



PARENT/STUDENT HANDBOOK 2023-2024

Carl Sandburg Elementary

Discovery Community School

12801 84th Avenue N.E. Kirkland, WA 98034

Sandburg Office: (425) 936-2700
Discovery Office: (425) 936-2704
Safe Arrival: (425) 936-2701
Fax: (425) 814-0456

Principal	Erin Bowser	ebowser@lwsd.org
Associate Principal	Nami Kusunose	nkusunose@lwsd.org
Counselor	Tracy Measham	tmeasham@lwsd.org
Office Manager	Katty Aghaseyedali	kaghaseyedali@lwsd.org
Office Professional	Julie Key	jjohnsonkey@lwsd.org
DCS OP	Alissa Osborne	aliosborne@lwsd.org
Health Room OP	Tracy Benson	tbenson@lwsd.org

Website: <http://sandburg.lwsd.org> and <http://discovery.lwsd.org>

For LWSO Student Rights and Responsibilities, please visit the following link:
[Student Rights and Responsibilities \(lwsd.org\)](http://lwsd.org)

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Daily Schedule

Mon., Tues., Thurs. & Fri. Schedule			Wednesday Schedule		
8:25 a.m.	Supervision	On Campus & Line-up	8:25 a.m.	Supervision	On Campus & Line-up
8:40	Start of School	AM Preschool – 5th	8:40	Start of School	K - 5th
8:45-9:15	Recess	Morning Preschool	10:20-10:35	Recess	1 st , 3 rd , 4 th & 5 th
10:20-10:35	Recess	1 st , 3 rd , 4 th & Youngers	10:35-10:50	Recess	K, 2 nd & DCS
10:35-10:50	Recess	K, 2 nd , 5 th , Middles & Olders	11:00-11:30 11:30-11:55	Lunch Recess	1 st & 3 rd
10:40-11:10	Recess	AM Preschool	11:30-12:00 p.m. 12:00-12:25	Lunch Recess	K, 5 th , Youngers & Olders
11:10	Dismissal	AM Preschool	12:00-12:30 12:30-12:55	Lunch Recess	2 nd , 4 th & Middles
11:20-11:50 11:50-12:15 p.m.	Lunch Recess	1 st & 3 rd	1:40	Dismissal	K – 5th
11:50-12:20 12:20-12:45	Lunch Recess	K, 5 th , Youngers & Olders			
12:10	Start of School	PM Preschool			
12:20-12:50 12:50-1:15	Lunch Recess	2 nd , 4 th & Middles			
1:45-2:00	Recess	5 th & Olders			
1:50-2:05	Recess	K, 1 st & Youngers			
2:05-2:20	Recess	2 nd , 3 rd , 4 th & Middles			
2:10-2:40	Recess	Afternoon Preschool			
2:40	Dismissal	Afternoon Preschool			
3:10	Dismissal	K – 5th			

Preschool: AM Session (M, T, TH, F) 8:40 - 11:10

PM Session (M, T, TH, F) 12:10 - 2:40

Important Note: Students arriving after 8:40 a.m. or leaving before dismissal must be signed in or out at the office by a parent or guardian.

Mission/Vision



LWSD Mission:

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

LWSD Vision:

Every student will be Future Ready:

- Prepared for College
- Prepared for the Global Workplace
- Prepared for Personal Success



Our Building Vision:

Achieve – Belong – Connect: Let Sandburg & DCS be your guide.

Sandburg Mission:

As a school community we are committed to educate, support, and inspire every student to ensure their endless possibilities. We expect all students to reach or surpass grade level standards given comprehensive instruction, district aligned curriculum, and targeted and timely intervention and enrichment. Our students benefit from the collaborative efforts of both staff and parents.

Discovery Community School Mission:

As a school community we strive to educate the whole child in a cooperative effort that respects and responds to each child's needs and abilities. We do this through developmentally appropriate curricula, active parent participation, and a world view that emphasizes community and lifelong learning. We support intrinsic motivations and foster a non-competitive learning environment.

Schoolwide Expectations:

Be Kind
Be Safe
Be Responsible

Attendance

Regular school attendance is important for all students. Missing 10% of school (one or two days every few weeks) can make it harder to gain early reading and math skills, build relationships, and develop good attendance habits. Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments. When accompanying their parents/guardians on out-of-town trips, parent and administrator approval is required. Additional absences consistent with WAC 392-400-325 will also be considered excused.

If your student will be absent please contact Julie Key at 425.936.2701 or jjohnsonkey@lwsd.org for Sandburg or Alissa Osborne at 425.936.2704 or aliosborne@lwsd.org for DCS. If your student will miss more than 3 days, please fill out the pre-arranged absence form found at this link, [LWSD Elementary Pre-Arranged Absence Form](#).

Late Arrival/Tardy:

If your student arrives after 8:40 a.m., you must sign your student in at the office. This policy is designed to support student learning and enhance student safety.

Admit slips will be written beginning at 8:40 a.m. per the school wall clocks. The Principal/Associate Principal will review a monthly report for absenteeism and tardiness issues.

Pattern of Absences or Tardies:

Administration will review a monthly report for absenteeism and tardiness issues. We are part of your student's team to succeed in school and want to support building the habit of good attendance.

At 3 unexcused absences in a month, a parent conference will be initiated. We will work with families to make a plan on improving absences and tardiness to be less than 10% of the school year. If it continues to be an issue or after 5 unexcused absences, the case may be referred to a Community Truancy Board.

Family Vacations:

Please notify the office and your child's teacher if your family plans a vacation when school is in session. If your student will be missing more than 4 days of school for a planned absence you must complete a Pre-Arranged Absence form prior to leaving. Copies of the form are available in the office or at this link, [LWSD Elementary Pre-Arranged Absence Form](#). We strongly discourage family vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the educational process for your child. Teachers are not required to provide school work prior to a family vacation; however, they do appreciate being informed about planned absences. Planned absences without a completed Pre-Arranged Absence form may result in the absences being unexcused.

DID YOU KNOW?

Starting in kindergarten, too many absences can cause children to fall behind in school. Missing 10 percent (or about 18 days) can make it harder to learn to read. Students can fall behind if they miss just a day or two days every few weeks. Being late to school may lead to poor attendance. Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work.

WHAT YOU CAN DO:

- ✓ Set a regular bed time and morning routine.
- ✓ Lay out clothes and pack backpacks the night before.
- ✓ Find out what day school starts and make sure your child has the required shots.
- ✓ Introduce your child to their teachers and classmates before school starts to help them transition.
- ✓ Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- ✓ If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make them feel comfortable and excited about learning.
- ✓ Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- ✓ Avoid medical appointments and extended trips when school is in session.



Office Reminders

Hours:

The office will be staffed 8:00 am – 3:30 pm, Monday through Friday. The school is equipped with a doorbell system and all visitors can notify the office of their arrival by pressing the button.

Guest and Visitors:

Parents are welcome and encouraged to volunteer. For security reasons, we require that all volunteers and visitors report to the school office after receiving access, show ID, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in. All volunteers must be pre-approved (the process can take up to a week or longer). Approval is required for all times such as being at lunch and recess, field trips and volunteering in the classroom. Your volunteer application must be renewed every 2 years. Additionally, LWSD requires all volunteers to be vaccinated. Please see the LWSD website at the following link for more information, [Volunteering in LWSD - Lake Washington School District](#).

Early Dismissal:

If your child will be leaving during the school day, please inform your child's teacher. Please come to the office to sign your child out. The office will call the classroom teacher to send your child to the office to meet you. [If you are able, please call the office on your way at 425.936.2700 to speed up the process.](#)

Changing Dismissal "End of Day" Routine or Messages to Your Child:

If your child's normal dismissal routine is to be altered on a particular day call the school office at least an hour before dismissal with the pick-up change. If we do not hear from you, your child will follow their typical routine. Messages for children during school hours need to be left with the office staff. The message will be delivered to your child in a timely manner. [Message requests made within the last hour of school may not reach your student prior to dismissal due to the high volume of requests and activities.](#) Items that are to be delivered to students are to be left in the office and will be delivered by the office team.

Contacting Your Child's Teacher:

As partners with families, teachers will make every effort to communicate with parents. We do not transfer calls to teachers during the school day. If you need to get a message to a teacher you may leave one with the office, Parent Square a message, or call before or after school.

Protocol for Riding a Different Bus Home:

Parent/Guardian notifies the main office that their child will be riding a different bus home. The office fills out a blue School Bus Pass and delivers it to the student by the end of the school day. Due to limited bus space transportation has the discretion to limit or enforce a no School Bus Pass policy. Please verify School Bus Passes are allowed before planning for your child to ride a different bus.

Office Reminders

Birthdays:

Classroom teachers will help to celebrate your child on their special day at school. Please do not send birthday treats and surprises, including non-food items, to students for safety and equity reasons. We will be obligated to send it back home.

Lost and Found:

“Lost and Found” items are collected and placed in the bins and racks in the main atrium. Please remind your child to check in the “Lost and Found” regularly when they misplace items. It helps to mark all articles of clothing and other items like lunch boxes and water bottles with your child’s name. The school district, by law, cannot pay for lost, stolen or broken personal possessions of students. PTSA donates unclaimed lost items on a regular basis.

Dogs:

Between the hours of 7:00 am – 4:00 pm on any school day, please leave dogs home except for bona fide service dogs. We have students who are afraid of dogs and others who are highly allergic to 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. Please avoid tying your dog up around campus due to student safety. Washington State Law restricts having any pet in the classroom for an extended period.

Lunch Program:

For the 2023-24 school year, students can purchase lunch. Payments can be made at [My School Bucks](#). Families that previously qualified for free or reduced-price meal benefits will need to reapply to continue receiving district-supported fee reductions and benefits. Lunch can be purchased for \$3.75 and milk for \$0.50. Menus and more information can be found here: [School Lunch Information](#)

Building Use:

Community use of the building is encouraged whenever possible. Proof of insurance is required for activities not sponsored by the PTSA. Please stop by the school office for a building use form and verify that the room and date are available. When the form is approved, the calendar will be updated with the event. School programs have priority to the rooms and the school reserves the right to cancel an activity if the room is required for a school program. Fees are possible depending on the activity and date. More information is available by calling the school office at 425-936-2700.

Health Room

Too Sick for School

The latest updates for when to keep your child at home, please go to this link: [Too Sick for School](#)

Accidents/Illnesses at School:

When children become ill or are injured at school, parents are contacted. When a child is sick or injured, it is important that they are picked up as soon as possible. Please be sure that the school has a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Also, please update your work, home and emergency numbers when they change. Additional information is available in the [Student Rights and Responsibilities, page A14.](#)

Medication:

According to state law [RCW 28A.210.260](#) any medication including non-prescription and over-the-counter medication to be administered to a student by an employee, must be requested and authorized in writing by a parent/legal guardian AND a physician or dentist. Forms are available at the school office. All medication must be kept in the office and brought to school by a parent/guardian. Students may not have medication in their possession. Additional information is available in the [Student Rights and Responsibilities, page A14.](#)

Immunizations:

Washington state law requires school age children to receive specific immunizations in order to attend school. Lake Washington School District works with the Washington State Department of Health to comply with state laws on required vaccinations. Washington state law [RCW 28A.210.080](#) requires that all children show proof of immunization or certification of exemption to attend school. Students cannot start school without the required documentation.

Schoolwide Behavior Expectations



Teaching, reteaching, and practicing to make choices that support our schoolwide expectations is what we ask everyone to follow. Students are expected to be kind, safe, and responsible in classrooms and anywhere on campus. Students who are in possession of information that could result in harm to themselves, or others are obligated to disclose this information either to a staff member and/or their parent who will disclose it to a staff member.

Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have the right to a non-threatening, non-intimidating school environment. Students who engage in disrespectful and/or inappropriate behavior also choose the consequences for this behavior, up to and including suspension from school. Please help by discussing and modeling the importance of respectful, appropriate behavior with your student.

Social/ Emotional Learning at Sandburg/DCS:

Throughout the year, students are learning and practicing tools to solve small problems, restore and repair relationships, and manage emotions. This includes both Kelso's Choices and PurposeFull People curriculums.

Recess Expectations and Steps to Redirection

- BE KIND
 - Welcome and invite students to play
 - Solve problems peacefully and seek help if needed
- BE SAFE
 - Follow recess supervisor directions
 - Report any injuries to an adult immediately
 - Rocks, woodchips, sticks and dirt stay on the ground
 - Walk to the covered area immediately in case of a thunderstorm or heavy rain
- BE RESPONSIBLE
 - Keep personal play/sports equipment at home*
 - Food and treats to be eaten in the lunchroom
 - When the bell rings, stop, clean-up, and line up

*School is not responsible for lost or stolen personal items

The "Steps to Redirection" are first accessed by the adults supervising. Once several of the choices have been tried, if the behavior continues, supports will be increased. The student, classroom teacher, administration, and families may be included in collaborating on a plan, which may include consequences for unwanted behaviors.



Cell Phone / Watch Policy:

1. Students can have cell phones and watches with cellular capabilities in his/her possession on campus.
2. During the school day (includes times on a bus), cell phones and watches must be turned off and kept in their backpack or bag.
3. School personnel may ask a student to surrender a cell phone/watch if the cell phone/watch rings or vibrates or if seen outside a student's bag.
Do not try to contact your student by cell phone.

The use of camera phones is strictly forbidden at school. Use in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time may also be in violation of a criminal code.

Students who do not obey the above rules shall be subject to the following progressive discipline procedures:

1. First Offense – Steps to Redirection will be tried first, which may include parent notification and the cell phone or watch being confiscated for the remainder of the day. Student can go to their classroom teacher at the end of the school day to get their phone or watch back.
2. Second Offense – The cell phone or watch will be confiscated and sent to the office. and the student will meet with a principal to review the cell phone / watch policy and the consequences moving forward. Parents will be notified and a plan with consequences will be made together. Cell phone / watch will be confiscated and sent to the office, parents will be notified, and student must meet with an administrator to get their phone back.
3. Third Offense - Cell phone / watch will be confiscated, parents will be contacted, and student will lose permission to bring the cell phone / watch to school for the remainder of the school year.
4. Subsequent Offense(s) - (defiance) - Additional parent contact and more severe disciplinary action - including but not limited to suspension.
5. The school will not be responsible for any lost, stolen, damaged, or confiscated phones/watches, or for usage fees resulting from such confiscation.

Parking Lot Procedures and Pedestrian Safety

Drop-off / Pick-up:

<ul style="list-style-type: none">✓ Have students in the car ready to exit with belongings.✓ Always pull forward as far as you can, to the end of the drop-off/pickup-up zone area.✓ Children should only exit the car on the curb side of the vehicle, never into the traffic lane/driver's side.✓ Drivers please stay in the car when dropping off or picking up.✓ For a student who requires assistance, park in a parking space, use the crosswalk to walk to the sidewalk.✓ Cars must always have a driver.	<ul style="list-style-type: none">✓ Observe a 5-mph speed limit always.✓ Use turn signals when pulling into the through lane.✓ Follow the signage expectations.✓ If arriving after 8:25 am, you must walk students to office and sign in for late arrival (District policy).✓ If parked along curb for an afternoon event, return to your car by 3:10 (1:40 Wednesdays) and pull forward as far as you can.✓ You are a model of expected, safe behavior for all students. Please keep cell phones or other distracting activities on hold during drop-off / pick up time. It helps to keep us all safer.
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Most importantly, please be kind and patient with each other. Assume best intent. We all have the same goal of getting our children safely to and from school.

Additionally, the drop-off and pick-up area is a no idle zone. Please turn off your engines while waiting. If you have concerns, please direct them to: Ms. Bowser at 425-936-2700 or by e-mail at ebowser@lwsd.org

Safety Patrol: Adult crossing guards and student safety patrol are on duty before and after school. Please instruct your child to follow the traffic pattern policies at school and take the safest, most direct route to and from school. Students are to obey patrol guards to ensure the safety of all.

Visiting Sandburg/DCS

Volunteering:

Thank you for your interest in volunteering at Sandburg/DCS. You are appreciated for the work that you do. Many programs are only possible because of your support.

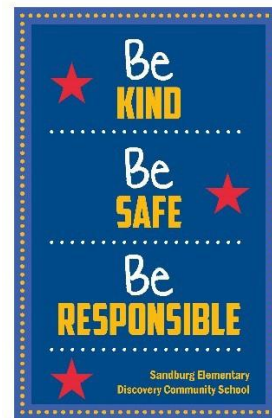
To become a volunteer, first read the Lake Washington School District Volunteer Handbook and complete a Volunteer Application form as this is a district requirement. School volunteers and field trip chaperones are required by the state and district to complete an application and background check as well as show proof of vaccination. These forms are available online at:

[VOLUNTEER APPLICATION LINK](#)

All parents, visitors, and volunteers are required to sign in at the office and pick up an identification badge. This helps the office to locate a visitor or volunteer in an emergency and to maintain building security. Please sign out when you leave the school.

A few reminders:

- Sign in and wear a badge
- Maintain student confidentiality always
- Turn off your cell phone
- Communicate with the teacher when you are and are not able to volunteer
- Do not bring younger children to school during your volunteer hours
- Model school rules and expectations



Staying Connected

Staying connected: The district uses Parent Square, a communication system to reach parents with routine and emergency messages.

The information inputted during the online verification will be put into the district's student information system. Once a day, new information from that system is downloaded into School Messenger's secure and confidential system. Within 24 hours of being entered, a new family may begin receiving communications.

Routine calls are made to the first telephone number on record for the first family listed. These recorded message calls may come from the district office or the student's school. They are often reminders, such as when curriculum night is being held, or new information parents may need, such as a change in school schedule. The system does mark duplicates, so parents with more than one student will not get duplicate calls. If the telephone is answered by an answering machine, the system will leave a message.

Emergency calls that take place in non-school hours will usually go just to that first telephone number. That's because students have left the school and are under their parent's/guardian's supervision. This kind of call may be made, for example, to tell families that school will be closed because of a power outage, fire or other damage to the building.

Schools, especially, may use this system to send out routine information and reminders through its mass e-mail system. Those e-mails go to the e-mail address on file with the district.

In a true emergency, such as a fire or earthquake, the district or school may need to get to parents quickly. Parents may need to come to the school to pick up their student. Or they may be asked not to come to school or to go to a different location to be reunited with their student. In the case of a true emergency, School Messenger will send a message from the district in all these ways:

- ▮ A recorded message to every telephone number on record for a student
- ▮ An e-mail to each e-mail address on record – with a file that can be played of the telephone message
- ▮ A text message to each cell phone on record, if the cell phone's owner has previously opted in to receiving those messages

District and school staff have strict instructions to use this emergency tool in a true emergency only.

In case of bad weather, to ensure that all families know when school has been cancelled or delayed, Lake Washington School District will place a call to all parents via School Messenger beginning at 6 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will also be available on this website or at <http://www.flashalert.net> on many local television or radio stations.

To make phone number or e-mail address changes after you have registered your student, please contact the office.

Carl Sandburg and Discovery PTSA

Welcome to Sandburg and DCS on behalf of the PTSA!

Sandburg and DCS PTSA is a school-based organization dedicated to building a more comfortable and inclusive learning environment for every student. The PTSA organizes volunteer-led social events to grow a sense of community, build lasting friendships and create fun memories. The PTSA also supports many school and enrichment programs. None of this would be possible without the support of volunteers from our school community. There are a variety of volunteer opportunities including some that can be done entirely from home. Please check out our website at sandburgdcsptsa.org for a full list of volunteer opportunities, to become a PTSA member and to see the many programs the PTSA supports. If you have any questions, you can reach out at info@sandburgdcsptsa.org.

New Students to Sandburg/DCS

We are so excited to welcome you to Sandburg/DCS! The following information, along with our handbook, will help guide you to a successful start to your time in our school.

[Sandburg Elementary Website LINK](#) and [Discovery Community School Website LINK](#) includes:

- ☐ Contact information for the school, staff directory, and school year calendar
- ☐ Important links to: ABC's of Sandburg and DCS, school supply lists, PTSA, parent/student portal, etc.

[Sandburg / DCS PTSA Website LINK](#) gives access to: access to:

- ☐ Family Directory
- ☐ PTSA Event Calendar, membership information, volunteer opportunities
- ☐ Enrichment classes (fun and educational activities offered before/after school)
- ☐ The Informer (our PTSA newsletter – you must sign up to have this sent weekly via email)
- ☐ PTSA Facebook Group - Keeps you up-to-date and offers reminders regarding school events

[Students and Families Resources for Lake Washington School District LINK](#) gives access to:

- ☐ Student's Information and Emergency Contacts
- ☐ Attendance Records
- ☐ Grades
- ☐ [Lunch Payment LINK](#)
- ☐ [Volunteer Application LINK](#)
- ☐ [ClassLink LINK](#)

Additional parent information and resources can also be found on the [Lake Washington School District Website LINK](#).

Volunteer opportunities are available through both the school and the PTSA. Examples include:

- ☐ Regular classroom volunteering
- ☐ Assisting in the library
- ☐ Acting as a chaperone on field trips
- ☐ Assisting with the morning drop-off and afternoon pick-up lines
- ☐ Volunteering at one-time events such as the Book Rodeo, Field Day, Hearing & Vision, and more
- ☐ Participating as a committee chair for one of our PTSA events

