



Parent/Guardian and Student Handbook 2022-2023

The mission of Helen Keller Elementary is to collaborate with the community to empower students to reach rigorous, yet attainable, academic and social goals.

Helen Keller Vision

Every Student Future Ready

Helen Keller Core Values

The Helen Keller community will foster student achievement through GRIP:

Growth: Developing intellectual abilities and social skills.

Respect: Treating others as you would like to be treated.

Integrity: Striving to make the right choices.

Perseverance: Working hard and trying your best.

Savannah Milford, Principal

Lori Pierce, Associate Principal

Office Phone: 425-936-2580 **Safe Arrival Line:** 425-936-2581 **Fax:** 425-814-1540

Address: 13820 108th Ave. N.E. Kirkland, WA 98034

Website: <https://keller.lwsd.org/>

2022-23 Staff Directory

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Marleny Morales	Kitchen	

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Daily Schedule & Attendance, Arrival and Dismissal Policies

Schedule:

Kindergarten through fifth grade:

9:15 First Bell-doors open for students to enter

9:20 School Starts

10:20-10:35 K-3 Morning Recess

11:00-11:15 4-5 Morning Recess

11:50-12:15 K-2 Lunch

12:15-12:45 K-2 Recess

12:20-12:45 3-5 Lunch

12:45-1:15 3-5 Recess

1:55-2:10 K-2 Afternoon Recess

2:20-2:45 3-5 Afternoon Recess

3:50 Dismissal

Wednesday Early Dismissal: 2:20pm

*Schedule is subject to change

LEAP Wednesday

Learning Enhancement and Academic Planning (LEAP) occurs every Wednesday. Students in Kindergarten and grades 1–5 will be dismissed at 2:20 p.m. in order to provide time specifically designed to improve student achievement through collaboration and focused team-based efforts.

Safe Arrival Program

To ensure the safety of our children, we appreciate parents contacting the school early each morning if their child will be absent from school. If we do not receive a call from you, an automated system will telephone you to alert you to the fact that your child has not arrived at school. The Safe Arrival phone number is **425-936-2581** and is available 24 hours.

Extended Day

Extended Day services are available for all children, both before and after school. Please contact the District Extended Day Office, **425-936-1175**, for further information and to sign up. In some places, there are waitlists.

Before and After School Hours

For students' safety, they should not arrive before 9:05a.m., and should be picked up by 3:50 p.m. **There is no adult supervision available before 9:05 other than for those students having breakfast, or after 4:00p.m.** If your child arrives early or is not picked up on time, families will be called immediately. Students should go straight home after school and check in with a parent/guardian. They may come back to school grounds only with daily parental permission.

End-of-day Pick-up

When picking up a child at the end of the school day, please wait for your child outside the school building. If you are picking up your child using car pickup, please wait in your car. If you prefer to walk-in to meet your child, please pull into a parking space. **Please prearrange a location to meet** and share this information with other family members who may be picking up your child. Kindergarteners are to be picked up by a parent, guardian, or designated person at their classroom door. If your child is not picked up on time, they will be brought to the school office to await a parent.

Safety Patrol

Staff members supervise crosswalks, entrances, and key locations around campus. Student Safety Patrol members are also stationed at the entrance to Helen Keller and at the internal parking lot crosswalk. They are on duty from 9:05-9:15 a.m. and from 3:50 to 4:00 p.m. Student patrol members are there for the safety of our students. Students and their families must follow directions the first time given by any staff member as well as by Safety Patrol members.

COVID-19 Updates

Because COVID Safety Protocols change frequently, they are not printed in this once a year handbook. For COVID safety policies, please review the following resources: LWSD COVID Safety Plan, COVID Guidelines put out by Keller periodically in our newsletter, and information shared by teachers in class newsletters. You can find this information on our District and Keller websites.

Playground Use:

All LWSD playgrounds are open to the public during evenings and weekends. This is in accordance with city, county and state guidance. **Playgrounds will be closed to the public during the school day from 8:30 a.m. - 4:00 p.m** as we have students present on campus and the playground is reserved for their use. **Please also do not bring dogs onto campus during the hours of 7:00am-4:00pm.**

Walking and Bicycling to School

Students are urged to observe safety precautions on the way to and from school and while at school. Our rules are designed to help prevent accidents. However, in addition to the school rules, all students are asked to observe additional rules of safety. Please review these with your child.

Walkers

- Walk on sidewalks or the shoulder of the road.
- Stay away from traffic.
- Stay away from strangers.
- Go directly to/from school by the nearest route.
- Always be courteous.
- Use crosswalks to cross streets.

Bicyclists

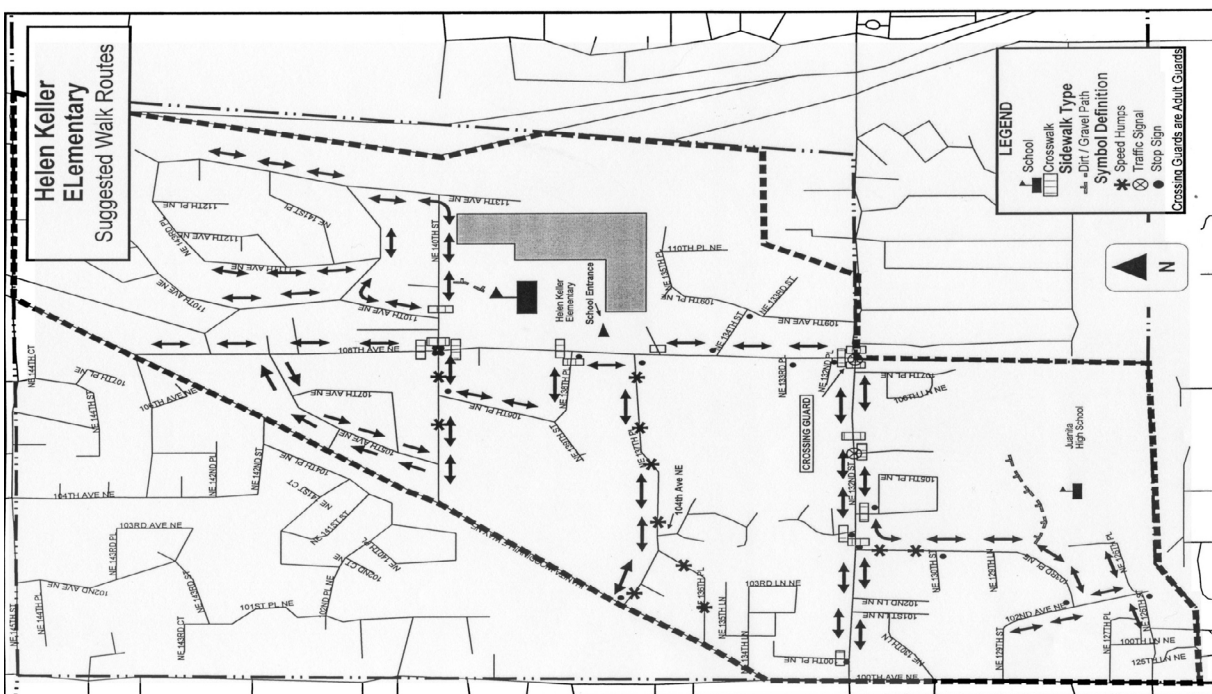
Children in **4th and 5th grades** may ride bicycles to school **ONLY** with permission from their parents. Permission forms are available in the office. The form must be completed and returned to the office before a bike is ridden to school.

- **Bike helmets are required.**
- WALK your bike when on school grounds.
- LOCK your bicycle in the bike rack.
- Students in grades K-3 can only ride to school if an adult parent/guardian rides or walks with them.

Remember to be safe and follow the rules of the road when riding your bike.

Rollerblading/Skateboarding/Scooters/Shoes with built in wheels (Heelys)

Because of safety and liability concerns, the Lake Washington School District **DOES NOT** allow skateboards, roller-blades, scooters or Heelys on school grounds, and therefore students must leave these items at home. If a student is found in possession of one of these items, it will be confiscated and a parent will need to pick it up in the office.



Parking Lot Procedures

For the safety of all our children, we have the following parking lot safety procedures. Please set the example for all children and always use crosswalks. Park only in marked parking stalls, and please do not double-park or stay idle in the through-traffic lane or in the fire lanes. There is also no parking in the bus lane on the north side of the building!

Please follow the directions of parking lot staff and student Safety Patrol members at all times. They are present to ensure your children's safety. We realize that long lines of traffic form during peak drop-off and pick-up times, but traffic does move quickly when all drivers follow the same guidelines.

Parking Lot Information

There are two parking lots at Helen Keller Elementary. The upper parking lot, off of NE 140th Street, is reserved for school staff members and buses only. The lower parking lot, off of 108th Avenue NE, is designated for all other vehicles as well as student drop-off and pick-up.

Morning Drop-off

- Enter the school parking lot no faster than 5 miles per hour, and no earlier than 9:05 a.m.
- Please stay to the right in the signed drop-off/pick-up area.
- Continue to pull forward with your child in the car until you reach the greeters.
 - ◊ Do not allow your child to exit your vehicle until you have reached the greeters.
- Please have your children exit from the right-hand side of your vehicle only.
 - ◊ Do not allow them to exit from the left-hand side unless an adult is there to help.

Afternoon Pick-Up

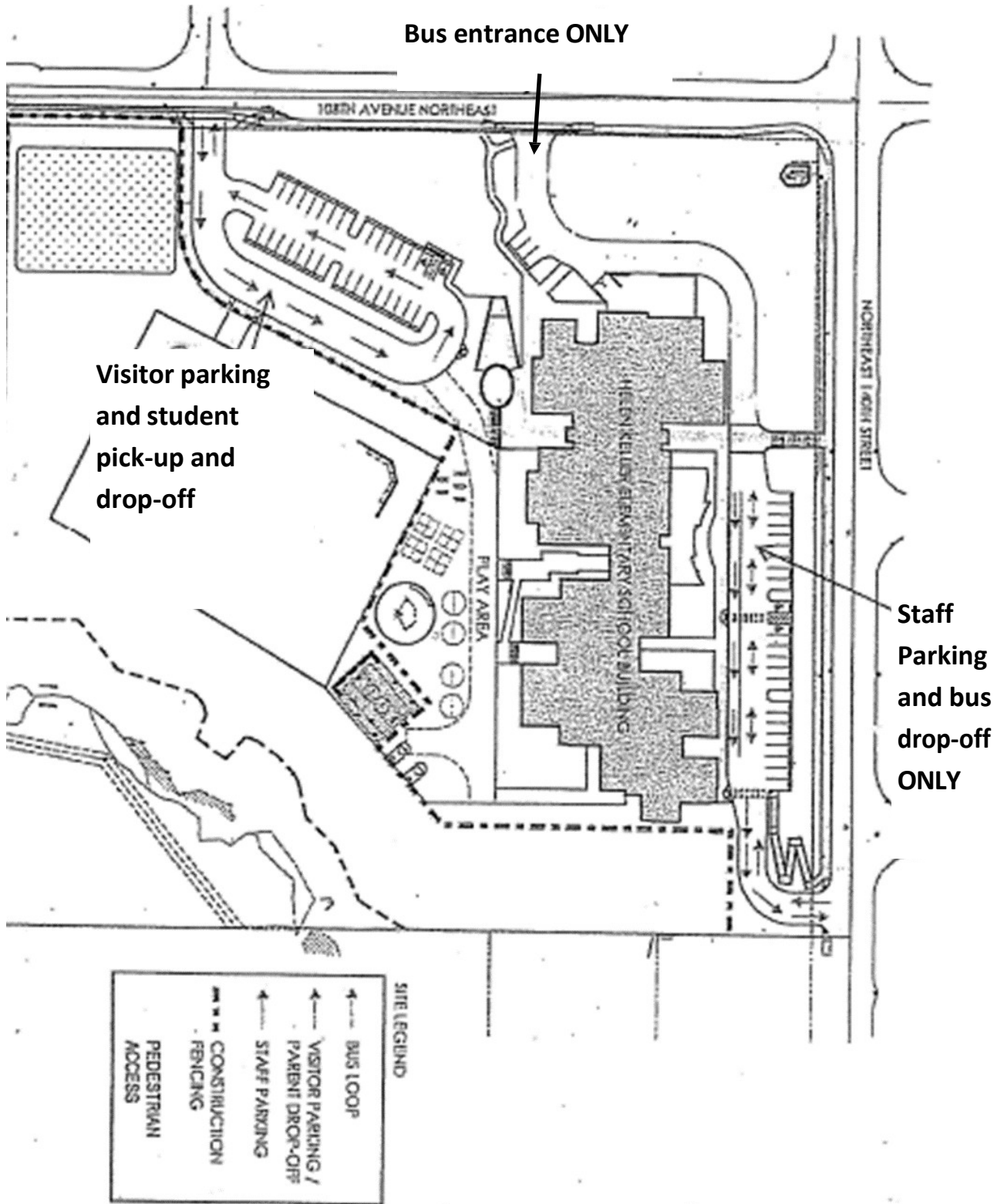
- Enter the school parking lot no faster than 5 miles per hour.
- Please drive through, staying to the right in the signed drop-off/pick-up area.
- Continue to pull forward until you reach the area where waiting students are being supervised by an adult, at which time your child will be allowed to walk to the vehicle.
- Please have your child enter from the right-hand side of your vehicle only. Do not allow them to enter from the left-hand side unless an adult is there to help.

Kindergarten Pick-up

- There is no drive-through pick-up or drop-off. Please park in a marked parking spot and then exit your vehicle to pick up or drop off your child.

Thank you for your cooperation with these parking lot procedures. This will help us to help you protect your children from strangers and accidents that can happen in high-traffic, congested parking lots.

Parking Lot Map



Attendance Policies

Attendance (Absences and Tardy Policy)

We urge everyone to try and be in attendance 180 days per year. However, we understand that unique circumstances may occur. Please report all absences to the office as soon as possible. Our phone lines are open from 7:30 a.m. to 4:00. The Safe Arrival line is available 24 hours: 425-936-2581.

After five excused absences in any month, or ten or more excused absences in the school year, we will contact you to schedule a conference at a mutually agreeable, reasonable time. The goal of the conference is to identify any possible barriers to attendance and to discuss the supports available to you and your student if needed. The new process comes out of a new state law that acknowledges the importance of school attendance. It gives us an opportunity to check in with you if your student's absences begin to add up. A conference is not required if you have provided a doctor's note for illness, or you have pre-arranged absences in writing and together we have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan, the team that created the plan needs to reconvene.

BECCA Bill and unexcused absences

The Washington attendance law, known as the BECCA Bill, <http://www.k12.wa.us/GATE/Truancy/default.aspx> requires students to be in school. This law can apply to elementary school-aged students when they are excessively absent, even if they are excused. Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

After three unexcused absences in a month, we will contact you to schedule a conference at a mutually agreeable, reasonable time to discuss supports to improve attendance. Once a student has accumulated five unexcused absences in a month, we will establish an attendance contract. At seven unexcused absences, students will be referred to a Community Truancy Board and a court petition will be filed by the school district.

Pre-arranged absences

If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused by completing the Pre-arranged Absence form. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress. By district policy, teachers cannot be required to provide students work ahead of a pre-arranged absence. Students will be given reasonable time to complete missing assignments after their absence.

Please notify the office and your child's teacher if your family plans a vacation when school is in session. **If your student will be missing 4 or more school days for a planned absence you must complete a Pre-Arranged Absence form prior to leaving (available on the website and in the office).** We strongly discourage family vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the educational process of each subject in ways that make-up work cannot reverse. Teachers are NOT required to provide homework assignments prior to a family vacation; however, they do appreciate being informed about planned absences. Failure to fill out the Pre-Arranged Absence form may result in the absence being unexcused. You do not need to fill out a Pre-Arranged absence form for single day pre-planned absences, but do call the attendance line.

Checking Out of School Early

Whenever possible, please arrange medical and dental appointments outside of school hours. If it is necessary to remove a student from school prior to dismissal time, please follow the procedures below:

- Parent/designated person will come to the office to sign out the child.
- Parent/designee will wait in the office while the teacher is called to send the student to the office.
- For student safety and to maximize learning, students may not wait for pick-up in front of the school or in the

office during school hours.

Late Arrival

Students are expected to arrive at school on time. It is disruptive to the educational process to have students arrive late. It is a parent's and student's responsibility to be on time for school. If you know your child may be late due to a medical appointment, inform the school office by calling 425-936-2580 before 9:15 a.m.

A student is considered tardy if he or she arrives to class after the 9:20 bell. Admittance slips will be written beginning at 9:20 a.m. per the school wall clocks. Students who arrive after 9:20 MUST come to the front door and be signed in by a parent.

A - Z General Information

Birthdays

Due to sensitivity of dietary restrictions, student allergies, and in order to support the LWSD Nutrition Policy and the health of our students, we do not allow students to bring in birthday treats. This includes cupcakes, cookies, candy, or any other food item. Students celebrating a birthday will be acknowledged in their individual classroom. We also ask that invitations to birthday parties are not handed out at school. Our food and invitation policy applies to all school settings (classroom, lunchroom, playground etc.)

Cell Phones

Cell phones must be turned OFF and kept in backpacks during the school day. If a cell phone is used or rings during school hours, parents will be called and are responsible for picking the phone up in the office. Cell phones may be turned ON only after leaving the main building, after school hours, and only to contact parents or guardians. Phones should not be used as cameras, voice recorders, game devices, etc., while on school property. To limit unnecessary disruptions, parents and guests also need to turn cell phones off before entering the building. Smart watches that have the ability to make calls and etc are included in the expectation to be unused during school hours.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the Guidance Team process. If parents or others have concerns about a student's language/communication, motor, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other Guidance Team member. You may also call the Special Services main office at 425-936-1201 or the district Child Find office at 425-936-2760 to request Child Find information.

Communication

Teachers may communicate through newsletters, homework logs, e-mails, phone calls, and student agendas. Please remember that staff are working with students during school hours and often cannot get to e-mail. Additionally, they may need time to research in order to thoughtfully respond or may have before- and/or after-school obligations. Therefore, **please allow 24 to 48 hours for a response to your e-mail.** Urgent messages may be sent to students by calling the school office during the day.

District Nutrition Policy

Food provided to students other than through the school lunch/breakfast program or through competitive food sales includes food provided for school-sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school-sponsored class parties and celebrations or schoolwide events shall be exempt from the above guidelines. However, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

If parents provide food for classroom consumption for individual student recognition, they are strongly encouraged to bring healthy treats. Parents are also encouraged to provide healthy meal and snack options for students when sending these from home. School staff, parent organizations and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should be considered as an alternative. If snack foods are provided, students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative. If parents want to bring snacks for a student's birthday, contact the teacher first to make arrangements.

Dogs

Please leave dogs home at all times! We have students who are afraid, and some that are highly allergic. No dogs are allowed on district property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. Washington state law restricts having any pet in the classroom for an extended period. If you bring your dog on campus after hours or on weekends, please clean up after your dog.

Dress

LWSD Dress code was updated in 2019:

Students are reminded that their appearance significantly affects the way others respond to them. Matters of dress remain the primary concern of students in consultation with their parents. Student dress shall not be regulated except when there is a reasonable expectation that;

1. A health or safety hazard shall be presented by the student's dress or appearance,
2. Damage to school property shall result from the student's dress, or
3. The student's dress or appearance shall create material and substantial disruption of the educational process at the school.

In terms of this policy, disruption includes, but is not necessarily limited to:

- a. Student riotings, destruction of property, or
- b. Widespread shouting, or boisterous conduct, or
- c. Substantial student participation in a school boycott, sit-in, stand-in, walk-out, or
- d. Other related forms of activity.

Parents should ensure that their children come to school dressed appropriately for the day's activities and the weather.

Students should wear athletic shoes on days they attend P.E. The following are **not acceptable**:

- Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence
- Wearing hats indoors. *Students are asked not to wear hats in doors as a sign of respect, but hats may be worn outside at recess or before/after school.*
- *Undergarments that are visible*
- *Shows with built in wheels (Heelys)*

If the student's clothing does not reflect the guidelines, he or she will speak with a building administrator, parents will be notified, and arrangements will be made to change the inappropriate clothing.

Enrollment/Inter-District Transfer Agreements and In-District Variances

Students may apply for an Inter-District Transfer Agreement to attend a school in a different 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 Variances are determined on a space-available basis. Refer to <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options.aspx> for timelines and processes.

Electronics from Home

- Electronic readers: Kindles, Nooks, and other reading devices are permitted at school with advance teacher permission for special events, such as class read-ins for the purpose of reading teacher-approved literature, and should not cause distraction to the owner or others.
- To limit unnecessary disruptions, cameras, iPods, Gameboys, iPads, etc., are not permitted at school.

Note: *Helen Keller Elementary School and the Lake Washington School District are not responsible for any theft, loss, or damage of electronics brought to school.*

Family Educational Rights and Privacy Act

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 of parents unless parents register their objection prior to September 15. Directory information is routinely used by the school district in news releases, school event 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. Parents who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the Directory Information Withhold Form. For more information, consult the Directory Information Withhold Form; families complete this form in Skyward Family Access.

Guests and Visitors

Parents are welcome and encouraged to volunteer. Volunteers must be preapproved by the district. For security reasons, we require that all volunteers and visitors report to the school office, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in and get a badge.

Please Note: During Fall of 2022, a vaccination requirement remains in effect for volunteers by order of the Governor's office. Part of the approval process will be showing proof of vaccination or approved exemption.

Gum

Gum chewing gum is not permitted at school.

Inclement Weather

We live in the Great Northwest, and one of the wonders of the Great Northwest is our many days of mist, showers and downright rain! It is important that everyone understand that we go outside on misty, showery and rainy days. When the field is too wet, we close it and have recess only on the blacktop. We will only call "rainy day" recess and stay indoors during a real downpour, or lightning and thunder. With this in mind, all students are expected to come to school with a light rain jacket. One with a hood is best! Your help in ensuring that students come to school with a water-resistant outer coat is greatly appreciated.

Items from Home

It is NOT permissible for students to bring personal possessions from home unless the item has been approved by a teacher for "show and tell." Items from home are often lost, or cause arguments. There are no exceptions to the rule, which includes but is not limited to mechanical devices, balls, bats, gloves, trading cards and items resembling weapons.

Lost and Found

Many coats and jackets are identical. As you know from your experience at home, children frequently misplace or lose things. Your child's clothing can be more easily recovered if the name is sewn in or written on a tag with permanent ink. When articles of clothing are found, they will be placed in the lost and found located in or near the cafeteria. Unclaimed clothing will be donated to a charity during winter break and at the end of the school year.

School Closure

Sometimes winter snow, slippery streets, or other weather conditions prevent buses from traveling safely. When this happens, Lake Washington schools are closed or delayed. All families automatically receive automated calls from the district. In addition, you may check schoolreport.org, the district or Keller website, and/or local television and radio stations. Please do not call the school office to confirm closures or delays as most staff do not report if a school closure has been called.

School and District Events

All elementary school students must be accompanied by an adult at evening events. In addition, elementary students attending middle school and high school athletic and/or other events must be supervised by an adult. All school conduct regulations remain in effect at school and district events and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school-sponsored events.

Student Progress

Getting to know you and your family is important to the Keller staff. We will have an initial conference with each family right before school starts. The next conference is scheduled for October. Students will be involved in presenting goals for the year, and teachers and parents can share information about student progress. Report cards will be sent home in late January, with a second conference the following week. Students will update families on progress toward goals. An end of the year report card is sent home on the last day of school. Families can track students' grades throughout the year online through Skyward Family Access.

Telephone Messages

Please try to make all after-school arrangements with your child in the morning before they leave for school. To provide the best education for your child, we need to have minimal classroom interruptions. Student use of office phones will be limited to emergency situations only. Such things as health or school-related problems are appropriate. Thank you for your cooperation.

Volunteering

Parents are welcome and encouraged to volunteer. Volunteers must be preapproved by the district. For security reasons, we require that all volunteers and visitors report to the school office, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in and get a badge.

Parent volunteers enhance opportunities for student learning in a variety of ways. To ensure the safety of our students and to be in compliance with Washington State Law (RCW 43.43.830 through 43.43.845), we ask that all parent helpers and volunteers complete a Volunteer Application, Volunteer Disclosure Form and Washington State Patrol Background Check. In addition, all party and/or field trip chaperones and drivers for off-campus activities will be required to complete all paperwork. Off-campus drivers will have additional insurance forms to complete prior to the field trip.

Please Note: During Fall of 2022, a vaccination requirement remains in effect for volunteers by order of the Governor's office. Part of the approval process will be showing proof of vaccination or approved exemption

Volunteer Application Procedure

Parents/family members who wish to volunteer should complete the online application through Raptor. You can find the application and more information on the [LWSD Volunteer page](#). You must also be able to show proof of COVID vaccine to volunteer this year effective OCT 18, 2021 per state mandate.

PLEASE ALLOW 2 WEEKS TO PROCESS VOLUNTEER APPLICATIONS.

Volunteer Expectations

Once you have completed the volunteer application, disclosure, and background check forms and been approved, please remember the following expectations:

1. Read the LWSD Volunteer handbook.
2. Sign in at the office.

3. Pick up and wear a nametag.
4. Be consistent and punctual — teachers depend on you. Teachers plan times for specific reasons. Stay as close as possible to the times assigned.
5. Be positive with children.
6. Any concerns should be directed to the teacher.
7. Younger siblings not enrolled in school may not go on the playground during recess times or special events when parents volunteer.
8. AVOID bringing younger siblings along during a volunteer session.
9. The workroom is for ADULTS only.
10. Younger siblings may not go on field trips when students are using district transportation.
11. Parents may not chaperone a group of students if siblings attend.
12. In case of an emergency or scheduled drill, volunteers must follow school emergency procedures.
13. Schedule a meeting outside of your volunteer time to discuss your child.
- 14. Confidentiality is critical. It is imperative that you not share any information gained while volunteering at or visiting the school with anyone.**
- 15. Please do not post photos of children other than your own on social media sites.**

Student Health, Medications and Accidents

Health Room/Medication

Health Room/Medication District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home. Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 AM and 1:00 PM daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the LWSD medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and 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. The parent must pick up any unused medication by the last of school.

Immunizations

All students must be in compliance with state law regarding immunizations in order to attend class.

Accidents

If a child is seriously injured at school, parents will be called immediately. If parents are not home, other contacts listed on the child's emergency card will be called. If no one is available, we will use our best judgment about what to do for the child. In case of a head injury, a parent notification form is always sent home with your child, as well as a phone call. While we always will try and contact a parent first, in the case of a serious injury, 911 will be called and then the parent.

Emergency Information

Emergency Cards are our main source of information, and sometimes our only source, to reach you in the event of an emergency regarding your child. It is very important for the office to have up-to-date phone numbers for parents/guardians. Please call and update your contact information if your home or work numbers change during the year, and make sure to include a local emergency contact.

Please call the office to have staff attach a note to your child's card if you plan to be out of town during school. The office needs the following information: child's name, teacher, who is responsible for him/her in your absence, their phone number, how long you will be gone and (if possible) an out-of-town number where you can be reached.

Helen Keller Emergency Response

The staff at Helen Keller makes a great effort to provide a safe environment for each student and the educational process. On this page you will see a brief description of our procedures during and directly following an emergency.

Earthquake

- If indoors, stay indoors and Drop, Cover and Hold. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
- Do not run through or near buildings where debris could fall on you.
- If outside, stay in the open. Keep away from buildings, trees and electrical wires.

Fire

- When the fire alarm sounds, all students, personnel, and visitors will evacuate the building immediately.
- Students must leave their classrooms and proceed directly to the designated exit.
- All classes should walk rapidly and silently away from the building, then stand facing away from the building while the teacher takes roll to make certain no one is missing.

ALICE (Armed intruder inside)

Alert, Lockdown, Inform, Counter, Evacuate. Staff will choose the safest course for their students based on location of threat.

Lockdown

- Office will announce "OUR SCHOOL IS IN FULL LOCKDOWN" over the intercom.
- At this time get to a nearby classroom and wait for instructions.
- Staff will lock doors, close blinds, turn out lights, direct students to a secure location in the classroom, and take roll.
- Teachers will be in contact with the office via intercom and/or phone.

Student Evacuation

Our student evacuation area is the soccer field facing away from the building, toward Edith Moulton Park.

Student Release from Evacuation Locations

Our goal is to reunite parents and children as quickly as we can. In the event of an emergency the most important thing to remember is to stay calm and follow the procedures we have in place. Staff will be on site to direct you to the Student Release Area.

Critical Reminders for Student Release

- Bring your personal IDENTIFICATION card: We cannot release anyone without seeing ID first.
- YOUR name MUST be on a child's emergency card in order for us to release a child to you. Again, bring your personal identification card.
- REMAIN CALM
- BE PATIENT

We understand how important it is to reunite families expediently. We also understand the importance of being efficient and thorough. We need to account for each person on campus. Please remain in the parent reunification area until your child is brought to you. Your patience and understanding are appreciated.

Emergency Contacts

It is important that the office staff have the ability to contact someone close to school in case of an unplanned

school closure, early dismissal due to a snowstorm, or one of the emergencies listed above. Please make arrangements with a family member or friend in the immediate Helen Keller community where your child may go in the event you are unable to come to school to pick up your child. List that name and phone number on the LWSD emergency notification document. Every child needs to have an alternate contact in the community that can be called by you or us in the event of your absence. Your child will be more comfortable in a home environment.

Procedures for Pick-up when an Early Release is Issued

There are also times when students schoolwide will need to be picked up if an early release is issued (e.g., school power outage, wind storm, snow storm). The communication and pick-up procedures are different under these unique circumstances.

- You will receive an automated phone call from the Lake Washington School District.
- After receiving the phone call, please pick up your child DIRECTLY from his or her classroom. Bring your personal identification card (driver's license).
- The classroom teacher will check your identification and have you sign your child out using a Student Release Sheet. Once the teacher checks you off and you have signed your child out, the teacher will release your child to go home directly from the classroom.
- If you are picking up someone else's child, your name MUST be on that child's Emergency Card. Again, bring your personal identification card.)

Breakfast/Lunch Food Service Program

Breakfast and Lunch

Breakfast is available at Keller at 8:50am. Any student wishing to participate in breakfast can come to the main door and push the buzzer to access the commons.

School Meals for 2022-2023: Since the beginning of the pandemic, the USDA has funded free meals to all students, The USDA free meal waiver is set to expire on June 30, 2022. As a result, the district will start charging fees again for lunch and breakfast starting in the 2022-23 school year. The district will continue to provide student meals free of charge at all school sites through June 30, 2022.

Meal Prices:

Breakfast \$2.25

Lunch \$3.75

To purchase lunches:

1. Charge your Visa or MasterCard online through the secure [MySchoolBucks.com](https://myschoolbucks.com) site. If you would like step by step instructions for using this secure site, see our [online payments](#) page. There is a convenience fee of \$2.75 for each transaction.
2. Send cash or a check made payable to LWSD to the school office with your child's name attached.

Menus

Breakfast and lunch menus are available each month at <http://www.lwsd.org/parents/breakfast-lunch-menus/pages/default.aspx>. We advise families to post menus at home to determine buying or packing of lunch on any given day.

Free and Reduced Meal Applications: Even though meals are free through June 30 of this school year, we strongly encourage all families who might be eligible for benefits to submit an application now. Filling out an application now may qualify families to receive seamless meal benefits through October 15 to start the new school year. Completing an application online through [Myschoolapps](#) takes less than 10 minutes, and parents only need to complete one application per family.

For more information you can also visit our website: www.lwsd.org/pathway-forward/grab-go-student-meals.

Additional Benefits for Free and Reduced: Students that are eligible for Free and Reduced meals are also eligible to receive fee waivers for athletics, extracurricular activities, and ASB cards. In order for the district to waive these fees, you must provide consent to share your Free and Reduced eligibility status for this purpose. You can provide consent on the Free and Reduced application. If you are already qualified for free and reduced meals or you are directly certified through the State, you can provide your consent to share eligibility information in [Family Access](#) by following these [instructions](#)|[instrucciones](#). For more information about fee waivers, please visit our website: [How to Waive Extra-Curricular Fees - Lake Washington School District \(lwsd.org\)](#)

School Counselors can also help connect you with benefits that you may be eligible for if you qualify for free and reduced meals.

Student Expectations and School Policy

	Classroom	Recess	Cafeteria	Hallways	Bathrooms
Expectations	<ul style="list-style-type: none"> • Arrive on time. • Try your best. • Follow class-room/school rules and expectations. • Be prepared with homework and supplies. • Use time wisely in class. • Keep your supplies organized and your desk clean. • Say and do kind things. • Respond calmly to others. • Keep hands and feet in your personal space. • Follow directions. • Clean up after yourself. • Focus on your work/supplies, not on others. • Think before you act/speak. 	<ul style="list-style-type: none"> • Walk on the stairs and sidewalks. • When the bell rings: <ul style="list-style-type: none"> * Stop playing. * Gather recess equipment to take inside. * Line up. • Use equipment appropriately. • Follow game/playground rules. • Follow directions from adults. • Play fairly. • Show empathy and seek to include everyone. • Play to have fun, not just to win. • Try to solve your own conflicts/problems positively. • Report incidents/Big Problems to recess teacher. • Stay within the playground boundaries. Tell an adult if recess equipment leaves playground boundary. • Keep all personal sport/recess equipment at home. • Leave rocks, sand, twigs, snow, etc., on the ground, and no digging. • Play where a recess teacher can see you at all times. 	<ul style="list-style-type: none"> • Follow the Big 5. • Walk in the cafeteria. • Stay behind the person in front of you. • Only take what you can eat. • Sit at your assigned table. • Eat your food in a timely manner. • Follow directions from adults. • Be polite. • Include others. • Think about your own behavior, not that of others. • Throw away your waste in the proper place. 	<ul style="list-style-type: none"> • Walk at all times. • Stay behind the person in front of you. • Walk quietly so you do not distract other classes. • Keep your hands and feet to yourself. • Must have a pass if in the hallways without your class. 	<ul style="list-style-type: none"> • Use the bathroom only when needed. • Use the bathroom quickly and quietly. • Clean up after yourself. • Wash your hands. • Flush your waste. • Throw away paper towels in the trash. • Try to use bathroom at recess (after getting a pass from a recess teacher).

LWSD Rights and Responsibilities

All families are also responsible for knowing the LWSD Rights and responsibilities as well as the Keller School Guidelines.

Please review these at: [2022-23LWSDStudentRightsandResponsibilities.pdf \(finalsite.net\)](#)

If you have challenges with accessing a web version, please reach out to lpierce@lwsd.org to request a print version of these Rights and Responsibilities.