

John Muir Elementary School Parent / Student Handbook 2020-2021



The mission of John Muir Elementary is to provide every student with the highest quality education. We will create a learning environment which offers educational enrichment to each student. Our goal is to prepare every child to be an informed decision maker and lifelong learner.

Table of Contents

Principal Message.....	Pg. 3
History.....	Pg. 4
PTSA.....	Pg. 5
LWSD School Calendar.....	Pg. 6
Staff List.....	Pg. 7
Important Phone Numbers, Communication, Enrollment/ Variances, District Events, Student Progress Reports	Pg. 8
Bicycle/Scooter Policy and Birthday Invitation Policy.....	Pg. 9
School Hours.....	Pg. 10
Recess / Lunch Schedule and Umbrella, Sunglasses and Hat Policy	Pg. 11
Recess/Playground Expectations.....	Pg. 12
Purchasing Breakfast/Lunch and Cafeteria Expectations.....	Pg. 13
Arrival/ Dismissal Procedures.....	Pg. 14
Absentees and Tardies.....	Pg. 15
Vacation/Extended Absence Policy and Sick Policy.....	Pg. 16
Too Sick for School?.....	Pg. 17
Medication/ Health Room Policy.....	Pg. 18
Lice and Health Curriculum.....	Pg. 19
Family Rights and Privacy Act and Emergencies.....	Pg. 20
Middle/High School Students and Reminder when Visiting School....	Pg. 21
Pets at School and Student Safety Patrol	Pg. 22
Drop off and Pick up Procedures.....	Pg. 23
PBIS/ROAR.....	Pg. 26
Our PBIS Vision/Mission	Pg. 27
Expectations.....	Pg. 28
PBIS Reward/Acknowledgement System	Pg. 29
Kelso's Choices.....	Pg. 30
Dress Code and Electronic Devices Policy.....	Pg. 31
Personal Items at School.....	Pg. 32
Homework Policy.....	Pg. 33
Student Acceptable Use Policy (AUP).....	Pg. 34
Student Rights and Responsibilities.....	Appendix

A Message From the Principal

All of us at John Muir Elementary are eager to begin what promises to be a year of learning, connection, and social-emotional growth. Please take the time to review our school's website for important information including teacher websites, school calendar information and other important information at <http://muir.lwsd.org/>.

The Parent/Student Handbook outlines the policies and procedures that make our school run smoothly and safely for our students. It is important that you review the handbook with your children each year to become aware of our expectations for them.

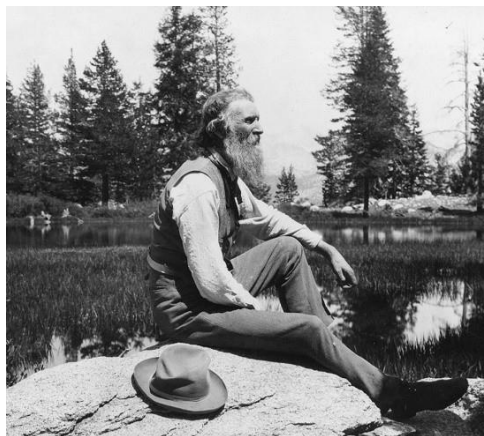
I look forward to learning with you and from you this year. We will continue to review and develop the education program of John Muir Elementary so that it continues to raise the bar for all students. I am inspired by the strong collaboration and commitment to student learning at John Muir Elementary. Together, we will continue to make learning, safety, and community our priorities. Please do not hesitate to contact me or your child's teacher if you ever have any questions or concerns.

With kindness,
Ashley Boughton
Principal

JME's History



The original John Muir Elementary building was completed in the Fall of 1971, opening as a K-6 school. It had a population of 312 students. Growth since that time has leveled off and is consistent at around 390 students. Over the course of its 45-year history, John Muir Elementary School has received national recognition several times; once in 1990 and again in 2010, as one of the outstanding schools in the United States. In 2013, 2014 and 2015, the school was named a Washington Achievement Award winner by demonstrating reading and math growth over a three-year period!



The 2020-2021 school year will be the 9th year in our new building named after the famous naturalist John Muir. He was very active in the National Park movement. We have four shared learning spaces named in honor of Yosemite, the Sierras, Redwoods, and Mt. Rainier. Our School colors are red, white and blue. Our School mascot is Mounty the Mountain Lion.



PTSA

The John Muir PTSA is very active with a number of volunteers who assist the school in a variety of ways to help make John Muir an even better place to learn. The PTSA helps facilitate family involvement through its many programs and activities. It is our stated mission to work to enhance the learning environment of every student — a mission we take very seriously. Our programs fall into three main categories: curriculum/classroom support, community building and health and safety.

Classroom and curriculum support are vital to our mission. To this end, PTSA programs support math, science, art, music, library, outdoor education, and educative assemblies as well as teacher stipends and staff appreciation events.

Research indicates that students do better in the classroom when there is a strong sense of school community. To support this, the PTSA sponsors social and family events, such as Gingerbread Night, Bingo Night, and numerous before and after school enrichment programs to build a shared sense of belonging.

Students must feel safe and well in order to learn. To promote health and safety, the PTSA provides health screenings, parent educational opportunities, emergency preparedness supplies, and numerous programs focused on the well-being of our students.

All of this is possible because of the incredible contributions of time and talent from staff, administration, and families like you. Whatever you have to contribute, the John Muir Elementary community needs your voice and participation.

President	Michael Raymond
VP of Membership	Michelle McPherson
VP of Fundraising	Lindsay Raymond
Secretary	Joanne Clarke
Treasurer	Chad Miller
Volunteer Chair	Vickie Sirisavath
Advocacy Chair	Geetu Mishra
F.A.C.E Chair	Vacant
After School Programs Chair	Geetu Mishra



Lake Washington School District | 2020-21 Calendar



August 2020

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

September 2020

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

October 2020

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

November 2020

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

December 2020

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

January 2021

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

February 2021

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

March 2021

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

April 2021

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

May 2021

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

June 2021

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

July 2021

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

Important Dates

Aug. 24-28	LEAP Days
Aug. 31	No School
Sept. 1	First Day of School (grades 1-12)
Sept. 1-3	Kindergarten Family Connections
Sept. 4	First Day of School for Kindergarten
Sept. 7	No school - Labor Day
Sept. 9	1.5 hrs. early release schedule begins
Sept. 10	First Day of Preschool
Sept. 15	First Day of SNAPS Preschool
Oct. 12, 13, 15	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Oct. 16	No school - LEAP Day
Nov. 4	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 25	Half Day
Nov. 26-27	No school - Thanksgiving Vacation
Dec. 21-Jan. 1	No school - Winter Break
Jan. 18	No school - MLK Jr. Day
Jan. 20	Elementary Grades Due

Jan. 22	Last Day 1st Semester (Secondary)
Jan. 26, 28, 29	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Feb. 1	Secondary Grades Due
Feb. 11-12	No school - Mid-Winter Break
Feb. 15	No school - Presidents Day
March 12	No school - LEAP Day
April 2	Last Day 3rd Quarter (Secondary)
April 5-9	No school - Spring Break
April 16	Secondary Grades Due
May 19, 20, 21	Preschool Conferences (No Preschool Programs)
May 31	No school - Memorial Day
June 1	Snow Make-up Day
June 4	Last Day of SNAPS Preschool
June 10	Elementary Grades Due
June 14	Last Day of Preschool
June 16	Half-Day - Last Day of School Last Day 2nd Semester (Secondary) Secondary Grades Due

Key

 	No School	 	Half Day	 	First/Last Day
---	-----------	---	----------	---	----------------

* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students

LEAP=Learning Enhancement Academic Planning

Calendar is subject to change.
School year may be extended due to inclement weather.

Updated 7/22/2020

JME Staff

<p>Preschool: Abby Blunden Maggie Klinkenberg Laura Stevens</p> <p>Kindergarten: Melissa Henson Julia Mauro Krystal Socci</p> <p>First Grade: Marisa Gonzalez Jay Matthews Chris Tucker</p> <p>Second Grade: Ruth Smith/Jennifer Landick Aly Shiels Maris Tanner</p> <p>Third Grade: Gretchen Arnold Kenny Short Gerry Wilson</p> <p>Fourth Grade: Kasey O'Brien Kelly Plese</p> <p>Fifth Grade: Nick Kanehen Karen Murk Kacie Morison</p> <p>Safety Net Teachers: Julie Bradford Chanel Murray Julie Palmer</p>	<p>ELL Teachers: Diana Henderson Sarah Skipworth</p> <p>Office Staff: Gail Anderson Jamie Crum Rachel Johnson</p> <p>Principal: Ashley Boughton</p> <p>Associate Principal: Bridget Ballard</p> <p>Instructional Assistants: Cody Munsell Jennifer Whelan Barb Whelan</p> <p>Para Educators: Misty Lujan Aisha Rahmani Amrin Remtulla</p> <p>Music: Katie Metz</p> <p>PE: Kim Elliot</p> <p>Librarian: Zach Cyphers</p> <p>Counselor: Kate Kandarian</p>	<p>Occupational Therapist: Jennifer Carlin</p> <p>Physical Therapist: Janelle Pinski</p> <p>Psychologist: LeaAnne Meschke</p> <p>Speech and Language Pathologist: Meredith Warren</p> <p>Preschool Speech and Language Pathologist: Clint Dye</p> <p>Special Education Teacher: Andrea Bardin</p> <p>Title 1 Facilitator: Andrea Peoples</p>
--	--	--

Important Phone Numbers

John Muir Elementary	425-936-2640	
Safe Arrival for reporting absences	425-936-2641	4:00pm-9:30am

Communication

Communication from the school about important dates, activities, school events, fundraisers, supply lists and any other important information will be available and communicated to families through the following ways:

- Notes home in student's backpacks
- Peach Jar
- School newsletter – emailed out
- Our school website
- School reader board

Enrollment/Variations

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variations are determined on a space-available basis. Refer to our school district website for timelines and processes.

School and District Events

Any students or kids attending events after school must be accompanied by an adult at all times. This is for safety. All school rules will still be in effect. Check out all school events on our school's website under calendar.

Student Progress Reports

All students will receive a written report in January and also at the end of the school year in June. Parent-Teacher conferences will be held in October and January. These are to be student led conferences. Additional conferences may be scheduled throughout the school year by the teacher or parent as needed.

Bicycle and Scooter Policy

Students 10 years and older can ride bikes or scooters to school. If this is something you are interested in having your student do, you must fill out the John Muir Bicycle Contract. There is a bike rack at the south parking lot for bikes to be securely locked up. Students will need to use their own lock. Students must wear a helmet. Students may not ride bikes or scooters on school grounds and may walk their bikes/scooters in when entering school property.



Birthday Invitation Policy

Birthday party invitations are NOT to be handed out during school hours. Please arrange to deliver invites outside of school hours and off school property. Balloons are NOT allowed for birthdays due to the disruption it may cause. This is also due to possible allergies. Please contact the classroom teacher to see how they celebrate in the classroom. Please work with the teacher and ask before bringing anything in to make sure that it is allowed. Please respect allergies. Cakes, candles, favors, even for the whole class, and gifts are NOT to be brought to school due to the disruption it may cause.



School Hours

****Information is subject to change due to Covid-19.**

Monday, Tuesday, Thursday and Friday:

Start time: 9:20 AM

End time: 3:50 PM

Wednesday:

Start time: 9:20 AM

End time: 2:20 PM

Preschool Hours:

No Preschool on Wednesday

AM Class is from 10:00 AM-12:30PM

PM class is from 1:30 PM-4:00PM

Breakfast Hours:

8:50 AM- 9:10AM- Breakfast opens at 8:50 AM. Please enter through the Cafeteria doors.

Before School Groups:

8:20 AM -9:05 AM-This includes reading, math and Lexia groups.

Entering the Building:

Students not participating in before school groups may enter the building with their teacher at 9:15 AM. Students should not enter the building before 9:15 AM, even if they are accompanied by their families.

First Bell:

The first bell will ring at 9:15AM. Student are then welcomed into the building by JME staff.

Second Bell / Start Time:

At 9:20AM the second bell will ring. This is the start of the learning day.



Recess / Lunch Schedules

****Information is subject to change due to Covid-19. Specific recess and lunch times will be communicated as they are determined.**

AM Recess:

Kindergarten/First Grade: TBD

PM Recess: (Except Wednesday)

Third / Fifth Grade: TBD

Second / Fourth Grade: TBD

Lunch / Lunch Recess:

Grade	Lunch Time	Recess Time
Kindergarten	TBD	TBD
First	TBD	TBD
Second	TBD	TBD
Third	TBD	TBD
Fourth	TBD	TBD
Fifth	TBD	TBD

*Due to the limited space, parents that come for lunch will be asked to eat with their child at a table in the 1300 shared space.

Umbrellas, Sunglasses, Hats at Recess Policy

Students may use their umbrellas to and from school, but they may not use them during recess for safety reasons. Sunglasses may be used to and from school. They may also be worn at recess. Hats may be worn to and from school and at recess.



Playground/ Recess Expectations

At JME our playground is another place students have fun, play together and share. If I have a small problem, I will try two of Kelso's Choices. If I have a BIG problem, I will tell an adult.

Playground Expectations:

- Stay on the playground at all times
- May not go to any classroom/library without adult permission during recess
- Ask an adult for a pass to use the restroom
- Play games according to the game rules taught in PE
- Use all play equipment in a safe manner and only in designated areas
- Not play tag or chase others in the Big Toy area
- Not jump off of the Big Toy
- Use two hands on the bars
- Go down the slide seated forward
- Leave bark, sticks, rocks or anything else found on the ground
- Keep hands out of the sand. You may not move or dig in the soccer field
- Let others join a game, if they choose
- Keep personal items, school supplies, and food inside
- Use school equipment on the playground and leave personal items at home



Purchasing Breakfast or Lunch

Student Breakfast	\$1.50
Student Lunch	\$3.00
Adult Breakfast	\$2.50
Adult Lunch	\$4.00
Milk/Juice Only	\$0.50

Forms for Free or Reduced-Price Breakfast and Lunch are available in the school office. If a child qualifies, a new form must be submitted at the beginning of each school year. You can fill this form out online on the district webpage.

<https://www.lwsd.org/students-families/breakfast-and-lunch-menus>

Each student has their own card and account. Money can be added to their account by paying in the office with exact cash, check or by online at the district web page. Parents will be notified when the account is running low or if a balance is due. Any questions, please check with the classroom teacher, accountant Mrs. Whelan, or the front office.

Cafeteria/Dining Expectations

Students are given 30 minutes to eat their lunch. Please remind your child that their focus should be on eating their lunch in the given time. All food and drinks are NOT to be shared due to possible food allergies. Students with allergies will be allowed to eat at the allergy free table for safety. Visitors are welcome to eat with their child or lunch buddy but will eat in the Kindergarten shared space.

Cafeteria Expectations

- Must be seated at all times
- Use their best manners
- Use inside voices
- Sit at their class table
- Clean their class table when finished dining
- Make only one trip to the garbage can/recycle bin when directed
- Raise their hand when needing support with utensils, napkins, spills, or need to use the restroom

Arrival/Dismissal

****Information is subject to change due to Covid-19.**

Arrival

Students who are eating breakfast should arrive at 8:50 am and line up outside the cafeteria doors. All other students will remain outside in their designated areas until 9:15 am. Students are not to play on the playground before school as there is no supervision.

We ask that students only enter the building through their designated grade level entrance. Students are expected to remain in line, hands to themselves, and remain off playground equipment. Students will continue to wait outside their designated entrance until 9:15 a.m. Once students enter the building, they will walk in their line directly into their classroom. There will be signs posted on the exterior doors, reminding students which door they will use to enter the school.

Students who are not in their seat by 9: 20 a.m. are considered tardy and must check-in at the office for a tardy slip.

The Safe Arrival Program notifies parents if their child has not arrived at school. This automated program supports student learning and enhances student safety by calling home if a child is absent and the school has not been notified. (425) 936- 2701 For this reason, late students must be signed into the office.

Dismissal and Early Release

Please try to make all appointments outside of school in order to support your child's learning. In the event that your child must leave school prior to the end of the school day, the parent/guardian must come into the office and sign the student out. The office will call down the student.

The safety and security of our students is a top priority of our school and district. This includes ensuring our students are safe at dismissal.

- Dismissal is at 3:50 pm on Monday, Tuesday, Thursday and Friday. Dismissal is at 2:20 pm on Wednesday.
- Older siblings (middle and high school students) who are picking up younger siblings should plan to meet at the flag pole no earlier than 3:45 pm.

- Students enrolled in the Extended Day program or supervised by parents are allowed on campus after school. All other students need to leave by 4:00 pm.
- The playground will open at 6:00 pm for community access after Extended Day has been closed.

As a reminder, students supervised by parents are welcome on campus after school. Students accessing the playground without a parent/guardian are welcome after Extended Day has been closed at 6:00 pm.

Any students in need of help should go to the office immediately and may use the phone for emergencies. In case of a parent being late or not showing, students are to go to the office and the office will call home. Phones will not be used by students to plan rides, playdates, or any non-emergencies. Parents arriving late should pick up their child/ren in the office.

Absences/Tardies

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAS 392-400-325 will also be considered excused.

Late Arrival/Tardy: In the event that your student arrives after 9:20 am, you must sign your child in at the office. This policy is designed to support student learning and enhance student safety.

Admit slips will be written beginning at 9:20 per the school wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues.

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant:

Parents will be notified in writing or by phone after one unexcused absence in a month.

- A parent conference will be initiated after two unexcused absences in a month in order to help improve attendance.
- The parent and school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board.

- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month or ten unexcused absences in an academic year.
- At five absences/tardies in a 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.
- If a student has over 10% tardies or absences, or two unexcused absences in a month, or five unexcused absences in a year, a letter will be sent from the Principal to the family indicating the continuing problem, requesting a conference, and mentioning the BECCA requirements for attendance.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, and Principal.

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

Vacation/ Extended Absence Policy

While we understand that there are occasional circumstances that require students to miss a day of school, please remember that there is no substitute for the in- class instruction that students experience. It is impossible to replicate what happens in the classroom through written work. Often written work is an extension of what is taught and discussed during the lesson in class. Although every effort will be made to see that your child gains the missed learning. Teachers are NOT required to assemble packets of work for student absences.

Sick

If your child is sick, please notify the office and teacher as soon as possible. District policy is that a child may not return to school until 24 hours after vomiting. Students with a temperature over 100 degrees should stay home and return 24 hours after the fever has broken. Parents may use their judgment on whether their child should go to school. If you have concerns, call or stop by the office for advice. When students are sick, or return from being absent from sickness, they are expected to participate fully in school activities. If they are unable to, they will be sent to the office and a call home will be made. Students may not stay in during recess due to sickness unless they have a doctor's note requiring it. If children are too sick to go outside, please keep them at home until they feel better.

Too Sick for School?

Symptoms That May Indicate Your Child is Too Sick for School

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

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



Medication/ Health Room Policy

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, they may go to the health room. The health room secretary will assess the student's health. Parents should inform the school on the student emergency contact card or in writing if a student has a life-threatening illness, infectious disease, or serious allergy.

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may NOT medicate themselves, including cough drops, ointments, ibuprofen or aspirin. Any medication that must be administered during the school day will be done in the Health Room by an approved JME staff member.

Teachers are NOT permitted to give students over the counter medications. If a student is currently taking daily medications, parents need to arrange to have the student take it before school begins.

Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted) bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration. Parents must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.



Lice

Lake Washington School District Lice Protocol: If health room staff or Health Service Specialist find live lice on a student, the student may remain at school for the remainder of the school day. The student will no longer be sent home immediately upon identification of live lice. This is based on the current recommendations of Centers of Disease Control (CDC), American Academy of Pediatrics (AAP) and King County Public Health.

Staff will notify parent/guardian(s) by phone and send the Lice Notification Letter home with the student. The student's classroom will also receive this anonymous letter in order to protect privacy.

Lake Washington School District's lice protocol states that students that are identified with live lice or nits (white lice eggs) either at school or from the student's parent and/or guardian(s) will have to be treated and have no live lice present for the student to return to school. Students must be checked into the front office prior to returning to class and be cleared by district trained staff and/or nurse.

If the student returns to school and nits are still present, but there are not any live lice, the student may remain in school. The student will be rechecked by school staff in 7-10 days after initial treatment. The parent and/or guardians(s) will need to work nightly to remove any remaining nits that may still be present.

However, if live lice are found on return to school after treatment, the student will not be allowed to attend school that day. The nurse will provide guidance with the family in regards to live lice.

Please see LWSD procedure for support of this protocol.

Health Curriculum

Health is one of the subjects taught in 4th and 5th grade. Students and parents will get information in the Fall at Curriculum Night and a letter will go home one month prior to sex education/HIV instruction. Wavier forms are available in the office if a parent chooses not to have the child participate in the health curriculum. Parents have the right to preview the material being taught by setting up an appointment by contacting the office. With the understanding that the district curriculum adoption committee recommends teachers teach only a subset of the lessons. The lessons may also be viewed online at:

<https://www.kingcounty.gov/depts/health/locations/family-planning/education/FLASH/elementary-school.aspx>

Family Rights and Privacy Act (FERPA)

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission from parents unless parents submit the Request to Prevent Disclosure Information form. A copy of this form is available in the office. Directory information is routinely used by the school district in news releases, school events programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes.

Emergencies

If school needs to be closed for any reason an automated email will be sent to you and a phone call generated with instructions about picking up your child(ren). Also, the school district will notify local radio and television stations so stay tuned there for updates. In case we need to contact you by email or phone, it is important that student emergency information is correct. Please contact the office if there are any changes in your contact information (address, phone number, emergency contact's phone number).

We suggest you remain at home unless directed by emergency personnel to come to the school grounds. If you arrive at the school during an emergency, you should go to the area in front of the school and wait for directions from the staff. Please do not enter the playground. Very specific procedures for student release must be followed in any emergency. Please be patient. All these procedures are in place to guarantee student safety.



Middle/ High School Students

****Information is subject to change due to Covid-19.**

Middle and high school students are welcome to John Muir when serving in a volunteer role that has been prearranged with a John Muir staff member. The students must fill out a student volunteer application signed by their parent and their principal.

Forms are available online and at the John Muir office. Student volunteers need to sign into the office and always wear a badge. To maintain a safe and secure academic environment for our students, middle and high school students are not permitted to wait on campus during the time period between their school dismissal and the end of our day.

Reminder When Visiting School

****Information is subject to change due to Covid-19.**

Having visitors and volunteers at JME is both encouraged and appreciated. Volunteers must complete the Volunteer Application Process at <https://www.lwsd.org/get-involved/volunteering-in-lwsd>. Approved applications are good for two years. Visitors and volunteers must sign in at the front office upon arriving at the school and wear a badge while at the school. This is for safety. As a reminder, when visiting students, understand that teachers are expected to be instructing and supervising students from 9:15 am- 3:50 pm. Any conferences, meetings, and or time needed to speak with the teacher should be scheduled with the teacher in advance. Teachers are expected to get back to you in a timely manner. We protect our instructional time at JME in order to provide your child with the best educational experiences possible. No kids should be playing on the recess toys during the hours of 9:20 am-4:05 pm.



Pets at School

To manage the risks associated with the presence of dogs on district property, the following restrictions applies to dogs on school grounds and in buildings:

- No dogs are allowed on district property between 7am and 4:15pm on any school day, except for bona fide service dogs. No dogs are permitted in district athletic stadiums at any time, except for bona fide service dogs.
- At all other times dogs, must be leashed and controlled by owners. The owner must clean up after their dogs and remove waste from district premises.

Student Safety Patrol

Adult supervisors and student safety patrol help support student safety as students walk to and from JME. All guards and supervisors are given authority to remind students to act in a safe manner and to report if students are not responsive to their reminders. Students are expected to follow the safe walking route guidelines provided by the LWSD Risk Management Office and use the designated crosswalks where there are supervisors and student patrols. The following crosswalks should be used by students walking to and from school.

- 132nd Ave NE and NE 140th St (Traffic Light)
- NE 140th St and 129th PI NE
- 132nd AVE (Crosswalk with Flashing Light in Front of Kamiakin and John Muir)



□

NEW

Student Drop-Off/Pick-up Procedure

North Lot - Grades K-2 ONLY

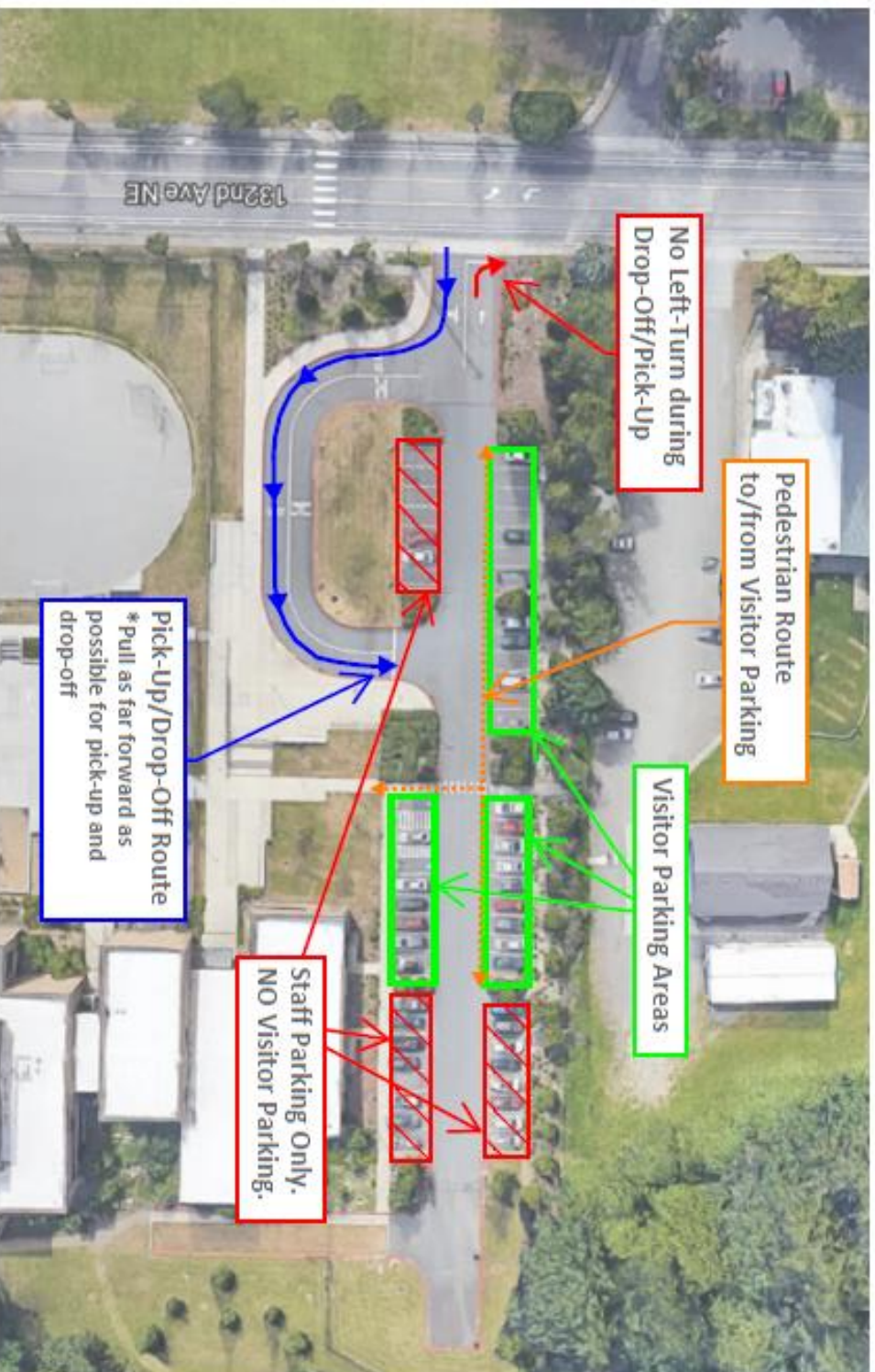


John Muir Elementary

The North loop is for drop-off and pick-up of students in Kindergarten, 1st Grade, and 2nd Grade.

Parking for visitors in the North parking lot is allowed **ONLY** in the areas shown in green.

Visitors parking in the north lot shall use the designated crosswalk to walk students to/from the school.



NEW

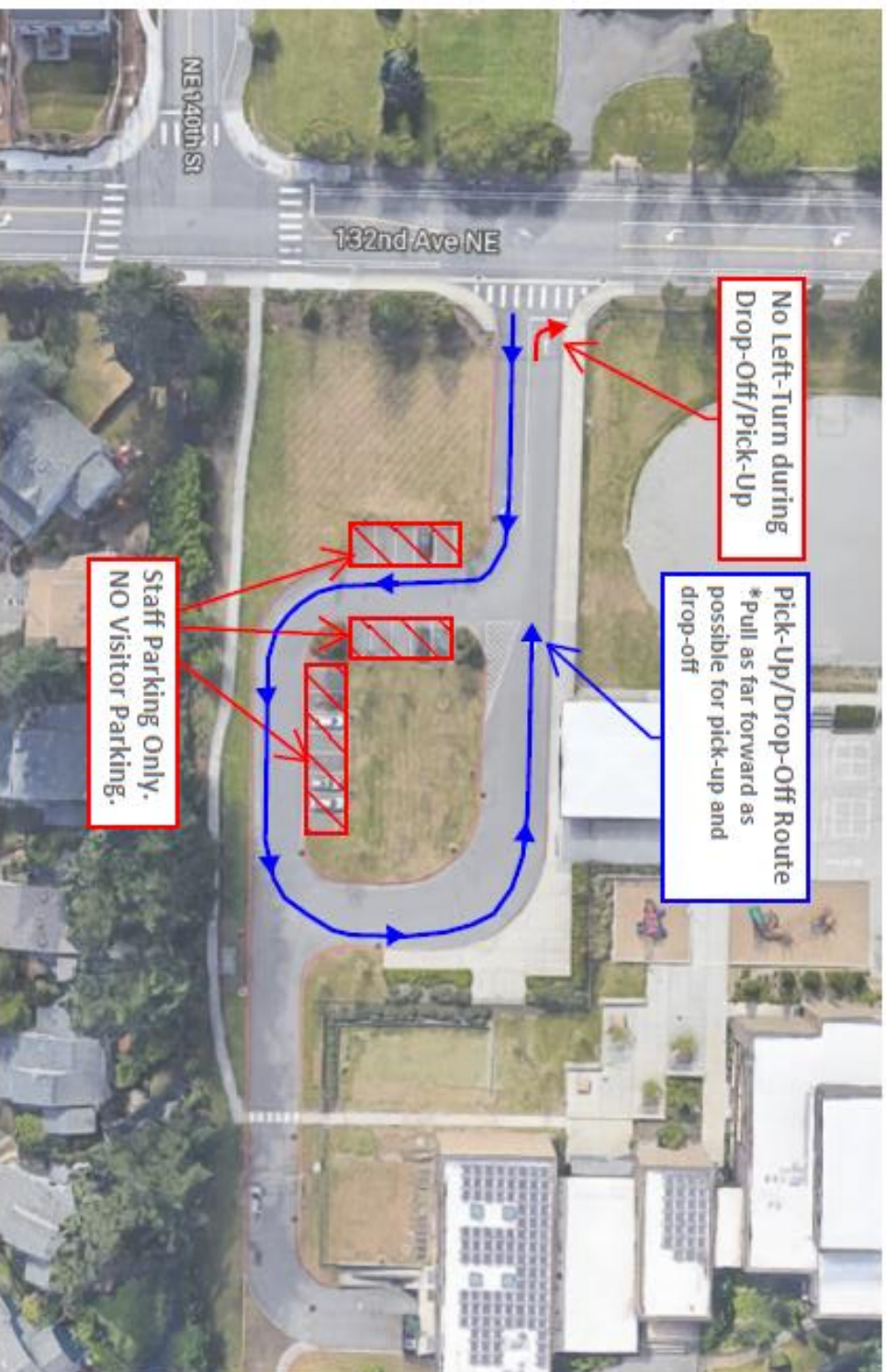
Student Drop-Off/Pick-up Procedure

South Lot - Grades 3-5 ONLY



The South loop is for drop-off and pick-up of students in 3rd Grade, 4th Grade, and 5th Grade.

NO Visitor Parking is allowed in the South Lot. Parking in the south lot is for Staff only.



September 2019

The JME parking lot is a very busy place before and after school. The safety of our students is our highest priority so if you choose to drop off or pick up students, please plan to be patient.

As a reminder, John Muir Elementary is a walking school. We encourage you to utilize the safe walking routes as much as possible to ease the congestion in our parking lots.

The north parking lot is to be used for Kindergarten, First and Second Grade drop off and pick up. The south lot is for Third, Fourth and Fifth Grade drop off and pick up. If you have multiple students that attend John Muir Elementary, please pre-determine which parking lot you will drop off/pick up each day.

When using the drop off/pick up zone, please pull as far forward in the zone as possible. If using the drop off/pick up zone, students are expected to be able to get in and out of the car without adult support and need to exit and enter the car on the curb side for safety reasons. If they can't, please allow time to park in a marked parking spot and walk the student onto campus. You may park in the designated areas in the north lot, the south church parking lot, or Kamiakin Middle School parking lot to drop off or pick up your student before or after school. The south lot is for staff parking only. Students are not to walk into the parking lot without an adult accompanying them.

Do not drop off or pick up your child on 132nd Ave NE or in the middle of the parking lot.

For drivers with handicapped parking permits, please drive directly to one of the 3 designated spaces available. If all spaces are filled, please return to the drop off/pickup zone or park in one of the visitor parking spaces. Always drive slowly and use caution when using the JME drop off/pick up zone and parking lot. Also, please follow any directions from adult staff.

Walking Home Procedure/Policy

Anyone, including adults and minors, walking South of JME needs to follow the new walking path shown on the map for safety reasons. For the safety of all families, students, and adults, the walking path minimizes the amount of time students/adults spend walking in front of cars and improves traffic flow out of the school.

PBIS/ROAR

What is PBIS?

PBIS is a schoolwide positive behavioral interventions and supports system designed to increase academic performance, improve safety, decrease problem behaviors, and establish a positive school culture.

PBIS is a systems approach, establishing the school culture and behavioral supports needed for schools to be effective learning environments for all students. It is a proactive approach in creating a positive, predictable, consistent, and safe school environment.

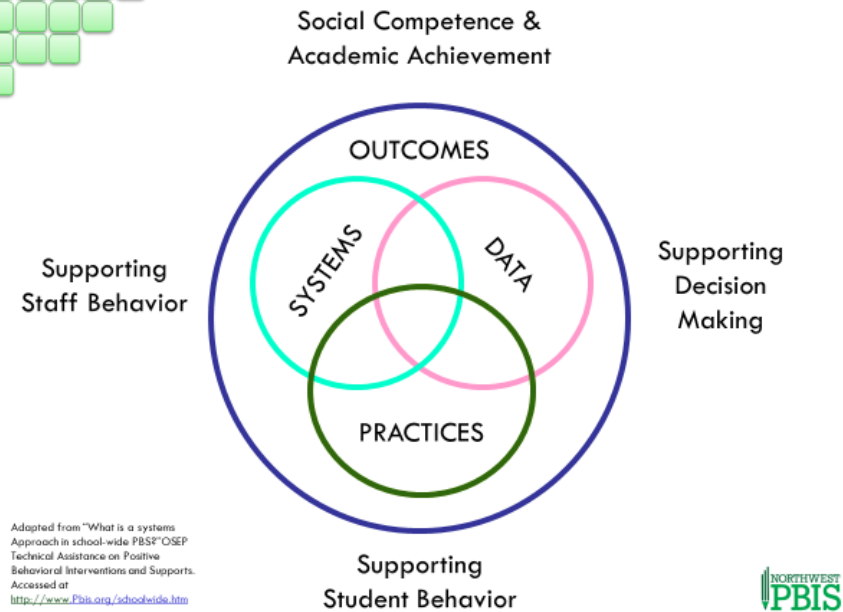
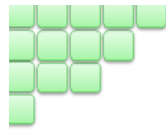
PBIS focuses on three basic ideas for improving school climate and culture:

- Developing consistent school-wide and classroom expectations
- Teaching these expectations to all students in a variety of ways
- Recognizing students for following the expectations

Students succeed when a positive school culture is promoted, informative corrective feedback is provided, behaviors are proactively managed, academic success is maximized, and the use of prosocial skills is acknowledged.

Evidence Based Features of PBIS include:

- Prevention
- Define and teach positive social expectations
- Acknowledge positive behavior
- Arrange consistent consequences for problem behaviors
- Collection and use of data for decision-making
- Continuum of intensive, individual interventions
- Administrative leadership-Team-based implementations



Our PBIS Vision/Mission

To achieve a safe and positive school, we implement a series of strategies called Positive Behavior Interventions and Supports, or PBIS. The goal of the PBIS team at John Muir is to create and promote a safe and positive school environment that enhances student learning. By consistently teaching and modeling, reinforcing, and recognizing positive behaviors, we believe all our students can do their best.

In short, the goal of PBIS at John Muir is to positively and proactively teach students how to interact with each other and with adults in and out of the classroom, during specialists, on the playground, at the lunchroom, and in all areas of the school before negative interactions occur.

What will I notice about John Muir's implementation of PBIS?

- Common routines, language and practices used throughout the school to provide consistency for students.
- The use of data to track behavior issues.
- Increased positive feedback to students.
- Implementation of a schoolwide reward system.
- Increased family/school communication, partnerships, and relationships.

Expectations and Rules


At JME students ROAR. They are:

- Respectful
- On Task
- Appropriate
- Responsible

	Recess Expectations	Hallway Expectations	Cafeteria Expectations	Bathroom Expectations
Respectful	Show good sportsmanship Everyone is included when we play	Follow staff and patrol directions	Keep your hands to yourself while in the lunch line Clean your space (including under the table) Dispose of trash in the garbage or recycling bin Use your manners	Privacy for yourself and peers
On Task	Play games according to the rules taught in P.E. When the bell rings, line up	Walk up and down the right side of the steps/hallway Walk behind the person in front of you Go straight to destination	Eat your own healthy lunch Sit while you are eating Raise your hand if you need something	Go, Flush, Wash, and... Immediately back to class
Appropriate	Use appropriate language and conversations Use equipment appropriately Use KELSO choices to solve problems	Walk in the halls Silent in the halls	Speak with your "elbow buddies" Appropriate conversations	Silent
Responsible	Play where adults can see you After last recess put equipment away Bark, mulch and sand stay on the ground	Stay in your class line Keep your body to yourself	Report spills to an adult Silence when the whistle is blown	Keep the bathrooms clean

PBIS Reward/Acknowledgement System

ROAR tickets are used to acknowledge, promote, and reinforce the positive behaviors of students. Staff will distribute ROAR tickets when they observe a student exhibiting any of the four behavior expectations: respectful, on task, appropriate, or responsible. These observations can happen in any setting. ROAR tickets are collected in the office. ROAR ticket winners will be announced each Friday by randomly selecting a student's ROAR ticket from each grade level. These students will be awarded a certificate, pencil, and group picture with an administrator that is posted on the bulletin board in the main hallway.

John Muir Elementary ROAR Ticket	
Student Name _____	
Teacher _____	
Grade _____	Date _____
Recognized by _____	
<input type="checkbox"/> <u>R</u> espectful	
<input type="checkbox"/> <u>O</u> n Task	
<input type="checkbox"/> <u>A</u> ppropriate	
<input type="checkbox"/> <u>R</u> esponsible	
Where I was ROARing:	
<input type="checkbox"/> Classroom	
<input type="checkbox"/> Specialist _____	
<input type="checkbox"/> Hallway or Stairwell	
<input type="checkbox"/> Bathroom	
<input type="checkbox"/> Assembly	
<input type="checkbox"/> Lunchroom	
<input type="checkbox"/> Playground	
<input type="checkbox"/> Other (describe) _____	

Gotcha Tickets are used to acknowledge, promote, and reinforce the positive behaviors of students. Staff will distribute Gotcha tickets as they observe a student exhibiting any of the four behavior expectations: respectful, on task, appropriate, or responsible. Gotcha tickets are colored to identify which staff members have distributed the tickets; red for classroom teachers, blue for classified staff members (Instructional Assistants at recess or lunch, office staff and paraeducators), and white for specialists (PE, Music, Library, Safety Net, ELL, Special Education, and administrators). Students will place their tickets in classroom buckets. Each Friday, all tickets will be collected in the office to fill our special container.

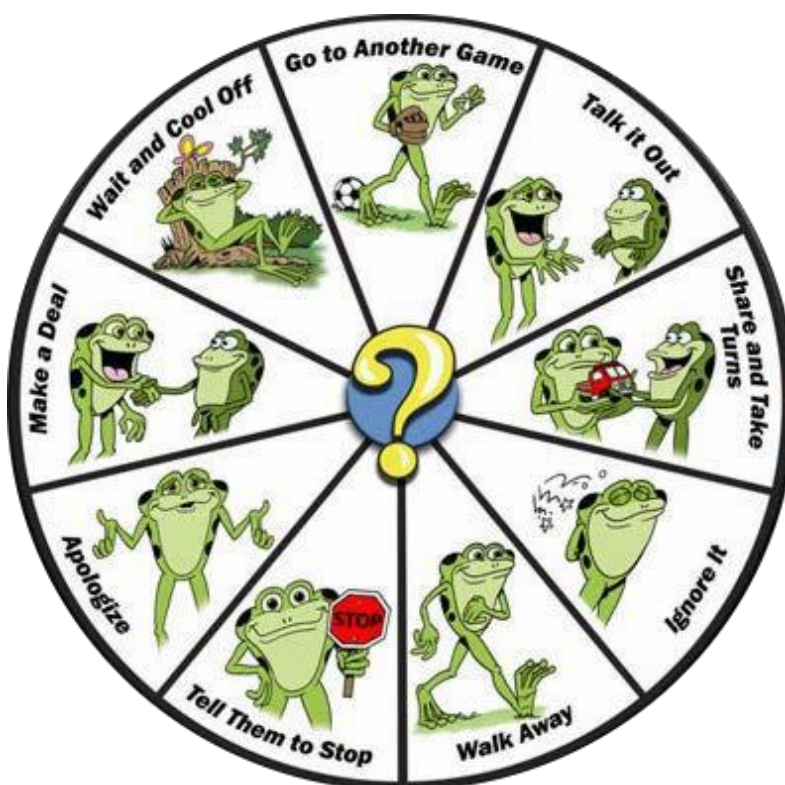
When the container is filled, students will receive a school-wide reward such as an extra recess or spirit day.

The Silver Plate Award recognizes classrooms that are following ROAR expectations in the lunchroom. Each week four classes are recognized by the Instructional Assistants in the lunchroom to earn the Silver Plate Award, receive a silver plate to display in their classroom and a certificate. The Golden Broom Award recognizes classes that are keeping their classroom clean each day. Each week four classes are recognized by the custodians for earning the Golden Broom Award, receive a golden broom to display in their classroom and a certificate.

Kelso's Choices

We support using Kelso's choices in all grades to solve problems but especially in grades K-3. Kelso's choices teaches students about small problems and how to solve them on their own and big problems that they need to get an adult to help them with.

Ask your student what the hand signals are for each way to solve a small problem.



Dress Code

In order to facilitate learning for all students, JME requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Please remember to think about clothing when students are standing, sitting, bending or reaching.

Our focus is on learning. Anything that interrupts or distracts the learning of others will be addressed. Students wearing attire that is not suitable for school will be reminded of the policy, asked to change into borrowed school clothing and/or a call home for clothing will be made.

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures, writing or innuendos is prohibited. Exceptions to dress code standards may be made for PE or school activities.

Closed-toe shoes are expected so that students can fully participate in the wide variety of activities that happen every day at JME. If you have any questions, please contact the principal.

Electronic Devices Policy

In order to create a positive learning environment for all students, any personal electronic devices may not be used on campus from student arrival until 3:50 pm. This includes iPad, laptop, cell phones, smart watches, cameras, or any other hand-held music or gaming devices.

At JME, we understand that many parents choose to have their children carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day, any student bringing a cell phone or electronic device to school must keep it turned off and out of sight while on campus. If a student is seen with a cell phone during school hours, they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent or guardian of the student comes to school to pick it up.

During school hours, if a parent or guardian needs to get a message to their children they are welcome to call the office at 425-936-2640 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:50pm.

Personal Items at School

The following items should be left at home: chewing gum, hard balls, super balls, skateboards, scooters, “wheelies,” roller blades, whistles, fidget spinners, bicycles, trading cards, toy weapons, toys, and playground type equipment from home. Skateboards, scooters, roller blades, and bicycles are not permitted at after school or PTSA evening events. Students will be asked to leave the grounds if they bring these items to an after-school event. If they bring them during school, the items will be kept in the office for parents to pick up. The school is not responsible for lost or stolen items.

Students personal and/or band equipment left at school is done so at the student’s risk. If a personal item brought to school becomes a distraction to teaching and learning, the item may be confiscated, and parents contacted. If a student or family has any questions, please contact the principal.



Homework Policy

To allow for students to grow age appropriately, homework will not start until 3rd grade. There is no homework for grades K-2.

Education is strengthened by the reinforcement of learning activities outside of the school day. Doing homework can help to accomplish this for students.

The purpose of homework can be any of the following:

- To practice and refine skills so that mastery is achieved
- To prepare students for the next class meeting
- To extend assignments and to apply learning to a new situation
- To create a long-range assignment or project requiring several days or weeks to complete
- To make up missed assignments due to absence

In addition to the above, the staff at John Muir believe that homework helps the child develop responsibility, independence, strong study skills, and work habits.

Make a commitment to listen to your child talk about his/her school work and to give your child some time each evening when he/she has your undivided attention.

Provide a place, with proper supplies, and a regular planned time when your child can study without distractions from TV, telephone, and other siblings. Encourage your child to ask questions about the assignment at the time the assignment is made or before he/she leaves school.

Encourage your child to ask questions if he/she is struggling with a portion of the assignment.

Check with your child to see that the assignment is complete and is his/her best effort.

Be sure to check with your child frequently on the status of completion of long- term assignments.

Help your child develop a system or set aside a place for completed homework so that it will be remembered each day.

Provide your child the opportunity to go to the library or other resource areas in your community.

Student Acceptable Use Procedures (AUP)

The AUP Stands for Student Acceptable Use Procedures. This is focused on making sure all students use the computers at JME appropriately.

The rules below are a summary of the Lake Washington School District Student Acceptable Use Procedures (II-ABR), which articulates the entire policy for district technology usage.

<http://www.lwsd.org/About/Policies-Regulations/Technology-Policies/Pages/default.aspx>

I understand that the use of district technology is a privilege and if I do not follow the Student Acceptable Use Procedures, then I will be denied the use of district technology in addition to consequences.

I will read, sign & returned the Permission for Student Use form with a parent/guardian before using a computer at school.

I will have permission from a teacher or instructional assistant before using a computer at school.

I will never give my password to anyone else and I will never use anyone else's password.

I will only visit websites as directed by my teacher.

I will only use my district provided email account for school related work.

I will not change any computer settings without permission from a staff member.

I will use district technology equipment appropriately and respectfully (hardware and software).

I will not bully or communicate disrespectfully with pictures, words, or other media using district technology.

I will follow copyright and fair use guidelines.

I will not share any of my personal information online (phone number, address, name, etc.).

I understand that the district (my teachers and Mrs. Boughton) can see and monitor everything that I do on district technology equipment.

