



13820 108th Avenue, N.E.
Kirkland, WA 98034
(425) 821-7060
(425)825-7686 Safe Arrival Line

“Knowledge is happiness.”
~ Helen Keller

Tim Stonich, Principal

Parent and Student Handbook
2008 - 2009

PeaceBuilders at Keller

Dear Parents, PeaceBuilders is designed to help create an environment that establishes a more peaceful way of living in our school and community. However, PeaceBuilders is not just a program; it is a way of life. We began in the spring of 1998 and we believe we are on a pathway of increasing cooperation, individual success, personal responsibility and academic achievement. We have a common language that begins with the noun: "PeaceBuilder". This allows children to claim affiliation and membership("I am a PeaceBuilder"). It is a positive message that tells children that they can make a difference in their world. The tools of PeaceBuilders include these principles:

- PeaceBuilders Praise People
- PeaceBuilders Seek Wise People
- PeaceBuilders Give Up Put-Downs
- PeaceBuilders Notice and Speak Up About Hurts
- PeaceBuilders Right Wrongs

We ask that you will join us by using the PeaceBuilder principles and language with your child so that they see the wise people in their lives communicating the same message. Our goal is that the Keller Community – students, staff and parents will commit to working together to increase the peace!

Tim Stonich
Principal

Frequently Used Phone Numbers Helen Keller Elementary

13820 108th Avenue, N.E.
Kirkland, WA 98034
www.lwsd.org/keller
Phone: (425) 821-7060
Safe Arrival Numbers: (425)825-7686
Fax: (425)821-6814

Administration Center (425)702-3200
Public Information (425)702-3300
Psychologists/Sp. Ed. (425)702-3201
Transportation (425)882-5120
Kamiakin Junior High (425)823-6750
Juanita Highschool (425)823-7600
Food Service (425)702-3393
Extended Day(425)882-8175
Juanita Swimming Pool (425-823)7627

Boy Scouts of America (425)725-5200
Girl Scouts of America (425)803-0247
Kirkland Boys and Girls Clubs (425)827-0132
CampFire (425)453-7020
EastSide YMCA (425)881-3067
Y-Indian Guides/Princesses (425)644-8417
Kirkland Nat. Little League (425)881-2561
Lk Wash. Soccer Assn. (425)827-3009

PTA Officers for the 2008 - 2009 school Year

Co-Presidents:

Barbara Tritz-(425)820-0780
Amanda Tarr-(206)-714-0894

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amandatarr@juno.com

Secretary:

Sharon Whitney-(425)-820-6599

tslwhitney@msn.com

V/P'S Committees & Volunteers:

Donna Allen-(425)-825-0366
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CO-Treasurers:

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Legislative Chair:

Sarah Toland (425)-825-3703

evotz@msn.com

Membership:

Niamh Juhl (425)-825-3703

niamhjuhl@hotmail.com

It takes a village to raise a child. The foundation of the village is built on the partnership we have with parents. We seek to blur edges between home and school so that children are aware that both are working together for their good.

Teachers are experts in education and parents experts in hopes, dreams, and needs of their children. Parent volunteers and our one main fundraiser help the PTA facilitate the many family events, student enrichment programs, and additional classroom support. We are friendly and encourage parent involvement, new ideas, and support! Please join us!

PTA "Our Village"

Food Service Program, Breakfast/Lunch Schedule

Breakfast:

Will be served daily from **8:40** to **8:55** in the gym. The cost is \$1.00 for a paid breakfast and \$.00 for a reduced breakfast. The money you deposit in your child's account is used for breakfast and lunch. Students who are eligible for free and reduced lunch are also qualified for a discounted price on the breakfast program. Students will line up outside the lunchroom door on the playground side.

Lunch Schedule:

Our food service staff starts serving Primary lunch at 11:45 a.m. and Intermediate lunch at 12:15 p.m. Students have one half hour to eat their lunch, followed by one half hour for recess.

Lunch Options:

Under a provision of the National School Lunch Act, our district is able to offer free and reduced price lunches to children from families determined qualified under the Eligibility Scale. If you have not received an application, call the school office. The trading, selling or giving away of these lunches is not permitted. This information is kept confidential.

Lunch Cost:

Daily lunch costs \$2.25, milk \$. 50. Reduced lunch costs \$.40 for 4-6 students and is free for students K-3. Lunch is served to students who purchase it. You may deposit any amount at any time to your child's account. When issuing a check, please include the child's name and teacher, money is then sent down to the office with the morning attendance. Your personal credit card may also be used to pay for lunch by contacting the District Food Service Department at (425)-702-3393. Each child is entitled to two full emergency lunches. When a child has used an emergency lunch, an **"Emergency Lunch Slip"** will come home with the child that day notifying parents. A reduced rate or free lunch is available to those families who qualify. These forms are available in the school office.

All students eat lunch in classrooms under staff supervision.

A printed menu is made for each month. A copy of the menu is given to all students grades All-Day Kindergarten through sixth. We advise families to post menus at home to determine buying or packing of lunch on any given day.

Identification of Money:

Whenever money is sent to school with the child, it is best to place it in a sealed envelope with your child's full name, the amount, teacher's name, and the purpose for which it is to be used written on the envelope. This will make recovery possible in case of loss and helps us to credit you with the proper amount.

Discipline Policy, Items from Home, and Telephone Messages

Discipline Policy:

A systematic and comprehensive discipline policy governs student behavior at Keller. Our approach emphasizes clear and consistent rules and expectations, making good decisions, and experiencing logical consequences for actions. Parents are always notified in a timely fashion regarding any patterns of inappropriate behavior being exhibited by their child. A student discipline handbook covering discipline policy and expectations for Keller is sent home in the first day packet of school.

Items from Home:

It is NOT permissible for students to bring personal possessions from home unless the item has been approved by the teacher for "Show & Tell". Items from home are often lost, or the cause of an argument between the student that wants the toy and the students that would like to "share" the toy. No exceptions to the rule. *This is defined and not limited to all mechanical devices, balls, bats, gloves, and items resembling weapons.*

Telephone Messages:

Please try to make all after school arrangements with your child in the morning before they leave for school. To provide the best education for your child we need to have minimal classroom interruptions. Student use of office phones will be limited to emergency situations only. Such things as health or school related problems are appropriate. Thank you for your cooperation.

If parents want to bring snacks for a student's birthday, contact the teacher first to make arrangements.

District Nutrition Policy:

Food provided to students other than through the school lunch/breakfast program or through competitive food sales include foods provided for the school sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school sponsored class parties and celebrations or school-wide events shall be exempt from the above guidelines, however, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats. Parents will also be encouraged to provide healthy meal and snack options for students when providing these from home.

School staff, parent organizations and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should

be considered as an alternative. If snack foods are provided, students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative.

Appropriate Dress and Warm Weather Clothing

To help foster a positive attitude and respect for the learning environment, students are expected to display appropriate attire. School clothing shall be worn as intended by the manufacturer and appropriate for classroom learning. The wearing of clothes or accessories which relate in any way to gangs, sex, and profanity and/or are exclusionary in nature will not be allowed. In addition any accessory that may be used as a weapon will not be allowed. The wearing of this type of outfit will require a call home for the parent to bring a change of clothing.

1. Shirts/tops must extend to the beltline, no midriff showing and no undergarments (including bra straps) should be visible. No low cut neck lines.
2. The fingertip rule will apply to the wearing of shorts and skirts. Length cannot be above fingertips when hands are held at side.
3. To support our prevention policy for alcohol and other drugs, we prohibit students from wearing apparel and jewelry which promote drug, alcohol or tobacco use.
4. Hats or caps are for outside wear only.
5. Student's shoes need to be safe for stairs, PE and playground activities. Sandals, flip-flops or loose fitting loafers may cause a child to trip and/or fall.
6. Proper coats, hats and shoes are necessary for inclement weather.
7. All coats and jackets should be appropriately labeled with the child's name.

Based on these guidelines, teachers and administrators will decide on the appropriateness of student dress. Students who are determined to be dressed inappropriately will be required to change or possibly be sent home. Parents may be contacted if inappropriate dress continues.

BUS CONDUCT

Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

Safety Rules and Regulations for Riding a School Bus

1. Cooperate with and obey the driver at all times.
2. Be courteous, use no profane language- spoken, written, or gestured.
3. Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.
4. Each student may be assigned a seat in which they must be seated at all times.
5. Food or beverage must not be consumed on the bus except by permission of the driver
6. Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
7. Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition
8. Windows may be opened 6 inches however; the driver may require the windows be closed at his or her discretion.
9. Students must keep their head, hands, feet and belongings inside the bus at all times.

10. Animals (except service dogs) are prohibited from being transported on the bus.
11. Belongings of students must be kept out of the aisle.
12. Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
13. Students must enter and exit bus safely, crossing only in front of the bus and only with the consent of the driver.

Rules of Conduct at the Bus Stop

1. Students should not stand or play on the roadway while waiting for the bus.
2. Students should arrive at the bus stop five minutes before the scheduled bus time.
3. Students should wait to board the bus in an orderly manner
4. Students should respect private property while waiting for the bus
5. Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.

Penalties for Infractions of School and District Rules.

All school and district rules for student conduct apply at bus stops, on the bus and on the way to and from school. Violations will be subject to school consequences, including detention, suspension and/or expulsion.

Penalties For Infractions of Established Bus Rules

Student's misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year may include any combination of the following:

First Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a *serious offense.

Second Infraction Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and bus driver will be held. A bus riding suspension may occur if the incident is considered a *serious offense.

Third Infraction: Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.

Fourth Infraction: Long –term bus riding suspension and parent/guardian contact. IF the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

***Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year. **Examples of serious infractions:** weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

Suspension will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Appeal Procedure

Parents/guardians of students who wish to appeal a suspension may submit a request to the school principal for an informal conference.

Discipline for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA).

Students with disabilities can be disciplined for misconduct while being transported.

A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement.

The district is required to provide some form of transportation unless the student is a danger to himself or others.

Procedures:

First Infraction: A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others alternative transportation and/or suspension may be possible.

Second Infraction: A meeting with the driver, principal, special education services and parents/guardians will be held. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required

Multiple Infractions: A meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement the student is allowed another ten (10) days cumulative suspension from transportation services.

Kindergarten Drop Off Procedure

A parent/guardian **MUST** be present when the AM kindergarten bus drops off students. If a parent is not present, the child will be taken back to the school and will need to be picked up there. It is not a requirement that parents are present during the PM drop off.

Emergency Evacuations

Every child who rides a school bus should know what to do in should it ever become necessary to evacuate the bus quickly and safely. ***Usually students remain on the bus during an emergency; however, two situations do require the bus to be evacuated:***

Fire or Danger of Fire:

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away, or near the presence of gasoline or other combustible materials should be considered as "danger of fire," and students should be evacuated.

Unsafe Position

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined, immediately, whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040

One emergency evacuation drill shall be held within the first six weeks of the school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall:

Make allowance for individual differences in exiting the emergency door.

Provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm.

Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.

Parking Lot Procedures

For the safety of all our children we have the following established parking lot safety procedures. Please set the example for your children and always use the crosswalk, only park in marked parking stalls. Please do not double park or stay idle in the through traffic lane, in the bus lane or in the fire lanes.

AM Drop-Off:

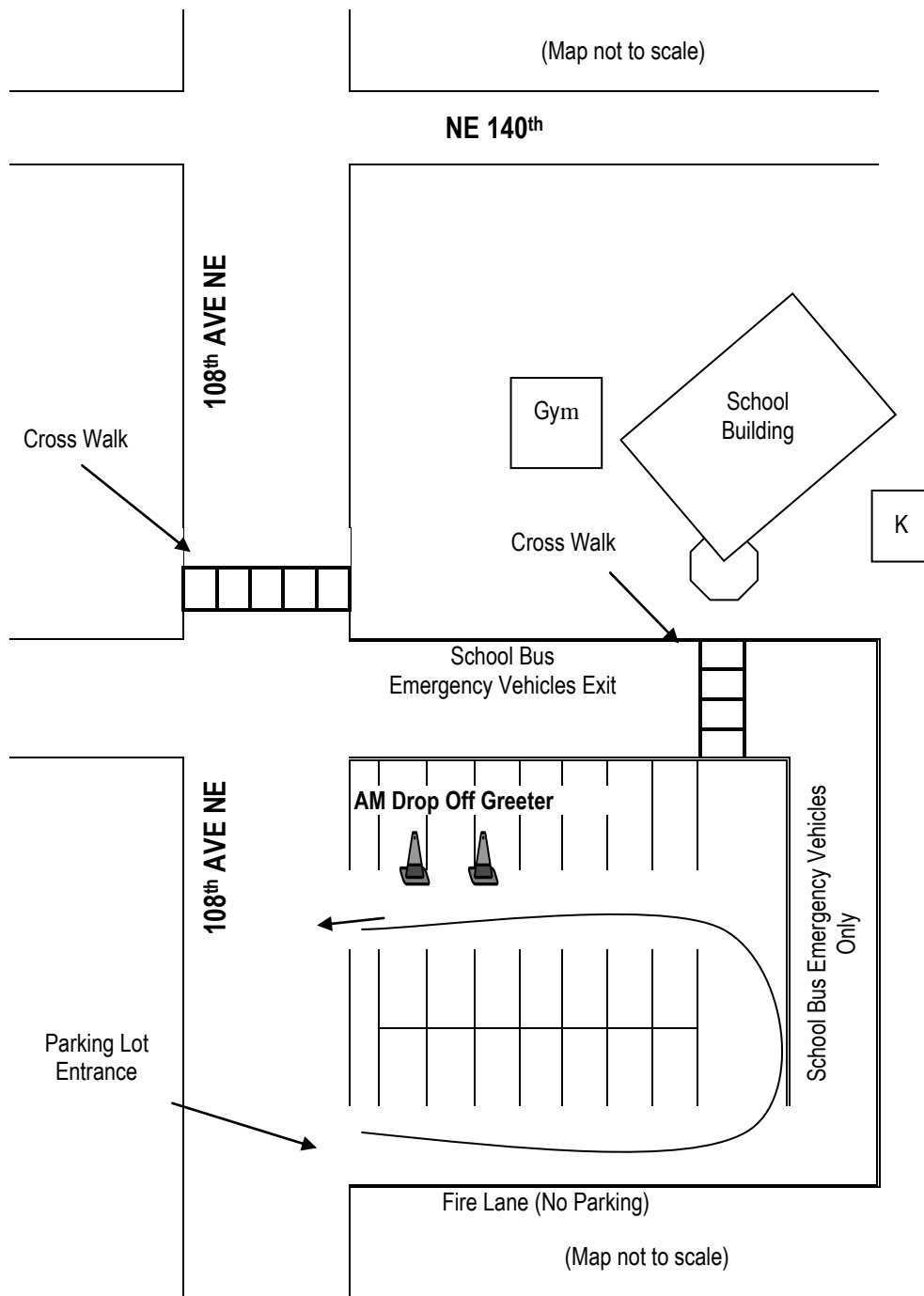
- Arrive no earlier than 8:40 AM.
- Please drive through the parking lot to the orange cones and volunteer greeter.
- Please do not allow your child to exit your vehicle until you have reached the greeter.

We realize there is a line of traffic however, it does move quickly. Following these rules will insure your Childs safety.

PM and Mid Day Kindergarten Pick Up:

- There is no drive through pick up.
- Please park in a marked parking spot.
- Exit your vehicle to pick up your child.
- Children will not be allowed to enter the parking lot with out an adult escort.
- Never double park or stay idle in the through traffic lane or in the bus and fire lanes.
- Fourth through Sixth grade students will be waiting at the Flag Pole.
- Kindergarten through Third grade students will be waiting in front of the Kindergarten building.

Thank you for your cooperation with this parking lot procedure. This will help us to help you protect your children from stranger danger and accidents that can happen in high traffic congested parking lots.



Reminder to parents:
Please use the crosswalk in the parking lot
when picking/dropping off your students.

Important District Policies

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior which undermines this respect, cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior, which materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities, or any other aspect of the educational process. Such acts shall be subject to discipline, including possible suspension and/or expulsion from school, and/or referral to law enforcement authorities.

Computer Use:

Keller promotes computer ethics as well as compliance with laws. No misuse of computers is allowed, including no program disks from home, no illegal copying of software, no opening of unauthorized files, no access to system folder or control panel, and any food or drink around computers. Violators can lose privileges and parents can be required to replace damaged equipment or software.

HARASSMENT Policy/Procedure

File: ACB-R

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated. Harassment of any employee or student, on the basis of individual differences including, but not limited to: gender, religion, race, age, ethnic group, disability, physical condition, sexual orientation or marital status is a serious violation of district and school policy.

Harassment:

Harassment can take many forms and can include bullying, intimidation, slurs, comments, rumors, "put-downs", jokes, innuendoes, unwelcome compliments, cartoons, pranks and/or other verbal or physical conduct relating to an individual which (1) has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance or education; 3) has the purpose or effect of substantially disrupting the orderly operation of the school or workplace; or (4) otherwise unreasonably affects an individual's employment or educational opportunities.

Sexual Harassment:

Sexual harassment is a type of harassment and occurs when the types of verbal and physical conduct described above are sexual in nature. Conduct is

gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or educational decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates a work environment that is intimidating, hostile or offensive.

Definitions:

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive and which interferes with efficacy or creates uneasiness.

Retaliation for a Complaint of Harassment:

All employees and students are prohibited from harassing any other employee or student and/or from retaliating, in any way, against anyone who makes a complaint of harassment.

Any employee who is found to have violated this policy will be subject to disciplinary action up to and including termination of employment consistent with collective bargaining agreements and state and federal laws. Sexual harassment by or against students is also prohibited. Any student who is found to have violated this policy or building regulations governing harassment will be subject to discipline according to the building discipline code.

Complaint Procedure: Informal Process

If any employee or student feels he/she has been subjected to harassment of any kind, they are encouraged to immediately identify the offensive behavior to the harasser and request that it stop. If the person is uncomfortable addressing the matter directly with the harasser or if the person has done so and the behavior does not stop, then they should discuss the matter immediately with the building administrator or any administrator with whom they feel comfortable or with the Administrator of Employee Relations. They should also report as indicated above any problems that arise with community members or other persons encountered in the school or work place.

Complaint Procedure: Formal Process

Whether or not an informal process has been initiated, staff or students may file a formal written and signed complaint with the compliance officer.

Investigative Procedures:

Any complaint received will be promptly investigated, and the district will take prompt corrective action when appropriate. A written report of the complaint and investigation results will be compiled. Results of the investigation will be communicated in writing to the complainant within thirty days. Appropriate corrective measures will be taken no more than thirty days from the written response.

False Reports:

It is a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

This policy and related procedure/administrative guidelines will be posted and disseminated in each work site and reviewed with employees and students on an annual basis.

Dangerous Weapons: Summary of the Lake Washington School District Policy:

Possessing, using, transferring or transporting any object that could reasonably be considered a firearm or a dangerous weapon: and possessing any exploding item or device that would be capable of producing bodily harm, damage to property or disruption of the educational process. Violation of this rule is considered so serious to the safety and welfare of both the student who violates it and others in the District, and such a disruption to the educational process, that emergency expulsion will always be immediately enacted. By law we are required to notify the local law enforcement agency of a violation of this rule. Also, by law, in the case of possession of a firearm we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

Guidelines for Personal Student Web Sites Housed on Private Servers:

(Put with AUP or computer use guidelines)

Students are encouraged to be involved in creating and maintaining their schools' official Web sites. The District has established the following guidelines for students who choose to create personal Web sites on private servers.

1. It is important to have a thorough understanding of the rules, terms and conditions established by the host provider especially as it relates to content and language. If these are not posted on the host site, an email should be sent requesting them.
2. The sites need to be closely monitored by the site initiator and/or manager (webmaster) to assure that everyone contributing to the site follows the rules, terms and conditions established by the Internet Service Provider.
3. School names, mascots, colors and the school or school district's website designs are legal trademarks of the school and district and cannot be used without permission.
4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.
5. If material posted to a website is illegal, obscene, defamatory, threatening, disruptive or harassing to other students or staff and/or the educational process, the District may contact the Internet Service Provider and website

initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and/or disciplinary action may also be taken by the District in appropriate cases to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material.

Human Dignity: (Board Policy/Language)

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment in which diversity is respected and encouraged.

A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with this aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or, characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of student, staff and volunteers.

Appropriate consequences for violating this policy are specified in this student code of conduct.

Harassment:

The district harassment guidelines/procedures should be included in the staff and student handbooks in their entirety.

Exceptional Misconduct:

Any conduct which materially and substantially interferes with the educational process is prohibited.

However, the following infractions have been judged to be so serious in nature and/or so serious in terms of the disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first-time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss and/or restitution to victims if appropriate. All of the following acts are specifically prohibited on school grounds, school-sponsored transportation, (including authorized school bus stops), at school events off school grounds, or off-campus if disruptive behavior effects result at school. Law enforcement may be informed.

Statement of Educational Philosophy of Helen Keller Elementary

Vision

Members of the Helen Keller Community will strive to lead responsible, caring and respectful lives that contribute positively to our global community.

Mission Statement

All children will experience a sense of achievement when challenged to fulfill their potential. All will leave Helen Keller Elementary School with an intrinsic desire for lifelong learning, and the ability to apply new information and skills to their lives to positively impact the world and others around them.

Vision for Keller Students

Keller Elementary school is a professional learning community where all students will gain the foundational skills so they may fulfill their hopes and dreams throughout their lives. Students will arrive at school each day ready to learn.

Students will leave Keller with the academic and social skills to follow any path they choose in life.

Guaranteed and Viable Curriculum

Students will learn the essential curriculum in reading, writing, mathematics, and science each year.

All Keller teachers will teach the essential curriculum in reading writing, mathematics, and science.

Challenging Goals and Effective Feedback

Individual goals for students will be established using various and timely formal and informal assessments. The information from the assessments will be used by the teachers and students to establish next steps in the student's educational process.

Safe and Orderly Environment

Relationships at Keller are based on mutual respect. In order to maintain a safe and orderly environment at Keller, all adults will know and be responsible for all students. All students will be respectful to self and others.

Collegiality and Professionalism

Keller educators determine how we will effect change in our school by continually evaluating school-wide and individual students' academic and social needs. We systematically and aggressively identify and solve problems as they emerge. There is an environment of "action, experimentation and a willingness to test ideas that seem to hold potential for improving student

achievement." Teachers at Keller work on problems thoughtfully, collectively, and continuously.

Walking and Bicycle Safety

Students are urged to observe every safety precaution on the way to and from school and while at school. The school rules are so designed to help prevent accidents. However, in addition to the school rules the students are asked to observe additional rules of safety. Please review these with your child.

Walkers:

1. Walk on sidewalks or the shoulder of the road.
2. Stay away from traffic.
3. Stay away from strangers.
4. Go directly to/from school by the nearest route.
5. Always be courteous.
6. Use crosswalks to cross streets.

Bicycle:

Children in grades 4-6 may ride bicycles to school. Permission forms are available in the office. Form must be completed and returned to the office before a bike is ridden to school.

1. Bike helmets are required.
2. WALK your bike when on school grounds.
3. LOCK your bicycle in the bike rack.

Remember to be safe and follow the rules of the road when riding your bike.

Safety Patrol

Student safety patrols are stationed on both sides of 108th N.E. (the entrance to Helen Keller), both sides of 108th N.E. & N.E. 140th and both sides of 140th and 110th. They are on duty from 8:45 - 8:55 a.m. & 3:30 - 3:45 p.m. Student patrol members are there for the safety of our students. Students must follow directions the first time given by any staff member here at Keller Elementary.

Adult crossing guards are stationed at the intersections of 108th N.E. and N.E. 132nd from 8:30 - 9:00 a.m. & 3:30 - 4:00 p.m.

Daily Schedule, Attendance, Arrival, Dismissal Policy

All Day Kindergarten through Sixth Grade

8:40	Students permitted on playground
8:55	Morning Bell
9:00	Tardy Bell
3:30	Dismissal

AM/PM Kindergarten

9:00 - 11:40	AM Session
12:50 - 3:30	PM Session

Early Release Wednesday for Kindergarten

10:55	AM Session
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Early Release Wednesday

8:40	Students permitted on playground
8:55	Morning Bell
9:00	Tardy Bell
2:00	Dismissal

Extended Day:

Extended Day services are available for all children in grades kindergarten-sixth, both before and after school. Please contact the District Extended Day office, at (425)882-8175, for further information.

Safe Arrival Program

To ensure the safety of our children, we appreciate parents contacting the school early each morning if their child will be absent from school. If we do not receive a call from you, a parent volunteer will telephone you to alert you to the fact your child has not arrived at school. The Safe Arrival phone number is (425) 825-7686.

Pupil Tardiness:

Help your child get prepared for the day and have them leave the house so they get to school as close as possible to 8:40. If students arrive at their rooms after 9:00 a.m. they are tardy and must report to the office to receive a tardy slip.

Transfer:

If you plan to move, please notify the office so that your child's teacher can send a form with your child to his/her new schools letting them know what reading, math, etc. Series your child has been using at Keller. Your child's records will be forwarded to his/her new school when we receive an official request from them. If you would like to take a copy of your child's immunization form, please request one from the office.

Checking Out of School Early

Whenever possible, please arrange medical and dental appointments outside of school hours. If it is necessary to remove a student from school prior to dismissal time, this is our procedure:

- Parent/designated person will come to the office to sign out his/her child.
- The office will call the student to the office where parent/designee will wait for the teacher to send him/her (for kindergarten, the parent may go to the classroom to pick up student after signing out).
- For student safety and to maximize their learning, students DO NOT wait for pick-up in front of the school or in the office during school hours.

Before and After School Hours

For the students' safety, they should not arrive before 8:40 and should be picked up by 3:40. **There is no adult supervision available before 8:40 or after 3:40.** If your child arrives early or is not picked up on time, families will be called to pick him/her up immediately. Students should go straight home after school and check in with a parent. They may come back to school grounds only with **daily** parental permission.

End of the Day Pick Up:

When picking up a child at the end of the school day, please stay in the main entrance of the school building instead of going to your child's classroom. This allows our hallways to be quiet until 3:30. Hallway noise disrupts end of the day instructions for students. When afternoon announcements are complete, teachers will dismiss students and your child will meet you in the main entrance of the school building. Please pre-arrange a location in the main entrance of the school building to meet. Please share this information with other family members who may be picking up your child. If you would like to talk with your child's teacher after school hours, proceed to your child's classroom after 3:30.

Student Absences

According to Washington State Compulsory Attendance Law, RCW 28A.27 excused absences are limited to:

- Illness
- Medical and dental appointments
- Religious instruction and observation
- Accompanying parents out of town
- Personal family business appointments
- Short-term suspension

Unique circumstances may occur; however, we urge everyone to try and be in attendance 180 days per year. Please report all absences to the office as soon as possible. Our phone lines are open from 7:30 AM to 4:00 PM. The call-in line is available outside of school hours. The number is (425)825-7686.

Vacation Policy

We discourage students from taking vacation other than during regular scheduled vacation times during the school year. Homework will be given out according to teacher discretion or upon the students' return from the absence.

Visits, Conferences, and Parent Involvement

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's birth to 21 years of age with suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District.

If you have a child, age birth to 21 and are concerned about his/ hers language /communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for our special education teacher, school psychologist or another guidance team member. You may also call the Special Services main office at (425) 702-3201 and request Child Find information.

Special Programs

Parent Classroom Visitation

You are welcome to visit your child's classroom during the school day. In order to provide you with the best observation possible and to ensure continuity in our instruction for all children, visitors are asked to comply with the following procedures:

- Arrange a visitation day and time with the teacher in advance of the visitation.
- Please check in at the office. If you enter the classroom without a visitors' pass, you will be asked to return to the office and obtain one.
- Sit at the back of the classroom. Enter into the classroom activities if invited to do so by the teacher.

Visiting Students

In an effort to maintain continued and consistent focus on student learning, we ask that only students currently enrolled at Helen Keller Elementary School attend class anytime during the school day.

Communication

Each Monday you can expect to receive an envelope with general school information. It is extremely important that you read all the information sent to you by your child's teacher or the school. We send you important information about your child and/or our school. In turn, we will read information you send us, and respond accordingly. Please sign the blue form in the front pocket of the Monday Mailer and have your child return the envelope the following school day.

Student Progress

Getting to know you and your family is important to the Keller staff. One way we accomplish this is through family/teacher conferences. Our first

conference with you this year will be held in August. The purpose of this meeting is to learn about your child and your hopes and dreams for him/her. The first report card conference is scheduled for the month of November. The conference time is provided so that teachers and parents can share information about student progress. Written progress reports are sent home a few days before the conference. A conference may be scheduled during the month of March upon parent or teacher request. An end-of-the-year report is sent home on the last day of school.

Attendance Area

Parents or guardians must live in the Lake Washington School District to attend Helen Keller. If you do not live in the Helen Keller attendance area (either in the attendance area of another Lake Washington School or out of the Lake Washington District), you must apply for a **variance** through the Helen Keller Office.

General Information

Identification of Money

Whenever money is sent to school with a child, it is best to place it in a sealed envelope with your child's full name, the amount, teacher's name, and the purpose for which it is to be used written on the envelope. This will make recovery possible in case of loss and helps us to credit you with the proper amount.

Lost and Found

Many coats, jackets and boots are identical. As you know, from your own experience at home, children frequently misplace or lose things. Your child's clothing can be easily recovered if the **name is sewn in or written on a tape with permanent ink**. When articles of clothing are found they will be hung on the wall opposite the entrance to the first grade cluster (beside the entrance to the library). All unclaimed clothing will be donated to a charity during winter break and at the end of the school year.

School Closure

Sometimes winter snow, slippery streets, or other weather conditions prevent buses from traveling safely. When this happens, the Lake Washington Schools are closed or delayed. Local television and radio stations will carry coverage of school changes. Instead of calling the school office, please listen to the local radio stations as notices about school changes are always announced. We have listed several local radio stations for your convenience.

AM Stations

KIRO 710

KMPS 1300

KJR 950

KARR 1460

KING 1090

KLSY 1540

FM Stations

KLSY 92.5

KMPS 94

Student Health, Medications and Accidents

Medication

Per State Law, NO medication, including aspirin, or cough drops, can be given to your child without a medical form that is signed by BOTH the parent and the child's doctor. We have the medical forms in the office. A new form must be filled out each year as dosage can change. Medications **MAY NOT** be transported to and from school by students. This is necessary for your child's protection and for ours, as well.

General Pupil Health

It is **very** important for students in all grades to get the proper rest at night and have a nourishing breakfast in order to function to their maximum capabilities in school.

Suggested hours of sleep:

Kindergarten through third grade:	10-12 hours
Fourth through sixth grade:	8-10 hours

Sick Children

We have a number of requests from parents wanting their children to stay in from recess once they return to school from being ill. We do not have the facilities or the personnel to supervise these youngsters. Our suggestion is that if your child is too ill to go outside to recess, that you keep them home an additional day. We assume that if children come to school, then they are healthy and need to go outside during recess. A **child should not return to school for 24 hours following the last episode of vomiting or fever.**

*** Please make sure all emergency contact information is up to date.**

Control of Diseases

Disease	Exclusion Period
Chicken Pox	7 Days or until all vesicles are crusted
Conjunctivitis (Pink Eye)	Eyes must appear clear and no pus remains
Mumps-	Until fever is gone and there is no visible swelling
Impetigo & Ringworm	May attend school with written notice from doctor
Strep Throat	While fever is present
Head Lice	Pupil is excluded from school until all signs of egg cases (nits) have disappeared.

Emergency Information:

It is very important for the office to have up-to-date phone numbers for parents. A white emergency card is included in the first-day packet. Please complete a card for each student and return them to school immediately. Also, complete the special medical and custody information on the back of the card if applicable for your child. Please call the office and our office staff will attach a note to your child's card if you plan to be out of town while your child is in school. The office needs the following information: your child's name room number, how is responsible for him/her in your absence, their phone number, who and how long you will be gone and (if possible) an out-of-town number where you can be reached. Please call and update your contact information if your home or work numbers change during the year. This card is our main source of information, and sometimes our only source, to reach you in the event of an emergency regarding your child.

Accidents:

If a youngster is injured seriously at school, the parents will be called immediately. If parents are not home, the person listed on your child's emergency card will be called. If no one is available, we will use our best judgment about what to do for the child. In case of a head injury, a parent notification form is always sent home with your child, as well as a phone call. While we always will try and contact a parent first, in the case of a serious injury, 911 will be called and then the parent.

Helen Keller Elementary Homework Policy

This letter explains the homework policy for our school. Please read the policy with your child so that you understand the expectations of students and parents with regard to homework. Following these guidelines can help decrease tension associated with homework and increase your child's learning.

For your child to be successful with homework, he/she needs:

A place to do homework. If possible, your child should do his/her homework in the same place (an uncluttered, quiet space to study).

A schedule for completing homework. Set a homework schedule that fits in with each week's particular activities.

Encouragement, motivation, and prompting. It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact your child's teacher.

Understanding of the knowledge. When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. If your child consistently cannot answer these questions, please contact your child's teacher.

Reasonable time expectation. If your child seems to be spending too much time each night on homework, please contact your child's teacher.

K	10 Minutes	4 th	40 Minutes
1 st	10 Minutes	5 th	50 Minutes
2 nd	20 Minutes	6 th	60 Minutes
3 rd	30 Minutes		

At bedtime. When it is time to go to bed, please stop your child, even if he/she has not finished the homework.

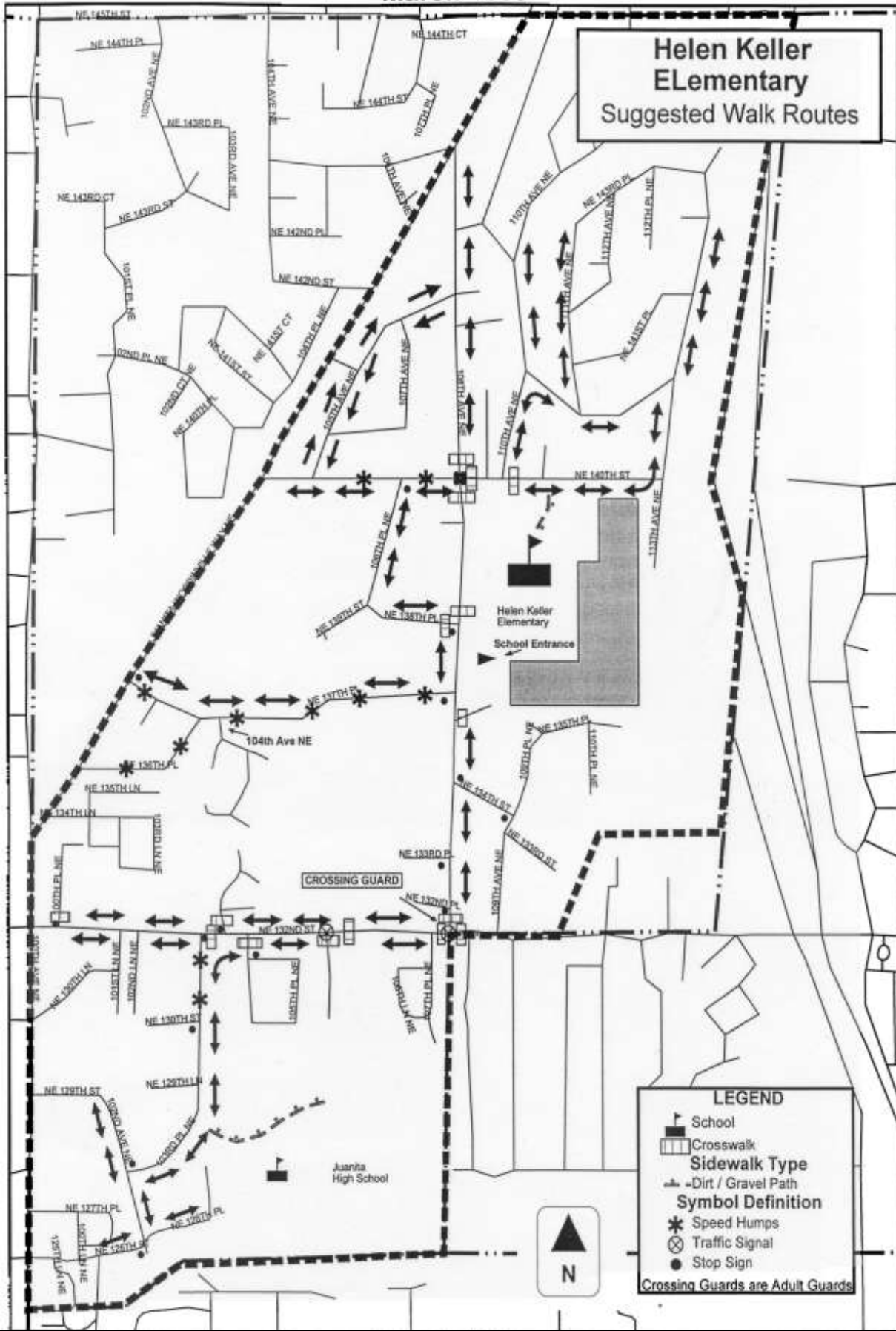
Communication with school. Check homework folder for homework log. Sign off that you are aware of homework for the week.

Grading: The teacher will grade each homework assignment for content and timeliness. If your child turns in an assignment late, the score for "timeliness" will reflect

The grade for the time it was received.

March 1999

Helen Keller Elementary Suggested Walk Routes



LEGEND

- School
- Crosswalk
- Sidewalk Type**
- Dirt / Gravel Path
- Symbol Definition**
- Speed Humps
- Traffic Signal
- Stop Sign

Crossing Guards are Adult Guards

March 1999

