Samantha Smith Elementary

Family Handbook 2023-2024

Success, Care, and Respect for All Learners

23305 NE 14th Street, Sammamish, WA 98074 ***Phone****:(425) 936-2710* ***Fax:****(425) 836-8258*

Principal: Julie Guest jguest@lwsd.org

Associate Principal: Yon Hui Ho yho@lwsd.org

Office Manager: Patrick Heaviside pheaviside@lwsd.org

School Nurse: Mihaela Dobre mdobre@lwsd.org
School Counselor: Candy Apple capple@lwsd.or

Secretary & Registrar: Kellie Eaton keaton@lwsd.org
Attendance: **SmithESAttend@lwsd.org**
Email before 9:30 AM with:

- Student First and Last Name
- Grade & Reason

Phone attendance line: 425-936-2711
Health Room Secretary: Betty Gharai **begharai@lwsd.org**
(425) 936-2713 (Health Room)

School Information:

Monday, Tuesday, Thursday, Friday	Early Release Wednesdays
• Students Arrive No Earlier Than 9:05 • School in session: 9:20 – 3:50 • Bus Departure ~ 3:55	• Students Arrive No Earlier Than 9:05 • School in session: 9:20 – 2:20 • Bus Departure ~ 2:25

🏠 When dismissed, students need to go straight home. There is no supervision before or after school.
🔔 When picking up your child from after-school programs, please ring bell on West door of gym for YMCA.

LWSD Transportation Department can be reached at 425-936-1120.

📌 Route and scheduled times can be found here.
🚌 Students should arrive 5 minutes before the stated bus arrival time.
👩‍🏫 Supervision of elementary students, at the bus stop, is a parent responsibility.

Visiting Campus & Communication with Teachers

🛑 All school visitors must sign in at the office to maintain building security.
🎢 Playgrounds are not open to the public or siblings during school hours.
☎️ For change of student transportation plans after 12pm or emergencies, please call the office.
📧 Please allow 24 hours for teachers to reply to email.
📅 Please set up an appointment if you would like to talk with the teacher. Dropping by before or after school impacts their planning for the day and does not give staff adequate time to prepare for the meeting.

Lunch Information

- Lunch Payment Can Be Made Here 🥗🍜🍕 Lunch Menus Can Be Found Here
- Information about how to qualify for Free or Reduced Lunch Can Be Found Here

Samantha Smith Elementary 2022-2023

Welcome from the Principal

Dear Students and Families,

It is my great honor to serve the Samantha Smith Elementary School community as principal. At Samantha Smith, students are inspired and supported in their learning, families are celebrated and welcomed as partners in education, and staff are valued and appreciated for their expertise and care.

For those who haven't met me, let me introduce myself. I was raised in Redmond, Washington and received my undergraduate degree from Western Washington University and master's in educational technology from City University. I taught for 20 years in the Lake Washington school district in a variety of roles (science specialist, 1st – 5th grade, 1st/2nd Full-Time Quest). I earned my master's in administrative leadership from the University of Washington. This will be my sixth year as an administrator in LWSD and second year as Smith's principal.

On a personal note, I enjoy spending time boating, traveling, walking the dog with my husband, and hanging out with our two young adult sons who both attend Gonzaga University. We are all in on the Zags as our oldest rows on the Crew team and youngest play for the Bulldog Band and travels with the basketball team! We are enjoying this stage of life launching young adults and exploring new interests!

As we launch the 2023-2024 school year, we are actively engaged in creating an environment where students and staff flourish. Each one of our students is uniquely gifted with strengths and skills, as a staff our charge is to inspire, motivate, and support students as they grow. My hope is families and staff will be united in their passion for supporting each other as we seek to realize the collective dreams of our students.

Samantha Smith is a special place with a rich history and bright future. I look forward to partnering with each of you this year.
With gratitude,

Julie Guest
Principal, Samantha Smith Elementary

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Samantha Smith Policy & Rules For Students & Families

Content in This Section Is To Be Reviewed Yearly by Families and Students Together
Complete LWSD Student Rights and Responsibilities Can Be Review Here

Arrival and Dismissal	☐ Arrive between 9:05 – 9:15 and go to your lineup area. ☐ The playground is closed before school for safety. ☐ School is out at 3:50 (2:20 on Wednesdays). Students must leave the school grounds after school unless staying with an adult for supervision. ☐ You need a note/email from your parent(s) if your afternoon pick-up is changing.
Absentee & Tardy Policy	☐ It is important that you are at school on time each day unless you are sick or out of town. ☐ You can help your family be on time each day by setting out your school materials the night before and getting to bed on time. ☐ If you arrive at school after the 2nd bell (9:20) you will need to check-in to the office with an adult for a late slip.
Wheels on Campus	☐ You may ride a bike or scooter to school if you are accompanied by a parent/guardian. ☐ If you are in 4th or 5th grade, you may ride a bike or scooter to school without a parent/guardian if you have a completed permission form turned into the office. ☐ Permission slips below or in the office. ☐ You are required to wear a helmet and have a lock for your bike and should walk your bike onto and off campus for walker safety. ☐ Skateboards, scooters, and roller blades are NOT a safe transportation method to and from school and are not allowed on campus. **Please note that the school assumes no liability for damage and/or theft of bikes on school property.**
Walkers	☐ Use crosswalks and crossing guards to cross streets. ☐ Walk in a group with other students and families for safety. ☐ Use the fastest and safest route when traveling from home to school and from school to home.
Car Pick Up	☐ Go directly to the car pick-up line after school. ☐ Your ride may park their car and come to the school to pick you up if you have an after-school meeting or plan to stay on campus. ☐ You may not walk alone into the parking lot and get into your car.
Bus	☐ Go directly to the bus loading area at dismissal. ☐ Follow SWIM bus expectations on the bus. ☐ A note is required from the parent/guardian if there is a change in the normal bus riding routine. ☐ District Bus Policy can be reviewed here

Safety Patrol	☐ Safety patrol members are 4th and 5th graders. ☐ See Mrs. Dahl for more information about the Safety Patrol.
Contacting Your Family	☐ If you have an important reason to reach your family during the day, use your classroom phone or get a note from your teacher to use the office phone. ☐ Student cell phones and watches are **NOT** to be used to call or text families during the day.
Dogs On Campus	☐ Dogs cannot be on campus during school hours and during drop-off/pick-up. ☐ During non-school hours, dogs must be on leash. ☐ Scoop your own poop! We don't want to step in it during recess! ☐ Read more on the LWSD Service Animal Policy here. https://go.boarddocs.com/wa/lwsd/Board.nsf/goto?open&id=BSCSWM74B0FC
Medication	☐ If you take medicine at school, you will do that in the health room. This medicine will have a note from a doctor. ☐ You may not keep or take any medicine brought from home without a doctor's note. This includes cough drops, cold medicine, and medicated lotions. ☐ You may put on sunscreen yourself if you have a note from your parents.
Sick or Injured	☐ If you are sick, tell an adult and get a pass from an adult and go to the health room. ☐ If you had a fever or threw-up yesterday, you need to wait a whole day before returning to school. ☐ If you get injured at school, get a pass from an adult, and go to the health room.
Birthdays	☐ Due to health reasons and allergies, birthday treats are not allowed. ☐ We will help you celebrate your special day – please don't bring treat bags. ☐ Birthday invitations may not be handed out at school including before/after in line-up unless you are inviting the entire class.
Recess	☐ All students go to recess every day. ☐ Take an extra layer to recess when it is cold or raining. Do your best to stay dry. ☐ If you need a coat, hat, or gloves for the season – talk to Mrs. Apple, our counselor. ☐ See SWIM expected behaviors matrix for playground expectations.
Food & Snacks	☐ Healthy food and snacks are important to support student learning. Please work with your family to make healthy choices for your lunch and snacks. ☐ The school follows the LWSD Nutrition and Health Policy which limits school provided treats to 3 parties per year. ☐ If you need financial help to purchase lunch or snacks, please talk with Mrs. Apple, our counselor.

Dress Guidelines	☐ Wear shoes appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E. ☐ Your clothing must cover private body parts. ☐ Clothing may not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations, or gangs.
Items from Home	☐ You can bring anything you need to school to help you do your work. ☐ Students may use umbrellas safely at school. Students choosing to take an umbrella to recess must stay on the open area of the blacktop. If an umbrella becomes unsafe, the student will be asked to keep their umbrella at home. ☐ You can bring a ball from home to play with. Please put your name on it and be prepared to share it with all classmates. No baseballs, lacrosse balls, tennis balls or small bouncy balls please. ☐ Leave your toys, games, and cards at home unless given special permission by your teacher to use in your classroom. Items brought to school and causing a disruption will be available for parent pick up in the office. ☐ Fidgets may be brought to school with the teacher's permission. ☐ Money should not be brought to school and may not be exchanged on campus. ☐ Items from home cannot be bought/sold or traded on the playground.
Electronics	☐ You may bring a cell phone to school. Please keep it turned off and leave it in your backpack during the day. ☐ You may wear a Smart Watch or Fitness Tracker to school. During the day it must be disabled from text/internet and only used as a watch. You may not use your watch to take pictures, play games, get on the internet, text, or call people during the day. ☐ You may bring an eReader to school and use it for reading books but not playing games or using the internet. ☐ Items brought to school and causing a disruption will be available for parent pick up in the office.
Computers	☐ Respect district computers and use computers and software responsibly. ☐ Be a good digital citizen. ☐ Follow AUP guidelines.
Student Conflict	☐ Peer conflict is an expected part of the school experience. You are learning to problem solve and build relationships with peers and adults. ☐ Follow all SWIM Expectations. ☐ Participate in Restorative Conversations. ☐ Use SWIM Conflict Response guide (see page 9)

Samantha Smith Student Supports

Positive Behavior Supports:

Samantha Smith uses a Positive Behavior Intervention Support (PBIS) system to support all students through our SWIM expectations. Students are likely to experience success in environments where expectations are clear and consistent across all school settings. To support students, we use a framework to identify, explicitly teach and reinforce behaviors. By using common language in all school settings, students benefit from clarity and consistency.

Why PBIS?

- Provides a framework for thinking about behavior across and within settings. This creates consistency and predictability for students, which results in a sense of safety and belonging.
- Builds student independence as they develop the ability to consider the ways in which their current or future behavior is safe, helpful, mindful, inclusive, resilient, and respectful.

The framework is a set of 'conditions for success.' Behavior expectations throughout the school, across all settings are taught explicitly, reviewed, and celebrated. Expectations for behavior for students, staff and families are clear and accessible, using the framework of "SWIM".

Let's **SWIM** with the Dolphins!

S – I can be **SAFE** **W –** I can **WORK HARD** **I –** I can have **INTEGRITY** **M –** I can be **MINDFUL**

SAMANTHA SMITH ELEMENTARY EST. 1988 Dolphins

LET'S SWIM WITH THE DOLPHINS

Voice Levels:
0 - silent
1- whisper
2 - table talk
3 - outside voice

	S I can be SAFE	W I can WORK HARD	I I can have INTEGRITY	M I can be MINDFUL
CLASSROOM Voice Level: 0-3	• Maintain personal space • Follow classroom routines • Use classroom materials safely	• Do my personal best • Be a learner • Stay focused	• Take pride in my work • Respect others' thoughts & opinions • Use kind words & actions	• Be aware of my surroundings • Welcome & include others • Be aware of the learning of others
LUNCH ROOM Voice Level: 0-1	• Have walking feet & follow entering & exiting procedures • Eat & touch only my food • Use items the way they are intended	• Raise your hand when you need help • Put materials where they belong	• Respond immediately to quiet signals • Clean up after myself • Use polite table manners	• Eat first, then talk with my neighbor
BATHROOM Voice Level: 0	• Wash my hands with soap & water • Close all stall doors	• Get in & get out • Clean up after myself • Use bathroom appropriately	• Report problems to an adult • Respect privacy	• Wait my turn • Flush the toilet
HALLWAYS Voice Level: 0	• Maintain personal space • Walk on the right in a line • Follow adult direction	• Manage my own body • Be where I should be	• Respect the artwork & objects in the hall	• Hold the door open for others • Stop & let a whole class walk together
BUSES Voice Level: 0-1	• Stay seated • Keep my body & belongings inside the bus • Follow adult directions	• Be on time	• Thank the bus driver when I get off the bus	• Be aware of those around you
SCHOOL GROUNDS Voice Level: 2-3	• Maintain personal space • Be where staff can see me • Be in correct lineup spots	• Put trash in the trash can • Line up appropriately	• Report issues to adults • Listen to adults & safety patrol	• Use Kelso's choice to solve small problems • Be respectful of property
PLAYGROUND/ RECESS Voice Level: 2-3	• Maintain personal space • Use equipment correctly • Manage my intensity level	• Follow rules of games • Be active	• Be where I am supposed to be • Report big problems to a recess teacher • Have good sportmanship	• Include & invite others • Make new friends • Choose games & activities wisely
ASSEMBLY Voice Level: 0-3	• Maintain personal space • Have walking feet & follow entering & exiting procedures • Sit on my pockets	• Be a good audience • Be an active listener	• Respect the speaker or performers • Follow directions promptly	• Show appropriate support & participation

Student Conflict:

Elementary students are in the process of learning safe and appropriate ways to manage their impulses and strong feelings like frustration, anger, and disappointment. These skills come naturally for some students and take more time to develop for others.

Peer conflict is an expected part of the school experience. Our staff actively work to teach all students productive and safe ways to manage conflict through classroom instruction, small group lessons, real-time coaching, and individual support.

When conflict arises and a student responds with unsafe words or actions, peers are expected to follow the SWIM Conflict Response.

- Students initiating conflict, verbal and/or physical, will be required to work with staff (teacher, counselor, and/or administrator) to take accountability, repair harm, restore relationships, and build skills to prevent future conflict.
- Students responding to conflict by escalating the situation, verbally and/or physically, will be required to work with staff (teacher, counselor, and/or administrator) to take accountability, repair harm, restore relationships, and build skills to prevent future conflict.

The school team will work with individual students and families to assess student(s) needs and respond accordingly.

Lake Washington School District encourages schools to take an instructive, restorative, and corrective approach to student behavior. You can read more about LWSD policies and processes here. https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities#fs-panel-37997

Severe Behavior

In the case of behavior incidents that are severe in nature such as immediate danger/disruption, physical aggression, threats, sexual harassment, HIB including use of racial slurs, and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long-term suspension or emergency expulsion in accordance to state law and district regulations. https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities#fs-panel-37997

SWIM Conflict Response

Attendance, Absences, and Registration

Absences/Safe Arrival

If your child is absent from school or going to be tardy, **please email SmithESAttend@lwsd.org with your student's first and last name, grade and reason for absence or tardy** before 9:00am (*you may also call the school attendance line at 425-936-2711)*. Please review the symptom guidelines, from the Lake Washington School District nurses, on page 21, to determine if your child should attend school. Please do not send your child to school when she/he is ill.

Absentee/Tardy Policy

Research shows that regular school attendance is linked to school success, both academically and socially. The impact of absences, tardies, and early dismissals accumulate overtime and can lead to students falling behind academically or becoming disconnected with their school community. Please note:

- **Tardies –** Students arriving to school late must be checked in by an adult in the office. When students have repeated tardies and/or early dismissals, administration will schedule a family conference to identify barriers to timely attendance.
- **Early Dismissal –** Students leaving early must be checked out of the office by a parent/emergency contact. Due to the disruptive impact on classrooms, students will not be checked out 5-10 minutes before dismissal.
- **Chronic Absenteeism –** Under state law, elementary schools are required to conference with parents/guardians when an elementary student has five absences for any reason in a month or ten absences over the course of the year. The purpose of the conference is to identify the barriers to the students' regular attendance. The conference will also identify supports and resources that may be made available to the family so that the student is able to regularly attend school.
- **Truancy** is defined as when students miss school without a valid excuse. Under Washington state's truancy law, 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 students' 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. More information can be found on the district website here.

Pre-Arranged Absences

Attendance is crucial for student academic success, so please consult the LWSD District Calendar before making your travel plans. Should your family choose to be gone during the school year, please note:

- Families must complete the pre-arranged absence form here.
- Teachers will not provide work ahead of time. 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 may be asked to complete them at home with parental assistance.
- After 20 consecutive days of absence, the student is withdrawn and must be registered again. There is no guarantee the student will be placed in the same class.

Student Withdrawal

Written notification of moving from Samantha Smith Elementary School is appreciated; at least one week's notice is usually sufficient. Please be sure all library books, textbooks, and other school property are returned prior to your move. Please check your child's lunch account balance.

Classrooms, Learning & Family Engagement at Home

Check Home Folder/Planner and ParentSquare

🎒 Check your child's backpack each night.
📁 Check your child's folder/planner each night.
📨 Teacher and school communication will come via ParentSquare to Text or Email. Set your preferences here.

Nightly Reading:

Regular reading is an important component to developing strong literacy skills and developing a love for reading. You can support by:

📖 Include time for reading in your family's nightly routine outside of homework assignments.
📖 Consider substituting books for screens in the car, at restaurants, and at bedtime.
📖 Encouraging your reluctant reader by reading together, alternating pages, reading with a sibling, or reading to a pet.

Homework Purpose & Expectations:

New learning of concepts will happen at school. Homework may be used to:

- Independent practice/reinforce curriculum.
- Review skills
- Strengthen home/school connection.
- Responsibility/independence/self-di

Homework Family Support:

Homework is designed to be completed independently by your student. Please provide homework support for your child in the following ways:

- Schedule homework time each day that is sufficient for your child's grade level.
- Provide verbal praise and encouragement for your child.
- Provide prompting to read directions, study examples, and continue working when needed.

Homework Struggles:

- If your child is routinely confused/doesn't understand homework, contact your teacher to collaborate on solutions.
- If your child routinely needs more than the expected time to complete homework, contact your teacher to collaborate on solutions.

Learning Standards:

Lake Washington School District is a "standards first" district. This means that teachers base all learning on current standards and assess student progress on these standards. Standards are learning goals for what students should know and be able to do at the end of each grade level. Standards help teachers ensure their students have the skills and knowledge they need to be successful, while also helping parents understand what is expected of their children.

Lake Washington School District uses four major types of standards:

- The Common Core State Standards (CCSS)
- The Next Generation Science Standards (NGSS)
- Washington State Social, Emotional Learning (SEL) Standards

Please visit Lake Washington School website to read more about Washington State Learning Standards.

Curriculum

Lake Washington School District teachers use adopted curriculum and guidelines to meet the learning standards above. Please visit the Lake Washington School website to read about Lake Washington adopted curriculum.

Assessments and Grading

Assessments are used to show the level of proficiency on the standards for each child. The results of these formative and summative assessments provide valuable information to teachers regarding how students are progressing against the standards. Teachers then use these results to guide instruction and to determine students' day-to-day readiness for new concepts and skills. Proficiency scales show teachers what to look for to determine if students have met those expectations. LWSD uses a standards-based grading scale of 1 to 4. Standards-based scores are not equivalent to percentage scores but rather an indicator of a student's current level of proficiency in relationship to learning standards.

1 – Not At Standard	2 – Approaching Standard	3 – At Standard	4 – Exceeding Standard
✅ Acquiring foundational knowledge and skills needed to meet standard. ✅ Needs consistent help. ✅ Utilizes additional supports.	✅ Developing knowledge and skills and may meet standard in familiar tasks. ✅ Needs additional practice to build consistency and accuracy. ✅ May need extra help.	✅ Has knowledge and skills to independently meet standard. ✅ Is consistent and accurate.	✅ Able to apply knowledge and skills in various and unfamiliar ways. ✅ Adds unique ideas & perspective. ✅ Able to explain their understanding of standard.

Report Cards

Students will receive report cards twice a year (January and June). Parents can view grades online via Skyward throughout each grading period after they have been uploaded. There will be a goal setting conference (teacher, parent and student) in October as well as an academic conference in January. If you will be traveling early on vacation at the end of the year and would like your students report card mailed to you, please leave a self-addressed stamped envelope at the front office. Technical support for logging onto Skyward can be found here.

Classroom Parties:

Each classroom is allowed three school sponsored parties, celebrations, or events per year. These parties will be spread throughout the year and aligned with a seasonal or school related theme determined by the teacher.

- 🎃 Fall party themes examples: Gratitude, Fall harvest, academic related themes.
- ❄️Winter Party theme examples: Valentine's Day, 100th day of school, Pi Day, Winter wonderland
- 🌻 Spring Party theme examples: End of the year, End of Testing, or academic related themes

Classroom party volunteers are asked to work with the teacher regarding the selection of food items for parties and should include planning for students with food allergies and other food-related concerns. Most of the food choices should be healthy options (such as fresh fruits and vegetables, crackers with cheese, etc.).

Students will have the opportunity to dress up in costumes at various times during the year such as spirit week, Read Across America week, and ABC end of the year countdown. Holiday and cultural recognition will happen aside from school parties throughout the year in various ways such as This is My Story, Student of the Week, My Favorite Day, and classroom meetings/presentations.

Birthdays

In order to support the LWSD Nutrition and Physical Fitness Policy and the health and learning of our students, we ask that you and your student do not bring or distribute birthday food or treat bags to share at school. Please do not have flowers or balloons delivered to the school for your child. To avoid potential hurt feelings, individual party invitations will not be distributed before, during, or after school. Whole class invitations are acceptable. Please contact the classroom teacher before sending any invitations to school.

PTSA & Family Engagement at School

Smith PTSA (Parent Teacher Student Association)

Our PTSA is a vital partner in providing students and staff with many special opportunities throughout the year such as:

- 🐬 Dolphin Dash & Bash
- 🎨 Explore Art Lessons
- 🚌 Field trips
- 📚 Updated books for classrooms
- 🎢 Special playground equipment
- 🍪 Teacher appreciation treats
- 😁 Student Scholarships
- 🎤 Assemblies
- 👕 T-Shirts

In order to keep these things running for our students, PTSA needs your partnership through membership and engagement. The wide variety of ongoing programs and the flexibility to start new projects means there can be something for everyone. PTSA objectives all aim to promote the welfare of children and youth at home, school and in the community.

🐬 Join PTSA here and then explore opportunities to volunteer here.

Samantha Smith welcomes family and community members to volunteer and find that experience is positive for our staff, students, as well as the volunteer.

School Volunteer Procedures

Pre-approval of volunteers is one of the critical ways to ensure the safety of our students and staff. In order to provide the greatest amount of protection possible for the students and staff in our district, we will be diligent in following the district volunteer screening process. Please visit the district Volunteering in LWSD - Lake Washington School District and follow the procedures/steps to get approved before signing up to volunteer.

Volunteers

Samantha Smith is fortunate to have caring and dedicated parents and guardians in our community. Volunteer hours are 9:05 to 4:05. Children are not permitted in the teachers' work room or supply room. If an older student would like to volunteer in the school, they must complete the Student Volunteer Application. All volunteer information including applications, volunteer status, and opportunities can be found at https://www.lwsd.org/get-involved/volunteering-in-lwsd.

If you are volunteering to help with a classroom party, please find childcare for younger children (see **LWSD Volunteer** Handbook, page 3). If an older sibling would like to attend a classroom party, please contact the teacher for permission. If the older sibling would like to help with the party as a volunteer, they will need to complete the Student Volunteer Application at https://www.lwsd.org/get-involved/volunteering-in-lwsd

Fundraising

Each year staff members are approached by numerous students who want them to buy fundraising items such as popcorn or cookies. Not only can this be costly for staff members, it is also a disruption to instruction time. Please do not have your children bring their individual order forms to school. Instead, we ask that each troop/team/club/organization, etc., give one order form to the office staff who will put it in the lounge where staff members can review at their leisure. We want to support our students in their fundraising efforts by providing a fair opportunity for all students to benefit.

Student Wellness and Safety

Core Values

In relation to student dress, the school's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming,
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce, or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity,
- Students and staff are responsible for managing their personal distractions,
- Students should not face unnecessary barriers to school attendance.

Students may not wear clothing, jewelry, or personal items that:

- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups,
- Intentionally show private parts. Clothing must cover private parts in opaque (not able to be seen-through) material,
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).

Immunizations

With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption.

Medication

If there is a valid health reason which makes the administration of ORAL medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed **Medication Authorization Form** (general medications, Epinephrine, and seizure medication forms are available under 'Student Health').
- The form must be signed by the health care provider AND the parent or guardian. Medication Authorization forms are available at school or on the district website.
- Medications must be in the original, pharmacy labeled container and must match the authorization form.
- If tablets are to be split for proper dosing, this must be done by the parent at home before bringing the medication to school.
- Medications must be brought to school by parents; students are not permitted to carry medications to school.
- Over the counter medications/products (i.e., Advil/Tylenol, allergy/cold meds, cough drops, lotions, etc..) also require the completed form including health care provider and parent signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be administered to the student. Please plan and communicate changes to the Health Services Specialist (nurse)
- Sunscreen can be applied by students (not by staff) at school if parents have met the following conditions:
    1. Permission form is signed by parent/guardian and returned to school (the form can be obtained in the office).
    2. Sunscreen must be labeled with the student's full name. No sharing of sunscreen.
    3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
    4. Please show your child and have them practice how to apply the sunscreen at home before sending.

Please direct questions to the school nurse. Our nurse at Smith is Mihaela Dobre: mdobre@lwsd.org.

Sick At School

When children become significantly ill or injured at school, parents are contacted. Samantha Smith has a health room, including a cot, where a sick child can wait until their parents arrive. When a child is sick or injured it is important that they be picked up as soon as possible.

Students may not come to school within 24 hours after vomiting, diarrhea, or having a fever of 100 degrees or higher and should remain home until 24 hours after starting antibiotics for pink eye.

Accidents

If a child is seriously injured at school, the parents will be called immediately. If we cannot reach parents, a neighbor or friend listed as the emergency contact will be called. We will use our best judgment about what to do for your child. **To be prepared for such emergencies, it is critical that we have your current home phone number, work phone number, emergency contacts and medical information updated at all times.**

When To Keep Your Child Home

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

Symptoms that child is too sick for school

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting
- **Lice, scabies:** Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill
- **Chronic cough and/or runny nose:** continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** especially with fever or swollen glands in the neck
- **Rash:** body rash, especially with fever or itching
- **Ear infection:** with fever. Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Contact your doctor.
If you think you have influenza, or another severe illness, contact your health care provider.
Thank You, Lake Washington School District Nurses

Insurance

If you are interested in school insurance, forms are sent home on the first day of school and are also available in the main office. This insurance is a supplemental accident insurance policy.

Emergency Closures and Late Starts

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule **please do not try to call the school**. You will be notified in the following ways:

- Phone call from the LWSD Messenger System
- Television: Local News channels
- AM & FM Radio
- Web Sites: Lake Washington School District
- Puget Sound Emergency Communication system [www.psecs.wednet.edu]

The announcement(s) may include information on schools closed, late start, limited bus service(s), and/or special announcements. **It is important to seek information from the above sources regarding school closures and late starts; please do not call the school for this information.**

Securing the Building

Exterior doors at Samantha Smith Elementary will be locked and visitors will be required to use the Entry Control System video unit at our main front door to request permission to enter. All visitors will be asked their name and purpose for the visit. All visitors will then proceed to the office to show picture identification and sign in. Community groups utilizing the gymnasium will have access to the gym area only.

Safety & Drills

Fire Drill	• Evacuate the building quickly & calmly. • Teachers take emergency backpacks. • Head to the Sand Field. • Teachers take attendance.
Modified Lockdown Drill	• Teachers lock outer doors & close outside blinds. • Students report to their own classroom if in hallway/bathroom. • Teachers report attendance to office. • Students may use the bathroom & move in the building. • Continue learning.
Lockdown Drill	• Teachers lock all doors (internal & external) • Teachers close all shades (internal & external) • Students return to the nearest classroom/office. • Report attendance to office when it is safe.
ALICE Drill (ALICE for Kids)	• Alert • Lockdown • Inform • Counter • Evacuate
Earthquake Drill	• Drop, Cover, Hold • Wait 1 whole minute for the shaking to stop. • Evacuate to the sand field/outside. • Take an emergency backpack. • Teachers take attendance.

At Smith, we prepare for emergencies by practicing drills each month. Please visit lwsdschoolsafety for more information about school safety.

Keeping students and staff safe is Lake Washington School District's top priority. One of our strategic goals is to "provide safe and innovative learning environments." We do this through a layered safety approach. Please visit the LWSDSchoolSafety for more information.

Bicycle/Scooter Rider Contract for Samantha Smith

Dear Fourth and Fifth Grade Students and Parents,
Lake Washington School District permits fourth and fifth grade students to ride bikes and scooters to school. Samantha Smith wants to assure that riders are educated in the safe and responsible operation of their bicycles. Therefore, the below conditions must be met before the school's permission to ride will be allowed. Below are the conditions:

- Parent or guardian's permission must be given.
- Student will sign this contract agreeing to observe all conditions.
- Student will wear a bicycle helmet at all times when operating the bicycle or scooter, per King County Department of Transportation.
- All bikes and scooters must be walked on the school grounds during hours of operation.
- Student will make sure bicycle or scooter is locked securely to the bike rack during school hours.
- Student will give pedestrians the right of way.
- If any of the conditions of this contract are not observed, student riding privilege may be withdrawn.

We try to provide a safe and secure area for bicycle and scooter storage; however, neither Samantha Smith nor the Lake Washington School District can take responsibility for lost, stolen or vandalized bicycles or scooters on either school property or while en route to or from school.

Student Statement: In order to ride my bicycle/scooter to school, I agree to the conditions in this contract. I also agree that I need to be concerned about the safety of pedestrians, cyclists and other vehicles as well as my own safety when operating my bicycle/scooter. I will walk my bike/scooter on the sidewalks and follow all adults' directions. I will wear my helmet and lock my bike/scooter. I realize that the school is not responsible for the care and protection of my bike.

_____ _____
Students' Printed name Teacher

_____ _____
Student's Signature Grade

Parent/Guardian Statement: I give my permission for the above-named student to ride his/her bicycle or scooter to school and agree with the conditions of the contract.

_____ _____
Parent/Guardian's Signature Date

Code of Collaboration between Parents/Students/Staff at Samantha Smith Elementary School

Parents will:

- Recognize the professional expertise of Samantha Smith staff members.
- Understand, comply with and model the rules, policies, procedures and expectations of Samantha Smith Elementary and the Lake Washington School District.
- Direct any concerns to the teacher first. Be respectful through tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Ensure student/s come to school, on time, prepared for school with completed homework, necessary materials to learn and signed notes/permission slips/Peace Plans.

Students will:

- Come to school on time and prepare for the school day. This includes completed homework, necessary materials, and signed notes/permission slip.
- Respect the rights of all students, staff, guest teachers and adult volunteers.
- Act in a safe manner in the classroom, on the playground and on the bus.
- Take responsibility for your learning and act in a manner that allows others to work and learn.

Staff will:

- Teach and model Samantha Smith/LWSD rules, policies, procedures and expectations.
- Develop and communicate a classroom management plan that supports all students' learning.
- Treat each student with respect and dignity.
- Communicate with parents on the academic and behavior performance regarding their own child, using a respectful tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Direct any concerns to the appropriate staff person first. Be respectful through tone of voice, choice of words and body language.

Acknowledgement of Receipt of the Parent-Student Handbook and Code of Collaboration

Student Agreement

I, _____ (print student's name) have received and read the **Samantha Smith Parent-Student Handbook** and the **Code of Collaboration** for Samantha Smith Elementary School. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

_____ _____

Student Signature Date

Parent/Guardian Agreement

Please review the **Samantha Smith Parent-Student Handbook** and the **Code of Collaboration** (this page) with your student and sign below to acknowledge your receipt and understanding of the documents. I am the parent or guardian of the above-named student. I have received and read the **Samantha Smith Parent-Student Handbook** and the **Code of Collaboration** for Samantha Smith Elementary School. I am aware of my student's rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

_____ _____

Parent/Guardian Signature Date