

Norman Rockwell Elementary 2022-2023 Family & Student Handbook



Norman Rockwell Elementary

Giving our Beagle Best Every Day!



11125 162nd Avenue NE
Redmond, WA 98052

Phone: 425-936-2670
Safe Arrival: 425-936-2671
Fax: 425-885-5528
Website: <https://rockwell.lwsd.org/>

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The Musician, Norman Rockwell (Oil on Canvas, 1966)

Principal's Welcome Letter

Dear Families and Students:

Greetings from Norman Rockwell Elementary, the home of the Mighty Beagles, and welcome to the 2022-2023 academic year! We are looking forward to an exciting year ahead, filled with engaging, rigorous, fun learning, and we're so glad you are part of our community.

The Family and Student Handbook is full of important information for a successful year. After you read it, please sign and return the family/student acknowledgement form at the end of the handbook.

Families: you are such an important component of your child's education, and we would love to have you participate in various roles at Rockwell Elementary, from Art Docent to Room Parent to "Recess Wrangler." You will learn more about these opportunities in our School Newsletter, and the PTA newsletter, the "Beagle Bugle."

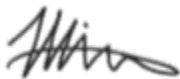
Rockwell is proud to partner with our award-winning Parent-Teacher Association. We have been a National PTA School of Excellence since 2018, and this year, we were one of three schools statewide to be renewed with this distinction. Our PTA supports our students, staff, and families in a variety of ways, including holding schoolwide events, supporting families in need, and providing classroom grants to teachers. For more information on the Rockwell PTA, please visit their website:

<https://normanrockwellpta.org/Home>.

Thank you, families, and here's to a wonderful year ahead. We are honored to be the administrative team of Norman Rockwell Elementary, and we have an open-door policy. If you have any questions or ever need to talk, please reach out via the phone numbers and email addresses below.

Here's to everything we'll achieve together for students in the year ahead!

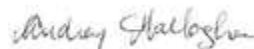
Kind Regards,



Michael Clark
Principal
425-936-2670
miclark@lwsd.org



Sincerely,



Audrey Gallagher
Associate Principal
425-936-2670
agallagher@lwsd.org



2022-2023 Lake Washington School District Calendar

Lake Washington School District | 2022-23 Calendar



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
						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					

November 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			

December 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

January 2023

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				

February 2023

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				

March 2023

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	

April 2023

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						

May 2023

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			

June 2023

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	

July 2023

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					

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. 12	First Day of Preschool
Sept. 14	1.5 hrs. early release schedule begins
Sept. 16	First Day of SNAPS Preschool
Oct. 17-18, 20	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
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 Preschool Conferences (No Preschool Programs)

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 2nd Quarter (Secondary)
April 10-14	No School - Spring Break
April 21	Secondary Grades Due
May 23, 25	Preschool Conferences (No Preschool Programs)
May 26	No School - LEAP Day
May 29	No School - Memorial Day
May 30	Snow Make-up Day
June 9	Last Day of SNAPS Preschool
June 14	Elementary Grades Due
June 19	No School - Juneteenth
June 20	Last Day of Preschool
June 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 7/21/22

2022-2023 Rockwell Elementary daily Schedule

Rockwell Daily Schedule 2022-2023

11125 – 162nd Avenue NE
Redmond, WA 98052
425-936-2670

SCHOOL STARTS: 8:50 AM

AM RECESS

10:36-11:02	K, 1, 2, 3,4,5 (Tuesday/Friday 2 nd grade has specialist)
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LUNCH and RECESS

Lunch	Recess	Grade
11:57-12:17	12:17-12:37	K/1
12:18-12:38	12:38-12:58	2/3
12:39 – 12:59	12:59- 1:19	4/5

PM RECESS

2:00 – 2:14	K, 1, 2 Recess
2:14-2:28	2, 3, 4, 5 Recess (Monday- McElrea & Friday/Johansen)

DISMISS: 3:20 PM

WEDNESDAY: 1:50 PM

Rockwell Elementary Staff

Office Team

Michael Clark
Audrey Gallagher
 Stacy Hatch
 Pradnya Kore
 Sayori Hinitz
 Caerissa Fawkes
 Kristin Bauer

Principal
Associate Principal
 Office Manager
 Registrar
 Health Room
 Nurse
 Counselor

miclark@lwsd.org
agallagher@lwsd.org
sthatch@lwsd.org
prkore@lwsd.org
shinitz@lwsd.org
cfawkes@lwsd.org
kbauer@lwsd.org

Kindergarten

Jayden Johansen
 Chris McElrea
 Hanah Rasmussen

Kindergarten
 Kindergarten
 Kindergarten

jajohansen@lwsd.org
cmcelrea@lwsd.org
harasmussen@lwsd.org

1st Grade

Sarah Ianni
 Molly Linnell
 Meredith Rapp
 Meghan Whitestone

1st Grade
 1st Grade
 1st Grade
 1st Grade

sianni@lwsd.org
mlinnell@lwsd.org
mrapp@lwsd.org
mwhitestone@lwsd.org

2nd Grade

Liz Finocchio
 Evelle Gentry
 Gina Holmen

2nd Grade
 2nd Grade
 2nd Grade

efinocchio@lwsd.org
cagentry@lwsd.org
gholmen@lwsd.org

3rd Grade

Toni Gibson
 Rebecca Metcalf
 Cari Raffel

3rd Grade
 3rd Grade
 3rd Grade

tgibson@lwsd.org
rbreier@lwsd.org
[craffel@lwsd.org](mailto:crffel@lwsd.org)

4th Grade

Heather Hein
 Denise Long
 Gena Thome

4th Grade
 4th Grade
 4th Grade

hhein@lwsd.org
dlong@lwsd.org
lthome@lwsd.org

5th Grade

Adrienne Harris
 Mary Kay Weinmeister
 Shelby Willie

5th Grade
 5th Grade
 5th Grade

abiglow@lwsd.org
mweinmeister@lwsd.org
shwillie@lwsd.org

Specialist

Irene Chen
 Christine Cottom
 Shelly Gordon

Music
 Physical Education
 Librarian

ichen@lwsd.org
ccottom@lwsd.org
shgordon@lwsd.org

Interventionist/Special Services Team

Kacie Brown	Inclusion/MTSS Coach	kacbrow@lwsd.org
Sara Chesterfield	Special Education	schesterfield@lwsd.org
Lynette Friesen	Multilingual Learners	lfriesen@lwsd.org
Joleen Komlodi	Safety Net	jokomlodi@lwsd.org
Lori Olberding	School Psychologist	c-lolberding@lwsd.org
Ashlynn Owens-Kachikis	Special Education	aowenkachikis@lwsd.org
Elicia Rogers	Occupational Therapist	erogers@lwsd.org
Elaina Silveri	Speech-Language Pathologist	esilveri@lwsd.org
Rebecca Rensema	HiCap	rrensema@lwsd.org

Classified Team/Support Staff

Brenda Christ	Instructional Assistant	bchrist@lwsd.org
Diane Doyle	Instructional Assistant	ddoyle@lwsd.org
Angela Flynn	Paraeducator	aflynn@lwsd.org
Chandara Hun	Custodian	chun@lwsd.org
Bhuvana Karthik	Instructional Assistant	bkarthik@lwsd.org
Gretchen Knapp	Instructional Assistant	gknapp@lwsd.org
Amanda Nappen	Instructional Assistant	anappen@lwsd.org
Karen Osborn	Instructional Assistant	kosborn@lwsd.org
Amber Price	Paraeducator	amprice@lwsd.org
Shelly Rice	Paraeducator	sherice@lwsd.org
Vidhya Ganesan	Instructional Assistant	vganesan@lwsd.org
Rita Yiu	Custodian	ryiu@lwsd.org

Extended Day

Kristin Willoughby	Extended Day Team	kwilloughby@lwsd.org
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Norman Rockwell Visits A Country Schoolhouse, Norman Rockwell (Saturday Evening Post: November 2, 1946)

General Information

Before School Supervision – Students at Rockwell line up for classes outside the building. Students should not arrive prior to 8:35. The beginning of the day bell rings at 8:50, and teachers let students into the building at that time.

Absentee/Tardy Procedures – The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf>, requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although some missed assignments can be made up, nothing can replace valuable in-class instruction.

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

- The parents of ANY student with ONE (1) UNEXCUSED absence in a MONTH will be informed in writing or via phone call.
- The parents of ANY student with TWO (2) UNEXCUSED absences within a MONTH will be informed of the need to confer with the principal.
- The parents of ANY student with FIVE (5) UNEXCUSED absences in a MONTH will be informed of the need to establish a CONTRACT and will be referred to the Community Truancy Board (CTB).
- If an ELEMENTARY student, aged SIX (6) or OLDER has FIVE (5) EXCUSED absences in a MONTH, the principal will inform the parents of the need to conference (unless prior notice of absences is received or a doctor's note is provided, and the school and parents have an agreed upon academic plan).
- If an ELEMENTARY student, aged SIX (6) or OLDER has TEN (10) EXCUSED absences in the current SCHOOL YEAR, the principal will inform the parents of the need to CONFERENCE (unless prior notice of absences is received or a doctor's note is provided, and the school and parents have an agreed upon academic plan).
- ANY student with TEN (10) UNEXCUSED absences in the current SCHOOL YEAR will have a truancy petition filed.

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

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

- At accumulated tardies of 15%, (equivalent to 3 out of 20 days) a letter will be sent from the principal/associate principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.
- If there is no improvement and tardies remain at 15% or greater, there will be another letter requiring parents to make an appointment with the principal.
- If tardiness continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

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

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

Extended absences -- If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused by contacting the Attendance Office. When travel extends beyond 20 consecutive days, student will be withdrawn on day 21. We will ask for address verification and then process your enrollment accordingly. Your student will have a spot in our school upon your return and proof of residency. However, there is no guarantee student will be placed in the current teacher's class due to enrollment of other students and placement processes. We will do our best to return them to the current class if there is an opening.

To reiterate the above work policy, LWSD does not require teachers to provide assignments during periods of illness or travel. You may work with your teacher to establish a plan for make-up work or any work the teacher has assigned per their discretion. [BoardDocs® Policy: 3122P Procedure Excused and Unexcused Absences](#)

Field Trips – Official field trip forms must be completed, signed and returned to the student's teacher before the date of the planned trip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip. All volunteers, including classroom volunteers and field trip chaperones will be required to complete a District volunteer application (found at <https://www.lwsd.org/get-involved/volunteering-in-lwsd/volunteer-application-process>).

Lost and Found – A Lost and Found for large items, clothing, etc., is maintained near the Main Entrance. Unclaimed items are given to charitable organizations at Winter Break, Spring Break, and in June. Please be sure that all articles of clothing and other items are marked with your child's name. Small or valuable items may be kept in the office and must be identified.

Parent and Visitor Procedures – We welcome families to visit Norman Rockwell, and to volunteer in the school or for a PTA activity. We value family visiting school during performances and welcome them

during lunch. Instructional time, however, is for our students only (unless approved by teachers i.e. art docent, reading/math group ...).

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

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

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

Lunches – Individual lunches cost \$3.25 for students (\$65.00 for a month) and \$4.25 for adults. Milk and juices are available at a cost of \$0.50. Hot lunch menus are available on the district website at: <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>.

- **Prepay with Credit Card:** Parents may prepay for as many lunches and/or milks as they would like through the School District. With this system, each student has a computerized account. Please follow the instructions online at [MySchoolBucks](#) or call 425-702-3393.
- **Prepay with check:** Please make your check out to "Norman Rockwell" and in the "For" line add the student's first and last name and "lunch money".
- **Prepay with cash:** Please put cash in an envelope with student's first and last name, teacher and "lunch money".

When a student does not have a lunch or lunch money, an emergency hot lunch will be provided. Free and reduced lunches are available to qualifying students. Information and applications are available online [Breakfast and Lunch Menus - Lake Washington School District \(lwsd.org\)](#) or are available in the office.

Textbooks/Materials – Students are responsible to the school for the proper care of textbooks and must pay for lost or damaged books or technology. Students will be required to pay fines for damages in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since the book will need to be replaced. Each student shall return all textbooks issued when leaving the school, or at the end of the school year.

Communication/Staying Connected

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

Contacting Staff – Email is the most efficient method for communicating with staff, especially during the school day. Emails are best for a quick question or to set up a request for phone dialogue. Please keep emails brief, as teachers have minimal time to check and respond during the day. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached through email or by telephone at 425-936-2670. Teachers cannot usually be reached by phone during the school day except in an emergency. If you need to let us know of time sensitive information, such as a change in pick up plans, contact the office. Please see pages 7 & 8 of the handbook or the Rockwell website for a list of teacher email addresses: <http://rockwell.lwsd.org/about-us/staff-directory-and-contact>.

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

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

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

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

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

Arrival/Dismissal/Traffic Safety

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

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

Bicycles, Scooters & Skateboards – All elementary students above the age of 10 may ride a bicycle to school with a completed permission form signed by the parent/guardian. For students under the age of 10, an adult must accompany the student both to school and on the return home. Bicycle permission forms are available in the office and on the [Rockwell website](http://rockwell.lwsd.org/). Because of safety and liability concerns, Lake Washington School District does not allow skateboards on school grounds. Students are asked to leave skateboards, inline skates and scooters at home.

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

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

Emergency Procedures

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

Emergency Contact Information – It is very important that the office have up-to-date phone numbers for parents and medical information for students on file the first day of school. LWSO sent out online verification August 1 – 23rd. The office will include an emergency form with your child(ren)s first day packet if you have not yet verified your student's information. In case you are not able to pick up your child due to an emergency, you need to email the office: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

Complete the emergency forms carefully. Please designate more than one local friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible. They will need photo ID upon arrival to school. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency. Please bring your patience. It will take time to release more than 500 students, and your child's safety is our paramount concern.

School Phone and Emergency Messages – To alleviate classroom interruptions and protect learning, students cannot be reached by phone. In the event of a last-minute change of routine, please contact the office and a message will be delivered to the student. Please discuss after-school arrangements in the morning before school starts. Students will not be able to use a school phone to make after-school arrangements, call for homework, etc.

School Closures – In order to maintain open communication lines in an emergency, you are asked NOT to call the school. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. In the event of a natural disaster or

severe weather conditions, parents are asked to stay tuned to their radio or television for information. You may also check the website [Lake Washington SD news via FlashAlert.Net](#) or the Lake Washington School District website, [Lake Washington School District \(lwsd.org\)](#). You should also receive an automated phone call in the event of a closure or delay.

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

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

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

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

- **No announcement means normal schedules:** Dismissal schedules will be at regular times unless otherwise announced on the radio between 11 A.M. and 12 P.M.
- **Schools are closed:** All building activities are cancelled, including school, all before and after school activities, athletic events and parent meetings.
- **Late start and limited bus service:** High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited. When in effect, Quest and AM Kindergarten classes are cancelled.
- **Special announcement:** A variation of the above plans will be announced, if necessary, due to a power failure or other conditions.

Health Information

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

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

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

Health Room Medication – District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the

student to go to the office to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023)

[https://www.lwsd.org/uploaded/Website/About Us/Forms Library/Student Health/General-Medication-Authorization.pdf](https://www.lwsd.org/uploaded/Website/About%20Us/Forms%20Library/Student%20Health/General-Medication-Authorization.pdf); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

Library Information

Library Guidelines and Expectations – The library program includes instructions for: library usage, the research process, information resources and literature appreciation. Students attend a weekly scheduled library class for 30 minutes. This time includes a lesson and time for students to choose and check out books. Students are expected to engage in the library lessons which could include discussions, group work and/or technology instruction. Library books can be kept for the circulation time designated for their grade level (see below) and are due on their library class day. Students wishing to keep their books longer may bring them to the library to “renew” them for 1 circulation period. Books must be present to renew them. Additional renewals will depend on the demand for that book or if other restrictions are in place (Battle of the Books). Students will not be able to check out new books if they have overdue books.

Circulation Policy –

- Kindergarten- 1 book for 1 week (starting checkout in late October)
- 1st grade- 1 book for 1 week
- 2nd-5th grade- 2 books for 2 weeks

Care Agreement – Students are responsible for materials checked out to them. Books must be returned in the condition they were in when checked out. If a student chooses materials in the library that they believe to be damaged, (before checkout) it is their responsibility to notify library staff. We do our best to check materials for damage but sometimes miss things. If a book is returned damaged, students’ families are responsible to replace the item or pay for damages.

Lost Books – The library staff will take every step possible to help students find missing or overdue books. Notices will be sent home via Skyward notifications, parent email, or via phone when books are overdue. We appreciate your help in finding and returning overdue books. If a book cannot be found in a timely manner, the student’s family will be responsible for the cost to replace the book.

Homework Policy

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

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

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

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

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

The Classroom And Beyond

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

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

Additional Music Programs –

- **Choir:** Led by a music teacher, 4-5th grade students in the choir sing at assemblies, shopping malls, Senior and Retirement centers, and other places within our community.
- **Band:** 4th and 5th grade students have the opportunity to participate in a before school music program at Redmond Middle School. Beginners are usually 4th graders, with second year students in 5th grade. Concerts are held at Redmond Middle School.
- **String orchestra:** A String Orchestra program is offered as a before school activity for 4th through 5th grade. Group instruction is given on violin, viola, and cello. There are 3 performances each year at Redmond Middle School plus a spring "Tour" where they perform at 4 elementary schools: Rockwell, Horace Mann, Redmond and Einstein.

Art Docent Program – Trained volunteers provide art education using LWSD curriculum on the principles and history of art while introducing children to a variety of art media in this PTA-funded program. The Art Showcase and Ice Cream Social is an evening to celebrate outstanding student artwork from the school year, by exhibiting work samples in the school library and courtyards.

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

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

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

Rockwell Policies and Pledges

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

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

Dress Code – Students are expected to dress neatly and appropriately at all times. The wearing of offensive apparel is never acceptable. Students may not wear clothing depicting or referencing drugs or alcohol. Shoes must be worn at all times for health and safety reasons.

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

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

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

In order to get your child's items back to them. Label all coats, sweaters and sweatshirts with your child's name/teacher.

Behavior Expectations and Supports / MTSS

At Rockwell, we believe in the unlimited potential of our community, that a culture of belonging is the foundation of effective learning. We engage in these practices through engagement in the process of MTSS.

A Multi-Tiered System of Supports (MTSS) is a framework that brings together the academic, behavioral, social, and emotional instruction and supports for students in our schools, district, and larger community. MTSS is a core element of our district strategic plan designed to eliminate opportunity and achievement gaps for students of color; students receiving special education services; students who are not yet proficient in English; and/or students who come from low-income households. A strong system of academic, behavioral, social and emotional instruction and supports for our students ultimately helps us achieve our mission and vision both as a district and as a school.

Within an MTSS framework, all students receive core academic, behavioral, social and emotional instruction. Any student requiring more attention may receive additional intensive or individualized levels or "tiers" of support depending on need. With MTSS, we often consider how academic, behavioral, and social-emotional factors are connected when identifying needed supports for students.

A foundational principle of MTSS is inclusion. Inclusion is the practice of educating children from diverse backgrounds and ability levels together, rather than in separate programs, or in schools other than their home school. There is a large body of evidence supporting the academic and social benefits of ensuring that all students and families are active, participating, and valued members of their school and larger communities.

At Rockwell we hold high expectations for student behavior and academic performance. We strive to create an educational and working environment free from discrimination and harassment. Our goal is to create a culture of belonging through our intentional connection and co-creating of community. To that

end each grade-level team and classroom teacher will review our BEAGLE BEST expectations with the students at the beginning of each year and throughout the year as necessary. We emphasize positive and constructive behavior with our students. Discipline is aimed at supporting growth and behavior is viewed as communication. Our goal is to partner with parents to support all the learning, we know parents are the experts on their children. Our emphasis is the wellbeing of the whole child. At Rockwell, we support our community in being safe, respectful, responsible, and kind. The following matrix helps us to guide our instruction about schoolwide expectations.

Norman Rockwell Elementary School Giving our Beagle Best everyday!

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

The Discipline process as outlined by Lake Washington School District is to support safe, nurturing and productive learning environments, Lake Washington School District encourages schools to take an **instructive, restorative and corrective approach** in regard to student behavior. The goal of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Policies: [3241](#) and [3241P](#)

[Action Item: Read Through the 2022-23 LWS District Student Rights and Responsibilities Handbook](#)

LWSD Website Information

- Lake Washington School District Website: <https://www.lwsd.org/>
- District Calendar: <https://www.lwsd.org/about-us/district-calendar>
- Accelerated Programs (Quest/HiCap): <https://www.lwsd.org/programs-and-services/accelerated-programs>
- Safety and Security: <https://www.lwsd.org/programs-and-services/safety>
- Curriculum & Instruction: <https://www.lwsd.org/programs-and-services/curriculum-instruction>
- Lunch Menu/Payment: <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>
- New Student Registration: <https://www.lwsd.org/students-families/registration/new-student-registration>
- Attendance Boundaries: <https://www.lwsd.org/schools/attendance-areas>
- District Childcare Options: <https://www.lwsd.org/students-families/before-and-after-school-care/>
- Bus Routes: <https://www.lwsd.org/programs-and-services/transportation>



Triple Self-Portrait, Norman Rockwell (Saturday Evening Post: February 13, 1960)

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

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

Parents will:

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

Students will:

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

Staff will:

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

Acknowledgement of Receipt of the Parent-Student Handbook

Student Agreement

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

Student Signature

Date

Parent/Guardian Agreement

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

Parent/Guardian Signature

Date