

ROSA PARKS ELEMENTARY

2022-2023 HANDBOOK



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Vision

Inspire all learners to develop their character, talents, and interests to become respectful global citizens.

Mission

Our mission is to grow the whole child as a joyful life-long learner within a respectful environment.

Beliefs

We strive to create a community where the whole-child is supported.

We believe that the infusion of the arts is a key way to achieve our goals and support our values and beliefs.

We foster an environment that values diversity, laughter, joy, risk-taking, respect, and collaboration.

Students Bill of Rights

Students have the right to feel safe and respected by all.

Students have the right to a voice, to be heard, to be unique, and to express their feelings, ideas and opinions.

Students have the right to experience joy, laughter, and fun at school.

Students have the right to build positive relationships with peers, staff, and our community.

Students have the right to a student-centered classroom that encourages curiosity and growth mindset.

Students have the right to make mistakes and learn from them.

Students have the right to be themselves in a classroom that supports different learning styles, varied pacing, and personalization.

Students have the right to share and pursue personal interests.

Students have the right to an environment that promotes and allows them to express compassion, empathy, and equity.

Students have the right to explore visual arts, music, and drama.

Principal Welcome Letter

Dear Parents and Students:

Welcome to the 2022-2023 school year at Rosa Parks Elementary School. The family handbook is full of important information for a successful school year. After you read it, please sign the parent/student acknowledgement form via the Microsoft Form.

We are looking forward to an exciting educational year, in which we have the opportunity and privilege of working with your children. We believe in fostering a fun, nurturing, and challenging environment at Rosa Parks Elementary. Our goal is that all students will be future ready.

You are such an important component of your child's education; we would love to have you participate in the various roles we have here at Rosa Parks.

Volunteer opportunities might include assisting with PTSA functions, working in the classrooms, reading with students, helping with class projects, aiding in the Health Room, working in the library and/or supervising a game on the playground. Our [Rosa Parks website](#) and the PTSA website have information on the many ways you can be involved in our school community!

We feel honored to be the administration team of Rosa Parks Elementary. Thank you in advance for your partnership in helping us stay a high-quality learning institution. Here's to a safe, happy, and rigorous year of learning!

Sincerely,

Melissa Doering

Principal



Wynn Spaulding

Associate Principal



2022-2023 School Year Calendar

Lake Washington School District | 2022-23 Calendar TENTATIVE



August 2022

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29*	30*	31*			

September 2022

S	M	T	W	Th	F	S
				1*	2*	3
4	5	6*	7*	8*	9*	10
11	12	13*	14*	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October 2022

S	M	T	W	Th	F	S
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16	17*	18*	19	20*	21	22
23	24	25	26	27	28	29
30	31					

November 2022

S	M	T	W	Th	F	S
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13	14	15*	16	17	18	19
20	21	22	23*	24	25	26
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December 2022

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January 2023

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8	9	10	11	12	13	14
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29	30	31				

February 2023

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26	27	28				

March 2023

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April 2023

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May 2023

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June 2023

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18	19*	20	21	22*	23*	24
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July 2023

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23	24	25	26	27	28	29
30	31					

Important Dates

Aug. 29-Sept. 2	LEAP Days
Sept. 5	No School - Labor Day
Sept. 6	First Day of School (grades 1-12)
Sept. 6-8	Kindergarten Family Connections
Sept. 9	First Day of School for Kindergarten
Sept. 13	First Day of Preschool
Sept. 14	1.5 hrs. early release schedule begins
Oct. 17-18, 20	Half-Day Elementary Conferences
Oct. 21	No school - LEAP Day
Nov. 8	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 15	Secondary Grades Due
Nov. 23	Half Day
Nov. 24-25	No school - Thanksgiving Vacation
Dec. 19-Jan. 2	Winter Break
Jan. 16	No school - MLK Jr. Day
Jan. 18	Elementary Grades Due
Jan. 24, 26-27	Half-Day Elementary Conferences

Jan. 27	Last Day 1st Semester (Secondary)
Feb. 3	Secondary Grades Due
Feb. 16-17	No school - Mid-Winter Break
Feb. 20	No school - Presidents Day
March 10	No school - LEAP Day
April 7	Last Day 3rd Quarter (Secondary)
April 10-14	No school - Spring Break
April 21	Secondary Grades Due
May 21	No school - LEAP Day
May 29	No school - Memorial Day
May 30	Snow Make-up Day
June 14	Elementary Grades Due
June 19	Juneteenth
June 22 or 23	Half-Day - Last Day of School (Last Day is Subject to Change)
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

Key

 	No School	 	Half Day	 	First/Last Day
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* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students

LEAP=Learning Enhancement Academic Planning

Calendar is subject to change.
School year may be extended due to inclement weather.

Updated 6/22/21

Rosa Parks Staff List 2022-2023

[illegible][illegible]

Rosa Parks Quick and FAQ

Q. Who do I need to inform if my child will be absent?

A. Send an email to the teacher and call the Safe Arrival line (425-936-2651). You could also email our school registrar (see staff directory for email address)

Q. How do I notify my child of a change to how they will get home?

A. Email the teacher and call or email the front office staff before 1pm. Teachers are teaching and only check email periodically. The office can deliver messages to your students with adequate notice.

Q. Can my child wear a smart watch or bring a cell phone to school?

A. Watches and cell phones that have text messages, games, phone call capabilities, or access to the internet **MUST** be kept in your child's backpack. All devices should be turned off or in Do Not Disturb (or airplane mode) during the school day. Students can not access devices at recess.

Q. We are traveling during the school year. Will my teacher provide work in advance for my child to work on?

A. No. You should contact the front office to receive the pre-arranged absence form and determine what you will do to support your child's academic progress while you are traveling. Make-up work can be provided on your child's return, however please be aware that learning is a collaborative process and classroom conversations cannot be made up after the fact.

Rosa Parks Procedures and Policies

Attendance Procedures

If your child will be absent from school, a parent/guardian needs to call the school attendance recorder (425-936-2651) before 8:50 am. The line is open 24 hours a day.

Arrival

Students should come to school no earlier than 8:35 am as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom at the first bell (8:45). If a child arrives after 8:50, the child is considered tardy. Between 8:45-8:50, students should report directly to class and teacher will take attendance. If a student arrives at or after 8:50, parents need to bring the student to the school office to fill out an Admit Slip for admittance to class. Students are marked tardy if they arrive at or after 8:50 am. Students are to remain on the school grounds during the school day.



Late Arrival

It is important that students be on time. It can be disruptive to the educational process to have students arrive late. There are, however, instances when students will be excused upon arriving late to school (i.e. a doctors or dentist appointment). If your child is going to be late to school, a parent or guardian needs to call the Safe Arrival line (425-936-2651) before 8:50 am.

Dismissal

School ends at 3:20 pm. Students not picked up by 3:35 pm will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 3:50 pm.**

Released Time for Medical and Dental Appointments

Pupils may be excused from school for medical and dental appointments upon request from parents. The pupil shall be counted absent if he/she is not in attendance at least 60 minutes of each morning or afternoon session of the school day. Appointments should be made outside school time whenever possible.

Released Time for Other Occasions

While it is desirable that pupils be in attendance regularly, it is recognized that there are times when parents shall be out of town for short or extended periods of time. It also is recognized by the school that the best kind of supervision for

the child is parental supervision. In cases where parents find it necessary to be out of town overnight or longer and feel that it is in the best interest of the child, the child shall be excused from school. It shall be the responsibility of the parent to decide with the school for such absence. Provisions should be made by the parent for some program of study by the pupil in order that the pupil shall not be too far behind the instructional program in the classroom on his/her return to school. Teachers will not provide work ahead of a planned absence, but they may pick up work that was missed on their return. Absences longer than 20 consecutive school days will require us to un-enroll your child.

No child shall be excused from school for any reason without prior approval through the principal's office.

Bicycles, Skateboards, and Scooters

Bike/scooter riders are responsible for following these rules. Students who violate these rules risk the suspension or loss of their bike/scooter riding privileges.



1. All bike/scooter riders must have an approved "Safe Bike/Scooter Club Membership Registration" form on file in the office.
2. All bikes/scooters must be parked in the bike rack with approved bicycle/scooter registration number visible.
3. All bikes/scooters must be walked on and off the school grounds. Bike/scooter riding is not permitted on the school grounds during school hours.
4. Every bike/scooter must have a lock. This is the best means of preventing someone from riding your bike/scooter. You must have your own lock, and not share with a friend.
5. Every rider must wear an approved safety helmet when riding to and from Rosa Parks Elementary.
6. Bike/scooter riders shall use all hand signals employed by the driver of a car. (Applicant should learn these if he/she does not know them before riding their bike.)
7. Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.
8. Look out for cars pulling out into traffic. Keep sharp lookout for sudden opening of car doors.
9. Only one person per bike/scooter.
10. Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.

11. Slow down at all street intersections and look to the right and to the left before crossing. Stop at stop signs! At all intersections, where school patrol is present, riders must dismount and cross in the crosswalk, pushing their bike/scooter as a pedestrian.
12. Both hands should be used in steering the bike/scooter, except when using one hand for signaling.
13. Be sure brakes are operating efficiently and keep the bike/scooter in perfect running condition.
14. Give pedestrians the right of way. Since pedestrians and bikes/scooters share sidewalks and other paths. Special care must be taken, as walkers have the right of way.
15. Private property must always be respected.

File: EEAB

The Lake Washington School District works in partnership with the cities of Kirkland, Sammamish, and Redmond as well as King County for developing suggested walking routes for elementary students. These routes are developed and reviewed by a district Pedestrian and Bicycle Safety Advisory Committee. Members of the committee include members from local jurisdictions, parents, and district staff. All routes will be reviewed annually. The Committee will use the most current version of the Washington State School Walk and Bike Routes: A Guide for Planning and Improving Walk and Bike to School Options for Students as guidance for the annual review.

The district encourages the use of bicycles as a mode of transportation to school when safe. Bicycle routes designated by the local cities and county are included in the Suggested Walk Route maps. **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 needs to accompany the student both to school and on the return home.**

Communication

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

- Rosa Parks Website (www.lwsd.org/parks)
- Rosa Parks PTSA Website (<http://rosaparksptsa.org/Home>)
- Rosa Parks Official Facebook (<http://www.facebook.com/rosaparksLWSD/>)
- Rosa Parks Reader Board
- Rosa Parks Newsletter – PUMA Press
- Teacher Newsletters

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 425-936-2650. 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.

Who to contact when...

- My student is sick: classroom teacher, Christine McCaughey (chmccaughey@lwsd.org) or 425.936.2651
- I need to make a last-minute change for after school pick-up: call the office, 425.936.2560
- I am concerned about my student's grade: classroom teacher
- I am concerned about my student making friends: school counselor
 - For more information check out the [Counselor's Corner](#) on our school website.
- I don't understand the expectation for my student's homework: classroom teacher
- Report card requests: classroom teacher
- I would like to report an ongoing issue affecting my student: classroom teacher, principal or associate principal

Communication Guidelines

Civility Policy

The Lake Washington School District believes that a safe, civil, and respectful environment is essential to the successful operation of schools. Conversely, uncivil conduct (see definition) interferes with students' ability to learn, a school's ability to educate its students, and an administrator's ability to manage and lead the school community.

Through participation in school activities and/or school sponsored activities, students, staff, parents, community members, and administrators shall be accountable for the promotion of and demonstration of civil conduct, communication, and problem-solving throughout the school district or at locations of school-sponsored activities. The District is committed to support this expectation and will not condone or accept uncivil conduct (see definition) on school grounds, at school-sponsored activities, or in verbal, written or electronic communications whether by students, staff, parents, community members, or administrators.

The purpose of the Lake Washington School District's Civility Policy:

To promote an environment that is safe, productive, and nurturing for students;

1. To provide students with appropriate models for civil and respectful communication and problem-solving; and
2. To support respectful and civil interaction and communication among students, staff, parents, community members, and administrators.

Uncivil Conduct:

Definition: Conducting oneself in a discourteous or disrespectful manner when communicating or interacting with others.

Uncivil Conduct includes, but is not limited to, behaviors such as: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; interrupting another individual repeatedly or raising one's voice in anger at another person; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using derogatory epithets; gesturing in a manner that puts another in fear for his/her personal safety; invading the personal space of an individual after being directed to move away, physically blocking an individual's exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave; violating the privacy of another individual's belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws); or other similar disruptive conduct.

"Uncivil conduct" does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as: 1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and 2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

Implementation of the Civility Policy:

In all cases, individuals who perceive they have been treated in an uncivil manner will be urged to resolve their concerns promptly through direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem-solving procedures may seek assistance from a school/district administrator or supervisor.

Severe or persistent acts of uncivil conduct may be in violation of other District's policies such as Human Dignity (ACA), Harassment of Staff (ACB and ACB-R), Staff Conduct (GBCB), Student Rights & Responsibilities (JF and JF-R), Student

Conduct (JFC and JFC-R), Threats of Violence or Harm (JFCB and JFCB-R), Student Conduct on School Buses (JFCC), Harassment, Intimidation, and Bullying of Students (JFD, JFD-R, JFD-E), Student Discipline and Corrective Action (JG and JG-R), School-Community Relations Goals (KA and KA-R), Public Conduct on School Property (KGB), Visitors to the Schools (KK and KK-R), Public Complaints (KLD, KLD-R and KLD-E), and Parents' Rights & Responsibilities (KMAB). Violation of such policies may result in further action as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable policies and laws.

The Superintendent or designee shall communicate this policy annually with students, staff, parents, community members, and administrators.

Adopted:

08/17/15

Classroom parties, rewards, and/or incentives

Parties

Our school celebrates three holidays each year. The school-wide celebrations for this upcoming year are Harvest, Valentine's Day, and End of the Year. Classroom parties are generally opportunities for parents to volunteer at the primary grade levels (K-2nd), while upper elementary will often ask for parents to send in snacks or other projects.

Food brought to school for a classroom party or for student birthday celebrations must be store-bought and nut-free. If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats or non-food items.

Parents are also 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.

PBIS Celebrations

Our school emphasizes the growth of our students through our Positive Behavior Intervention System. Classrooms can earn small celebrations throughout the year for demonstrating the character traits aligned with our PUMAS expectations. For more information, please see [Student Expectations](#).

Conference Weeks

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

Our conferences are student-led. Conferences in October focus on setting goals, and students share their goals with their families. January conferences are an opportunity for families to reconnect with their children's teacher, and to hear from their students how they are progressing toward or have achieved their goals.

Curriculum Night

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year.



Dress Code Policy



Student attire must be safe, appropriate, and not disruptive to school operations and the learning atmosphere. Student attire shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's attire or appearance. Damage to school property shall not result from the student's attire.

Student attire shall not be gang related nor may it promote illegal activity or activity that violates school regulations, racism, prejudice, and ideas inappropriate for elementary students.

Examples of dress expectations are, but not limited to, the following:

- Appropriate elementary school clothing and personal belongings.
- Shoes should be appropriate for physical education activities and playground activities. Open toed shoes are dangerous during such activities and are, therefore, inappropriate to wear at school. 'Roller Shoes' must have the wheels removed on campus.
- Clothing and personal belongings displaying designs, pictures, slogans, or insignia pertaining to sex, drugs, alcohol, tobacco, offensive language, violence, or gang-related affiliations (including tag or street names) are inappropriate.

If a student dresses inappropriately for school, any staff member may require the student to change clothes, surrender the item and/or be sent home.

Homework Policy

Purpose of Homework

At Rosa Parks Elementary we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits-foundations for lifelong learning.



Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as students' progress to higher grades. The following are general LWSD guidelines:

Kindergarten

Approximately 10 minutes each evening, Monday through Friday.

1st and 2nd grade

Approximately 10-20 minutes each evening, Monday through Friday.

3rd and 4th grade

Approximately 30-40 minutes each evening, Monday through Friday.

5th grade

Approximately 50 minutes each evening, Monday through Friday.

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

Types of Homework

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

Practice/Drill Homework

Students review and practice skills to master and retain learning.

Examples: Spelling, silent reading, reading aloud to a parent, math fact drills, and practice games.

Preparation Homework

Students prepare for upcoming instruction or activities.

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

Long Range Homework

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

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

Creative Homework

Students integrate skills while working on a creative project.

Examples: Creating a model, writing a play or poem, rehearsing for a performance, designing a game, illustrating a book, creating a poster.

Homework Responsibilities

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

Student Responsibilities

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

Parent Responsibilities

- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

Teacher Responsibilities

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

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 will send the student to the office to have their temperature taken and to assess whether parents should be called, and the student sent home. Students who have a temperature of 100 must be sent home. Parents should inform the school nurse and health room office professional if a student has a life-threatening illness, infectious disease, or serious allergy.



Medications at School

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); 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.

ALL MEDICATIONS (INCLUDING OVER-THE-COUNTER ITEMS LIKE TUMS, THROAT LOZENGES, COUGH SYRUP, TYLENOL, ASPIRIN, ETC.) to be administered to a student by a school employee, must be requested and authorized in writing by a parent/legal guardian AND a physician/dentist. You may obtain a form in the office for this purpose. For student's safety, it is important that all medication be kept in the school office and administered by an employee. Please do not put pills or over the counter medication into your child's lunch!

Illness and Injury

When children become ill or are injured at school, parents are contacted. Rosa Parks has a health room with a cot where a sick child can wait until a parent arrives. When a child is sick or injured, it is important that they be picked up AS SOON AS POSSIBLE. Please be sure that the school has a telephone number of a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home, and emergency number with the school office annually or if you change the emergency contact or your primary phone numbers. A child must be symptom free and fever free for 24 hours before returning to school.

Library

Every class at Rosa Parks Elementary has one library session per week. During this time a library skill will be taught, and time will be provided to check out books.



Lost and Found

"Lost and Found" items are collected and placed on the table located next to the main office. Please remind your child to check in the "Lost and Found" regularly when they misplace items. PLEASE MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S NAME. The school district, by law, cannot pay for lost, stolen, or broken personal possessions of students, such as watches, coats, musical instruments, cell phones etc. All unclaimed clothing will be donated to a charity at the end of every month.



Lunch Program Procedures

Free and Reduced Lunch Program

Under a provision of the National School Lunch Act, our district can offer free or price lunches to children from families determined qualified under the Eligibility Scale. Applications are available in the school office and can be found at



Electronic Meal Purchases

Our school district has an electronic meal purchase system. When your child purchases lunch or milk the money is automatically deducted from your child's account like a debit card. An automatic calling system will notify you when your child's account is low. Lunch prices are \$3.00. There are two ways to add money to a lunch account; send cash or a check made payable to LWSD to the school office with your child's name attached or charge your Visa or MasterCard online through the MySchoolBucks.com site. If you would like more information on how to use this secure site, see the district [online payments page](#). There is a \$2.49 convenience fee for each transaction.

Lunchroom

Lunch is served and eaten in the cafeteria starting at 11:35 am. All food is to be eaten in the cafeteria and is not allowed on the playground.

Parent and Visitor Procedures



Volunteers must be approved by the district prior to coming onto campus for a volunteer opportunity. Volunteers will be required to follow all DOH and District policies for health and safety.

We welcome families to visit Rosa Parks, and to volunteer in the school or for a PTSA activity. We value family visiting school during performances and welcome them during lunch. Instructional time, however, is for our students only. 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:

<http://www.lwsd.org/Parents/Parent-Access/Pages/Online-Volunteer-Application.aspx>. Or, see the office staff for more information.

Volunteer opportunities for PTSA activities are available online at:

<https://rosaparksptsa.ourschoolpages.com/Packet/VolunteerAll/SignInPacketPage/0>.

Volunteer Guidelines

Website: www.lwsd.org/For-Community/Volunteers/Pages/

Parents of Rosa Parks' students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement so complete a Volunteer Application form, which can be obtained from the Office Manager or online. The application is good for two years. For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.

1. Volunteers may act immediately on judgments of student safety.
2. Volunteers are encouraged to ask for direction, clarification, or assistance from staff.

3. Volunteers should arrange a meeting with teacher to discuss concerns about their child/program.
4. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
5. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
6. **Volunteers should not discuss student issues regarding behavior or academics in or outside of school.**

Tips for Parents:

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

Personal Electronics

Cell Phones and Smart Watches are allowed at school but must remain OFF and in student backpacks during the school day (8:45 am to 3:20 pm). Students who bring cell phones or smart watches and do not comply with expectations to keep them in their backpacks will receive one reminder/redirection each day to put it away. If students continue to bring and access their devices, parents will be required to pick them up from the main office.



eReader: Authorized use of eReaders (such as Kindles or Nooks) is allowed in the classroom upon teacher approval. A Release of Liability Form must be signed prior to eReader usage at school.

All other personal electronic devices are not allowed on campus or on school buses unless authorized by a staff member. We believe in preparing students for the technological world; therefore, all students will have access to netbook computers during the school day.

Safety Patrol

Please cooperate with our hard-working safety patrol. They go on duty at 8:30 a.m. and leave duty at 8:45 a.m. They are also on duty from 3:20 to 3:35 p.m. They help students safely cross the streets.



School Emergency Information and Procedures

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 and should 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.

Parent Information for a School Emergency

The staff at Rosa Parks Elementary takes our responsibilities to keep your children safe and secure very seriously. If an emergency occurs that requires the school to close early, such as a snowstorm or a windstorm, or requires us to evacuate the school building, such as a fire or earthquake, we have detailed plans in place to care for our students and reunite them with their parents as quickly as possible.

There are things you can do to help in the event of an emergency. The most important thing you can do for your children is to stay calm. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.

After an Emergency:

- Do not call the school; there are district procedures for informing the public via radio, school messenger and television.
- The parking lot may be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please walk to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- Be sure to bring your picture I.D. with you to the school. We are required to identify everyone picking up a child.
- Ensure that your emergency card is up to date. We will only release students to someone on the emergency contact card.

Pick-Up Procedures

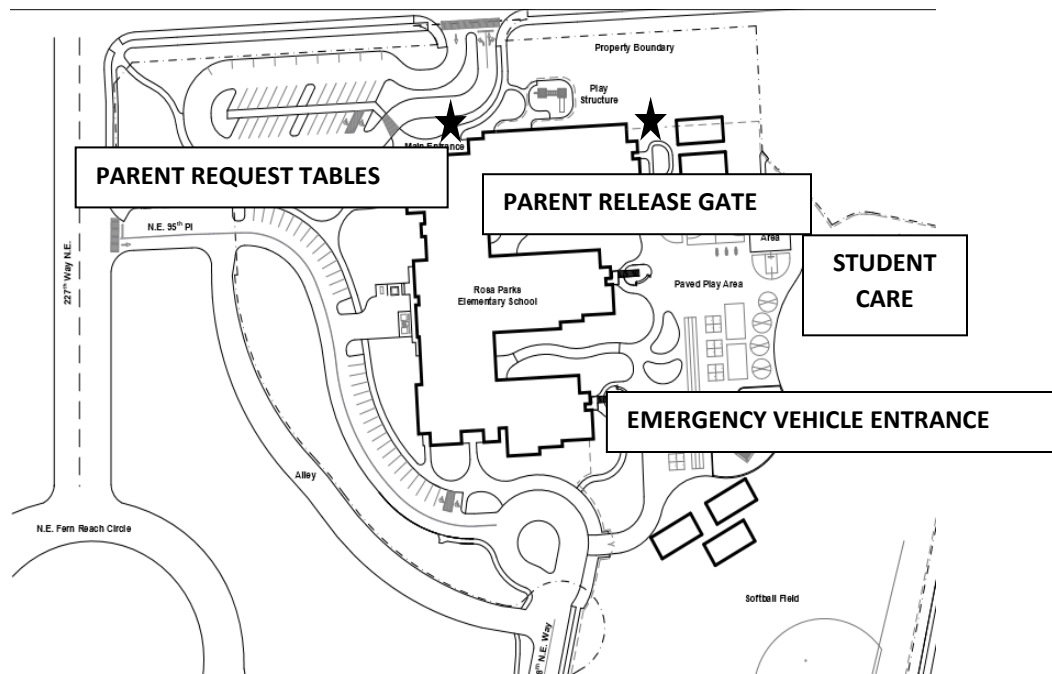
If the emergency is one in which we have not had to evacuate the school building, enter the school through the main entrance by the office and follow the instructions you will receive there. Please do not enter the school building by any other doors.

If the emergency is one in which we have evacuated the school building, please follow the procedure outlined below.

- If you are already at the school or arrive before things are set up, it is VERY important that you **do not leave without signing out your children.**
- All students will be in a safe and secure location. Designated staff will account for each student.
- There will be Parent Check-in area at the gate located between "A" wing and the portables. Parent/Guardian or emergency contact will show picture ID and sign a Student Release Form for each child you are authorized to pick up.
- After you have signed a Student Release Form for each child, the staff will reunite you with your child(ren) at the Park and Ride gate.
- It is very important that you do not go directly to your student without following proper procedures.

Volunteering during an emergency

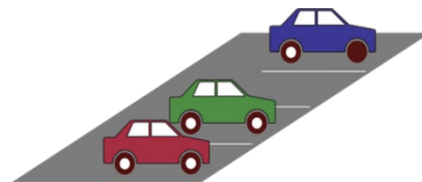
If there is a need for additional volunteers to assist our staff in an emergency we will activate a volunteer area where parents can go to sign up for volunteer tasks. Your children will remain with the other students and be notified that you are volunteering; you will also get confirmation that they are OK before you begin your volunteer tasks. When you are finished volunteering, please sign out and fill out a Student Release form for each child.



Pick Up/Drop Off and Parking Lot Safety

Safety Patrol

Please cooperate with our hard-working safety patrol. They go on duty at 8:30 a.m. and leave duty at 8:45 a.m. They are also on duty from 3:20 to 3:35 p.m. They help students safely cross the streets.



Cross Walks

Only use designated cross walks and do not cross NE Cedar Park Crescent in the area where there is no cross walk. For vehicles, please stop well before the crosswalk and stay stopped until the crosswalk is no longer occupied. If Safety Patrol is present, please do not enter the crosswalk until they have given the go ahead.

You may not turn left or right through an occupied crosswalk. Do not overtake or pass a car that is stopped in front of a crosswalk, even if it is signaling that it is turning right. When you're turning, don't wait inside the crosswalk.

Drop Off

At the Drop off, stay in the curb lane. The left lane is for parents who need to park or who have already dropped off students and are exiting the parking lot. Students must be let out on the right side of the cars when unloading and loading to avoid on-coming traffic. All cars must have a driver present in the loading area. Please make sure to pull all the way forward before unloading and loading. Do not drop off students in the red curb zone.

Exiting the Parking Lot

When exiting the parking lot, do not turn down the alley. This will assure a smooth flow of traffic out of the parking lot. Cars may turn left or right onto the main street from our parking lot. The drop off lane is one way during school hours, so please enter the parking lot at the back of the school and exit the parking lot at the front of the school.

Park and Ride area

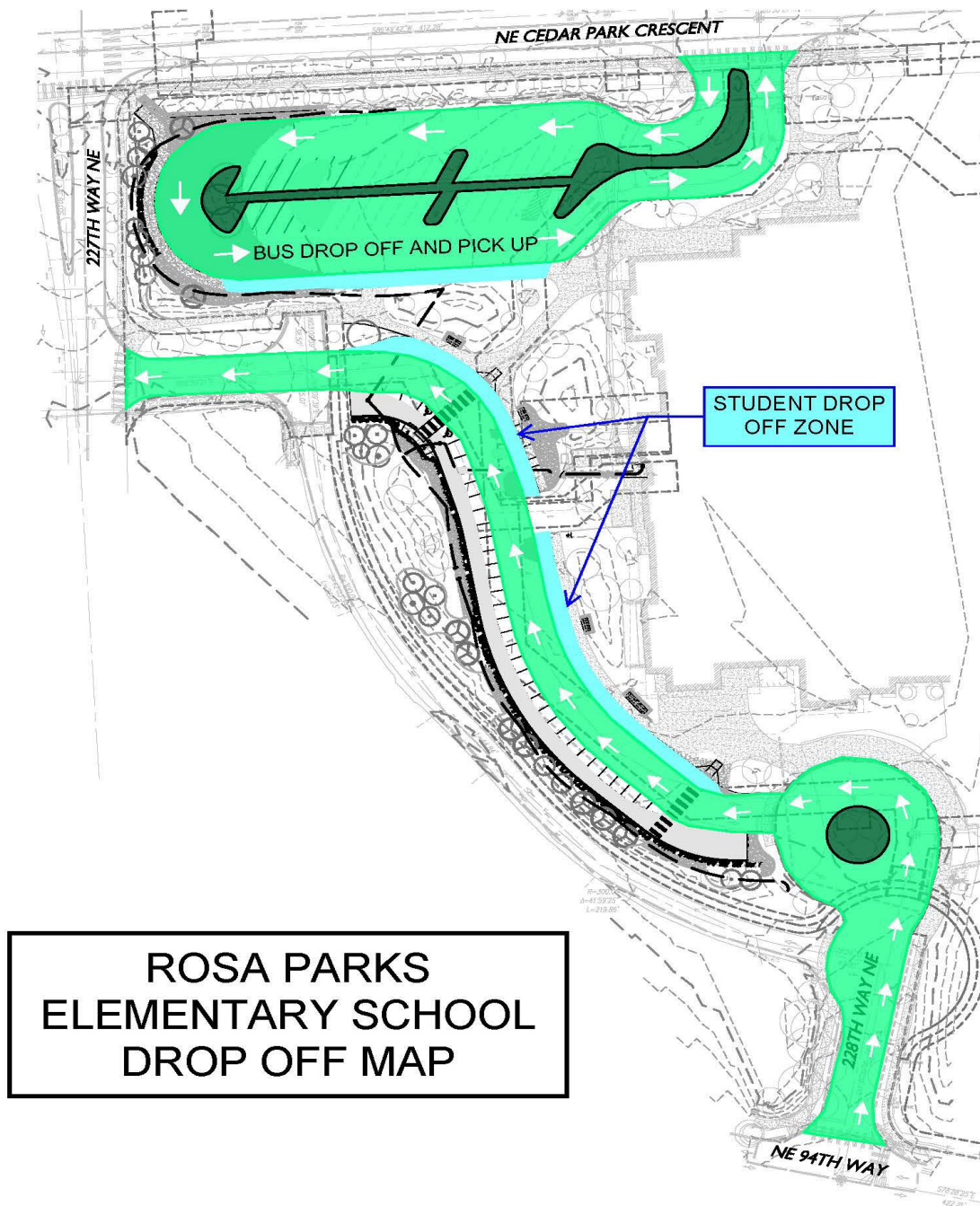
The Park and Ride is not a designated drop off or pick up location. Students should either be dropped off at the curb lane of drop off zones or walk to school. We do not supervise how cars are loaded and unloaded in the Park and Ride. We strongly discourage using the Park and Ride.

Do not park in fire lanes. You may be ticketed and/or towed at your expense.

Bus Zone

Do not park in the bus zone at the south end of the school between the hours of 8:20 am and 3:50 PM. Too often people park in this area marked with yellow curbs. Buses have been blocked from being able to pass. Park in the designated

parking areas only.



PUMAS Behavior Expectations

Student Expectations

Rosa Parks has a unified set of school and classroom expectations for creating a safe and effective environment for our students. Rosa Parks staff strive to enhance the capacity of our students to make safe, responsible, and respectful choices. Our unified rules are as follows:

- P** Positive Attitude
- U** Understanding and Caring
- M** Make Respectful and Responsible Choices
- A** Always do my Best to Grow
- S** Safe

At Rosa Parks, we approach promoting positive behavior as a team. We work collaboratively to ensure students are successful and supported during their time at school. Parent communication is highly valued, and there are tools for keeping the lines of communication between home and school open. The link between families and positive behavior is important, and we nurture this relationship a variety of way. When students make mistakes, our job is to work together (school and family) to help the student grow. Mistakes are teaching opportunities and we use mistakes as an opportunity for growth. Here are a few examples of the communication forms you might see as a parent if your child needs encouragement and support to follow our school expectations and make good choices.

Acceptable Use Policy – Technology

At Rosa Parks we are preparing students to be global citizens and part of the global workforce. It is our expectation that students and families are familiar with the LWSD Technology Code of Conduct and Acceptable Use Policy. There are three main expectations for using district technology.

1. Exercise good judgement and respect district property by demonstrating responsible use of technology.
2. Be a good digital citizen.
3. Be academically honest.

Rosa Parks PUMAS PAUSE:

At Rosa Parks, we strive to empower students with the tools they need to be successful at school. When a student makes a behavior choice that does not reflect Rosa Parks' behavior expectations, a PUMAS PAUSE form might be sent home. If a parent notices their student brought home a PUMAS PAUSE form, we ask parents to gently remind their students of Rosa Parks' school expectations

and rules. It is important to keep the conversation positive, focused on growth, and how to make appropriate choices in the future.

Rosa Parks PUMAS Think Sheet

A PUMAS Think Sheet is a process for students to reflect on their disruptive or unsafe behavior, what impact it had on others, how they can make it right and a plan for making better choices in the future. A PUMAS Think Sheet is also an opportunity for parents to learn more about the behavior issue and understand what happened. Rosa Parks staff ask that parents engage in a conversation with their students to support social, emotional, and academic growth. Parents should use this tool to discuss with students the school expectations and strategies for meeting Rosa Park's behavior expectations.

Rosa Parks Elementary: Think Sheet		
<div>+</div> <div>Name: _____ Date: _____</div>		
Area in need of growth: <input type="checkbox"/> P Positive Attitude <input type="checkbox"/> U Understanding and Caring <input type="checkbox"/> M Make Respectful and Responsible Choices <input type="checkbox"/> A Always do my Best to Grow <input type="checkbox"/> S Safe		
Behavior: What were you doing and how were you feeling? Please answer in the box. <div></div>		
Effects: What happened because of your choice? Please answer in the box. <div></div>		
The Plan: <div> <div>What will you do to make this situation right?</div> <div>In the future, what will you do to show your PUMA Pride in this type of situation? Please describe at least two ways in which you will behave.</div> </div>		
Repair: <div></div>	Next Steps: <div></div>	Next Steps: <div></div>
Home Communication:		
Signatures:		Parent Also Notified By:
Student: _____		<input type="checkbox"/> Email <input type="checkbox"/> Phone Call <input type="checkbox"/> Other
Parent/Guardian: _____		
Staff Member: _____		

Please sign and return to Rosa Parks Elementary by the next school day.

Distribution: PINK-School, YELLOW-Teacher, WHITE-Home

Rosa Parks PUMAS Incident Notice

If a student demonstrates harmful, repetitive, or serious infractions of Rosa Parks' behavior expectations, a PUMAS Incident Notice will be sent home for families to review. The PUMAS Incident Notice reports the observable details of the issue and allows families to understand the details of the incident. In addition to the

Rosa Parks PUMAS Incident Notification	
Name:	Grade:
Teacher:	Date:
Referring Staff Member:	Time:

Area in Need of Growth:		Location:	Others Involved:
<input type="checkbox"/> P Positive Attitude		<input type="checkbox"/> Bathroom	<input type="checkbox"/> None
<input type="checkbox"/> U Understanding and Caring		<input type="checkbox"/> Bus	<input type="checkbox"/> Peer(s)
<input type="checkbox"/> M Make Respectful and Responsible Choices		<input type="checkbox"/> Cafeteria	<input type="checkbox"/> Teacher
<input type="checkbox"/> A Always do my Best to Grow		<input type="checkbox"/> Classroom	<input type="checkbox"/> Staff Member
<input type="checkbox"/> S Safe		<input type="checkbox"/> Hallway	<input type="checkbox"/> Other
		<input type="checkbox"/> Playground	<input type="checkbox"/> Unknown
		<input type="checkbox"/> Other	
Observable Behaviors:			
Possible Motivation:		Resulting Action:	
<input type="checkbox"/> Peer Attention		<input type="checkbox"/> Think Sheet (attached)	
<input type="checkbox"/> Adult Attention		<input type="checkbox"/> Teacher Conference w/ Student	
<input type="checkbox"/> Avoid Peer(s)		<input type="checkbox"/> Loss of Privilege(s) _____	
<input type="checkbox"/> Avoid Task/Activity		<input type="checkbox"/> Behavior Contract	
<input type="checkbox"/> Obtain Something		<input type="checkbox"/> Conference with administrator	
<input type="checkbox"/> Unknown		<input type="checkbox"/> Other _____	
<input type="checkbox"/> Other			
Optional Parent Reflection/Comments:			

Rosa Parks staff believe that by helping students practice expected behavior, we will build a school community where all students have an environment where they can succeed and grow.

ROSA PARKS ELEMENTARY SCHOOL BEHAVIOR CONTRACT

I, _____, will do the following to improve my behavior at school (student goals):

1. (student writes proactive goal statement below)

2. I will follow classroom/campus rules as not to be disruptive in class or on the playground.

3. I will demonstrate leadership behavior and lead by example.

I understand that if I violate these items a new contract will be put in place, further consequences will occur and my parents will be contacted. Upon repeated offense, I will be considered for further disciplinary action including possible suspension from school.

I also understand that at the end of _____ successful weeks following the goals created above, I will take part in a celebration with administration, and this contract will be destroyed.

Contract Celebration Date: _____

Student Signature

Date

Staff Signature

Date

Parent Signature

Date

Principal Signature

Date

Playground Rules: Before, During and After School

General Expectations

Students use Kelso's Choices to solve small problems, listen to adults, follow playground rules, report to a recess teacher if someone gets hurt, they play fairly and are good sports.



Students are:

- Expected to wear their coats with hoods or hats during inclement weather. Students are not allowed to have umbrellas out on the

playground. They are to do their best to stay dry, out of puddles, and mud free.

- To line up and not play before school.
- To keep hands to themselves; not to play aggressive games – such as:
 - Tackle football
 - Use of pretend weaponry
 - Violent/combatative games
- To stay inside the school boundaries.
- To walk up and down the stairs. They are not to slide on handrails, go over or under them.
- To keep all bark, grass, sticks and rocks on the ground. Students are not to throw any of these items at one another.
- To have an Office/Health Room/Restroom Pass to go back into the building during recess, either to use the bathroom or Health Room.
 - Students must get passes from Playground Supervisor before leaving the playground.

Appropriate Playground Equipment

Basketballs, footballs, and soccer balls – Played in organized games of fair and equally divided teams.

Frisbee – Played in games of catch or Ultimate.

Gaga Pit – Played in organized and safe games consistent with game rules.

Hula Hoops/Jump Ropes – Played safely/correctly and not around necks or in horsey games.

Nerf/Whiffle Ball – Appropriate balls from home to play games of catch or baseball. **

Red Ball – Played in games of catch, as handball or 4 Square, not to be kicked against walls.

Tennis Ball – Played in games of catch and/or baseball mitts and school approved bats.

Tether Ball – Played in organized games, not hung on/or used as swings.

** with IA approval

When students bring appropriate playground equipment from home, they are to share with others and have items labeled with their names. Recess supervisors must approve items brought from home.

Items not allowed on the playground:

- Electronic equipment (cell phones, iPods, etc.)
- Personal toys (stuffed animals, Pokémon cards, transformers, etc.)
- Chewing gum, food, beverages
- Hard balls such as baseballs/softballs

Items NOT to bring to School

All electronic equipment, games, toys, trading cards, expensive items (cameras, binoculars, etc.) should be left at home. Cell phones and smart watches are discouraged at Rosa Parks Elementary as they can disrupt the educational process. If a parent wants their student to carry a cell phone at school, it needs to be kept in the student's backpack and always turned off during the school day. Smart watches are also to be kept in students' backpacks during the school day.

"Downpour Morning" Plan

A "downpour morning" is defined as one on which students will be soaked if standing outside without cover for 10 minutes.

Office personnel will decide if the "downpour" plan should be implemented. If so, an announcement will be made over the intercom between 8:25 a.m. & 8:40 a.m. Teachers will open the doors and invite students into the building at 8:40 a.m.

Teachers will identify a location for students to wait once they are inside the school. Teachers will prepare students so that they know where to go upon entry and the expectations for behavior once inside.

Parents who enter the building are to go immediately to the office, follow the sign-in procedure including wearing a Volunteer Badge once gates are locked - post first bell.

Rainy Day Recess

Students are to use "common sense" during periods of inclement weather. They should stay under cover, stay out of puddles and away from downspouts and be prepared with proper attire, raincoats, boots that are water resistant. Umbrellas are not allowed on the playground.

Rainy day recess will be called when it is unsafe for students to be outside (due to lightning, excessive flooding/mud, or heavy rain). If rainy day recess is called, students will remain in their classrooms with the option to draw, read, or watch a movie aligned with grade level curriculum/standards.