

# GENERAL INFORMATION

## ARRIVAL TO SCHOOL:

- Students who eat breakfast should arrive at 8:30 a.m. and line up outside the gym.
- ALL OTHER STUDENTS should arrive after 8:45 a.m. and line up outside their classroom. Please do not play on the playground before school.
- THERE IS NO SUPERVISION BEFORE 8:45 a.m.

## BREAKFAST / LUNCH:

- Breakfast is served in the gym foyer and eaten in the gym from 8:35 a.m. to 8:45 a.m.
- Lunch is served in the gym foyer and eaten in the classrooms from 11:30-1:00
- All food is to be eaten in the classroom or gym and is not allowed on the playground.

*Breakfast/Lunch prices are as follows:*

Student breakfast	\$1.00	Adult breakfast	\$1.75
Student lunch	\$2.25	Adult lunches	\$3.00
Milk prices	\$ .50		* Prices may change

Forms for free/reduced lunch are available in the office.

A cash register program is used. Money is deposited and the cost of the meal or milk is deducted from the account. Parents are notified when the account is low on funds. A check or cash may be sent and should be given to the teacher when students enter the classroom.

## CLASSROOM DINING EXPECTATIONS:

1. Students are expected to be seated while eating and drinking
2. Students are expected to use the same manners one would use while dining at a fine restaurant-use napkin, keep elbows off the table, chew with your mouth closed, etc
3. Students are to use inside voices while conversing
4. Students are to sit at their own desk unless the IA/teacher approves sitting somewhere else
5. Microwave ovens are not available for student use and thus students are not permitted to bring foods that require heating
6. Students are expected to clean up their desk when finished dining

7. Students are expected to clean up any mess they make
8. Students are expected to not share food without permission from the IA/teacher
9. Students are expected to save refuse for one trip to the garbage can
10. Students are expected to not use classroom computers without approval from the IA/teacher
11. Students are expected to report to an adult if the garbage can is missing, the garbage can liner is missing, or the garbage can is full

Your cooperation with these expectations will ensure a pleasant dining experience for all students and staff!

#### **DISMISSING STUDENTS DURING THE DAY:**

If a child must be excused during the day for doctor or dental appointments, the parent needs to write a note to the teacher stating the time and who will be picking up the child. The parent comes to the office to sign out the child and the office contacts the classroom to have the child dismissed.

#### **ELECTRONIC DEVICES AND CELL PHONE POLICY:**

In order to create a positive learning environment for all students, any personal electronic devices may not be used on campus before 3:30 p.m. This includes, iPods, MP3 players, handheld gaming devices (ex. GameBoys, Nintendo DS, Sony PSP). If a student brings one of these types of devices to school, it may be confiscated.

At JME we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day any student bringing a cell phone to school must keep it turned off and out of sight during school hours. If a student is seen with a cell phone during school hours they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up. During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 425-825-7680 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:30 p.m.

## **EMERGENCIES:**

If school needs to be closed, the School District will notify local radio and television stations. Tune into one of the stations below for information:

### *AM Radio*

KIRO 710  
KJR 950  
KOMO 1000  
KING 1090

### *FM Radio*

KMPS 1300  
KPLU 88.5  
KPLZ 101.5  
KLSY 92.5  
KMPS 94.0

### *Television*

KOMO (ABC) Ch 4  
KING (NBC) Ch 5  
KIRO (CBS) Ch 7

We suggest you remain at home unless directed by emergency personnel to come to the school grounds. If you arrive at the school during an emergency, you should go to the area in front of the gym and wait for directions from the staff. Very specific procedures for student release must be followed in any emergency situation so please be patient. All these procedures help guarantee student safety.

It is important that student emergency information is correct. Please contact the office if there are any changes in your contact information.

## **Important emergency phone numbers:**

John Muir Elementary	425.825.7680
Safe Arrival for reporting absences	425.823.9889 (from 4:00 PM to 9:30 AM)
Lake Washington School District	425.702.3200
Public Information	425.702.3300

Emergency drills are held monthly. These drills include fire, earthquake, intruder and lock downs.

## **ENROLLMENT / VARIANCES:**

Students in Washington State may apply for an enrollment variance to attend a school in a different school district (out of district variance) or to another school in the Lake Washington School District (in-district variance).

Variations are accepted in a space available basis. Refer to the school district website, <http://www.lwsd.org/parents/studentregistration> for timelines and processes.

## **FAMILY RIGHTS AND PRIVACY ACT:**

The Lake Washington School district is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission from parents unless parents submit the Request to Prevent Disclosure of Directory Information form. A copy of this form is available in our office.

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the new media or law enforcement). This information will not be released for commercial purposes.

## **HEALTH CURRICULUM:**

Health is one of the subjects which is taught in grades 4<sup>th</sup> – 6th. Students and parents will get information in the fall at Curriculum Night and a letter will go home 1 month prior to sex education/HIV instruction. Waiver forms are available in the office if a parent chooses not to have the child participate in the health curriculum. Parents have the right to preview the material being taught by setting an appointment with the Principal.

## **JUNIOR HIGH AND HIGH SCHOOL STUDENTS:**

Junior and senior high school students are welcome at Muir when serving in a volunteer role that has been arranged in advance with a Muir staff member. Just like any other volunteer coming on campus, a junior high and high school volunteer must sign in at the office and wear a badge at all times when on our campus. In order to maintain a safe and secure academic environment for our elementary students, junior and senior high students are not permitted to wait on campus during the time period between their being dismissed from school and our dismissal time. Junior high and high school age students are welcome to meet their elementary school siblings on campus starting at 3:25p.m. Kamiakin Junior High offers an after school study session if a junior high student needs a place to wait for an elementary school sibling.

## **MEDICATION / HEALTH ROOM:**

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If a student is currently taking daily

medication, parents need to arrange to have the student take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

### **PARKING LOT:**

When picking up or dropping off students, please only use the curb lane. Please pull as far forward as possible in the drop off/pick up zone. Be sure that students load and unload on the curb side only. Parents **MUST** remain in their vehicles in the pick-up/drop-off zone. **DO NOT USE THE CENTER PARKING LOT DRIVEWAY FOR PICKING UP OR DROPPING OFF.** If you need to get out of your car for any reason, **PLEASE PARK IN THE LOT.** The church parking lot to the north of the school is also available for dropping off and picking up students. An adult supervisor is on duty at 8:45-9:00 a.m. and 3:30—3:45 p.m. Thanks for your cooperation!

### **PETS AT SCHOOL:**

The presence of dogs in and around schools is a controversial subject given the unique relationship between people and dogs in general and between kids and dogs in particular. While there are benefits to be derived through the interaction between children and animals, we also need to be aware of the risks associated with the presence of dogs on campus. Within the past two years we have had instances of people being bitten by dogs both in school and on the grounds. Indoor air quality, including odors, can be affected due to animal dander that is present with any fur animal; dander that can be transported throughout the building by the HVAC system. According to the American Academy of Allergy, Asthma and Immunology, allergies induced by dog and cat contact are estimated to occur in approximately 15% of the population. The presence of a dog may cause a student who has allergies to have a reaction that is detrimental to the health of the child as well as the child's educational experience. While most of the dogs that are brought into schools are well cared for, the very nature of a dog being a dog impacts the cleanliness of the classroom. We also have the ongoing challenge of dogs being allowed to run unleashed on school grounds as well as dog owners not cleaning up after their animals during their walks on campus.

Service dogs play an important role in assisting people in their daily lives. While these dogs are by their nature very friendly and well-behaved, they still carry with them the same environmental issues as any other fur-bearing animal.

### **PHONE CALLS:**

Students may use the phone only in emergency situations. Because of a limited number of phone lines, students may not make calls to make social arrangements and calls that have been determined by the teacher or the office staff to be non emergencies.

### **PUPIL PROGRESS REPORTS:**

All students will receive a written report in November and March and at the end of the school year. Parent-Teacher conferences will be held in November and March. Additional conferences may be scheduled throughout the school year by the teacher or parent as needed.

### **SAFE ARRIVAL PROGRAM:**

The safe arrival program notifies parents if their child has not arrived at school. This program is managed by parent volunteers. If a child is absent and the school has not been notified, a call is placed to the parent. To report an absence, parents are requested to call the school anytime between 4:00 p.m. and 9:30 a.m. at 823-9889. You will be able to leave a recorded message stating your student's name, teacher's name, date and reason for absence. A phone call should be followed up with a note explaining the absence when the student returns to school.

### **SCHOOL AND DISTRICT EVENTS:**

For high school, junior high and elementary after hours events sponsored by the school or the PTSA, all students MUST be accompanied by an adult. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools, or at school sponsored events.

### **SICK CHILDREN AT SCHOOL:**

If a child comes to the health room with 100 degree or more fever, the parent is contacted to pick up the child and take him home. When children come back to school from being sick, it is assumed that they are healthy and need to go outside during recess. We do not have the facilities or the personnel to supervise children inside during recess. If children are too ill to go outside, it would be best to keep them home an additional day.

Lice, Scabies: Children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment.

## **STUDENT SAFETY PATROLS AND STUDENTS WALKING TO SCHOOL:**

Adult supervisors and student safety patrol help support student safety as students walk to and from school. Students are expected to follow the safe walking route guidelines provided by the LWSD Risk Management office and use the designated crosswalks where there are supervisors and student patrols. The following crosswalks are supervised and should be used by students walking to and from school:

- 132nd Avenue NE and NE 140th Street (traffic light at school)
- NE 132nd Street and 132nd Avenue NE (traffic light near park)
- NE 140th Street and 129th Place NE

These guards and supervisors are given the authority to remind students to act in a safe manner and to report if students are not responsive to their reminders.

## **UMBRELLAS:**

Students may use their umbrellas to and from school, but they may not use them during recesses.

## **VISITING SCHOOL:**

Parents are welcome to visit classrooms during the school day. In order to provide the best observation and to ensure continuing instruction, visitors are asked to arrange the day and time with the teacher in advance. District procedures require that **all school visitors report to the office** and obtain a pass and nametag before going onto the school grounds. This is necessary to maintain building security and to avoid interruptions of the instructional program.