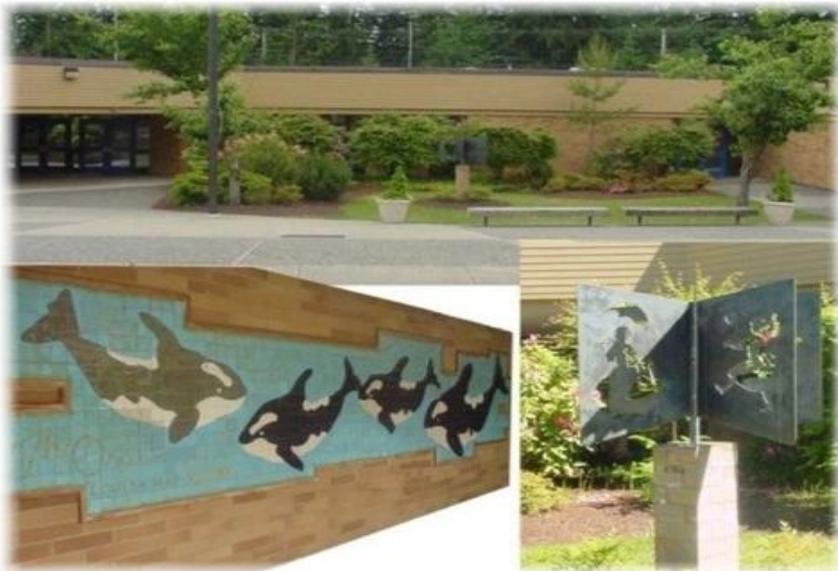


Louisa May Alcott Family Handbook 2018-2019



Louisa May Alcott

4213 228th Ave NE
Redmond, WA 98053

Phone: 425-936-2490 Fax: 425-836-8903

Safe Arrival Attendance Line: 425-936-2491

Welcome to Louisa May Alcott Elementary!

The purpose of this handbook is to present information to each student and family member of our Alcott Community. Our belief is that by following these procedures and policies, we will have a year of growth and success. It is our goal to continue working with you as parents and community members to help your children be successful and reach their highest potential.

District Vision

Every Student Future Ready: Prepared for college, for the global workplace and for personal success.

District Mission

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

School Vision

Success Every Day for Every Student

School Mission

At Alcott, every single child can learn; our decisions are based on our fundamental guiding premise that each day should be a successful learning experience for every student. As a community of learners (students, staff, parents, and community volunteers), we will work together to create and maximize opportunities for each and every child's success.

School Positive Behaviors

Lake Washington School District rules, policies, procedures and discipline plans are detailed in this handbook for your review and reference.

At Alcott we **C. A. R. E.**

- Cooperation – We cooperate and listen to each other.
- Actions – We are responsible for our actions.
- Respect – We respectful and act with kindness and compassion.
- Effort – We put forth our best effort every day.

It is important for children to know they can help their friends, our school, and our community when they are respectful, responsible and safe. Having conversations about these rules at home and in the classroom often prevents unnecessary problems, and it gives our children a sense that we all share common expectations. It is also important that we let them know that we are here together to support them if they do encounter a bump in the road. It is all part of the learning process! **Let's work together to make it a GREAT school year!!**

Sincerely,

Jon Hedin, Principal
Barb Deming, Associate Principal
2018-2019 Alcott Staff



Alcott Elementary Attendance Policy

Purpose: Share updated school attendance requirements based upon state requirements, increase student attendance and receive timely communication from families regarding absences. We truly value the time we spend with your children at school!

Please Remember: ALL absences must be communicated with school office to assist with their excusal. IF YOUR CHILD WILL BE ABSENT...

1. Email the teacher and school office.
2. Call the absent line at 425-936-2491 (Spell out first and last name, state grade and teacher) & provide a reason or it will remain unexcused.

Updated School Requirements:

- **Attendance letters will be sent to students along with scheduling a conference for those who have 5 excused absences in a 30-day period**
Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Plan to complete for extended absences (4 days or more).
- **Attendance letters will be sent to students along with scheduling a conference for those who have 10 excused absences in a school year**
Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Plan to complete for extended absences (4 days or more).
- **Attendance letters will be sent to students along with scheduling a conference for those who have 3 unexcused absences in a 30-day period**
- **7 unexcused absences in any month or ten unexcused absences within the school year:** The school/district may file truancy petitions with the Juvenile court.

For extended absences (4 days or more), your child's teacher will provide you with the **Extended Absence Plan** to complete and return.

Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Involvement with district BECCA coordinator can also occur. Chronic attendance issues are defined as being absent 10% of school days.

We will continue to monitor student tardies using the 10% threshold and notify families in November, February and April. This practice will remain the same with our goal of reducing school wide tardiness.
Thank you for your support!



Alcott C.A.R.E.S
*We cooperate and listen to each other
We act responsibly
We are respectful and act with kindness and compassion
We put forth our best effort every day*



Vacation Homework Policy

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are directly and positively related. We cannot duplicate what happens in the classroom by only making up written 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. The student will complete them upon their return, 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.

The Washington Truancy law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law 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.

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 because of vacation scheduled during school time. *On the following seven pages please find the **Extended Absence Plan**.*



Extended Absence Plan Information

Dear Parents/Guardians,

We believe that it is critical for your child to be here and learning at Alcott. Ultimately, we ask that you consult the school calendar to plan vacations during scheduled school breaks. Student achievement and classroom attendance are positively related. As a result, I am formally asking that you reconsider your plans to remove your child from school for such a long period of time.

When a child misses an extended time away from school, parents/guardians assume the responsibility for the child's education. We are not able to duplicate the teaching, learning, and the level of conversations and interactions that occur in the classroom. Rather, what we can provide is information that lets you know what topics and concepts will be missed, readily available resources, and adaptable activities for your child's time away from school. Based on time missed, teachers may not be able to provide a grade if assessments and classroom learning experiences are missed. Recess times may need to be used to make up assessments as needed. The student report card and comments may also reflect extended absences.

If you choose to remove your child from school for an extended absence, we would like to know what your child worked on during their time away from school. This information is invaluable to teachers as they make plans for your child moving forward. Please see the 'Returning to Class' form.

Whenever possible, please notify your teacher at least a week in advance of the absence to give them ample opportunity to prepare these materials for you. This packet includes: Letter from the Principal; 'What Was Covered' form (filled out by the teacher); 'Returning to Class' form, and 'Ready Resources and Activities' information.

Thank you for supporting student learning here at Alcott! We appreciate your understanding and effort to ensure your children are here and learning with us every day. Please contact me if you have any questions regarding extended absences.

Sincerely,

Jon Hedin, Principal
Alcott Elementary
Success for Every Student Every Day

Special Notes on Attendance Policy:

According to district policy your child is automatically un-enrolled from Alcott after 20 consecutive school days missed and needs to be re-enrolled upon your return. We make every effort to place your child back in the same classroom, but this cannot be guaranteed.

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law 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.*

(Filled out by your child's teacher)

Extended Absence Information

WHAT WAS COVERED

CONTENT, CONCEPT, SKILLS COVERED DURING ABSENCE

STUDENT NAME:		EXPECTED LEAVE DATE:	
TEACHER/GRADE:		EXPECTED RETURN DATE:	

Dear Parents,

It is our hope that this form will provide information for you regarding some of the content, concepts and/or skills our class *may* be covering during your child's absence. **Please understand that teachers use professional judgment in making adjustments and modifications in curriculum and pacing.** Upon your return, please use the attached 'Returning to School' form so we can help your child make a smooth transition back to the classroom.

READING
MATH
WRITING
SOCIAL STUDIES
SCIENCE
OTHER

(Filled Out by Parent)

Extended Absence Information

RETURNING TO SCHOOL

STUDENT NAME:		EXPECTED LEAVE DATE:	
TEACHER/GRADE:		EXPECTED RETURN DATE:	

On the table below, please let us know of learning activities that your child engaged in during their extended absence. Thank you.

READING
MATH:
WRITING
SOCIAL STUDIES
SCIENCE
OTHER

Extended Absence Information

READY RESOURCES

DISTRICT POWER STANDARDS (and Common Core) from the LWSD Website:

- <http://www.lwsd.org/Parents/Teaching-Curriculum/Pages/Power-Standards.aspx>

ENVISION MATH (Home Access) from the LWSD Website:

- <http://www.lwsd.org/Parents/Teaching-Curriculum/Math-Resources/enVisionMATH/Pages/Accessing-enVisionMATH-from-home.aspx>
- <http://www.lwsd.org/SiteCollectionDocuments/For-Parents/Math/Student-and-Parent-Digital-Resources-handout.pdf>

LOCAL STORES that sell academic workbooks

Lakeshore Learning	11027 N.E. 4th St., Bellevue, WA 98004
Office Depot	15301 NE 24th St Redmond, WA 98052
Barnes and Noble	626 106th Ave NE Bellevue, WA 98004
Half-Price Books	7805 Leary Way NE Redmond, WA 98052

ADAPTABLE ACTIVITIES

READING ACTIVITIES

- Encourage your child to read about their destination before they begin their trip
- Buy a special book for the trip.

MATH ACTIVITIES

- Estimate the price of a meal
- Have children calculate distances (and enter it into their journal) from your destination to Redmond
- Calculate the height of a structure
- Have your child handle money when making purchases, estimating how much they will need.

WRITING ACTIVITIES

- A daily journal is the best way to keep children's writing skills sharp. These can include pictures that they draw or printed photos from their experience that they can add a summary.
- Pre-plan topics for the journal that they need to look for during the time away. For instance, have a page titled, 'I saw the strangest thing...', or 'The funniest person I met was...'. This allows children to be active thinkers.
- Interviewing family members encourages students to formulate strong questions, to gather information quickly and then transfer that information to a readable form.

SOCIAL STUDIES

- Have your child map out a plan for the trip including schedules, sights to see and how to get there
- Photograph historical landmarks and write about what you learned. Seek out less obvious historical landmarks such as graves of famous people, or locations of historical significance that aren't usually found in a History book.
- Construct a family tree

SCIENCE ACTIVITIES

- Local zoos, aquariums, and rescue shelters provide rich educational opportunities for children. These include reading information about animals, docent presentations, and hands-on activities

MUSIC, PE ACTIVITIES

- Cultural Music Festivals
- Create a song about their trip
- Plan for physical activity every day: Walk, Run, or Visit a Gym
- Have children plan out healthy meals or snacks

Extended Absence Information

DATABASES AND WEBSITES

You can get to great information, wonderful online storybooks and nonfiction books, and learning games anywhere that you have internet access. Here's what you need to know:

DATABASES through Lake Washington School District

www.lwsd.org> For Students>K-5> Research Databases

These are the user names and passwords that you'll need to access these sites:

Britannica School (the encyclopedia):

User name: lakewashington

Password: CHECK WITH TEACHER/LIBRARIAN/or POWERSCHOOL LIBRARY PAGE

CultureGrams (countries, provinces, states):

Username: lakewashsd

Password: CHECK WITH TEACHER/LIBRARIAN/or POWERSCHOOL LIBRARY PAGE

PebbleGo (animals, science, biographies, social studies—especially for younger students):

Username: lwsd414

Password: CHECK WITH TEACHER/LIBRARIAN/or POWERSCHOOL LIBRARY PAGE

KCLS DATABASES

The King County Library System has a couple of great places for your child to enjoy a picture book on the computer.

Follow this path:

Go to: www.kcls.org

Click on *Kids and Teens* at the top of the page. Choose *Kids*. Click on *Online Library*. Choose *eBooks & Downloads*.

From the purple boxes you can choose either **BookFlix Video Storybooks** or **Tumblebook Library** to find great stories, videos, nonfiction books, and learning games.

You will be prompted for your library card number and PIN, when you request access to these sites.

WEBSITES

Here's a great way to find useful and appropriate websites for students.

Follow this path to get to the Alcott catalog:

www.lwsd.org> For Students> K-5> School Libraries are the place to start> Alcott Catalog

This is the home page of the catalog with lots of useful links. You can also use this page to search for exactly what *you* want to find. Click on the Catalog tab and you will go to a search page.

One of the choices in the left hand column is **WebPath Express**. Click on it and you'll get a new page with a search box just for student friendly websites.

Safety

Your student's safety is of the utmost importance to us. Consequently, throughout the year, the Alcott staff practices emergency drills with students. Below are some of the drills that we practice. Please review these with your students, so they will have a preview of what to expect.

In Case of a Fire

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, standing face away from the building while the teacher takes roll to make certain no one is missing.

Earthquake Procedure

- 1) If indoors, stay indoors. Crawl under sturdy furniture. Stay away from windows and glass.
- 2) Do not use candles, matches or any open flame.
- 3) Do not run through or near buildings where debris could fall on you.
- 4) If outside, stay in the open. Keep away from buildings, trees and electrical wires.
- 5) 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) Keep with class until teacher completes roll to make certain no one is missing.

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. This new set of skills supports with student and adult safety. LWSD has trained their staff in this protocol with the help of local police agencies. Each year a schoolwide drill is planned where children and staff practice protocols. For more information please visit <http://www.alicetraining.com>.

Alcott Emergency Pick Up Procedures

Please review this important information and make sure that anyone authorized to pick up your child is familiar with these procedures.

After any type of emergency where the students and staff must evacuate the building, the following procedures will be in place:

1. Students will evacuate to the **playground**.
2. Plan to park at STEM or on the road due to emergency vehicles.
3. Proceed to the **playground**. You will be directed by staff positioned at various entrance locations.
 - **Parent/Guardian:** proceed directly to your child's teacher's line. Sign out your child. Exit the grounds.
 - As you exit the grounds a staff member will verify you and the child you are leaving with have been screened to leave. *(This screening process is not a shared process for the safety of the students.)*

Alcott Emergency Pick Up Procedures (con't)

- **Not a parent/guardian:** Adult will need to be listed on the child's emergency form. Keep your list updated.
- **Proceed to the "Student Release" station:** Fill out a Student Release form for each child you are agreeing to take responsibility for.
- A school representative will verify you are authorized to take the children you are requesting by cross checking the child's Emergency Information Form.
- You will be required to verify who you are with a picture ID.
- IF authorized, you will be given a copy of the form to take to the teacher and sign out the child you are authorized to pick up.
- As you exit the grounds a staff member will verify you and the child you are leaving with have been screened to leave. *(This screening process is not a shared process for the safety of the students.)*

In the event of a school lockdown, students will not be released from the building until local law enforcement lifts the lockdown order. Upon lifting the lockdown, pick-up procedures may be activated depending on the situation.

Getting to school after an emergency:

- Please remain calm as a model for the children.
- The parking lot will be closed off to allow access for emergency vehicles only.
- If you live close to the school, please walk, traffic will be congested.
- If you drive, please park off of school grounds.
- If it is a citywide emergency, it may be safest for you to remain where you are. Roads may be damaged; power lines may be down.

**Keep in mind, we make procedures to be prepared in the event of an emergency. But, we are also aware that each emergency situation is unique and may require us to make adjustments to these procedures.*

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we utilize SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone: 425.529.5763**
2. **Text: Text your tip to 425.529.5763**
3. **Email: 1342@alert1.us**
4. **Web: <http://1342.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Insurance

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

Volunteers/Absence/Late Arrival/Early Dismissal

Volunteers

Parents of Louisa May Alcott students are welcome and encouraged to volunteer at our school. For security reasons we do require that all school visitors must report to the school office, sign in, and wear a visitor badge while on the premises. Please remember to sign out and return your badge to the office when you leave.

All volunteers must apply and be approved before they can begin their volunteer service. To see if your volunteer application is still current, contact the volunteer office at (425) 936-1270 or email volunteers@lwsd.org. The parent section on the district website <http://www.lwsd.org/For-Community/Volunteers/Pages/default.aspx> details information including forms to complete and expectations. There is also a great video to preview along with the Volunteer Handbook. Just a reminder that we value families and siblings but younger children/siblings according to district policy will not be allowed while you volunteer. Thanks Volunteers!

Absence

If your child will be absent from school, a parent/guardian needs to call the school attendance recorder (**425-936-2491**) **before 9:20 AM**. The line is open 24 hours a day.

Late Arrival

It is important that students be on time. It can be disruptive to the educational process for your child and other students, to have students arrive late. There are, however, instances when students will be excused upon arriving to school (i.e. a doctors or dentist appointment). If your child is going to be late to school, a parent or guardian needs to call the attendance recorder (**425-936-2491**) **before 9:20 AM**. When students arrive in class late (**after 9:20 AM**) an adult must accompany the student and check in immediately to the office for an admit slip.

Early Dismissal

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school at 3:50 p.m. Parents must come into the office to sign their child out before early dismissal. Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom. If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning. We do not allow students to be picked up early on a regular basis because of the disruption in learning of both your child and their classroom. **ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL. PLEASE DO NOT CALL DAILY!**

Meal Program

Free and Reduced Meal Program

Under a provision of the National School Lunch Act, our district can offer free or reduced priced lunches and breakfast (if provided) to children from families who qualify under the Eligibility Scale. Applications are available in the school office and can be found in the 1st day school packets.

Electronic Lunch Purchase System

Our school district has an electronic meal purchase system. When your child purchases lunch, milk or breakfast, the money is automatically deducted from your child's account. The school will notify you when your child's account is low. To add money please use your online Lake Washington **Parent Access** account.

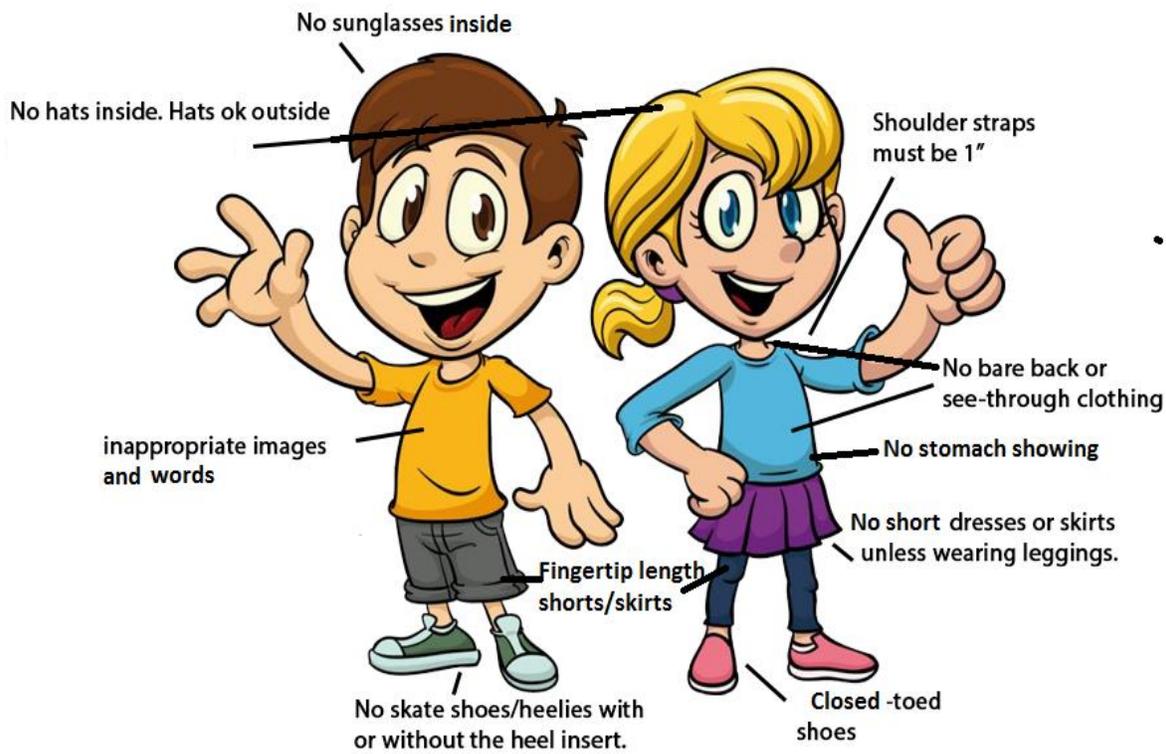
<u>Lunch Prices</u>		<u>Breakfast Prices</u>	
Individual student lunch:	\$3.00	Individual student breakfast:	\$1.50
Individual student milk:	\$0.50	Adult breakfast	\$2.50
Adult lunches:	\$4.00		

Student Dress

Parents should ensure that their children come to school dressed appropriately according to the day's activities and the weather. If the student's clothing does not reflect the guidelines, he/she will speak with the counselor or a building administrator. The parents will be notified, and arrangements will be made to change the inappropriate clothing. Dressing appropriately keeps our students healthy and safe as well as develops habits and skills necessary for success in school and in the work place. The following clothing is **not acceptable**:

1. **Short shorts/skirts** (If the student's shorts/skirt length is above the index finger when the arm is extended, the garment is too short.)
2. **Exposed midriffs** (Tube Tops and halter tops, as well as short T-shirts that expose the midriff when holding arms up)
3. **Spaghetti strap tank tops or tank tops that hang below underarms.** Straps should be a minimum of 1 inch thick.
4. **Underwear that is visible**
5. **Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence**
6. **Hats/bandanas** (May be worn before/after school and at recess)
7. **Head covering** for religious or medical reasons is permitted.
8. High heeled shoes are not appropriate for elementary students. Tennis shoes are the most appropriate, especially on PE days.

DRESS CODE



Inclement Weather

1. All children should wear coats, hats and other warm clothing along with raingear to school during the cold and wet weather. Sweatshirts are not waterproof and therefore are not considered raingear.
2. All children will be encouraged to go outside during recess.
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If a student returns to class soaking wet, their parents will be called.

Conduct in School Assemblies

Assemblies are an important part of Alcott's program. They may be educational or just entertaining but will always help students learn the important skill being a good audience member. These are the Alcott rules for appropriate assembly conduct:

1. Walk to the gym in a quiet and orderly class group.
2. Wait for instructions about where to sit then sit all the way down.
3. As soon as the person in charge of the assembly comes to the front, each person immediately becomes silent and attentive to the speaker.
4. Keep your hands and feet to yourself.
5. Remain seated during the program.
6. Applause is very important to the performers to show appreciation but should be given at the proper time and in an appropriate manner.
7. When the program is over all students remain seated until their class is dismissed and then leave quietly.
8. Hats are not to be worn to assemblies.

Homework

At Louisa May Alcott we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits –foundations for lifelong learning.

Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSD guidelines:

1st and 2nd grade - approximately 10-30 minutes each evening, Monday through Thursday.

3rd and 4th grade - approximately 30 – 45 minutes each evening, Monday through Thursday.

5th grade - approximately 45 – 60 minutes each evening, Monday through Thursday.

This may include additional work on long range projects or extra reading.

No formal homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, and journal writing, or working on a project.

Illness at School

When children become ill or are injured at school, parents are contacted. Louisa May Alcott has a health room with a cot where a sick child can wait until a parent arrives. When a child is sick or injured, it is important that they be picked up **AS SOON AS POSSIBLE**. Please be sure that the school has an emergency telephone number of a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home and emergency number with the school office when these change. We have a number of requests from parents wanting their children to stay in from recess once they have returned to school from being ill. **We do not have the facilities or the personnel to supervise these youngsters.** We assume that if children come to school, they are healthy and need to go outside during recess.

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).
- The form must be signed by the health care provider AND the parent 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 at home before bringing the medication to school.
- Medications must be brought to school by parents. Students are not permitted to carry medications to school.
- Over the counter medications (such as Advil/Tylenol, allergy/cold medications, cough drops, lip balm, etc..) and naturopathic remedies also require the completed form including health care provider and parent signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be given to the student. Please plan ahead & communicate changes to the nurse.
- Sunscreen can be applied by students, at school, if parents 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 the correct way to apply sunscreen.

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

Personal Electronic Device Policy

Alcott CAREs applies to the use of electronic devices. We value safe and appropriate use of technology. We recommend the online resource <https://www.common sense media.org/> for parents and guardians as we ensure responsible digital citizenship practices around technology and online experiences.

1. During the school day (from the time a student arrives on campus until the end of school) the device and/or cell phone must be turned off and cannot be visible unless permission is given by the teacher for monitored educational purposes. After school use should be for parent/guardian communication.

2. While students are riding buses the device and/or cell phone policy is in effect just as if the student was in a classroom during the school day.

3. School personnel can ask a student to surrender a device if:

- The device rang or vibrated (which would mean that the device was turned on), and the student was not given permission.
- Staff saw the device (which would mean that the device was visible), and the student was not given permission.
- Evidence of social media and any other device usage that interferes with the school learning environment.

4. Parents should call the school for any emergency and we will contact your son/daughter. Students may use their device after school for parent communication purposes only.

5. The use of camera applications are strictly forbidden at school. This includes any areas on campus such **washrooms, classrooms, offices, learning spaces, the playground and other district property including busses.**

Students who do not obey the above rules shall be subject to the following progressive discipline procedures:

1. **First offense** - the device will be confiscated, parents will be notified, student can pick up the device from the teacher at the end of the school day.
2. **Second offense** - the device will be confiscated and sent to the office, parents will be notified, student will meet with the building principal, and corrective plan determined.
3. **Third offense** - the device will be confiscated, parent will be contacted, student will lose permission to bring the device to school along with disciplinary action.
4. **Exceptional Misconduct or Other Forms of Misconduct Discipline will occur depending upon the severity of the situation including social media harassment/intimidation/bullying, illegal acts, and vulgar/lewd conduct. See LWSD Codes of Conduct in the Student Rights and Responsibilities page A5-A8.**

Please note that the school will not be responsible for any lost, stolen, damaged, or confiscated phones, or for usage fees resulting from such confiscation.

Lost and Found

Lost and Found items are collected and placed in a prominent position at school. Please remind your child to check in the Lost and Found regularly when they misplace items. **Please MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S NAME.** The school district, by law, cannot pay for lost, stolen or broken personal possessions of students, such as watches, coats, musical instruments, cell phones, iPod's, mp3 players, tablet computers, etc. Unclaimed clothing will be donated to a charity three times in the year; **Friday October 26th, Friday February 8th and Friday June 21st.**

General Playground Rules

Students will follow all directions given by playground staff and behave in a respectful manner towards playground staff and other students.

The following playground expectations will be taught and reviewed with all students at the beginning of the year, and reinforced throughout the year:

1. Obey directions given by all supervisors.
2. Stay within the playground boundaries and away from off limit areas. Play games only in approved and in designated areas.
3. Follow game and equipment rules.
4. Use school equipment; do not bring outside toys/playground equipment (plastic bats, tennis/whiffle/baseballs/footballs) or electronic devices from home.
5. Stay away from fences, trees, and other structures not intended as playground equipment.
6. Respect another person's space. **Keep your hands and feet to yourself.**
7. Be courteous and a Good Sport!
8. Speak respectfully to each other.
9. Stop playing immediately when the signal is given.
10. During inclement weather students are to avoid playing in/on wet and/or sloppy areas.
11. In heavy rain, coats with hoods are required if students are playing in open areas.
12. Umbrellas with **safety tips only** will be allowed on the playground.
13. Once a game has been established students should allow others to play.
14. Students are not to reenter the hallways or classrooms during recess without permission and a pass.
15. No trading cards at school or on the bus.

Diversity Policy

Background: A goal of the Lake Washington School District and Alcott Elementary is to provide a safe, caring and positive environment for ALL students. The full support of all students, staff and parents must be guaranteed to achieve this mission.

Lake Washington School District's Human Dignity Policy

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of student, staff and volunteers.

We are, as a people, more alike than we are different. We are also a school that believes in and values diversity. We know that a diverse school means people are different sizes, colors, cultures, religions, strengths and weaknesses. All children should have the right to feel safe and supported in our school community.

Policy: Unkind or unfeeling words and comments can cause serious hurt. Unkind remarks in any form, especially those that contain comments about a person's looks, race, religion, culture, learning difference, manner of dress, or gender will not be tolerated. We have established a policy on diversity and kindness with which all students and staff must comply. This means "**No Put-Downs.**" If a student makes such a remark:

- Both the student making the remark, and the student to whom the remark was made, will immediately confer with a staff member.
- The student hurt by the remark will be counseled to help rebuild the self-esteem damaged by the remark.
- The student causing the problem will be counseled to increase awareness of their behavior and its consequences. They will apologize personally and in writing.
- Parents of all students involved will be contacted immediately, the matter discussed with them, and their support sought.

Teaching: Every classroom teacher will teach lessons specifically dealing with this policy. Throughout the year staff will be models of the behavior we desire.

Purpose: If we are to meet the needs of all students, we must teach them how to interact. We must provide an environment that is safe from both damaging comments and physical harm.

Parents: Please read and discuss this with your family. It is only with the support of families that we will achieve our goal of "Success Every Day for Every Student."

Transportation & Campus Reminders

Walking

- Obey crossing guards
- Walk with a buddy or more
- Walk instead of run
- Stay on Walkways
- Go directly to school and home

Riding Bikes: Signed Permission Required

- Ride with a buddy
- Wear helmets and follow bike rules
- Walk your bike on campus
- 4th and 5th grade students only (unless accompanied by a parent)
- Obey crossing guard
- Lock your bike

Rollerblading/Skateboarding/Scooters:

Because of safety and liability concerns, the district does not allow skateboards and rollerblades (including roller shoes) on school grounds; therefore, students are asked to leave these items at home.

Bus

- DUE TO EXTREMELY FULL BUSES, students must ride on the bus assigned and requests cannot be honored to switch busses. Tags with the matching color assigned are attached to student backpacks to assist school and bus staff. Thanks for your help and understanding. For bus questions or needs, please contact transportation.
- Please make after school arrangements (such as going home with a friend, etc.) before your child leaves for school. A written note from a parent is required if there is a change from a normal routine.
- **At this time, transportation does not allow us to issue bus passes to additional bus riders (such as a friend sleep over).**

Dog Policy

To manage the risks associated with the presence of dogs on district property, dogs are not allowed on district property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. **This also includes before and after school events. Thanks for your understanding.**

Alcott Parking Lot Procedures

Please do not use cell phones while driving in the parking lot. It is a very busy place, and everyone needs to be paying attention.



Times: Drop off: 9:05 – 9:15 am. We have staff supervision starting at 9:05 am. The first bell rings at 9:15 am. As the weather turns cold and rainy, we will see an increase in the number of cars using the parking lot.

9:05-9:15 am – Is the optimal time to drop off

Students are considered **late** if they are not in the classroom by **9:20am**. Children arriving at 9:20 or later are considered tardy and will need to walk to the office for a late slip before being admitted to class. If you are late, please remember that you cannot park in the bus shoot.

Alcott Parking Lot Procedures (con't)

Encourage your child to get out of the car quickly. Backpacks etc. should be ready to go. Parents should remain in the car at this time and students should exit on the right side of the car to avoid passing traffic. **If your child needs extra time** getting out of the car, please park. The drop off / pick up lane is for **QUICK** loading and unloading only.



Pick up 3:50 – 4:00pm
Wednesdays 2:20 - 2:30pm

All children will wait in the safety zone for their rides to pull forward. Please do not ask children to break the rules by going behind parked cars, picking them up in the drive through (left) lane, or picking them up in the entrance lane etc. Children who are not picked up by 4:00 will be waiting in the office.

Please pull forward as far as you can to maximize student drop-off and pick-up **Please do not stop at the first crosswalk** if there is no one in front of you. **Watch the adult in the orange vest and in charge.**

The drop off/pick up zone is located between the two white lines in the waiting lane. **Watch for the orange cones**, these mark the safe area for loading/unloading. **Do not use the through lane** to pick up or drop off your children. This lane must remain open to allow for smooth traffic flow.

Do not use the bus lane to drop off or pick up your children. These areas are also off limits for picking up and dropping off: the staff parking area and driveway next to the kindergarten fenced area and the fire lane near the playfield and garbage dumpsters.

Please wait your turn to drop off and pick up your children. Please model Alcott C.A.R.E.s. All drivers need to be patient and wait their turn. Do not use the through (left hand) lane to cut into the drop off lane.

Do not call your children over to the entrance lane for pick up. It is very dangerous to expect children to cross moving traffic lanes and the grassy area to save a couple of minutes. We will not allow children to do this.

For those of you who park and wish to leave during peak time: Please realize that backing your car out at this time disrupts traffic flow. **The cars in the drop off/pick up lane have priority.** Please wait until traffic has cleared out to leave. The safety patrol is there to help you cross the traffic lanes safely. They may ask you to **wait** until traffic has filled the drop off lane before they cross you. Please wait opposite the crosswalks. This helps us to get as many cars through as quickly as we can. Please do not cross the bus lane if the buses have their engines running or are moving.

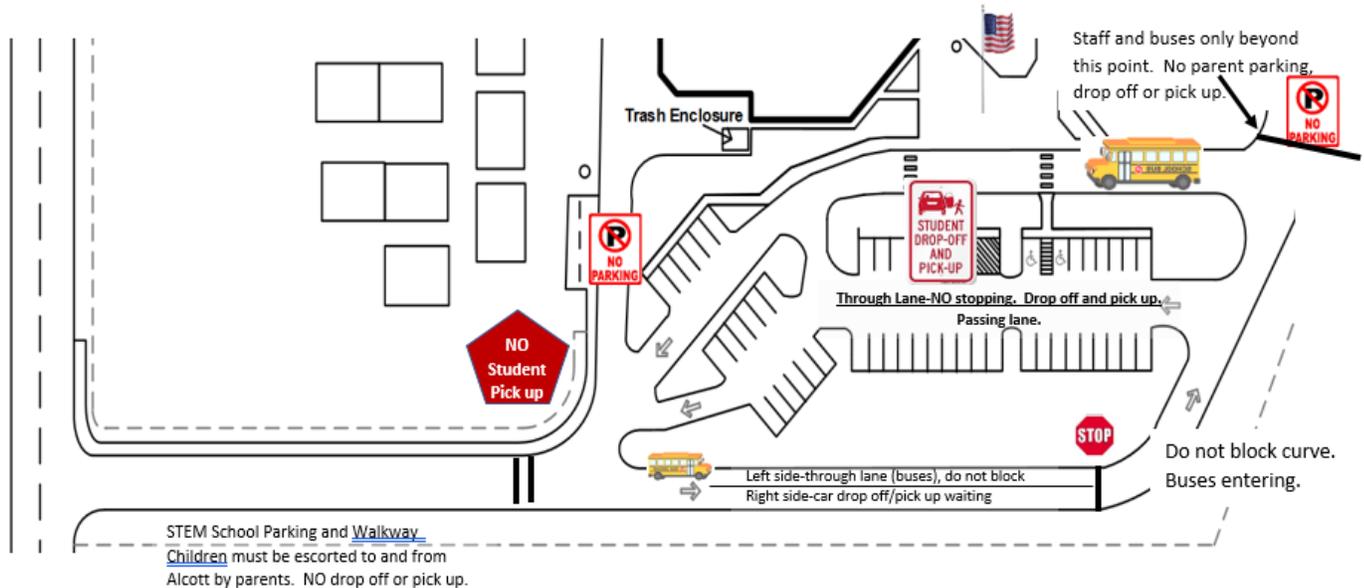
Thanks for Showing Alcott CAREs in our Parking Lot! We Appreciate Your Patience!

Alcott Parking Lot Procedures (con't)



Alcott Parking Lot Safety Procedures

- ✓ Pay attention to the Safety Patrol member and Adult Crossing Guards
 - ✓ NO cell phone use while driving in our parking lot.
 - ✓ Slow down to 10 miles per hour.
- ✓ Students wait in designated pick up area to ensure proper supervision.



We are continuing to work through our parking and traffic needs with the district and ask for your extreme patience and understanding. An increase in student drivers at The STEM School and an increase of student numbers at Alcott have added to our space challenges. You can really help us by carpooling to school events during the day or after school and being sure to use the school bus only for student transportation. Choosing to drop off or pickup instead can significantly impact our parking lot congestion. Thank you for your understanding and help with this!

Thanks for Showing Alcott CAREs in our Parking Lot! We Appreciate Your Patience!