

# GENERAL

## **Emergency School Closures:**

Severe weather conditions sometimes prevent school buses and cars from traveling safely. When this occurs, the Superintendent's office notifies local radio and television stations. News of school closing is announced early in the morning. Please check the news stations if you suspect that weather conditions may close schools.

Because the possibility of severe weather or other emergencies may result in early dismissal from school, parents should make appropriate arrangements for their children. Please be sure your children know what to do in case of unusual conditions requiring early dismissal.

## **Accidents/Illnesses At School:**

When children become ill or are injured at school parents are contacted. Sandburg/DCS has a health room, including a cot, where a sick child may wait until parents arrive. When a child is sick or injured, it is important that they are picked up **as soon as possible**. Please be sure that the school has a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Also, please update your work, home and emergency numbers when they change.

## **Medication:**

According to state law (RCW 18a-31 Ch. 195) any medication **including non-prescription and over-the-counter medication** to be administered to a student by an employee, must be requested and authorized in writing by a parent/legal guardian AND a physician or dentist. Forms are available at the school office. All medication must be kept in the office and brought to school by a parent/guardian. Students may not have medication in their possession.

## **School Telephone:**

Due to the large volume of school business calls, students may not use the phone for personal or social reasons. Calls home and messages from home are for **emergencies only**.

Please limit messages to students to **emergencies only**. Notes in a lunch box, attaching a tag to a backpack, etc, can serve as reminders for after school activities.

## **Lost And Found:**

"Lost and Found" items are collected and placed in the cream colored lost and found container outside the library. Please remind your children to check in the "Lost and Found" regularly when they misplace items. Please mark all articles of clothing and other items with your child's name. The school district, by law, cannot pay for lost, stolen or broken personal possessions of students. On a regular basis, unclaimed lost items are donated to a clothing bank.

## **Lunch Program:** (prices subject to change)

- Student Lunch (daily)                   \$2.25
- Milk   \$0.50
- Adult lunch                               \$3.00

Parents may join their child for lunch. Check in the office and meet your child at their lunchtime. Cash may be sent for daily lunch, or any amount of money may be sent to school to be placed in your student's lunch account. When the account is overdrawn, a green envelope will be sent home. Funds can be added to your student's lunch account with a Visa or MasterCard by phoning 425-702-3393.

## **Emergency Lunch:**

If your child needs an emergency lunch, we will follow the Food Service Emergency Lunch guidelines, which state the first two emergency lunches will be a full lunch. Any subsequent emergency lunches will consist of only fruit and milk. All emergency lunches must be paid back as soon as possible.

### **Free and Reduced Price Lunches:**

These are available to children from families whose income falls within the eligibility guidelines. Please contact the school office for an application.

### **Dress for Success:**

To help foster an appropriate attitude and regard for school, students are expected to display personal cleanliness, neatness, and acceptable attire. The wearing of obscene or unbecoming apparel is strictly forbidden. Clothing such as short-shorts, cutoff jeans, halter tops or tank tops are not appropriate clothing for school. Since students are required to go outside for recess and take part in P.E., be sure they are appropriately clothed for the weather and these activities. Consistent with our drug and alcohol prevention program, we discourage students from wearing clothing that promotes these types of products. Students will be sent home to change into appropriate attire. Shoes must be worn at all times for health and safety reasons. **Hats or caps may be worn outside the building only.**

### **Building Use:**

Community use of the building is encouraged whenever possible. Proof of insurance is required for activities not sponsored by the PTSA. Please stop by the school office for a building use form and verify that the room and date are available. When the form is approved, the calendar will be updated with the event. School programs will have first priority to the rooms and the school reserves the right to cancel an activity if the room is required for a school program. Fees are possible depending on the activity and date. More information is available by calling the school office at 823-8670.

### **Tobacco-Free Environment:**

It is the policy of the Lake Washington School District to prohibit the use of tobacco products on public school property. For purposes of this policy, the term "tobacco" shall include any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking equipment or material, or the chewing or sniffing of a tobacco product. Staff, students, parents, contracted personnel and visitors are prohibited from using tobacco products on school property.

### **Bus Passes:**

If space permits, students may ride home from school with another student or get off their regular bus at a different stop. Students should bring a signed permission note to the office during their recess giving their name, teacher, date, and name of the child with whom they are to go home, and they will be given a blue bus pass to show the bus driver. Bus drivers are not allowed to carry children on different routes or allow them to change bus stops without a pass.

Please remember: **No Dogs Allowed On School Property**