



ROSA PARKS ELEMENTARY

2024-2025 HANDBOOK

22845 N.E. Cedar Park Crescent, Redmond, WA 98053 **Phone:** 425-936-2650 **Fax:** 425-836-1350

Lori Pierce, Principal

lpierce@lwsd.org

Erin Martin, Associate Principal

ermartin@lwsd.org

Beth Powell, Office Manager

bpowell@lwsd.org

Euki Hirano, School Counselor

ehirano@lwsd.org

Rifat Hossain, School Nurse

rhossain@lwsd.org

Christy Elves, Health Room Professional

celves@lwsd.org

Christine McCaughey, Registrar

chmccaughey@lwsd.org

Attendance: RPattendance@lwsd.org or 425-936-2651

(Contact before 8:30 include: Student name, Class, and reason for absence/late arrival)

Frequently Requested Information:

Hours: Monday, Tuesday, Thursday, Friday

- ✓ Students arrive no later than 8:35
- ✓ School in session: 8:40-3:10

Hours: Early Release Wednesday

- ✓ Students arrive no later than 8:35
- ✓ School in session: 8:40-1:40

When school is out, students need to go straight home unless supervised by an adult. Students not picked up by 3:25 will be sent to the office to call home. Please note, the office closes at 3:40.

Visiting Campus & Communication with Teachers

- All school visitors must enter through the main office and sign in to maintain security.
- The playground is closed to the public during school hours.
- Email or Parent Square is the most efficient method for communicating with staff, especially during the school day. You may request a meeting with your child's teacher or other staff members through Parent Square or e-mail.

Lunch Information

Breakfast \$2.75 Lunch \$4.25 Milk \$0.50

Menus can be found [here](#).

Lunch payments can be made [here](#).

Free & Reduced Lunch information [here](#).

Vision: Inspire all learners to develop their character, talents, and interests to become respectful global citizens.

Mission: Our mission is to grow the whole child as a joyful life-long learner within a respectful environment.

Table of Contents

Principal Welcome Letter4

2024-2025 School Year Calendar5

Rosa Parks Staff List 2024-20256

Rosa Parks Policy & Rules for Students and Families7

Attendance9

 Late Arrival/Tardies 9

 Sick..... 9

 Pre-Arranged Absences..... 9

 Chronic Absenteeism/Truancy 9

 Attendance Letters 10

Communication.....10

Family Connection Conferences11

Homework Policy11

 Purpose of Homework 11

 Homework Family Support 11

AI Policy.....11

Personal Electronics12

 Cell Phones, Smart Watches, & Personal Electronics. 12

 Acceptable Use Policy – Technology..... 12

Health Room.....13

 Illness and Injury..... 13

 Medications at School..... 13

Lunch Program Procedures14

 Free and Reduced Lunch Program 14

 Meal Purchases 14

Lost and Found14

Recess/Playground14

 Student Expectations 14

 Rainy Day Recess 14

Rosa Parks Student Support.....15

Positive Behavior Supports:	15
Student Conflict:	16
Discipline	16
<i>Parent and Visitor Procedures</i>	17
Volunteer Guidelines	17
Chaperoning Field Trips	17
<i>School Emergency Information and Procedures</i>	18
Drills to prepare staff and students	18
Reunification	19
Parent Pick Up Procedures.....	19
Emergency Tips for Families	19
<i>Getting To & From School</i>	20
Safety Patrol	20
General Policies:	20
Walk/Ride Bike to & From School	20
Pick up/Drop off Car Line (map on pg 23)	21
New in 2024-2025 school year:.....	21
Park & Walk to Playground	21
Rosa Parks Traffic Map (Updated 8.1.24)	22
Morning Line Up Locations	23

Principal Welcome Letter

Dear Parents and Students:

Welcome to the 2024-2025 school year at Rosa Parks Elementary School. Our Family Handbook is intended to be read by both families and students. The first few pages have a checklist of important rules that are easy to review with your students. There is more thorough information on the following pages and links throughout the handbook for you to deepen your understanding of all things Rosa Parks.

We are looking forward to a wonderful year filled with joy, challenge, and growth for all students. We strive to ensure that all students and their families feel welcomed, safe, and valued at Rosa Parks. Our focus is on creating inclusive and positive learning environments to prepare students for the world beyond elementary school.

All our success cannot happen without YOU! Partnership with families is one of our core values as an administrative team. We feel so honored to work with such a dedicated, passionate community. There are many ways for families to get involved at school. Our [Rosa Parks website](#) and the PTSA website have information on the many ways you can be involved in our school community!

We are so grateful to get to be a part of this learning community and to support you and your students in having a positive, successful experience at Rosa Parks. We are excited to get this school year started. Thank you in advance for your partnership and support!

Sincerely,

Lori Pierce
Principal

Erin Martin
Associate Principal

2024-2025 School Year Calendar

Lake Washington School District | 2024-25 Calendar



August 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

September 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					

October 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		

November 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

December 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				

January 2025

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 2025

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	

March 2025

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 2025

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 2025

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 2025

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 2025

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. 26-30	LEAP Days
Sept. 2	No school - Labor Day
Sept. 3	First Day of School (grades 1-12)
Sept. 3-5	Kindergarten Family Connections
Sept. 3-5	Half-Day Elementary Conferences (grades 1-5)
Sept. 6	First Day of School for Kindergarten**
Sept. 10	First Day of Preschool
Sept. 11	1.5 hrs. early release schedule begins
Sept. 19	First Day of SNAPS Preschool
Oct. 15-17	Preschool Conferences (No Preschool Programs)
Oct. 18	No school - LEAP Day
Nov. 5	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 27	Half Day
Nov. 28-29	No school - Thanksgiving Vacation
Dec. 23-Jan. 3	Winter Break
Jan. 20	No school - MLK Jr. Day
Jan. 22	Elementary Grades Due
Jan. 24	Last Day 1st Semester (Secondary)

Jan. 28, 30-31	Half-Day Elementary Conferences;
Jan. 28-31	Preschool Conferences (No Preschool Programs)
Feb. 3	Secondary Grades Due
Feb. 13-14	No school - Mid-Winter Break
Feb. 17	No school - Presidents Day
March 7	No school - LEAP Day
April 4	Last Day 3rd Quarter (Secondary)
April 11	Secondary Grades Due
April 14-18	No school - Spring Break
May 20-22	Preschool Conferences (No Preschool Programs)
May 23	No school - LEAP Day
May 26	No school - Memorial Day
May 27	Snow/Make-up Day
June 10	Last Day of SNAPS Preschool
June 11	Elementary Grades Due
June 13	Last Day of Preschool
June 18	Half-Day - Last Day of School
	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 6/10/24

Rosa Parks Staff List 2024-2025

Certificated Classroom	
K	Lisa Hare
K	Kathy Otto
K	Alicia Wetherbee
1	Deana James
1	Madeleine Prock
1	Stacy Sikora
2	Nicole Albright
2	Anne Cushman
2	Stephanie Escamilla
2	Mallory Balinbin
3	Lauren Johansson
3	Jacqilynn Marshbank
3	Hayley O'Keefe
3	Regina Millard
3	Naomi Winner
4	Crystal Bolton
4	Nicholas Ness
4	Carolyn Tucker
5	Giselle Alfonso
5	Shelby Mendoza
5	Chelsea Smith
K5HC	Deborah Sullivan
POQ	Sara Miller
POQ	Artemis Ashe
POQ	Shaina Langley
Certificated Student Support Staff	
Library	Kali Flessner
Music	Kyobi Hinami
PE	Jack Malte
Counselor	Euki Hirano
SLP	Churan Li
OT	Nikita Maholtra
PT	Hunter Hendrickson
MTSS	Paige Kelly
Sped	Anne Avery
Sped	Deonna Ramirez
Safety Net	Annie Mathre
ML	Jennifer Kelly
ML	Jennifer McCoy
Psych	Teresa Tam
Tech	Brandon Taylor
Nurse	Rifat Hossain









Instructional Assistants	
	Alison Schold
	Patty Foster
	Nancy Jones
	Sheela Louis
	Letticia Robertson
Paraeducators	
	Shuchi Juneja
	Lori Sevela
	Emma Ghows
	Debra Norby










Office Staff	
Principal	Lori Pierce
Associate Principal	Erin Martin
Office Manager	Beth Powell
Secretary	Christine McCaughey
Health Room Professional	Christy Elves
Support Staff	
Custodian	Alba Romero Castaneda
Custodian	Nai Saephanh
Kitchen	Isis Robles

Rosa Parks Policy & Rules for Students and Families

Please review these together, with your student/s, yearly. More information is on the following pages.

Complete LWSD Student Rights & Responsibilities [Can Be Viewed Here](#)

Arrival & Dismissal 	<input type="checkbox"/> Arrive at school between 8:25-8:35 and go to your line up spot. <input type="checkbox"/> The first bell rings at 8:35. <input type="checkbox"/> School ends at 3:10 (1:40 on Wednesdays). Students must leave school grounds unless supervised by an adult. <input type="checkbox"/> Notify your teacher of any pickup changes for your student.
Absentee & Tardy Policy 	<input type="checkbox"/> It is important you are at school each day unless you are sick or have an emergency. Please minimize vacations and travel during school days as much as possible as attendance is very important! Being on time is also very important. <input type="checkbox"/> Students, help your families out by gathering your materials for the next day the night before and getting to bed on time. <input type="checkbox"/> If you arrive at school after 8:40, an adult family member will need to bring you to the office to sign in and get a late slip. <input type="checkbox"/> Please read more details about the attendance policy on page 9.
Wheels on Campus 	<input type="checkbox"/> You can ride your bike/scooter/skateboard to school with an adult or a signed permission slip from the office. <input type="checkbox"/> You must wear a helmet when riding your bike or scooter and make sure you have a lock for your bike. <input type="checkbox"/> When you are on the school campus, please walk your bike to make sure walkers are safe. <input type="checkbox"/> You cannot use your bike/scooter during school hours. <input type="checkbox"/> Learn & follow traffic rules to make sure you're safe when going to & from school. <input type="checkbox"/> <u>The school is not responsible for any lost or damaged bikes/scooters</u>
Dogs on Campus 	<input type="checkbox"/> Dogs are not allowed on school property during hours of 7:30am-4:00pm <input type="checkbox"/> Please do not bring your dogs to pick up or drop off. <input type="checkbox"/> During non-school hours, dogs must be on leash. <input type="checkbox"/> Please clean up after your dog to keep our playground clean.
Car Pick up 	<input type="checkbox"/> Please wait for your car in the designated car pick up area. <input type="checkbox"/> Go directly to the car pick up area after school gets out to make sure your family can find you. <input type="checkbox"/> Please see page 19 for details on car pick up & drop off.
Safety Patrol 	<input type="checkbox"/> 4 th & 5 th graders are able to be members of safety patrol. <input type="checkbox"/> All students need to follow the directions of the staff and safety patrol students.
Contacting your family 	<input type="checkbox"/> During school hours, you cannot use your phone or smart watch to contact your family or anyone else. <input type="checkbox"/> If you need to call your parents/guardians, students should ask their teacher and they will allow them to use the classroom phone or direct them to come to office to call.
Medication 	<input type="checkbox"/> If you need any medication during the school day, you will need to go to the health room. <input type="checkbox"/> There is paperwork to complete for any medications needed at school. See pg 14. <input type="checkbox"/> Students are not allowed to take any medicine from home by themselves (including cough drops, Tylenol, cold medicine).

Sick or injured 	<input type="checkbox"/> If you have a fever or are sick at school, your family will be called to pick you up from the health room. <input type="checkbox"/> If you get injured or are feeling sick, tell an adult, and get a pass to go to the health room. <input type="checkbox"/> If you are at home sick, you need to stay home a whole day without a fever or vomiting before returning to school.
Birthdays 	<input type="checkbox"/> Please check with your teacher before bringing any birthday treats to school. <input type="checkbox"/> Any food brought to school for your birthday needs to be store-bought & nut free. <input type="checkbox"/> To avoid any hurt feelings, birthday party invitations should not be passed out at school.
Recess 	<input type="checkbox"/> It is important to follow PUMAS expectations at recess. See page 15. <input type="checkbox"/> Bring a jacket and sweater on days that are cold or rainy. We go outside even when it's raining and on all but the worst weather days. <input type="checkbox"/> Do not bring any toys, balls, cards, or other items from home to recess.
Food & Snacks 	<input type="checkbox"/> Healthy foods and snacks are important for students to stay full & focused all day. <input type="checkbox"/> The school follows LWSDs Nutrition & Health policy . <input type="checkbox"/> For information on school breakfast & lunch, see page 14.
Dress Guidelines 	<input type="checkbox"/> Wear shoes appropriate for running, climbing and playing on recess equipment, stairs, outdoor terrain, and participating in PE. <input type="checkbox"/> Clothing may not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations, or gangs.
Items from Home 	<input type="checkbox"/> You can bring items from home that will help you with your schoolwork (pencils, pens, notebooks, etc.). <input type="checkbox"/> <u>NEW: you cannot bring any balls, frisbees, or other recess equipment to school.</u> <input type="checkbox"/> You can bring umbrellas to school, but they can only be used before or after school. They cannot go outside to recess with you. <input type="checkbox"/> You are allowed to bring personal fidgets to help you focus in class. If it's being used as a toy, we may ask that you leave it at home. <input type="checkbox"/> Toys, stuffed animals, or cards are not allowed in case they get lost or damaged, except on special days planned by school or classroom teachers.
Electronics (cell phones/smart watches) 	<input type="checkbox"/> Cell phones need to remain off and in your backpack during the school day. <input type="checkbox"/> Smart watches are allowed at school but <u>must only be used for telling time</u> . If it is being used for playing games, texting/calling, or watching videos, you will be asked to put it in your backpack or leave it in the office until the end of the day. <input type="checkbox"/> E-readers are allowed at school with approval of your teacher. <input type="checkbox"/> See full policy on page 12.
School Computers 	<input type="checkbox"/> Respect the school computers & use them appropriately. <input type="checkbox"/> Be a good digital citizen. <input type="checkbox"/> Follow AUP Guidelines. Those not meeting expectations may lose access to their school device or have restrictions placed.
Student conflict 	<input type="checkbox"/> Conflicts with peers are a natural part of learning & growing. Our job is to help you learn how to solve problems and use conflict resolution skills. <input type="checkbox"/> We will use PUMAS expectations and restorative conversations. <input type="checkbox"/> For more information see the student discipline & restorative practices on pg. 16.

Attendance

Attendance is very important. Please minimize your child's absences as much as possible. If your child is ill, they should stay home. We ask that you minimize elective absences and plan vacations for breaks from school where possible. If your child will be absent from school, a parent/guardian needs to call the school attendance recorder (425-936-2651) before 8:30 am or email RPattendance@lwsd.org for the absence to be excused.

Please note that the school is required to send letters and work with you for unexcused or excessive absences, and we may also request a meeting with parents/guardians and the principal to discuss ways to improve attendance.

Late Arrival/Tardies

We highly encourage prioritizing your students on time arrival to school. Often these first few minutes of class are focused on community building, setting the tone for the day, and checking in with their teacher. If a student arrives at or after 8:40, guardians need to bring the student to the school office to fill out an Admit Slip for admittance to class. If tardiness becomes an ongoing issue, families may receive a letter reiterating the importance of consistent attendance and to potentially set up a meeting with the classroom teacher, parent/guardian and the principal to discuss support.

Sick

If your child is sick, please notify the school as soon as possible, and keep your child home from school. Your child may not return to school until 24 hours after vomiting or having a fever of 100 degrees. Please use your best judgement when determining whether to keep your child home from school.

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 need 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. Not all learning activities and assignments can be made up.
- 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.

Chronic Absenteeism/Truancy

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. Large numbers of absences also distract teachers from providing the best instruction and learning to their class. **Chronic absenteeism** is defined as missing greater than 10% of the school year, or more than **18 school days**. **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](#).

Attendance Letters

Excused: Attendance letters are sent to the guardians of students who have 10 excused absences in the school year. If attendance improves after the first letter, there will not be a need for a conference. However, if a student reaches 15 or more excused absences in a year, the school will be in communication to set up a conference with the associate principal to discuss next steps.

Unexcused: Families will receive a letter from the school after 1 unexcused absence in a month. After 3 unexcused absences in a month, a conference will be scheduled to collaborate with families on supporting regular school attendance. After 5 in a month, we will create an attendance contract together. After 5 collectively in a year, families will also receive a letter to schedule a conference with the school. State law requires schools to report 10 or more unexcused absences to the truancy board.

Tardies: Families will receive a tardy letter after 20 tardies during the school year. If no improvement, and the student reaches 30 + tardies, a conference will be scheduled to discuss how the school can support the student & family.

Please note: If you have regularly scheduled appointments, medical issues, or other variables that are impacting attendance, please reach out to our registrar, Christine McCaughey, and our Associate Principal, Erin Martin, so the school can take note.

Communication

The following methods give our parents/guardians updated information about classroom activities, curriculum and special events:

- Parent Square
 - Teacher newsletter-a newsletter that comes from your child's teacher
 - PUMA Press-a school newsletter that comes every Wednesday during the school year.
- Rosa Parks Website (<https://rosaparks.lwsd.org>)
- Rosa Parks PTSA Website (<http://rosaparksptsa.org/Home>)
- Rosa Parks Official Facebook (<http://www.facebook.com/rosaparksLWSD/>)
- Rosa Parks Reader Board

Family Connection Conferences

Family connection conferences occur twice a year in **September and January**. In September the focus is on getting to know families, students' strengths, areas of concern and hopes and dreams. January conferences are an opportunity for families to reconnect with their children's teacher, and to hear from their students how they are progressing toward or have achieved their goals.

Homework Policy

Purpose of Homework

At Rosa Parks Elementary we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills, independence, and work habits-foundations for lifelong learning.

Homework Family Support

The amount of homework varies from grade level to grade level and from day to day. Students, parents/guardians, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

Here are some of the ways families can best support their students with homework:

- Schedule homework time each day in an effective workspace.
- Provide verbal praise and encouragement for your child.
- Provide prompting to read directions, study examples, and continue working when needed.
- Communicate questions, concerns, and celebrations with your child's teacher.

Not every teacher or grade level sends homework home with students. We highly recommend incorporating additional academic practices at home. Some suggestions are:

- Reading with your student and/or to your student. This helps encourage a love of reading and is a great way to spend time together.
- Independent reading with a choice book. Allowing students to choose books is a great way to keep them interested & reading!
- Math fact practice: make your own flash cards, games.
- Spelling: practice words in everyday conversation, read signs/labels, make games.
- Computer programs: Lexia, Dreambox, Code.org, Pebble Go.

AI Policy

We recognize that AI is becoming more accessible and will be a part of our students' future. According to [OSPI's Human Centered AI Guidance](#), there are many opportunities to use AI to enrich a student's learning journey. **It is up to the teacher to determine appropriate and inappropriate use of AI on assignments in their classroom.**

According to OSPI, **using AI tools to generate answers, stories, essays, or other publications, and/or complete assignments without proper citation, is plagiarism.** If a teacher believes

that a student turned in an assignment that meets this criterion, the following are potential outcomes:

1. Conference with the student, family, and principal.
2. Students will be given a chance to re-do an assignment at school, with supervision, or written by hand.
3. The teacher has the right to grade the assignment they think best represents the student's progress towards grade level standards.

Personal Electronics

Cell Phones, Smart Watches, & Personal Electronics.

All personal electronic equipment (game consols, tablets, personal devices, cameras, etc.) should be left at home. Authorized use of eReaders (such as Kindles or Nooks) is allowed in the classroom upon teacher approval. All other personal electronic devices are not allowed on campus or on school buses unless authorized by a staff member.

Cell Phones are allowed at school but must remain OFF and in student backpacks during the school day (8:35 am to 3:10 pm). Cell phones and smart watches are discouraged at Rosa Parks Elementary as they can disrupt the educational process. **If a parent wants their student to carry a cell phone at school, it needs to be kept in the student's backpack and always turned off during the school day.** Cell phones and smart watches may not be accessed during recess either. Smart watches may be used for time keeping purposes only. Any student found to be accessing other features will be asked to remove the watch and keep it in the student's backpack during the school day going forward. If there are continued issues of inappropriate use will be confiscated by staff and will need to be picked up by a parent/guardian.

Acceptable Use Policy – Technology

At Rosa Parks we are preparing students to be global citizens and part of the global workforce. It is our expectation that students and families are familiar with the LWSD Technology Code of Conduct and Acceptable Use Policy. There are three main expectations for using district technology.

1. Exercise good judgement and respect district property by demonstrating responsible use of technology.
2. Be a good digital citizen.
3. Be academically honest.

More information can be found in [Student Rights & Responsibilities here.](#)



Health Room



District nurses are assigned to multiple schools and are not assigned to a specific campus. Parents/guardians should inform the school nurse and health room office professional if a student has a life-threatening illness, infectious disease, or serious allergy. There are paperwork and protocols to complete in these instances to make sure we can keep your child safe.

Illness and Injury

When children become ill or are injured at school, parents/guardians are contacted. Rosa Parks has a health room with a cot where a sick child can wait until a guardian arrives. Students who have a temperature of 100+ or are vomiting, will be sent home. When a child is sick or injured, it is important that they be picked up as soon as possible. To help us make sure they are picked up, please be sure that the school has an updated emergency contact that could come for your child if you cannot be reached. It is important to make sure the school has your most up to date contact information. Students need to be fever free for 24 hours without the use of fever-reducing medicine such as Tylenol or Motrin before returning to school. A student with vomiting should not return to school for 24 hours following the last episode of vomiting.

See LWSD's [Too Sick For School Policy](#) for more information.

Medications at School

- If possible, parents/guardians should ensure their child takes daily medication before school starts.
- Students are not allowed to self-medicate. Please do not include pills or over-the-counter medication in your student's lunch or belongings.
- Any medication (including over-the-counter items like Tums, throat lozenges, cough syrup, Tylenol, aspirin, etc.) administered by a school employee requires written authorization from both a parent/legal guardian and a physician/dentist.
- If prescription medication needs to be given at school:
 - Parents must have their child's physician sign the LWSD medication form (#4023). Forms can be obtained from the school office.
 - A separate prescription pharmacy bottle, labeled by the pharmacist (handwritten labels not accepted), should be provided.
 - The pharmacy bottle should contain the exact amount of medication needed for the designated time period (up to one month).
 - Parents should bring the pharmacy bottle to school at least two days before administration.
 - Any unused medication (e.g., Epi-Pens, inhalers) must be picked up by the last day of school.

Lunch Program Procedures

Free and Reduced Lunch Program

Under a provision of the National School Lunch Act, our district can offer free or reduced-price lunches to children from families determined qualified under the Eligibility Scale. Applications are available in the school office and can be found [here](#).



Meal Purchases

There are two ways to add money to your child's lunch account:

1. Online through the [MySchoolBucks.com](https://www.myschoolbucks.com) site.
2. Send cash or a check made payable to LWSD to the school office with your child's name attached

When your child purchases lunch or milk the money is automatically deducted from your child's account like a debit card. An automatic email will notify you when your child's account is low.

Lost and Found

"Lost and Found" items are collected and placed in the Lost and Found located next to the main office. **We recommend marking all articles of clothing and other personal items with your child's name.** Please remind your child to check in the "Lost and Found" regularly when they misplace items. The school district, by law, cannot pay for lost, stolen, or broken personal possessions of students, such as watches, coats, musical instruments, cell phones etc. All unclaimed clothing will be donated to a charity at the end of every month

Recess/Playground

Student Expectations

- Students should follow PUMAS expectations on the playground & during recess. See page 16 for the PBIS behavior matrix.
- Dress appropriately for the weather, including rain jackets, sweatshirts, and safe shoes.
- Students should **not** bring the following items to recess:
 - **Balls & recess equipment from home. (soccer balls, basketballs, jump ropes, etc.)**
 - Electronic equipment (cell phones, etc.)
 - Personal toys (stuffed animals, Pokémon cards, transformers, etc.)
 - Chewing gum, food, beverages
 - Umbrellas

Rainy Day Recess

- Students will be encouraged to stay under cover, stay out of puddles and away from downspouts and be prepared with proper attire, raincoats, boots that are water resistant. Umbrellas are not allowed on the playground.
- Rainy day recess will only be called when it is unsafe for students to be outside (due to lightning, excessive flooding/mud, heavy rain, or unhealthy air quality). If rainy day recess is called, students will either stay in the classroom or go to another designated area.

Rosa Parks Student Support







Positive Behavior Supports:

At Rosa Parks, we use a Positive Behavior Intervention and Supports (PBIS) system to help promote a safe and positive learning environment for students. We use the acronym PUMAS to help teach universal behavior expectations throughout the school. PUMAS focuses on prevention, not punishment. 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.

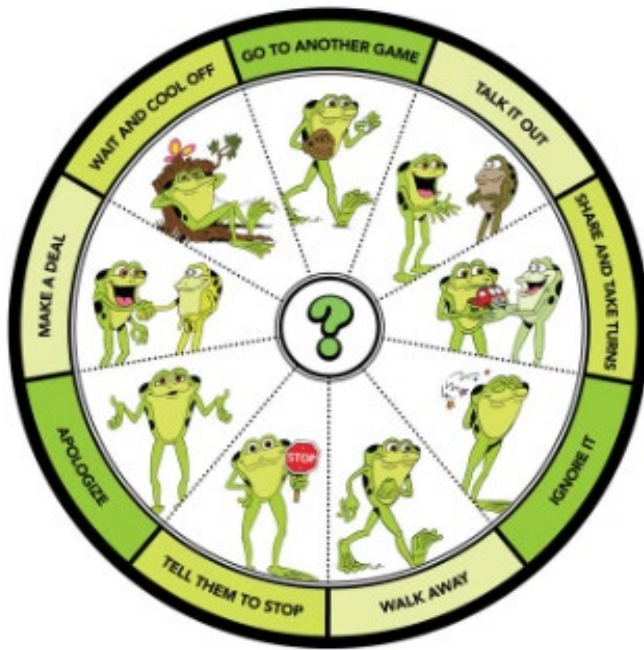
Behavior expectations throughout the school, across all settings are taught explicitly, reviewed, and celebrated. Expectations for behavior for students, staff and families are clear and accessible, using the framework of "PUMAS".

	    				
	Positive Attitude	Understanding and Caring	Make Responsible & Respectful Choices	Always do My Best to Grow	Safe
CLASSROOM	<ul style="list-style-type: none"> • Come prepared & ready to learn 	<ul style="list-style-type: none"> • Use kind words • Take turns • Work with all peers 	<ul style="list-style-type: none"> • Treat materials with care • Raise hands to share • Follow teacher directions 	<ul style="list-style-type: none"> • Try new things • Learn from mistakes • Try again 	<ul style="list-style-type: none"> • Hands & feet to self • Use space safely
OFFICE	<ul style="list-style-type: none"> • Wait patiently • Use manners (please/thank you) 	<ul style="list-style-type: none"> • Use kind words 	<ul style="list-style-type: none"> • Use walking feet • Quiet voice 	<ul style="list-style-type: none"> • Follow adult directions 	<ul style="list-style-type: none"> • Hands & feet to self • Get permission/pass from teacher
LUNCHROOM	<ul style="list-style-type: none"> • Accept food choices • Let others sit nearby • Wait patiently in lunch line 	<ul style="list-style-type: none"> • Use kind words & kind hands • Make space for everyone • Be considerate & helpful 	<ul style="list-style-type: none"> • Eat healthy & clean up after yourself • Quiet voice • Stay seated while eating 	<ul style="list-style-type: none"> • Be open to new friends • Make new friends 	<ul style="list-style-type: none"> • Hands & feet to self • Stay in seats unless given permission
BATHROOM	<ul style="list-style-type: none"> • Wait for your turn 	<ul style="list-style-type: none"> • Keep it clean • Respect privacy of others 	<ul style="list-style-type: none"> • Keep it quiet • Flush, dry & wash 	<ul style="list-style-type: none"> • Be quick & return to class 	<ul style="list-style-type: none"> • Hands & feet to self
HALLWAYS	<ul style="list-style-type: none"> • Smile or quiet wave to friends 	<ul style="list-style-type: none"> • Help others • Be respectful of artwork • Be aware of personal space 	<ul style="list-style-type: none"> • Follow in line • Use walking feet • Quiet voice 	<ul style="list-style-type: none"> • Learn from mistakes • Try again 	<ul style="list-style-type: none"> • Hands & feet to self • Eyes forward • Walk on the right side • Hold handrail on stairs
DROP OFF/DISMISSAL	<ul style="list-style-type: none"> • Wait patiently 	<ul style="list-style-type: none"> • Use kind words • Be aware of others 	<ul style="list-style-type: none"> • Walk with awareness • Follow the rules/safety patrol 	<ul style="list-style-type: none"> • Be on time • Be prepared 	<ul style="list-style-type: none"> • Hands & feet to self • Be ready to exit car on curb side • Be aware of surroundings
PLAYGROUND	<ul style="list-style-type: none"> • Wait for your turn • Encourage others • Use kind words 	<ul style="list-style-type: none"> • Cooperate • Share equipment • Have empathy • Include others 	<ul style="list-style-type: none"> • Play fairly • Share & take turns • Use problem-solving strategies 	<ul style="list-style-type: none"> • Try new things • Play with new friends • Apologize & learn from mistakes 	<ul style="list-style-type: none"> • Hands & feet to self • Follow adult directions • Stay on playground so adults can see you • Wear appropriate gear
ASSEMBLY	<ul style="list-style-type: none"> • Happily encourage performances 	<ul style="list-style-type: none"> • Sit in a way so that everyone can see • Give your attention to presenters 	<ul style="list-style-type: none"> • Enter and exit with a calm body • Sit next to someone who will help you focus 	<ul style="list-style-type: none"> • Try new things 	<ul style="list-style-type: none"> • Hands & feet to self • Follow presenter/adult directions

Student Conflict:

Student conflict is a natural part of students learning social skills. At Rosa Parks, we use a restorative approach to help teach students skills they need to help with conflict resolutions between peers. This includes community circles, restorative conversations, counselor groups, MTSS interventions, and our Social Emotional Learning (SEL) curriculum.

When students have conflict with peers, we encourage them to reflect, and try a set of strategies called 'Kelso's Choices'. Depending on the situation, the conflict might require further action from a teacher or administrator. This could include a PUMA Pause which is a form used by teachers to communicate with families and facilitate conversations at home.



Puma Pause



Dear Puma,

Please pause your normal activities for a moment this evening and talk with your family about WHY we have our school rules and HOW we behave at school. Today this was challenging -

How can we change this into an area of strength? Tomorrow is a new day and I look forward to seeing you meet this challenge!

Teacher/Staff

Student

Parent



Sign and return this letter in your folder tomorrow.

Discipline

Occasionally, student conflict or other issues arise that require admin intervention. This includes working with the principal or associate principal to resolve the situation. When admin is involved, the priority is on student physical and social emotional safety. We prioritize student learning, reflection, and growth, and believe in restorative practices. We also focus on creating a partnership with families to ensure well-rounded support at home and school. If you have any disciplinary concerns to report or other questions, please reach out to Lori Pierce, Principal, or Erin Martin, Associate Principal.

For more information on LWSD's policies and processes, [visit here](#).

Parent and Visitor Procedures

We welcome families to visit Rosa Parks, and to volunteer in the school or for a PTSA activity. We value family visiting school during performances and welcome them during recess, lunch, on field trips, or to help with enrichment. Volunteer opportunities for PTSA activities are available on the [Rosa Parks PTSA website](#).

If you wish to volunteer, or chaperone a field trip, you must complete a Lake Washington School District [Volunteer Application form](#).

Volunteer Guidelines

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outings with students. Refer to [LWSD's Volunteer Guidelines](#) for more information.

Volunteers are expected to:

- Be an approved volunteer
- Sign in and out at the office and always wear an ID badge while on school grounds
- Wear professional attire
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there
- Please do not bring younger children to the school during your volunteer hours
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus

Chaperoning Field Trips

We recognize that chaperoning field trips is a fun experience for students and their families. However, the choice and process of how chaperones are chosen for a field trip is up to the discretion of the classroom teacher. Chaperoning a field trip is not a reward or incentive for families. Here are some considerations being made when teachers are choosing chaperones:

- Equitable access to volunteer opportunities for families who do not have the flexibility to volunteer on a day-to-day basis.
- Student needs.
- Supervision & student management
- Knowledge of students

Teachers may select chaperones based on any criteria they determine, including random, lottery, or by specific criteria.

Volunteers who are chosen to chaperone are expected to take an active role in supervising students. To chaperone, you must be comfortable taking responsibility for a small group of students and be an approved LWSD volunteer. Chaperones should actively supervise, including staying away from distractions like phones. Chaperones should not allow students to use their electronic devices, including cell phones, should not provide money or buy items for students, and should follow all expectations of being a volunteer that they would when on campus.

School Emergency Information and Procedures

Drills to prepare staff and students

Regular practice for staff and students helps ensure that best practices are followed automatically in an actual emergency.

EVACUATION DRILL First priority: safely evacuate all students and staff from building. <ul style="list-style-type: none">• Students organized by class out on field• Attendance taken• Search and Rescue is deployed if any student is not accounted for.• If an actual fire has occurred, student release protocols may be enacted by ICS Commander.	EARTHQUAKE First priority: take cover to protect from falling objects <ul style="list-style-type: none">• Drop, cover and hold at first sign of the ground shaking.• If outside, move away from buildings or any overhead objects.• If an evacuation is ordered, evacuation protocols are enacted.• ICS Commander will determine if student release protocols should be enacted.
SECURE DRILL <u>Purpose:</u> Secure is initiated to isolate students and staff inside the school from potential dangers outside the school. Modified Lockdown is typically used when events near the school may pose a threat. <ul style="list-style-type: none">• Students kept in class, instruction continues• Outside doors locked• Attendance taken and reported via email to office• Search and rescue deployed if any student is unaccounted for	SHELTER IN PLACE <u>Purpose:</u> Shelter-in-place is initiated to protect students and staff from an immediate hazard where you are and to isolate inside environment from outside environment. <ul style="list-style-type: none">• This plan can be used for chemical, radiological, or biological contaminants released into the environment, or other emergencies/events that require staff to hold students in classrooms, but instruction can continue.
LISTENING DRILL <u>Purpose:</u> Have students practice listening and following directions. <ul style="list-style-type: none">• A listening drill is similar to “Simon says”. It teaches students to follow directions no matter how silly, strange, or out of the ordinary they may be.• These skills can help students in an emergency situation to follow adult directions quickly and smoothly no matter what you ask.• All of these drill activities should be done silently and without laughing, talking, or discussing why.	
HOLD DRILL We practice a hold drill to help students learn how to be safe in the classroom. The focus is on locking interior doors incase of an unidentified person in the building. Our staff are also trained in the ALICE principles. The ALICE principles are strategies that might be useful in an emergency and are not steps to be completed in any specific order of priority, nor are all steps required. We are including ALICE principles in our District emergency response procedures at the request of local law enforcement. The ALICE tools add options to the district’s existing lockdown responses. A: Alert (Announce that there is someone in the building or near the building who we need to stay safe from. Always stop, look, and listen when there is an announcement.) L: Lockdown (Lock outside and classroom doors, stay quiet and out of sight, spread apart and ready to move.) I: Inform (Make sure everyone knows that there is someone in the building we need to stay safe from.) C: Counter (Make things hard for that person by having something to pick up and throw at them, block the door.) E: Evacuate (Leave the building and run away in a zigzag way, meet at a safe place.)	

Reunification

In the event of fire, earthquake, or other emergency it may be necessary to dismiss students early from school. Please review this important information and make sure that anyone authorized to pick up your child is familiar with these procedures. Lake Washington School District utilizes the iloveyouguys emergency reunification model.

Parent Pick Up Procedures

After any type of emergency where the students and staff must leave school early or be reunified at an off-campus location the following procedures will be in place:

1. Be greeted by district/school staff.
2. Check in and register your name w/ **an identification card**.
 - a. If you do not have an ID you will need to go through an extra verification step.
 - b. If someone else is picking up your child, please make sure they are listed as an emergency contact.
3. Wait for instructions from district staff.
 - a. You will be directed to a reunification area where you will meet your child. You will not be able to retrieve your child on your own.
4. Exit reunification area.

Emergency Tips for Families

- Please remain calm as a model for the children.
- Parent square will be our main form of communication and updates.
- Please do not be alarmed if the office does not answer calls, as we are all busy ensuring students are safe.
- Please follow staff instructions to make sure that students are safely released to the proper adults. Your patience is appreciated.
- The front parking lot will be closed off to allow access for emergency vehicles only. Please Park in the side lot or off school grounds.
- If you live close to the school, please walk as traffic will be congested.
- If it is a citywide emergency, it may be safest for you to remain where you are. Roads may be damaged; power lines may be down. We will care for your child until you can safely arrive.

Getting To & From School

Safety Patrol

Safety Patrol is for 4th/5th grade students. If interested in participating, please contact Patty Foster (pfoster@lwsd.org). They're on duty from 8:20 a.m. to 8:35 a.m. and 3:10 to 3:25 p.m.



General Policies:

- Follow the directions of staff and crossing guards at all times.
- The speed limit on campus is 5 mph whether parking or using the drop-off/pick-up lane. Please watch for children and drive slowly and carefully! Please put away phones.
- Park only in designated parking spaces. You must have a handicap placard to park in a handicapped space, even for just a few minutes. Parking in the drop-off/pick-up lane or in red fire lanes is never allowed. You may be ticketed and/or towed at your expense.
- Use designated crosswalks to cross parking lots and streets. Do not cross through the middle of parking lots or on NE Cedar Park Crescent where there isn't a crosswalk.
- Be attentive and patient. Traffic will be worse on bad weather days, first and last days of school, etc...
- We encourage families to arrive by 8:35 to ensure your child can walk in with the class. Teachers will pick up their lines before 8:40. After 8:40, students are considered tardy and must be signed into the front office by an adult.
- The Park and Ride/Leased Space-X lot northwest of the school is not available to RP families for parking, drop-off, or pick-up. Please be a good neighbor and do not use this area!

Walk/Ride Bike to & From School

- We highly encourage walking and bike riding to and from school. We are considered a walking school, meaning all students live within the transportation walk radius. We have no regular bus service. The buses that arrive to RP are special education and Quest routes.
- Please use LWSD suggested route maps to plan a safe route. When walking always remain on sidewalks and use crosswalks. When riding, follow bicycle safety and traffic guidance.
- Per district policy (6605), students above the age of 10 may ride a bicycle to school with a completed permission form signed by the parent/guardian. For students under the age of 10, an adult needs to accompany the student both to school and on the return home.
- Students must wear a helmet when riding their bike or scooter. Bike racks are located on the south end of the building, near the gym. Please make sure you have a lock for your bike. **The school is not responsible for any lost or damaged bikes/scooters.** When on the school campus, please walk your bike to make sure walkers are safe. Students are expected to head home immediately after school unless an adult is with them.

Pick up/Drop off Car Line (map on pg 23)

Recommended for students who can independently walk to and from the playground and get in and out of the car on their own. If your child needs assistance or you want to walk them to their line, please park.

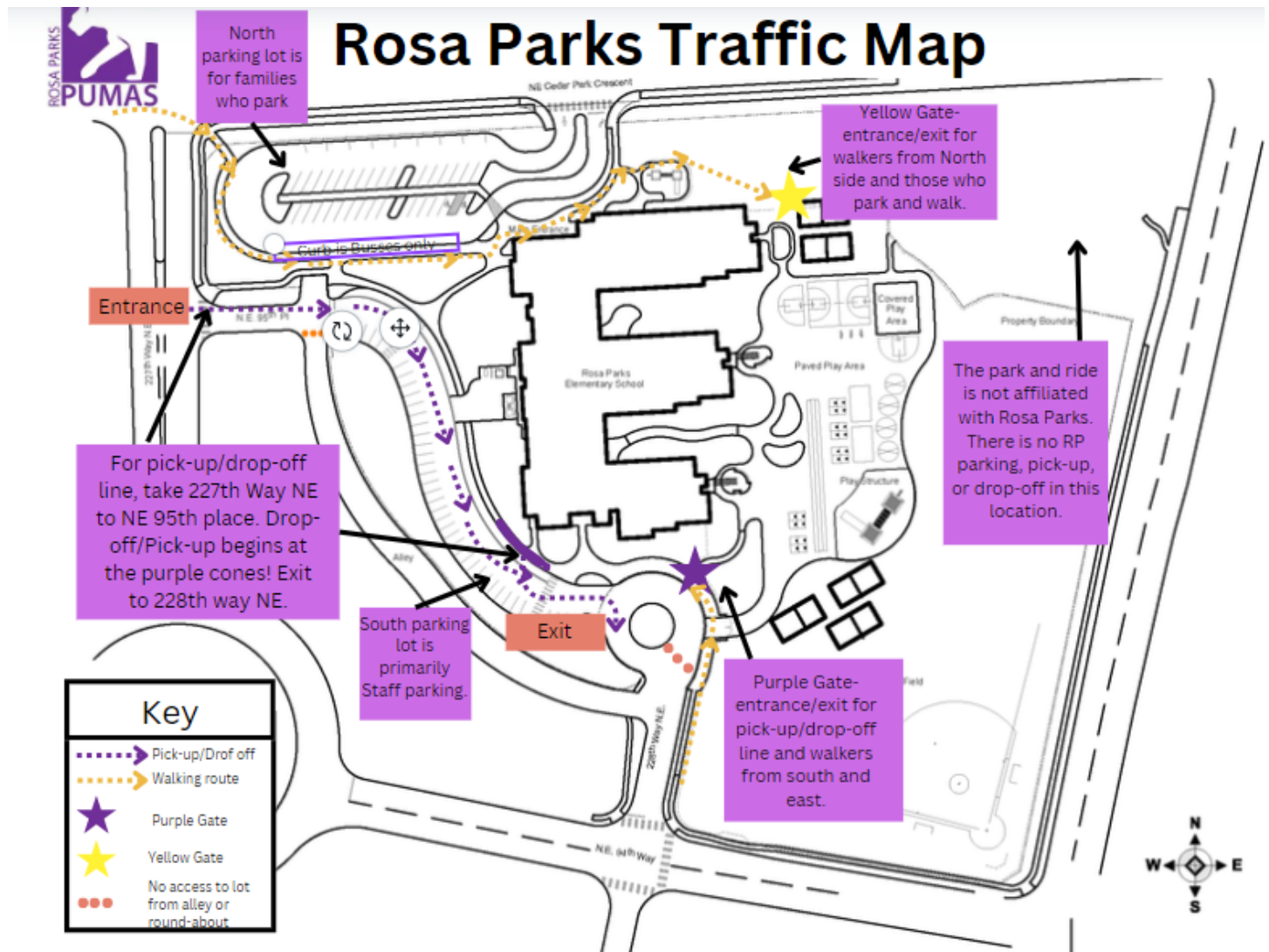
Use the curb lane in the south parking lot for drop-off/pick-up. There is no drop-off/pick-up in the north parking lot; the north lot curb lane is for buses and daycare vans only.

New in 2024-2025 school year:

- The west (side) parking lot is one-way at all times from north to south. Please note the direction has reversed from previous years. You will enter from NE 95th way (front of school) and exit at roundabout at back of school. Please note: there is no entrance to this parking lot from the alley during pick-up/drop-off times.
- For drop off/pick-up, stay in the curb lane and enter the line immediately upon entering the lot. The right lane is for vehicles who are parking or exiting the parking lot. Do NOT use the right lane to try and enter the drop-off/pick up line farther down.
- For drop-off, keep your student(s) in the car as you move forward in the line until you reach the student unloading area marked by purple cones. Let your student exit the vehicle on the left side once you are within this area. For pick-up, students will wait in the purple cone area; please continue to pull forward until you reach this location before loading your student(s). Please make sure to pull all the way forward before unloading and loading.
- After exiting the vehicle, students will walk south along the sidewalk to the **Purple** gate to enter the playground.

Park & Walk to Playground

- Recommended for Kindergarten students (at least at first), students who cannot yet independently navigate to and from the playground, and those who need assistance from an adult. Parking is limited and we encourage use of the other choices where possible.
- **New this year:** The north lot (front of school) is designated for families to park. Staff will park in the west lot (to side of school). Please enter this lot from NE Cedar Park Crescent and park in a designated space.
- Walk around the north end of the building and enter the playground at the **Yellow** gate.



Morning Line Up Locations



Look for teachers names on signs at the head of each line on the first day of school!

Families are encouraged to have students in line by 8:35am so they can enter the building with their class.

Teachers will pick up lines shortly after 8:35am. The goal is that students will be in their classroom by 8:40am.

Family members will not enter the building with students from playground. If you are volunteering, please enter through the main office.

Morning Line Up Locations

