

Parent & Student Handbook

Emily Dickinson Elementary & Explorer Community School

Washington Achievement Award Winner

Emily Dickinson Elementary • Explorer Community School

7040 208th Ave N.E. Redmond, WA 98053

Phone: (425) 836-4658 • Fax: (425) 836-4658

Safe Arrival Attendance Line: (425) 936-2531

Principal: Rebekah Westra

Associate Principal: Kimo Spray

Dickinson School Mascot: Dragons

Dickinson School Colors: Green and Yellow

Explorer School Mascot: Eagles

Explorer School Colors: Blue and White

EMILY DICKINSON ELEMENTARY DAILY SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

9:00-9:15 Student Drop Off
9:15 AM Line-up Bell
9:20 AM Instruction Begins
3:50 PM School Ends
4:00 PM All Students Off Campus

WEDNESDAY

9:00-9:15 Student Drop Off
9:15 AM Line-up Bell
9:20 AM Instruction Begins
2:20 PM School Ends
2:30 PM All Students Off Campus

HALF-DAY (For Conferences/No Lunch Served)

9:05-9:15 Student Drop Off
9:20 AM Instruction Begins
12:20 PM School Ends
12:30 PM All Students Off Campus

Recess and Lunches	
11:30-11:50	K-2 & Quest Lunch
11:50-12:20	K-2 & Quest Recess
12:05-12:25	3-5 Lunch
12:25-12:55	3-5 Recess
12:05-12:25	Explorer Lunch
12:25-12:55	Explorer Recess

EXPLORER COMMUNITY SCHOOL DAILY SCHEDULE

MONDAY, TUESDAY, THURSDAY, FRIDAY

8:50-9:00 Student Drop Off
9:05 AM Instruction Begins
3:35 PM School Ends

WEDNESDAY

8:50-9:00 Student Drop Off
9:05 AM Instruction Begins
2:05 PM School Ends

HALF-DAY (For Conferences/No Lunch Served)

8:50-9:00 Student Drop Off
9:05 AM Instruction Begins
12:05 PM School Ends

Recess and Lunch	
11:30-11:50	K-2 & Quest Lunch
11:50-12:20	K-2 & Quest Recess
12:05-12:25	3-5 Lunch
12:25-12:55	3-5 Recess
12:05-12:25	Explorer Lunch
12:25-12:55	Explorer Recess

COMMUNICATION

PTSA and School Newsletter – The Messenger: This newsletter is the primary method of school to home communication. The Messenger is sent via email to subscribers and posted on the PTSA website each Tuesday. Information includes important dates, messages from school staff and details about upcoming PTSA activities and programs. The Messenger will also occasionally have links to District-approved attachments such as cultural opportunities, sports registration forms, etc. If a family does not have email service, contact the office for a paper copy. To subscribe, click on the mailing list button at dickinsonptsa.org.

Directory: The Dickinson/Explorer PTSA publishes a school directory online in mid-October, listing students by classroom and in alphabetical order. All students who return the directory form are included regardless of PTSA membership. Families may request in writing not to have some, or all their information published.

Contacting Staff: Email is the most efficient method for communicating with staff, however many teachers do not access their emails during the hours of student attendance.

****NOTE:** if you have a change of after school plans for your student, do NOT email; call the main office at least 2 hours prior to dismissal (*many teachers cannot check email during the school day due to focus on instruction*).

Please keep your emails brief and to the point, and allow 48 hours (about 2 days) for a response. Many times, a brief conversation with the teacher via phone is the best choice. Email is great for a quick question or to let us know of a situation or to schedule a phone call. If dialog is needed, a phone call is really the best choice. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached by telephone at 425-936-2530. Teachers cannot usually be reached by phone during the school day except in an emergency. Please see the school website for a list of teacher email addresses: <http://www.lwsd.org/school/dickinson>

Websites: Dickinson/Explorer Elementary school website is located at <http://www.lwsd.org/school/dickinson>. It is updated monthly and features basic school information, library & counseling resources as well as the monthly lunch menu and calendar. The Dickinson PTSA maintains a more in-depth look at extracurricular events and parent volunteer needs at www.dickinsonptsa.org.

CONFERENCES

Grades K-5 Conference Weeks: Goal setting conferences are scheduled for October. These days are designed for parents, students, and teachers to meet and set goals for the year. A second set of conferences are scheduled in January during which parents, students and teachers discuss progress towards those goals. Parents are welcome to request additional conferences as needed. There are two report cards per year, at the end of January and June. Please note that posting student scores varies according to grade level, District curriculum/assessment requirements, and classroom. Using Parent Access, you may view your child's academic progress at any time. Go to www.lwsd.org for more information.

Grades K-5 Conferences: October

Grades K-5 Conferences: January

EMERGENCY PROCEDURES

Emergency Contact Information

It is especially important that the office has up-to-date phone numbers for parents. An emergency card is included in the first-day packet. Parents should complete a card for each student and return it to the school immediately. Please complete the special medical and custody information on the back of the card, if applicable to your child.

Call the office if you plan to be out of town while your children are in school. The office needs the following information: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

School Closing

In the event of fire, power failure, heavy snowfall or severe windstorms, or natural disasters, parents are asked to stay tuned to their radio, computer, or television for information. You may also check the website www.schoolreport.org.

To maintain open communication lines, you are asked **NOT** to call the school in an emergency. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. If school is to be closed, the decision and announcement will be made prior to 6:30 A.M. The school is not authorized to dismiss school early unless so directed by the LWSD (Lake Washington School District) administration.

If school is dismissed early, please follow the explicit directions provided to all parents via phone/email/text. The conditions of the situation may warrant pick up at the Classic Site (Dickinson Preschool) or an alternative site. This will be explained to you in detail upon notification. **You must have photo ID to pick up your child.** Complete the emergency forms at the start of the year carefully. Please designate more than one local friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency. We will not release your child to anyone without proper authorization at any time.

Please bring your patience. It will take time to release more than 550 students, and your child's safety is our paramount concern.

Lockdown

Occasionally, the building principal may make the decision, in coordination with local public safety officials, to lock down the school. No one may come or go from the school during a lockdown. If you hear on the radio or television that the school is in a lockdown, **DO NOT CALL OR COME TO THE SCHOOL**. Phone calls will not be answered, and you may place yourself in harm's way, or hinder the work of law enforcement officials.

The school has written policies and procedures for lockdowns, and the children are regularly drilled on the procedures. Again, the safety of students and staff is our highest priority.

We have an abbreviated listing of our emergency procedures available at our office window upon sign-in.

EMERGENCY OPERATING SCHEDULE

When emergency conditions result in school schedule changes, the district will use one of the following plans:

No announcement means normal schedules: Dismissal schedules will be at regular times unless otherwise announced on the radio, district website or school messenger call.

Schools are closed: All building activities are cancelled, including school, all before and after school activities, athletic events, and parent meetings.

Late start and limited bus service: High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited. When in effect, Quest, and AM Kindergarten classes are cancelled.

Special announcement: A variation of the above plans will be announced, if necessary, due to a power failure or other special conditions. These announcements go out as an auto-alert to all parents via registered phone numbers, email addresses, and text message recipients.

Parents can always access the LWSD website (www.lwsd.org) to get instant alerts on emergencies at any LWSD school. Alerts are listed in a red box on the upper right side of the home page.

NUTS AND BOLTS: DICKINSON AND EXPLORER POLICIES AND PROCEDURES

ABSENT OR LATE STUDENTS

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

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Dickinson/Explorer will be **mandatory** for all students. A written excuse or safe arrival phone

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In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Dickinson/Explorer will be **mandatory** for all students. A written excuse or safe arrival phone call from parents or guardians will be required for all absences, late arrivals to school, or early dismissal. Please call the Safe Arrival number before 9:00 A.M. if your child will be absent or arriving late. Our Safe Arrival Phone Number is **425-936-2531**. If we do not receive a call by 9:30 A.M. we will attempt to contact the parent/guardian and verify the absence. An ABSENCE is recorded when a student misses more than 60 minutes of class time in either A.M. or P.M. session.

SICK CHILD

If your child shows minimal symptoms of a small cold, it is your discretion as a parent to send them to school. However, if your child presents the following symptoms, **they are required to stay home.**

- Had a fever within 24 hours
- Had vomiting or diarrhea within 24 hours

TARDY POLICY

We will write tardy/admit slips beginning at 9:20 A.M. per the wall clocks. The Principal will review a monthly report on absenteeism and tardiness issues.

At 5 tardy/absences in a trimester or if a teacher has significant concerns, the Principal will be notified and ask the counselor to contact the families, explaining the educational impact on the student, teacher, and classmates.

At 15% tardy or absences a letter will be sent from the principal to parents indicating the continuing problem 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, student, and principal.

EXCESSIVE ABSENCES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed four (4) unexcused absences in a semester will be sent a letter of concern. Students who exceed seven (7) unexcused absences will receive a letter of warning from the district Becca Coordinator. Parents or guardians of students with excessive (over 10) excused absences, causing interference with learning, may be asked by the principal to provide documentation verifying the medical or emergency excuse.

EXTENDED ABSENCES

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school because of vacation scheduled during school time. Parents removing their students from school for 3 days or longer must submit a Pre-Approved Absence Form.

Students absent longer than 20 days (about 3 weeks) for any reason are automatically unenrolled from school and will need to re-enroll upon return.

EARLY DISMISSAL

We discourage early dismissals because learning takes place right up until the final bell. However, we recognize the need for medical and dental appointments and other emergencies. Please send a note to the teacher and stop by the office to sign out your child. Students are released only to parents, guardians, or those having parent permission.

FIELD TRIPS

Official field trip forms must be completed, and returned to the student's teacher **before** the date of the planned trip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip.



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ILLNESS, INJURY AND MEDICATIONS

Any illness or injury will be reported to the classroom teacher who will then have the student report to the office. Parents will be contacted by office personnel, or health room volunteers. Emergency phone numbers on enrollment cards are important and must be listed in case we are unable to contact the parents. If your child is sick and will be going home, it is in the best interest of your child that they go home in a timely fashion. The health room gets very busy, and there is not another place for a sick child to wait to be picked up. This may cause undue stress for your child when they are already ill.

It is of paramount importance to the safety of our students that parents' home, business, cell phone, and emergency numbers be kept updated during the year.

HEALTHROOM 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 to call a parent to arrange for transportation home. 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. It is the parent responsibility to ensure that all medications are kept current, accurate, and accessible at all times including off-campus events.

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. If your child is currently taking daily medication, please arrange to have your child 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 (pick-up in main office); 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; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

LUNCH MONEY

Families that previously qualified for free or reduced-price meal benefits will need to reapply to continue receiving district-supported fee reductions and benefits. Hot lunch menus are available on the district website at: www.lwsd.org.

Prepay with Credit Card: Parents may prepay for as many lunches and/or milks through the school district. With this system, each student has a computerized online account. Please follow the instructions at: www.lwsd.org or call **425-702-3393**.

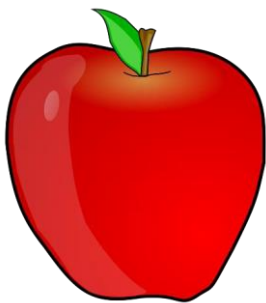


Prepay with check: Please make your check out to "Dickinson/Explorer" and in the "For" line add the student's name and "lunch money."

Prepay with cash: Please put cash in an envelope with the student name, teacher name, and "lunch money."

When a student does not have a lunch or lunch money, an emergency hot lunch will be provided. Free and reduced lunches are available to qualifying students. Information and applications are sent home on the first day of school or are available in the office.

SCHOOL DAY SNACKS



Teachers expect families to send a healthy snack each day to ensure students are receiving steady nutrition to ensure their optimum learning levels throughout the day. Students of need will be provided with snacks, however this resource should be reserved for families experiencing challenge, as teachers often fund them out of pocket. Supporting teachers/counselor with snack donations is an appreciated gesture if offered.

BIRTHDAY TREATS

At Dickinson and Explorer, you are welcome to celebrate your child with a NON-food item, such as pencils, erasers, or another small item. The PTSA has set up a Celebration Book Club through the library or you can donate a book to your child's classroom.

PARENT AND VISITOR PROCEDURES

The safety of our staff, students, and community are priority. To ensure we know who is in the building, there are entrance procedures in place. Non-staff members need to follow district entrance procedures by showing identification and providing a statement of visitation. Only trained personnel will be authorized to allow building entry during school hours.

You are always welcome to visit Dickinson/Explorer, and to volunteer in the school or for a PTSA activity. However, with Covid-19 we will have to follow safety protocols and guidance.

If you plan on visiting, it is important to communicate your plans with the classroom teacher so that they can plan appropriately.

When visiting or volunteering at the school, you will need to ring the doorbell, located to the left of the front door. You will need show to identification to the camera. Once identified by personnel, you will be given access to the building. Do not allow other visitors in the building. It is important all visitors show identification before entering our school. Once you are in the building, you will need to check in at the office first and wear an identification badge.

This helps keep our children safe!

If you wish to volunteer at school or chaperone on a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at: www.lwsd.org.



DROP OFF AND PICK UP PROCEDURES

Safety for children is our priority. Please help promote the safety of children by observing the following regulations:

Pick-Up/Drop-Off: Traffic flow is a significant challenge at Dickinson/Explorer. Please assist the school by observing the following procedures:

AM Drop-off at the Front Drive Circle

- Wait in line until your vehicle reaches the school curb, pulling all the way forward to allow for the maximum number of cars to unload at once.
- Students exit cars **curbside** only. Parents should stay in the vehicle. There will be people to help students exit vehicles safely.
- WAIT in line to exit the drive circle in queue. Do not pass other vehicles out of turn.

PM PICK UP AT WETLANDS PARKING LOT

- Students with PM car pick up will be walked to the Wetlands Lot.
- Front drive circle pick-up is for Explorer (3:35 P.M. release time) and parents of students in our Learning Center.
- Wetlands Lot pickup rules are identical to AM drop off.
- **There is NO supervision of students at the 'Classic Lot' or behind the Old Gym.** The 'Classic Lot' is the parking lot for the old Dickinson site/Preschool along 208th St. For the safety of your child, please ensure they are being picked up in the Wetlands.
- The '**Classic Lot**' will be used by preschool parents to pick-up their children. (4:00 P.M. release time).

Parking: Parking is a challenge on our campus. Parents should assist the school in ensuring that they park in our Wetlands Lots. School-facing parking stalls are reserved for Office Staff and our Health Room Volunteers. Curb-side parking is reserved for staff only.

Bus Rides: Bus service is provided for students living 1.0 miles from school or for those students that do not have a suggested walking route to school. For new students, bus routes and schedules are available on the district website at <https://www.lwsd.org/programs-and-services/transportation> For new students, neighbors are the best source of information about bus stop location and pick-up times, or parents can call the Transportation Department, 425 936-1120. Bus passes are necessary for special arrangements. Students must bring a parent note if they are to ride home with a friend, get off at a different bus stop, etc. Students should bring the note to the office before school or at morning recess to receive a bus pass.

Rules of Conduct at the Bus Stop: Students must respect private property while waiting for the bus. Students should arrive at the bus stop **no more than 10 minutes before** the scheduled arrival of the bus. Self-discipline must be exercised by students waiting in the bus loading areas. Students must wait to board the bus in an orderly manner; no games, no cuts, no throwing of objects, no running into the street.

REPORTING SAFETY CONCERNS

Safety is one of our district's top priorities. We use Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in four different ways:

1. **Phone:** **425.529.5763**
2. **Text:** **Text your tip to 425.529.5763**
3. **Email:** **1342@alert1.us**
4. **Web:** **<http://1342.alert1.us>**

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you are concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>.

SCHOOL PHONE AND EMERGENCY MESSAGES

To alleviate classroom interruptions and protect learning, students are not called to the phone. In the event of an emergency, please contact the office and a message will be delivered to the student. Please discuss after school arrangements in the morning before school starts. Students will be discouraged from using the phone to make after school arrangements, call for homework, etc.

STUDENT SUPERVISION

Dickinson/Explorer students are supervised during the school day in the classroom, on the playground and in PE, Music, and Library classes. However, we do not provide supervision before or after school. To ensure the safety of your children, we ask that students arrive at school **no earlier than 9:00 A.M.** (*unless they are enrolled in special programs such as Choir or Orchestra classes, or ASB*) and that **they leave the school grounds immediately after the 3:50 P.M. dismissal bell.**

TEXTBOOKS AND LIBRARY BOOKS

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

THE CLASSROOM AND BEYOND

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At Emily Dickinson Elementary and Explorer Community School, we believe that fostering positive relationships is the foundation of our work with students. At Dickinson and Explorer, we work together to Be Safe, Be Kind, Be Respectful, and Be Responsible. These things are the foundation of student success.

We establish a positive school climate by implementing a Multi-Tiered Systems of Supports (MTSS), which consists of two sections including Response to Intervention (RTI) and Positive Behavioral Interventions and Supports (PBIS). This year, we are concentrating on PBIS. Additionally, we are committed to equity and inclusion. We have a Culture Leadership Team who is focusing on inclusion, and we also have an Equity Leadership Team. As we strive to create a safe and warm atmosphere for all students, we will infuse our work from our Culture and Equity Leadership Teams in all that we do at Emily Dickinson Elementary School and Explorer Community School.

Our focus is on providing all students with structure, which includes clearly communicating expectations and having accountability for each student, while also providing support, which includes listening to and valuing our students, encouraging their voice, fostering relationships, and building upon the strengths of each student.

This school-wide behavior plan is designed to outline practices that will nurture students' social and emotional development and in turn promote academic excellence. Our approach to education includes policies, practices, and relationships that ensure all students in our school community are healthy, safe, engaged, supported, and challenged. At Dickinson and Explorer, we develop skills to ensure that all students can lead a positive and productive life, by strengthening interpersonal skills and focusing on the importance of students' commitment to the community.

As a school, we integrate our commitment to equity with school wide PBIS, by striving towards Cultural Responsive Teaching, including the following components: identity, voice, supportive environment, situational appropriateness, and data for equity.

We commit to inclusive practices. We have many diverse learners, who receive services in Learning Center, Resource Center, English Language, and Safety Net and will work hard to provide inclusive environments. We infuse these practices into our PBIS structures.

We recognize that we need clear expectations for all stakeholders in our community. Therefore, we have clear expectations for our common space for students, staff, community, and administrators. In addition to our Common Expectations, we have also developed teaching tools for staff as well as incentives to encourage positive student behavior.

We commit to providing staff and students with a safe and orderly pace to work, learn and play. To ensure success in this area, we will examine and follow procedures and strategies to promote an effective approach to discipline. This will help maximize instructional time and create a safe, productive environment where all students at Dickinson Elementary and Explorer Community School will be successful.

ASSISTANCE SERVICES

Dickinson/Explorer provides extra assistance in reading, special education, and learning English. District Remediation is a district-funded program serving students with reading and math needs, known as Safety Net. English Language Learning is available on-site. Parents with concerns related to academic or health of their child should contact School Psychologist immediately to discuss potential support available at school.

ADDITIONAL MUSIC PROGRAMS

Choir - Our choir students sing at assemblies and other places within our community.

Band - 4th and 5th grade students have the opportunity to participate in a before school music program at Evergreen Middle School.

String Orchestra - A string orchestra program is offered as a before school activity for 4th and 5th grade students. Group instruction is given on violin, viola, and cello on site at Dickinson.

ART DOCENT PROGRAM

Trained volunteers provide art education using LWSD curriculum on the principles of history of art while introducing children to a variety of art media in this PTSA-funded program.

COUNSELING PROGRAM

The counseling program offers both individual and small group support to students and families. The school counselor is available by appointment and can provide many levels of support and resources for students and families. Please call the main office if you wish to speak to the counselor.

ENVIRONMENTAL EDUCATION

One of the many unique aspects of Dickinson/Explorer is our natural wetlands area, which has been cultivated by our students, staff, and community volunteers into a rich addition to our educational program. All students benefit from the work and learning we support in the wetlands, which is a two week-long focus in the Spring as all students and staff participate in the restoration of our Wetlands.

Our 5th Grade Students attend Camp Seymour in Gig Harbor, Washington for 3 days and 2 nights as a part of our commitment to an enriched experience while learning about our natural world.

ASB

The Dickinson/Explorer ASB sponsors many activities and projects to promote school spirit, virtues, and community service. An annual project that is promoted school-wide by our ASB is our Pennies for Patients drive. Each year our school raises money to help support the Leukemia and Lymphoma Society. Our Pennies for Patients drive is just one of many fundraisers Dickinson/Explorer participate in throughout the school year.

DRESS CODE

Students are expected to dress neatly and appropriately at all times. Wearing obscene apparel is never acceptable. Students may not wear clothing referencing or depicting drugs, alcohol, or gangs. Shoes must be worn at all times for safety and health reasons.

- **Inappropriate clothing includes:** attire that promotes alcohol, drugs, tobacco, racism, sexism, profanity, offensive logos, sexual connotations, weapons, and anything gang-related. Bare midriff or spaghetti strap t-shirts, pants that are too baggy or too low, wallet chains, revealing or too tight clothing are not appropriate. Students wearing inappropriate clothing will be asked to change into appropriate attire.
- **The fingertip rule will apply to the wearing of shorts and skirts:** The length cannot be above the fingertips when the hands are held at side.
- Sleeveless shirts must have straps at least two (adult) fingers wide. Shirts must touch pants/skirts at all times, including when students are seated.
- Hats may be worn to and from school and at recess; however, they are not permitted in the building. Exceptions are made for cultural headwear.
- Proper coats, hats and shoes are necessary for cold and wet weather. Knowing that we live in the rainy Northwest, and that children will be playing outside throughout the year, please help students be prepared. "Indoor Recess" is only called in the case of extreme rain, or lightning. Umbrellas may be used to and from school but not at recess.
- Students must be prepared with proper tennis shoes/sneakers on days when they have PE.
- All coats, sweaters and sweatshirts should be labeled with your child's name.

DICKINSON/EXPLORER POLICIES

BUILDING RULES

STUDENTS ARE EXPECTED TO:

Safe

- Walk in the classrooms and hallways.
- Follow the directions of Safety Patrol members.
- Arrive at school after 9:05 A.M. (there is no supervisor on the grounds until that time).
- Use all recess equipment carefully and appropriately.

Kind

- Treat others the way you would like to be treated.
- Use kind language. (No unkind words or gestures.)
- Keep hands, feet, and objects to yourself.

Respectful

- Follow adult directions the first time.
- Follow all classroom & school rules.

Responsible

- Arrive at school on time.
- Try your best every day.
- Ask for help if you need it.
- Try to solve own peer conflicts.
- Dress appropriately for school and for the weather.
- Take care of school property and property of others.
- Use quiet voices in classrooms & hallways.
- Take care of bathroom spaces: flush, wash hands, & throw away trash.

The staff at Dickinson/Explorer believes in letting students learn from their mistakes, just like adults do every day! We encourage students to self-reflect, accept responsibility for their decisions, correct any adverse effect they may have caused, and face the consequences. We want our students to know that learning from our own decisions is a good thing, even when it may be temporarily unpleasant.

DISCIPLINE

This section is dedicated to expectations and policies regarding student behavior at Dickinson/Explorer Elementary. For more information on the Lake Washington School District Policies and Procedures are available on our school website at <http://www.lwsd.org/school/bell>.

Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have a right to a non-threatening, non-intimidating school environment. Students who choose to engage in disrespectful and/or inappropriate behavior also choose the consequences of their behavior, up to and including suspension from school. Please help us by discussing the importance of respectful, appropriate behavior with your student.

At Dickinson/Explorer, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that...

- People who are honored, valued, and respected, learn to honor, value and respect others.
- When students are responsible for their own learning and behavior, they will feel successful.

- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

The goal of Dickinson/Explorer Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and a more enthusiastic attitude toward learning.

STUDENT RESPONSIBILITY

I want the best possible education for myself, and I realize I can make this happen. Therefore, I will be responsible to do the following:

- Strive to do my best in school each day and behave in a way which allows everyone to learn and feel safe.
- Treat others with kindness and respect.
- Take care of school and student property and the environment.
- Follow all adult staff directions.

NATURAL CONSEQUENCES

The goal of natural consequences is to help the children learn to take responsibility for their behavior and understand its results.

As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action. For example, if a student writes on the building wall he/she would be asked to clean the wall. A student that throws rocks or gravel from a play area would be asked to pick up or sweep the gravel or rocks.

LIBRARY RULES

The library program includes instruction on library usage, the research process, information resources and literature appreciation. Students attend a weekly scheduled library class for thirty minutes. Time is allotted during each class for students to check out books. Library materials may be kept for a period of one week for Kindergarten, two weeks for Grades 1-5. Books are due on the same day the student attends library class. A student wishing to keep their books longer may renew it one time. Additional renewals will depend upon demand for the book. Check out privileges will be limited or stopped if students do not return materials on time

- **Kindergarten:** students will begin with checking out one book mid-September. Library lessons will discuss book care, checkout procedures, and material responsibility while borrowing library books. Beginning in October, students will be able to checkout up to two books. provided they have no late books.
- **1st Grade:** students will begin with one book for the first two weeks of school. Library lessons will review book care, checkout procedures, and material responsibility while borrowing library books. Beginning in October, students will be able to checkout up to two books. Checkout privileges will increase as students learn processes and procedures provided, they have no late books.
- **2nd-5th Grades:** students will begin with one book for the first two weeks of school so that we may discuss the checkout procedures and policies. Checkout privileges will increase as students learn processes and procedures provided, they have no late books.

In addition to classroom's weekly scheduled library class, students are welcome to visit the library to return/check out books during the school day with teacher permission and a library pass. Outstanding individual/class behavior, effort or participation may earn the student(s) the privilege to check out additional materials that week.

The responsible care of library books is important. It is our policy that students who lose or damage books pay a replacement fee or place the books with a hardback copy with the same title.

If you have any questions feel free to contact Kelly Williams, Teacher-Librarian, by email kewilliams@lwsd.org.

STUDENT PLAYGROUND RESPONSIBILITIES

The playground is for fun and exercise, as well as an area to practice appropriate social skills. It is a privilege to have a place to play. Each student at Dickinson/Explorer has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

Play safely within the playground boundaries.

- Enter the building only with a pass from a Recess Teacher.
- Respect others and property by using kind words, safe game rules, and obeying Recess Teachers. Remember to play in a manner that is comfortable for all participants.

Following these expectations will help students to be successful, as well as feel good about themselves and others.

CONSEQUENCES

If a student chooses to disregard these expectations, the following process will be used to assist the student:

If a school rule is violated, a Recess Teacher or Classroom Teacher will discuss with the student the unsafe or disrespectful behavior.

Depending on the severity or repetitiveness of the infraction, students may lose the privilege of recess play or be assigned school service.

Should a pattern develop, and previous interventions fail to correct the issue, the Principal will be notified. Progressive discipline is administered using the LWSD elementary discipline matrix as a guide.

Severe Cause: Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of a recess, in-school suspension, or temporary removal from school. Severe behaviors include disobedience or disrespect, fighting or stealing, and damaging property.

STUDENT PLAYGROUND RULES AND DISCIPLINE

You must have a pass to go into the building during recess. For safety, we need to know where every child is, at all times.

Play where you can be seen. If you cannot see the Recess Teacher, they cannot see you! There are white lines on the blacktop that show where you should stop playing, as well as a boundary off the blacktop and the field.

Two-finger tag and chasing games must be played on the grass or soccer fields.

Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers and berries are to be left where they are.

Keep your hands to yourself. Play at school must be comfortable for each participant.

Personal items (such as balls or other equipment) are not allowed at recess.

Be kind, share, and respect others.

Students May:

- Play ball games like tetherball, gaga ball, wall ball, flag football, kickball, flyers up and soccer. The rules taught in PE class are the ones to be used. The judge is the next person in line.
- Play hopscotch and jump rope.
- Play on the slide—on bottoms, feet first.
- Enter the building from recess with a pass only.

Students May Not:

- Play after the recess bell rings, they must line up outside of classrooms quickly.
- Use inappropriate language, swearing or spitting.
- Push, fight or play fight.
- Pick up or throw pinecones, rocks, or sticks, leaves, berries, etc. They must remain on the ground at all times.
- Play tag on the Big Toy.
- Take food or gum out of the building.

RULES FOR SPECIFIC PLAY EQUIPMENT

Play equipment must be used in a safe and appropriate manner.

Black Top: Play games by the rules you have learned in PE. Tetherballs may not be used to sit or hang on.

Rings: Use the rings only if you can reach them yourself without climbing. Never lift, push, or help another student on the rings. Go straight across. Do not twist the rings or throw them over the top.

Big Toy: *Slides:* Go down only, one person at a time sitting on your bottom, feet out in front of you. *Zipline:* One student at a time, never lift, push, or help another student on the zipline. Hold on with two hands. Go one way if anyone is waiting – take turns. Keep feet below your hands.

Soccer Field: No rough play. Football is two-hand touch only! Flags are required. Honor other games.

PERSONAL TECHNOLOGY

The use of all electronic items including but not limited to cameras, cell phones, MP3 players, iPod, e-readers, and other unapproved electronic devices are prohibited during school hours. Our rule is: "off and away, until the end of the day." The school day starts when a student boards a bus or leaves their car and ends when a student enters a car or leaves the bus. Parents should not attempt to call or text their student at school. All after-school plans should be made prior to the start of the school day. Students are allowed to use school

phones after 3:30 P.M. in an emergency. This policy is to ensure the safety of all students and protect the learning environment.

First offense: Item will be taken away for the rest of the school day. The student may pick up the item after school.

Second offense: Item will be taken away. Parent will need to come to school to pick up the item after school.

Third offense: Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Neither Dickinson/Explorer nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

HOMEWORK POLICY

Homework is one of our most flexible tools for learning and takes many forms.

Drill and Practice: In its simplest form, homework enables children to practice skills so that learning is mastered and retained. Drill and practice assignments might be generated by the teacher and returned to class. Examples include: math worksheets, flash cards, vocabulary words, computer games, and spelling assignments.

Daily Home Study: The purpose of daily home study is to offer the opportunity for students to develop consistent study habits. The practice of basic skills provides a firm foundation for more complex tasks. Home study may be either teacher assigned or student/parent generated. Examples include: parent reading to child, 15-30 minutes of silent reading, math facts, writing (diary, letters, journal, etc.).

Extension: These are usually long-range assignments or projects. Students are required to integrate many skills in the process of completing the final product. Examples include: book reports, research projects, speech preparation, and art projects.

Accountability: The consequence of not completing homework may include staying in at recess or missing a special classroom activity time. The most serious consequence is lost learning. The student will be held accountable on the student report card under the Personal Development and Work Skills section -- "Assumes and carries through on responsibilities."

HOMework TIME RECOMMENDATIONS

Parent and staff recommendations for Monday through Thursday are as follows:

Kindergarten and Grade 1: 15-20 minutes

Grade 2: 30 minutes

Grade 3: 30-50 minutes

Grades 4 and 5: 40-60 minutes

We encourage children to make reading a part of their experience, every day.

GUIDELINES FOR HOMEWORK

Establish A Quiet Study Place: Have a flat writing surface with materials easily accessible. The place should be well-lit and free from distractions such as TV, radio, or people talking.

Establish A Consistent Time To Study: The earlier the better. Make this a habit in your home.

Provide Supervision & Guidance: Check to see that your child understands directions, and then have him/her do one or two examples while you watch. If you're unable to be nearby during this time, check assignments later. Your interest demonstrates to your child the value and importance you place on the work.

Monitor TV Viewing & Video Games: Less is best.

Monitor Extracurricular Activities: When homework consistently competes with too many outside commitments and activities, the quality significantly decreases.

Parents Model Reading: Read aloud to your child and encourage him/her to read for leisure.

Value Education, Reward Effort: The goal of homework is to practice skills, develop good work habits, and provide opportunities for parents to share and expand upon their child's learning.

Student Rights & Responsibilities

Every student has rights and responsibilities. The link below will provide a summary of some laws, regulations, and District policies that govern student rights, responsibilities, student discipline and due process.

Link: <https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities>