring the warning bell, a “warbling sound”. 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 lock down all office doors will remain locked; no one will be allowed to enter or exit the school.

ALICE Drill

New Intruder Drill replaces Full-Lock Down 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 new set of skills will greatly increase the odds of survival should anyone face this form of disaster. LWSD has trained their administrators in this new 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. For more information, parents can go to the ALICE website: <http://www.alicetraining.com> or ask your administrator.

The Common Core State Standards - Learning Standards for Students

Helping students become future ready

The Common Core State Standards (CCSS) have replaced Washington state and Lake Washington School District standards for English language arts and mathematics. Full implementation of the new standards, including new state standardized tests, was enacted in the 2014-15 school year.

In 2009, the nation's governors and state school officers convened a group of leading education experts. They asked those experts to develop standards for math and English language arts for students in grades K through 12. The result is the CCSS, which have now been adopted by 45 states, including Washington. These standards describe in detail what students should learn and be able to do in those subjects in each grade from kindergarten through 12th.

These standards were written to be rigorous, to prepare students for college readiness and to compete in a global economy. The CCSS reflect the knowledge and skills that young people need to succeed in college and in their careers. They focus on problem solving and critical thinking skills. These standards will assist Lake Washington School District in its vision: Every student future ready: prepared for college, prepared for the global workplace and prepared for personal success.

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.

Learning Standards and Lake Washington School District

How Lake Washington uses learning standards to help students learn

Lake Washington School District teachers have learned to use learning standards in a complete system. They help teachers 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 parents) 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 parents who have gotten elementary school report cards in our district:

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

Assessments (what parents might think of as tests) and scoring guides also help teachers describe and monitor the current performance of each child. Then teachers can devise strategies to help students in areas where they are struggling and challenge them where they are ahead.

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.

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 through Parent 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.

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, 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.
- Parents 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.
- Parents 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. 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.
- Parents 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 4th and 5th Grade Students and Parents,

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 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