

John Muir Elementary School Parent / Student Handbook 2018-2019



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 / Associate Principal's Message	Pg. 4
History of John Muir	Pg. 5
PTSA	Pg. 6
LWSD School Calendar	Pg. 7
Staff List	Pg. 8
Important Phone Numbers, Communication, Enrollment/Variances	
District Events, Student Progress Reports	Pg. 9
Bicycle Policy and Birthday Invitation Policy	Pg. 10
School Hours	Pg. 11
Recess/Lunch Schedule and Umbrella, Sunglasses and Hat	
Policy	Pg. 12
Recess/Playground Expectations	Pg. 13
Purchasing Breakfast/ Lunch and Cafeteria Expectations	Pg. 14
Arrival/ Dismissal Procedures	Pg. 15
Absentees and Tardies	Pg. 16
Vacation/Extended Absence Policy and Sick Policy	Pg. 17
Too Sick for School?	Pg. 18
Medical/Health Room Policy	Pg. 19
Lice and Health Curriculum Policy	Pg. 20
Family Right and Privacy Act and Emergencies and Middle/High	
School Policy	Pg. 21
Reminder when Visiting School and Pet Policy	Pg. 22
Student Safety Patrol	Pg. 23
Drop off and Pick up Procedures and Walking Home Policy	Pg. 24-25
PBIS/ROAR	Pg. 26
Expectations/Rules and Kelso's Choices	Pg. 27

Dress Code and Electronic Devices Policy	Pg. 28
Personal Items at School	Pg. 29
Homework Policy	Pg. 30
Student Acceptable Use Policy (AUP)	Pg. 31
Closing Message	Pg. 32

A Message From the Principal/ Associate **Principal**



Welcome to the 2018-2019 school year at John Muir Elementary. To those returning, welcome back. To those whom are new to our school, a heartfelt welcome to our community of learners. New or returning, you are encouraged to be an active member of our community and to participate in the joy and excitement of watching our students grow and develop academically and socially. Muir is a fabulous school because of the incredible dedication of our staff, the strong support and cooperation of our community, and of course our wonderful students.

The purpose of this handbook is to give you important information about John Muir Elementary. Please read it completely so that you are aware of the many policies and procedures that are necessary to make our school operate smoothly. It is also important that you review many of the documents with your child so that they can be aware of our expectations for them. If you have any questions, please do not hesitate to contact your student's teacher, the office staff, Associate Principal or myself. We look forward to another great year of working closely with you to promote the strong partnership between home and school that is crucial to helping each child achieve their best.

This year promises to be filled with many new challenges, great achievements, new friendships, unknown disappointments, and significant growth. Join us on this exciting journey.

Sincerely,

Jeff DeGallier
Principal
Jdegallier@lwsd.org



Welcome to the John Muir learning community! I'm very excited to be returning to JME and to be part of such a passionate, caring, and dedicated staff that genuinely cares about our amazing students and their families.

I look forward to working with you to form strong relationships between school and home in order to help your child/ren achieve his/her/their best! Please don't hesitate to call, e-mail, or speak with me if you have a question or concern. We both want what's best for your child/ren and I can't wait for the school year to start!

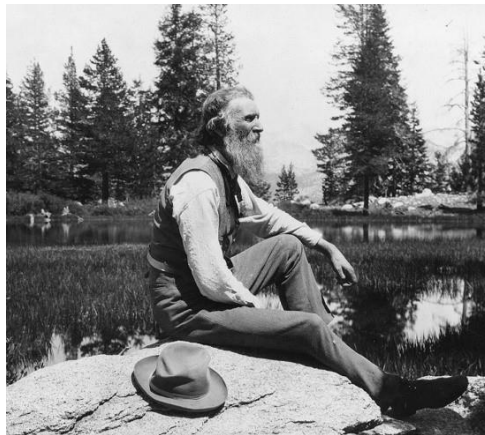
Sincerely,

Ric Baileykaze
Associate Principal
Rbaileykaze@lwsd.org

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 2018-19 school year will be the 7th 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 and Redwoods, and Mt. Rainier. Our School colors are red, white and blue. Our School mascot is Mouny 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.

Co-Presidents	Tressa Halcrow/Sarah Starr
VP of Membership	Megan DeJarnett/Tash Lehman
VP of Fundraising	Amy Robl/Sabrina Miller
Secretary	Mary Mendenall
Treasurer	Lindsay Raymond
Volunteer Chair	Michelle Estrada
Advocacy Chair	TBD
F.A.C.E Chair	TBD
After School Programs Chair	TBD



Lake Washington School District | 2018-19 Calendar



August 2018

S	M	T	W	Th	F	S
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September 2018

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30						

October 2018

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November 2018

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December 2018

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February 2019

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March 2019

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April 2019

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May 2019

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June 2019

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July 2019

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28	29	30	31			

Important Dates

Aug. 27-31	LEAP Days
Sept. 3	No School - Labor Day
Sept. 4	First Day of School (grades 1-12)
Sept. 4-6	Kindergarten Family Connections
Sept. 7	First Day of School (Kindergarten)
Sept. 10	First Day of School (Ready Start/ Head Start)
Sept. 12	1.5 hrs. early release schedule begins
Sept. 18	First Day of School (SNAPS Preschool)
Oct. 15, 16, 18	Half-Day Elementary Conferences
	Ready Start Conferences (No Preschool Programs)
Oct. 19	No School - LEAP Day
Oct. 31, Nov. 7, 14	Head Start Conferences
Nov. 6	Last Day 1st Quarter (Secondary)
Nov. 12	No School - Veterans Day Observed
Nov. 13	Secondary Grades Due
Nov. 21	Half Day
Nov. 22-23	No School - Thanksgiving Vacation
Dec. 24-Jan 4	No School - Winter Break
Jan. 21	No School - MLK Jr. Day
Jan. 23	Elementary Grades Due
Jan. 25	Last Day 1st Semester (Secondary)

Jan. 29, 31, Feb. 1	Half-Day Elementary Conferences
	Head Start/Ready Start Conferences (No Preschool Programs)
Feb. 4	Secondary Grades Due
Feb. 14-15	No School - Mid-Winter Break
Feb. 18	No School - Presidents Day
March 8	No School - LEAP Day
April 5	Last Day 3rd Quarter (Secondary)
April 8-12	No School - Spring Break
April 19	Secondary Grades Due
May 15-17	Head Start/Ready Start Conferences (No Preschool Programs)
May 24	No School - LEAP Day
May 27	No School - Memorial Day
June 7	Snow Make-up Day
June 12	Last Day of School (SNAPS Preschool)
June 14	Elementary Grades Due
June 19	Last Day of School (Ready Start/ Head Start)
	Half-Day - Last Day of School (K-12)
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

Key

	No School		Half Day		First/ Last Day
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* 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 7/10/18

Staff

<p><u>Preschool:</u> Mallory Poland Margaret Klinkenberg Marion Toth</p> <p><u>Kindergarten:</u> Melissa Henson Colleen Losh Krystal Socci Chris Tucker</p> <p><u>First Grade:</u> Marisa Gonzalez Jay Grinaker Aly Shiels Maris Tanner</p> <p><u>Second Grade:</u> Kasey O'Brien Ruth Smith Jennifer Landick Kenny Short</p> <p><u>Third Grade:</u> Gretchen Arnold Tammy Gibbon Wenjie He Gerry Wilson</p> <p><u>Fourth Grade:</u> Jessica LeBaron Kacie Morison Kelly Plese</p> <p><u>Fifth Grade:</u> Nick Kanehen Karen Murk</p> <p><u>Safety Net Teachers:</u> Whitney Blackstone Erin Eggert Jan Miller Chanel Murray</p> <p><u>ELL Teachers:</u> Cookie Grant-Suggs Diana Henderson</p>	<p><u>Office Staff:</u> Gail Anderson Deb Tipple Jamie Crum</p> <p><u>Principal:</u> Jeff DeGallier</p> <p><u>Associate Principal:</u> Ric Baileykaze</p> <p><u>Instructional Assistants:</u> Cody Munsell Jen Whelan Barb Whelan Theresa Leslie</p> <p><u>Para Educators:</u> Garrick Chock Leslie Grant</p> <p><u>Music:</u> Pam Larson</p> <p><u>PE:</u> Kim Elliot</p> <p><u>Librarian:</u> Zach Cyphers</p> <p><u>Counselor:</u> Kathy Dryden</p> <p><u>YES Counselor:</u> Jamila Sulayman</p> <p><u>Occupational Therapist:</u> Jennifer Carlin/Janelle Pinski</p> <p><u>Psychologist:</u> LeaAnne Meschke</p>	<p><u>Speech and Language Pathologist:</u> Karin Gilham</p> <p><u>Preschool Speech and Language Pathologist:</u> Haley Saccareccia</p> <p><u>Special Education Teachers:</u> Beth Morrison Andrea Bardin</p> <p><u>Title 1 Facilitator:</u> Cynthia Cantwell</p> <p><u>Nurse:</u> Jess Gordon</p> <p><u>Custodians:</u> Diane Richey Samath Mom</p> <p><u>Kitchen:</u> Amy Jones Maria Mercado</p> <p><u>Extended Day</u> Julie Redlin Julie Tramp</p>
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Important Phone Numbers

John Muir Elementary	425-936-2640
Safe Arrival for reporting absences	425-936-2641

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 students' backpacks
- Peach Jar
- School Newsletter- Emailed out
- 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 for safety reasons. All school rules will still be in effect. Please 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 Policy

Students 10 years and older can ride bikes to school. If this is something you are interested in having your child 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 on school grounds and need to walk their bike in when entering school property. Scooters and roller skates/blades are not allowed on 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 as well as 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

Every Wednesday except the first week the entire school dismisses at 2:20pm.

Monday	Tuesday	Wednesday	Thursday	Friday
Start Time: 9:20am End Time: 3:50pm	Start Time: 9:20am End Time: 3:50pm	Start Time: 9:20am End Time: 2:20pm	Start Time: 9:20am End Time: 3:50pm	Start Time: 9:20am End Time: 3:50pm

Preschool Hours:

No Preschool on Wednesday

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

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

Breakfast Hours:

8:55- 9:10AM- Breakfast opens. Please enter through the Cafeteria doors.

Before School Groups:

8:20-9:05AM – Reading, math and Lexia groups.

Entering the Building:

Students not participating in before school groups may enter the building after 9:10AM. Students should not enter the building before 9:10AM, even if they are accompanied by their families.

First Bell:

The first bell will ring at 9:15AM. Students are then welcomed into the classroom by the teacher.

Second Bell / Start Time:

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



Recess / Lunch Schedule

AM Recess:

Kindergarten: 10:35am-10:50am Daily

First Grade: 10:50am-11:05am Daily

Second Grade: 10:20am-10:35am Daily

PM Recess: (Except Wednesday)

Third/ Fourth Grade: 2:35pm-2:50pm

Fifth Grade: 2:50pm-2:05pm

Lunch / Lunch Recess:

<u>Grade</u>	<u>Lunch Time</u>	<u>Recess Time</u>
Kindergarten	12:15pm-12:45pm	12:45pm-1:15pm
First	12:05pm-1:15pm	1:15pm-1:45pm
Second	11:45pm-12:15pm	12:15pm-12:45pm
Third	12:45pm-1:15pm	1:15pm-1:45pm
Fourth	12:15pm-12:45pm	12:45pm-1:15pm
Fifth	11:45pm-12:15pm	12:15pm-12:45pm

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

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 out at recess. They are not to be worn in the building.



Playground/ Recess Expectations

At JME our playground is another place students have fun, play together and share. We teach students, "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
- ☐ Only go to classroom/library with adult permission
- ☐ 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
- ☐ Do not play tag or chase others in the big toy area
- ☐ Do not jump off 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 his/her own card and account. Money can be added to his/her account by paying in the office with exact cash, check or 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/ren that his/her/their focus should be on eating 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 an allergy free table for safety, but do not have to according to parent preference. Visitors are welcome to eat with their child or lunch buddy but will eat in the Kindergarten shared space.

Expectations in the Cafeteria are as follows:

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

Arrival/Dismissal

Arrival

Student arrival: Upon arrival at JME, students will be unsupervised until 9:10 a.m. Students who are going to breakfast should arrive at 8:50 and line up outside the cafeteria doors. All other students will remain outside in their designated areas until 9:10. No kids are to play on the playground before school due to a lack of supervision. Students will be unsupervised until 9:10 a.m. when they are allowed in school.

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. For this reason, late students must be signed into the office.

Dismissal and Early Release

Student dismissal: Students will be dismissed at 3:50 p.m., except Wednesday where they are dismissed at 2:20 (The first Wednesday of the year is not 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, you must sign them out at the office with when and whom will be picking up the student. The parent/guardian must come into the office and sign the student out. The office will call down the student.

Upon dismissal, students are expected to leave the school grounds immediately unless participating in a school sponsored activity. Students are not allowed to play on the playground unless they have direct supervision by a parent or guardian. 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 need to 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 child arrives after 9:20 a.m., you must sign your child in at the office. This policy is designed to support student learning and enhance student safety. We also expect to be more accurate and timely in managing the Safe Arrival calls.

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 is/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 5 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 7 unexcused absences in a month, or 10 unexcused absences in an academic year.

At 5 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 2 unexcused absences in a month, or 5 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 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/ren 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:** Lice, see page 20. 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

WHEN CHILDREN COME BACK TO SCHOOL FROM BEING SICK, IT IS ASSUMED THAT THEY ARE HEALTHY AND NEED TO GO OUTSIDE DURING RECESS. WE DO NOT HAVE THE FACILITIES OR THE PERSONNEL TO SUPERVISE CHILDREN INSIDE DURING RECESS. IF CHILDREN ARE TOO ILL TO GO OUTSIDE, IT WOULD BE BEST TO KEEP THEM HOME AN ADDITIONAL DAY.



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
- ☐ 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 the 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 regard 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. Waiver 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 with the office. Please review the district Flash curriculum here: <https://www.lwsd.org/programs-and-services/curriculum-instruction> Please understand that the district curriculum adoption committee recommends teachers teach only a subset of the lessons.



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 new 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. 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, relatives 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 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

Middle and high school students are welcome at 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. Just like other volunteers coming to the school, students need to sign into the office and 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 dismissing and the end of *our* day.



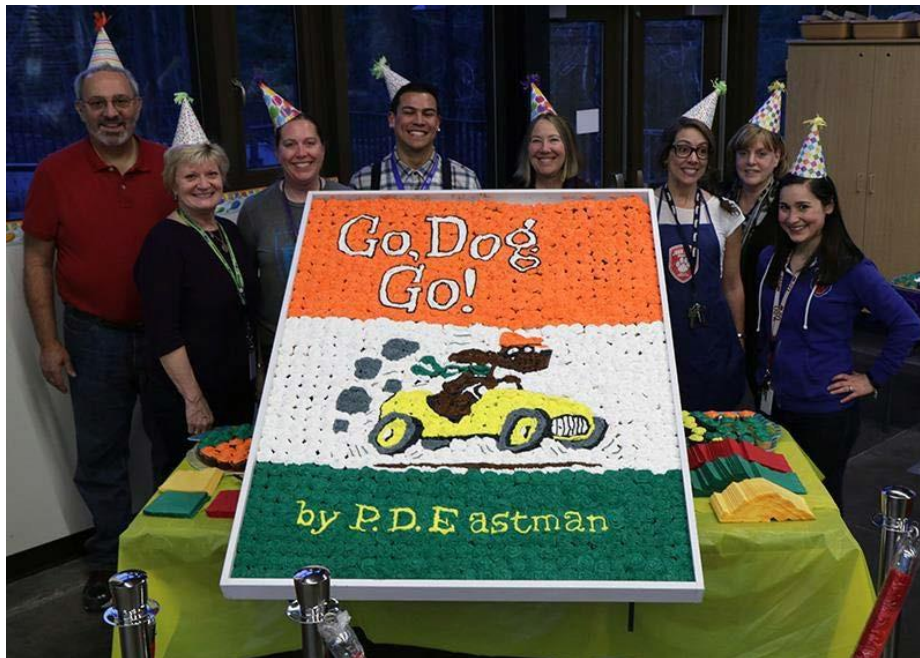
Reminder When Visiting School

Having visitors and volunteers at JME is both encouraged and appreciated. For safety reasons, you must sign in at the front office upon arriving and wear a badge. As a reminder, when visiting students for lunch, walking your child to class in the morning, or dropping off a healthy snack to donate, please do not expect to use that time to chat with teachers about questions or concerns about your child, as they are expected to be instructing and supervising students from 9:15- 3:50. 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 experience possible. Please make sure no other kids are playing on the recess toys during the school day.

Pets at School

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

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



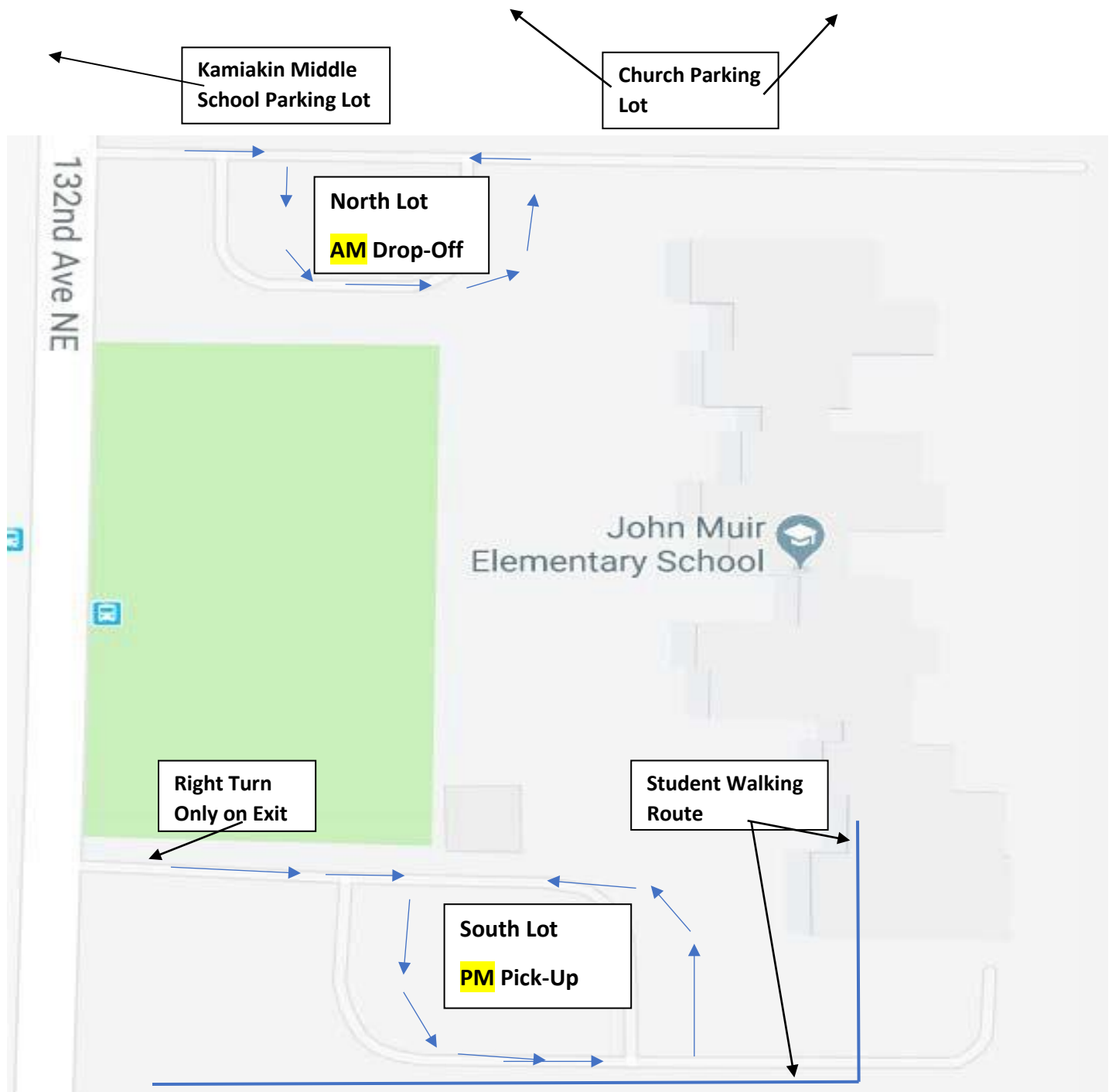
Student Safety Patrol

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. The following crosswalks are supervised and should be used by students walking to and from school.

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



JME Drop Off/Pick Up and Parking Lot Procedures



Like every Elementary School, 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**.

1. NEW*** Under our new policy, the north parking lot is to be used only for AM drop off before school. The south lot is for PM pick up.
2. 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.
3. You may park in the designated areas in the south or north lot, the south church parking lot, or Kamiakin Middle School parking lot to drop off or pick up your child before or after school.
4. Students are not to walk into the ***parking lot*** without an adult accompanying them.
5. Do not drop off or pick up your child on 132nd ave NE or in the middle of the parking lot.
6. Please be mindful that the parking area closest to the building in the north parking lot is for ADA vehicles and staff only.
7. 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/pick up zone or park in one of the guest parking spaces.
8. 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



PBIS stands for **P**ositive **B**ehavior **I**ntervention and **S**upport. PBIS is a schoolwide positive behavioral intervention system designed to increase academic performance, improve safety, decrease problem behaviors, and establish positive school culture. The goal of PBIS at JME is to proactively teach students expected behaviors in all areas of the school.

At John Muir, students and parents can expect:

- Common routines, language and practices used throughout the school to provide consistency to the student.
- Positive feedback to students for demonstrating/modeling expected behaviors.
- Using data to understand patterns of behavior.
- Family/school communication, partnerships, and relationships.
- Use of a schoolwide reward system when **John Muir students R.O.A.R. !**

Please visit PBIS.org or PBISworld.com for more information.

John Muir Elementary Pride Award!		CONGRATULATIONS from John Muir! YOU WERE:	
<input type="checkbox"/> <u>R</u> ESPECTFUL		<input type="checkbox"/> <u>R</u> ESPECTFUL	
<input type="checkbox"/> <u>O</u> N TASK		<input type="checkbox"/> <u>O</u> N TASK	
<input type="checkbox"/> <u>A</u> PPROPRIATE		<input type="checkbox"/> <u>A</u> PPROPRIATE	
<input type="checkbox"/> <u>R</u> ESPONSIBLE		<input type="checkbox"/> <u>R</u> ESPONSIBLE	
NAME: _____		Presented to: _____	
TEACHER: _____		Signed _____	
Grade: _____ Date _____			

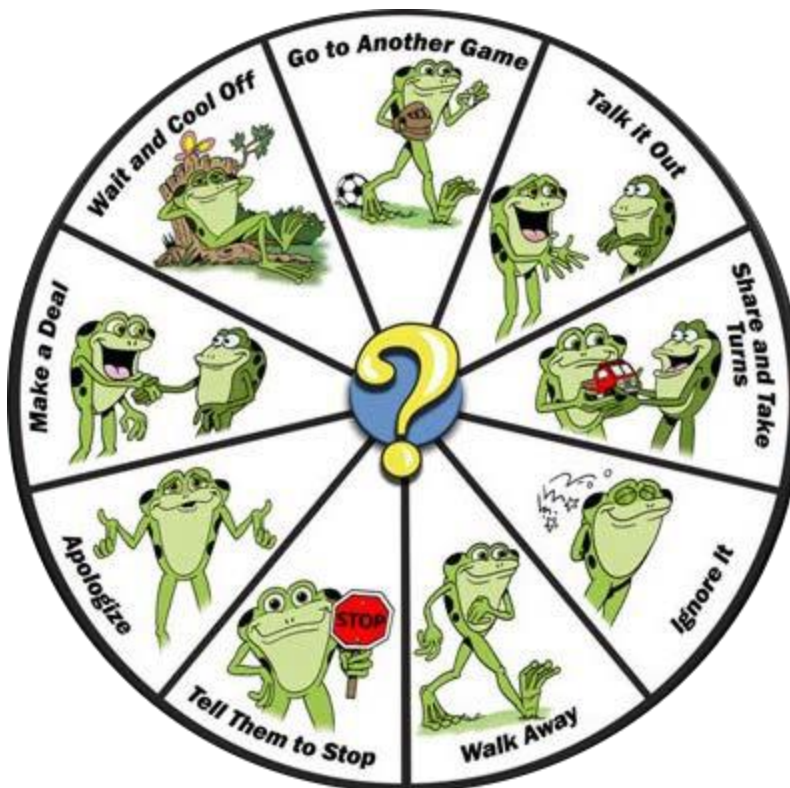
Expectations and Rules

At JME students are expected to,

- Treat everyone in a respectful manner
- Act safely
- Follow requests from supervising adults
- Follow the rules of the school and community

Kelso's Choices

We support using Kelso's choices in all grades to solve problems but especially in grades K-3. Kelso's choices teach 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 students' dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up or go home if necessary. Please remember to think about clothing when students are standing, sitting, bending or reaching.

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.

JME's 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 should cover your child/ren's stomach, back, shoulders, chest and undergarments. Shorts, skirts, and dresses must be longer than mid-thigh and undergarments must be covered. Closed-toe shoes are expected so that students can fully participate in the wide variety of activities that happen every day at JME. No flip flops, slippers or high heeled shoes are allowed. 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 until 3:30pm. This includes iPad, laptop, cell phones, 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 during school hours. 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 are not allowed at school: 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

Education is strengthened by the reinforcement of learning activities outside of the school day and doing homework can help to accomplish this but in order for students to grow age appropriately, homework will not start until 3rd grade. There is no homework for grades K-2.

The purpose of homework can be any of the following:

1. To practice and refine skills so that mastery is achieved
2. To prepare students for the next class meeting
3. To extend assignments and to apply learning to a new situation
4. To create a long-range assignment or project requiring several days or weeks to complete
5. 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)

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

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.

1. I will read, sign & returned the ***Permission for Student Use form*** with a parent/guardian before using a computer at school.
2. I will have permission from a teacher or instructional assistant before using a computer at school.
3. I will never give my password to anyone else and I will never use anyone else's password.
4. I will only visit websites as directed by my teacher.
5. I will only use my district provided email account for school related work.
6. I will not change any computer settings without permission from a staff member.
7. I will use district technology equipment appropriately and respectfully (hardware and software).
8. I will not bully or communicate disrespectfully with pictures, words, or other media using district technology.
9. I will follow copyright and fair use guidelines.
10. I will not share any of my personal information online (phone number, address, name, etc.).
11. I understand that the district (my teachers and Mr. DeGallier) can see and monitor everything that I do on district technology equipment.

The above rules 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>



Closing Message

Welcome to John Muir Elementary School! While we hope our student handbook covers any and all questions you/your child may have, we understand there might be more. Please do not hesitate to check our website, contact the office, and/or schedule an appointment with Mr. DeGallier or Mr. Baileykaze.

We hope your child/ren's year is one of excitement, wonder, and learning. Thank you for putting your trust in John Muir Elementary. We look forward to partnering with you.

