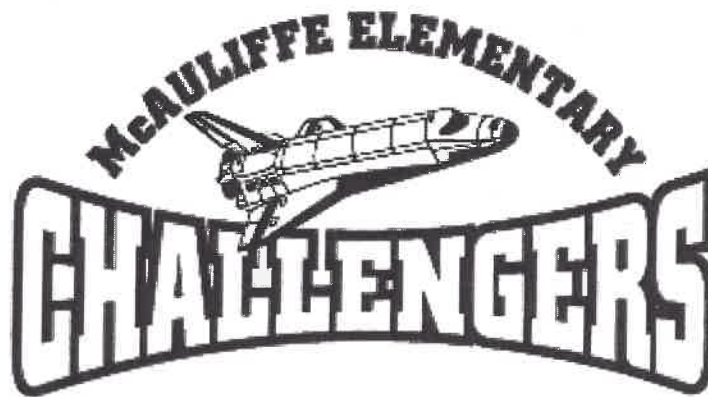


CHRISTA MCAULIFFE ELEMENTARY

2026-2027 PARENT STUDENT HANDBOOK



Vision: All students future ready

Mission: Christa McAuliffe Elementary exists to ensure all students are empowered, both socially and academically, to achieve personal success.

Core Values:

- Reach for the Stars
- Be Kind and Respectful
- Be Safe and Responsible
- Be Your Best

Christa McAuliffe Elementary School

23823 NE 22nd Street
Sammamish, WA 98074
Phone: 425-936-2620
Fax: 425-836-4238

Brady Howden, Principal

Email – bhowden@lwsd.org

Joelle Wright, Associate Principal

Email – jowright@lwsd.org

Emergency Numbers

Police Department — 911
Fire Department — 911
Poison Control — 206-526-2121

Safe Arrival

425-936-2621
(For absent or late students)

Website

mcauliffe.lwsd.org

Welcome/Calendar/Daily Schedule:

Principal's Welcome Letter.....	4
Daily Schedule.....	5

Staff/School Map:

McAuliffe Staff.....	6
School Map.....	8

McAuliffe Procedures/Guidelines:

Communication, Class Contact, Curriculum Night, Conference Weeks, Textbook	9
Dogs, Playground, Safe Arrival, Dismissal, Attendance Policies/Procedures	10
Absence Request Form	12
Medication, Illness and Injury.....	13
Parking Lot Safety.....	15
School Phone, Parent Visitation/Conferences, Volunteers.....	16
Entry Control System.....	17
Lunch Program Procedures, Parent Emergency Information.....	18

McAuliffe Expectations:

Dress Policy, Toys & Sports Equipment, Bike Policy.....	21
Birthdays, Psychologist and School Counselor, Weather Policy.....	22
Electronic Devices.....	23
Homework Policy.....	24
Playground Policy	25
Skyward Access for Parents	28
Student Discipline.....	29
Reach for the Stars Program	30

Lake Washington School District Information:

LWSD Mission Statement.....	32
LWSD 2026-2027 Student Rights & Responsibilities.....	A1
<u>LWSDStudentRightsandResponsibilities.pdf</u>	

Welcome

Welcome to Christa McAuliffe Elementary Home of the Challengers

Dear Parents and Students:

Welcome to the 2026-2027 school year at Christa McAuliffe Elementary School. The parent-student handbook is full of important information for a successful school year. Please take a moment to read it together as a family. After you have read the handbook, please fill out the Forms survey included in the August welcome back email. This will indicate that you have read and understood our school and district policies.

We consider it a great privilege to work with your children and look forward to fostering a fun, nurturing, and challenging learning environment. The staff at McAuliffe places an emphasis on collaborating with each other so that students are receiving the best instruction possible. We believe that all students have the ability to succeed both academically and personally and look forward to working with students to accomplish this goal. McAuliffe is made up of a diverse community of learners. We are committed to providing a safe and inclusive learning environment for all students and families. McAuliffe's diversity is strength of our school and something we celebrate as a community. Parents should know that their student attends a school that celebrates our students' diversity and prioritizes the physical and emotional safety of everyone.

Parental involvement is a key component to the success of students at McAuliffe. I would like to invite all parents to be a part of our school community. We welcome and encourage parent volunteers and hope that you will take advantage of the many opportunities available to you. These opportunities include attending/volunteering at PTSA events, working in classrooms, chaperoning field trips, leading art lessons, and more. Please contact your child's teacher for ways to become involved in the classroom. You can also find information on upcoming events and volunteer opportunities on the PTSA website (www.mcauliffeptsa.org).

We are excited to continue our "Reach for the Stars" program at McAuliffe. This program promotes a positive school culture through positive reinforcement and an incentive program for students. Students are encouraged to "Be Safe and Responsible", "Be Kind and Respectful", and "Be Your Best". Our Reach for the Stars program is aligned with the life skills as defined on our school report card and supported with our school discipline policy.

As we begin another year at McAuliffe, I would like to be the first to say, "Welcome Back!" I am honored to be the principal of Christa McAuliffe Elementary and look forward to working with our talented educators, supportive parents, and amazing students again this year. Thank you in advance for making McAuliffe a wonderful place for children to learn.

Here's to a great school year!

Sincerely,

Brady Howden
Principal
Christa McAuliffe Elementary

Daily Schedule

9:05	Students may begin arriving on campus
9:20	School Starts
10:25 -10:40	Recess – K, 1, 2/3Q
11:45 - 12:10	Lunch – K, 1
12:10 - 12:40	Lunch Recess - K, 1
12:20 - 12:45	Lunch - 2, 3, 2/3Q
12:45 -1:15	Lunch Recess - 2, 3, 2/3Q
12:55 -1:20	Lunch - 4, 5, 4/5, 4/5Q
1:20 - 1:50	Lunch Recess - 4, 5, 4/5, 4/5Q
2:30 – 2:45	Recess – 2, 3
2:50 – 3:05	Recess - 4, 5, 4/5, 4/5Q
2:25	WEDNESDAY EARLY DISMISSAL
3:55	DISMISSAL (M, T, TH, F)

Christa McAuliffe – STAFF

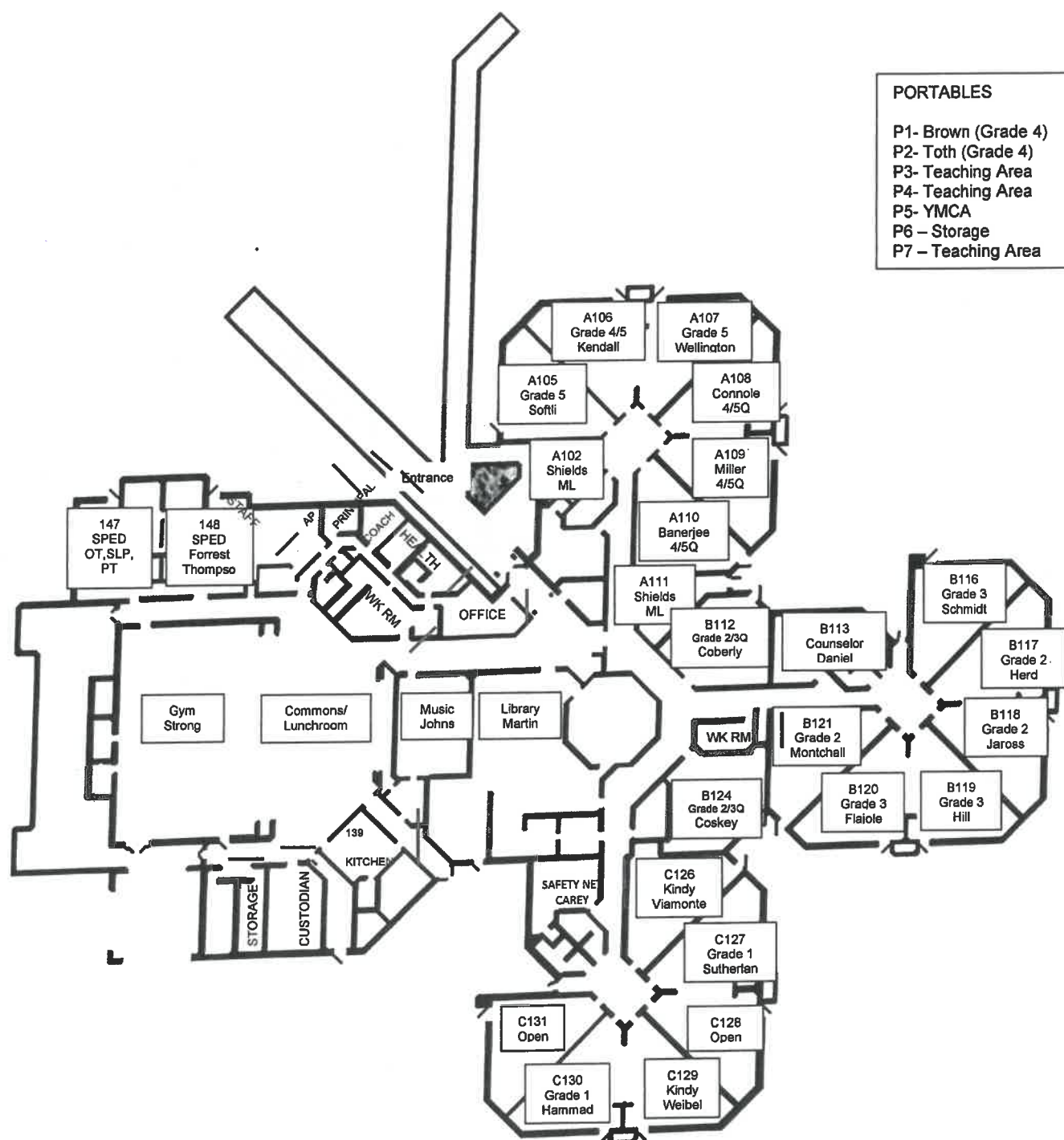
Position	Staff Name	Email
Principal	Brady Howden	bhowden@lwsd.org
Associate Principal	Joelle Wright	jowright@lwsd.org
Office Manager	Kathleen Jeffcoat	kjeffcoat@lwsd.org
Registrar	Heather Cobb	hcobb@lwsd.org
Kindergarten	Barb Weibel	bweibel@lwsd.org
	Gail Viamonte	gviamonte@lwsd.org
1st	Tahani Hammad	thammad@lwsd.org
	Kirsten Sutherland	ksutherland@lwsd.org
2nd	Anna Jaross	ajaross@lwsd.org
	Karen Herd	kherd@lwsd.org
	Paige Montchal	pmontchal@lwsd.org
3rd	Kelly Schmidt	kschmidt@lwsd.org
	Kelly Flajole	kflajole@lwsd.org
	Taylor Hill	tayhill@lwsd.org
4th	Katie Brown	katbrown@lwsd.org
	Michelle Toth	mtoth@lwsd.org
4th/5th	Jim Kendall	jkendall@lwsd.org
5th	Jessie Wellington	jwellington@lwsd.org
	Lori Softli	lsoftli@lwsd.org
2/3 Quest	Isabeau Coskey	icoskey@lwsd.org
	Kristin Coberly	kcoberly@lwsd.org
4/5 Quest	Saimoon Banerjee	sbanerjee@lwsd.org
	Madison Connoles	mconnoles@lwsd.org
	Sara Miller	smiller@lwsd.org
Multilingual (ML)	Maddy Shields	mshields@lwsd.org
Library	Julie Martin	jumartin@lwsd.org
Music	Erynne Johns	ejohns@lwsd.org
Physical Education (PE)	Stacie Strong	sstrong@lwsd.org
Safety Net	AmyJo Carey	acarey@lwsd.org
Special Education	Tiffany Forrest	tforrest@lwsd.org
	Laura Thompson	lathompson@lwsd.org
Instructional Coach	Jillian Murdock	jmurdock@lwsd.org

Para-Educator	Kriss Wells	kwells@lwsd.org
	Manjushree Thandu	mthandu@lwsd.org
	Shannon Yee	shyee@lwsd.org
	Kathy Vanderkooi	kvanderkoo@lwsd.org
PT	Bev Marcinko	bmarcinko@lwsd.org
OT		@lwsd.org
Psychologist		@lwsd.org
Counselor	Lisa Daniel	ldaniel@lwsd.org
Speech Language Pathologist (SLP)	Madalena McAllen	mmcallen@lwsd.org
Nurse	Janae Foster	jfoster@lwsd.org
Health Room	Jyothi Rao	jyao@lwsd.org
Instructional Assistants	Satya Viswanadham	sviswanadham@lwsd.org
	Mayuri Dodiya	mdodiya@lwsd.org
		@lwsd.org
	Lisa Henderson	lhenderson@lwsd.org
	Milenna D'Souza	mdsouza@lwsd.org
	Preetha Babu	pbabu@lwsd.org
Custodians	Mitchell Sims-Fahey	msimsfahey@lwsd.org
	Pao Saephan	psaephan@lwsd.org
McAuliffe PTSA		
President:	Holly Weaver	President@mcauliffepta.org
Vice-President:	Janelle Davis	Execvp@mcauliffepta.org
	Debbie Lervick	Execvp@mcauliffepta.org

Christa McAuliffe Elementary School

MAP OF SCHOOL AND CLASSES

2026-2027 School Year



Communication

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

- McAuliffe Website (www.lwsd.org/mcauliffe)
- McAuliffe PTSA Website (www.mcauliffepta.org)
- McAuliffe Reader Board
- Principal Newsletters (2 times/month)
- McAuliffe Monthly Newsletter (1 time/month)
- Teacher Newsletters
- Parent Square
- TV Monitor in front school entrance

Class Contact Information

Teachers are often asked for parent contact information for the purpose of arranging playdates. McAuliffe Elementary is not allowed to share student/parent contact information without parent consent. At the beginning of the year your teacher may ask families if they would like to share this information with others in their class. This includes student name, email, and phone number. Once this information has been collected it will be shared with families once at the beginning of the year.

Curriculum Nights

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year. The times are:

Kindergarten	August 20th 6:00pm-7:00pm
Grades 1-2, 2/3Q	September 10th 6:00pm-6:45pm
Grades 3-5, 4/5, 4/5Q	September 10th 7:00pm-7:45pm

Conference Weeks

Parent/teacher conferences provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

Family Connection Meetings	August 31, September 1, 2
Winter Conferences	January 26, 28, 29

Textbooks/Library Books

Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students will be required to pay fines for damaged books in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected, since the book will need to be replaced. Each student shall return all textbooks and library books issued when due, leaving the school, or at the end of the school year. Report cards will be held at the end of the year until all fines are paid.

Dog Policy

No dogs are allowed on school premises between the hours of 7:00am – 4:30pm, Monday – Friday. Please pick up any dog waste and do not dispose of in campus garbage cans.

Playground Hours

The Christa McAuliffe playground is closed to non-McAuliffe students between the hours of 7:00am – 4:30pm, Monday-Friday. Skateboards are not allowed on school grounds.

Safe Arrival, Dismissal, Attendance Policies and Procedures

Please call the school office if your child will be absent or arriving late. Our Safe Arrival number is **425-936-2621**. Please call before 9:30 am. We have an answering machine, so you may call at any time before 9:30 am of the day of absence. Leave your child's name, grade, and teacher's name along with a message stating whether your child will be absent or late.

Arrival: Students should come to school **no earlier than 9:05 a.m.** as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom after the first bell. If a child arrives late, they must have an adult walk them into the office to fill out a Admit Slip for admittance to class. Students are marked tardy if they arrive after 9:20 a.m. Students are to remain on the school grounds during the school day.

Dismissal: School ends each day at 3:55 p.m. Students not picked up by 4:05 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 4:15.**

Early Dismissal: We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:55 p.m. If your appointment is after 3:30 p.m., please write a note to your child's teacher so the teacher will send them down to the office to wait for you. **Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:30 pm on Mon, Tue, Thur or Fridays or 2:00 pm on Weds. Parents (or a designated adult) must sign their children out in the office and the office will call the student from the classroom. Parents will need to wait in the lobby for their child. This will help diminish classroom disruptions.** Students are released only to parents, guardians or those having special parent permission. Students cannot wait outside for parents to drive by. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning. Any adult that comes to pick up a student for an early dismissal will be asked to provide photo identification before we release the student to them. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable.

LWSD Elementary Attendance and Tardy Policy

Regular and timely attendance is crucial for students to be successful at school. As a result, our school frequently monitors attendance to ensure that students do not miss valuable instruction time. The Attendance policy requires daily monitoring of attendance, with attendance letters being mailed to families when a specific number of absences are reached.

The process will be as follows:

- Attendance letters will be sent to students who have 5 excused absences in a 30-day period
- Attendance letters will be sent to students who have 10 excused absences in a school year
- Attendance letters will be sent to students who have 2 unexcused absences in a 30-day period

Families will be contacted to schedule a conference once students have reached five excused absences in a 30-day period, ten or more absences in a school year, or two unexcused absences in a 30-day period.

A conference **is not** required if you have provided a doctor's note for your student's illness or have pre-arranged the absence in writing, such as an email to your child's teacher. Pre-arranged absences must

include a plan to support your child so they do not fall behind academically (ex: reading nightly, writing a journal, etc.). Per school policy, teachers will not provide homework or other materials for absences. Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Chronic attendance issues are defined as being absent 10% of school days. We will also continue to monitor student tardies using the 10% threshold.

BECCA Bill:

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.*

Missing Assignments Due to Extended Absences:

In class assignments and make-up work will not be provided for students absent due to family vacations. Reasonable accommodations will be made for students absent due to severe medical issues. Additional information regarding our school's homework policies can be found in the "Homework Policy" section of the handbook.



Christa McAuliffe Elementary School
23823 N.E. 22nd Street
Sammamish, WA 98074-3517
Office: (425) 936-2620 – Fax: (425) 836-4238

Brady Howden – Principal
Joelle Wright – Associate Principal
Kathleen Jeffcoat – Office Manager
Heather Cobb – Registrar

PRE-APPROVED ABSENCE REQUEST FORM FOR ABSENCES OF 1 OR MORE DAYS

Submit to the office at least 1 week prior to the requested absence dates Today's Date _____

Please try to schedule family trips during non-school dates. It is very difficult to make up for lost instructional time. Absences from family trips without prior principal permission will result in an **unexcused absence for the dates.**

Absences may only be excused with prior principal permission.

Student Name(s)	Grade	Teacher Name	Prior Attendance (Office Use only)

Begin Date of Absence: _____ Date Student will Return: _____

Reason for Absence: _____

LAKE WASHINGTON SCHOOL DISTRICT ATTENDANCE REGULATION – EXCUSED ABSENCES

Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day. Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation JED-R located on the LWSD web site. (www.lwsd.org/about-us/policy-and-regulations/student-absences-and-excuses-jed-r)

Academic Plan

Students are expected to complete regularly assigned work upon return to school when absent. The teacher will provide a list of make-up assignments following the student's return, along with a reasonable timeline for completion. The student is responsible for completing missed work. The following are suggested activities that may be completed so that the student does not fall behind academically. Additional assistance or guidance may be attached as well.

- Reading – student may complete independent reading, parent may read to child, and/or student can keep a reading log
- Math – student may complete math fact practice, and/or real-life problem solving
- Writing – student may keep a journal, write letters or post cards to family or friends

I have read the District Regulation JED-R and I understand I am having my child miss _____ days of classroom instruction.

Parent/Guardian Signature : _____

Date: _____

For Office Use: _____ Absence Excused _____ Absence Not Excused Reason: _____

Principal or Designee's Signature _____

Date: _____

Conference Required (10 days or greater): Yes _____ No _____

Your student's school will be contacting you to schedule a conference at a mutually agreeable, reasonable time with at least one District employee, to identify the barriers and supports available to you and your student related to this absence.

Medication

Following are the Lake Washington School District procedures for administering medication.

Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school and at bedtime. The administering of medication at school should only be considered after all other solutions have been explored.

For any medication to be administered at school (prescription or over the counter), a Medication Authorization Form must be completed by the parent and physician. Students are not permitted to transport medication of any kind to school. It must be turned into the office with appropriate paperwork by the parent only.

All medications must be in the original container with the appropriate pharmacy label.

The promotion of health and safety for all students is a significant priority in our school and we believe this policy will enable us to meet this priority.

Standard Illness and Injury Procedures

Any illness or injury will be reported to the classroom teacher, who will then have the student report to the office. Students who have a head injury at school will be wearing a green wrist band. This is to identify them to bus drivers, specialists, playground supervisors as having some type of head injury. Parents will be notified of child's head injury.

Good attendance is encouraged for academic learning and for developing good habits for the future as a working adult. However, if your child is ill, allow him or her to remain home until the illness has run its course.

If your student has any of the following symptoms, please keep them home and contact school.

- **Appearance, behavior** – A child who appears severely ill, which may include lethargy, persistent crying, difficulty breathing, or a significant change in behavior or activity level indicative of illness.
- **Eyes** – white or yellow drainage, vision change, and/or redness of the eyelid or skin around the eye, itchiness, pain, or sensitivity to light. This may be a sign of "pink eye" (conjunctivitis) which needs a medical evaluation. Following a diagnosis of conjunctivitis, the student may return to school 24 hours after receiving the first dose of prescribed medication. Students can remain in school if there is only minimal redness to the white of the eye and no other signs.
- **Fever** – temperature of 100.4 degrees Fahrenheit or higher. Student needs to be fever free for 24 hours without the use of fever-reducing medicine such as Tylenol or Motrin before returning to school. Giving a fever reducing medication just before returning to school does not make a student well. It may only mask the fever until the medication wears off. In this situation, a student needs to be home, so others are not exposed to illness.
- **Ear pain with fever** – untreated ear infections may cause permanent hearing loss. Consult with the student's health care provider.
- **Persistent nasal drainage and/or chronic cough** – may need to be seen by a health care provider. A student with thick or constant nasal discharge should remain home. Very few younger children can effectively blow their noses and wash their hands afterward. A child with the above symptoms will quickly spread the illness to other children.
- **Sore throat** – especially with fever or swollen glands in the neck. A student with a confirmed diagnosis of strep throat may return to school after 24 hours of appropriate antibiotic treatment. They must also be fever free for the past 24 hours without use of fever-reducing medications.

- **Diarrhea** – more than one watery stool in a 24-hour period, especially if the student acts or looks ill. A student with diarrhea should stay home and return to school only after being symptom free for 24 hours.
- **Vomiting** – A student with vomiting should not return to school for 24 hours following the last episode of vomiting.
- **Rash** – body rash, especially with fever or itching. Common infectious diseases with rashes are most contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the student's return to school. Exceptions are rashes due to heat, diapers, and allergic reactions which are not spread to others.
- **Open sores or wounds** – discharging bodily fluids that cannot be adequately covered with a waterproof dressing or mouth sores with drooling. Consult with the student's health care provider.
- **Lice, Ringworm or Scabies** – Individuals with head lice, ringworm or scabies must be excluded from the childcare premises beginning from the end of the day the head lice, ringworm or scabies was discovered. The provider may allow an individual with head lice, ringworm or scabies to return to the premises after receiving the first treatment
- **Chickenpox** – Students are infectious 1-2 days before the rash appears and until the blisters (sores) are dry and crusted. This is usually 5-6 days after the rash appears. Students need to stay home until all lesions have crusted over and there are no new lesions in 24 hours. If your child has chickenpox, alert the school nurse.

Contact your medical provider if your student is experiencing any other symptoms that are concerning to you.

A sick student cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick student home and encouraging frequent handwashing allows the student the opportunity to rest and recover and prevents the spread of illness in the school community.

Parking Lot Safety

General Safety: Drivers should make sure to obey posted speed limits and watch for students using crosswalks. Drivers wishing to park their vehicle may use the pass-through lane to access open parking stalls on the front of side of the school. **Please do not block the front entrance or street traffic during afternoon pick-up.**

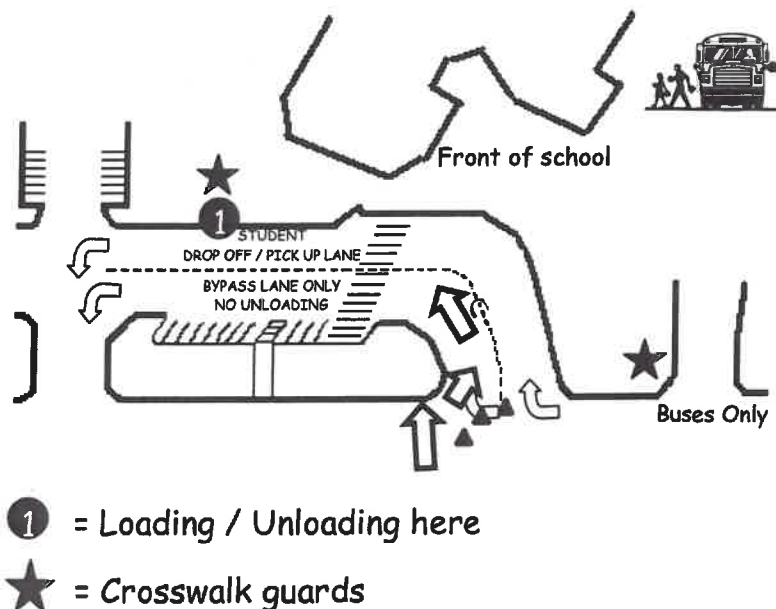
Car Pick-up and Drop-off: Parents wishing to drop off or pick up students should use the loading and unloading area along the red curb. Parents should not stop in the pass-through lane as that lane is used for vehicles accessing parking stalls and/or exiting school grounds. Parents using the loading/unloading areas must stay in their vehicles, moving forward to open spaces to help ease congestion. Lastly, students must enter the vehicle on the curb side of the vehicle.

During School Car Pick-up and Drop-off: Please use the "5 Minute Parking" spots in the front of the school when picking up or dropping off your child during school hours. The City of Sammamish Fire Department has asked that parents refrain from parking their vehicle along the red curbs and leaving it unattended.

Parking lot safety (walking): Parents and students must use crosswalks that are manned by student patrols. Please refrain from jay walking at all times.

Parking lot safety (bicycles and scooters): Students riding bicycles to/from school must wear a bike helmet. In addition, students must walk their bicycles and scooters when on school grounds, using normal walking procedures (including on crosswalks). Students must also walk their bikes from the 4 corners intersection at 226th/22nd.

We appreciate your support by following these guidelines. This will help ensure that students are safe when arriving and departing school.



School Phone

Messages to Students: To alleviate classroom interruptions and protect learning, students are not called to the phone for parent messages. In addition, parents should not email teachers during the day with messages for their child as teachers may not check their email in time to convey the message. If you have an urgent message for your child, please call the school office and the message will be communicated with them in a timely manner.

Parent Conferences/School Visits

Conferences: McAuliffe teachers view the education of students as a partnership between parents and teachers. There will be times when parents have questions or concerns that require a parent/teacher conference. If you would like to speak with a teacher, please email or call to set up a time that is convenient for both parties. In accordance with Lake Washington School District policy, all classroom visitations and conferences must be set up with teachers in advance. Unexpected visits before, during, or after school can be a disruption to student learning. Normal sign-in procedures must be followed when visiting for a conference with your child's teacher.

School Visits Allowed: Parents are welcome to attend school assemblies, student performances, and special celebrations (ex: kindergarten promotion, fifth grade move-up ceremony). Parents are also welcome to eat lunch with their child in the lunchroom on special occasions (ex: birthdays). Normal sign-in procedures must be followed when visiting the school for these events. Parents should report directly to the office to sign in, and are not to go directly to the classroom door during school hours.

School Visits Not Allowed: For safety reasons, parents are not allowed to attend student recesses (unless volunteering as an MVP). It is also important that we monitor all adult volunteers for special events. As a result, only those adults who have passed a background check and who have signed up in advance to be a special event volunteer will be allowed to attend/support such events (ex: Field Day). No drop-in visits are allowed. If you need to deliver an item to your child, you may drop this off in the office and we will be sure it is delivered to them. After 9:20am, parents should not try to drop students off or deliver items at the exterior doors. Everything should go through the front office when school is in session.

Other Reminders: Drop-off and pick-up is not a time for parents to engage with teachers in an impromptu conference. If you have a question or concern, please email that item to your child's teacher to resolve via email or schedule an in-person meeting at a mutually agreed upon time.

Volunteer Guidelines

Parents are encouraged and welcomed to volunteer at our school. There are a variety of ways that parents can volunteer at school, including: Leading small groups, production work, one day MVP opportunities, chaperoning field trips, leading Art Start lessons, spending a day as a volunteer, and more.

To become a volunteer, parents must first complete a Volunteer Application form. This form can be obtained from the Registrar or online at the link provided below. This application is good for two years.

Online Application: www.lwsd.org/For-Community/Volunteers/Pages/

For security reasons, we require that all volunteers and visitors sign in at the front office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

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.

Volunteers should:

1. Act immediately on judgements of student safety.
2. Ask for direction, clarification, or assistance from staff as needed.
3. Actively assist students and/or participate in class activities as needed.
4. Be present and engaged with the assigned activity and the students they are working with.
5. Adhere to the agreed upon volunteer time/activity, understanding the classroom teacher is following a specific schedule for the day and parent-led and/or supported activities must fit within the expected time allocation.
6. Be a good role model for our students.

Volunteers should not:

1. Use their volunteer time to discuss questions or concerns about their child/program, including visiting teachers during planning/lunch for this purpose. A meeting should be requested and scheduled to address any questions/concerns.
2. Discuss other student issues regarding behavior or academics inside or outside of school.
3. Visit their child during recess without prior approval from the school.
4. Converse with other volunteers in the class setting in a way that might disrupt student learning.
5. Discipline students (this is the job of school staff, if needed).
6. Be on their phones when in the classroom and/or engaging in volunteer activities.
7. Use the laminator.

Entry Control System

An Entry Control System has been installed at all Lake Washington schools. All exterior doors, including the front entrance, will be locked during the school day.

Upon arrival to the school, visitors will press a button at the front entrance that notifies the office of their arrival. At that time visitors will be asked to state their name and purpose for visitation. The visitor will then be allowed access to the building and go directly to the office where they will be asked to present a photo ID and follow the school's visitor sign-in or student check-out procedures. The sign-in does ask you to list the make/model/color and license plate of your vehicle. If you don't have this memorized, it might be helpful to keep this information in your phone, along with a photo of your driver's license. If the visitor is volunteering in the school or attending a meeting, a badge will be issued to the visitor to be visibly worn at all times while in the school building. Please be patient as you wait for an office staff member to answer the front door. Our Office staff balance many responsibilities and might be occupied on the phone or responding to a need within the office when you ring the doorbell. We promise that we will answer as promptly as we can.

The front entrance will be unlocked before and after school to allow access to school and PTSA programs and evening events. Doors will also be unlocked at the principal's discretion for special all-school events to allow easier access to families attending these events (ex: school assemblies, student performances, etc.).

Lunch Program Procedures

Students should come to school with a plan for lunch. They should bring a packed lunch from home or get a lunch from school. In order to make sure students have enough time to eat and to minimize classroom disruptions, we ask that students bring lunches and that they aren't delivered during the school day (with the exception of the rare occasion when a student forgets their lunch).

We will always make sure that a student is fed during lunch time. If a student doesn't bring a lunch from home, they will receive a school lunch and their lunch account will be charged. Students have the ability to purchase a second entrée if they have additional funding on their lunch account.

Families are encouraged to enroll in the online prepayment service www.myschoolbucks.com for meal account payments and account tracking for Fall 2025. If you would like step by step instructions for using this secure site, see our [online payments](#) page. The account will follow your student from Elementary to Middle and finally High School.

1. Go to MySchoolBucks.com and click SIGN UP TODAY. Select the state and school district and complete the personal information requested. Click CREATE ACCOUNT.
2. The next screen will ask you to ADD A STUDENT. You will need your student's school, student's name, and date of birth. Click FIND STUDENT.
3. Select the Meal Payment option you would like.
4. If you have questions about MySchoolBucks, please call their customer support center at 1-855-832-5226. Assistance is available Monday - Friday from 8 a.m. to 5 p.m. EST. Or email MySchoolBucks at parentsupport@myschoolbucks.com.
5. For all other questions contact the Nutrition Services office at 425-936-1393, or email NutritionServ@lwsd.org.

Free and Reduced Meal Applications:

We strongly encourage all families who might be eligible for benefits to submit an application. Completing an application online through [Myschoolapps](#) takes less than 10 minutes, and parents only need to complete one application per family.

Additional Benefits for Free and Reduced:

Students that are eligible for Free and Reduced meals are also eligible to receive fee waivers for athletics, extracurricular activities, and ASB cards. In order for the district to waive these fees, you must provide consent to share your Free and Reduced eligibility status for this purpose. You can provide consent on the Free and Reduced application. If you are already qualified for free and reduced meals or you are directly certified through the State, you can provide your consent to share eligibility information in [Family Access](#) by following these [instructions|instrucciones](#).

For more information about fee waivers, please visit our website: [How to Waive Extra-Curricular Fees - Lake Washington School District \(lwsd.org\)](#)

School Counselors can also help connect you with benefits that you may be eligible for if you qualify for free and reduced meals.

Emergency Drills

SHELTER-IN-PLACE: Held if there was hazardous air in the vicinity

- An announcement is made for all students, staff, and volunteers to come to the gym/commons (or remain in their portables).

- All students, staff, and volunteers will be accounted for (attendance is taken).
- All doors and windows will be sealed with tape.
- The ventilation system will be shut off.

FIRE EVACUATION: Held if there was a fire in the school

- The fire alarm is sounded.
- Students follow teachers to the sand field and line up quietly with their class.
- All students, staff, and volunteers will be accounted for (attendance is taken, school is cleared).

EARTHQUAKE: Held if there was an earthquake

- The ground shakes.
- Students are directed to move away from windows, tall cabinets, and falling objects.
- Students seek protective cover under desks and tables, covering their head with one hand and holding on to a desk leg with the other.
- When the ground stops shaking students will exit the building and enact Evacuation Drill procedures (see the steps above).

HOLD: In case there is a situation inside the building where we want students to remain in classrooms and not use the halls (such as a medical emergency).

- An announcement is made informing the school we are having a Hold drill.
- Teachers lock interior/exterior classroom/pod doors and close all windows and blinds.
- Admin and office staff check perimeter to make sure all students in the building, doors locked, and blinds closed.
- Teaching and learning can continue inside the building, but we keep everyone out of the hallways. This allows for whatever situation is going on in the hall (such as a medical emergency) to have privacy without interruption by bystanders.
- An announcement is made when there is no longer a need for the Hold Drill.

SECURE: Used if there is a situation outside of the building (such as a wild animal on campus) and we want everyone to stay in the building. Learning continues, but we stay inside.

- An announcement is made informing the school we are having a Secure drill.
- Teachers lock exterior classroom/pod doors and close all exterior windows and blinds.
- Admin and office staff check perimeter to make sure all students in the building, doors locked, and blinds closed.
- Teaching and learning can continue inside the building.
- An announcement is made when there is no longer a need for the Secure drill.

LISTENING DRILL: Used to practice the importance of following staff directions at all times.

We practice a Listening Drill in order to prepare our students for any emergency where they need to respond—whether it is to move to a different location, evacuate, or behave in a certain manner to stay safe. A Listening Drill is where our teachers lead their students through a series of directions where the students practice how to calmly listen and follow directions quickly. It teaches students to listen and follow directions no matter how silly, strange or unexpected they might seem. During a Listening Drill, we don't discuss the types of situations that might happen, we just practice the importance of following staff directions.

In case of a situation where evacuation off campus is needed, reunification of students and families will take place at **Overlake Christian Church**.

Families will be notified via email and phone call in the case of an emergency. Please follow the directions that are given to you at that time. We are all working hard to keep your child safe!

If an emergency occurs that requires the school to close early, please adhere to the following guidelines:

- Do not call the school; there are district procedures for informing the public via radio and television regarding emergencies.
- The parking lot will be closed to allow access for emergency vehicles. Do not block the entrance to the parking lot. If you live nearby, please walk to reduce traffic congestion. If you drive, please be courteous, and park where there is space.
- Follow the directions of school staff. Staff will be stationed around entrances of the school directing parents where to go so that they can check their child out properly, ensuring that all students are accounted for.

- If it is a city-wide emergency, it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them. This includes having a supply of food, water, first aid materials, and clothing on hand in the event of an extended emergency.
- Be sure to bring your picture I.D. with you to school. We are required to identify each individual picking up a child.

As a parent/guardian, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to **stay calm**. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency. Make sure that your emergency contact information for each child is updated and contains at least one person who lives locally.

Early Release Procedures: Snow

The following procedures will be in place should the Lake Washington School District shorten the school day due to snow:

Parent Notification:

- Parents will be notified of an early release day by the school district via phone.
- Parents will be reminded of our school's early release procedures via email.

Student Release Procedures:

- Parents are to pick up students at the outside classroom doors.
- Teachers will release students to parents/alternate emergency contact.
 - Teachers will verify that the person picking up the student is listed as a parent/alternate emergency contact on the student's emergency card. Teachers may ask for ID, if needed.
 - Teachers will have parents sign out the student.
- If the adult picking up the student is not listed as an emergency contact the teacher will send them to the front office.
 - The front office will then call the parent/guardian to get a verbal "ok" to release the student.
 - The office will give the adult a paper confirming permission, and the adult will return to the classroom exterior door to pick up the student.

You may check your emergency contact information for your child on Family Access. Parents are allowed to have up to 5 emergency contacts. Please email Heather Cobb at hcobb@lwsd.org if you would like to change/update your emergency contact information.

DRESS POLICY

Student attire must be safe, appropriate, and not disruptive to school operations and the learning atmosphere. The wearing of inappropriate clothing will result in a call home for a change of clothes.

Our school dress expectations are:

- Shoes must be appropriate for physical education and recess. Students wearing unsafe shoes will not be allowed to participate in these activities. Open-toed shoes are not allowed for safety reasons.
- Shorts and skirts may be worn to school. It is recommended that these clothing items are no shorter than approximately mid-thigh (fingertip rule). It is expected that all dress is appropriate.
- Shirts and tops must extend to the waistline with no midriff exposed. Strapless shirts are not allowed, and tops must fit and provide appropriate coverage.
- Hats and hoods can be worn on the playground only. They are not allowed to be worn while in the building, including the classroom and lunchroom. The only exception to our hat policy is that hats may be worn in the classroom during all-school spirit days and/or class incentive days. There is no exception to our hood policy.
- Clothing and other personal belongings displaying, or advertising drugs, alcoholic beverages/insignias, or sexuality are not permitted to be worn.

TOYS AND SPORTS EQUIPMENT

Students are asked to leave toys at home and not bring them to school unless it is for a special classroom incentive. Sports equipment is provided during recess. Students may bring approved sports equipment at home if used according to recess expectations.

The following items are NOT allowed at Christa McAuliffe Elementary

CD players, MP3 players, skateboards, rollerblades, razors, heelies etc. are not to be brought to school for any reason as they cause a safety hazard and are distracting from the educational process. Christa McAuliffe Elementary is not responsible for lost, stolen, or damaged items brought to school. Personal items used inappropriately will be confiscated for parent/guardian pick-up at the end of the day.

SCHOOL BIKE POLICY

While all students are eligible to ride a bike to school, parents are encouraged to follow the Washington Traffic Safety Commission (WTSC) recommendation that students begin to ride bikes in fourth grade. Specifically, they state that "research show that children under 4th grade do not have the ability to observe and react to hazards around them".

Other items to note:

- McAuliffe Elementary does not require a bicycle application.
- Bicycles and scooters must be parked and locked in a bike rack.
- Students are required to wear helmets.
- Students are allowed to ride scooters as long as they follow our bicycle rules. However, electric scooters and electric bikes are not allowed.
- Skateboards are not allowed.
- Segways, motorized scooters and similar items are not allowed.
- Bikes must be walked to/from the 4-corners intersection and also when on campus.

Thank you for helping keep McAuliffe Elementary a safe campus.

BIRTHDAY & CULTURAL CELEBRATIONS

Due to sensitivity of dietary restrictions and student allergies we do not allow students to bring in food to celebrate birthdays or cultural holidays. This includes cupcakes, cookies, candy, or any other food item. We also ask that invitations to birthday parties and cultural celebrations are not handed out at school. Gifts related to birthdays and cultural celebrations are not allowed to be passed out at school as they can be a distraction to the learning environment. Our food, invitation, and gift policy applies to all school settings (classroom, lunchroom, playground etc.)

PSYCHOLOGIST AND SCHOOL COUNSELOR

Christa McAuliffe is served by both a School Psychologist (part-time) and a School Counselor (full-time). Teachers and parents provide input to assist in the identification of students who would benefit from these services.

Counselor - Lisa Daniel ldaniel@lwsd.org

Psychologist –

INCLEMENT WEATHER

1. All children should wear coats, hats and other warm clothing to school during the cold & wet weather.
2. All children will be encouraged to go outside during recess.
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If any return to class soaking wet, their parents will be called.

Please check the LWSD Website for information about weather related changes and specific information about all of the district schools. For information about school delays and closures due to snow, high winds or electrical problems, listen to the following radio stations for information about the Lake Washington School District:

**If there is no mention of Lake Washington School District,
school will be open as scheduled.**

KJR – 950

KIRO – 710

KOMO – 1000

KING 1090

KVI – 570

LWSD Reporting Service

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425.529.5763
2. **Text:** Text your tip to 425.529.5763
3. **Email:** 1342@alert1.us
4. **Web:** <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

ELECTRONIC DEVICES

Students are not allowed to use portable electronics during the school day. This includes cell phones, Smart Watches, gaming devices, and other non-approved electronics. Students may have these devices on their possession when they arrive at school, but they must be turned off and in their backpacks while at school. In addition, students who use their portable electronic device in a manner that is offensive, obscene, or constitutes an invasion of privacy will be subject to school discipline. Examples of this include, but are not limited to, inappropriate photographs or text messages.

Cell Phones and Smart Watches

Students are not allowed to use cell phones and smart watches during the school day. Cell phones and smart watches found being used during school hours of 9:20-3:55 will be immediately confiscated and put in the Principal's office until a parent comes to pick it up. All communication to/from home should be sent through the teacher or office.

Electronic Books

Students in grades 4 – 5 are allowed to bring electronic books to school as long as they abide by the following guidelines:

- Devices are used for reading purposes only. They are not used for games, applications, or any non-reading related activity.
- The school is not responsible for lost, stolen, or damaged devices.
- Electronic books are not allowed during state testing.

Activity Trackers

Students are allowed to wear electronic activity trackers, such as a Fitbit, as long as they do not distract students in the classroom and do not have the ability to send/receive calls or messages.

Students who fail to follow the guidelines of approved electronics (electronic books and activity trackers) will lose the privilege of using these devices at school.

Homework Policy

The faculty at Christa McAuliffe Elementary has worked to create a balanced, consistent, and purposeful homework policy that supports students in their learning through extra practice at home.

The purpose of homework is to:

- Teach students responsibility and routine
- Provide extra practice on concepts learned at school
- Involve parents in their child's learning
- Complete unfinished assignments

Types of homework assigned:

- Practice homework – reinforces concepts taught at school (ex: spelling, silent reading, math facts, etc.)
- Preparation homework – helps prepare students for upcoming instruction (ex: complete unfinished work, gathering information and materials related to a topic, etc.)
- Long range homework – ongoing projects that require students to integrate skills and content over several days or weeks (ex: research projects, revising/editing writing, etc.)
- Typing and keyboarding – practice using basic typing skills such as use of home row and finger position.

Homework time guidelines:

The amount of homework assigned increases as students progress through school. Included within the minutes below is nightly assigned reading. Please know that students will, on occasion, have special projects that require additional time spent on homework.

- Kindergarten = 10-20 minutes/night
- First Grade = 20-30 minutes/night
- Second Grade = 20-30 minutes/night
- Third Grade = 30-40 minutes/night
- Fourth Grade = 40-50 minutes/night
- Fifth Grade = 50-60 minutes/night

Our commitment to parents/students is:

- Teachers will assign homework that can be completed within the allotted time frame by a student who is "at standard" at their grade level.
- Teachers within a grade level will use consistent homework practices to ensure a consistent homework experience, regardless of which teacher they have been assigned.
- We understand that homework completion is challenging for some students. Please contact your child's teacher if he/she is having a difficult time completing assigned homework within the allotment timeframe. Special situations should be communicated with the teacher so that we can create a plan that meets the purpose outlined in our homework policy, while at the same time does not overwhelm our students with their homework responsibilities.

Homework Policy: Vacations

Christa McAuliffe staff works intentionally and diligently to provide your student with the best possible educational experience every day. Because of the rigor and pace of our curriculum, missing multiple days can cause students to fall behind in their learning. Extended absences from class can prove detrimental to student academic success.

While we believe that family vacations are important and special, we ask that you consult the school calendar prior to planning vacations. Vacations should be planned during scheduled school breaks so that students do not miss valuable instruction time. That being said, we recognize that family obligations or emergencies may require a student absence. When this is the case, students are encouraged to write a journal about their experience, read library books about their destination, or do parent-provided grade level math practice with parent assistance.

We appreciate your support by minimizing and/or avoiding extended student absences. If your child does miss time due to a vacation, please know that teachers are not expected to prepare assignments in advance or to provide remedial instruction to students when they return. In addition, our district attendance policy will apply to any absences from school.

Homework Responsibilities

Students, parents, 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.

Student Responsibilities

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

Parent Responsibilities

- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

Teacher Responsibilities

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

McAuliffe Elementary - Playground Policy

Students are expected to demonstrate good behavior while on the playground. This means doing the following:

Speak with Kindness and Use Good manners:

- Respecting the feelings of others at all times.
- Using encouraging words during play (i.e., good job, nice play, etc).

Take Responsibility for your actions:

- Reporting all incidents to playground supervisors and following supervisor directions.

- Walking back to your classroom line immediately when the bell rings.
- Playing within playground boundaries
- Playing away from classroom windows, portables, and any P.E. equipment set up for class use.

Always do your best:

- Playing fairly.
- Trying to include all others in games and activities.

Respect yourself, others and the environment:

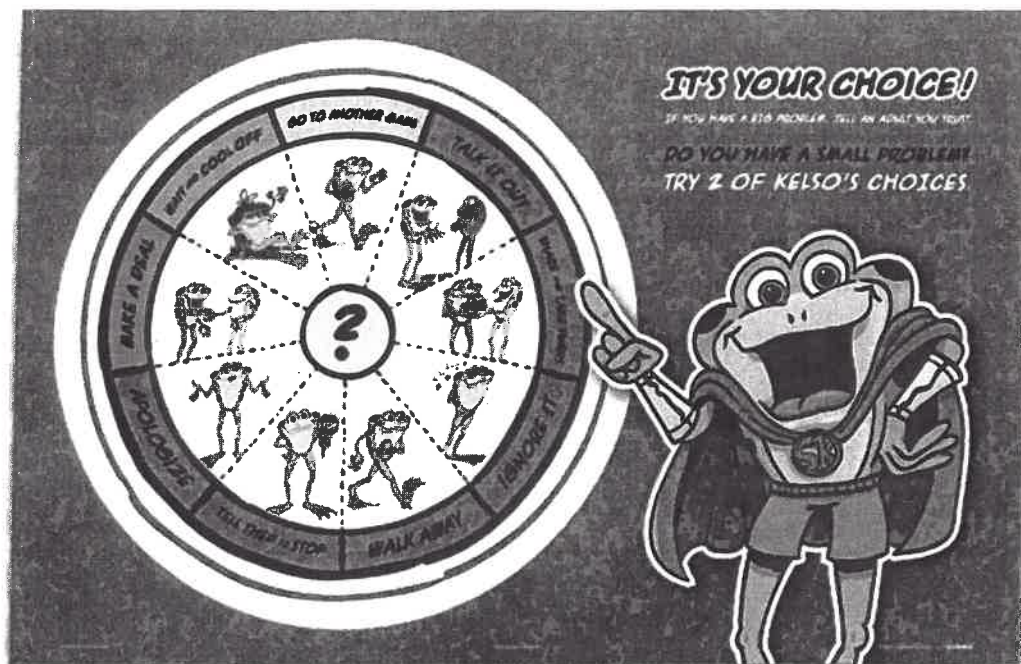
- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs.
- Only eating food during school sponsored activities (i.e., popcorn day)
- Wearing appropriate clothing for the various weather conditions (i.e., hats, rain gear, closed toed shoes).
- Using approved playground equipment appropriately:
 - Sharing playground equipment.
 - Using equipment for its intended purpose.
 - Using school provided sports equipment whenever possible.
 - Only bringing permissible playground equipment.
 - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

Note: Students who do not follow school playground expectations and rules may lose privileges to playground toys, games, etc. These rules may be different from outside organized sporting activities. Staff members have the discretion to restrict access to playground activities if they deem it to be necessary to ensure a safe play environment for all students. Should playground privileges be taken away a plan to earn back those privileges will be communicated with the impacted student.

Social Emotional Learning (SEL) Supports:

Students are taught various strategies to support positive, productive, and healthy interactions with each other in the classroom and on the playground. This includes how to manage emotions and self-regulate when experiencing frustration at school. Two of the programs supported by teachers and taught to students at McAuliffe are Kelso's Choices and Zones of Regulation.

Kelso's Choices:



Zones of Regulation:



Some feelings in the BLUE ZONE	Some feelings in the GREEN ZONE	Some feelings in the YELLOW ZONE	Some feelings in the RED ZONE
Bored Hurt	Calm Happy	Frustrated Worried	Overjoyed Wild
Sick Tired	Okay Focused	Energetic Silly	Angry Out of Control
Exhausted Sad	Proud Relaxed	Excited Annoyed	Terrified Furious
Low levels of energy and down feelings	Calm energy and a sense of control	Higher energy and stronger feelings	Extremely high energy and strongest feelings

© 2014 Zones of Regulation, Inc.

Student & Families Skyward Access for Parents

Research shows that students do better when their parents are informed and involved in their education. The "Students and Families" webpage on the LWSD website connects students and families with access points to the tools they need, such as Skyward Family Access (contact, schedule, and grade information), PowerSchool Learning, MySchoolBucks (pay for lunch app), and more. Visit <https://www.lwsd.org/students-families/for-students-and-families>.

The Skyward home page lists your student or students. One log-in links parents to all students in their family. The home page lists all of your student's teachers, providing email links to contact those teachers. If those teachers have websites, links are provided.

In the "*Students and Families*" section, the following links are available for all parents:

- **Student Information through Skyward** – Confirm the contact information, emergency contacts, and health notes on file with the school. See class schedules and attendance. For secondary students, term grades and class rankings are also available.
- **MySchoolBucks** – Check your student's lunch account balance. You can add money to your student's account balance via credit card through this secure site.
- **Volunteer application through Raptor** – Parents can fill out the application to volunteer at their student's school online. All volunteers must be approved before volunteering in the schools. Instructions are now online.
- **Grades and Attendance** - is available in the Student Information section, called Family Access.

The site also features links to district and school websites.

As a parent, we suggest you register for Family access and visit the site periodically, especially since new functions may be added. Teacher email links make it easier to keep in touch with your student's teachers, to ask questions or share concerns. If you have questions about Family Access, check the Skyward [Family Access Support](#).

Registration Instructions

1. **Login to Skyward Family Access by [clicking here](#).** If you are a first-time user or have forgotten your password, click on "Forgot your Login/Password?" to receive your username and password reset link. Tip: When prompted, enter the parent's email address provided on the student's registration form. As a parent or guardian, you may activate your account by accurately entering the email address that the school already has on file on the [Skyward page](#). If you do not have an email address on file with the school, please go to the school office and supply an email address. They will need to confirm your identity for your security and protection.
2. When you are finished entering your email address, click on the submit button. If you are successful, the information in red will give you further directions on the registration process.
3. Within the next 12 hours you will need to access your email at the address you entered in the registration process.
4. You should receive an email from the LWSD parent questions account. Open the email and follow the detailed information to complete the registration process.
5. While you are connected to the internet click on and open the link in the email message.
6. Popup blockers must be turned off to use Skyward.

If you have any problems registering for Parent Access, send an email to: ParentQuestions@lwsd.org

McAuliffe Elementary Discipline

Environment and Expectations

Christa McAuliffe Elementary is committed to providing a safe learning environment for all students. As a result, we have instituted a discipline policy that ensures all students feel welcome, safe, and cared for at school. Students are expected to follow school rules, respect others, and conduct themselves in a safe manner.

Handling of Discipline

All reported incidences are carefully investigated, with consequences assigned as needed. Parents will be informed of discipline by either a discipline slip, email, or phone call from school staff. The goal of discipline is for students to learn from their mistakes and make better choices in the future as a result of their experience. Please know that discipline is not always prescriptive. Each student and incident are handled individually with factors such as prior incidences and severity of the incidence taken into consideration.

Process

Minor incidences are handled by the classroom teacher as outlined in their classroom management plan, with communication provided to parents as needed. More serious behaviors/infractions or incidences that have occurred on a frequent basis will be referred to an administrator.

Discipline Slips

Discipline slips are assigned to students for serious behaviors/infractions or incidences that have occurred on a repeated basis. Discipline slips serve three purposes: (1) To communicate behaviors/incidences to parents; (2) To communicate consequences assigned; and (3) To provide teachers with guidance when assigning Life Skills grades on report cards. Discipline slips must be signed by parents and returned to school the following day.

Consequences are assigned based upon the type of and frequency of behaviors. Consequences can range from a warning to missing recess. An at-home or in-school suspension will be considered when a student has received three discipline slips. More serious behaviors/incidences may result in the immediate suspension of a student or temporary removal from school. When needed, a conference with the principal may be scheduled to address behaviors.

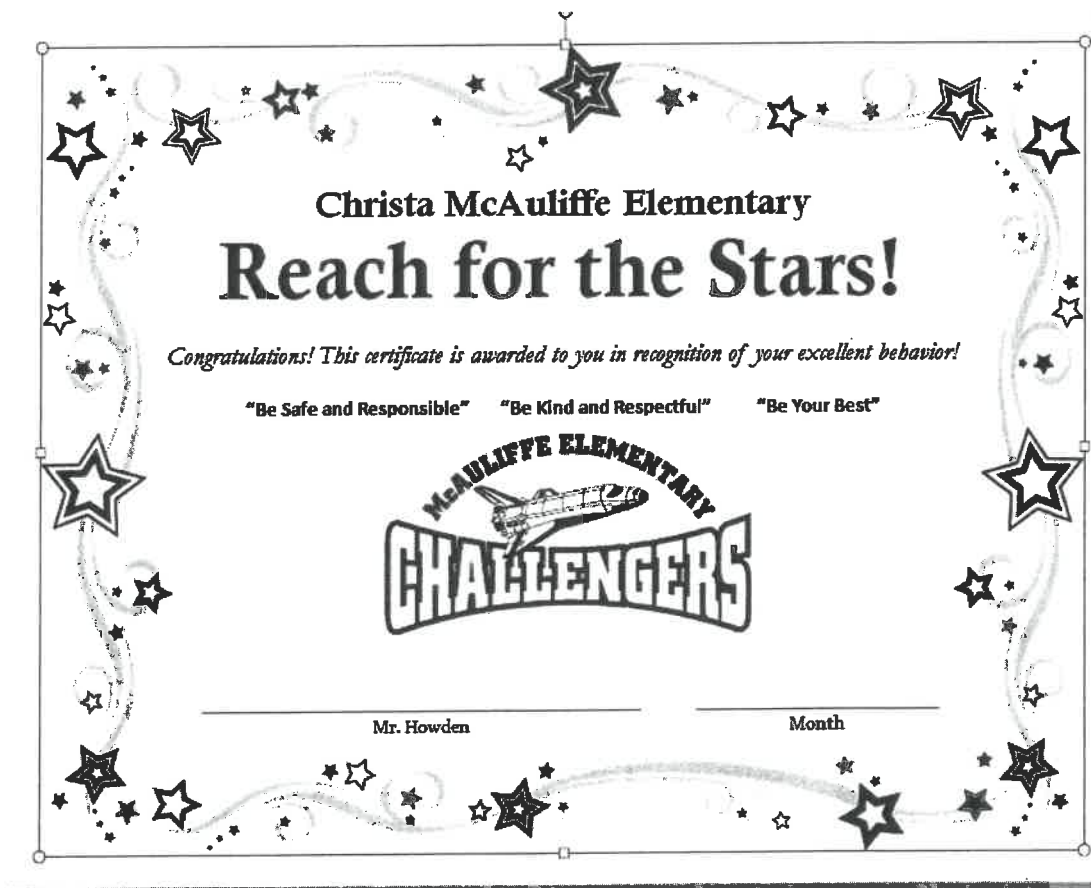
Christa McAuliffe Elementary **Reach for the Stars Program**

Teachers and staff work daily with students on both academic and social skills. We have created the "Reach for the Stars" program to encourage and reinforce the following concepts:

- Be Kind and Respectful
- Be Responsible and Safe
- Be Your Best

Students demonstrating these attributes, both in the classroom and during lunch and recess, may be awarded a "Star Ticket". The receipt of a Star Ticket is something to celebrate as a family as it recognizes student success in the above areas, which often translates into better academic performance and a more welcoming environment for all students.

Each month we celebrate our students who have received Star Tickets during a lunch time prize drawing. When students receive a Star Ticket, they place a duplicate copy of the ticket in classroom "Star Bucket". Once a month the principal draws 5 names out of each classroom Star Bucket during lunch. Students selected receive a certificate and a prize. The principal also selects one student per lunch period to have "Lunch with the Principal" at a later date.



Reach for the Stars: School Wide Plan

Students have an opportunity to practice “Reaching for the Stars” in a variety of settings throughout our school. Listed below are examples of what it looks like to be “Safe and Responsible”, “Kind and Respectful”, and “Your Best” in different locations.

Classroom

- Listen and respond respectfully to teachers and school staff
- Be respectful and kind towards classmates
- Take care of school supplies, student materials, and workspaces
- Actively participate in lessons and class discussions
- Give your best effort in all class activities
- Follow all classroom rules

Lunchroom

- Only eat and touch your own food
- Use inside voices, stay seated, and keep hands to self while eating
- Get permission to use the restroom, get additional supplies, or leave the table
- Listen attentively to directions provided by lunchroom or school staff
- Communicate with students, lunchroom, and school staff in a respectful manner
- Follow all lunchroom rules

Hallways

- Walk quietly and in a straight line through the hallways
- Do not touch bulletin boards or other displays while walking through the hallways
- Keep your hands to yourself while in the hallways
- Follow the directions of your teacher

Assemblies/Special Events

- Listen respectfully to the speaker at any assemblies or all school events
- Sit on your pockets during assemblies and events
- Follow the directions of your teacher before, during, and after assemblies and events

Playground

- Report any playground incidences to playground staff
- Be respectful of classes in session (do not play near classrooms and/or bounce balls off walls)
- Return playground equipment to its proper place
- Include others in games, take turns, and share playground equipment
- Do not play aggressive or practice unsafe behaviors during soccer, tag, Gaga, or other games
- Return to class on time, clean, and waiting in a line outside your classroom door
- Follow all playground, play equipment, and activity/game rules

Lake Washington School District

Mission

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Vision

Every Student Future Ready:
Prepared for College
Prepared for the Global Workplace
Prepared for Personal Success

Student Profile

The knowledge, skills, and attributes that every student needs to be Future Ready.