

**Parent
and
Student**

2021/2022

Handbook

Norman Rockwell Elementary



Norman Rockwell Elementary

*Celebrating 40 Years of
Giving our Beagle Best!* **1981-2021**

LWSD WEBSITE INFORMATION

Lake Washington School District website: www.lwsd.org.

Calendar: <http://www.lwsd.org/about-us/district-calendar>

Gifted/Quest program: <http://www.lwsd.org/programs-and-services/accelerated-programs>

Safety info: <http://www.lwsd.org/programs-and-services/safety>

Grade Curriculum: <http://www.lwsd.org/programs-and-services/curriculum-instruction>

Lunch Menu/payment: <http://www.lwsd.org/students-families/breakfast-and-lunch-menus>

Entrance age requirements: <https://www.lwsd.org/about-us/policy-and-regulations/entrance-age-jeb>

New Student registration: <https://www.lwsd.org/students-families/registration>

Attendance boundaries: <https://www.lwsd.org/schools/attendance-areas>

District Childcare options: <http://www.lwsd.org/students-families/before-and-after-school-care>

Bus Routes: <http://busroutes.lwsd.org/elinkrp/Students/BasicTransBoundarySearch.aspx>

COMMUNICATION

PTA Beagle Bugle and Rockwell School Newsletter: These newsletters are the primary methods of school to home communication. The Beagle Bugle is sent via email to subscribers and posted on the PTA website each Tuesday. The Rockwell School Newsletter is sent via email to all families on Fridays. Information includes important dates, messages from school staff and details about upcoming PTA and school activities and programs. The Bugle and School Newsletter do not accept paid advertising or classified ads. If a family does not have email service, contact the office for a paper copy. To subscribe to the PTA Beagle Bugle, email "subscribe" to bugle@normanrockwellpta.org. Families will be signed up automatically for the School Newsletter.

The deadline for Bugle articles is 1:00 p.m. on the Thursday prior to the date you wish your article printed. Please submit articles and art to bugle@normanrockwellpta.org. The Beagle Bugle welcomes article submissions from students and parents. Student journalists may submit articles about current events, students' opinion-editorials and poems or short stories. Parents may submit articles about PTA events and school related topics. Short pieces will be edited for inclusion in the Bugle, longer pieces will be posted on the website with a link in the Bugle. The Bugle Staff reserves the right to be selective regarding the materials that are publicized. Directory: Norman Rockwell PTA publishes a school directory. Parents must complete a PTA information form to be included in the directory. PTA Website: www.normanrockwellpta.org

PEACH JAR E-FLYERS:

Occasionally, you will receive emails about community happenings, events, classes through the PeachJar E-flyer system.

If your non-profit group would like an event or class advertised in the Peach Jar E-flyer system, please find information [here](#). If you are an outside organization, you need to go through the district via the link.

Flyers for Rockwell PTA events (such as our dance or BBQ) may also be sent to our school community through Peach Jar. Email your PDF to [Diane Fairbanks](mailto:Diane.Fairbanks) in our front office for submission.

Contacting Staff: Email is the most efficient method for communicating with staff, especially during the school day. Emails are best for a quick question or to set up a request for phone dialogue. Please keep emails brief, as teachers have minimal time to check and respond during the day. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached through email or by telephone at 425-936-2670. Teachers cannot usually be reached by phone during the school day except in an emergency. If you need to let us know of time sensitive information, such as a change in pick up plans, contact the office. Please see the Rockwell website for a list of teacher email addresses:
<http://rockwell.lwsd.org/about-us/staff-directory-and-contact>

Open House: In late August, students have the opportunity to meet their teacher and see their classroom prior to the start of the school year. Watch the school reader boards and website for more information.

Curriculum Night: Teachers describe their classroom curriculum and outline expectations for the year. Parents are encouraged to ask questions and clarify information.

Conference Weeks: Scheduled in October and again in January. These days are designed for parents and students to meet one on one with their child's teacher. Parents may request additional conferences at any time.

Report Cards: There are two report cards per year, at the end of January and June. Using Skyward Student Access/Family Access you may view your child's academic progress at any time:
<https://www2.saas.wa-k12.net/scripts/cgiip.exe/WService=wlkwashs71/fwemnu01.w>

Website: Norman Rockwell Elementary school website is located at <http://rockwell.lwsd.org/>. It is updated regularly and features basic school information, PTA events and programs, and links to individual classroom pages and the monthly lunch menu and calendar.

EMERGENCY PROCEDURES

EMERGENCY CONTACT INFORMATION

It is very important that the office have up-to-date phone numbers for parents. An emergency card is included in the first-day packet. Parents should complete a card for each student and return it to the school immediately. Please complete the special medical and custody information on the back of the card, if applicable to your child. Call the office if you plan to be out of town while your children are in school. The office needs the following information: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

Complete the emergency forms carefully. Please designate more than one local friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible.

They will need photo ID to do so. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency. Please bring your patience. It will take time to release more than 500 students, and your child's safety is our paramount concern.

SCHOOL CLOSING

In order to maintain open communication lines, you are asked NOT to call the school. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. In the event of a natural disaster or severe weather conditions, parents are asked to stay tuned to their radio or television for information. You may also check the website www.flashalert.net or the Lake Washington School District website, www.lwsd.org You should also receive an automated phone call in the event of a closure or delay.

If school is to be closed, the decision and announcement will be made prior to 6:30 A.M. The school is not authorized to dismiss school early unless so directed by the LWSD administration. If school is dismissed early, please come to school and look for the "Student Release" table area and follow the directions of the staff. **You must have photo ID to pick up your child.**

LOCKDOWN

Occasionally, the building principal may make the decision, in coordination with local public safety officials, to lock down the school. No one may come or go from the school during a lockdown. If you hear on the radio or television that the school is in a lockdown, *DO NOT CALL OR COME TO THE SCHOOL*. Phone calls will not be answered and you may place yourself in harm's way, or hinder the work of law enforcement officials.

The school has written policies and procedures for lockdowns, and the children are regularly drilled on the procedures. The safety of students and staff is our highest priority.

EMERGENCY OPERATING SCHEDULE

When emergency conditions result in school schedule changes, the district will use one of the following plans:

No announcement means normal schedules: Dismissal schedules will be at regular times unless otherwise announced on the radio between 11 A.M. and 12 P.M.

Schools are closed: All building activities are cancelled, including school, all before and after school activities, athletic events and parent meetings.

Late start and limited bus service: High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited. When in effect, Quest and AM Kindergarten classes are cancelled.

Special announcement: A variation of the above plans will be announced, if necessary, due to a power failure or other conditions.

NUTS AND BOLTS – ROCKWELL PROCEDURES

ABSENT OR LATE STUDENTS

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 some missed assignments can be made up, nothing can replace valuable in-class instruction.

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Rockwell will be **mandatory** for all students. A written excuse or safe arrival phone call from parents or guardian will be required for all absences, late arrivals to school, or early dismissal. Please call the Safe Arrival number before 8:30 a.m. if your child will be absent or arriving late. Our Safe Arrival Phone Number is **425-936-2671**. If we do not receive a call by 9:00 am we will attempt to contact the parent/guardian and verify the absence. An ABSENCE is recorded when a student misses more than 60 minutes of class time in either AM or PM session. If a student is absent from the school day because of illness, they cannot attend after school clubs/events.

The parents of ANY student with ONE (1) UNEXCUSED absence in a MONTH will be informed in writing or via phone call.

The parents of ANY student with TWO (2) UNEXCUSED absences within a MONTH will be informed of the need to confer with the principal.

The parents of ANY student with FIVE (5) UNEXCUSED absences in a MONTH will be informed of the need to establish a CONTRACT and will be referred to the Community Truancy Board (CTB).

If an ELEMENTARY student, aged SIX (6) or OLDER has FIVE (5) EXCUSED absences in a MONTH, the principal will inform the parents of the need to conference (unless prior notice of absences is received or a doctor's note is provided, and the school and parents have an agreed upon academic plan).

If an ELEMENTARY student, aged SIX (6) or OLDER has TEN (10) EXCUSED absences in the current SCHOOL YEAR, the principal will inform the parents of the need to CONFERENCE (unless prior notice of absences is received or a doctor's note is provided, and the school and parents have an agreed upon academic plan).

ANY student with TEN (10) UNEXCUSED absences in the current SCHOOL YEAR will have a truancy petition filed.

The office will write tardy/admit slips beginning at 8:50 am per the wall clocks.

At 5 tardy arrivals within a month, or if a teacher has significant concerns, the principal will be notified and asked to make contact with the families, explaining the educational impact on the student, teacher and classmates.

At accumulated tardies of 15%, a letter will be sent from the principal/associate principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies remain at 15% or greater, there will be another letter requiring parents to make an appointment with the principal.

If tardiness continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

VACATION WORK POLICY

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance.

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 as a result of vacation scheduled during school time.

EARLY DISMISSAL

We discourage early dismissals because learning takes place right up until the final bell. However, we recognize the need for medical and dental appointments and other emergencies. Please send a note or email one day prior to the teacher and the main office. When you arrive, go to the office to sign your child out. Students are released only to parents, guardians, or those having parent permission.

FIELD TRIPS

Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip.

ILLNESS, INJURY AND MEDICATIONS

Any illness or injury will be reported to the classroom teacher who will then have the student report to the office. If the illness or injury appears serious, parents will be contacted by office personnel. Emergency phone numbers on enrollment cards are important and must be listed in case we are unable to contact the parents.

If your child is sick and will be going home, it is in the best interest of your child that they go home in a timely fashion. The Health Room gets very busy, and there is not another place for a sick child to wait to be picked up. This may cause undue stress for your child when they are already ill.

It is of paramount importance to the safety of our students that parent's home, business, cell phone, and emergency numbers be kept updated during the year.

HEALTH ROOM MEDICATION

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 your child is currently taking daily medication, please arrange to have your child 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)

https://www.lwsd.org/uploaded/Website/About_Us/Forms_Library/Student_Health/General-Medication-Authorization.pdf; 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.

LUNCH MONEY

Individual lunches cost \$3.25 for students (\$65.00 for a month) and \$4.25 for adults. Milk and juices are available at a cost of \$0.50. Hot lunch menus are available on the district website at:

[School Lunch Menu](#)

Prepay with Credit Card: Parents may prepay for as many lunches and/or milks as they would like through the School District. With this system, each student has a computerized account. Please follow the instructions online at [MySchoolBucks](#) or call 425-702-3393.

LUNCH MONEY (continued)

Prepay with check: Please make your check out to “Norman Rockwell” and in the “For” line add the student’s first and last name and “lunch money”.

Prepay with cash: Please put cash in an envelope with student’s first and last name, teacher and “lunch money”.

When a student does not have a lunch or lunch money, an emergency hot lunch will be provided. Free and reduced lunches are available to qualifying students. Information and applications are sent home on the first day of school, or are available in the office.

The Food Service office is located in the L.E. Scarr Resource Center for the Lake Washington School District at Redmond Town Center.

PARENT AND VISITOR PROCEDURES

We welcome families to visit Norman Rockwell, and to volunteer in the school or for a PTA activity. We value family visiting school during performances and welcome them during lunch. Instructional time, however, is for our students only (unless approved by teachers i.e. art docent, reading/math group...).

When visiting or volunteering at the school, please check in at the office first and wear an identification badge. This helps keep our children safe!

If you wish to volunteer, or chaperone a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at: <https://www.lwsd.org/get-involved/volunteering-in-lwsd>. Or, see the office staff for more information.

Volunteer opportunities for PTA activities are available online at <http://normanrockwellpta.org/Page/Volunteer/Volunteer%20Opportunities> or in the office.

TRAFFIC SAFETY

In order to maintain an effective traffic safety program, your cooperation is needed. Our goal is safety for children, not convenience and time-saving for parents. Please help promote our safety program by observing the following regulations:

Safety Patrol: Please cooperate with our hard-working safety patrol. They go on duty at 8:25 A.M. and leave duty at 8:45 A.M. They are also on duty from 3:20 to 3:35 P.M. and 1:50 to 2:05 P.M. on Wednesdays. They help students safely cross the streets. They do not direct traffic.

Bicycles, Scooters & Skateboards: All elementary students above the age of 10 may ride a bicycle to school with a completed permission form signed by the parent/guardian. For students under the age of 10 an adult must accompany the student both to school and on the return home.

Bicycle permission forms are available in the office and on the [Rockwell website](#).

Because of safety and liability concerns, Lake Washington School District does not allow skateboards on school grounds. Students are asked to leave skateboards, inline skates and scooters at home.

Parking & Pick-Up/Drop-Off: The bus lane in front of the school is a NO PARKING ZONE and is reserved strictly for buses, district transportation, and childcare vans. **Student drop-off or pick-up is in the upper lot, in the right lane only, and from the passenger side of the car. Drop-off only in the area striped with diagonal lines, where staff are supervising students.** The left lane is for through traffic and exiting your child from the left side of your vehicle is unsafe. Please do not block the bus lane if you are waiting to pick-up or drop-off; wait at the curbside on the road in your vehicle until space in the drop off lane opens up.

Bus Rides: Bus service is provided for students living 1.0 miles from school or for those students that do not have a walking route to school. For new students, bus routes and schedules are available on the district website at: <http://busroutes.lwsd.org/elinkrp/Students/BasicTransBoundarySearch.aspx> Parents may also call the District Transportation Department 425-882-5120.

SCHOOL PHONE AND EMERGENCY MESSAGES

To alleviate classroom interruptions and protect learning, students cannot be reached by phone. In the event of an emergency, please contact the office and a message will be delivered to the student. Please discuss after school arrangements in the morning before school starts. Students will not be able to use a school phone to make after school arrangements, call for homework, etc.

STUDENT SUPERVISION

Rockwell students are supervised during the school day in the classroom, on the playground and in PE, Music and Library classes. However, we do not provide supervision before or after school. To ensure the safety of your children, we ask that students arrive at school no earlier than 8:35 A.M. unless they are enrolled in special programs such as Band or Orchestra classes, Chess Club or Student Leadership and that they leave the school grounds immediately after the 3:20 P.M. (1:50 P.M. on Wednesdays) dismissal bell.

TEXTBOOKS/MATERIALS

Students are responsible to the school for the proper care of textbooks and must pay for lost or damaged books or technology. Students will be required to pay fines for damages 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.

THE CLASSROOM AND BEYOND

Norman Rockwell provides a blend of traditional and innovative teaching styles and programs. The following programs extend “beyond” the regular classroom, and help make Rockwell the unique school it is.

ASSISTANCE SERVICES

Rockwell has extra assistance in reading, special education, and English language learning. Safety Net is a district-funded program serving students with reading and/or math needs.

ADDITIONAL MUSIC PROGRAMS

Choir: Led by a music teacher, 4-5th grade students in the choir sing at assemblies, shopping malls, Senior and Retirement centers, and other places within our community.

Band: 4th and 5th grade students have the opportunity to participate in a before school music program at Redmond Middle School. Beginners are usually 4th graders, with second year students in 5th grade. Concerts are held at Redmond Middle School.

String orchestra: A String Orchestra program is offered as a before school activity for 4th through 5th grade. Group instruction is given on violin, viola, and cello. There are 3 performances each year at Redmond Middle School plus a spring “Tour” where they perform at 4 elementary schools: Rockwell, Horace Mann, Redmond and Einstein.

ART DOCENT PROGRAM

Trained volunteers provide art education using LWSD curriculum on the principles and history of art while introducing children to a variety of art media in this PTA-funded program.

The Art Showcase and Ice Cream Social is an evening to celebrate outstanding student artwork from the school year, by exhibiting work samples in the school library and courtyards. See additional info in the PTA section.

COUNSELING PROGRAM

The counseling program provides individual and small group assistance to students, coordinates Operation School Bell and provides parent education. A counselor is available by appointment.

ENVIRONMENTAL EDUCATION

“Outdoor Ed” is an outdoor, environmental study unit for fifth graders. Students raise money to attend Camp Seymour near Gig Harbor, WA.

STUDENT COUNCIL

Student Council sponsors many activities and projects. Student participants organize and help run activities for the betterment of our school and local communities.

SUSAN TOBEY MEMORIAL SCHOLARSHIP FUND

This is a confidential scholarship program between PTA and Norman Rockwell to enable any student to participate in any activity or provide any supply required for the classroom that may cost extra (examples include: funds for field trips, agendas, etc.). Your child's teacher can help you with this process; please ask them for more information.

ROCKWELL POLICIES AND PLEDGES

CIVILITY POLICY

As part of our commitment to modeling and practicing respect for our students, we have adopted a civility policy for staff, students, and parents. The purpose of this is three-fold:

- To provide a safe, nurturing work environment for all members of our community, where ideas may be shared free from fear or intimidation,
- To provide students with effective models for problem-solving, and
- To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation.

DRESS CODE

Students are expected to dress neatly and appropriately at all times. The wearing of obscene apparel is never acceptable. Students may not wear clothing depicting or referencing drugs or alcohol. Shoes must be worn at all times for health and safety reasons. Inappropriate clothing includes: bare midriff or spaghetti strap t-shirts, pants that hang very low, revealing or too tight clothing. Students in inappropriate clothing will be asked to change into appropriate attire.

The fingertip rule will apply to the wearing of shorts and skirts: the length cannot be above fingertips when student's hands are held at his or her side.

Sleeveless shirts must have straps at least two (adult) fingers wide. Shirts must touch pants/skirts at all times, including when students are seated.

Hats, bandanas, hoods, etc. may be worn to and from school and at recess; however, they are not permitted in class. Exceptions are made for cultural headwear. Hooded sweatshirts cannot be zipped up so that they cover the student's face.

Proper coats, hats and shoes are necessary for cold and wet weather. Knowing children will be playing outside throughout the year, please help students be prepared. Umbrellas may be used to and from school.

Students must be prepared with tennis shoes/sneakers on days when they have PE. Shoes with wheels ("Heelies") are not allowed at school; wheels must be removed.

All coats, sweaters and sweatshirts should be labeled with your child's name.

BUILDING RULES

We Are Safe

- We walk in the classrooms, hallways, and on the blacktop.
- We follow the directions of safety patrols.
- We arrive at school on time, after 8:35 am (there is no supervisor on the grounds until that time).
- We use all equipment carefully and appropriately.
- We all come in from recess right after the bell rings.

We Are Respectful

- We treat others the way we would like to be treated.
- We follow adult directions the first time.
- We follow all classroom rules.
- We keep hands, feet, and objects to ourselves.

We Are Responsible

- We try our best every day, and we ask for help if we need it.
- We try to solve our small problems. We get adult help for bigger problems.
- We dress appropriately for school and for the weather.
- We take care of school property and the property of others.
- We follow voice level expectations appropriate for each area of the school.
- We leave places, including bathrooms and lunchroom, clean.

We Are Kind

- We use polite language, and kind words/gestures.
- We include others in games and conversations.
- We take turns.
- We encourage and are patient with others.

Rockwell believes in letting kids learn from their mistakes, just like adults do every day! We encourage students to self-reflect, accept responsibility for their decision making, correct any adverse effect they may have caused, and accept consequences. We want our students to know that learning from their own decisions is a good thing, even when it may be temporarily unpleasant. This includes making wise choices at recess regarding wet or muddy areas, as we cannot offer clothing changes to all students.

DISCIPLINE POLICY

At Norman Rockwell Elementary, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that...

- People who are honored, valued, and respected, learn to honor, value and respect others.
- When students are responsible for their own learning and behavior, they will feel successful.
- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

The goal of Norman Rockwell Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and develop a more enthusiastic attitude toward learning.

Therefore, in order to provide a positive learning environment at Norman Rockwell, we use the following policies:

STUDENT RESPONSIBILITIES

I want the best possible education for myself and I realize I can make this happen. Therefore, I will be responsible for the following:

- Doing my best in school each day and behave in a way which allows everyone to learn and feel safe.
- Treating others with kindness and respect.
- Taking care of school and student property and the environment.
- Following all teacher and staff directions.

CONSEQUENCES









It is our goal to help children learn to take responsibility for their behavior and to understand its results. We also work to help students develop a better plan for their future.

As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action, such as cleaning a mess made. Additionally, students who display behaviors that are unsafe, disrespectful, irresponsible or unkind may fill out a "Think Paper" in the office. These are tools for reflecting on one's actions, their consequences, and what can be done in the future, and are a means of communication between school and home. They must be signed by a parent and returned the next day.

Positive Behavior Intervention Supports (PBIS)

At Rockwell Elementary, we believe that discipline does not mean punishment. Discipline is proactive, restorative, and instructive. Appropriate discipline helps all students succeed in a positive and supportive environment. PBIS is a framework for creating positive student behavior and addressing potentially problematic behavior in a proactive way. PBIS supports a positive learning environment and helps to create clear behavior expectations for students. The behavior expectations, **Safe, Respectful, Responsible, Kind**, will be taught to students and reinforced consistently. Students are expected to exhibit safe, respectful, responsible, and kind behaviors in all school setting and throughout their day. Students will be earning “BOW WOW tickets” and nominations for the “Beagle’s Den” to encourage positive behaviors. Talking with your student about making safe, respectful, responsible, and kind decisions is a good way to support their school success.

Norman Rockwell Elementary School Giving our Beagle Best everyday!

	Recess	Hallway	Morning Line-Up	Bathroom	Classroom	Lunchroom	Assemblies
							
Safe	Walk on the Blacktop	Walking feet, Calm bodies	Walk straight to line, Stay in your spot	Wash your hands	Listen to directions, Follow routines	Stay in your seat	Sit on pockets
Respectful	Follow rules and directions	Voices off	Body to self	Respect privacy	Use materials correctly	Listen to adult directions	Attention on speaker
Responsible	Take care of equipment	Facing forward	Arrive after 8:35	Flush the toilet	Try your best	Eat and clean up	Body to self
Kind	Use kind words and actions	Body to self, Stay in your spot	Kind words	Quiet and back to class	Use kind words and actions	Include others	Applaud appropriately
Voice Level	4 Outside Voice	0 Silent	2 Table Talk	1 Whisper	0, 1, 2, 3 Teacher's choice	2 Table Talk	0 Silent

ASSEMBLIES

VOICE LEVEL
0



SAFE
Sit on pockets



RESPECTFUL
Attention on speaker



RESPONSIBLE
Body to self



KIND
Applaud appropriately

BATHROOM

VOICE LEVEL
1



SAFE
Wash your hands



RESPECTFUL
Respect privacy



RESPONSIBLE
Flush the toilet



KIND
Quiet and back to class

HALLWAY

VOICE LEVEL
0



SAFE
Walking feet, calm bodies



RESPECTFUL
Voices off



RESPONSIBLE
Facing forward



KIND
Body to self, stay in your spot

LINE-UP

VOICE LEVEL
2



SAFE
Walk straight to line, stay in spot



RESPECTFUL
Body to self



RESPONSIBLE
Arrive after 8:35



KIND
Use kind words



BOW-WOW!!

Showed their Beagle best by being:

- *Safe
- *Respectful
- *Responsible
- *Kind

CONGRATULATIONS!

Given with thanks and pride by:

Safe



Respectful



Responsible



Kind

Welcome to

*The
Beagle's Den*

LIBRARY RULES

The library program includes instruction on library usage, the research process, information resources and literature appreciation. Students attend a weekly scheduled library class for thirty minutes. Time is allotted during each class for students to check out books. Library materials may be kept for a period of one week and are due on the same day the student attends library class. A student wishing to keep their book(s) longer may renew for an additional week. Additional renewals will depend upon demand for the book. Check out privileges will be limited or stopped if students do not return materials on time. The number of books students may check out each week is as follows:

Kindergartners: Students will earn the privilege to check out one book once they have demonstrated proper book care, generally by October.

1st Grade: May check out one book at the beginning of the school year. Students will receive a reward sticker on a class chart each week they return their book on time. Once they have earned ten stickers they may check out 2 books for the remainder of the school year.

2nd – 5th Grade: May check out two books each week for the entire school year.

In addition to their weekly scheduled library class, students are also welcome to visit the library to return/check out books during the school day with teacher permission and a library pass. Outstanding individual/class behavior, effort or participation may earn the student(s) the privilege to check out additional materials that week.

The responsible care of library books is important. It is our policy that students who lose or damage books pay a replacement fee.

If you have any questions feel free to contact Shelly Gordon, Librarian, by email:

shgordon@lwsd.org

RECESS AND PLAYGROUND

The playground is for fun and exercise. Each student at Rockwell has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

STUDENT PLAYGROUND RESPONSIBILITIES

- Play safely within the playground boundaries.
- Must have an electronic key card to enter the building. The student can obtain one from a recess supervisor.
- Play with respect to others and property by using kind words, safe game rules, and obeying adult supervisors. Remember to play in a manner that is comfortable for all participants. Following these expectations will help students be successful and feel good about themselves.

CONSEQUENCES

If a school rule is violated, an instructional assistant or teacher will discuss with the student the unsafe or discourteous behavior.

Depending on the severity or repetitiveness of the infraction, students may lose the privilege of recess play or be assigned school service.

Should a pattern develop and previous interventions fail to correct the issue, the principal will be notified. Progressive discipline is administered using the LWSD elementary discipline matrix as a guide.

Severe Cause: Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of a recess, in-school suspension, or temporary removal from school. Severe behaviors include disobedience or disrespect, fighting or stealing, and damaging property.

PLAYGROUND RULES AND DISCIPLINE

You must have an electronic key card to go into the building during recess. For safety, we need to know where every child is, at all times, while on campus.

Play where you can be seen. If you can't see the recess monitor, they can't see you! The front of the school, the parking lots, wooded areas, behind or in-between portables, within yellow boundary lines, and dumpster areas are off limits. Student safety is our first concern.

Walk on the blacktop, bark and gravel areas. Preventing skinned knees, torn clothing and "kid collisions" makes for a safer play area. Running is allowed on open grass areas and the soccer field.

Two finger tag must be played on the grass and field only. Wall Ball is played with hands only; kick balls only on the soccer or grassy fields.

Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers and berries are to be left where they are.

Keep your hands and body to yourself. Play at school must be comfortable for each participant.

Use school equipment as designed. It prevents accidents and the equipment will last longer. Occasionally balls may end up on the roof, and students will need to wait until the school district maintenance staff can retrieve them, usually a week or more. Label and be responsible for all personal sports equipment.

Be kind, share, and respect others.

PLAYGROUND EXPECTATIONS

Rockwell's Expected Behaviors	Examples of Specific Playground Rules and Expectations	
We are safe	<ul style="list-style-type: none"> • Students ONLY go inside during recess with a pass from a recess teacher • Students play where they can see a recess teacher – field, grass areas, Big Toy, Little Toy, sand pit, blacktop, etc. • Students walk on the blacktop and gravel, ONLY running on the grass and soccer field • Two-finger tag is played on the grass only • Students go down the slide on bottoms, feet first • Students play on the playground side of the path in the woods • Students keep their hands to themselves and do not push, fight, or play fight – play at school is comfortable for each person • Only one student at a time on the ZIP LINE, holding on with two hands, keeping your feet below your hands • Students use the CLIMBING WALL safely, wearing snug shoes that can grip the wall – ONLY horizontal or vertical climbing, with no sitting on the top 	
We are respectful	<ul style="list-style-type: none"> • Students use kind words, play by the rules, and obey recess teachers, allowing for all participants to enjoy recess • Students dig ONLY in the sand pile • Students return to class immediately after the bell rings, placing equipment where it belongs • Students use appropriate language, with no swearing or spitting 	
We are responsible	<ul style="list-style-type: none"> • Toys, balls, or jump ropes brought from home are labeled with student names • Students leave all pinecones, rocks, sticks, leaves, berries, etc. on the ground 	
We are kind	<ul style="list-style-type: none"> • Acceptable items brought from home are shared and used following school rules • Students welcome all interested students to play their game 	
Acceptable playground equipment		Items that must stay home
<ul style="list-style-type: none"> • Tetherballs (no sitting on or hanging on these) • Rubber playground balls (Wall balls and foursquare balls) • Footballs (used only for touch or flag football games, played with grade level above/below only: 3rd – 5th grades only) • Basketballs • Tennis balls (not used on blacktop) • Nerf balls • Soccer balls (played with enthusiasm, but no rough play) • Jump ropes • Plastic baseball bats and mitts (play at backstops) • Paper (dolls, art, notebooks), stuffed animals, little cars for sandbox, yo-yos 		<ul style="list-style-type: none"> • Hardballs, baseballs, super balls (any small, hard, bouncing ball) • Wooden or metal bats • Skateboards, scooters, or roller blades • Trading cards of any kind (Pokemon cards available in the library) • Whistles • Weapons of any kind • Wheeled shoes or “Heelies” still containing wheels • Any electronic device (e-readers are okay for classrooms, but a release-of-liability form must be completed)

CONSEQUENCES FOR BRINGING ITEMS THAT ARE NOT ALLOWED AT SCHOOL

- **First offense:** Item will be taken away for the rest of the school day. Student may pick up item after school.
- **Second offense:** Item will be taken away. Parent will need to come to school to pick up the item after school.
- **Third offense:** Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Neither Rockwell Elementary nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

HOMEWORK POLICY

Rockwell's homework policy has changed to align more closely with what recently published studies have taught us. We are reducing the amount of homework that students will be asked to complete this year, and will evaluate our practices regularly to ensure we are doing what research and our own data indicate is best for our students.

The most important element is **READING**. This is the most important skill and essential to their growth and ability to approach other skills.

- In **kindergarten**, we request that students are read to every night, and that when they are ready, they read to you.
- In **first grade**, time reading with an adult every day is important. Students will also practice spelling with Words Their Way.
- In **second grade**, again, students need to read every day. They will have a review math sheet each Wednesday.
- In **third grade**, students will be expected to read for 20 minutes each night and do a **short independent** skill practice.
- In **fourth grade**, students will be expected to read 20 minutes each night and will have a daily math page or other skill practice.
- In **fifth grade**, students will be expected to read each night, as well as complete either a practice or enrichment page from the math curriculum.

Additionally, students may occasionally have special projects to work on at home.

- What this means is that your students may have more free time at home, which is a good thing! We request that you support your child's health and development by doing these things:
- Make sure your child spends some time in active play every day, outdoors if you can. This may be in the form of organized sports, or it may simply be playing in the yard with a friend or a sibling. These activities not only support physical fitness, they help them develop social skills and teamwork. Unstructured playtime is crucial for developing social/emotional skills as well as independent problem solving. Research shows consistently that these skills are essential for students' future success.
- Limit screen time (TV, video games, and computers) to about an hour a day. Excess time with electronic stimulus hinders kids' ability to sustain attention to tasks. It is **HEALTHY** for kids to experience boredom, and in fact it inspires them to develop their own creativity.
- Ensure they are getting ample sleep (students at elementary grades should get 10-11 hours of sleep every night). A bath or shower before bed, and then time reading alone or with an adult, helps with this. Avoid screen time within one hour of bedtime; even eReaders disrupt the body's ability to fall asleep.

Code of Collaboration between Parents/Students/Staff at Norman Rockwell Elementary School

Parents will:

- Recognize the professional expertise of Norman Rockwell staff members.
- Understand, comply with and model the rules, policies, procedures and expectations of Norman Rockwell Elementary and the Lake Washington School District.
- Direct any concerns to the teacher first. Be respectful through tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Ensure student/s come to school, on time, prepared for school with completed homework, necessary materials to learn and signed notes/permission slips.

Students will:

- Come to school on time and prepared for the school day. This includes completed homework, necessary materials and signed notes/permission slips.
- Respect the rights of all students, staff, guest teachers and adult volunteers.
- Act in a safe manner in the classroom, on the playground and on the bus.
- Take responsibility for your learning and act in a manner that allows others to work and learn.

Staff will:

- Teach and model Norman Rockwell /LWSD rules, policies, procedures and expectations.
- Develop and communicate a classroom management plan that supports all students' learning.
- Treat each student with respect and dignity.
- Communicate with parents on the academic and behavior performance regarding their own child, using a respectful tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Direct any concerns to the appropriate staff person first. Be respectful through tone of voice, choice of words and body language.

Acknowledgement of Receipt of the Parent-Student Handbook

Student Agreement

I, _____ (print student's name) have read the Student Rights & Responsibilities document for Lake Washington School District and the Code of Collaboration for Norman Rockwell. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Student Signature

Date

Parent/Guardian Agreement

Please review the Student Rights & Responsibilities document and the Code of Collaboration with your student and sign below to acknowledge your understanding of the documents. I am the parent or guardian of the above named student. I have read the Student Rights & Responsibilities document for Lake Washington School District and the Code of Collaboration for Norman Rockwell Elementary School. I am aware of my student's rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Parent/Guardian Signature

Date