

Margaret Mead Elementary

Parent Student Handbook

2020-21



Fall 2020 Note:

During remote learning, please see the LWSD website for specifics and updates about remote learning. Information can be found here: <https://www.lwsd.org/get-involved/task-forces/return-to-school-task-force>

Although portions of this handbook (philosophies, Civility Policy, legal issues, etc.) are relevant for online learning, many components/policies/procedures are not relevant during this time of remote teaching and learning. If/when we return to school in person, all expectations and procedures in the handbook will once again be expected and required.

The **2020-21 Student Rights and Responsibilities section** at the back of the handbook, beginning on page 26, are relevant and expected during remote learning as well as if/when we return to school. Please review this section carefully with your student.

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Mead Contact Information

Margaret Mead Elementary

1725 216th Ave. N.E.
Sammamish, WA 98074
Office: (425) 936-2630
Fax: (425) 868-4721
www.lwsd.org/Mead

Mead Safe Arrival Attendance Number: (425) 936-2631 (for late or absent students)

Mead Office:

Principal:	Sandy Klein	sklein@lwsd.org
Associate Principal:	Charles Jamieson	cjamieson@lwsd.org
Office Manager:	Lori Neumann	lneumann@lwsd.org
Registrar/Secretary:	Carol Walsh	cberry@lwsd.org
Health Room Secretary:	Janet Vestal	jvestal@lwsd.org

Mead PTSA

Website: www.meadptsa.org
Email: mmptsa@gmail.com
Facebook Page **Margaret Mead Elementary School, Sammamish, WA**

2020-2021 President:

Ryika Hooshangi

2020-2021 Vice President:

Abi Nubla

Additional Lake Washington School District Contact Information

Inglewood Middle School

www.lwsd.org/ims

425-936-2360

Eastlake High School

www.lwsd.org/ehs

425-936-1500

LWSD Resource Center

16250 NE 74th Street

Redmond, WA 98052

www.lwsd.org

425- 936-1200



Welcome to Mead!

Welcome to Margaret Mead Elementary! This Parent-Student Handbook is intended to provide our families with the information needed to successfully prepare for a new school year. The handbook covers the topics we believe are important to ensuring that each student, staff member, and parent is well informed and has convenient access to our school's policies and procedures. The handbook includes information specific to Margaret Mead Elementary as well as information, policies and procedures from the LWSD and the State of Washington, all of which apply to our students.

At Mead, our policies and procedures are designed to support a positive learning environment and a school atmosphere that is safe, efficient, equitable and intentional. We believe students thrive with clear expectations and predictable consequences. We believe that when students, parents and staff have a common understanding of expectations, policies and procedures, we foster a community of cooperation and unity. With a school community of more than 60 staff members, 600 students, and more than 1000 parents supporting our students, clear communication and clearly articulated policies and procedures are crucial for the safety and efficiency of our students and the learning environment.

We ask all parents to take time to review this handbook and to share the contents with your student(s). Once you and your student have reviewed the handbook, please complete the link provided. Each Mead student/family should review the document and complete the link by Friday, September 18.

Thank you, in advance for your partnership and support in the education of your children. By working together, we will reach our vision of "Preparing every student for lifelong success."

Sincerely,

Sandy

Sandy Klein
Principal
sklein@lwsd.org

Margaret Mead Elementary Staff 2020-21

(Tentative – changes may occur based on end of August enrollment)

General Education Teachers

K Megan Anothén
 K Stephanie Egeberg
 K Shelby Markel
 K Jasmine Hanson
 K Sara Swift

1 Nici Baughman
 1 Jaime Knott
 1 Emily Paratore
 1 Nina Smith
 1 Julia Walsh

2 Mikayla Byars
 2 Alexandra Henry
 2 Hannah Martin
 2 Daisy Steiner

3 Megan Andrews
 3 McKenzie Ballod
 3 Renee Beluche

4 Carol Brady
 4 Melissa Gill
 4 Helen Kraft
 4 Niko Olsen

5 Chris Jung
 5 Jenny Schafer
 5 Molly Slothower

STEM 1 Jaclyn Beaudoin
 STEM 2 Jaclyn Donald
 STEM 3 Jennifer Swensen
 STEM 4 Monica Adair
 STEM 5 Sue Gabica

Special Education / Safety Net /ELL

Resource Room Rachel Holmen
 Resource Room Lilo Peterson
 Safety Net Danielle Smith
 Safety Net Daphne Dorval
 ELL Courtney Macer/Sarah Skipworth

Specialists/Support Staff

P.E. Louise Elston
 P.E. Bud Simpson

Library Sarah Jensen

Music Dennis Best
 Music Melissa Montoya

Psychologist Stacy Boumenot
 SLP Joanne Mathews

Counselor/
 504 Monitor Abby Rogers
 Nurse Mihaela Dobre

O.T. Sunayna Thakur/Esther Manlapaz
 P.T. Beverly Marcinko

Custodians Elizabeth Hernandez-Moreno
 Robert Patterson

Food Service Ravnish Kaur

Instructional Assistants

Jona Bolin
 Melissa Heye
 Lillie Mano
 Kathy Pelonio
 Linda Thompsen
 Nicola Weiss

Sp. Ed Para Educators

Srujana Madasu
 Kristin Giezentanner
 Francia Olaguera

Health Room Secretary Janet Vestal

Main Office

Principal Sandy Klein
 Associate Principal Charles Jamieson
 Office Manager Lori Neumann
 Secretary Carol Walsh

Margaret Mead - In Person Daily Schedule for 2020-21 - *tentative*

8:45	First Bell
8:50	Tardy Bell- Instruction begins
10:08-10:23	Grades K-2 Recess (15 minutes)
10:28-10:43	Grades 3-5 Recess (15 minutes)
11:30-11:50	Grades K-1 Lunch
11:50-12:20	Grades K-1 Recess
12:05-12:25	Grades 2-3 Lunch
12:25-12:55	Grades 2-3 Recess
12:40-1:00	Grade 4-5 Lunch
1:00-1:30	Grade 4-5 Recess
1:59-2:14	Grades K-2 Recess
2:30-2:45	Grade 3-5 Recess
3:20	Dismissal (Mondays, Tuesdays, Wednesdays, Fridays)
1:50	<i>Dismissal (Wednesdays)</i>

Remote Learning Block Schedule for Monday, Tuesday, Thursday, Friday

Wednesdays are a school day, but fully remote. Teachers will provide guidance to students regarding expected activities for Wednesdays.

Please see this link for a sample block schedule during remote learning. Each grade level may tweak the schedule a bit to fit their daily routine.

<https://www.lwsd.org/get-involved/task-forces/return-to-school-task-force/elementary-example-schedules>

Who To Talk to About a Concern?

Discipline concerns	Classroom teacher Principal, Sandy Klein sklein@lwsd.org Assoc. Principal, Charles Jamieson cjamieson@lwsd.org
Family custodial concerns	Counselor, Abby Rogers arogers@lwsd.org
Lunch accounts	Payments can be made online on ParentAccess or in office. For questions regarding lunch balances, contact Kathy Pelonio kpelonio@lwsd.org
Specialist Services	Special Education- Rachel Holmen rholmen@lwsd.org Special Education-Lilo Peterson lpeterson@lwsd.org SLP -Joanne Mathews jmathews@lwsd.org OT- Sunayna Thakur suthakur@lwsd.org OT – Esther Manlapaz emanlapaz@lwsd.org Psychologist- Stacy Boumenot sboumenot@lwd.org Health Concerns – Mihaela Dobre, RN mdobre@lwsd.org ELL – Courtney Macer cmacer@lwsd.org ELL - Sarah Skipworth sskipworth@lwsd.org
Academic concerns	Classroom teacher

Lake Washington School District | 2020-21 Calendar



August 2020

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 2020

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 2020

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 2020

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 2020

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 2021

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 2021

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 2021

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 2021

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 2021

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 2021

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 2021

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. 24-28	LEAP Days
Aug. 31	No School
Sept. 1	First Day of School (grades 1-12)
Sept. 1-3	Kindergarten Family Connections
Sept. 4	First Day of School for Kindergarten
Sept. 7	No school - Labor Day
Sept. 9	1.5 hrs. early release schedule begins
Sept. 10	First Day of Preschool
Sept. 17	First Day of SNAPS Preschool
Oct. 12, 13, 15	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Oct. 16	No school - LEAP Day
Nov. 4	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 25	Half Day
Nov. 26-27	No school - Thanksgiving Vacation
Dec. 21-Jan. 1	No school - Winter Break
Jan. 18	No school - MLK Jr. Day
Jan. 20	Elementary Grades Due

Jan. 22	Last Day 1st Semester (Secondary)
Jan. 26, 28, 29	Half-Day Elementary Conferences Preschool Conferences (No Preschool Programs)
Feb. 1	Secondary Grades Due
Feb. 11-12	No school - Mid-Winter Break
Feb. 15	No school - Presidents Day
March 12	No school - LEAP Day
April 2	Last Day 3rd Quarter (Secondary)
April 5-9	No school - Spring Break
April 16	Secondary Grades Due
May 19, 20, 21	Preschool Conferences (No Preschool Programs)
May 31	No school - Memorial Day
June 1	Snow Make-up Day
June 4	Last Day of SNAPS Preschool
June 10	Elementary Grades Due
June 11	Last Day of Preschool
June 16	Half-Day - Last Day of School Last Day 2nd Semester (Secondary) Secondary Grades Due

Key		
<input type="checkbox"/>	No School	<input type="checkbox"/>
<input type="checkbox"/>	Half Day	<input type="checkbox"/>
<input type="checkbox"/>	First/Last Day	

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 8/11/2020

Mead Civility Code

The Mead Civility Code aligns with new LWSB Civility Policy found at <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Pages/default.aspx>

At Margaret Mead Elementary, we seek to provide a learning environment that allows students to thrive and succeed. One component leading to student success is a school community and culture based on civility.

ci-vil-i-ty - Noun

1. **courtesy; politeness**
2. **a polite action or expression: an exchange of civilities**

The Mead community (staff, parents and community volunteers) is responsible to practice and model civil behavior, creating a positive and successful learning environment. As adults, we recognize the important role we have in the eyes of our students to model these key tenants of civility – thereby championing the kind of responsible, considerate and positive behavior we hope to instill in our children. We ask all adults in the Mead community to adhere to the following:

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

Share Responsibility for Mead

I take ownership for the school's success by helping Mead 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 by not shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior.

Use of Social Media by Members of the Mead Community

In order to support a positive school environment and build a trusting community, we ask that questions/concerns/complaints related to Mead Elementary - whether a concern about a student, a staff member, a policy or an initiative- be directed to and addressed individually with the appropriate person or group rather than being communicated broadly over social media or via email blast. We believe all people (staff, students, parents, community members) deserve the courtesy and respect of a direct and confidential, private conversation about a concern – “going to the source”. In order to build a positive, trusting community for our students, the Mead staff commits to practicing respectful communication practices with parents/community members and we value the same from our community.

Use Positive Communication

I respect the dignity, diversity, and well-being of all adults and students by putting into practice Mead's Top Ten:

Mead's Top Ten

1. Listen
2. Think first, act second
3. Be respectful 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

Mead Mission / Vision / Goals

Our Mission: Prepare, Challenge, Inspire

Our Vision: Preparing every student for lifelong success

Our Goals: A community that demonstrates The **MEAD Way**:

The MEAD Way

Make Wise Choices

Expect our Best

Act with Kindness

Demonstrate Respect

Mead Student Behavior and Discipline

At Mead, our mission, vision and goals focus on academic performance as well as student behavior. We recognize that learning to be a responsible, respectful and productive citizen takes time and practice. Practice includes the opportunity to make wise choices resulting in positive personal consequences as well as opportunity to make unwise choices that may result in negative personal consequences. We view mistakes and unwise choices made in the elementary school setting as an opportunity for students to learn valuable life lessons when the price or consequence is small. We know that great kids make mistakes – that’s how we all learn. Our goal at Margaret Mead Elementary is to support responsible and respectful behavior choices by setting clear expectations for students while holding them accountable for their actions using empathy and logical consequences.

Mead Staff Core Beliefs about Student Discipline

The Margaret Mead Elementary staff has collaboratively developed and agreed on the following set of core beliefs which provide a guide for dealing with student discipline. These core beliefs guide our attempts to individualize disciplinary procedures and to help students see reasonable connections between their behavior and the resulting consequences.

- Every attempt will be made to maintain the dignity of both the adult and the student.
- Students will be given the opportunity to make decisions and live with the results, whether the consequences are positive or negative.
- Students will be guided and expected to solve the problems they create without making problems for anyone else. Students will be encouraged to do most of the thinking.
- Misbehavior will be viewed as an opportunity for individual student problem solving and preparation for the real world.
- There will be a logical connection between misbehavior and the resulting consequences.
- School problems will be handled by school personnel. Criminal activity will be referred to the proper authorities. (Please see the LWSB portion of this handbook for descriptions of behaviors that may result in contacting local authorities.)

The Mead Progressive Discipline Plan

At Mead, we learn, practice and follow **The Mead Way**. Throughout the year, we teach, discuss and practice the elements of each of the four *Mead Way* components. Our goal is for our students to develop personal responsibility and learn to make thoughtful, wise and caring choices for themselves that are reflected in both their academic performance and in their social interactions. The components of *The Mead Way* will include ongoing instruction of *Kelso's Choices* and *Steps to Respect*. If/when a student makes a choice that does not reflect *The Mead Way* and causes a problem for someone else, the student will be held accountable following the progressive steps outlined below:

Step 1 (a warning for most first offenses):

Who: Student & Staff Member

Goal: To provide the child a learning opportunity to acknowledge & correct a problem generated from a poor choice or inappropriate behavior

Steps:

- Student/staff discussion identifying the student's poor choice or inappropriate behavior, the problem it created and why it did not align with *The Mead Way*
- Brainstorm how the problem/choice could have been handled differently/more appropriately
- Brainstorm how to correct the problem (student generated ideas preferred)
- Staff provides support/feedback to student to allow student to correct the problem on his/her own

Step 2 (for serious, repeat or cumulative offenses):

Who: Student, Staff, Parent

Goal: Student, staff and parent work together to correct repeated or cumulative poor choices or inappropriate behaviors

Steps:

- Student/staff discussion identifying the student's poor choice or inappropriate behavior, the problem it created and why it did not align with *The Mead Way*
- Student reflects on behavior and completes a ***Making it Right Plan***
- Staff member reviews/ revises the student's ***Making it Right Plan***
- Staff member discerns and describes logical consequences and follow up plan
- Student takes plan home to share with parent
- Parent signs the ***Making it Right Plan*** and student returns the signed plan to the staff member

Step 3 (for habitual or cumulative minor offenses requiring a third or additional ***Making it Right Plan*** during one school year; or, for **any Exceptional/Serious Misconduct** as per the LWSD Student Rights and Responsibilities portion of the Mead Parent-Student Handbook)

Who: Student / Teacher / Principal / Parent

Goal: For the student, with the direction and support of the teacher, parent and/or principal to develop a plan to correct the behavior

Steps:

- Student referral to the principal's office
- Student conference with the principal
- Parent contact by the principal – possible parent-student-principal conference
- Possible behavior contract as determined by the principal, or, consequences as appropriate and/or as prescribed by the LWSD Student Rights and Responsibilities portion of the Mead Parent-Student Handbook



Making it Right Plan

The Mead Way
Make Wise Choices
Expect Our Best
Act with Kindness
Demonstrate Respect

Student's Name _____ Date _____

- What I did:

- Why it was a problem:

- My plan to "Make it Right" is:

- In the future, this is what I'll do differently:

Consequence/Follow-up:

Given by: _____

1st

2nd

3rd/Serious – Office Referral

Student

Staff

Parent

Date

White copy –Office

Yellow copy – Parent

Pink copy – Tracking

General Mead Information/Policies/Procedures

Absences/Safe Arrival

If your child will not be present at school for any reason (illness, vacation, appointment, etc.) we ask that you notify us of the absence. **Notification should be done prior to 8:00 am via our Safe Arrival phone number (425-936-2631), not the main office number. You can also email your absence to both Carol Berry at cberry@lwsd.org and Janet Vestal at jvestal@lwsd.org.** If your student is absent and we haven't heard from you by 9am, an automated Safe Arrival robocall will go out to your household.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. Please schedule appointments and/or extra-curricular activities outside school hours.

Absentee/Tardy Policy

LWSD Attendance Policy

Regular and timely attendance is crucial for students to be successful at school. As a result, our school frequently monitors attendance to ensure that students do not miss valuable instruction time.

The Attendance policy requires daily monitoring of attendance, with attendance letters being mailed to families when a specific number of absences are reached.

The process will be as follows:

- Attendance letters will be sent to students who have 5 excused absences in a 30-day period.
- Attendance letters will be sent to students who have 10 excused absences in a school year.
- Attendance letters will be sent to students who have 2 unexcused absences in a 30-day period.

Families will be contacted to schedule a conference once students have reached five excused absences in a 30-day period, ten or more absences in a school year, or two unexcused absences in a 30-day period.

A conference is not required if you have provided a doctor's note for your student's illness or have pre-arranged the absence that has been previously excused by the principal. Excused absences must include a plan to support your child so they do not fall behind academically (ex: reading nightly, writing a journal, etc.). Per school policy, teachers will not provide homework or other materials for absences.

Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting to put a plan in place to improve attendance. Chronic attendance issues are defined as being absent 10% of school days. We will also continue to monitor student tardies using the 10% threshold.

BECCA Bill

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruanceES.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 parents enroll 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.*

Accidents/Illness at School

When children become ill or injured at school, parents are contacted. Margaret Mead has a health room, including a cot, where a sick child can wait until parents arrive. When a child is sick or injured it is important that they be picked up as soon as possible. Please make sure your emergency contact information includes a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Please update your work, home, cell and emergency numbers with the school as they change.

Bike Policy

The LWSD Bicycle Policy allows for students age 10 and older to ride their bike to school with appropriate permission slips completed. If your student is age 10 and up and is interested in riding a bike to school, please contact the Mead office for a copy of the policy and permission slip. We ask that you please review the new policy prior to allowing your student to bike to school.

Birthday Celebrations

Students celebrating a birthday will be acknowledged during daily morning announcements. Students will also receive a small birthday prize from the principal on their birthday. Students with summer birthdays will be acknowledged on their half birthday. In order to support the LWSD Nutrition Policy and the health of our students, we ask that students **not bring or distribute birthday treats, gifts, trinkets or party bags at school**. For the care and respect of all students, we ask that students not pass out invitations (or thank you notes) to personal and/or home parties on school grounds. Please do not have flowers or balloons delivered to the school for your child.

Bus Pass

A **written note** from a parent/guardian is required for a child to ride the bus home with another student. Notes must be brought to the office or given to the teacher before noon to receive the appropriate Bus Pass for the driver. All after-school arrangements (going home with a friend, riding the bus, etc.) should be discussed with your child before your child comes to school. Except in extreme emergency situations, after school arrangements cannot be facilitated through the Mead office or the classroom teacher.

Care of School Property

Students are expected to treat all school property and equipment with respect and care. This includes textbooks, computers, play equipment, furniture, building structures, etc. The schools are owned and maintained by parents and taxpayers. Therefore, damage done to the building, equipment, buses or materials will be reimbursed by the student's family. Consequences for intentional damage are included in the "Student Rights and Responsibilities" section at the end of this document. Your help and cooperation is appreciated in reporting any damage to school property that you become aware of.

Classroom Parties, Rewards, Incentives

The Lake Washington Nutrition and Physical Fitness Policy supports student health and well-being. The USDA recently published a new set of standards for foods available in schools called "Smart Snacks in Schools" based on the Healthy, Hunger-Free Kids Act of 2010. Mead will follow the guidelines of these standards, supporting healthy snacks while significantly limiting junk food and high fat, high sugar snacks.

Each classroom will have no more than three (3) school sponsored class parties, celebrations, or events per year. Healthful options should be provided and encouraged during those parties, using the district – approved item list. Classroom party volunteers are asked to work with the teacher regarding the selection

of food items for parties. Selections should be healthy and should include planning for students with food allergies and other food related concerns.

Communication Tools

The following communication tools are provided to give our parents/community updated information about school activism, curriculum and special events. In an effort to be “green”, newsletters will now be sent via email. If you do not have access to email, you can request a paper copy of any of the following from the Mead office.

- **The Mead Monthly**, the principal’s monthly and brief bulletin sent home via email at the beginning of each month. It provides details of upcoming events, programs and district information. Please make sure the Mead office has your current email address in order for you to receive this bulletin.
- **The Mustang Report** is the PTSA weekly email alert with information relevant to PTSA members and parents. To sign up for Weekly Update, log on to the www.meadptsa.org.
- **Mead Website** (www.lwsd.org/Mead)
- **Mead PTSA website** (www.meadptsa.org)
- **Mead Reader board** (on 216th in front of Mead)
- **School Messenger** – an LWSD emergency alert system delivered to parents via email or phone call or text message. Parents must “opt in” for text message alerts. In order to receive this information, the Mead office MUST have your most current email and phone information!

Non-district Information

- The city of Sammamish provides residents with email or text alerts regarding weather, traffic, emergency situations, city activities, etc. To receive this information, visit the City of Sammamish website at www.ci.sammamish.wa.us and click on “Email Alert Sign Up” in the upper right corner.

Curriculum and Teaching

Curriculum, standards & assessment shape the learning experience for students. For information on curriculum, standards & assessment, visit the LWSD website at [Teaching and Curriculum - Lake Washington School District](#).

Dogs on Campus

The LWSD dog policy: no canines on campus from 7 a.m. to 4 p.m.

The district has adopted a standard policy to manage the risks associated with the presence of dogs on District property and to provide clarity for our students, families and community. The policy summary is:

- 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. No dogs are permitted in District athletic stadiums at any time, except for bona fide service dogs.
- At all other times dogs must be leashed and controlled by owners. Owner must clean up after their dogs and remove waste from district premises.
- There are, of course, exceptions for service animals and guide dogs. Please see the full policy KGA on [the district website](#) for more information.

Dress Code

To foster a positive school climate and respect for the learning environment, students are expected to display personal hygiene and appropriate attire.

1. Shoes must be safe and appropriate for PE and playground activities.
2. Clothing should be school appropriate. Shorts/skirts/shirts should be school appropriate in length, maintaining coverage of private body parts.
3. Shirts are to be worn at all times.

4. Appropriate coats, hats and shoes are necessary for inclement weather. Students are typically sent out for recess even in the rain. All coats and jackets should be labeled with the student's name.
5. Hats, visors, hoods can be worn before and after school and at recess. Wearing hats/hoods in instructional spaces is at the discretion of staff and/or specific accommodations provided for a student.
5. Clothing and personal belongings displaying or advertising drugs, alcohol, gangs, sex, profanity or harassment of others are not allowed. Any student wearing this type of attire will be asked to change or cover the item. A call to the parent will be initiated in these circumstances.

Electronic Devices/Cell Phones/E-readers

Electronic devices such as student cell phones, iPod's, cameras, video/audio recorders, smart watches, etc., must stay in your child's backpack and be turned off during school hours. This includes lunch and recess times. Any infractions will result in a staff member confiscating the electronic device for parent pick-up. The school is not responsible for any lost, damaged or stolen electronic devices. Parents, volunteers and visitors are asked to silence their own cell phones while on campus.

E-Readers such as kindles or nooks are allowed for independent reading. Students desiring to use an e-reader must complete the *Mead E-Book Reader Student/Parent Agreement*. This agreement can be found on the Mead website or can be obtained in the main office.

Emailing Teachers

The primary responsibility of teachers is to teach students. This involves planning and preparation, assessment and providing feedback for students on their work. While communication to parents is a critical component of a good education, immediately responding to dozens of emails each day may not be possible due to the other job responsibilities that teachers have. Below are some issues to consider before emailing a teacher:

- Timing: Remember the classroom environment and the limited time teachers have to respond to email. Teachers will respond to email or phone calls within 24 hours during business days. If it is an urgent matter, please call the school instead of relying on email.
- Purpose of communication: If the goal is to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is probably appropriate. However, if the goal is to have continuous two-way communication and meaningful dialogue, email may not be appropriate. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations. A brief phone call or arranging a face to face meeting might be a better option.
- Sheer volume: Each elementary teacher has 18-30 students. Please think about the volume of emails this can generate. Teachers desire to have clear and open communication with parents. However, please consider the frequency and length of emails you send. If an issue requires several emails, perhaps a face to face conversation would be more appropriate, more efficient and more productive.
- If you would like to speak at length to your student's teacher, please call or email to set up an appointment. A pre-determined appointment will insure the teacher's undivided attention and will allow enough time for a productive conversation.
- Please avoid lengthy conversations with the teacher at the bell, at the start and/or end of the school day. The teacher's focus must be on student safety and student learning during those times. A pre-determined appointment with the teacher will insure the teacher's undivided attention.

Emergency Closures and Late Starts

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule **please do not try to call the school**. You will be notified in the following ways:

- Phone call from the LWSD School Messenger System
- Television: KOMO-Channel 4, KING-Channel 5, KIRO-Channel 7, KSTW-Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300
- FM Radio: KMPS
- Web Sites: Lake Washington School District [www.lwsd.org]
- LWSD Facebook page [Lake Washington School District - Redmond, WA - Public School | Facebook](#)
- Public Schools Emergency Communication System [FlashAlert Newswire](#)

The announcement will be:

Schools closed: This applies to extended day care, parent meetings, and special events.

Late Start and Limited Bus Service: School will start at a later time and there may be modifications in bus routes.

Special Announcements: A variation of the above plans will be announced if necessary.

It is important to seek information from the above sources regarding school closures and late starts; please do not call the school for this information.

Entry Control System

One of the safety enhancements throughout LWSD is the implementation of Entry Control Systems at all schools in the district. These controls will allow schools to keep all exterior doors locked and will require all visitors to use a video call system to request access. The goal of the system is to:

1. Maintain control of access to the building interior, and
2. Maintain knowledge of persons entering the building interior.

When you visit Mead, you will be required to press a door bell at the main entry to ring the office. You will be asked your name and the purpose of the visit. Once buzzed in, please head directly to the main office to sign in to the building and/or engage with the office staff.

The Entry Control System is installed throughout the building. All exterior doors are locked throughout the day.

Emergency Drills

The staff at Margaret Mead Elementary makes every effort to provide a safe environment. To ensure student safety the following drills/procedures are in place and regularly practiced with students:

- Earthquake drills and evacuations
- Fire drills/evacuations
- Lockdown drills (Lockdown/ALICE)
- Shelter in Place

In an actual emergency, our staff is prepared to care for students until parents/guardians are contacted. We have emergency supplies including food and water on site.

Emergency Communication to Parents

In the event of an emergency, parents will be contacted via the LWSD School Messenger System. This system can quickly send both voice mail messages and email messages to parents. In order to make sure that you receive these important messages, please make certain that the Mead office has your most current phone number and email address on file. Emergency communications may come either from the

Mead school administration or from the Director of Communications at the LWSD office. In an emergency, **PLEASE DO NOT CALL THE MEAD OFFICE** for information! The Mead staff will be extremely busy managing the situation and caring for students. Parents will receive information via School Messenger as it is available. Parents can also visit the LWSD website (www.lwsd.org), the Mead website (www.lwsd.org/mead) or call the LWSD Resource Center for information (425-936-1200).

Emergency Release or Evacuation from School

There are several different scenarios that may require an early release or emergency evacuation for students. The following are the major types of incidents that you should be aware of. Please remember that in the event of an emergency that requires early release for students, you (or the emergency contact identified by you on your student's Emergency Card) will be asked for photo ID when signing out your student.

The following are some possible early release situations for you to be aware of:

➤ **Early Release- Minor Incident / Building Inhabitable**

For emergency early release events with students still in the building, parents will sign students out from exterior building doors. This would be a situation like a sudden blizzard or long term power outage that required unexpected early dismissal from school. Look for specific details about procedures in the September Mead Monthly.

➤ **Early Release – Major Incident / Building Uninhabitable**

For emergency early release from school for incidents that leave the building uninhabitable, students will be evacuated from the building and cared for in covered playground area awaiting parent pick up. Parents will sign students out from the covered area where students will be arranged by class and with their teacher. This type of release situation would be for incidents such as an earthquake or a fire that has damaged the building or created a dangerous situation within the building.

➤ **Release Following a Police Incident or Evacuation**

In an extreme emergency that requires a full school lock down with police action, or a police line that parents are not allowed to cross, the Sammamish police have identified Eastlake High School as our parent-student reunification area. If an event occurred at Mead that required a police directed evacuation, students would be loaded onto busses and driven to Eastlake High to be reunited with parents. Eastlake High School is located just south of the Safeway shopping area in Sammamish at 400 228th Ave NE, Sammamish, WA.

Family Vacations (see also absentee/tardy policy above)

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 classroom instruction through making up written work. Missed assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for the student's return. Upon return, the student will complete missed work at home with parental support. Teachers are not responsible to provide work in advance for vacations, or to provide remediation for missed instruction. Upon return from a vacation, students are expected to immediately re-engage with classroom instruction, assignments, and tests as scheduled. Please notify the school of vacation absence prior to vacation. At year end, if a student leaves before the last day, reports cards, classwork,

etc. will be available in the office in late August. Families can also provide the school a stamped envelope to be mailed, or can arrange for a friend to collect a student's items.

Food Service - Lunch Purchase and Policy

Hot lunches are served daily. Our school has an electronic meal purchase system that will be used for purchasing lunch or a drink. Parents deposit funds into student accounts in whatever amount they feel appropriate – weekly, monthly, yearly. When a child purchases lunch or a drink, the money is automatically deducted from the child's account.

***Prices may increase for 2020/21:**

Student Lunch	\$3.00
Lunch plus extra entrée	\$4.00
Adult Lunch	\$4.00
Reduced lunch*	\$0.40
Milk	\$0.50

***Applications for free and reduced lunch prices are available by request in the school office.**

Please keep negative balances on student breakfast/lunch accounts to a minimum.

There are several ways you can make payments to your student's food service account:

1. Send cash or check with your student in an envelope listing the full name as per their school registration as well as their teacher's name. If you have more than one student here at Mead, you can send in one check and note in the memo section how you would like the funds disbursed. If needed, there are green envelopes in the office.
2. Go to lwsd.org and follow the Parent Access link to make an online payment with your credit card. This is managed by MySchoolBucks.com. A recurring payment can be created here as well. A \$1.95 convenience fee is added to each transaction.
3. Complete the Free and Reduced Price application.

Any questions regarding student lunch accounts may be directed to **Kathy Pelonio (kpelonio@lwsd.org)**.

Mead Homework Policy

At Margaret Mead Elementary, we believe that homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits which are the foundations of lifelong learning.

Homework Time Guidelines:

The amount of homework varies from one grade level to the next and from day to day. Homework expectations typically increase as a student progresses in grade level. Homework timelines include time for reading. If your child is consistently spending too much time each night on homework, please contact your child's teacher. The following are general LWS D guidelines for typical students:

- Kindergarten: 10 – 20 minutes of reading book bags, Monday – Thursday
- Grades 1 - 2: 10 – 20 minutes per night, Monday – Thursday
- Grades 3 – 5: 30 – 50 minutes per night, Monday – Thursday

Long Range Homework

A few times throughout the year, homework may include additional work on long range projects. These are projects that require students to integrate skills and content over several days or weeks. Examples include: Researching, revising and editing a report or paper; developing a presentation; developing a project. Teachers will provide parents specific information on long range projects.

Responsibilities for Homework

Student Responsibilities

- Before leaving school at dismissal, be clear about the homework assignment
- Take anything home needed for homework completion
- Complete homework assignment to teacher expectations
- Return homework on time

Parent Responsibilities

- Provide a quiet workspace for homework completion
- Establish a consistent homework time
- Check student planner nightly (for students in 3rd, 4th, 5th grades)
- Review student work for completion (not correction, please)
- Read information sent home regarding curriculum and homework
- Review/discuss returned homework and corrected assignments
- Communicate questions, concerns or kudos to child and teacher

Teacher Responsibilities

- Inform parents and students of classroom homework expectations and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom expectations
- Assign appropriate and purposeful homework aligned to the current day's classroom instruction
- Provide feedback on homework in a timely manner
- Communicate questions, concerns or kudos to student and parents

Opportunity Room

If a student does not complete or turn in a homework assignment, the teacher may assign "Opportunity Room" to the student during the lunch recess. Once the student has completed the work, he or she may go out to recess.

LWSD Illness Policy – Too Sick for School?

When to Keep Your Child Home

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

Symptoms that child is too sick for school

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- Fever: temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.
- Vomiting: child should not return to school for 24 hours following the last episode of vomiting.

- Lice, scabies: Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.
- Diarrhea: more than one watery stool in a 24-hour period, especially if the child acts or looks ill.
- Chronic cough and/or runny nose: continual coughing and greenish nose discharge. Conditions may be contagious and may require treatment from your health care provider.
- Sore throat: especially with fever or swollen glands in the neck.
- Rash: body rash, especially with fever or itching.
- Ear infection with fever. Without fever, can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- Eye infection: Eye infection, pink eye (conjunctivitis) or thick mucus or pus draining from eye.
- Unusual appearance, behavior: abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.

Tips to Stay Well

Ways to help prevent illness and keep students healthy

According to the Centers for Disease Control and Prevention (CDC), the single most important thing you can do to prevent the spread of germs is to wash your hands often.

Hand washing

Germs are spread when a person touches something that is contaminated with germs and then touches his/her eyes, nose or mouth. The CDS recommends vigorous scrubbing of the hands with warm, soapy water for at least 20 seconds, then rinsing with clear water and drying with a clean towel.

Other tips

- **Don't share eating utensils, drinking glasses, towels, or personal items.**
Sharing items creates a potential of transmitting germs and becoming sick.
- **Cover your nose and mouth with a tissue every time you cough or sneeze.**
Throw the used tissue into a waste basket. If you don't have a tissue, sneeze or cough into your sleeve. Afterwards wash your hands with soap and water.
- **Stay home when you are sick.**
Don't pass your germs to someone else.
- **Contact your doctor.**
If you think you have influenza, or another severe illness, contact your health care provider.

Immunizations

With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption signed by a health care provider. See <http://www.doh.wa.gov> for requirements.

Insurance

If you are interested in school insurance, forms are available in the main office. This insurance is a supplemental accident insurance policy.

Lost and Found

A lost and found is maintained in the school. Proper identification of coats and other articles of clothing will help to assure the return of lost articles. Students are encouraged to check the lost and found quarterly, prior to unclaimed items being given to charity. Many valuable articles remain unclaimed and are given to charitable organizations.

Medication

If there is a valid health reason which makes the administration of *ORAL* medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed Medication Authorization Form (general medications, Epinephrine, and seizure medication forms are available).
- The form must be signed by the health care provider *AND* the parent or guardian. Medication Authorization Forms are available at school or on the district website.
- Medications must be in the original, pharmacy labeled container and must match the authorization form.
- If tablets are to be split for proper dosing, this must be done by the parent at home before bringing the medication to school.
- Medications must be brought to school by parents. Students are not permitted to carry medication to school.
- Over the counter medication (such as Advil/Tylenol, allergy/cold medications, cough drops, lip balm, etc....) and naturopathic remedies also require the completed form including health care provider and parent signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be administered to the student. Please plan ahead and communicate changes to the Health Services Specialist (nurse).
- Sunscreen can be applied by students at school if parents have met the following conditions:
 1. Permission form is signed by parent/guardian and returned to school (the form can be obtained from the school secretary).
 2. Sunscreen must be labeled with the student's full name.
 3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
 4. Students are not to share the sunscreen with other students.
 5. Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. A suggestion would be to apply at home, before school, to demonstrate to your child/ren the correct way to apply sunscreen.

Please direct questions to the school nurse. There is additional information on the LWSD website.

Personal Property at School

Students are discouraged from bringing personal items to school such as toys, trading cards, jewelry, money, valuables. The school is not responsible for any lost, damaged or stolen personal items including electronic devices. Students may not trade or sell personal items at school during the school day (including bus rides). If personal items become a distraction, teachers may confiscate the item(s) for pick up by parents. School personnel will not settle disputes, conflicts or concerns resulting from a student bringing personal items or property to school.

Fidget spinners and fidget cubes are not school appropriate except for students with IEP or 504 accommodations. Please leave them at home.

Photography/Video During the School Day

Each year, parents are given the opportunity to request their student not be photographed during the school day via the **Directory Withhold/Privacy option in Parent Access**. In order to honor these legal requests, parents/volunteers/community members are asked NOT to photograph, film or videotape students, classrooms, recess or assemblies during the school day. Each teacher will arrange for photographing classroom events as appropriate, and as per the requests of families represented in the classrooms. This limitation is inclusive of any event during the school day, 8:50-3:20, including before or afterschool line up and bus transportation. PTSA afterschool events and/or evening performances or activities do not fall under this requirement and photographs/videos/films may be taken during these afterschool activities.

PTSA

The Mead PTSA is an active and organized group designed to support the students, staff and community at Mead. All parents/guardians are encouraged to become an active participant in the PTSA through membership, volunteering and/or financial support. See <http://meadptsa.org> for more information.

Report Cards/Parent Access to Grades

Students in grades K-5 will receive report cards twice a year (January and June). Parents are able to view grades online through the LWSd website (www.lwsd.org) each grading period. Use the "For Parents" tab and then click on "Parent Access" to set up an account which includes opportunity to see your student's current grades. There will be a goal setting conference (teacher, parent and student) in October as well as an academic conference in January. End of year report cards will be sent home with students on the last day of school. All outstanding lunch accounts must be paid in full and all library books returned or paid for, prior to issuing final report cards.

Safe Schools Alert

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425 529 5763
2. **Text:** Text your tip to 425 529 5763
3. **Email:** 1342@alert1.us
4. **Web:** <http://1342.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work on learn! We appreciate your support.

Securing the Building

The classroom portion of the building will be locked and secured at 3:50pm. All outside doors will be locked during the day. Community groups utilizing the gymnasium or commons will have access to the their assigned area only. The classroom side of the schoolhouse will not be accessible.

School Supplies

School supply lists can be accessed on the Mead website under the “Student/Families” tab on the menu. Paper copies can be provided by the main office, if needed. Please consider purchasing your school supplies via the PTSA link to Amazon.com. By accessing the PTSA Amazon link, the Mead PTSA receives a percentage of your total purchase. Go to [Mead PTSA](#) and click on the brown Amazon box.

Student Drop Off / Pick Up by Parents

Please see the transportation safety section below.

Student Withdrawal

Written notification of moving from Margaret Mead Elementary School is appreciated; at least one week notice to Carol Berry (Registrar) at Cberry@lwsd.org is usually sufficient. Please be sure all library books, text books, and other school property are returned prior to your move. Please check your children’s lunch account balance. Final report cards cannot be issued until school property is returned and accounts are paid in full.

Telephone Usage/Messages to Students

Student access to school phones is limited to short emergency calls only when accompanied by an office pass from a staff member. Student cell phones must remain in backpacks and turned off during school hours. Parent messages to students are highly discouraged, except in emergency situations. After school plans for visiting friends, early dismissal, pick up, etc., should be arranged prior to arriving at school.

Use of School Grounds Before and After School

Students should not arrive before 8:35AM. When arriving in the morning, students are expected to immediately line up at their designated area on the playground. When dismissed at the end of the day, students need to go straight home or to their arranged after-school care location. They may come back to school only with daily parental permission. There is no playground supervision before or after school.

Groups interested in using the gym or library facility for a non- profit group event may speak to the Mead main office for information. There is a small fee associated with building use for non-profit groups. Classrooms and classroom pods are not available for outside users.

Visitor Procedures

For the safety of children, all school visitors/volunteers to campus (parents, PTSA members, LINKS, classroom volunteers, etc.) **must check in at the office** upon arrival at Mead. All visitors will be asked to sign in, state the purpose of their visit, and their intended destination in the building. Visitors will be given an adhesive name badge or lanyard to wear while on campus. Visitors will sign out when they leave campus. This is necessary to avoid interruptions of the instructional program and to maintain building security. Items being dropped off to a student (lunch, homework, etc.) can be left at the office for student delivery at recess or at lunch time. **Parents may not deliver items to a student’s classroom.**

Volunteering at Mead

Volunteers are a highly valuable part of the Mead community! We encourage parents to become involved in the PTSA and/or volunteer in your student’s classroom. Parents/community members interested in volunteering at Mead must complete the LWSO Volunteer Screening Process. Information on the process

can be found on the LWSD website under the “For the Community” tab [Volunteering With LWSD - Lake Washington School District](#) or from the main office at Mead. Volunteers must re-apply for approval every two years. Non-approved adults will not be permitted to volunteer or work with students during the school day.

Volunteers are expected to support and respect the privacy of all students. As a guest in the lives of children and their families, confidentiality is expected at all times. Volunteers must not discuss any student or student issues including behavior, academics, health or family situation with other parents or community members in or outside of school. Reporting exceptions would be for safety or abuse concerns brought to the principal, counselor, or teacher.

Volunteering during the school day is an adult opportunity at Mead. Please make childcare arrangements for younger siblings when coming to volunteer. **Preschool age children may not accompany a parent volunteer at any time during the school day.**

Traffic / Student Drop Off and Pick Up

During morning drop off and afternoon pick up, the safety of our children is our highest priority. All staff, students and parents must work together in order to provide safety for every child. Safety precautions must be extended to the children who get themselves to school and may not have parents escorting them. Please use patience and caution in our driveway/parking lots.

Foot Traffic

Morning Drop Off On Foot

Students should not arrive on school grounds before 8:35am. For parents who drop off on foot, please do so outside of the main building. In the morning, each classroom is assigned a line up spot on the playground. Upon arrival at school, students should line up with classmates at this designated spot. Students may not play during the morning line up time. Parents are welcome to stand nearby until the bell rings and the teacher arrives. Parents are asked to say goodbye to their student prior to the teacher arriving at the bell. Parents are asked not to enter the building in order to walk their child to class.

Afternoon Pick Up on Foot:

School dismisses at 3:20 (1:50 on Wednesday) and all students must either walk home, ride the bus or daycare van, or be picked up by 3:30pm. For end of day pick up on foot, parents are asked to pre-arrange a meeting spot with their child to facilitate a smooth pick up.

Vehicle Drop Off / Pick Up

Drop Off and Pick Up by Car

Students should not be dropped off before 8:35am. We have two options for car drop off and pick up – ESP Park behind Mead and the Mead main driveway.

Mead Main Driveway - Please follow the proper drop off and pick up procedures below:

- The driveway/parking area for parents and visitors has two lanes. The left lane is the “pass through” lane for parking or exiting only. The right lane along the curb is the drop off/pick up lane.
- For drop off/pick up, pull forward along the curb until you reach the loading/unloading area near the front doors. Look for signs and student patrol staff identifying the loading/unloading area.
- The loading/unloading area can accommodate 4 – 5 cars at a time. Please pull as far forward as you can to load or unload your student.
- **Do not drop-off/ pickup children anywhere except in the loading/unloading area.**
- For safety, keep your doors closed until you reach the loading/unloading area. Safety patrol students will open your car door to allow your child to get in or out. Students may enter and exit cars from the passenger side only.
- At pick up time, if your child is delayed for some reason, do not park and stop in the right lane / loading lane. Instead, exit the right lane and find a parking spot in the lot, or make a loop around to re-enter the pick-up lane.
- Please never park and leave your vehicle in the right lane.

ESP (Bill Reams East Sammamish Park)

Bill Reams Park (ESP) is located behind Mead off NE 16th. This is the least crowded option for safe drop off and pick up. Safety Patrol are available before school from 8:35am – 8:45am and after school from 3:20pm to 3:30 pm. Parents can either safely drop their student off at the curb near the patrol, or, parents can park and walk their student to Mead. For after-school pick up at ESP, once students are present, please pull up to the curb and allow your student to enter your vehicle on the passenger side. If you park in a stall, plan to walk across the lot to meet your student. Students will not be allowed to cross the driveway or parking area alone to get to a vehicle.

Ideas for Parents to Ease Traffic Congestion at Mead

Given the many families that pick up via car, the parking lot gets congested and lines can get long. Here are some ideas for families to try to reduce the traffic volume in the main driveway and save you time.

- Park at Bill Reams East Sammamish Park (ESP) in a designated stall and walk down the path to meet your student at a designated place at dismissal. The flag pole, the park gate, the playground are great meeting spots. Please see information on Bill Reams East Sammamish Park above.
- Park at ESP in a designated parking stall and wait for your student. Once school has dismissed, watch for your student. Once you see your student at the curb, either walk from your car to the sidewalk to cross with your student, or drive to the ESP pick up lane. **Students MAY NOT cross the ESP parking lot without an adult.**
- Park in a legal space in a nearby neighborhood and walk to meet your student at dismissal.
- Park in a legal space in a nearby neighborhood and wait for your student there. You might want to practice this walk with your student a few times.
- Plan to arrive at the front pick up lane between 3:20 -3:30, rather than arriving before the bell has rung. Once students have been dismissed at 3:20 and have made their way to the student waiting area, the pick-up lane moves very quickly. The patrol is on duty for pick up until 3:30 every day.
- If you live within walking distance, consider walking from home to school on good weather days.

