

# LOCKWOOD ELEMENTARY LEOPARDS



## 2023 - 2024 Parent & Student Handbook

### **Lockwood Elementary**

24118 Lockwood Road, Bothell, WA 98021

Phone: 425.408.5800

Fax: 425.408.5802

[www.nsd.org/lockwood](http://www.nsd.org/lockwood)

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## School Hours

Office Hours:	8:30 am - 4:30 pm
Student/Bell Schedule (M, T, Th, F):	9:30 am - 4:00 pm
Student/Bell Schedule Early Release Wed.	9:30 am - 2:30 pm

## Staff Contact Information

Main Phone Number: 425-408-5800	Attendance Phone: 425-408-5810
Fax: 425-408-5802	Healthroom Phone: 425-408-5806

Principal	Samuel Ramirez	425-408-5805	sramirez@nsd.org
Asst. Principal	Rachelle Gardner	425-408-5813	rgardner@nsd.org
Office Manager	Cari Propst	425-408-5801	cprost@nsd.org
Secretary / Registrar	Sonja Gill-More	425-408-5803	sgillmore@nsd.org
Nurse	Trina Roufs	425-408-5806	troufs@nsd.org

Contact information for specific staff can be found at :  
<https://lockwood.nsd.org/connect>

## Northshore School District Mission Statement

**Strengthening Our Community Through Excellence in Education.**

View [Northshore's Strategic Plan](https://www.nsd.org/our-district/who-we-are/strategic-plan) at  
<https://www.nsd.org/our-district/who-we-are/strategic-plan>

## Lockwood Mission Statement

Lockwood Elementary provides a learning community that recognizes all students as capable learners. We promote high standards, expect accountability, and celebrate success. Cooperation, responsibility, and confidence promote our goals of life-long learning and responsible citizenship.

## Lockwood PAWS

### **P - Persevere**

(Eliminate distractions, never stop trying.)

### **A - Act Responsibly**

(Know the rules, do the right thing.)

### **W - Work Together**

(Show respect, protect each other.)

### **S - Stay Safe**

(Follow the rules, all the time.)



Our Leopard community utilizes a tiered approach when addressing student conduct that teaches positive behavior, and allows students to learn from their mistakes. We follow a progressive discipline model as outlined in the Students [Rights and Responsibilities Handbook](#).

## 2023-2024 Bell Schedule

	Start	Dismissal
Monday	9:30 AM	4:00 PM
Tuesday	9:30 AM	4:00 PM
Wednesday	9:30 AM	<b>2:30 PM</b>
Thursday	9:30 AM	4:00 PM
Friday	9:30 AM	4:00 PM

## Student Arrival

- Students may arrive on campus no earlier than 9:10 AM, There is NO supervision before 9:10 AM.
- Safety Patrol will be at the crosswalks and near the parking lot to help with student arrival. Please do not have children leave your vehicle until they have been assisted by safety patrol or staff.
- Breakfast is available starting at 9:10 am. Students should head to breakfast first before head to the playground for morning recess or their line up spot.
- Warning bell will ring at 9:27 AM allowing student time to move to their line up spots and classroom.
- Students will be considered late if they are not in their classroom by 9:30 AM
- If a student is late, they need to get a late slip from the office before going to class.

Please let the office know when your child will be absent from school or late. Call the 24 - Hour Safe Arrival line at **425-408-5810**

## Student Dismissal

- **Bus riders** will be escorted to the bus area and line up in the appropriate bus line at dismissal.
- **Parent pick up at Lockwood** is for students in grades Kindergarten to 2nd **AND** their older siblings. Students will be escorted to the parent pick up area and line up by grade level.
- **Parent pick up at Kenmore Middle School (KMS)** is for students in grade 3-5. They will wait for the safety patrol and Staff Supervisor to be escorted on the gravel trail to the KMS Northwest Parking lot as a group
- **Walkers** may be met by their parent/guardian either on the neighborhood side of the main crosswalk or school side of the lower crosswalk.

## Early Pickup or Changes in Routine

- All early dismissals and after school routine changes must be given to the office in writing or email. We do not take verbal changes unless it is an emergency.
- Please do not call the classroom as it interrupts instruction.
- Students will not be allowed to call home to arrange changes in routine.
- If it is necessary for your child to take another bus after school please include any necessary bus information.
- If bus changes are permanent please complete and return our Student Transportation Information Form and use our After School Authorization

## Biking to School

- Lockwood Elementary allows students to bike to school in line with the NSD policy found on the [district website](#).
- [Bike to School Agreement](#) must be signed annually and submitted PRIOR to riding to school (w/the bike safety course completed).
- Parents should consider the safety factors that would apply to your children's particular riding situation and route before completing the consent form.
- Students must practice proper bike safety and wear a helmet.

## Bus Behavior

- Students will be required to follow the directions of the bus driver.
- Any discipline will be at the discretion of the Transportation Department.  
[www.nsd.org/transportation](http://www.nsd.org/transportation)

## Electronic Devices

- Students' cell phones and other personal electronic devices are to be turned off and in their backpacks during school hours.
- School computers may be used for school assignments and teacher-sanctioned activities only.

- Use of technology that is deemed disruptive to the educational process is not allowed.
- If rules are not followed the device will be confiscated and disciplinary action will be taken. Parents or students will be able to pick up the device at the end of the day.

## Visiting School

- Adult family members are encouraged to visit our school, participate in school functions and volunteer in our classrooms with the appropriate paperwork.
- Contact the teacher to schedule a day and time, if you wish to visit the classroom or speak with the teacher in person.
- Sign into the office and obtain a visitor badge before going to the classroom.
- Sign out and return your badge to the office before you leave.
- Guest students are not allowed to visit campus due to liability issues.

## Volunteer Guidelines

- Volunteer Forms, including the WSP background check form, must be on file in the office **before** volunteering in the classroom, participating in an activity or attending a field trip. Forms are available in the office and are on the district website under [Volunteering](https://nsd.org/volunteer) (nsd.org/volunteer).
- Volunteer paperwork must be resubmitted every year.
- Each time you volunteer you must sign in and the office and obtain a visitor/volunteer badge. Please return the badge and sign out when you leave.
- The staff room is for staff use only.
- Information or observations about individual children are to be kept confidential. .

## Family Emergency/Guardianship

- Students will only be released to a parent/guardian or a person on their emergency contact list.
- Annual review and update of parent/guardian contact information and emergency contacts is recommended. Contact Sonja if you need to update information.
- Be sure your child is aware of any changes.
- In the event of an emergency, students will remain at school until a parent/guardian (or authorized adult) arrives to pick them up.
- We comply with all current court documents and parenting plans on file. A copy of any legal documents regarding the custody of a child must be given to the office.

# **Building Safety**

## **Emergencies & Drills**

Students and staff regularly practice four types of emergency drills: lockdown, safe-in-side, shelter-in-place, and evacuation. Descriptions of each can be found on NSD's [Building Safety Designations](#) page.

### **Earthquake**

- Each campus has a safety plan which includes accounting for all students, staff and visitors and reunification procedures.
- In the event of an earthquake staff will follow very specific dismissal and reunification procedure to ensure students are only released to people on their Emergency List.

### **Fire**

- Each classroom has an emergency contact list with contact information of parents and guardians in case of a real fire.
- District Offices and the Fire Department are automatically contacted if an alarm sounds.

## **Weather Conditions**

- In the event of a school delay or closure, the District will utilize Parent Square to notify families of current conditions and changes.
- Up to date information is posted on the Northshore School District home page, [www.nsd.org](http://www.nsd.org).
- You may also call the District Emergency Information line at 425-408-6001.
- Radio and TV stations will carry late start or closure information.
- When schools are closed for the day there will be no after school activities.
- When schools open late in the morning, there will be no half-day or before school programs or activities.

## **Families in Need**

### **Clothes for Kids**

- Clothes for kids is a free clothing resource available to Northshore School District students who qualify for free/reduced meals at school.
- If you would like assistance please call 425-741-6500 or [www.clothesforkids.org](http://www.clothesforkids.org).
- A referral from the school is required so contact the office if you would like assistance.

### **PTA Pantry**

- Food is available for families in need through our PTA Pantry.

- If your family needs assistance please contact our School Counselor, Joe Kim at 425-408-5818 or [jkim@nsd.org](mailto:jkim@nsd.org).
- If you would like to donate to the pantry please bring non-perishable food items to the office.

### Threads and Treads

- Provides families free quality donated clothing for school age children and parents in the Northshore Community.
- Families can shop each month for up to 3 outfits.
- Threads and Treads is located at Canyon Park Middle School.

## Health Room Services

- Basic vision and hearing screenings.
- Administering medication - students may not administer medication while at school.
- Medication must be kept in the Health Room.
- Health Education.
- Resources and referrals.

### Injuries and Illness

- A student who becomes injured or ill at school will receive first aid by a qualified staff member.
- Parents will be notified immediately.
- Be sure the office knows of all medical issues and allergies of your child.
- Be sure the office and health room have current emergency numbers on record.

### Medications and Immunizations

- Washington State law requires that students be properly immunized in order to register for school. It is the parents responsibility to obtain proof of immunization dates and provide those to the school nurse.
- You can contact the school nurse by calling 425-408-5806

### When Should I Keep My Child Home from School?

- When your child is displaying any Covid symptoms or have Covid, please contact the school nurse, Trina Roufs at [troufs@nsd.org](mailto:troufs@nsd.org) and our attendance secretary, Sonja Gill More at [sgilmore@nsd.org](mailto:sgilmore@nsd.org).
- When your child's temperature is 100 degrees Fahrenheit or higher. Children should be fever free (unmedicated) without the need for fever-reducing medicine for at least 24 hours before sending them back to school.
- When your child vomits or has diarrhea. If your child vomits or has diarrhea at night keep them home from school the next day.
- They should stay home and be examined by a healthcare provider if they have a rash of an unknown cause as it might be contagious.



## Meal Program

- Breakfast is available in the cafeteria every morning starting at 9:10 AM
- Each student receives a “lunch card” that they will use to access their account when purchasing breakfast or lunch.
- Student meal payment can be made:
  - Via check or cash using a Bank-a-Meal envelope or
  - Online using the **Titan Family Portal**. Opening a [Titan Family Portal](#) account where you can add money to your student's account, set up recurring payments, see purchases, set low-balance reminders, move money between siblings and even apply for benefits!
- Free and Reduced Lunch Program: [Application](#)
  - Students need to qualify each school year for free or reduced-priced meals in order to continue receiving benefits.
- For meal prices, menus and other information, go to [www.nsd.org/meals](http://www.nsd.org/meals).

## Cafeteria

Lockwood is fortunate to have a Cafeteria “Cafe” where students eat lunch. PAWS Expectations for students during lunch include:

- **Act Responsibly** by entering/exiting quietly and using restaurant manners.
- **Work Together** by keeping their eating space clean, wiping tables and cleaning floors when necessary.
- **Stay Safe** by not sharing food with others, due to covid and allergy concerns.

## Lunch and Recess Schedule

Grade	Lunch	Recess1	Recess 2
K	11:30-11:55	11:55 - 12:20	2:30-2:45
1	11:30-11:55	11:55 - 12:20	2:30-2:45
2	12:00-12:25	12:25-12:50	2:10-2:25
3	12:30 - 12:55	12:55 - 1:20	2:50-3:05
4	12:30 - 12:55	12:55 - 1:20	2:50-3:05
5 ( $\frac{4}{5}$ )	12:00-12:25	12:25-12:50	10:45-11am

## Recess

Good sportsmanship is a core trait of being a Lockwood Leopard. Good sportsmanship should be displayed at all times. These expectations will be followed:

- Know and follow the school PAWS.
- Follow the directions of the playground supervisors.
- Play to the best of your ability and treat others with respect.
- Be courteous and kind whether you win or lose.

- Use PAWS and Kelso's Choices to solve any problems.
- Get permission before leaving play areas.
- Line up promptly or return to class when the bell rings.

## PAWS at Recess

### Students are **Persevering** when they:

- Wait for turns patiently
- Use kind words to problem solve
- Ask a Recess Teacher for help before a problem escalates

### Students **Act Responsible** when they:

- Are walking when under covered walkways
- Using kind words and actions while playing
- End play when the recess bell rings and return equipment

### Students **Work Together** when they:

- Show good sportsmanship
- Are being cooperative and have respectful behavior with others
- Keeping all games and activities open to everyone
- Return all equipment to the recess room when the bell rings

### Students are **Stay Safe** when they:

- Are walking while playing in the bark / big toy area
- Treat school play equipment with care
- Stay in playground areas for recess unless they have a pass to go elsewhere

## Fields

Upper field usage will be determined based on supervision.

## Game Rules

### Tether Ball

- 3rd grade and up. Return ball when bell rings

### Bark Area / Big Toy / Bars

- Walking feet only in Big Toy bark area
- Slides - up the stairs/ladder, slide down feet first, one at a time
- Both hands on horizontal bars, swing and hanging under big monkey bars
- No sitting / standing on top of Big Toy bars
- Hill area inside of fence by Big Toy and grass hill above upper field are off limits

### Swings

- Sitting at all times (not on knees or tummy)
- Forward and back only, not side to side or twisting the chains
- No flips or jumping out of swings

### Chalk

- Use on concrete walkways only - Not on walls
- Drawing
- Clipboards, paper and pencils are for rainy days only (when Big Toy is closed), or on a case-by-case basis

### Frisbee

- Play on field only

Additional [Recess Games Rules](#)

## Restrooms

- Students are expected to treat restrooms respectfully and maintain clean and sanitary practices.
- Students are expected to wash hands, flush toilets and throw paper towels in the garbage can.
- Bathrooms that are for single users are gender neutral. Multi stall bathrooms are gender specific.
- Per district policy, all students are permitted to use the restroom that aligns with their gender identity.

## Pets

- Pets are not allowed on school grounds, unless they are service animals.
- If a stray animal appears on campus, Animal Control will be called.

## Student Dress Code

- Lockwood follows the Northshore's School Dress Code that can be found in the [Student's Rights and Responsibilities Handbook \(R&R\)](#) (section C).

## Lost and Found Items

- Clearly label all of your child's items so they can be returned to them if they are found.
- Clothing and accessories found on school grounds will be taken to the lost and found cart. The lost and found cart is located in the foyer by the cafeteria. You may check the lost and found anytime during school hours.
- Unclaimed items are regularly sent to a charitable organization.

## Valuables

- Students should leave items of value at home.
- Students may not buy items or trade items with each other.
- The school is not responsible for lost or damaged items

## PTA

- The Lockwood PTA is made up of parent volunteers and educators working for the benefit of all students.
- PTA sponsors several social and academic events for Lockwood Elementary and its students throughout the year.
- You can register online at: [www.lockwoodpta.org/join](http://www.lockwoodpta.org/join).

## District/School Communications

- District website: [nsd.org](http://nsd.org).
- School Website: <https://lockwood.nsd.org>.

- School Calendar: <https://lockwood.nsd.org/our-school/calendar>.
- [ParentVue](#) is a portal where parents can access information on teachers assignments, report cards and more. To get your ParentVue activation code: <https://link.nsd.org/activateparentvue>
- Parent Square will be utilized for school and district communication.
- Lockwood Family Newsletter (Leopard Print): information from administration and office staff.
- Classroom Newsletter: information and upcoming events from your child's classroom.
- Interpreter and Translation Services: Northshore offers interpreter and translation services free of charge. If you need these services or you know someone who may need these services please contact the office at: 425-408-6014.

## Reporting/Conferences/Curriculum Nights

- You will receive a report card each semester, January and June
- Report cards are sent home approximately one week after the end of the Semester.
- Parent conferences are held in November for all families and in February if needed or requested by a parent or guardian.
- Parents are encouraged to attend the Grade Level Curriculum nights in the fall.

## NONDISCRIMINATION STATEMENT

The Northshore School District is an Equal Opportunity/Affirmative Action Employer and prohibits discrimination in all its employment procedures, training, educational programs, and extracurricular activities on the basis of age, sex, marital status, genetic information, sexual orientation including gender expression or identity, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification. The following employee has been designated to handle questions and complaints of alleged unlawful discrimination involving students: Dr. Chris Bigelow, Student Services Director, 3330 Monte Villa Parkway, Bothell, WA 98021, (425) 408-7726.

***Following the basic guidelines of respect, responsibility, care, and compassion, will help you have a great year, make friends, enjoy school, and be a part of the wonderful Lockwood School Community!***