



**STUDENT/PARENT HANDBOOK
2023-2025**

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Bicycles, Early Dismissal, Birthdays & Parties, Illness at School, Head Injuries, Immunization, Lost & Found, Lunch Program, Medication, Parties, and Invitations, Personal Property, Pets, Recess, Report Cards, Scooters, Skateboards, Roller Blades and Roller Skates, Student Withdrawal, Telephones, Transportation.

WELCOME TO ROBERT FROST ELEMENTARY

Dear Students and Parents,

We look forward to working collaboratively with you to help achieve your/child's potential academically, socially, emotionally, and physically.

At Robert Frost we believe that a positive partnership between school and home is important for student success. We hope parents and guardians will actively participate in our school through PTSA, volunteering, sharing talents and interests, and attending school activities. The involvement and donation of time and talent of our families greatly strengthens the educational climate at Robert Frost.

We are excited and looking forward to working with the staff, parents, guardians, students, and community at Robert Frost Elementary during the 2023-2024 school year! Together we can make this a wonderful and challenging place for your child's education.

We hope you will find this student handbook to be helpful. It contains information about our school, its general procedures, and policies. Please contact us at school if you have any questions or concerns.

The Frost Staff



QUICK INFORMATION

[Robert Frost Elementary](#)

11801 NE 140th Street
Kirkland, WA 98034

Office: (425) 936-2560

Attendance: (425) 936-2561

[Tyler Hultman](#), Principal

[Elizabeth McClane](#), Associate Principal

[Allie Moses](#), Counselor

[Natasha Leardi](#), Office Manager

[Nicole Orswell](#), Attendance/Registrar

[Karen Jussel](#), Health Room

Daily Schedule - <i>more information on website</i>
First Bell: 9:15am
School Begins: 9:20am
Regular Dismissal: 3:50pm
Half Day Dismissal: 12:20pm
Wednesday Early Release: 2:20pm

FROST MISSION STATEMENT

At Robert Frost Elementary, our mission is to provide a safe, supportive, and inclusive environment where every student can learn and achieve to their highest potential, develop key life skills, and apply core values of respect, perseverance, and tolerance.

At Robert Frost Elementary:

- We care for ourselves and our learning.
- We care for each other.
- We care for our school and community.

Visit us on our website ~ Frost Elementary School (www.frost.lwsd.org)

Visit our district's website ~ Lake Washington School District (www.lwsd.org)

OFFICE REMINDERS

Guests and Visitors

Parents are welcome and encouraged to volunteer. The main entrance at school is equipped with a doorbell system and all visitors will be let in via this system. For security reasons, we require that all volunteers and visitors report to the school office after entering the building. They must show ID, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors, or guests without a visitor's badge will be directed to the office to sign in (this includes visiting portables). All volunteers must be pre-approved (the process can take up to two weeks or longer). Approval is required for all visits, such as being at lunch and recess, field trips, and volunteering in the classroom. Please see the [LWSD website](#) or the front office for an application. Your volunteer application must be renewed every 2 years.

Early Dismissal: If your child will be leaving during the school day, please send an e-mail to the teacher and cc: office (frostelementaryschool@lwsd.org). You will still need to go to the office to sign your child out. The office will call the classroom teacher for your child come to the office to meet you. Please plan early dismissals prior to 3:30pm. To limit the number of classroom interruptions, we will not call the classrooms after 3:30pm for early dismissals.

Changing Dismissal "End of Day" Routine: If your child's normal dismissal routine is to be altered on any day, call the school office by noon describing the change. It is recommended to communicate to the teacher these changes too. You can email/parentsquare the teacher and office. If we do not hear from you, your child will follow their typical routine.

Contacting your child's teacher: As partners with families, teachers will make every effort to communicate with parents. We do not transfer calls to teachers during the school day. If you need to message a teacher it would be recommended that you email/parentsquare.

Drop and Pick-up (see map): Our number one priority at arrival and dismissal is to keep all kids safe. We ask that you do not drive and park in the bus loop. That parking lot is for staff and buses only. The car loop is the preferred method to drop off and pick up your student quickly and efficiently. Please stay in your car; loading and unloading should occur from the passenger side of the vehicle and pull as far forward in the loop as possible. This allows us to move the cars along quickly.

Please do not park in the car loop or leave your vehicle unattended as this slows down the process.

Crosswalks: The Frost school zone contains two crosswalks that are patrolled by staff and students. Please drive *SLOW* and watch for the flags. We want everyone to get across the street safely.

ATTENDANCE

Attending school regularly helps children feel better about school, and themselves. Building this habit now will help students learn good school habits and attending school on time, and every day, is important. Good attendance will help children do well in high school, college, and at work.

Fun Facts about how attendance impacts your child:

- Starting in kindergarten, too many absences can cause children to fall behind in school.
- Missing 10 percent (or about 18 days) can make it harder to learn to read.
- Students can still fall behind if they miss just a day or two days every few weeks.
- Being late to school may lead to poor attendance.
- Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.

Tardy: A student who is not in the classroom by 9:20 AM, is considered tardy and must check in at the office to obtain a late slip from the office prior to going to the classroom. Our first bell is at 9:15 and are expected to be in line and ready for class at that time.

Absent: We ask families to communicate via email to their teacher and office (frostelementaryschool@lwsd.org), parent square, attendance line. If your student will be absent, please notify us by 9:05. You will receive a phone call home if we are not notified. Absences without notification are considered unexcused and cannot be excused after 48 hours following the absence.

Excused vs. Unexcused

- *Excused:* A parent or guardian has notified the office or teacher of the student's absences withing 48 hours.
- *Unexcused:* A parent or guardian has NOT notified the office or teacher of the student's absence.

HOMEWORK POLICY

Homework is an important extension of classroom learning. Homework may be assigned to help students practice and review skills taught in class, as enrichment and extra credit, or for students to finish work not completed in class or missed due to student absence.

Completing homework is the responsibility of the student. In grades K-2, if there is homework, it will be in the child's take-home folder. In grades 3 through 5, daily homework assignments will be recorded on the Student Agenda. Assignments will cover only material which has been previously taught so students will have the skills needed to complete the homework independently. Long-term projects, such as reports, will also be written in the Student Agenda. Teachers will assign these projects weeks in advance of the due date.

We highly recommend that students and their families read together every night. If there is no assigned reading, students may read a book of their choice, a magazine or newspaper. If students do not have a daily homework assignment, they can still spend that time learning. The suggested homework time should be spent practicing spelling words, practicing math facts, or researching topics of interest with books or the computer.

Each teacher's homework expectations will be covered in detail at our Curriculum Night.

EXPECTATIONS FOR SCHOOL SUCCESS

Robert Frost practices PBIS (Positive Behavior Intervention and Supports) schoolwide. PBIS is a system designed to increase academic performance, improve safety, decrease problem behaviors, and establish a positive school culture. We expect all student to

We practice three school wide expectations at Frost Elementary:

<i>Be Kind</i>	<i>Be Safe</i>	<i>Be Respectful</i>
<ul style="list-style-type: none">• Help each other• Be polite• Say nice things to others• Be friendly	<ul style="list-style-type: none">• Be careful• Look out for others• Keep your hands and feet to yourself• Don't hurt others	<ul style="list-style-type: none">• Follow Directions• Be a good listener• Take turns• Say sorry and make amends for mistakes

We believe that all children can learn and practice behaviors which promote kindness, safety, and respect for others. Staff will teach these behaviors and encourage students to practice them. We will teach children conflict resolution skills, anger management skills and other social skills which will help them develop positive relationships with peers. Students will be reinforced and reminded as needed.

If a student chooses not to act in a way which infringes on the rights of others, then disciplinary action will be taken consequently. Disciplinary action will be appropriate to the severity of the offense, which may mean beginning with a high level of discipline action. In the case of physical violence or threats of violence against oneself or others, the child will be immediately moved to the office and parents contacted with the intention of creating a safety plan and assisting the student and family with appropriate consequences.

Generally, it is recommended that parents discuss the problem with the staff member most closely involved. In cases of academic progress, student attitudes about school, assignments, class activities, etc., the teacher is the one to contact. Concerns about discipline or problems students have with others, general school policies, playground rules, etc., should be directed to the teacher. Above all, it is important to contact the school whenever there is a problem. We want to assist parents and children. Difficulties can often be resolved quickly when the school is notified and made aware of the concern. Don't hesitate to ask for assistance.

Dress Code: Students may express individuality in their dress or appearance if their appearance does not cause or have the potential to cause a disruption to the educational process for themselves, other students, or staff. The following guidelines are designed to promote a positive, safe, healthy learning environment:

- Shoes should be appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E.
- Clothing covers underwear and torso (stomach and back).
- Clothing does not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations, or gangs.
- Students play outside at recess. Dress for the weather.

CELL PHONE AND ELECTRONICS POLICY

We strongly recommend that students not bring electronic devices (smart watches, kindles, tablets, etc.) or cell phones to school. The school is not responsible for any lost, stolen, or damaged electronic devices or cell phones.

If a parent wants their student to have a cell phone at school, the cell phone must be turned off and in backpacks during school hours, including arrival, dismissal, and recesses. Students who have electronic devices or cell phones turned on or visible during these times will have the device(s) confiscated by staff. The device(s) may be picked up by a parent or guardian. Continued infractions of this policy will result in a parent conference with school administrators.

The bus is an extension of the school day and follows district and school policies for cell phone and electronic use.

LAKE WASHINGTON SCHOOL DISTRICT NUTRITION AND PHYSICAL FITNESS POLICY

Students who have nutritious food and appropriate physical activity are better prepared to learn. While students' health and wellbeing are a shared responsibility between schools and families, the school environment must be conducive to and promote learning. To ensure the learning environment supports students' nutrition, physical fitness, and well-being, and to promote family and community involvement to this end, the Superintendent shall:

- Ensure that district health and physical fitness curriculum is aligned to the State's essential academic learning requirements and to grade level expectations.
- Ensure that the offerings of the school lunch and breakfast program comply with federal guidelines.
- Ensure that sale of foods other than through the school lunch and breakfast program (competitive food sales) help students to meet appropriate daily dietary intake.
- Restrict the sale of foods that do not help students meet appropriate daily dietary intake.
- Establish an Advisory committee to make recommendations of products for competitive food sales, which support appropriate daily dietary intakes; and criteria for nutrition content of other products offered for sale.
- Develop guidelines for foods provided (not sold) to students through classroom parties/school events, rewards, and/or incentives.
- Promote partnerships with parents and parent groups to support lifelong nutrition, physical fitness, and wellness.
- Provide information and materials that promote healthy eating habits and appropriate physical activity.
- Promote appropriate physical activity for students by:
 - Ensuring aerobic physical activity is part of physical education classes,
 - Providing elementary school students with daily, supervised recess periods,
 - Providing co-curricular physical activity and intramural programs, and
 - Promoting the use of school facilities for physical activity programs offered by outside organizations.

LWSD CIVILITY POLICY

The Lake Washington School District believes that a safe, civil, and respectful environment is essential to the successful operation of schools. Conversely, uncivil conduct (see definition) interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community.

Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school district or at locations of school-sponsored activities. The district is committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications whether by students, staff, parents, community members, or administrators.

The purpose of the Lake Washington School District's Civility Policy:

- To promote an environment that is safe, productive, and nurturing for students.
- To provide students with appropriate models for civil and respectful communication and problem-solving.
- To support respectful and civil interaction and communication among students, staff, parents, community members, and administrators.

Uncivil Conduct: Definition: Conducting oneself in a discourteous or disrespectful manner when communicating or interacting with others. Uncivil Conduct includes, but is not limited to, behaviors such as: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; interrupting another individual repeatedly or raising one's voice in anger at another person; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using derogatory epithets; gesturing in a manner that puts another in fear for his/her personal safety; invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave; violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws); or other similar disruptive conduct.

Uncivil conduct does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as: 1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and 2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Implementation of the Civility Policy:

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns promptly through direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from a school/district administrator or supervisor.

Severe or persistent acts of uncivil conduct may be in violation of other District's policies such as Human Dignity (4010), Harassment of Staff (6513 and 6513P), Staff Conduct (5006), Student Rights & Responsibilities (3200), Student Conduct (3240 and 3240P), Threats of Violence or Harm (4314 and 4314P), Student Conduct on School Buses (6605), Harassment, Intimidation, and Bullying of Students (3207 and 3207P), Student Discipline and Corrective Action (3241 and 3241P), School-Community Relations Goals (4265), Public Conduct on School Property (4260P), Visitors to the Schools (4200 and 4200P), Public Complaints (4220 and 4220F), and Parents Rights & Responsibilities (4129). Violation of such policies may result in further action as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable policies and laws. The Superintendent or designee shall communicate this policy annually with students, staff, parents, community members, and administrators.

FREQUENTLY ASKED QUESTIONS

Bicycles: Only students aged 10 and older are allowed to ride their bike to school. Students who ride bicycles to school must have their parents complete the permission form available in the office and follow the rules outlined in the permission form. Bikes may not be brought into the building, must be parked in the bike racks, and locked with a lock provided by the student. Each rider must have their own lock. Every rider must also use an approved helmet. Bikes must be walked on and off the school grounds, and in the crosswalks.

Birthdays (School and District policy): Birthday celebrations in the classroom including food, small gifts, etc. are not permitted. We will celebrate your child through classroom-based activities that your child's teacher will communicate with you. Please do not have flowers or balloons delivered to the school for your child, as they are a disruption to learning time. If flowers or balloons are brought to school, they will remain in the office until the end of day. Birthday party invitations are not to be delivered during school hours, in your child's classroom or by the teacher.

Communication: [ParentSquare](#) is a unified communication platform that offers a whole host of tools which allows LWSD, school administrators, staff and teachers to more effectively communicate and engage with families.

Early Dismissal: Children must be accompanied by an adult whose name appears on the student's emergency card when leaving school prior to regular dismissal time! We will risk offending you to maintain the safety of the children. If your name is not on the emergency card, you will not be allowed to remove a child from school. We discourage early dismissals from school and request that doctor or dental appointments be made before or after school whenever possible. If an early dismissal is necessary, we require that the parent come into the office and sign their child out. The office personnel will call the student to the office for dismissal.

Illness At School: To protect other children, we ask that you not send your child to school with any contagious illness or infection. If a child has been running an abnormal temperature, your child should remain at home until the temperature has remained normal for 24 hours. When children become ill at school, school office personnel contacts parents. Frost has a health room where a sick child may wait for a short time until parents arrive. We are not equipped to care for sick children for an extended period. Please be sure the school has the correct phone numbers of your home, work, or a nearby relative/friend to ensure prompt notification of your child's illness or injury. An adult must escort students when leaving the school prior to regular dismissal.

Head Injuries: It is the policy of the school to leave a phone message and send it from home with the child who has received a bump to the head. The form describes symptoms to be aware of after a bump to the head. We also place a green plastic bracelet on the child to alert others in the school to the injury. The bracelet can be cut off by the parent at home.

Immunization: With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a new mandate to protect the health and safety of all 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 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 certificate of exemption.

Lost and Found: Clothing and other items are frequently found and returned to the Lost and Found, located on a garment rack in the entry area. It is often difficult to identify the owner if items are not properly marked. Please mark your child's clothing and belongings. We discourage students from bringing large amounts of money to school. Personal items such as toys, sports equipment and electronics

are also discouraged. The school cannot be responsible for lost or damaged items.

Lunch Program: Lunches may be purchased in the office at the beginning of the day or during lunchtime. Prices for the lunch program are printed on the lunch menus available on the school district website. Frost also has a breakfast program, which begins at 8:50 a.m. Reduced rates and free lunches are available for families who qualify. Forms are sent home in first day packets and are available in the office. If students don't have money in their account, an emergency lunch will be provided to be paid for later.

Medication: From time to time, children may need to take prescribed medications at school. The school only gives medications for which there is a valid health reason that makes giving the medication during school hours advisable. These medications (except emergency medications) are administered only between the hours of 11am and 1pm. For the school to be able to give medication we need: 1) A [medication authorization form](#) (this includes an order from the doctor and a request from the parent for the school to give medications). 2) The unexpired medication in its original container with the student's name and birthdate. It is the parent's responsibility to deliver the medication to and from school during school hours. No medications may be carried by a student unless they have permission from their doctor and the school nurse. This policy includes over-the-counter medications. Students with life-threatening health conditions such as severe allergies, asthma, seizures and diabetes may not start school until all relevant paperwork and medications have been received by the school nurse. For more information on district policies regarding medication, please visit the [LWSD Health Services](#) and/or talk to the School Nurse or Health Room Office Professional.

Personal Property: We discourage students from bringing any toys, games, electronics, etc. to school. Money and valuables should not be left unattended. If personal items are brought to school, they must be marked with the student's name. Anything brought to school for use on the playground must be the same type of equipment

the school supplies for recess. For example, we do not provide hardballs for students to use, so they are not allowed to bring them to school. The school is not responsible for any lost, stolen, or damaged personal items.

Pets: Please leave pet(s) home! We have students who are afraid and some who are highly allergic. No dogs are allowed on District property between 7 a.m. and 4 p.m. on any school day, except for certified service dogs. Please avoid tying your dog up around or near campus due to student safety. Washington State Law restricts having any pet in the classroom for an extended period. Please make sure that necessary arrangements are made to see that your pet does not follow a child to school. King County Animal Control will be called, if necessary, as dogs are not allowed on school grounds during the hours in which school children are present. During non-student hours dogs must be leashed in accordance with King County Code 11.04.230. Pets are not allowed in the building or anywhere on campus during student hours, which includes arrival and dismissal.

Recess: Generally, all students are expected to participate in Frost's recess periods. Students well enough to return to school following an absence can go outside for short periods, providing they are protected by appropriate clothing. Students returning from an extensive illness or surgery, or those who are under doctor's orders, are given special consideration.

Report Cards: Students in grades K-5 will receive report cards twice a year, in January and June. Copies of the Student Grading Procedures may be obtained upon request. There will be a Parent/Student Goal Setting conference with the teacher in October, and a Parent/Student conference in January.

Scooters, Skateboards, Roller Blades, and Roller Skates: Due to safety and liability concerns, the district does not allow scooters, skateboards, roller blades and roller skates at school; therefore, students must leave them at home.

Student Withdrawal: Notification of moving from Robert Frost School is appreciated; at least one week's notice is usually sufficient. Please be sure that all library books, textbooks, and property are returned to school prior to your move. Also, please be sure to check if there is any lunch money owing on your child's lunch account.

Telephones: School telephones are for business use. Therefore, student access is limited to short emergency calls only when accompanied by a telephone pass from his/her teacher. Plans for visiting friends, early dismissal, etc., must be made by families prior to coming to school.

Transportation: Parents that drop off and pick up students should only use pick up loop. Please do not leave the car unattended. Your child should enter and exit on the curb side. Our bus loop parking lot should not be used at all. The parking lot near the school sign is to be used by school buses and day care vans. We also ask that drivers observe the posted school zone speed limit. Robert Frost has a Safety Patrol consisting of students in 5th grade (4th graders starting after their 10th birthday). Pedestrians and drivers are expected to follow the directions of the Safety Patrol and adult crossing guards.

Busing: You should receive an LWSD email from the transportation department regarding bus information after registration. Please direct all questions or concerns about busing to busroutes@lwsd.org or 425-936-1120.

Vacation: At Frost, we believe family vacations are important and special. However, we ask that you consult the [school calendar](#) to plan vacations during scheduled school breaks. Student achievement and classroom attendance are positively related. Please do not ask teachers to pre-plan individual lessons/work based on missed classroom instruction because much of what we do is hands on, visual, auditory, and often without paper and pencil. Instead of assignments from school, we encourage family designed activities that are not just practice, but bring in new learning that is interactive with the family. Such activities can include writing a journal about the trip, reading books, doing math problems related to the vacation, or collecting brochures and maps to share with the classroom.

ROBERT FROST ELEMENTARY SCHOOL

11801 NE 140th ST KIRKLAND, WA

