



# JUANITA ELEMENTARY STUDENT & FAMILY HANDBOOK

9635 NE 132nd Street, Kirkland WA 98034

Families, please read and discuss the material in this handbook with your student.

## Table of Contents

Juanita Elementary Daily Schedule 2023-2024 .....	1
District Calendar .....	3
Attendance & Tardy Policy.....	4
<b>LWSD &amp; Juanita Attendance Policy .....</b>	<b>4</b>
<b>Arrival &amp; Dismissal Procedures .....</b>	<b>6</b>
Behavior.....	9
<b>Before &amp; After School Behavior.....</b>	<b>9</b>
<b>Classroom Behavior .....</b>	<b>9</b>
<b>Hallway &amp; Lunch Line Behavior .....</b>	<b>10</b>
<b>Lunch Rules &amp; Behavior.....</b>	<b>10</b>
<b>Playground Behavior .....</b>	<b>10</b>
<b>Restroom Behavior .....</b>	<b>11</b>
<b>Code of Cooperation.....</b>	<b>11</b>
Building Use.....	13
Communication .....	13
Discipline, Detentions, & Positive Behavior Practice.....	13
Dress Code Guidelines .....	14
Electronic Devices.....	14
Emergency Drills & Emergency Early Release.....	14
Emergency Information Cards.....	15
Field Trip Driver Volunteers .....	15
Homework Policy.....	16
<b>Vacation Homework Policy .....</b>	<b>16</b>
Immunization.....	16
Lost & Found .....	17
Lunch & Breakfast Program .....	17
Lunch Considerations .....	17
Lunch Buddy Program .....	18
Medication at School .....	18
Messages for Students.....	19
Parking/Student Safety .....	19
Student Rights & Responsibilities.....	19

Student School Day	8:40am - 3:10pm
Early Release Wednesdays	8:40am - 1:40pm
Half Days when scheduled	8:40am - 11:40am
AM crossing guards at crosswalks	8:20am - 8:35am
Students may arrive on the school grounds	8:25am
First Bell	8:35am
Tardy Bell - School begins	8:40am
Dismissal - Pickup	3:10pm

**Mission:** Every Juanita Elementary student will prepare to graduate and lead a rewarding, responsible life as a contributing member of our diverse society.

**Vision:** Every Student Future Ready

**School Colors:** Red & White

**School Mascot:** Jesse the Jaguar

# District Calendar

## Lake Washington School District | 2023-24 Calendar

### August 2023

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28*	29*	30*	31*		

### September 2023

S	M	T	W	Th	F	S
					1*	2
3	4	5*	6*	7*	8*	9
10	11	12*	13*	14	15*	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### October 2023

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16*	17*	18	19*	20	21
22	23	24	25	26	27	28
29	30	31				

### November 2023

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7*	8	9	10	11
12	13	14*	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### December 2023

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### January 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17*	18	19	20
21	22	23*	24	25*	26*	27
28	29	30	31			

### February 2024

S	M	T	W	Th	F	S
				1	2*	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### March 2024

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### April 2024

S	M	T	W	Th	F	S
	1	2	3	4	5*	6
7	8	9	10	11	12	13
14	15	16	17	18	19*	20
21	22	23	24	25	26	27
28	29	30				

### May 2024

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21*	22	23*	24	25
26	27	28	29	30	31	

### June 2024

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7*	8
9	10	11	12	13*	14	15
16	17	18*	19	20	21*	22
23	24	25	26	27	28	29
30						

### July 2024

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### Important Dates

Aug. 28-Sept. 1	LEAP Days
Sept. 4	No school - Labor Day
Sept. 5	First Day of School (grades 1-12)
Sept. 5-7	Kindergarten Family Connections
Sept. 5-7	Half-Day Elementary Conf./Connect (grades 1-5)
Sept. 8	First Day of School for Kindergarten**
Sept. 12	First Day of Preschool
Sept. 13	1.5 hrs. early release schedule begins
Sept. 15	First Day of SNAPS Preschool
Oct. 16-17, 19	Preschool Conferences (No Preschool Programs)
Oct. 20	No school - LEAP Day
Nov. 7	Last Day 1st Quarter (Secondary)
Nov. 10	No school - Veterans Day (Observed)
Nov. 14	Secondary Grades Due
Nov. 22	Half Day
Nov. 23-24	No school - Thanksgiving Vacation
Dec. 18-Jan. 1	Winter Break
Jan. 15	No school - MLK Jr. Day
Jan. 17	Elementary Grades Due
Jan. 23, 25-26	Half-Day Elementary Conferences; Preschool Conferences (No Preschool Programs)

Jan. 26	Last Day 1st Semester (Secondary)
Feb. 2	Secondary Grades Due
Feb. 15-16	No school - Mid-Winter Break
Feb. 19	No school - Presidents Day
March 8	No school - LEAP Day
April 5	Last Day 3rd Quarter (Secondary)
April 8-12	No school - Spring Break
April 19	Secondary Grades Due
May 21, 23	Preschool Conferences (No Preschool Programs)
May 24	No school - LEAP Day
May 27	No school - Memorial Day
May 28	Snow Make-up Day
June 7	Last Day of SNAPS Preschool
June 13	Elementary Grades Due
June 18	Last Day of Preschool
June 19	No School - Juneteenth
June 21	Half-Day - Last Day of School (Last Day is Subject to Change) Last Day 2nd Semester (Secondary) Secondary Grades Due

**Key**

No School
  Half Day
  First/Last Day

\* Check Important Dates Section

**Wednesday schedule:**  
1.5 hrs. early release for students

*LEAP=Learning Enhancement Academic Planning*

**Calendar is subject to change.**  
**School year may be extended due to inclement weather.**

\*\*Staggered start for Kindergarten - schools will provide details.

Updated 7/28/2023

## Attendance & Tardy Policy

### LWSD & Juanita Attendance Policy

#### **Absences**

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

All students are expected to remain on campus for the entire school day.

The 24-hour absentee phone number is: (425) 936-2571. We must know that all students who left for school have arrived safely. Alternatively, you may email [ehill@lwsd.org](mailto:ehill@lwsd.org) to notify us of an absence.

It is very important that your correct phone numbers are updated and on file in the office and that the emergency information is current.

#### **Truancy**

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

Parents will be notified in writing or by phone after one unexcused absence in a month.

A parent conference will be initiated after three unexcused absences in a month in order to improve the student's attendance.

The parent and school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board.

The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month, or ten unexcused absences in an academic year.

Parents are required to alert the Safe Arrival extension when their child or children will be absent or tardy by 8:40am. Students late to school must be escorted into the building by an adult who will sign the child in and fill out a late admittance slip. Tardiness causes a disruption to the class and has a serious impact on achievement.

8:35 - 8:39am arrival: Send student through the main entrance in the upper lot. Student will not be marked tardy and will walk independently to classroom.

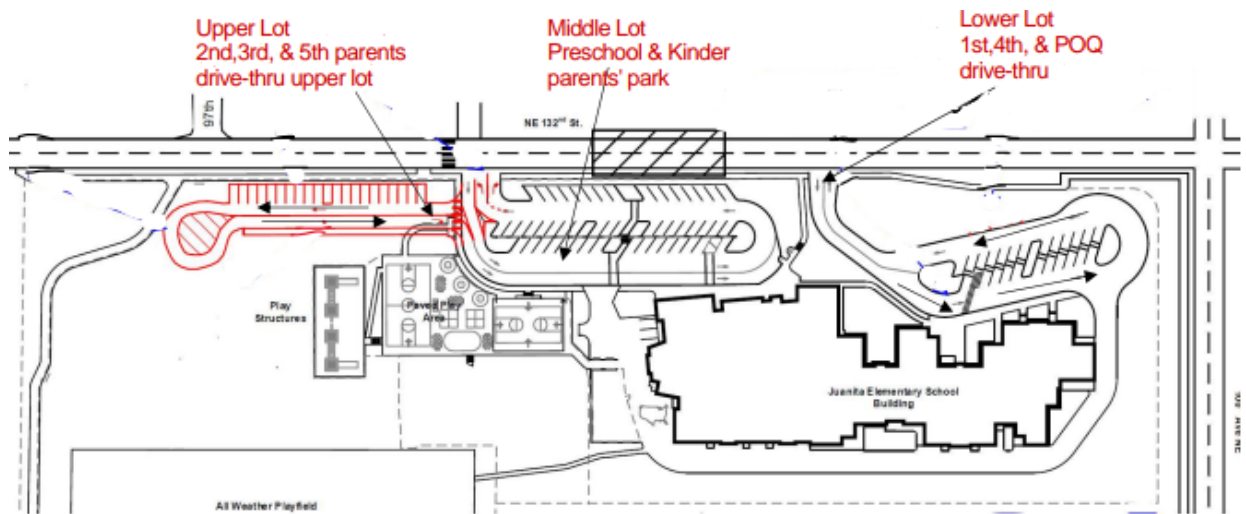
8:40am or later: Park your car. Ring the doorbell. Enter to fill in the tardy slip.

#### Arrival & Dismissal Procedures

**Drop students off between 8:25 a.m. – 8:35 a.m.**

**Do not arrive before 8:25 a.m., as we do not have supervision until that time. Students going to breakfast, or enrolled in Boys & Girls Club will arrive earlier. Children who are not enrolled in a program, and arrive before 8:25 a.m., must have a parent stay and supervise them.**

Grade	Drop off location
Preschool	Park in middle lot; Classroom exterior door
Kindergarten	Upper lot; Classroom door on freeway at back of school
1 <sup>st</sup>	Lower lot at classroom door
2 <sup>nd</sup>	Upper lot; student walks down to lower lot and lines up by fire escape
3 <sup>rd</sup>	Upper lot; pass Blue Box and line up by the map
4 <sup>th</sup>	Lower lot and lines up by door
5 <sup>th</sup>	Upper lot; student walks to library ramp at back of building
POQ	Lower Lot



**Arrival Plan 8:25am - 8:35am**

**Do not arrive before 8:25am unless going to breakfast or enrolled in Boys & Girls Club or another program. Children who are not enrolled in a program, and arrive before 8:25am, must have a parent stay and supervise them.**

K-5: In the morning when students arrive, the expectation is that they go directly to their classroom’s exterior door and wait with their classmates. If your student is not yet able to independently unbuckle and exit the vehicle, please park your car and assist your child. Students exit the vehicle from the right side. Drivers must stay in their vehicle.

## **Parking Lot & Dismissal**

**Please pick up your students *no later than 3:20 p.m.*, as there is no adult supervision available past 3:20 p.m.**

**Kindergarten (Park in middle lot):** At dismissal, students will exit from their classroom doors on the freeway. We ask that kindergarten families have an adult waiting at the classroom’s exterior door for children. To achieve this, please arrive slightly early to bypass the loop and park in the middle lot. Walk around the building to the back of the school to pick up your child. Students are released one by one to their adult. Students taking the bus, or a daycare van will be escorted by staff members to connect with their transportation.

**In 1<sup>st</sup> and 4<sup>th</sup> grades (Drive thru lower lot):** your child will bring home a number placard for you to use when you come for pick up. Please ensure it is visible when you drive through the lower lot. This system helps us efficiently release students at the end of the day.

**In 2<sup>nd</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades (Drive thru upper lot):** Enter the loop by turning an immediate right. Drive through the new upper lot and continue down the Drop Off/Pick Up lane, passing the Blue Box all the way to the main door. No number placard will be needed for these grades. Stay in your vehicle; your child will walk to your car. If you **Pick up on Foot**, please wait in the covered area for your child.

**Parking Lot Reminders - Driving Parents:**

- Do not block the cross walk or traffic on 132<sup>nd</sup>. Do not block the driveway for Fire Trucks & Ambulance.
- Stay in your vehicle and continue pulling forward. (Do not exit your vehicle while in the drive thru lane.)
- Students enter and exit vehicle on the passenger side only. It is not safe for anyone to enter or exit the vehicle on the driver-side with other traffic actively passing in the second lane.
- If you have a younger student who is not yet able to independently get in and out of the car, please park so that you can assist them.
- Students are not allowed to enter the parking lot without an adult escort.
- If you park or walk, please use crosswalks, and follow directions from crossing guards. Do not jaywalk. Model safety for children.
- Please be polite, courteous, and cooperative to all parking lot staff. They are here to keep kids safe.

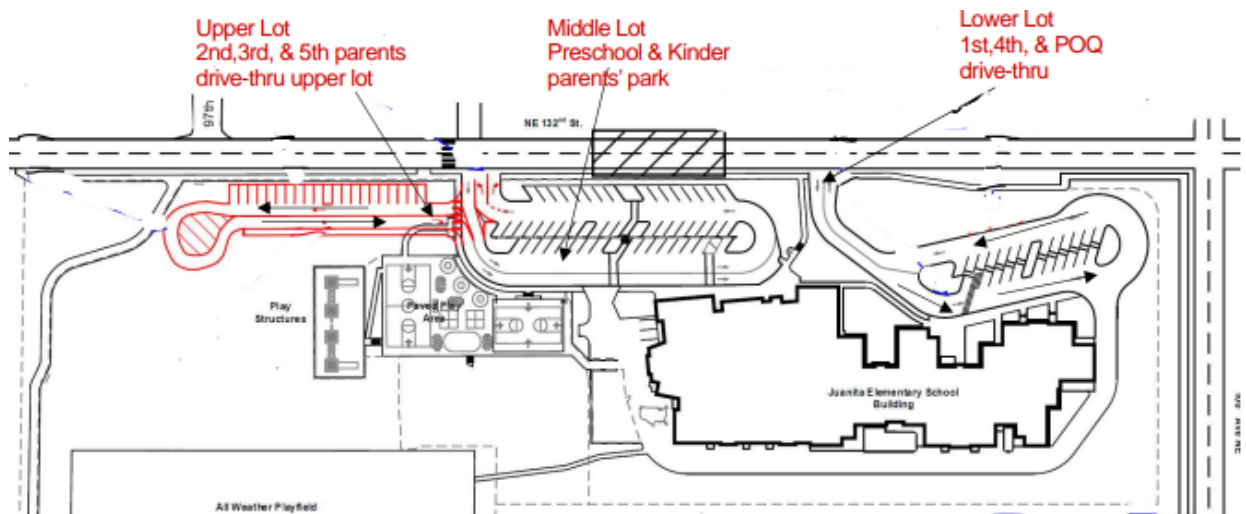
**How you can help:**

- Walk, bike, or carpool to school
- Arrive to pick up students on time
- Follow all parking lot procedures to keep students safe and traffic flowing

Our playgrounds will open to public use after 4:00pm each day. Parents/guardians who remain later with their own child are required to supervise their own children on the playground. No children are allowed on the playground without a parent/guardian. To cooperate with school rules, we do not allow children to climb fences, throw objects, or play in an unsafe manner. Parents must monitor before and after school safety and provide directions to their own children when visiting after the school day. The same rules that are in effect during the day apply after school; we are expecting parents to direct their children. Your cooperation is appreciated.

Grade	Pickup location
Preschool	Park in middle lot; classroom exterior door
Kindergarten	Park in middle lot; Classroom exterior door
1 <sup>st</sup>	Lower lot
2 <sup>nd</sup>	Enter upper lot
3 <sup>rd</sup>	Enter upper lot
4 <sup>th</sup>	Lower lot
5 <sup>th</sup>	Enter upper lot
POQ	Lower lot





**\*Siblings:** Older students will always meet their younger sibling at their pickup location. Here are a few examples:

- a. I have a 5th grader, a 3rd grader, and a kindergartener. My 5th grader and 3rd grader will meet my kindergartener at the classroom. I will arrive slightly early to bypass the loop, park my car, and collect all my children from my kindergartener's classroom.
- b. I have a 3rd grader and 2nd grader. I turn an immediate right into the upper lot and drive through the loop to pick up both of my children who are waiting at the Blue Box.
- c. I have a 5th grader and a 1st grader. My 5th grader will meet my 1st grader at their classroom. I will drive through the lower lot with my car number tag. My children walk to my car when their number is called.

Early dismissals are strongly discouraged because each school experience is valuable to the child. Early dismissal of a student disrupts student learning for the child and the entire class. We also strongly discourage early dismissal for long weekends. Students are engaged in lessons until dismissal at 3:10pm every day, including Friday. If it is absolutely necessary to schedule a medical or dental appointment during the school day:

- A written notification needs to be given to the teacher in the morning. The note will be sent to the office.
- Parent/guardian picking up a student early from school needs to report to the office to sign their child out.
- The student will be called from the classroom to the office once the parent/guardian has arrived.

If you are dropping off or picking up, please comply with the following procedures:

- Enter the school parking lot at 5 miles per hour.

- Stay in your car and pull as far forward as possible in the Drop Off/Pick Up Lane. Please do not cut off other cars. Do not allow your child to load or unload in the "No Parking" zone.
- Do not block the crosswalk or traffic on 132<sup>nd</sup>.
- Your child should only exit or enter the car on the right-hand side of the vehicle. DO NOT allow your child to exit or enter from the left-hand side of the vehicle.
- Children can only exit or enter vehicles inside of the designated Drop off/Pick Up Lane.
- Children are not allowed to enter the parking lot without an adult escort.
- Always use the cross walk that is attended by a student patrol.
- For your child's safety, stay on the sidewalks and out of the street.
- Please be polite, courteous and cooperative to all parking lot staff. They are there for student safety.
- Parents: After-school arrangements must be made prior to the child coming to school.
- All students will enter the building from the class' designated line. This includes students coming from breakfast.
- When school is out, go directly home.
- If you take a daycare van or bus, meet the van or bus at the pickup area in the lower (east) lot.
- If you walk to school, cross all streets with the crossing guards; be very careful as you cross the parking lot and the street. Do not jaywalk.
- Parents are responsible for supervising their children during non-school hours and at school events.

## Behavior

### Before & After School Behavior

**Students will arrive and depart school in a safe and orderly manner.**

- Students must have a pre-approved reason (i.e., breakfast, afterschool class, Boys & Girls Club) to be in the building before or after school.
- Line-up is a time to get ready to learn. Students line up quietly and wait for their teacher.
- Keep hands and feet to selves.

### Classroom Behavior

**We believe in involving students in formulating and understanding classroom rules. The following general classroom rules are applied throughout the school:**

- Listen and wait until the speaker calls on you or is finished before speaking.
- Give the teacher your undivided attention.
- Focus on what you are to be learning.
- Do not interfere with any other student's education.

- Maintain safe and orderly conduct at all times.
- There is no tolerance for teasing, bullying or disrespect towards the staff, parents, or other students.

### Hallway & Lunch Line Behavior

**At Juanita, our hallways will be a safe and quiet environment, where people interact with courtesy and respect.**

- Walk slowly in a straight line on the right side of the halls and sidewalks.
- Use quiet inside speaking voices.
- If a staff member or volunteer asks to speak with you, stop, identify yourself to the adult (if asked), and respectfully speak with that person.
- Follow directions from **all** staff.
- You should stay outside during recess and not be in the hallways, restrooms, or classrooms without a pass.
- Do not touch hallway displays, artwork on walls, doorways, or ceilings.
- Students must have a hall pass at all times in the hallway or be with a staff member.
- Walk quietly & safely up and down the stairs.

### Lunch Rules & Behavior

Students will follow all rules such as:

- No throwing of objects or food.
- Walk at all times while in the lunchroom.
- Respectfully follow all adult directions.
- All talking stops when an announcement or the raised hand signals are given.
- Stand quietly while waiting for lunchroom entry or food lines.
- Be orderly and handle food in a sanitary manner in the food line.
- Remain in your seat while eating.
- Keep hands on your own food.
- Clean your table area and floor before dismissal. Await a signal for dismissal.
- Keep voices to a conversational level.
- Bathrooms must be used for proper purpose. No play, vandalism or gathering to socialize.
- We participate in recycling and composting programs. Please cooperate by separating recyclable items and food to proper bins.

### Playground Behavior

**A respectful and courteous playground at Juanita will provide a safe and active area where students have freedom to play.**

- Playground games must be fair and not rough. Pushing each other, hitting, tackling, tripping or fouling is not allowed. No student can be the target of a ball in a game. All

of these prohibitions on rough play are designed to promote student safety. It is our experience that by avoiding rough play, we can get beneficial exercise, have fun and avoid injury and "promote domestic tranquility."

- All students are to follow directions from the playground supervisors in a timely and respectful manner.
- Students must follow the guidelines of proper play areas and rules of play.
- Kicking of balls is allowed only on the grass fields, not on the blacktop.
- We do not allow toys or balls from home.
- Play-fighting and threats to others are not allowed.
- "What is on the ground stays on the ground". Children are not allowed to pick up anything on the ground. Sticks, rocks, pinecones, grass and weeds should all remain on the ground.
- Report any injury or problem immediately to a recess teacher.
- You must have a pass from a recess teacher to enter the building.
- At the beginning of recess students must go directly to the playground and not linger on the "freeway" (the area behind the school). Students must also return from the playground in a timely manner. The distance is considerable, so students must return at a brisk pace.
- Umbrellas are not allowed on the playground for safety reasons.

### Restroom Behavior

**The restrooms at Juanita will be clean and safe.**

- You must use a restroom pass during class times.
- Use restrooms appropriately including toilet paper, paper towels, toilets, urinals, doors, sinks and trash cans and leave them clean.
- Put toilet paper in the toilet. Put all other paper in the garbage.
- Flush the toilets.
- Leave the stalls unlocked after use. No playing in or around stalls.
- Wash your hands with soap and water.
- Please put paper towels in the trash.
- Leave the restroom as soon as you finish and return to class.
- Use bathroom equipment appropriately.

### Code of Cooperation

We believe that we can create the most effective learning and harmony by cooperating as a team. In order to do so, we have developed a code for all of us to follow as we face the mutual challenges of preparing our students for success now and in the future.

Juanita Elementary Expectations - The rules and reasons that we have them in student-friendly language:

## Juanita Elementary Expectations

<b>Be sure to...</b>		<b>So that...</b>
use walking feet in hallways	 Walking Feet	We stay safe.
Line up with your class	 Line	Our teachers know where you <u>are</u> and all students are safe.
Keep hands to yourself	 Hands to Self	No one gets hurt and we all stay safe.
Use quiet voices in hallway	 Quiet	We don't interrupt other classes.
Include others		Everyone will feel a part of the <u>team</u> and no one feels left out.
Show good sportsmanship		Everyone can have fun.
Use appropriate language		We avoid hurt feelings and can be good role models for our friends.
Eat your own food		Students are protected from allergies and others won't get sick from eating the wrong foods.
Always use a hall pass when leaving class		Adults know where you are and where you are going.
Wash hands after you use the restroom and before you eat		Everyone stays healthy.
Be respectful of others		Our school is a positive place to be.
Arrive to school on time		Students don't miss important learning and disrupt others.
Raise your hand when you want to speak	 Raise Hand	All voices are <u>heard</u> and all get to participate.
Pick up <u>all</u> of your trash		Our school stays beautiful.
No chewing gum		Our school can stay clean and nice.
Keep phones and smart watches at home or turned off in backpack		We want to stay focused and safe.

### Building Use

Groups who use the building at night will need to supervise children, accept responsibility, and refrain from activities that could damage the building, equipment or be unsafe.

### Communication

General school information is sent out electronically in Cat Tracks every two weeks to all parents. Cat Tracks contains information about upcoming events and activities. Specific dates are also posted on the school reader board on 132<sup>nd</sup> Street. You may request a paper copy through the office for the duration of the year. In addition, teachers will send emails & newsletters home with grade-level specific information. It is very important that all parents read the Cat Tracks and emails from the classroom teacher. The district provides links to community flyers online at the school website. You can also visit the Juanita Elementary PTA Facebook page or the PTA web page at: <http://juanitael.digitalpto.com> . Questions or items for submission for the Cat Tracks can be addressed to [dmiller@lwsd.org](mailto:dmiller@lwsd.org)

### Discipline, Detentions, & Positive Behavior Practice

Violations around discipline that are not serious enough for a suspension will result in loss of recess with time spent practicing positive behavior with a recess teacher and/or time in the office detention area and replacement costs of any damaged equipment. Positive Behavior Practice is an opportunity for students to practice positive problem-solving skills and making a positive contribution to their school community. Detention will include students completing a Student Discipline Plan that reflects their commitment to replacing inappropriate behavior with appropriate behavior. Detentions, Positive Behavior Practice (or, in severe cases, suspensions) will be given for the following types of behavior, but not be limited to:

- Physical aggression
- Non-compliant behavior or disrespect
- Disruptive behavior that affects the learning of other students
- Harassment, intimidation, racial or sexual harassment, and bullying
- Disruptive behavior in class, in the lunchroom, at recess, in the school or playground, or on the bus
- Reckless or negligent behavior that could damage equipment or cause injury to students or staff
- Inappropriate use of technology
- Willful destruction of school property or equipment
- Inappropriate language

The staff follows a positive behavior support model based on the Second Step program.

Your student may come home with a "Jag Brag" slip for something positive that they have done in relation to PRIDE characteristics. When they receive these praise notes or tickets, they are also entered in a weekly and monthly drawing. Please give them verbal praise for these at home as well. Any guidance, stories or sharing you can do at home around the topic can enhance the child's character development.

### Dress Code Guidelines

A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not bear inappropriate language or images, nor may it promote illegal activities or activities that violate school regulations. Students wearing inappropriate clothing may be asked to change into something appropriate at school or the school may call to have someone bring a change of clothing. Based on these guidelines, staff will use their discretion to decide on the appropriateness of student dress for the students in their age group.

### Electronic Devices

Electronic devices including but not limited to phones and smartwatches may not be used on school grounds (school buses, morning line-up, recess, dismissal, and field trips included). Devices should remain completely turned off and in backpacks while on campus. If a student is using a device, a staff member will ask for the device to be turned off and placed in the backpack immediately.

### Emergency Drills & Emergency Early Release

The school holds monthly drills for the following: fire, earthquake, ALICE/Intruder and others. They are helpful in being ready for possible real emergencies.

In the event of an emergency student release, the following procedure will be followed: Person (parent/guardian/or person listed as emergency contact) requesting the release of a student goes to the **Student Request Gate** to complete release form and show identification.

There are two release request area/gates. One is an inside area (the main door) for snow storms, power outages, active shooter, etc. and the other is an outside area (the upper parking lot) for earthquakes, gas leaks, fire, etc. Release area/gate will be determined based on the emergency and where the students are located. Once the paperwork is complete, the person requesting the student will be directed to the **Student Release Gate**. The inside release gate will be located by the lower double doors in the lower parking lot. The outside release gate will be located in the upper field along 132nd where the fence

has an opening. Person requesting student will provide proof of identification again and complete the lower portion of the student release form to release the student. If there is an emergency and we need to release students in the middle of the day, designated staff will direct you to the appropriate lines when you arrive. These measures are in place for the safety and security of our students. Your patience is appreciated.

### Emergency Information Cards

All students must have emergency cards on file in the school office. This information is vital both for the safety of the child and the ability of the staff to contact parents and provide information to emergency personnel. Please notify us of any changes on your child's emergency card immediately, and again have your picture identification available to pick up your child/children. Please also remember to update any pertinent information in the office, such as restraining orders or health conditions.

### Field Trip Driver Volunteers

All volunteers and field trip drivers must have submitted a LWSD Volunteer Application available in the office or online on the LWSD website and it must be approved prior to the event. **If you are transporting students during a field trip, you must also complete the Authorization for Use of Private Auto for Student Transportation.** This process takes up to two weeks. Please plan ahead. **This form needs to be completed each time you drive on a field trip due to changing insurance and license information. You will need to show the first page of your insurance policy that shows the insurance limits.** We will also require a copy of your driver's license and auto insurance card each time. Child Passenger Restraint Law: The main points of the changes in the RCW 46.61.687 are: The limit for determining when a child no longer has to be placed in a child restraint system is changed from six years old and/or 60 pounds to eight years old, unless the child is at least 4 feet 9 inches tall. The specific requirements for the type of child restraint system that a child needs to be in according to age and weight are deleted. These are replaced with a requirement that a child must be in a restraint system used and installed according to the auto and child restraint manufacturers' directions. Children 8-years of age or at least 4 feet 9 inches who wear a regular seat belt **MUST** use it correctly (never under the arm or behind the back) or continue to use a booster. This law affects school district when private vehicles or school passenger vans are used for student transportation for such activities as field trips. This section does not apply to: (a) For hire vehicles, (b) vehicles designed to transport sixteen or fewer passengers, including the driver, operated by auto transportation companies, (c) vehicles providing customer shuttle service between parking, convention, and hotel facilities, and airport terminals, and (d) school buses.



### Homework Policy

Our focus for homework is on reading. Reading provides vocabulary expansion, stronger analytical thinking skills and improves writing skills. Please provide a consistent daily time, and a place free from distraction, for reading at home. Parental homework support is a critical part of your child's academic success. Please ensure that your child is reading daily.

### Vacation Homework Policy

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot replicate what is learned in the classroom by providing written make-up 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. Upon return, the student will be asked to complete them 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.

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.

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 as a result of vacation scheduled during school time.

### Immunization

State laws regarding immunization require that a child be properly immunized against the following communicable diseases: Diphtheria, Pertussis (whooping cough), Tetanus, Polio, Measles, Mumps, Rubella, Varicella and the Hepatitis B shot series. A signed immunization record must be submitted to school to enable a child to attend. Forms are provided in the office.

## Lost & Found

Clothing and other items are frequently returned to the Lost and Found which is located in the commons. Small objects are located in the office. Larger items need to be properly marked in order to identify them. Please mark your child's clothing, lunch boxes, etc. with the first and last name in permanent marker. **LOST AND FOUND ITEMS ARE DONATED TO CHARITY WHEN IT FILLS UP DURING THE YEAR AND AFTER SCHOOL HAS ENDED.**

## Lunch & Breakfast Program

Breakfast and lunch are available for children at school. Breakfast is served from 8:10-8:25 a.m. in the cafeteria. Pricing information will be sent out at the beginning of each year. Prepaid accounts may be set up with a credit card, cash, or check, unless you prefer to pay daily for your child's lunch. Reduced rate or free breakfast and lunch are available to families who qualify financially. Applications for free and reduced lunches are sent home with each child in their first day packet or can be picked up in the office. When children forget lunch or lunch money, the student will receive an emergency lunch. If an emergency lunch is given, a notice will be sent home with your child. Payment should be sent the next day. There is a limit to how many emergency lunches can be given. Student Lunch \$3.75, Breakfast \$2.25 Adult Lunch \$5.00, Adult Breakfast \$3.25 (subject to change). To add money to your child's lunch or breakfast account using your credit card call 425- 936-1393, or you can also send money into the Juanita Elementary office. You can also auto load your child's lunch account after filling out an application through [MySchoolBucks.com](http://MySchoolBucks.com) These processes can take 24 to 48 hours. To see breakfast and lunch menus and prices go to the LWSD School Site and look under the Parents Tab.

## Lunch Considerations

Parents/Guardians may join their student for lunch. Please sign in at the office and remain in the lunchroom with your student. When the lunch period ends, please sign out in the office. The Art & Science Room is reserved during lunch for registered Lunch Buddy participants.

- Please do not send pop or candy with your child.
- Label your child's lunch box with permanent marker.
- Children may not sell food items at school.
- Please avoid containers that are hard to open or glass containers.
- Send your child to school with lunch. If there is an emergency and you have to deliver your child's lunch late, please come to the office.

## Lunch Buddy Program

This is a one-on-one mentoring program. Students are matched with trained volunteers. For more information, call our office or visit the LINKS website <http://www.lwsd.org/For-Community/Volunteers/LINKS/Pages/LINKS-Opportunities.aspx>.

## Medication at School

In the event a valid health reason exists which makes the administration of oral medication (described as prescription or over-the-counter medication) to a student advisable during school hours or the hours in which the student is under the supervision of school officials, the following procedures shall apply.

RCDW 28A.31 requires:

- Any prescription medication to be administered to a student by a LWSO employee must be required and authorized in writing by: (a) **a parent or legal guardian and (b) a licensed Health Care Provider.**
- Any over-the-counter medication must be accompanied by an Authorization to Administer Medication Form **and signed by a licensed Health Care Provider.** All medications must be in the original container. The form is available in the office and the LWSO website.
- Such request and authorization will be effective for the current school year only, unless a shorter period is specified.
- Any employee, who has been trained by a school nurse in proper medication-administration procedures, may administer medication.
- Before administering any medication, an authorized employee shall determine that medication is in the original pharmacy or manufacturer's container, labeled (Form 4023B) or pharmacy label with the following information:
  - Name of student
  - Name of medication, dosage, mode, and time of administration
  - Name of physician prescribing medication
- No medication shall be administered until it is determined that the dosage conforms to the direction and/or authority from parent and physician.
- Prescription medication must be in the original retail container. An "Authorization to Administer Medication" form must be completed and signed by the health care provider and parent. Non-prescription medication must be in the original package and be labeled by the parent with the student's name, name of medication, exact dose, current date, name of health care provider and time of day to be given.
- All medication must be kept in a secure place as determined by the school nurse.
- The administration of any dose of medication must be recorded on an individual medication log sheet.
- The administration of medication to any student may be discontinued during the period for which it has been prescribed, provided parents or legal guardian has given oral or written notice in advance of discontinued use.

### Messages for Students

Parents need to communicate after school plans with their children before they come to school. We ask parents not to call the school with messages for students unless it is an unplanned emergency. Cell phones for students are discouraged. If brought, they are brought at their own risk and may not be taken out of backpacks during school hours.

### Parking/Student Safety

**Parking** is located in the upper (west) parking lot. If you are in the drop off lane, remain in your vehicle and pull up as each space is vacated. If you must conduct school business, please park in the upper lot. Please drive slowly and remember it is illegal to use a cell phone while driving. Please do not leave your car unattended in the pickup/drop off lane.

**Staff parking** is in the lower (east) lot of the school building. Buses and day care vans also access this lot.

- If the drop off/pick up lane is full, please wait until you reach the designated zone to let your child load or unload. For safety, children must not cut between cars.

### Student Rights & Responsibilities

Please review LWSD's Student Rights & Responsibilities by clicking [here](#). Alternatively, you may use the following click path: [www.lwsd.org](http://www.lwsd.org) → click "For Students & Families" → scroll down and select "Student Rights & Responsibilities"