



# Principal Update

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## **Thank you LWSD voters!**

Based on the results shared by King County Elections, it appears that our three levies are heading for voter approval. A huge thank you to our community for helping us continue local levy funding to support excellence for every student. You can learn more about what our levies will fund at [lwsd.org/education-levies](https://www.lwsd.org/education-levies). Watch the video below of Superintendent Dr. Jon Holmen speaking about the results of the election from election night: [2022 Election Results - YouTube](#)

## **Yearbook purchase**

Be sure to purchase your yearbook by February 27 to have your student's name embossed on it! You may pay online at [payments.lwsd.org](https://payments.lwsd.org).

## **Attendance Guidelines**

All absences must be verified by a parent or guardian. To report your student's absence, late arrival, or early dismissal, please

email [ICSAttendance@lwsd.org](mailto:ICSAttendance@lwsd.org) or call the Attendance Hotline at 425-936-2381 within 24 hours to verify an absence. Please include your student's full name, date(s) absent, reason for the absence, expected arrival time if late, expected departure time if leaving early, and your name.

Students may also bring a note to the Student Services Office before school or upon return to school. Notes must include the student's full name, date(s) absent, reason for absence, and the signature of a parent or guardian.

### **Late Arrival:**

If your student arrives late to school, they must check in at the Student Services Office for an admit slip.

### **Early Dismissal:**

If your student will be leaving school early, they must see Ms. Ruiz in the student services office before school. Parents MUST email [ICSAttendance@lwsd.org](mailto:ICSAttendance@lwsd.org) or call the Attendance Hotline at 425-936-2381 to approve an early dismissal. Please include your student's full name, date(s) absent, reason for the absence, expected departure, and your name. Ms. Ruiz will provide your student an early dismissal pass for the teacher. The student must sign out in the Student Services Office **before** leaving the building. They can then meet a parent outside by the main entrance. If the student returns to school, they must check in at the Student Services Office. They will be given a pass back to class. **Students are not permitted to leave school grounds at any time without permission from the Students Services Office.**

### **Pre-Arranged Absences:**

In the event of a family need or emergency that will require a student to miss two or more days of school, the student must complete the [Extended Absence Form](#), that is available in the student services office. Please complete the Extended Absence Form and **notify teachers at least one week in advance.**

**Important: If you were marked absent or late by a teacher and would like to discuss this, please talk to the teacher that marked you absent or late--  
-not the attendance office**

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### **COVID Safety**

Thank you for keeping your student home if they have any COVID-like symptoms. We know it's difficult given the common cold and flu have similar symptoms. It seems our processes are constantly changing as we respond to evolving guidance. If you've been involved in a quarantine process you also know things can move slowly. Please trust that we're doing everything

we can to minimize any disruption to learning while also trying to keep everyone safe and healthy.

The district's [website](#) is the best place to find current information. If you don't find what you are looking for there, feel free to email [Mr. O'Donnell](#) with any questions.

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### **Parents bringing items**

There is a shelf inside the school entry for dropping off any items, such as lunches, books, or homework for your student. Please make sure that the item is labeled with your student's name and that you have informed them. Laptops must be brought into the office.

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### **School Traffic Map**

Please view the [Traffic Map](#) for student drop off and pick up.