

Lake Washington School District Executive Limitation Monitoring Report

EL-4 Annual Report and District Calendar March 25, 2019

Executive Limitation: The CEO shall prepare and publish an annual progress report to the public. The CEO shall also develop a district calendar for the school year that provides for the number of instruction and student contact hours and days determined by the Board and that best meets the instructional needs of students and the professional needs of teachers.

Accordingly, the CEO shall:

<p>1. Publish an annual report that includes:</p> <ul style="list-style-type: none"> a. Student performance data indicating student progress toward accomplishing the Board’s End Results policies. b. Information about school district strategies, programs, and operations intended to accomplish the Board’s End Results policies. c. Revenues, expenditures, and costs of major programs and elements of district operations. 	<p>In Compliance</p>	<p>◀ ▶</p>
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Evidence

The district publishes an annual report to the community that provides information on academic performance, financial results, and district strategies, programs, and operations.

- School annual reports will be completed prior to Spring Break. They will then be posted on school websites and distributed to families.
- The 2017-18 Annual Report includes a Strategic Plan update. It is in process and will arrive at homes in early April.

<p>2. Implement a school district calendar that plans for 180 days of instruction/contact time for students, including provisions for professional needs of teachers and parent-teacher conferences.</p>	<p>In Compliance</p>	<p>◀ ▶</p>
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Evidence

Each year, the Lake Washington School District’s district calendar provides at least 180 days of instruction for students and scheduled time for parent-teacher conferences. The calendar also provides negotiated time for the professional needs of teachers, including the dedication of seven (7) full days of time, in addition to the two hours per week for Learning Enhancement and Academic Planning (LEAP). LEAP time dedicated to professional learning, collaboration with colleagues, and curricular and instructional planning and preparation.

EL-4 Annual Report and District Calendar

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Accordingly, the CEO shall:

3. Ensure that any change in the calendar, except for emergency closings or other interruptions due to unforeseen and uncontrollable circumstances, be preceded by adequate and timely notice to students, parents and teachers.

In
Compliance



Evidence

The district strives to communicate all schedule changes well in advance to students, parents, and teachers. Weather-related and emergency closures are the exception: the district has multiple communication tools in place to reach families in these cases, such as recorded phone calls to all families, website notifications, social media and notices via local media.

- Due to a power outage, Ben Franklin Elementary opened two hours late on February 9, 2018.
- Due to snow, all schools in Lake Washington School District were closed on Monday, February 26, 2018. The snow day was made-up by extended the school year by one day.
 - Wednesday June 20 became a full school day for students
 - Thursday, June 21 became the last day of school. It was a half (1/2) day for students and a full day for staff.

4. Assure the availability of a copy of the calendar for all parents/guardians of students enrolled in district schools.

In
Compliance



Evidence

Every year, a one-page calendar with all key dates is included in the parent information booklet distributed to all parents at the beginning of the school year. The printable one-page calendar and one-month per page calendar are posted on the district's website. Upcoming district calendar events are posted on the home page of the district website and all school websites.

- In June 2017, the district and the Lake Washington Education Association agreed to school year calendars through 2020-21. They are all posted on the district website. Calendar availability was announced in parent newsletters and via the media.
- The district's calendar is included in the Parent Information Booklet provided to all parents at the beginning of each school year.

I certify the above to be correct as of March 25, 2019.

Jane Stavem, Superintendent