

CHRISTA MCAULIFFE ELEMENTARY

2016-2017 PARENT STUDENT HANDBOOK



Vision: All students future ready

Mission: Christa McAuliffe Elementary exists to ensure all students are empowered and inspired to learn and achieve academic success.

Core Values:

- Reach for the Stars
- Be Kind and Respectful
- Be Safe and Responsible
- Be Your Best

Christa McAuliffe Elementary School

23823 NE 22nd Street
Sammamish, WA 98074
Phone: 425-936-2620
Fax: 425-836-4238

Brady Howden, Principal

e-mail – bhowden@lwsd.org

Kari Weed, Associate Principal

Email – kweed@lwsd.org

Emergency Numbers

Police Department — 911
Fire Department — 911
Poison Control — 206-526-2121

Safe Arrival

425-936-2621
(for absent or late students)

Web Site

www.lwsd.org/mcauliffe

Welcome/Calendar/Daily Schedule:

Principal's Welcome Letter.....	Pg. 4
2016-2017 Lake Washington School District Calendar.....	Back
Daily Schedule.....	Pg. 5

Staff/School Map:

McAuliffe Staff.....	Pg. 6-7
School Map.....	Pg. 8

McAuliffe Procedures/Guidelines:

Communication, Curriculum Night, Conference Weeks, Textbooks.....	Pg. 9
Safe Arrival, Dismissal, and Attendance Policies/Procedures	Pg. 10
Medication, Illness and Injury.....	Pg. 11
Parking Lot Safety.....	Pg. 12
School Phone, Bus Pass, Parent Visitation/Conferences, Volunteers.....	Pg. 13
Lunch Program Procedures, Lunch Prices, Lunchroom Plan.....	Pg. 14
Parent Emergency Information.....	Pg. 15

McAuliffe Expectations:

Dress Policy, Toys & Sports Equipment, Bike Policy.....	Pg. 16
Birthdays, Psychologist and School Counselor.....	Pg. 17
Electronic Devices, Homework Policy.....	Pg. 18-20
Playground Policy	Pg. 20
Skyward and Haiku Access for Parents	Pg. 21
Student Behavior Expectations.....	Pg. 22
Reach for the Stars Program	Pg. 23
Reach for the Stars – Be Safe and Responsible.....	Pg. 24
Reach for the Stars – Be Kind and Respectful.....	Pg. 25
Reach for the Stars – Be Your Best.....	Pg. 26

Lake Washington School District Information:

LWSD 2016-2017 Students Rights and Responsibilities.....	Pg. A1-A15
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Welcome

Welcome to Christa McAuliffe Elementary Home of the Challengers

Dear Parents and Students:

Welcome to the 2016-2017 school year at Christa McAuliffe Elementary School. The parent-student handbook is full of important information for a successful school year. Please take a moment to read it together as a family. After you've read the handbook, please sign the corresponding handout in your welcome folder and return it to your child's teacher. This will indicate that you have read and understood our school and district policies.

We consider it a great privilege to work with your children and look forward to fostering a fun, nurturing, and challenging learning environment. The staff at McAuliffe places an emphasis on collaborating with each other so that students are receiving the best instruction possible. We believe that all students have the ability to succeed both academically and personally and look forward to working with students to accomplish this goal.

Parental involvement is a key component to the success of students at McAuliffe. I would like to invite all parents to be a part of our school community. We welcome and encourage parent volunteers and hope that you will take advantage of the many opportunities available to you. These opportunities include attending/volunteering at PTSA events, working in classrooms, chaperoning field trips, leading art lessons, and more. Please contact your child's teacher for ways to become involved in the classroom. You can also find information on upcoming events and volunteer opportunities on the PTSA website (www.mcauliffeptsa.org).

We are excited to continue our "Reach for the Stars" program at McAuliffe. This program promotes a positive school culture through positive reinforcement and an incentive program for students. Students are encouraged to "Be Safe and Responsible", "Be Kind and Respectful", and "Be Your Best". Our Reach for the Stars program is aligned with the life skills as defined on our school report card and supported with our school discipline policy.

As we begin another year at McAuliffe, I would like to be the first to say "Welcome Back!" I am honored to be the principal of Christa McAuliffe Elementary and look forward to working with our talented educators, supportive parents, and amazing students again this year. Thank you in advance for making McAuliffe a wonderful place for children to learn.

Here's to a great school year!

Sincerely,

Brady Howden
Principal, Christa McAuliffe Elementary

Daily Schedule

8:45	Students may begin arriving on campus
8:55	First Bell
9:00	School Starts
10:15-10:30	Recess K, 1, 2
11:25-11:55	Lunch - All Day Kindergarten
11:30-11:55	Lunch- 1 st Grade
11:55-12:25	Lunch Recess – K, 1
12:05 - 12:30	Lunch- 2, 3
12:30-1:00	Lunch Recess 2, 3
12:35-1:00	Lunch 4, 5
1:00 -1:30	Lunch Recess 4, 5
2:30 - 2:45	Recess 3,4, 5
3:30	Dismissal

**ALL SCHOOL
EARLY
DISMISSAL
EVERY WEDS
2PM**

Christa McAuliffe – STAFF

Position	Staff Name	Email
Principal	Brady Howden	bhowden@lwsd.org
Associate Principal	Kari Weed	kweed@lwsd.org
Office Manager	Lisa Lovin	llovin@lwsd.org
Secretary	Stephanie McNear	smcnear@lwsd.org
Kindergarten	Kirsten Sutherland	ksutherland@lwsd.org
	Barb Weibel	bweibel@lwsd.org
	Mary Stavig	mstavig@lwsd.org
	Gail Viamonte	gviamonte@lwsd.org
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	Susan McDonald	smcdonald@lwsd.org
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Music	Janet Warren	jwarren@lwsd.org
Physical Education	Stacie Strong	sstrong@lwsd.org

Safety Net	AmyJo Carey	acarey@lwsd.org
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Counselor	Daniel, Lisa	ldaniel@lwsd.org
Speech Language Pathologist	Hurkadli, Sam	shurkadli@lwsd.org
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Food Service	Thorson, Debbie	dthorson@lwsd.org

McAuliffe PTSA President and Vice-President 2016-2017

President: Anne McKenzie
Vice-President: Lauren Gvillo

President@mcauliffeptsa.org
Execvp@mcauliffeptsa.org

Communication

The following methods give our parents updated information about classroom activities, curriculum and special events:

- Items are brief. The goal is to provide an update of school events.
- McAuliffe Website (www.lwsd.org/mcauliffe)
- McAuliffe PTSA Website (www.mcauliffeptsa.org)
- McAuliffe Reader Board
- Teacher Newsletters
- Haiku

Curriculum Night

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year. The dates are:

September 8

Grades 1-2

6:45-8:00 p.m.

Grades 3-5

6:00-7:15 p.m.

Conference Weeks

Parent/teacher conferences provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

Fall Conferences

October 17, 18, 20

Winter Conferences

January 24, 26, 27

Textbooks/Library Books

Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students will be required to pay fines for damaged books in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected, since the book will need to be replaced. Each student shall return all textbooks and library books issued when due, leaving the school, or at the end of the school year. Report cards will be held at the end of the year until all fines are paid.

Safe Arrival, Dismissal,

Attendance Policies and Procedures

Please call the school office if your child will be absent or arriving late. Our Safe Arrival number is 425-936-2621. Please call before 9:30 am. We have an answering machine, so you may call at any time before 9:30 am of the day of absence. Leave your child's name, grade, and teacher's name along with a message stating whether your child will be absent or late.

Arrival: Students should come to school **no earlier than 8:45 a.m.** as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom after the first bell. If a child arrives late, they should go directly to the school office to fill out a Admit Slip for admittance to class. Students are marked tardy if they arrive after 9:00 a.m. Students are to remain on the school grounds during the school day.

Dismissal: School ends each day at 3:30 p.m. Students not picked up by 3:45 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 4:00.**

Early Dismissal: We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:30 p.m. If your appointment is after 3:15 p.m., please write a note to your child's teacher so the teacher will send them down to the office to wait for you. **Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:15 pm on Mon, Tue, Thur or Fridays or 1:45 pm on Weds.** We ask that parents sign their children out in the office and the office will call the student from the classroom. Parents will need to wait in the lobby for their child. This will help diminish classroom disruptions. Students are released only to parents, guardians or those having special parent permission. Students cannot wait outside for parents to drive by. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable.

LWSD Elementary Attendance and Tardy Policy 2016-2017

LWSD Attendance Policy:

Admit slips will be written beginning at 9:00am 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.

There may be some exceptions to this based on individual student situations and circumstances.

BECCA Bill:

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.*

Missing Assignments Due to Extended Absences:

In class assignments and make-up work will not be provided for students absent due to family vacations. Reasonable accommodations will be made for students absent due to severe medical issues. Additional information regarding our school's homework policies can be found in the "Homework Policy" section of the handbook.

Medication

Following are the Lake Washington School District procedures for administering medication.

Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school and at bedtime. The administering of medication at school should only be considered after all other solutions have been explored.

In order for any medication to be administered at school (prescription or over-the-counter), a Medication Authorization Form must be completed by the parent and physician. Students are not permitted to transport medication of any kind to school. It must be turned into the office with appropriate paperwork by the parent only.

All medications must be in the original container with the appropriate pharmacy label.

The promotion of health and safety for all students is a significant priority in our school and we believe this policy will enable us to meet this priority.

Illness and Injury

Any illness or injury will be reported to the classroom teacher, who will then have the student report to the office. Students who have a head injury at school will be wearing a green wrist band. This is to identify them to bus drivers, specialists, playground supervisors as having some type of head injury. Parents will be notified of child's head injury.

Good attendance is encouraged for academic learning and for developing good habits for the future as a working adult. However, if your child is ill, allow him or her to remain home until the illness has run its course. A measure we use to determine illness is a temperature of 100 degrees or above, or sub normal temperature. If this happens to a child at school, a parent or guardian will be notified to arrange transportation home. **Your child should be fever-free for 24 hours before returning to school.** Other symptoms that would require a student remain at home are: Eyes – thick mucus or pus draining from the eye or pink eye. Sore Throat – especially with fever or swollen glands. Diarrhea – 1 or more watery stools in a 24 hour period. Rash – body rash, especially with fever and itching. Lice or Scabies – Children may not return to school until they have been treated and are free of lice.

Be sure your child's emergency card is updated in the office. Students cannot be released to anyone unless they are listed on the emergency card.

Children sent home: In case of injury or illness, every effort will be made to contact parents or a family doctor. In the event of a serious accident; we will call for an aid car to take the child to the nearest emergency room.

Parking Lot Safety

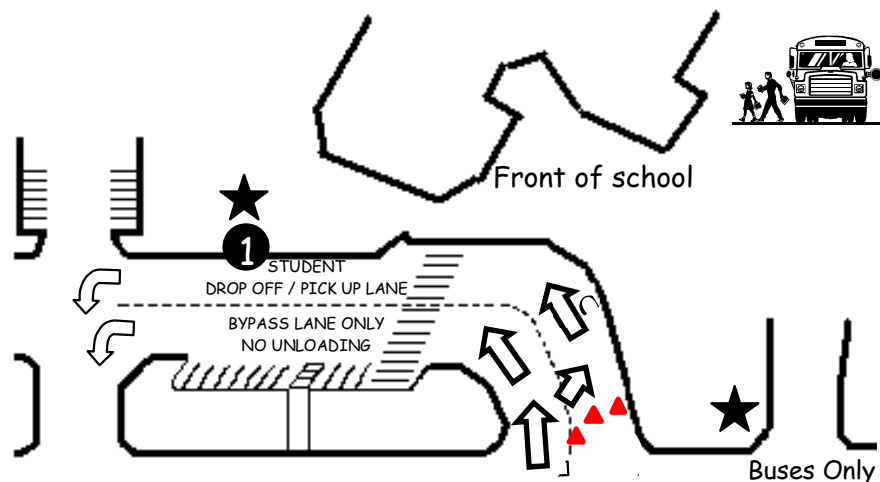
General Safety: Drivers should make sure to obey posted speed limits and watch for students using cross walks. Drivers wishing to park their vehicle may use the pass through lane to access open parking stalls on the front of side of the school.

Car Pick-up and Drop-off: Parents wishing to drop off or pick up students should use the loading and unloading area along the red curb. Parents should not stop in the pass through lane as that lane is used for vehicles accessing parking stalls and/or exiting school grounds. Parents using the loading/unloading areas must stay in their vehicles, moving forward to open spaces to help ease congestion. Lastly, students must enter the vehicle on the curb side of the vehicle.

During School Car Pick-up and Drop-off: Please use the “5 Minute Parking” spots in the front of the school when picking up or dropping off your child during school hours. The City of Sammamish Fire Department has asked that parents refrain from parking their vehicle along the red curbs and leaving it unattended.

Parking lot safety (walking): Parents and students must use cross walks that are manned by student patrols. Please refrain from jay walking at all times. Students who would like to ride bicycles to school must be in at least 3rd grade and complete the “application to ride my bike to school” form that is located in the school office. Students with bicycles must walk their bikes when on school grounds, using normal walking procedures. In addition, they must secure their bike in the bike rack provided. Bikes must be walked from the 4 corners (236th/22nd) to school.

We appreciate your support by following these guidelines. This will help ensure that students are safe when arriving and departing school.



① = Loading / Unloading here

★ = Crosswalk guards

School Phone and Bus Pass

To alleviate classroom interruptions and protect learning, students are not called to the phone. Urgent messages will be communicated to them. Please discuss after-school arrangements (going home with a friend, riding the bus, etc.) before your child comes to school. *A written note from a parent/guardian is required if your child is to ride the bus home with another student.* This should be brought to the office or given to the teacher before noon to receive the appropriate Bus Pass for the driver. **Parents should not email teachers during the day regarding changes in pick-up schedule or other messages.** Instead, please call the school office with your change in schedule and they will relay the message to your child's teacher.

Parent Visitation/Conferences

McAuliffe teachers view the education of students as a partnership between parents and teachers. There will be times when parents have questions or concerns that require a parent/teacher conference. If you would like to speak with a teacher please email or call to set up a time that is convenient for both parties. In accordance with Lake Washington School District policy, all classroom visitations and conferences must be set up with teachers in advance. Unexpected visits before, during, or after school can be a disruption to student learning. Normal sign-in procedures must be followed when visiting for a conference with your child's teacher.

Volunteer Guidelines

website: www.lwsd.org/For-Community/Volunteers/Pages/

Parents of McAuliffe students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement to complete a Volunteer Application form, which can be obtained from the Office Manager or online. This application is good for two years. **For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.**

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.

1. Volunteers may act immediately on judgments of student safety.
2. Volunteers are encouraged to ask for direction, clarification or assistance from staff.
3. Volunteers should arrange a meeting with teacher to discuss concerns about their child/program.
4. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
5. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
6. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.

Tips for Parents:

1. **Respect the child's right to privacy.** As a guest in the lives of children and their families, confidentiality is expected at all times.
2. **Let the child know that you care.** All children like to feel there is some special adult who really likes them.
3. **Be a good role model.** Children will be looking up to you and learning from you. When you demonstrate positive behaviors they will follow your lead!

Lunch Program Procedures

The lunch program is restricted by law not to loan food service money or to carry debts. However, children do forget and emergency lunches will be given for the first two times and are to be paid back the next day. We cannot build up negative accounts. After two emergency lunches, children will be allowed selections from the salad bar until the account is paid. If you have an e-mail address, please include that address on your student's emergency card and account information will be sent directly to your address *as time allows*. The LWSD Food Services department may be reached at 425-936-1393.

Free and reduced lunches are available to all students unable to pay the full price through the federally supported National School Lunch Program. Information regarding free and reduced price lunches is included in the first-day packet or may be obtained from our Registration Secretary.

Lunch Prices

The following are lunch prices for the 2016-2017 school year:

Individual student lunch:	\$2.75
Individual student milk:	.50
Adult Lunches	\$3.75

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account merely take their card, drop it in a basket and get their food. The LWSD Food Services department has an automated phone system that alerts parents to low or negative account balances. The McAuliffe cashier will contact families regarding low lunch balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts.

Monthly menus will be sent home with students at the beginning of the month in Payload packets.

You may make deposits to lunch accounts by:

1. Sending a check or cash to school in an envelope. Clearly indicate your child's name and teacher's name on the check. One check is fine for multiple siblings, just make a note on the memo line as to how the amount should be split.
2. Calling Food Services at 425.936.1393 to use a VISA or Mastercard to charge a deposit.
3. Using the Lake Washington School District website (www.lwsd.org) and using Parent Access to charge a deposit. **Please be sure to click on the "pay now" button and write down the subsequent transaction number!**

Lunchroom Plan

Expectations

- Low voices
- Stay in seat
- Clean your area
- Enter and exit through designated doors

Parent Emergency Information

The staff at McAuliffe takes our responsibilities to keep your children safe and secure very seriously. We have detailed plans in place to care for our students and reunite them with parents in the case of an emergency.

If an emergency occurs that requires the school to close early, such as fire or earthquake, please adhere to the following guidelines:

- Do not call the school; there are district procedures for informing the public via radio and television regarding emergencies.
- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please walk to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- If it is a city wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your picture I.D. with you to the school. We are required to identify each individual picking up a child.
- Follow the directions of school staff. Staff will be posted around entrances of the school directing parents where to go so that they can check their child out properly, ensuring that all students are accounted for.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to **stay calm**. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.

Early Release Procedures: Snow

The following procedures will be in place should the Lake Washington School District shorten the school day due to snow:

Parent Notification:

- Parents will be notified of an early release day by the school district via phone.
- Parents will be reminded of our school's early release procedures via email.

Student Release Procedures:

- Parents are to pick up students at the outside classroom doors.
- Teachers will release students to parents/alternate emergency contact.
 - Teachers will verify that the person picking up the student is listed as a parent/alternate emergency contact on the student's emergency card. Teachers may ask for ID, if needed.
 - Teachers will have parents sign out the student.
- If the adult picking up the student is not listed as an emergency contact the teacher will send them to the front office.
 - The front office will then call the parent/guardian to get a verbal "ok" to release the student.

You may check your emergency contact information for your child on Family Access. Parents are allowed to have up to 5 emergency contacts. Please email Cathryn Brown at cbrown@lwsd.org if you would like to change/update your emergency contact information.

DRESS POLICY

Student attire must be safe, appropriate, and not disruptive to school operations and the learning atmosphere. The wearing of inappropriate clothing will result in a call home for a change of clothes.

Our school dress expectations are:

- Shoes must be appropriate for physical education and recess. Students wearing unsafe shoes will not be allowed to participate in these activities.
- Shorts and skirts may be worn to school. It is recommended that these clothing items are no shorter than approximately mid-thigh (finger tip rule). It is expected that all dress is appropriate.
- Shirts and tops must extend to the waistline with no midriff exposed. Strapless shirts are not allowed and tops must fit and provide appropriate coverage.
- Hats, hoods, and scarves can be worn on the playground only.
- Clothing and other personal belongings displaying or advertising drugs, alcoholic beverages/insignias, or sexuality are not permitted to be worn.

TOYS AND SPORTS EQUIPMENT

Students in grades 1 – 5 are allowed to bring one toy to school. Students in kindergarten are not allowed to bring a toy to school. Any students who bring a toy to school must follow all regular playground rules and be inclusive of other students. Sports equipment is provided during recess.

The following items are NOT allowed at Christa McAuliffe Elementary

CD players, MP3 players, skateboards, rollerblades, razors, heelies etc. are not to be brought to school for any reason as they cause a safety hazard and are distracting from the educational process. Christa McAuliffe Elementary is not responsible for lost, stolen, or damaged items brought to school. Personal items used inappropriately will be confiscated for parent/guardian pick-up at the end of the day. Any item not picked up or if confiscated a second time will be placed in the Principal's JUNE Box for pick-up the last day of school.

BIKE POLICY

Bicycle Policy

Students who have completed a bicycle application are allowed to ride bikes to school. Bicycle applications can be found in the school office. By signing the application students agree to the following rules/guidelines:

1. All bicycles must be parked in the bike rack.
2. All students must wear approved bicycle helmets.
3. Students must walk bikes when on school grounds. This includes walking bikes to/from the 4-corners stop sign.**
4. All bicycles must have a lock

While all students are eligible to ride a bike to school, parents are encouraged to follow the Washington Traffic Safety Commission (WTSC) recommendation that students begin to ride bikes in fourth grade. Specifically, they state that "research shows that children under 4th grade do not have the ability to observe and react to hazards around them".

*Skateboards are not allowed on school property

**Students who ride scooters must adhere to all bicycle rules and be able to lock them to our bicycle racks. Scooters are not allowed in the school building and cannot be stored in the classroom. Electric scooters are not allowed.

BIRTHDAY CELEBRATIONS

Due to sensitivity of dietary restrictions and student allergies we do not allow students to bring in birthday treats. This includes cupcakes, cookies, candy, or any other food item. We also ask that invitations to birthday parties are not handed out at school. Our food and invitation policy applies to all school settings (classroom, lunchroom, playground etc.)

PSYCHOLOGIST AND SCHOOL COUNSELOR

Christa McAuliffe is served part-time by both a School Psychologist and a School Counselor. Teachers and parents provide input to assist in the identification of students who would benefit from these services.

INCLEMENT WEATHER

1. All children should wear coats, hats and other warm clothing to school during the cold & wet weather.
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 any return to class soaking wet, their parents will be called.

Please check the LWSD Website for information about weather related changes and specific information about all of the district schools. For information about school delays and closures due to snow, high winds or electrical problems, listen to the following radio stations for information about the Lake Washington School District:

**If there is no mention of Lake Washington School District,
school will be open as scheduled.**

KJR – 950

KIRO – 710

KOMO – 1000

KING 1090

KVI – 570

PARENT VOLUNTEERS

If you would like to volunteer at McAuliffe Elementary School there is a LWSD volunteer application process and you must be approved before volunteering. This application process includes a background check through Washington State Patrol.

The most efficient way to submit your volunteer application is online through the Parent Access section of the LWSD website. Go to lwsd.org and click on the “For Parents” tab.

You may also request a hard copy of the application from our school office. It can be returned to the office with a copy of your driver's license and the office will submit it to the district for you.

ELECTRONIC DEVICES

Portable Electronic Devices

Students are not allowed to use portable electronics during the school day (cell phones, gaming devices, etc.). Students may have these devices on their possession, but they must be turned off while at school. In addition, students who use their portable electronic device in a manner that is offensive, obscene, or constitutes an invasion of privacy will be subject to school discipline. Examples of this include, but are not limited to, photographs or text messages.

Cell phones found "on" during school hours will be immediately confiscated and put in the Principal's office until a parent comes to pick it up.

Electronic Books

Students in grades 4 – 5 are allowed to bring an electronic book to school as long as they abide by the following guidelines:

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

Students who fail to follow these guidelines will lose the privilege of using these devices at school.

Homework Policy

The faculty of Christa McAuliffe Elementary, with input from parents, has developed this homework policy to ensure parents, students, and teachers have a shared understanding of the goals and responsibilities involved in homework. By working together we can guarantee the success of our students.

At Christa McAuliffe Elementary, we believe homework can help children develop:

- Responsibility for their own learning
- Independence
- Strong Study Skills
- Organizational Skills and Accountability

We also believe that homework will contribute to the individual needs of our students if it is:

- Based on skills previously taught
- Realistic and appropriate in frequency and length, which varies from grade to grade
- Not an infringement on valuable family time

An important goal at Christa McAuliffe is for every student to become a lifelong reader. The influence of an at-home reading program is important because students from homes that support reading are substantially better readers, have larger vocabularies and have more positive attitudes about reading.

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:

Kindergarten

Approximately 10-20 minutes each evening, Monday through Thursday (10 minutes of this amount is reading)

1st grade

Approximately 30 minutes each evening, Monday through Thursday. (15-20 minutes of this amount is reading)

2nd grade

Approximately 30 minutes each evening, Monday through Thursday. (15-20 minutes of this amount is reading)

3rd grade

Approximately 40-45 minutes each evening, Monday through Thursday. (30 minutes of this amount is reading)

4th grade

Approximately 50 minutes each evening, Monday through Thursday. (30 minutes of this amount is reading)

5th grade

Approximately 50-60 minutes each evening, Monday through Thursday. (30 minutes of this amount is reading). There may also be additional work on long range projects or extra reading.

Types of Homework

There are many different types of homework that strengthen, enrich, and expand your child's learning. The following categories are types of homework most frequently assigned at McAuliffe Elementary:

Practice/Drill Homework

Students review and practice skills to master and retain learning.

Examples: Spelling, silent reading, reading aloud to a parent, math fact drills, and practice games.

Preparation Homework

Students prepare for upcoming instruction or activities.

Examples: Reading ahead in a text, taking notes, surveying to collect data for an upcoming unit, completing prewriting assignments, completing unfinished work, and gathering materials related to a topic.

Long Range Homework

Students work on projects that require them to integrate skills and content over several days or weeks.

Examples: Researching, revising and editing a report, writing a final copy of a report or developing a presentation.

Typing and Keyboarding

Typing and keyboarding practice is encouraged beginning in January of second grade. Students will be provided with websites they can access at home to practice basic typing skills such as use of home including use of home keys and correct finger position.

Homework Policy: Vacations

Christa McAuliffe staff works intentionally and diligently to provide your student with the best possible educational experience every day. Because of the rigor and pace of our curriculum, missing multiple days can cause students to fall behind in their learning. Extended absences from class can prove detrimental to student academic success.

While we believe that family vacations are important and special, we ask that you consult the school calendar prior to planning vacations. Vacations should be planned during scheduled school breaks so that students do not miss valuable instruction time. That being said, we recognize that family obligations or emergencies may require a student absence. When this is the case, students are encouraged to write a journal about their experience, read library books about their destination, or do parent-provided grade level math practice with parent assistance.

We appreciate your support by minimizing and/or avoiding extended student absences. If your child does miss time due to a vacation please know that teachers are not expected to prepare assignments in advance or to provide remedial instruction to students when they return. In addition, our district attendance policy will apply to any absences from school.

Homework Responsibilities

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

Student Responsibilities

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

Parent Responsibilities

- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

Teacher Responsibilities

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

McAuliffe Elementary - Playground Policy

Students are expected to demonstrate good behavior while on the playground. This means doing the following:

Speak with Kindness and Use Good manners:

- Respecting the feelings of others at all times.
- Using encouraging words during play (i.e. good job, nice play, etc).

Take Responsibility for your actions:

- Reporting all incidents to playground supervisors and following supervisor directions.
- Walking back to your classroom line immediately when the bell rings.
- Playing within playground boundaries
- Playing away from classroom windows, portables, and any P.E. equipment set up for class use.

Always do your best:

- Playing fairly.
- Trying to include all others in games and activities.

Respect yourself, others and the environment:

- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs.
- Only eating food during school sponsored activities (i.e. popcorn day)

- Wearing appropriate clothing for the various weather conditions (ie. hats, rain gear, closed toed shoes).
- Using approved playground equipment appropriately:
 - Sharing playground equipment.
 - Using equipment for its intended purpose.
 - Using school provided sports equipment whenever possible.
 - Only bringing permissible playground equipment.
 - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

Skyward and Haiku Access for Parents

Research shows that students do better when their parents are informed and involved in their education. Parent Access is a Web-based tool to help parents stay informed and engaged with their students' education. Parent Access allows parents to view their students' attendance as well as customized contact lists for their students' teachers, beginning the second week of school.

The Parent Access home page lists your student or students. One log-in links parents to all students in their family. The home page lists all of your student's teachers, providing email links to contact those teachers. If those teachers have websites or Haiku pages, links are provided.

In the *Links for You* section, the following links are available for all parents:

- **Student Information** – Confirm the contact information, emergency contacts, and health notes on file with the school. See class schedules and attendance. For secondary students, term grades and class rankings are also available.
- **Lunch Account Balances** – Check your student's lunch account balance. New this year: you can add money to your student's account balance via credit card through this secure site.
- **Volunteer application** – Parents can fill out the application to volunteer at their student's school online. All volunteers must be approved before volunteering in the schools. Instructions are now online.
- **Grades and Assignments** - is available in the Student Information section, called Family Access.
- **Access to Teacher Haiku Sites** – information varies by teacher/grade. May include newsletters, parent forms, polls, announcements, photographs, calendars, etc. Click on the "Haiku" icon on the right side of the Parent Access screen and reenter your Parent Access user name and password.

The site also features links to district and school websites.

As a parent, we suggest you register for parent access and visit the site periodically, especially since new functions may be added. Teacher email links make it easier to keep in touch with your student's teachers, to ask questions or share concerns. If you have questions about Parent Access, check the [Parent Access FAQ's](#).

Registration Instructions

1. As a parent or guardian, you may activate your account by accurately entering your first and last name along with the email address that the school already has on file on the [Parent Access registration page](#). If you do not have an email address on file with the school, please go to the school office and supply an email address. They will need to confirm your identity for your security and protection.
2. When you are finished entering your name and email address, click on the submit button. If you are successful, the information in red will give you further directions on the registration process.
3. Within the next 12 hours you will need to access your email at the address you entered in the registration process.
4. You should receive an email from the LWSO parent questions account. Open the email and follow the detailed information to complete the registration process.
5. While you are connected to the internet click on and open the link in the email message.
6. Popup blockers must be turned off to use Parent Access.

If you have any problems registering for Parent Access, send an email to: ParentQuestions@lwsd.org.

McAuliffe Elementary Student Behavior Expectations

At McAuliffe Elementary, we are committed to the development of all students as lifelong learners who will enhance the world as responsible and caring citizens. It is important to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful. The goal of McAuliffe Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, each child will develop a positive self-concept. This image should be reflected in their relationships with others. In continuation of the positive learning environment at McAuliffe, we will follow this discipline policy

Zero Tolerance Policy

Christa McAuliffe Elementary has no tolerance for any act of violence. Fighting or physical contact of any kind is prohibited at school or school sponsored activities. A student involved in an act of violence will be suspended from school (in-house or out of school). The use of abusive language, especially when used to escalate or inflame a situation, is considered verbal harassment. Harassment, threatening statements, intimidation and verbal abuse, i.e. name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others are not allowed and violations will result in a Communication Slip, Discipline Slip or Suspension and/or referral to Principal, Vice Principal or the Counselor for further action. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender, culture, ethnicity or mental, physical or sensory handicap will result in immediate and serious consequences which may include suspension from school.

Students will be successful and feel good about themselves by following these expectations. If a student chooses to disregard these expectations, the following process will be used to assist the student:

Step 1. Communication Slip*

If a school rule is violated, an instructional assistant or teacher will issue a Communication Slip and discuss with the student the unsafe or discourteous behavior. The Communication Slip MUST be signed by the child and his/her parent and returned the following day.

Step 2. Communication Slip with Consequences*

If a second rule violation occurs, a Communication Slip will be issued to the student. The student's teacher may assign a missed recess or another appropriate consequence. The Communication Slip MUST be signed by the child and his/her parent and returned the following day.

Step 3. Discipline Slip*

If a third violation of the school rules occurs, the student will receive a Discipline Slip, write an Action Plan and may need to complete an in-house Suspension. Parent/Guardian will be notified by teacher or principal. The student will need to conference with the Principal to brainstorm a list of ways to make better decisions/choices. Discipline Slips may also be issued as a first step depending on the nature of the violation.

Step 4. Discipline Slip and Parent Communication

If a fourth violation occurs, Student will receive a Discipline Slip, write an Action Plan and may need to complete an in-house or out of school Suspension, depending on the severity of the behavior. The student will need to conference with the principal to brainstorm a list of ways to make better decisions/choices, and additional communication with parent will be required, including a conference with Principal and Teacher.

Step 5.

Five or more Communication/Discipline Slips

Student will be assigned an in-house or out-of-house suspension for up to three days.

***Severe Clause:**

Behaviors that are severe in nature may result in more immediate discipline action such as loss of recess, in-school suspension, or temporary removal from school.

**Christa McAuliffe Elementary
Reach for the Stars Program**

Teachers and staff work daily with students on both academic and social skills. We have created the "Reach for the Stars" program to encourage and reinforce the following concepts:

Be Kind and Respectful
Be Responsible and Safe
Be Your Best

Students demonstrating these attributes, both in the classroom and during lunch and recess, may be awarded a "Star Ticket". The receipt of a Star Ticket is something to celebrate as a family as it recognizes student success in the above areas, which often translates into better academic performance and a more welcoming environment for all students.

Each month we celebrate our students who have received Star Tickets during a lunch time prize drawing. When students receive a Star Ticket they place a duplicate copy of the ticket in classroom "Star Bucket". Once a month the principal draws 5 names out of each classroom Star Bucket during lunch. Students selected receive a certificate and a prize. The principal also selects one student per lunch period to have "Lunch with the Principal" at a later date.



Reach for the Stars – School Wide Plan

Be Safe and Responsible

Follows school rules and accepts responsibility for personal actions

Classroom

- Keeps hands and feet to self
- Takes care of materials and workspace
- On time to school and attends class on time.
- Cleans up mess
- Follows stated rules and accepts consequences
- Owns and admits mistakes
- Truthful and honest immediately
- Brings problems to the attention of an adult
- Brings necessary materials for work

Lunchroom

- Follows school rules and accepts responsibility for personal actions
- Walks to, from and through lunchroom
- Gets permission to leave table (restroom, utensils, throw away garbage, etc.)
- Cleans up after yourself
- Takes only what can eat
- Waits turn in line
- Keeps off folding wall
- Takes home lunch account reminders in a timely fashion
- Brings only **ONE** toy or sports item in lunchroom, and must keep item on bench

Transitions (halls, bathrooms and assemblies)

- Calm, quiet, and orderly in halls
- Walks only in a forward direction
- Sits on bottom during assemblies
- Hands to self, not on bulletin boards or other items in halls (art projects, books, etc.)

Playground/School Grounds

- Returns playground equipment to its proper place.
- Comes back to the classroom clean from dirt and sand and is ready to learn at the bell.
- Helps others who are being hurt by reporting not tattling.

Be Kind and Respectful

Demonstrates respect for personal and community property

Cooperates in groups

Communicates in respectful and courteous manner

Classroom

- Polite to teachers and students
- Uses age appropriate responses
- Sits on chair correctly
- Listens and responds respectfully with mind and body
- Raises hand when appropriate
- Doesn't interrupt others
- Shows integrity ...honest and truthful without "put-downs"
- Helps others

Lunchroom

- Demonstrates respect for personal and community property
- Keep hands to self
- Eats own food ONLY
- Touches only personal food
- Communicates in respectful and courteous manner
- Uses manners such as Please and Thank You
- Quiets down quickly for announcements
- Uses inside voices
- Keeps eye contact with, and actively listens to, lunchroom monitors

Transitions (halls, bathrooms and assemblies)

- Hands to selves, not on people or bulletin boards (art projects)
- Whisper voices only used when necessary in halls
- Respectful, polite applause and laughter when appropriate during assemblies
- Follows directions the first time
- Demonstrates good listening skills (not talking to neighbors, etc.)

Playground/School Grounds

- Share
- Take turns
- Follow rules
- Be polite to everyone
- Use play sets and other equipment appropriately so everyone can enjoy our playground.
- Treat others' personal property with respect.
- Be respectful of classes in session (don't bang walls or doors, or play near windows, or bounce balls against classroom walls)

Be Your Best

Attentive and follows directions
Works well independently and uses time wisely
Organizes work space and materials
Completes work carefully and on time
Demonstrates self confidence
Accepts suggestions and opportunities for improvement
Puts forth effort

Classroom

- Goes above and beyond
- Always follows directions the "first" time
- Self-reliant; Self-manager; Shows self-control
- Knows what to do when finished
- Works carefully (checks work... completes work)
- Helps others
- Shows perseverance and pride
- Stays on task
- Best effort Goes to the next level
- Shows stamina
- Good listening with mind and body
- Active participation
- Comes prepared and ready to learn

Lunchroom

- Attentive and follows directions
- Responds to lunchroom monitor signals for attention
- Accepts suggestions and opportunities for improvement
- Makes nutritious, healthy food choices
- Eats with mouth closed
- Knows what to do when finished eating

Transitions (halls, bathrooms and assemblies)

- Focuses and pays attention to the speaker
- Follows directions
- Demonstrates respect
- Treats others the way they wish to be treated

Playground/School Grounds

- Truthful immediately and admit mistakes
- Uses Kelso Choices or Steps to Respect to solve small problems
- Does not use any put downs.
- Comes back to the classroom clean from dirt and sand and is ready to learn at the bell.
- Chooses behaviors and words that keep self and others safe.

Lake Washington School District

Mission

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

Vision

Every Student Future Ready:
Prepared for College
Prepared for the Global Workplace
Prepared for Personal Success

Student Profile

The knowledge, skills, and attributes that every student needs to be
Future Ready.

