

Margaret Mead Elementary

**Parent Student Handbook
& Student Rights and Responsibilities**

2023-24



Table of Contents

Mead Contact Information	Page 4
A Letter from the Principal	Page 5
Mead Staff	Page 6
Daily Bell Schedule	Page 7
Who to Talk to With a Concern?.....	Page 8
LWSD School Calendar	Page 9
Mead Civility Code.....	Page 10
Mead Mission/Vision/Goals & Student Behavior/Discipline Plan	Page 11
General Mead Information/Policies/Procedures	Page 12
• Absence/Safe Arrival	
• Attendance Policy	
• Accidents/Illness at School	
• Bike Policy	
• Birthday Celebrations	
• Bus Pass	
• Care of School Property	
• Classroom Parties, Rewards, Incentives	
• Communication Tools	
• Curriculum and Teaching	
• Dogs on Campus	
• Dress Code	
• Electronic Devices/Cell Phones/E-readers	
• Emailing Teachers	
• Emergency Closures and Late Starts	
• Emergency Drills & Communication to Parents	
• Emergency Release or Evacuation from School	
• Family Vacations	
• Food Service – breakfast and lunch purchases and student accounts	
• Homework Policy	
• Illness Policy	
• Immunizations	
• Insurance	
• Lost and Found	
• Medication	
• Personal Property at School	
• Photography/Video During the School Day	
• PTSA	
• Report Cards/Parent Access to Grades	
• Safe Schools Alert	
• Securing the Building	
• School Supplies	
• Student Withdrawal	
• Telephone Usage / Messages to Students	
• Use of School Grounds Before/After School	
• Visitor Procedures	
• Visitor/Volunteers – Gifts for Students	
• Volunteering at Mead	
• Traffic / Driveway Safety	

- Attendance
- Discipline Process
- Codes of Conduct
- Prohibition of Discrimination and Harassment
- Prohibited Items

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
Facebook Page **Margaret Mead Elementary School**, Sammamish, WA

2023-24 Co-President: Liz Moore president@meadptsa.org

2023-24 Co-President: Trista Lotfi president@meadptsa.org

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 and 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 inclusive. We are a beautifully diverse community from many places, many backgrounds, and differing experiences of school. When we have a mutual understanding of policies and expectations, we can create a safe, efficient, and welcoming school environment for every child.

We ask that all parents take time to review this handbook and share the contents with your student(s). We ask each Mead student/family to review the document at the beginning of the school year. If you have questions, please reach out to me.

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 2023-24

General Education Teachers

K	Rachael Tanis
K	Jasmine Hanson
K	Megan Anothén
1	Nici Baughman
1	Ellie Hanna
1	Emily Paratore
1	Nina Smith
1	Jaclyn Beaudoin (STEM)
2	Alexandra (Henry) Westfall
2	Hannah Martin
2	Daisy Steiner
2	Sara Swift (STEM)
3	McKenzie Ballod
3	Renee Beluche
3	Julia Walsh
3	Jennifer Swensen (STEM)
4	Carol Brady
4	Kristin Giezentanner
4	Niko Olsen
4	TBD
4	Rozzette (DeGuzman) Sipe (STEM)
5	Chris Jung
5	Jenny Von Bargaen
5	Molly Slothower
5	Sue Gabica (STEM)

Special Education / Safety Net /ELL

Resource Room	Maya Festinger
Resource Room	Kristen Shimabukuro
Resource Room	Halle Jacques
Resource Room	Jim Myers
MLL	Courtney Macer
Safety Net	Erin Wing

Specialists/Support Staff

P.E.	Louise Elston
P.E.	Bud Simpson
Library	Megan Andrews
Music	Nicholas Gorne
Music	Melissa Montoya
Psychologist	Stacy Boumenot
SLP	Joanne Mathews
Counselor/ 504 Monitor	Abby Rogers
Nurse	Mihaela Dobre
O.T.	Jill Manasco
P.T.	Beverly Marcinko
Custodians	Alicia Lindblad Francy Kabeya
Food Service	Ravnish Kaur

Instructional Assistants

Melissa Heye
Lillie Mano
Poppy Zawadzki
Sandy Shen (Ng)
Moriah Oster
Raeann Paterno
Daniella Toledo

Sp. Ed Para Educators

Celia Barbeau
Sandhya Bhasin
Jennifer Fisher
Francia Olaguera

Health Room Secretary Janet Vestal

Main Office

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

-Mead Daily Schedule-

Morning Bell: 9:15 School begins: 9:20

AM Recess

Grade	Recess
Primary	10:36 - 10:51
Intermediate	10:56 - 11:11

Lunch

Lunch	Grade	Recess
12:06 - 12:26	K/1	12:26 - 12:41
12:36 - 12:56	2/3	12:56 - 1:11
1:06 - 1:26	4/5	1:26 - 1:41

PM Recess

Grade	Recess
Primary	2:20 - 2:45
Intermediate	2:50 - 3:15

Staggered Dismissal:

3:50 (Wednesday @ 2:20)

	Front Loop	ESP Loop
First	1 st	-----
Second	2 nd	4 th
Third	K/3 rd	5 th

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 the office.
For questions regarding lunch balances, contact Melissa Heye at mhey@lwsd.org.

Specialist Services

Special Education- See Resource Room on previous page
SLP -Joanne Mathews jmathews@lwsd.org
OT- Jill Manasco jmanasco@lwsd.org
Psychologist- Stacy Boumenot sboumenot@lwsd.org
Health Concerns – Mihaela Dobre, RN mdobre@lwsd.org
MLL – Courtney Macer cmacer@lwsd.org
Safety Net – Erin Wing ewring@lwsd.org

Academic concerns

Classroom teacher

Lake Washington School District | 2023-24 Calendar



August 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*		

September 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

October 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				

November 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		

December 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						

January 2024

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 2024

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		

March 2024

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 2024

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 2024

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 2024

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 2024

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. 28-Sept. 1	LEAP Days
Sept. 4	No school - Labor Day
Sept. 5	First Day of School (grades 1-12)
Sept. 5-7	Kindergarten Family Connections
Sept. 5-7	Half-Day Elementary Conf./Connect (grades 1-5)
Sept. 8	First Day of School for Kindergarten**
Sept. 12	First Day of Preschool
Sept. 13	1.5 hrs. early release schedule begins
Sept. 15	First Day of SNAPS Preschool
Oct. 16-17, 19	Preschool Conferences (No Preschool Programs)
Oct. 20	No school - LEAP Day
Nov. 7	Last Day 1st Quarter (Secondary)
Nov. 10	No school - Veterans Day (Observed)
Nov. 14	Secondary Grades Due
Nov. 22	Half Day
Nov. 23-24	No school - Thanksgiving Vacation
Dec. 18-Jan. 1	Winter Break
Jan. 15	No school - MLK Jr. Day
Jan. 17	Elementary Grades Due
Jan. 23, 25-26	Half-Day Elementary Conferences; Preschool Conferences (No Preschool Programs)

Jan. 26	Last Day 1st Semester (Secondary)
Feb. 2	Secondary Grades Due
Feb. 15-16	No school - Mid-Winter Break
Feb. 19	No school - Presidents Day
March 8	No school - LEAP Day
April 5	Last Day 2nd Quarter (Secondary)
April 8-12	No school - Spring Break
April 19	Secondary Grades Due
May 21, 23	Preschool Conferences (No Preschool Programs)
May 24	No school - LEAP Day
May 27	No school - Memorial Day
May 28	Snow Make-up Day
June 7	Last Day of SNAPS Preschool
June 13	Elementary Grades Due
June 18	Last Day of Preschool
June 19	No School - Juneteenth
June 21	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.

**Staggered start for Kindergarten - schools will provide details.

Updated 7/28/2023

Mead Civility Code

The Mead Civility Code aligns with LWSB Civility Policy found at <http://go.boarddocs.com/wa/lwsd/Board.nsf/goto?open&id=BSCT9A76403C>

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 for practicing and modeling 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 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 of 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

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.” 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 and 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 the 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 the adult and 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 LWSD portion of this handbook for descriptions of behaviors that may result in contacting local authorities.)

The Mead Positive Behavior Intervention and Supports (PBIS)

Expectations

Mead implements a PBIS structure so that students know what it looks like to be successful in all the different areas of their day. Our PBIS team created a behavior expectations matrix that students spend the first few weeks reviewing and practicing.

The MEAD Way										
	CLASSROOM Volume Level 0-1	HALLWAY Volume Level 0-1	BATHROOM Volume Level 0	RECESS Volume Level 3-4	CAFETERIA Volume Level 1-2	POD Volume Level 0-2	SPECIALIST Volume Level 0-1	ASSEMBLY Volume Level 0-1	ARRIVAL/ DISMISSAL Volume Level 0-2	EQUIPMENT, TOOLS, TECHNOLOGY
M ake Wise Choices	<ul style="list-style-type: none"> Follow classroom expectations Own your actions Ask permission 	<ul style="list-style-type: none"> Walking safely Hands to self Quiet Volume Eyes forward 	<ul style="list-style-type: none"> Go, flush, wash, back to class Avoid taking distractions 	<ul style="list-style-type: none"> Have safe bodies Use equipment safely Ask adults for help 	<ul style="list-style-type: none"> Sit down when eating Raise hand Walk when moving 	<ul style="list-style-type: none"> Follow grade level expectations Sit appropriately 	<ul style="list-style-type: none"> Have quiet voices & bodies Listen to instructions 	<ul style="list-style-type: none"> Be positive & encouraging Enter and exit respectfully 	<ul style="list-style-type: none"> Travel straight to your destination Walk safely Keep hands to self 	<ul style="list-style-type: none"> Carry items carefully Use properly
E xpect Our Best	<ul style="list-style-type: none"> Be prepared Use your best effort Stay on task Ask for help 	<ul style="list-style-type: none"> Being Safe Use the stairs as they are intended 	<ul style="list-style-type: none"> Go when necessary 	<ul style="list-style-type: none"> Play by the rules Use encouraging comments 	<ul style="list-style-type: none"> Focus on eating Take what you will eat 	<ul style="list-style-type: none"> Monitor your volume Work independently Clean up 	<ul style="list-style-type: none"> Participate fully Be safe with your actions 	<ul style="list-style-type: none"> Use Mindful Mustang appropriately Show appropriate body language 	<ul style="list-style-type: none"> Follow the dismissal plan Use a safe body and appropriate language 	<ul style="list-style-type: none"> Stay on task Plug in computer
A ct with Kindness	<ul style="list-style-type: none"> Use kind words Listen to others Have safe bodies Help others 	<ul style="list-style-type: none"> Encourage others to follow directions in a respectful way Wave and smile to others 	<ul style="list-style-type: none"> Pick up trash Clean up Keep school clean Wait your turn 	<ul style="list-style-type: none"> Include everyone Help pick up Use kind and appropriate words 	<ul style="list-style-type: none"> Invite and include others Clean up areas 	<ul style="list-style-type: none"> Be mindful of others 	<ul style="list-style-type: none"> Let peers learn from their mistakes Help others 	<ul style="list-style-type: none"> Applaud at appropriate times Let others focus 	<ul style="list-style-type: none"> Help others Say "good bye" to everyone 	<ul style="list-style-type: none"> Take turns and share Help your neighbor
D emonstrate Respect	<ul style="list-style-type: none"> Follow directions Respect others, yourself, and the classroom 	<ul style="list-style-type: none"> Follow set rules Listen the first time 	<ul style="list-style-type: none"> Be mindful of your noise level 	<ul style="list-style-type: none"> Listen to directions and corrections Work with others to problem solve 	<ul style="list-style-type: none"> Use level 0 when asked Use manners Raise hand for help 	<ul style="list-style-type: none"> Collaborate in a fair and respectful way 	<ul style="list-style-type: none"> Encourage and celebrate successes Follow directions 	<ul style="list-style-type: none"> Quiet bodies and voice Active listening 	<ul style="list-style-type: none"> Be mindful of others traveling around the building 	<ul style="list-style-type: none"> Take care of the equipment Listen to directions

Rewards

Our staff work hard to spot students showing the "Mead Way" as

described above. Students may receive a "Mini Whinny" from any staff in the building. Students will collect these pom poms in classroom jars which, when filled, help fill the grade level container. Once this container is filled, it is combined into our shared schoolwide Mini Whinny Box. When our students fill this box together, an incentive is achieved, and students will receive a healthy treat, special activity, or a variety of motivators. We collect student suggestions to ensure the hard work our students put into filling the bin is truly exciting and rewarding.

Students may receive a special recognition through a written note called a "Whinny." This will describe what the student did to be recognized and they can take it home to share.



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 *Purposefull People*, *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 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

White copy –Office

Staff

Parent

Yellow copy – Parent

Date

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 made prior to 8:30 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 9:30am, 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 about 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 immediately. Please make sure your emergency contact information in **Family Access** includes the 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 students aged 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. Please review the policy before letting your student bike to school. The Bicycle Permission slip can be found on the Mead website at <https://mead.lwsd.org/>

Birthday Celebrations

Students celebrating a birthday will be acknowledged during morning announcements. Students will also receive a small birthday prize from the principal on their birthday. Students with summer birthdays will be acknowledged in June. 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 bring, nor have flowers or balloons delivered to the school for your child.

Bus Pass

Currently, bus passes will not be available for students who do not qualify for the bus.

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. The consequences for intentional damage are included in the "Student Rights and Responsibilities" section at the end of this document. Your help and cooperation are appreciated in reporting any damage to school property that you become aware of.

There are exterior security cameras that monitor much of the exterior buildings and grounds.

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. All food provided must be store-bought and have the label of ingredients accessible. 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. Rather than collecting money from families, party supplies can be donated based on a list of requested items decided on by the party planner.

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 Weekly Update**, the principal's weekly email sent home each Friday. 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 the Weekly Update, log on to www.meadptsa.org.
- **Mead Website** (www.lwsd.org/Mead)

- Mead PTSA website (www.meadptsa.org)
- Mead Reader board (on 216th in front of Mead)

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 [City of Sammamish Washington \(govdelivery.com\)](http://City_of_Sammamish_Washington.govdelivery.com) and click on “Email Alert Sign Up.”

Curriculum and Teaching

Curriculum, standards & assessment shape the learning experience for students. For information on curriculum, standards & assessment, visit the LWSD website at [Curriculum & Instruction - Lake Washington School District \(lwsd.org\)](http://Curriculum & Instruction - Lake Washington School District (lwsd.org)).

Dogs on Campus

The LWSD dog policy: no canines on campus.

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 4:30 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. Owners 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 labelled 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 allowable at the discretion of staff and/or specific accommodation 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 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 or Teams 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 or Teams 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, in person or on a Teams call, will ensure 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 ensure the teacher's undivided attention.

Emergency Closures and Late Starts

In the event of an emergency situation such as snow, earthquake, power failure, etc. resulting in a change in the school schedule **please do not 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 later, and bus routes may be modified.

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 people entering the building.

When you visit Mead, you will be required to press a doorbell 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 into 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 an emergency, parents will be contacted via the LWSD Parent Access System. This system can quickly send both voice mail messages and email messages to parents. To make sure that you receive these important messages, please make certain that your emergency information in Family Access is correct. 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 Parent Access 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 an emergency that requires early release for students, you (or the emergency contact you identified 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 their classrooms. 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 an upcoming Mead Friday Weekly Update.

➤ **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 buses and driven to Eastlake High to be reunited with parents. Eastlake High School is 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 for providing work in advance for vacations or 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, report cards, classwork, etc. will be available in the office in late August. Families can also provide the school with a stamped envelope to be mailed or can arrange for a friend to collect a student's items. LWSD/Mead does not provide online access to instruction if a student is out of school.

Food Service - Lunch Purchase and Policy

Grab and Go Breakfast and Hot lunches are served daily. Our school has an electronic meal purchase system used for purchasing meals or drinks. 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 for 2023-24

Student Grab and Go Breakfast	\$2.25/day, \$45/month
Student Lunch	\$3.75/ day, \$75.00/month
Adult Breakfast	\$3.75/day, \$75.00/month
Adult Lunch	\$5.50/day, \$110.00/month
Reduced lunch*	free
Milk	\$0.50/day, \$10/month

***Applications for free and reduced lunch prices are available at this link: <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>**

There are several ways to add money to a student's lunch account:

1. Charge your Visa or MasterCard online through the secure [MySchoolBucks.com](https://www.myschoolbucks.com) site. If you would like step by step instructions for using this secure site, see our [online payments](#) page. There is a convenience fee of \$2.75 for each transaction.
2. Families who utilize [MySchoolBucks](https://www.myschoolbucks.com) to manage their child's account can set alerts that will notify and/or replenish when an account balance reaches a certain point. This is managed strictly by the parent.
3. For elementary students, send cash or a check made payable to LWSD Nutrition Services to the school office with your child's name attached and labeled "school lunch."

Any questions regarding student lunch accounts may be directed to Melissa Heye at mheyel@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 LWSD 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 with 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

LWSD Illness Policy – Too Sick for School?

When to Keep Your Child Home

Not sure if you should keep your child at home? Here's a great resource!

<https://www.lwsd.org/programs-and-services/health-services/too-sick-for-school>

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 childcare 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 100.4 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.
- Shortness of Breath or difficulty breathing
- Headache
- Loss of taste or smell
- Sore Throat
- Diarrhea
- Cough
- Congestion or runny nose
- 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 (Centers for Disease Control)), 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 CDC 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 Covid, 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 ensure the return of lost articles. Students are encouraged to check the lost and found frequently, prior to unclaimed items being donated to charity. Many valuable articles remain unclaimed and are given to charitable organizations. Item in **Lost and Found** will be donated on the last day of the month.

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 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 Skyward Student Access/Family Access**. 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 to photograph 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, 9:20 – 3:50, 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 can view grades online through the LWSD website (www.lwsd.org) each grading period. Hover over “Students and Families” to pull down the menu, then click on “Skyward Student Access/Family Access” to set up an account which includes opportunity to see your student’s current grades. In 2023-24, there will be Family Connection meetings the first week of school as well as an academic conference in January. End of year report cards will be available for 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.

SafeSchools 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 in four 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 and learn! We appreciate your support.

Securing the Building

The classroom portion of the building will be locked and secured at 4:00pm. All outside doors will be locked during the day. Community groups utilizing the gymnasium or commons will have access to their assigned area only. The classroom side of the schoolhouse will not be accessible for outside user groups.

School Supplies

School supply lists can be accessed on the Mead website under the “Student/Families” tab on the menu or at the link below. Paper copies can be provided by the main office, if needed. <https://mead.lwsd.org/studentsfamilies/supply-lists>
If purchasing school supplies is a financial hardship for your family, please reach out to the Mead counselor for support. (arogers@lwsd.org)

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's notice to Carol Walsh (Registrar) at Cberry@lwsd.org is usually sufficient. Please be sure all library books, textbooks, and other school property are returned prior to your move. Please check your children's lunch account balance.

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 9:05AM. 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 for 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.**

New - Visitors/Volunteers Giving Gifts to Students:

Parents/Family members are welcome to share special holiday traditions or celebrations with their child's class. If interested, please reach out to your child's teacher. Families are welcome to read relevant books to the class aloud, show photographs or bring "show and tell" items. To be respectful to all families, visitors/volunteers are asked to **not** bring gift bags, treats, books, cards, or other gift items to give to students as part of their visit or presentation.

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 LWSD Volunteer Screening Process. Information on the process can be found on the LWSD website under the "For the Community" tab [Volunteering in 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 always expected. 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 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 9:05am. For parents who drop off on foot, please do so at the ESP gate near the bus driveway. From 216th, please plan to walk to the bus driveway to reach the playground gate, rather than walking up the main driveway and crossing the playground. 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 on the playground. For safety and security, parents are asked to remain outside of the playground fence and on the sidewalk in the bus driveway area if on foot. Parents are asked to say goodbye to their student outside of the playground fence and prior to the bell ringing. Parents are asked not to enter the building to walk their child to class.

Afternoon Pick Up on Foot:

School dismisses at 3:50 (2:20 on Wednesday) and all students must either walk home, ride the bus or daycare van, or be picked up by 4:00pm. For the end of day pick up on foot, parents are asked to plan to meet their student on the bus driveway sidewalk, or on the park side of the gate to East Sammamish Park.

Vehicle Drop Off / Pick Up –

Drop Off and Pick Up by Car

Students should not be dropped off before 9:05am. We have two options for car drop off in the morning – East Sammamish Park (ESP Park) behind Mead or the Mead main driveway.

Mead Main Driveway - Please follow the proper drop off 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 8 - 10 cars at a time. Please pull as far forward as you can to load or unload your student.
- **Do not drop-off/ pick up 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.
- **Parents must stay in cars. If your child needs assistance, consider using ESP where you can park and assist your child out of the vehicle.**

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. Safety Patrol members are available before school from 9:05 – 9:15 (first bell). Parents can either safely drop their student off at the curb near the patrol, or parents can park and walk their student to Mead.

After School Pick Up by Car

We have staggered dismissal for greater efficiency and smaller backups and crowds. Please do not arrive before your student's assigned time below. Each family will be given a windshield tag to indicate their student's grade and teacher. Please hang the tag in the bottom front passenger windshield when picking up. This will help our staff get students into cars quickly. We have a staggered dismissal time and your student's teacher will communicate your time. Please do not arrive early as you will be asked to loop around until your child's class is dismissed.

For K – 3 students being picked up by car at dismissal, please use the main driveway arriving no earlier than the times indicated to families.

For 4th – 5th grade students being picked up by car, please use East Sammamish Park behind Mead, arriving no earlier than the times indicated above. 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

Siblings of multiple grades will be picked in the main front driveway. Younger students will wait for their older sibling near the flagpole in front of the school.

Ideas for Parents to Ease Traffic Congestion at Mead

Given the number of 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.

- Find a few families that can ride share. Carpooling is a wonderful way to reduce congestion.
- 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.
- If you live within walking distance, consider walking from home to school on pleasant weather days or allowing your student to walk.

