PETER KIRK ELEMENTARY
FAMILY HANDBOOK 2018 – 2019

Home of the Eagles

Contact Information:

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Website: http://www.kirk.lwsd.org

PETER KIRK ELEMENTARY - Faculty

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Robin Heliotis
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Danielle Frost
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SECOND GRADE
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FOURTH GRADE
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FIFTH GRADE
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Cindy Blair (Psychologist)
Ron Meyer (Music Itinerate)
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Paul Bowler
Ken Bowder

OFFICE
Brenda Nunn (Office Manager)
Carlos Cruz (Secretary)
Nadya Sultan (Health Room Secretary)
Ian Maver (Associate Principal)
Monica Garcia (Principal)

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About the School

❖ DAILY SCHEDULE

9:00 First bell. Student enter the building.
9:05 Second bell. School begins

Dismissal: M, T, Th, F – 3:35
W – 2:05

Individual class schedules, including lunch and recess times will be provided by teachers.

❖ LEAP WEDNESDAYS

Learning Enhancement and Academic Planning (LEAP) occurs every Wednesday. Students will be **dismissed** at **2:05 p.m.** to provide time specifically designed to improve student achievement through collaboration and focused team-based efforts.

❖ LUNCHES

Free and Reduced

Under a provision of the National School Lunch Act, our district can offer free or price-reduced lunches to children from families determined qualified under the Eligibility Scale. Applications are available in the school office and online through the district website, www.lwsd.org.

Electronic Lunch Purchase System

Our school has an electronic meal purchase system. When your child purchases lunch or milk, the money is automatically deducted from your child's account. The school will notify you when your child's account is low via Myschoolbucks.com. If it is not fixed and your child is still buying lunch you will receive a note via kid mail or a phone call.

To add money to your child's account you can do any of the following:

- Send a check made out to LWSD in an envelope with your child's name.
- Visit MySchoolBucks.com.

Lunch Prices

Individual student lunch:	$3.00
Individual student milk:	$0.75
Adult lunch:	$3.75

ATTENDANCE

- **BECCA BILL**

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

- **ABSENCE AND TARDY POLICY**

  The first step in school success is being here. To support students and families, students are expected to be at school, on time each day. Ms. Garcia reviews absenteeism and tardy reports monthly.

  Families leaving on extended absences are to complete the 'Pre-Arranged Absence Form.' The form is available on the Peter Kirk website.

- **SAFE ARRIVAL – Calling in an absence or late arrival**

  Please call the office at **425-936.2591 if your student will be absent or late.** Office hours are **8:00 a.m.** to **4:00 p.m**. There is an answering machine to leave your message after hours. **Please state your child's name and briefly state the reason for absence.**

- **LATE ARRIVAL**

  Students are expected to arrive at school on time. It is disruptive to the educational process to have students arrive late. It is a parent's and student's responsibility to be on time for school. A student is considered tardy if they arrive to class at or after the 8:45 bell. Admit slips will be written beginning at 8:45am per the school wall clocks. **Beginning in September, students who arrive after 9:05 MUST be signed in by a parent. Please plan accordingly.**

- **EARLY DISMISSAL**

  Parents must come into the office to sign their child out for early dismissal. We are only able to release students to parents who have signed their child out. To limit the number of classroom interruptions, we will not call the classrooms after **3:00** p.m**.**

STUDENT BEHAVIOR EXPECTATIONS

EVERYDAY I WLL SOAR

RULES and EXPECTATIONS for all Grade Levels

Be SAFE	*I will* • keep my hands and feet to myself • listen & follow directions • move quietly and calmly throughout the building
Help & Support OTHERS	*I will* • all community members at peter kirk • appreciate and be thankful for all support given and received • be a student that cares
APPLY ***myself***	*I will* • listen actively • give my best effort • show a positive attitude
Show RESPECT	*I will* • speak in a calm, kind voice • choose appropriate words • make good choices • take good care of materials

The Lake Washington School District Rights and Responsibilities outlines our progressive discipline policy.

PLAYGROUND EXPECTATIONS

- STUDENTS WILL
  - Be Safe
  - Help and support Others
  - Apply themselves
  - Show Respect

Acceptable playground equipment is as follows:
• **Basketballs** • **Wall balls** • **Footballs** • **Tennis balls** • **Soccer balls** • **Jump ropes** • **Baseball mitt / softball mitt** **Hula-hoops** • **Soft Frisbees (Aerobi).**

IMPORTANT INFORMATION

- **BIRTHDAYS**

  If you wish to bring treats for birthdays, please first check with the classroom teacher. The treat should be small, or bite-sized in keeping with District nutrition guidelines. Please do not have flowers or balloons delivered to the school for your child, as they are a disruption to learning time. Teachers will not be responsible for passing out student invitations. Students are not permitted to pass out birthday party invitations during school hours. Due to traffic and student disruption, we do not permit limo pick-up of students in the school parking lot.

- **GUM**

  Chewing gum is not permitted at school.

- **DOGS**

  Please leave dogs at home! We have students who are afraid and some that are highly allergic. **No dogs are allowed on District property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs.** Washington State Law restricts having any pet in the classroom for an extended period.

- **GUESTS AND VISITORS**

  Parents are welcome and encouraged to volunteer.

  Visitors to the building must first be 'buzzed in' at the main door. Once in, please report directly to the main office (to your right)

For security reasons we require that all visitors provide id, sign in and wear a visitor's badge while on the premises. We ask that vi8sitors sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in.

❖ **ENTERING THE BUILDING**

Once all students have entered the building for the school day, all exterior doors will be locked. To enter the building during the day while students are in school please come to the front door main entrance. On the right side of the main entrance there is an intercom and video system. Please press the button on the intercom system. This will ring into the main office. You will be greeted via the intercom and asked about the purpose for your visit. You will then be buzzed into the building and asked to come directly to main office.

❖ **SCHOOL AND DISTRICT EVENTS**

All elementary school students must be accompanied by an adult at evening events. All school conduct regulations remain in effect at school. Students will be accountable at their home school for violations that occur at other District schools or at school-sponsored events.

DRESS CODE

- Parents should ensure that their children come to school dressed appropriately for the day's activities and the weather. Recess will be outside except in inclement weather, i.e. lightning, unsafe wind conditions, etc. All children should wear coats, hats and other warm clothing to school during cold and wet weather. **Students should wear athletic shoes on days they attend P.E.**

- Students should dress in a manner that is conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.

ELECTRONICS

- **Electronic Readers**: Kindles, Nooks and other reading devices are permitted at school for reading teacher-approved literature and should not cause distraction to the owner or others.
- **Other Electronics:** To limit unnecessary disruptions cameras, iPods, Gameboys, iPads, etc. are not permitted at school.

Note: *Peter Kirk and the Lake Washington School District are not responsible for any stolen, lost or damaged electronics brought to school*.

❖ **CELL PHONES**

- Cell phones must be turned OFF and kept in backpacks during the school day. Cell phones may be turned ON only after leaving the main building, after school hours. **This includes wrist watches that double as cell phones**.
- If a cell phone is used or rings during school hours, parents will be called and are responsible for picking the phone up in the office.
- **To limit unnecessary disruptions, parents and guests are asked to turn cell phones while in the building.**

GETTING TO AND FROM SCHOOL

❖ **BUS TRANSPORTATION**

District transportation is provided only for those students residing West of Market Street. Those students will be bused to and from school. If there is any change in how your child is to arrive or depart school, **a note must be sent to his or her teacher.** **Bus riders are to review the "BUS CONDUCT" expectations on pages 45-46.**

❖ **WALKING**

- ❖ Go directly to school.
- ❖ Stay on sidewalks and walkways.
- ❖ Walk with a buddy.
- ❖ Walk instead of run.
- ❖ Obey crossing guards.

❖ **RIDING BIKES**

- ❖ Only 4th and 5th grade students may ride their bikes.
- ❖ **Signed parent permission form must be on file in the office.**
- ❖ Wear helmet and follow all bike rules.
- ❖ Ride with a buddy.
- ❖ Obey crossing guards.
- ❖ Walk your bike on campus and lock your bike at the bike rack located by the dome.

❖ **ROLLERBLADING/SKATEBOARDING/SCOOTER/SHOES WITH BUILT IN WHEELS (HEELYS)**

Because of safety and liability concerns, the Lake Washington School District **DOES NOT** allow skateboards, rollerblades, scooters or Heelys on school grounds. These items are to be left at home and will be confiscated if brought to school. A parent will need to pick the item up from the office.

❖ **SAFETY PATROL AND ADULT CROSSING GUARDS**

We have School Safety Patrol members (4th and 5th grade students) on duty in the morning and at dismissal to help at school crossings with heavy traffic. Students and adults are to cross with the safety patrol.

❖ **ONCE AT SCHOOL**

- Students may NOT arrive at school before **8:50 a.m.** as adult supervision begins at 8:50 am.
- Please say your goodbyes outside the double doors for an efficient morning start.
- Upon arrival, students are to line up quietly with the rest of their class and be ready for the day – this is not a playtime.
- Students are to remain in line between 8:50 and 9:00 a.m. unless they are escorted by an adult. They may enter the building when greeted by an adult.
- Instruction begins at 9:05 am.

PARKING LOT EXPECTATIONS

- **Important Reminder: Construction will be taking place throughout the 2018-19 school year. Due to construction, traffic flow and parking lot expectations might need to change during the year. When possible, changes will be communicated in advance. Your patience is appreciated.**

Adults assigned to crossing duty are here to assure that students cross safely. They are not responsible for, or allowed to, direct traffic. The Peter Kirk parking lot depends upon each and every driver following parking lot expectations, staying alert, and being courteous.

Reminders: Students may only exit or enter an un-parked car in the "Drop -off/Pick-up Zone" on the passenger side.

Directions for dropping off your child in the morning by car:

- Enter the parking lot and remain in the right-hand lane
- Pull forward to the 'Drop off/ Pick up Zone' – this is the ONLY area for drop-off
- When exiting, pull forward or merge into the 'Through Traffic Lane'
- Make a RIGHT turn ONLY out of parking lot.

Directions for picking up your child after school by car:

- Enter the parking lot and remain in the right-hand lane
- Pull forward to the 'Drop off/ Pick up Zone' – students will be waiting in the designated area.
- Turn off your engine while waiting. The driveway is an idle free zone.
- When exiting, pull forward or merge into the 'Through Traffic Lane'
- Make a RIGHT turn ONLY out of parking lot.

Directions for Parking

- Enter the parking lot
- Stay in the left-hand 'through traffic lane'
- Continue past the 'Drop- off/Pick-up zone' and park where there is available parking.
- Staff parking will be closed after school.

Safety Reminders

- It is UNSAFE to
  - Open car doors outside of the 'Drop off/ Pick up Zone'
  - Pick up children outside of the 'Drop off/ Pick up Zone'
  - Cross outside of the cross walks.

Parking Lot Manners & Other Reminders

- Turn RIGHT only onto 6th during pick-up and drop-off times.
- If you need to come into the building, park your car. Do not leave your car unattended or park in the emergency lanes for any reason.

PARENT - SCHOOL PARTNERSHIP

The purpose of the Civility Code of Conduct is to provide a common set of behaviors to guide the work of the adults who partner in our students' education. This includes all adults: certificated and classified staff, parents, and volunteers. The Civility Code of Conduct guides each of us in our interactions in a way that maintains focus on our students and maintains positive relationships among adults.

Peter Kirk Civility Code of Conduct

At Peter Kirk Elementary, I believe that practicing civil behavior helps create a positive and successful learning environment. As an adult, I recognize my important role in modeling the kind of responsible, considerate, and positive behavior I hope to instill in children.

As an adult member of the Peter Kirk community, I strive to create an atmosphere of respect as I:

Share Responsibility for Peter Kirk: I take ownership for helping Peter Kirk to be a safe place to learn, work and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.

Honor the Professional: I demonstrate trust and confidence in the professional expertise of all staff members and acknowledge the various parenting styles within our community, believing everyone operates with the best intentions.

Collaborate with One Another: I will share ownership of problems not by shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior.

Use Positive Communication: I will show respect for the dignity, diversity and well-being of all adults and students by putting into practice Peter Kirk's Top Ten (see below).

Model Appropriate Use of Social Media: I recognize that social media is part of society and that it has an impact on others. I commit to using social media in a manner that promotes a positive Peter Kirk. When I have a concern, I will "go to the source" and engage in a direct, confidential and private conversation about a concern. To build a positive, trusting community for our students, the Peter Kirk staff commits to practicing respectful communication with parents / community members and we value the same from our community.

Peter Kirk's Top Ten

1. Listen
2. Think first, act second
3. Be respectful, in speaking and in writing, through tone of voice, choice of words, and body language
4. Direct questions to the source
5. Communicate honestly with care and tact
6. Refrain from idle gossip or complaints
7. Maintain confidentiality
8. Respect even a subtle "no"
9. Be inclusive
10. Thank others and acknowledge contributions

COMMUNICATION GUIDELINES

- **WHEN YOU HAVE A CONCERN**

  When you have a question about your child's school experience and need to talk with someone, begin with your child's teacher. If you don't get the answer or resolution to your question or problem, contact the principal. Please allow the teacher time to research and respond. Depending upon the issue, a response may take up to 48 hours. Issues relating to student health or safety will receive priority.

  - Email is an efficient means of communicating with the school. Please keep the following in mind when emailing.
  - **Please allow 24 to 48 hours for a response to your email**. Teachers are engaged with instruction throughout the day. Additionally, they often have before and after school obligations. They may need time to research in order to thoughtfully respond.
  - **Emails regarding last minute changes to after school plans.** The expectation is that teachers are actively providing instruction while students are present. Please be aware that we cannot guarantee that last minute changes will be seen and communicated by the teacher. The best way to avoid confusion is to be sure that your child understands what is expected before the day begins. Include a handwritten note for the teacher. Of course, emergencies arise. In this event, please call the main office prior to 3:00 p.m. Examples of emergency situations include family illness or being stuck in the office.
  - **Schedule meetings with teachers.** If you would like to meet with the teacher, please schedule a meeting. Stopping by class during the day is disruptive to student learning. Teachers want to provide the information you are seeking and appreciate the opportunity to prepare for and focus on your questions. Scheduled meetings honor their responsibility to the whole class and to meeting your child's individual needs.

- **CLASS PLACEMENT**

  Considerable time is devoted to optimizing student learning for every child. Our overall goal is to create a balanced class of students who will work and learn well together. Class assignments will be communicated first at Back to Business Night, and then via Parent Access the afternoon before Meet and Greet. Should you have a concern regarding your child's assigned teacher, you are invited to identify the concern with the Principal or Associate Principal and allow the time to respond. No change of placement requests will be accepted.

VOLUNTEERING

Parent volunteers enhance opportunities for learning in the classroom by increasing the effectiveness of individual student learning. To ensure the safety of our students and to follow Washington State Law (RCW 43.43.830 through 43.43.845), we ask that all parent helpers and volunteers complete a **Volunteer Application, Volunteer Disclosure Form** and **Washington State Patrol Background Check**. In addition, all chaperones, drivers for off-campus activities, and swimming pool chaperones will be required to complete all paperwork. Off-campus drivers will have additional insurance forms to complete prior to the field trip.

❖ **VOLUNTEER APPLICATION PROCEDURE**

Volunteers who are parents of students in the District are asked to apply online through Parent Access. This is the fastest way to receive approval. Online volunteer applications are available in the Parent Access section of the LWSD website. Volunteer approval is valid for two years. A list of approved volunteers will be maintained in the office. Additionally, you will receive an email indicating that it is time for renewal.

All other volunteers should follow these instructions outlined on the LWSD website.
https://www.lwsd.org/uploaded/Website/About_Us/Forms_Library/Volunteering/Volunteer-Application.pdf

PLEASE ALLOW 2 WEEKS TO PROCESS VOLUNTEER APPLICATIONS.

❖ **VOLUNTEER EXPECTATIONS**

Once you have completed the volunteer application and disclosure, background forms and been approved, please remember the following expectations:

Read the LWSD Volunteer handbook. http://www.lwsd.org/volunteer-handbook.pdf.

- ❖ Sign in at the office.
- ❖ Pick up and wear a nametag.
- ❖ Be consistent and punctual—teachers depend on you. Teachers plan times for specific reasons. Stay as close as possible to the times assigned.
- ❖ Be positive with children.
- ❖ Any concerns should be directed to the teacher.
- ❖ Younger siblings –
    a. Not enrolled in school may not go on the playground during recess times or school sponsored special events with parent volunteer.
    b. AVOID bringing younger siblings along during a volunteer session.
    c. The workroom is for ADULTS only.
    d. Younger siblings may not go on field trips when students are using District transportation.
    e. Parents may not chaperone a group of students if non-student sibling(s) attend.
- ❖ In case of an emergency or scheduled drill, volunteers must follow school emergency procedures.
- ❖ Schedule a meeting outside of your volunteer time to discuss your child.
- ❖ **Confidentiality is critical.**

PETER KIRK HOMEWORK POLICY

The faculty of Peter Kirk Elementary, with input from parents, has developed this homework policy to ensure parents, students, and teachers have a shared understanding of the goals and responsibilities involved in homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experience.

An important goal at Peter Kirk is for every student to become a lifelong reader. The influence of reading at home is important because students from homes that support reading are substantially better readers, have larger vocabularies, and have more positive attitudes about reading. Therefore, students should devote a portion of the estimated homework minutes to reading each night.

Homework can help children develop:

- Responsibility for his or her own learning
- Independence
- Accountability
- Strong study and organizational skills

Student Responsibilities

- Get homework assignment.
- Take homework home.
- Complete homework to classroom standards.
- Return homework on time.
- Communicate questions and concerns to teacher.

Parent Responsibilities

- Provide a quiet workplace.
- Establish reliable homework time.
- Review corrected student work and sign homework logs if required.
- Assist in time management of weekly homework and long-term projects.
- Encourage student to communicate questions or concerns to teacher.
- Contact teacher if your student is struggling to complete homework within the noted timeframes (see below).

Average Homework Minutes per Grade Level (Estimated)

Grade Level	Total (min)
1st	20 minutes
2nd	25 minutes
3rd	35 minutes
4th	40 minute
5th	50 minutes

VACATION HOMEWORK POLICY

Family vacations are special times; we ask that you consult the school calendar when making vacation plans. We understand that occasional circumstances arise that take students out of school; therefore, it is important to consider the repercussions of students missing instruction. There is a positive relationship between classroom attendance and student achievement. When students are not in school, they miss valuable instruction. 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. **Per Lake Washington Education Association Negotiated Agreement, teachers are not required to provide assignments in advance of a child's absence.** Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

PETER KIRK EMERGENCY RESPONSE

The staff at Peter Kirk makes a great effort to provide a safe environment for each student and the educational process. On this page, you will see a brief description of our procedures directly following an emergency.

Earthquake

- If indoors, stay indoors and drop, cover and hold. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
- Do not run through or near buildings where debris could fall on you.
- If outside, stay in the open. Keep away from buildings, trees and electrical wires.

Fire

- When the fire alarm sounds, all students, personnel, and visitors will evacuate the building immediately.
- Students must leave their classrooms and proceed directly to the designated exit.
- All classes should walk rapidly and silently away from the building, standing face away from the building while the teacher takes roll to make certain no one is missing.

Lockdown

- Office will announce, "OUR SCHOOL IS IN FULL LOCKDOWN," over the intercom.
- At this time get to a nearby classroom and wait for instructions.
- Staff will: lock doors, close curtains, turn out lights, direct students to a secure location in the classroom, and take roll.
- Teachers will be in contact with the office via handheld radio.

Student Evacuation

We have two evacuation areas:

1. Kindergarten play area along the fence line
2. Gravel Staff Parking lot.

Student Release from campus location

Our goal is to reunite parents and children as quickly as we can. In the event of an emergency that requires students to be released from school early the most important thing to remember is to stay calm and follow the procedures we have in place. We have one Student Release Areas where you can check in to pick up your children from our campus:

In front of the school main entrance doors

Student Release from off campus

Should an event occur that requires an evacuation from the building parents will be reunited with the children at an off-campus location. Students would travel by bus from our evacuation locations. In the event of an off-campus evacuation, parents can pick their children up at Kirkland Middle School

CRITICAL REMINDERS

- Bring your IDENTIFICATION: We cannot release anyone without seeing ID first. Therefore, **bring your Personal Identification Card.**
- **YOUR name MUST be on a child's emergency card in order for us to release a child to you.** Again, bring your personal identification card.
- **REMAIN CALM**
- **BE PATIENT**

We understand how important it is to reunite families expediently. We also understand the importance of being efficient and thorough. We need to account for each person on campus. Please remain in the parent reunification until your child is brought to you. Your patience and understanding is appreciated.

❖ **EMERGENCY CONTACTS**

It is important that the office staff can contact someone close to school in case of an unplanned school closure, early dismissal due to a snowstorm**,** or one of the emergencies listed above. Please plan with a family or friend in the immediate Peter Kirk community where your child may go in the event you are unable to come to school to pick up your child. **List that name and phone number on the LWSD emergency notification document.** Every child needs to have an alternate contact in the community that can be called by you or us in the event of your absence. Your child will be more comfortable in a home environment.

❖ **PROCEDURES FOR PICKING YOUR CHILD UP FROM SCHOOL IF AN EARLY RELEASE IS ISSUED**

There are also times when students school-wide will need to be picked up if an Early Release is issued (ex. school power outage, wind storm, snow storm). The communication and pick up procedures are different under these unique circumstances.

- ❖ You will receive an automated phone call from the Lake Washington School District.
- ❖ After receiving the phone call, please pick up your child DIRECTLY from their classroom; **bring your Personal Identification Card (Driver's License).**
- ❖ The classroom teacher will check your identification, and have you sign your child out using a Student Release Sheet. Once the teacher checks you off, and you have signed your child out, the teacher will release your child to go home directly from the classroom.
- ❖ If you are picking up someone else's child **your name MUST** be on that child's Emergency Card (again: **bring your Personal Identification Card)**

❖ **INSURANCE**

If you are interested in school insurance, forms are sent home on the first day of school and are also available in the office. This insurance is a supplemental accident insurance policy.

Each year, the Family Handbook is reviewed by parents and staff. If you are interested in participating in the handbook review, please email Monica Garcia at mogarcia@lwsd.org.

Thank you to the following people for your support in reviewing and revising this year's student handbook: Julie Grant, Candace Taberner, Robin MacDonald, Carrie Creek, Stephanie Lecovin, Maureen Crabtree and Ian Maver