

Lakeridge Elementary Student Handbook

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Mercer Island, WA 98040
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Mission Statement

EXPLORING TODAY, PREPARING FOR TOMORROW

Our mission is to give all students at Lakeridge the opportunity to gain knowledge, grow in wisdom, develop confidence and become creative, compassionate and critical thinkers, and to ensure that all children, regardless of level of ability or individual needs, will have the opportunity to reach for, achieve and extend their potential in a changing world.

Beliefs

We believe all Lakeridge students can reach their full potential if we

- inspire intellectual and academic excellence
- promote self-esteem
- foster social responsibility, and
- create a positive environment.

Lakeridge Chant

Lions' Pride, it goes around!

Lions' Pride, we shout it now!

**Respect each other and be proud,
Now we'll shout it really loud!**

**Lake what?
LAKERIDGE!!!!**

**Lake what?
LAKERIDGE!!!!**

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ATTENDANCE

At Lakeridge, attendance affects what you learn in class. It is essential to attend school regularly and to be in the classroom before 9:15 each day.

ARRIVAL AT SCHOOL

Please do not arrive before 9 a.m., and go directly to the outside door of your classroom. Remain in line at the classroom awaiting the teacher. It is not appropriate to run around the area or play at this time.

ABSENCES: If you are absent a day or any part of a day, as a result of illness or for any other reason, a parent needs to call the Absentee Alert number **236-3400**. **If Lakeridge does not receive a call, a representative from LR will call your home during that morning.** When you return to school, please bring a note to your teacher signed by your parent or guardian explaining the absence.

LATE ARRIVALS: If arriving after 9:15, be sure to check in at the office.

EARLY DISMISSAL: For an early dismissal, you must bring a note to your classroom teacher. When your parent comes to pick you up, they must come to the office, sign you out and then you will be called from your classroom.

PREARRANGED ABSENCES: If you will be absent more than 3 days in length, your parent/guardian should notify the office ahead of time. **Please note that classroom teachers are not responsible for providing missed instruction and work.**

RESPONSIBILITY FOR MISSING WORK: It is your responsibility to identify and complete work that is missing due to absences.

WITHDRAWING FROM SCHOOL: Parents need to notify the office if their child is withdrawing from school. Please call 236-3415.

BALLOONS AND FLOWERS

Please do not bring flowers or balloons for individual birthdays to school. While we want to recognize each other in a positive way, flowers and balloons can be disruptive to the learning environment and also trigger allergic reactions.

COMING TO SCHOOL

WALKING POLICY: Mercer Island School District has identified a “walk zone” around each school. No bus service is offered within the walk zone. Students living in the Lakeridge “walk zone” are encouraged to walk or bike to school daily.

BICYCLE POLICY: Lakeridge provides bike racks for students riding bikes to school. Students are to lock their bikes and not ride in the pedestrian areas or staff parking lot.

Grades K – 2: Students may ride to school only with a supervising adult present.

Grades 3 – 5: Students may ride independently once they have completed the BIKE RODEO (3rd grade) program.

CAR POLICY: Lakeridge Elementary provides a drop off and pick up zone for students arriving by car. To minimize traffic congestion and environmental impact, maximize pedestrian and bike safety, air quality, and healthy living choices, parents are encouraged to limit trips and organize car pools. Parents who need to park should do so at South Mercer Play Fields. **The staff parking lot is for staff only.**

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PETS

In order to maintain an environment that is healthy for everyone, including those with allergies, please do not bring pets to school.

SKATEBOARDS/ROLLER BLADES/BICYCLES

The riding of skateboards, roller blades and bicycles are not to be ridden on campus at any time. Students bringing skateboards or roller blades to school must leave them in the office during the school day. When school is dismissed, students are to pick up their bikes at the bicycle racks.

BUS EXPECTATIONS

When you ride a school bus it is important that you follow directions given by your bus driver. If you misbehave on the bus you may lose the privilege of riding. Lacrosse sticks are not allowed on the bus.

BUS PASSES: In order for you to ride the bus home with another student, you must have a written note from home giving permission. **The note is then given directly to the driver.**

CLOTHING

Students should arrive at school appropriately dressed to do their best work. Students should also arrive at school with appropriate clothing for outdoor recess (i.e. jackets in cold/wet weather). Parents are encouraged to model and expect appropriate dress. Students are encouraged to show pride and respect in themselves and in their school, as reflected in their appearance. Clothing guidelines are in place to ensure student safety, and to set the tone for learning and safety at Lakeridge.

As such, the following guidelines will be followed:

- ✚ Students are to wear safe footwear at all times. No flip-flops.
- ✚ Jeans and pants should be fit to the waist and the legs should be no longer than the tops of the shoes.
- ✚ No clothing that is deemed by the staff to be inappropriately tight, small, or revealing will be allowed. Spaghetti straps, halter tops, and bare midriffs are inappropriate for school.
- ✚ Skirts and shorts should be at least the length of where fingertips reach when placed against the leg. Shorts are highly recommended under skirts.
- ✚ No costumes, hats or sunglasses indoors.
- ✚ Coats and Jackets for outdoor play must be worn as weather dictates.

If clothing or appearance disrupts the educational process, makes staff or students uncomfortable, or clearly violates the dress code guidelines, the following steps will be taken:

- First offense = referral notice sent home from teacher to parents
- Second offense or referral notice not returned = call home from principal

ASSEMBLIES: Lakeridge students have the opportunity to participate in a wide variety of entertaining and informative assemblies. Assemblies are held in the MPR (Multipurpose Room). Lakeridge students and staff are proud of the fine tradition of courteous and orderly conduct that is displayed at all school assemblies. It is expected that students remain seated quietly throughout the assembly and show appropriate behavior at all times.

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After-School Activities: At Lakeridge you have the opportunity to participate in after-school activities. You will receive information about these at the beginning of the school year.

LAKERIDGE DISCIPLINE PLAN

Five basic rules will be in effect. They are broad by design and are backed by specific school and classroom rules and guidelines. Teachers will review these specific rules and guidelines with their classes so the students will know what is expected. Each fall time will be spent practicing the behaviors that support these rules.

The five basic rules are:

1. Respect others at all times.
2. Respect school and personal property.
3. Observe playground boundaries and safety rules.
4. Take responsibility for your actions.
5. Seek help to resolve problems when you can't resolve them.

B. CONSEQUENCES

If a student chooses to break a school rule, to not accept his/her responsibilities, or to infringe on the rights of others, the following sequence of consequences will result:

LEVEL ONE (Teacher/Staff Intervention)

If a student violates a rule, he/she will be informed that their behavior(s) is inappropriate and a consequence will be selected for the behavior, such as; denial of a privilege, time out, loss of recess, clean up playground or lunchroom, or detention as determined by the supervising adult. Written notification will be sent to the homeroom teacher.

LEVEL TWO (Staff/Parent Notification)

If teacher/staff interventions do not remediate the inappropriate behavior(s), the student will be issued a written notification (conduct referral form) with copies sent to the classroom teacher, parent and principal. Parents will be asked to acknowledge receipt by signing and returning the form to the office the following school day .

LEVEL THREE (Principal/Parent Communications)

If a student accumulates three (3) Conduct Referrals, his/her parents will be expected to come to the school to meet with the principal and teacher to discuss the inappropriate behavior(s) and set goals for future positive behavior and/or possible consequences.

BEHAVIOR PLAN

If a student persists beyond Level III in violating school rules, the principal, teacher, supervisor and parent will meet to establish appropriate consequences through an individualized Behavior Plan.

The goal of this plan is:

- (1) to help students learn to make responsible choices, and
- (2) to ensure a safe and appropriate learning environment. If staff and parent interventions are not effective, a student may be suspended from school.

DISRUPTIVE BEHAVIOR IN THE CLASSROOM

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In the event that a child is disruptive in the classroom to the extent that it interferes with the learning of others, it may be necessary to remove that child from the classroom. When this occurs, the child will be sent directly to the office where he/she will remain until the end of that instructional period. Disruptive behavior will result in level two disciplinary action that will involve the teachers, parent, and principal.

CLASSROOM INFRACTIONS DURING SUBSTITUTES: All students are expected to be polite and respectful to substitute teachers. **Disciplinary action will be taken by the building principal if necessary.**

PLAYGROUND EXPECTATIONS AND PROCEDURES

Guidelines for All Games and Equipment

- Follow Kelso's Choice!
- All disagreements are to be settled by the people playing the game or using the equipment. Ask an adult if you need help.
- Use your problem solving skills.
- If players can't settle a disagreement, they must find something else to do until they can work it out.
- People continuing to have difficulties will lose the privilege to play that game or use that equipment.
- All physical fights will result in the following:
 - A referral to the principal
 - Loss of recess and/or suspension

Playground Expectations

- Always act with safety in mind.
- Show respect for students, adults and property.
- Remain on the playground.
- Play only in areas where you can see a Recess Teacher.
- The Recess Teachers are in charge of all playground activities.
- Report all injuries or problems to the Recess Teachers.

Consequences

- Time on the wall
- Both sides tell their side of an argument and then apologize
- Possible removal from the game for repeat offenders
- Lose recess in the office (used RARELY)
- Cancel the game for a designated time
- Referral to the principal for repeat offenders and serious issues.

LEGAL AND POLICY GUIDELINES

There are important rules that all staff and students must follow when at school. It is important that you talk with your parents about what these mean when you have questions. It is also important that you tell your teacher, your parents, or the Principal if you think you have been treated wrong in any of these ways.

More information on the MISD Drug and Alcohol policy is located at: http://www.misd.k12.wa.us/departments/superintendent/admin_policies/adminpolicies.html

School District Policy restricts behavior that threatens the safety of others, including threats, display of violence in drawings, or other acts that are threatening. If you do these things you may be removed from school and required to have counseling before you can come back.

More information on the At-Risk of Violence policy is available at: <http://www.misd.k12.wa.us/departments/>

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[superintendent/admin_policies/adminpolicies.html](http://www.misd.k12.wa.us/departments/superintendent/admin_policies/adminpolicies.html)

FIREARMS, COMBUSTIBLES, AND WEAPONS:

Bringing any of these things to school can also result in removal from school.

More information on the MISD weapons policy can be found at: http://www.misd.k12.wa.us/departments/superintendent/admin_policies/adminpolicies.html

HARASSMENT, HAZING, INTIMIDATION, AND BULLYING:

Respect for others requires that you do nothing to make another student feel unsafe. Hurting, frightening, or bothering other students can lead to disciplinary action by the Principal. Talk with your parents about what kinds of behaviors are included as bullying. IT IS REQUIRED THAT YOU REVIEW THE ATTACHED POLICY WITH YOUR PARENTS.

Daily attendance at school presents students opportunities to learn and grow both intellectually and socially. This discipline plan provides parents, teachers and students the basis for maintaining a safe and supportive school environment. In compliance with Washington Administrative Code (WAC 180-40-120) which follows, we hereby present the A) Rules, B) Rights and Responsibilities, and C) Consequences of the Lakeridge Discipline Plan.

The mission of the common school system is to provide learning experiences which will assist all students to develop skills, competencies and attitudes that are fundamental to an individual's achievement as a responsible contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student to pursue his or her course of studies, comply with written rules of a common school district which are adopted pursuant to and in compliance with WAC-180-40-225 and RCW 28A.58.101, and submit to reasonable corrective action or punishment imposed by a school

More information on the MISD anti-bullying and harassment policy is located at: http://www.misd.k12.wa.us/departments/superintendent/admin_policies/adminpolicies.html

SEXUAL HARASSMENT

One way that students or staff can be made to feel unsafe is if they are treated differently because we pick on them for being a boy, or a girl, or because they like boys or girls. This is another example of where we must be respectful of others. If you are teased in these ways be sure to tell an adult.

REFERENCE:

LEGAL: RCW 28A.640.020 Regulations, Guidelines to Eliminate Discrimination WAC 392-190-056-058 Sexual Harassment
ADOPTED: 03/19/94
REVISED: 06/22/95

ELECTRONIC DEVICES

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Video games and other electronic devices are not allowed at school. If your parents want you to have a cellular telephone for emergency use you must keep it in your backpack or some safe place and never use it during the school day. If the teacher sees it, it will be taken away. **Lakeridge is not responsible for lost or stolen items.**

Laser Pointers: Laser pointers are not permitted at Lakeridge for any reason. If a laser pointer is seen in the classroom, library, hallways, MPR, gym, etc. it will be taken by the staff member immediately and given to the office. The laser pointer will be returned to a parent at the end of the day.

FOOD AND BEVERAGES

We appreciate clean hallways, classrooms and classroom equipment. Please be responsible for cleaning up after yourself and making appropriate use of trashcans and drinking fountains. The ability to consume food or a beverage in individual classrooms is determined by individual teachers. Food and beverage may not be consumed in the hallways but may be taken to classrooms at the discretion of individual teachers. **Gum is not allowed on Lakeridge grounds.**

GRADES AND GRADING

REPORT CARDS AND PROGRESS REPORTS: Lakeridge students receive formal grade reports at the end of each trimester. It is important that any questions regarding classroom performance be directed to the classroom teacher. Your parent/guardian may contact your teacher(s) with any questions they might have about classroom performance.

HEALTHROOM INFORMATION

FAMILY EMERGENCY INFORMATION: Please provide current contact information to the registrar. This information is used to contact parents or guardians when their child is injured or ill, or in the event of a school-wide emergency such as an earthquake. Please prioritize numbers (including home, work, cell or pagers) where you can be reached quickly.

IMMUNIZATIONS: Washington State requires a current Certificate of Immunization Status (CIS) form be on file before a child attends school. Vaccination requirements change frequently; to view the current list go to the Seattle-King County Public Health Department website at <http://www.doh.wa.gov/cfh/immunize>

MEDICATIONS: State law stipulates that no medication (OTC or prescription) may be given to or carried by a student without prior medical authorization given, in writing, on a Medical Authorization Form (MAR) to the School Nurse. Medical authorization must be renewed every school year, and does not carry over from one school year to the next. MAR forms are available from school nurses, and on the MISD web site. <http://www.misd.wednet.edu/snews>

EMERGENCIES AT SCHOOL: The school nurse, the health room paraprofessional and others are trained to deal with medical emergencies. 911 will be called when needed for emergencies.

LIFE THREATENING HEALTH CONDITIONS: Children with life-threatening conditions such as anaphylactic reaction to food or bee sting, diabetes, and severe asthma or seizure activity, are required by law (Substitute House Bill 2834) and Administrative Policy, to have a medication and treatment plan from the child's licensed health care provider and a school based nursing care plan in place before attending school. If a medication or treatment order is not provided, the chief administrator of the school is required to exclude the child until such order has been provided. This requirement applies to students with a life-threatening condition who are new to the district, as well as students who are already attending MISD. Contact the school nurse for more information.

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COMMUNICABLE DISEASE POLICY: The MISD communicable disease policy (Administrative Reg. 5139.1) states, "Persons with common viral infections such as colds and influenza will be advised to remain at home during the acute phase of the illness and for 24 hours following an illness accompanied by a fever (temperature of 100 degrees or more) vomiting and/or diarrhea." Students and staff are encouraged to cough into tissues, dispose of tissues into the trash and wash hands after coughing. Sharing of finger food, drinks, straws, water bottles, etc. is discouraged. Students are urged to go to the health room if they are not feeling well.

LUNCHTIME

During lunch breaks students may eat lunch only in the cafeteria. While in the cafeteria:

- 1) Wait courteously in line.
- 2) Keep all food/beverages in the cafeteria.
- 3) Take responsibility for cleaning off the tabletop and floor area.
- 4) Remain seated while eating.
- 5) Do not pressure other students for food.
- 6) Do not share food

NOTE: Many Lakeridge students have severe food allergies. If you have an allergy to nuts, there is a NUT FREE table in the lunchroom.

MERCER ISLAND YOUTH AND FAMILY SERVICES COUNSELORS

One MIYFS counselor is available to students to provide confidential individual, family and group counseling. The counselor also provides a broad range of support to students, including informal problem solving and skill building. He or she works with students in the classroom to increase life skills such as conflict resolution, decision-making, and friendship skills. The counselor is also available to consult with staff and parents. If needed, they can help with referrals to local agencies that provide more specialized services for young people and their families.

STUDENT TELEPHONE

There is a telephone available for student use in the office. **Students are not permitted to use classroom phones. If calls are necessary, students should receive a note from their classroom teacher.**

STUDENT VISITORS

Students not enrolled at Lakeridge are not invited to visit during the school day. However, with administrative permission, arrangements can be made to visit during lunch.

TECHNOLOGY

Lakeridge staff and students use Apple computers that run on the OSX operating system. There is a high degree of interoperability between this and the Windows platform. It is important to take the following into consideration:

ACCEPTABLE USE OF LAKERIDGE TECHNOLOGY RESOURCES: All Lakeridge students are required to observe the MISD Acceptable Use and Code of Conduct statement is outlined in this student handbook. This Code of Conduct states that students will "not use the network or Internet to access or

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process inappropriate or obscene material or pictures.” The Code also specifically states that students may not “send hate, harassing or obscene content; use discriminatory or obscene remarks; or demonstrate other antisocial behaviors.”

Typical consequences for not following the Technology Code of Conduct include:

- 1) Verbal warning
- 2) Temporary elimination of technology privileges
- 3) Permanent elimination of technology privileges
- 4) Short-term suspension
- 5) Police involvement if appropriate

LAKERIDGE LIBRARY COMPUTER USE POLICY

Student access to computers in the library is limited to the following:

- finding information about the collection of books that are in the Lakeridge library;
- looking up information on line for doing class assignments.

The library is a wonderful place to go for many reasons. Of course, it is an ideal place to read books and check out books. It is also a place to go to look up information in books, in encyclopedias, in dictionaries and on the Internet. Students may check out books from 9 to 3:30 on any school day. The library is still open during recesses when classes are not in session. The schedule is posted on both library doors. Please be respectful, especially when there is a class.

TEXTBOOKS

During the year, students may be loaned books and materials with the understanding that they will care for these items. At the end of the school year, students are required to return these materials to their classroom teacher. Parents are responsible for damaged or missing textbooks and library books.

VOLUNTEERS

Parents and other adults are always welcome to visit the school but all visitors are to report to the office and register before going anywhere in the building. Volunteers will be given a badge to wear while in the building. All adults volunteering will need to have a Mercer Island School District Background Check Form on file. Forms are available in the office. Please note there is a mandatory volunteer training required before any volunteer service can occur.

Volunteers will also have to read and sign the Lakeridge Volunteer Handbook outlining the rights and responsibilities of being a volunteer at Lakeridge.

EMERGENCIES

Lakeridge has worked hard to develop policies in order to keep students safe in case of an emergency. If a fire, earthquake, bomb threat, lockdown, or other extreme emergency occurs, student safety is the top priority. Regular practice drills help students and staff know what to do if an emergency occurs during the school day.

NON-DISCRIMINATORY ENVIRONMENT

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The Mercer Island School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all students who are interested in participating in educational programs and/or extracurricular school activities.