2026-27
Elizabeth Blackwell Elementary School
General Student & Parent Handbook

Revised August 2026

Mission: To nurture well-rounded students empowered to meet the challenges of our diverse, global society.

Vision: To create a learning community of limitless potential.

3225 205th Place NE
Sammamish, WA 98074

Jim Eaton, Principal
E-mail: jeaton@lwsd.org

Main Number - 425-936-2520
Fax Number – 425-868-0832
Safe Arrival – 425-936-2521
(for tardy or absent students)

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LAKE WASHINGTON SCHOOL DISTRICT 27

Dear Parent and Students:

Welcome to Blackwell Elementary!
Welcome to another exciting school year at Blackwell Elementary School! We are thrilled to partner with you as we embark on a year filled with learning, growth, and meaningful connections. At Blackwell, we are committed to creating a safe, inclusive, and engaging environment where every student feels valued, supported, and empowered to reach their full potential. Guided by our vision of creating a learning community of limitless potential, we strive to nurture curiosity, foster resilience, and inspire a lifelong love of learning.

Families are essential partners in our students' success, and we warmly invite you to be an active part of our school community. Whether volunteering in classrooms, supporting school events, participating in PTSA activities, or sharing your time and talents in other ways, your involvement makes a lasting difference. Together, we can strengthen the connections that make Blackwell such a special place for children to learn and grow.

Our community is grounded in the spirit of **Blackwell CARES** and the belief that **All Bobcats Belong**. By working together, we create a welcoming school culture where everyone feels connected and respected. Thank you for entrusting us with your children and for contributing to the vibrant, caring community that defines Blackwell Elementary. It is an honor to serve as your principal, and I look forward to a safe, joyful, and rigorous year of learning alongside all of you.

Welcome to Blackwell where every student belongs, every family matters, and every child's potential is limitless.

Sincerely,
Jim Eaton,
Principal

Blackwell Civility Code

At Blackwell Elementary our mission is to work together to help every student reach their potential. We believe practicing kindness and civil behavior creates a positive learning environment.

As a contributing adult member of the Blackwell community, I will do my part in creating an atmosphere of civility.

We Work Together

- When I participate in creating an inviting, engaging place to learn, work and volunteer, I contribute to Blackwell's success.
- If conflict occurs, I will work collaboratively to resolve issues through respectful interactions and consideration behavior.

We Respect Each Other

- I demonstrate trust and confidence in the professional expertise of staff members.
- I will acknowledge the various parenting styles within our community, believing everyone operates with best intentions.

We Use Positive Communication

- I will respect the dignity, diversity, and the well-being of adults and students by putting into practice *Blackwell's Top Ten*.

Blackwell's Top Ten

1. Listen
2. Think first, act second
3. Be respectful through tone of voice, choice of words and body language
4. Direct question to the source
5. Communicate honestly with care and tact
6. Refrain from idle gossip or complaints
7. Maintain confidentiality
8. Respect even a subtle "no"
9. Be inclusive
10. Thank others and acknowledge contributions

DAILY SCHEDULE

Office Hours: 8:20 AM – 4:20 PM

School begins at 9:20 AM
Students should arrive on the school grounds no earlier than 9:05 AM

9:15 AM First Bell
9:20 AM Late Bell

Recess		Lunch	
10:55– 11:25	K, 1	11:30 – 11:55	K, 1
11:30 – 12:00	2, 3	12:05 – 12:30	2, 3
12:05– 12:35	4, 5	12:40 – 1:05	4, 5

PM Recess		PM Recess Wednesday only	
2:00 – 2:20	K, 1	2:00 – 2:15	K, 1, 2
2:15 – 2:35	2, 3		
2:30 – 2:50	4, 5		

3:55 PM School Dismissal *Wednesday 2:25 PM Early Dismissal*

All students must check in at home immediately after school. The Blackwell school campus is closed to unsupervised students until 30 minutes after the dismissal bell.

Blackwell Elementary Staff

Office Staff		
Principal		
Jim Eaton		jeaton@lwsd.org
Associate Principal		
Nate Litke		nlitke@lwsd.org
Office Staff		
Linda Kramer – Office Manager		lkramer@lwsd.org
Lisa Nelson – Registrar/Office Professional		lnelson@lwsd.org
Merrily Foreman – Health Room Office Professional		meforeman@lwsd.org
Classroom Teachers		
Kindergarten		
Ellen Rademacher	Room 150	erademacher@lwsd.org
Kelsey Brown	Room 151	kelsbrown@lwsd.org
1st Grade		
Karina Neale	Room 117	kneale@lwsd.org
Shilpa Jeyathilak	Room 116	shjeyathilak@lwsd.org
Carol Nicholson	Room 115	cnicholson@lwsd.org
2nd Grade		
Will Stack	Room 139	wstack@lwsd.org
Jamie Hanna	Room 137	jahanna@lwsd.org
Sue Kim	Room 136	suekim@lwsd.org
3rd Grade		
Erin Glover	Room 121	eglover@lwsd.org
Mikal McCarthy	Room 119	mikmccarthy@lwsd.org
Emily Lindsey	Room 120	emlindsey@lwsd.org
4.5 Multiage		
Diane Belleba	Room 205	dbelleba@lwsd.org
Deborah Sullivan (HiCap)	Room 211	lianderson@lwsd.org
Lakshmi Krishnan	Room 210	nfemling@lwsd.org
Farrah Day	Room 209	fday@lwsd.org
Yii-Ann Chen	Room 206	ychen@lwsd.org
Jera Koelling	Room 207	jkoelling@lwsd.org
Specialists and Support Staff		
Specialists		
Jordan Haessly (PE Teacher)	Gym	jhaessly@lwsd.org
Gretchen Cherian (Librarian)	Library	gcherian@lwsd.org
David Moore (Music Teacher)	Room 152	damoore@lwsd.org

Special Services		
Christine Mosley, Occupational Therapist	Portable 3/135b	cmosley@lwsd.org
Kavya Murthi, Speech & Language Pathologist	Room 104	kmurthi@lwsd.org
Sandy Long, Safety Net Teacher	Room 135a	slong@lwsd.org
Racheal Chhong, Multi-Language Teacher	Room 105	rchhong@lwsd.org
Brenna McCleary, Special Ed Teacher	Room 142	bmcclearychildress@lwsd.org
Michele Johansen, Special Ed Teacher	Room 118	mijohansen@lwsd.org
Denise Radecke, Psychologist	Room 112d	dradecke@lwsd.org
Glidys Lozano Garcia, Counselor	Room 141	glozanogarcia@lwsd.org
Rebecca Johns – Nurse	Office	rejohns@lwsd.org
Brenna McPherren – Instructional Coach	Room 158	bmcpherren@lwsd.org
Support Staff		
Adrian Giurgiuman – Head Custodian		agiurgiuman@lwsd.org
Helen Clemente – Evening Custodian		hclemente@lwsd.org
Pegeen Nelson – Instructional Assistant		pnelson@lwsd.org
Meg Stinnett – Para/Instructional Assistant		mstinnett@lwsd.org
Jody Wright - Instructional Assistant		jodwright@lwsd.org
Ratika Arora – Para Educator		rarora@lwsd.org
YungChru (Stella) Tsai – Instructional Assistant		ytsai@lwsd.org
Celia Barbeau – Para Educator		cbarbeau@lwsd.org
Rokhsun Pakdel – Para Educator		rpakdel@lwsd.org
Emiline – Food Service		

Updated August 2026

Communication

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

- The Blackwell Beat newsletter sent by e-mail on Fridays to all guardians.
- The Bobcat Bulletin is the PTSA newsletter with information relevant to PTSA members and parents, sent on an as needed basis to PTSA members.
- Blackwell Website https://blackwell.lwsd.org/
- Blackwell PTSA Website http://www.blackwellptsa.org
- Blackwell Reader Board

Teachers send newsletters at least monthly to inform families about classroom news.

Personal Items

To maintain a safe, fair, and focused learning environment, students are not permitted to buy, sell, or trade items with one another at school unless part of class or school wide activity.

Items brought from home should remain with their owner at all times and should not be exchanged, loaned, or used for transactions of any kind. This expectation helps prevent misunderstandings, lost or damaged items, and situations that may feel unfair to others.

If a student brings an item to school and it becomes part of a trade or sale, school staff will intervene and may hold the item until it can be returned to its original owner or sent home.

The school assumes no responsibility for the care of personal items. This also specifically applies to collectible items, toys, and trading cards. Other personal items that can be a distraction to students or others should be left at home. Special events may be planned by teachers when these sorts of personal items may be brought from home (e.g., student marketplace, read in, pajama day, etc.) otherwise, they are best left at home.

It is permissible for students to bring personal sports equipment from home for use on the playground at recess knowing the school is not responsible for lost or damage to the item. Examples include basketballs, soccer balls, footballs, and jump ropes. **Hard balls are excluded for safety reasons.

Electronic Mobile Devices

Students use electronic mobile devices (e.g. mobile phones, smart watches) are not to be used by students during the day. The student day begins when the student arrives on campus and finishes when the student leaves campus or gets off the bus. Mobile phones are to be powered off and smart watches put into “theatre” mode and stored safely away from the student to avoid distraction, access to social media, and the internet. Students will have access to school-based computers to aid in schoolwork.

Communication by families with the student during the school day can be done through the school office. Parents should not be calling or messaging their child directly during the school day. Mobile phones and smart watches (except for time-keeping purposes) being used during school hours of 9:20-3:55 will be removed from the student (1st offense) and brought to the office until a parent/guardian comes to pick it up (2nd and further offenses).

Administrative Policy 3245: Student Technology Device Use and Expectations
Lake Washington School District has implemented an administrative policy for student device usage. LWSD provides students with a standardized, district-issued computing device and via this policy establishes clear expectations for the use of all electronic devices during the school day. The goal of implementing this new policy is to limit distractions for students during instructional time, thereby protecting instructional time for students and teachers.

Specifically, this policy states that during instructional time, students are required to use district-issued devices for learning.

Personal electronic devices, including but not limited to personal laptops, mobile phones, smartwatches, and any other device capable of wireless communication, internet access, or audio, video, or image capture, may not be used during instructional time and must be stored unless use is authorized through an approved accommodation.

Conference Weeks

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

Family Connection Conferences	**August 31, September 1 & 2**
First Semester Conferences	**January 26, 28, 29**

Teachers will send home appointment sign up processes prior to conferences to ease in scheduling.

Attendance and Tardy Guidelines

Admit slips will be written beginning at 9:21 per the school wall clocks. School administration will review a monthly report for absenteeism and tardiness issues. Once our doors are locked for the morning, parents are required to accompany their child to the front door, ring the bell, identify themselves and their purpose, then come to the office where they will complete a tardy slip for their student. **Students will need to be escorted by their parent after 9:20 to ensure timely entry.**

Students are considered chronically absent if they miss 10% of school days, regardless of the reason...That's two days a month.
State law requires attendance conferences triggered after:

- Two (2) unexcused absences
- Five (5) excused absences in a month
- Ten (10) excused absences in a year
- Automated attendance letter mailed to parents

There may be some exceptions to this based on individual student situations and circumstances.

Initial tardies: Student will be given verbal reminders.

Repetitive tardiness: Student will receive a verbal reminder and the teacher will follow up with the student's parent.

Excessive tardiness: A conference will be held with the principal, student, and parent to assess the problem. Depending upon the situation a plan may be developed to assist the student.

In accordance with RCW 28A.150.240, a written excuse or safe arrival phone call from parents or guardian will be required for all absences and late arrivals to school or early dismissal. Please call the school Safe Arrival line (425-936-2521) before 9:20 am if your child will be absent or arriving late.

Safe Arrival Procedure: When a child is absent or going to be late the parent/guardian is asked to call the Safe Arrival number (425-936-2521) and leave a message. If we do not receive a call by 9:50 am all students with unexcused absences will receive an automated call from LWSD.

Communicate with the school if your child is absent.

- Keep your child home if truly sick. See the Too Sick for School? page for more information.
- Call the attendance line (425-936-2521) or send an email to the office (lnelson@lwsd.org) to report an absence or a tardy. Just letting the teacher know is not enough...the office must be informed in order for the absence to be excused.
- Avoid extended vacations that require your children to miss school. Try to line up vacations and doctor's appointments with the school's schedule.

Most absences can be excused if parents let us know their children will be absent and the reason for the absence.

Early Dismissal: We discourage early dismissals because learning takes place right to the end of the school day. However, we recognize the need for doctor and dental appointments and other emergencies. Make picking up and returning your child for an appointment during lunch and recess time a priority. Please send a note or email to the teacher informing them of the early release and when arriving to pick up your child, report to the office and sign your child out and request your child be called for dismissal. Students are released only to parents, guardians or those having parent permission and will not be called down until such time as a parent, guardian, or those having parent permission have signed them out. Be aware that early releases as well as late arrivals are tracked and accounted for in our attendance system and both will show as tardies on report cards.

End of Day: All students need to leave campus at the end of the school day. Students who use district transportation will assemble in an orderly line. Students who walk, bike, take private transportation, need to be promptly picked up at the end of the school day. The playground and fields are closed to play unless accompanied by an adult. We do not have the capacity to provide supervision after school. All students must check in at home immediately after school. The Blackwell school campus is closed to unsupervised students until 30 minutes after the dismissal bell.

Parents and private after school care providers must arrive on time to pick up students after school. Families attending Blackwell from outside our school boundary need to ensure on time student arrival and pick up if using non-district transportation. Failure to do so will jeopardize attendance at Blackwell.

School Phone and Change of Plans for after school

To alleviate classroom interruptions and protect learning, students are not called to the phone. Urgent and emergency messages will be communicated to them. Please discuss after-school arrangements (going home with a friend, riding the bus, etc.) **before** your child comes to school. A written note or email (to Lisa Nelson) from a parent/guardian is required if child's afternoon dismissal changes (e.g. going to friends, being picked up instead of riding the bus, etc. This should be communicated to the office by 3:30 each day so a "change of plan"notice can be sent to the child. Students are not permitted to ride a different bus home to a friend's house. Requests to ride a non-scheduled bus is not allowed.

Parent Visitation/Conferences

Blackwell 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. Normal sign-in procedures must be followed when visiting with your child's teacher.

School Visitors

To ensure a safe, focused, and respectful learning environment for all students and staff, we ask that all school visitors follow these expectations:

- All visitors must follow established school entry and check-in procedures upon arrival and departure
- Visits must be arranged in advance to honor staff time.
- Visits to the school should have a specific, school-related purpose.
    - Visits are not intended for social interaction
    - Adult social conversations and gatherings are best held outside of the school setting.
- Visitors are expected to maintain strict confidentiality regarding students, families, and staff, including any information observed or shared during a visit.
- Visitors do not need to be approved volunteers, however, all visitors must meet and comply with district requirements.

Volunteer Guidelines

Parents and community members of Blackwell Elementary are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement to follow the Volunteer Guidelines and complete a Volunteer Application form, which can be obtained from the Secretary or online. Volunteers are approved for two years. For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the 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 responsibility for helping students learn and work together cooperatively. Please be available to help out with problems they may be having.

1. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outings with students.
2. Volunteers may act immediately on judgments of student safety.
3. Volunteers are encouraged to ask for direction, clarification, or assistance from staff.
4. Volunteers should wait until class time is over to discuss concerns about children/program.
5. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
6. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
7. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.

Tips for Parents:

1. **Respect the child's right to privacy.** As a guest in the lives of children and their families, confidentiality is expected at all times.
2. **Let the child know that you care.** All children want to feel there is a special adult who is fond of them.
3. **Be a good role model.** Children will be looking up to you and learning from you. When you demonstrate positive behaviors, they will follow your lead!

Blackwell CARES

Blackwell CARES is school wide positive climate initiative our school is implementing with our students this year. CARES is an acronym we use to promote kindness, respectful behaviors, and safety at Blackwell. The purpose is to create a consistent and unified understanding of how we treat others in our learning community. Throughout the school year, we will introduce and reinforce CARES concepts to our students. Students will use **C**ooperation, **A**ctions, **R**espect, **E**ffort, and **S**afety as we learn our school expectations. Using a common language will build cooperation and reinforce kindness across all school areas. Our staff and students will engage in a number of activities designed to promote CARES. We encourage you to join us as we focus on consistent expectations and respectful behaviors every day.

Safety and Security

We all want to provide our students with safe learning environments. One way to do this is to keep a careful accounting of all who enter our school. Public access is only through the front entry doors using our Secure Entry Control system. **Every adult who does not work in a school building must check in, and all adults must wear an identifying badge**.

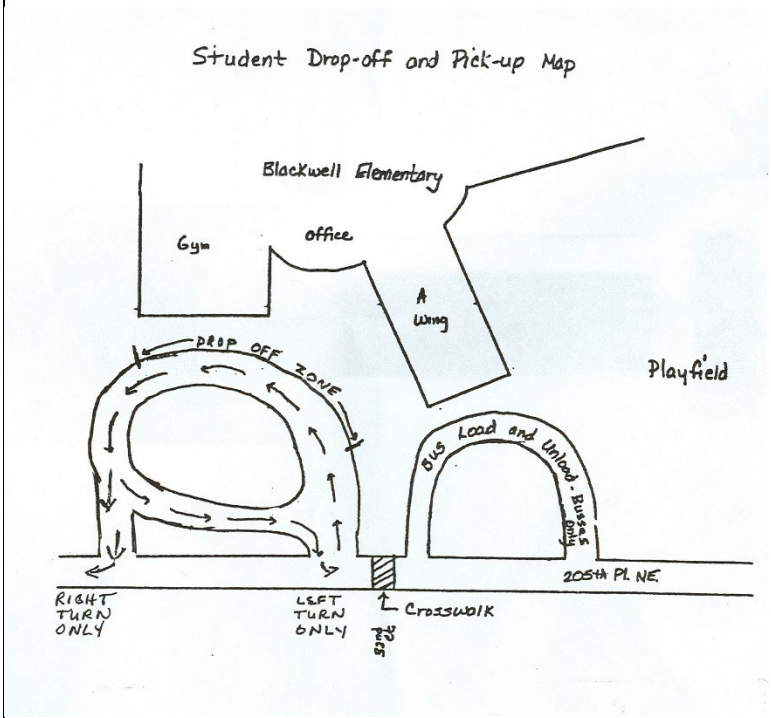
The district is continuing to place an emphasis on every adult in every building wearing a badge (staff ID or visitor) and checking in at the main office if they do not regularly work in the building. Please make sure you sign in at the main office when you visit our school and sign out when you leave.

These steps can be a deterrent to unauthorized visitors and provide emergency responders with information on who is in the building in case of emergency. That's why it's important to sign in even if it's a short visit: an earthquake or fire could happen without warning and you will want the emergency responders to look for you!

Parking Lot Safety and Pick up/Drop off Procedures

Avoid grid lock in our main intersection!
Do not enter the parking lot if you are NOT able to completely pass the signs and yellow line indicating where to stop

Car pick-up and drop-off:



- Obey posted speed limits.
- Watch for students at arrival and dismissal.
- Use only the non-red spaces along the sidewalk for pick up and drop off. This is a no parking zone before school (8:50-9:20) and after school (3:35-3:55).
- Do not let students enter or leave the car in any space other than the drop off area, and **ALWAYS** from the curb side of the vehicle.
- Continue to pull forward as space allows when loading or unloading students to help ease congestion.
- Watch for staff members and patrol members assisting with directing traffic.
- Drive 25 mph through our neighborhoods, 20 mph in the school zone and 5 mph in parking lots.
- Fully stop at all stop signs and hand-held signs (Patrol)
- Do not load kids into your car until you have passed the safety pick-up sign (our safety patrol will be helping you load kids safely.)

Parking lot safety (walking): Parents who park in the main parking lot for student drop off/pick up purposes MUST escort their child(ren) to and from their vehicles to the paved school sidewalk. Parents are welcome to wait on the graveled island on the parking lot side of the crosswalk or cross over to the school side to collect their children (end of day). An adult crossing guard will assist parents and students at the parking lot crossing.

Always cross at a guarded crosswalk when coming to or leaving our school grounds. **Do not cross at unmarked locations** as it puts pedestrians and drivers in jeopardy. We realize that congestion occurs before and after school as families drop off and pick their children. We do encourage drivers to park in the surrounding neighborhood and then walk their children to and from school. However, we are fearful that the dangerous practice of crossing at NE 205th and NE 33rd will result in someone getting hurt.

Use the sidewalk to travel to the main crossing in front of the school and cross safely with the aid of our crossing guards.

Carpool Safety: Safety must be the first concern of the driver. The driver has the responsibility for making and enforcing safety rules in the car. Children 4-6 years old or weighing up to 60 pounds **must** be in a booster seat in vehicles equipped with a lap and shoulder belt. Booster seats are recommended until the child is 8 years and 80 pounds, unless the child is 4' 9" tall. Please contact the affected parties in the event of changes in carpooling. Thank you for joining us in our efforts to keep your children safe.

Bicycle and Scooter Guidelines

Riding Bikes to School: Fourth and fifth grade students who would like to ride bicycles or scooters to school must complete the bicycle/scooter application form that is located in the office. Students with bicycles or scooters must walk their bike or scooter and use normal walking procedures while on school grounds and they must secure their bike or scooter in the bike rack provided. District guidelines do not allow K-3rd grade students to ride to school unaccompanied by an adult.

Students in 4th and 5th grade may ride bikes to school. All bike/scooter riders must wear helmets. Please fill-out the Bicycle and Scooter application and return it to the office.

- Bike/scooter riders are to file an application for permission to ride his/her bike to school with the school office.
- All bicycles must be locked and parked in the bike rack. All bicycles must stay in bike rack during school hours.
- All bicycles must be walked on and off the school grounds. No bikes should be ridden on the school grounds while children are playing there.
- Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.
- Look out for cars pulling out into traffic. Keep a sharp lookout for sudden opening of car doors.
- Never hitch a ride on other vehicles, "stunt" or race in traffic. Never ride two on a bike.
- Slow down at all street intersections and look to the right and to the left before crossing.
- Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
- Both hands should be used in steering the bike.
- Give pedestrians the right of way on sidewalks.
- Bikes should be walked across the crosswalk.

Vacation Policy

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. **We cannot duplicate what is learned in the classroom by only providing written make- up written work.** Often written work is practice or an extension of what is taught and discussed during the lesson in class. It is the responsibility of the parent to complete Pre-arranged absence plan prior to planned trips that occur during the school day. The form can be accessed from our website or in the main office. This form will be reviewed prior to approval by school administration.

Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

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

well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school because of vacation scheduled during school time.

Dress Code

LWSD Policy: https://go.boarddocs.com/wa/lwsd/Board.nsf/goto?open&id=BSCT5675A517

Core Values

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

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

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

- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups,
- Intentionally show private parts. Clothing must cover private parts in opaque (not able to be seen-through) material,
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).
- Shoes must be safe and appropriate for PE and playground activities.
- Appropriate coats, hats and shoes are necessary for inclement weather. Students are typically sent out for recess even in the rain. All coats and jackets should be labelled with the student's name.

Attire worn in observance of a student's religion are not subject to this policy.

Blackwell's **Dress Code** applies to all school events.

Evening Events at Blackwell

Over the course of the year, there are many opportunities for families to participate in PTSA and school events in the evening. Examples of these events include the PTSA Boo Fest, grade level musical programs, and fifth grade celebration. These events are community gatherings where we celebrate our accomplishments, enjoy camaraderie, and make connections with our other Blackwell Families.

Guidelines:

1. Accompany your children to these events. These are not "drop off" events.
2. Students need to participate in the event. This is not a time to leave the event space, move about the school and grounds, or run through the hallways and gym.
3. Parents need to supervise their children and know their whereabouts during the event.
4. Please do not park in fire lanes

Health Room/Medication

Parent/guardian responsibilities
Schools rely on the cooperation of parents/guardians to safely and effectively administer medication to their students at school.

Parents/guardians are responsible for:

- supplying all medications (schools don't supply medications for students)
- transporting medication to and from school
- completing all required medication authorization forms

Requirements for all medications: prescription, non-prescription, and homeopathic

- Parents/guardians must complete the authorization to administer medication form for each medication. The form must be signed by the health care provider and parent/guardian. Medication cannot be given without the completed form.
- Parents/guardians must bring all medications to the school office for the student. Students can't bring medication to school. Medication can't be transported on school district buses.
- All medication must be in the original prescription bottle, container, or package.
- All non-prescription medication must be labeled by the parent. The label should include:

– student name	– date issued
– name of medication	– name of health care provider
– exact dosage	– time of day medication is to be given

- Directions on the authorization to administer medication form must match the directions on the prescription bottle/container.
- If half doses have been prescribed, the parent/guardian must break medication tablets in half before bringing to the school.

- Medication which is to be given three times a day should be given at home before school, after school and at bedtime.
- Homeopathic medications will only be accepted if the authorization to administer medication form is signed by a health care provider.

Inhalers

- The authorization to administer medication form to be completed for inhalers. If an exception is made allowing the student to carry his/her own inhaler, written permission from parent/guardian, health care provider and school nurse is required.

Insulin

Parents must complete the diabetes health care provider medication order form to allow their students to take insulin at school

Administering medication at school

Medications are given between 11 a.m. and 1 p.m. The school is not responsible for documentation of medication use or monitoring of expiration date, if carried and self-administered by the student. If a student self carries medication at school, they still need a health care provider's order on file at the school.

Note: Medication left at school will be destroyed the last day of school, according to district policy.

Life-Threatening Health Conditions

What is a life-threatening health condition?

A life-threatening health condition puts the child in danger of death during the school day without medication or treatment and a nursing plan in place (see Washington state law RCW 28A.210.320). This includes:

- diabetes
- severe allergies (bees, peanuts, etc.)
- epilepsy/seizure disorder
- severe asthma
- cardiac/heart conditions

Reporting the condition or illness

Parents/guardians of students with life-threatening conditions must inform the school and work with the school nurse and the student's health care provider to create a health care plan. Planning ahead helps schools to be equipped and prepared to care for students in emergency health situations.

Parents/guardians must:

- report the life-threatening condition on the nurse alert form
- complete the authorization to administer medication form if student needs medication at school
- complete the health care plan that is specific to the student's illness, if applicable

All student health forms are available in the district forms library or at the school office. Required documentation must be completed before the child attends school.

When to keep your sick child home from school

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

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

- **Fever:** temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting
- **Lice, scabies:** Children may not return to school until they have been treated and no live lice are present. Children with scabies can be admitted after treatment. All students with head lice will be sent home until treatment is completed. According to district policy, no child will be readmitted to school unless first checked by a nurse of district representative in the health room and no live lice are present. An adult must accompany students when they return to school.
- **Diarrhea:** more than one watery stool in a 24 hour period, especially if the child acts or looks ill
- **Chronic cough and/or runny nose:** continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** especially with fever or swollen glands in the neck
- **Rash:** body rash, especially with fever or itching
- **Ear infection:** with fever. Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Food Allergens – Blackwell Protocol

Many students have food allergies ranging from mild discomfort to life threatening. To avoid potential risk to the safety and health of all students, please consider these guidelines when providing food at school.

If a student with a known food allergen and Individual Health Plan is present in the classroom, the following protocol will be in place.

1. Send classroom allergy letter provided by nurse
2. Discuss food allergies, classroom snacks, and safe practice in September.
3. Invite parent/nurse to share about the allergy with class (with parent permission) as needed.
4. Encourage safe practices
    a. Hand washing/disposable wipes
    b. No food sharing
    c. No horseplay with food
5. Inform families in advance of any food events
    a. Curriculum projects involving food
    b. Sharing of musical instruments (especially sharing of mouth pieces)
    c. Class parties & club celebrations (student leaders, safety patrol, etc.)

    d. Lunch in the classroom
    e. Field trips
    f. Special treats/Field day treats/etc.
6. Communicate with PTSA to publish food events/menus in advance of events

Families of students with an allergy are welcome to provide alternate foods for student.

Student Birthday Recognition

Student birthdays are recognized school wide at the end of each month. The principal will visit each student in their class with birthday wishes along with a card and birthday pencil. Classroom teachers typically recognize student birthdays individually on or near their special day. This varies by class and is meant to celebrate and recognize this special day.

To ensure students' safety, please **do not provide special treats or food items to classes**. Student dietary restriction and food allergies make celebrations with food problematic for teachers to manage and can lead to unintended consequences for students. Please honor our school and classroom practices for student birthdays by not bringing any food items.

Playground Guidelines

Speak with Kindness and Be Polite:

- 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 (the wooded area, underneath the stairwells and inside the building are off limits).
- 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. Also, no digging holes in the playground. Digging is limited to the designated sandbox area.
- Leave all nature on the ground.
- 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). **TIP: write your student's name inside outerwear.**
- Using approved equipment appropriately:
    - Sharing playground equipment.
    - Using equipment for its intended purpose.
    - Carrying play equipment safely in the halls and returning all equipment to your classroom when the bell rings
    - Using school provided sports equipment whenever possible. However, sports' equipment may be brought from home if it is the same type of equipment approved for playground use, falls within safety guidelines, and is shared with other students. Any items brought from home are the student's responsibility. Please see playground teacher for questions regarding equipment.
    - Only bringing permissible equipment. Electronics, personal equipment, trading cards are not permitted at school or during recess (i.e. digital music players, cell phones, smart watches, electronic gaming devices, Bakugan toys, Pokémon items, etc.).
    - Personal sports equipment may be allowed if used in the manner intended and if the use does not pose a danger to others. Please get approval from the playground teachers before using personal sports equipment (e.g. LAX stick are okay; while LAX balls are not – too hard).
    - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

Blackwell Library Policies

- Kindergarten students may borrow one book each week from the "Everybody" section. As the year progresses, they will be allowed to also check out a book from the non-fiction section. Kindergarten books are due the following week.
- First and second grade students may check out three books for a five school day loan period. Students in grades 3rd – 5th may check out five books, for a 10 school day checkout period. Holidays, vacations, and weekends do not count as checkout days. Items may be renewed.
- Check the due date slips in the back of the books to see when books are due!
- Students who need more books for classroom research may exceed their limit.
- Students with *overdue* books may not check out any more books until the item(s) have been returned or paid for. Items that are damaged or lost will be assessed a replacement fee.
- Students that have outstanding items at the end of the year will not receive their report cards until the item(s) has been returned or paid for. If a family pays for a lost item and then the item is returned we will refund the payment, as long as it takes place during the same school year. Our yearly budgets are closed at the end of June.
- Any student that has a question about an overdue book is encouraged to check with the Library staff right away. Overdue notices are emailed to parents and intermediate students each week, and paper copies are given to students in primary grades.
- Library materials should be returned to the blue classroom baskets, which are brought to the Library each morning. Students do *not* need to wait until their Library class day to return materials.
- Students may renew materials by bringing them to the Library during their weekly Library class, sending them with a note with their library helper in the morning or by coming to the library during lunch recess.

We suggest that your child have a designated place at home for keeping track of Library books. The ability to select and return Library materials is a lifelong skill, and your child's responsibility!

Textbooks

Students are responsible for the proper use of textbooks and must pay for lost or damaged books. Students will be required to pay fines for damaged textbooks 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 issued when leaving the school, or at the end of the school year.

Lunch Program Procedures

The lunch program will not loan food service money or carry debts. However, children do forget and emergency lunches will be given the first two times and are to be paid back the next day. We cannot build up negative accounts. After two emergency lunches, children will be allowed selections from the salad bar until the account is paid. If you have an e-mail address, please include it on your student's emergency card and account information will be sent directly to your address, *as time allows*. You may also contact Stella Tsai regarding account balances or other questions you may have at ytsai@lwsd.org or phone 425-936-2520. The LWSD Food Services Department may be reached at 425-936-1393.

Free and reduced lunches are available to all students unable to pay the full price who qualify through the Federal School Lunch Program. Applications for the Free or Reduced Lunch Program are available on the lwsd.org. Also, information regarding this Free or Reduced Lunch Program may be obtained from our Registration secretary.

Lunch Prices

The following are lunch prices for the 2025-26 school year:

Individual student lunch: $4.70
Individual student milk: $0.75 **Adult Lunches: $6.00**

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account take their card, drop it in a basket and get their food. The LWSD Food Services department has an automated phone system that alerts parents to low or negative account balances. The Blackwell cashier will contact families regarding low lunch balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts.

You may make deposits to lunch accounts by:

1. Sending a check or cash to school in an envelope. Clearly indicate your child's name on the check. One check is fine for multiple siblings; just make a note on the memo line as to how the amount should be split.
2. Using our web-based payment system (MySchoolBucks).

We will continue our Kids' Way Cafe using student helpers during lunch. Students that help will receive a free lunch on the day they serve. Interested students are chosen by their teacher and classrooms rotate monthly.

Homework

Purpose of Homework

At Blackwell Elementary, homework is determined by the classroom teachers. Homework varies by grade level from zero homework assigned to some homework on most nights. This variation is based on the body of research reporting at homework in elementary school has a negligible effect on student achievement, especially in early elementary grades. Students are encouraged to engage in reading activities (e.g. reading for pleasure or knowledge).

Home to School Partnership:

Our homework expectations are time bound. Teachers design homework to be completed within the published guidelines. If students are actively working during homework and do not finish, then they have met the time requirements for the activity/assignment. Independent reading may or may not be part of the homework time.

Each classroom will inform parents of the classroom homework guidelines at the beginning of the year and as part of regular newsletter communication. Homework activities will be designed to not exceed the homework time guidelines for each grade level.

Chronic homework issues will be addressed by the student, teacher and parents together to ensure the purpose and intent of homework is met within the published classroom homework guidelines. This will include the types of homework activities and duration each night.

Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades.

No homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, and journal writing, or working on a project.

Types of Homework

There are many different types of homework that strengthen, enrich, and expand your child's learning. The following categories are types of homework most frequently assigned at Blackwell Elementary:

Practice/Drill Homework

Student's review and practice skills to master and retain learning.
Examples: Spelling, silent reading, reading aloud to a parent, math fact drills, and practice games.

Preparation Homework

Students prepare for upcoming instruction or activities.
Examples: Reading ahead in a text, taking notes, surveying to collect data for an upcoming unit, completing prewriting assignments, completing unfinished work, and gathering materials related to a topic.

Long Range Homework

Students work on projects that require them to integrate skills and content over several days or weeks.

Examples: Researching, revising and editing a report, writing a final copy of a report or developing a presentation.

Creative Homework

Students integrate skills while working on a creative project.
Examples: Creating a model, writing a play or poem, rehearsing for a performance, designing a game, illustrating a book, creating a poster.

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

Office Referrals for Disciplinary Matters

Blackwell teachers and support staff helps our students learn to get along, follow rules and take responsibility for their own decisions. Most of the time this is done as a normal course of our work on playgrounds, in classrooms, in the lunchroom and hallways. At times, Blackwell staff may decide to refer a student to the

administrative team because of the seriousness of the behavior or to help the student make better decisions in the future.

Families can make an immediate administrator referral by phone call or email the office and/or administrator. The administrator will address the situation in a timely manner.

The administrator will seek to understand what behavior has led to the student being referred to the office. Next, the administrator will listen to the student and may conduct a brief investigation to thoroughly understand the situation. Based on the facts, the administrator will determine if it is a minor infraction or if it is a more serious behavior that will result in progressive disciplinary procedures. Restorative practices philosophy will be used for consequences and reteaching of negative behaviors.

Behaviors that are inappropriate, but minor in nature could include not following game rules, classroom disruptions or rough play. Possible consequences for minor infractions could include a verbal reminder, reteaching, natural consequences, apologizing, community service, time out or loss of privileges.

School discipline is progressive and based on the unique needs/conditions of the student. This means that prior student behavior may be taken into consideration when determining consequences for behaviors depending on the severity and/or repeat nature of the actions.

It is our goal that natural consequences and restorative practices be used to help children learn to take responsibility for their behavior and understand the results of their behavior. For example, if a student writes on building walls, he/she would be asked to clean the walls. Or a student who throws rocks or bark chips from a play area might be asked to pick-up or sweep it up. Restorative conversations between those in conflict will be used to repair relationships.

The administrator will communicate actions taken with the teacher and will communicate with parents. This interaction will also be recorded into our recordkeeping system.

Student Rights and Responsibilities

The Lake Washington School District Student Rights and Responsibilities complements the Blackwell Parent Student Handbook. Please refer to this document as part of our Parent Student Handbook.

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.

*The Lake Washington School District detailed Student Profile can be found online at:

Strategic Framework - Lake Washington School District