



Phantom Lake Elementary School

Important Policies and Procedures – To read the entirety of our handbook, reach out to your classroom teacher or visit our website here <https://phantomlake.bsd405.org/our-school>

Attendance: Prompt and regular school attendance by students is important. Regular attendance is necessary if students are to profit fully from learning experiences offered in school. Frequent absences and tardies will be addressed by the principal and/or assistant principal. The school is required to take a variety of actions to help improve a student's attendance and timeliness. (Please see the link <https://bsd405.org/wp-content/pdf/policy/3122.pdf> for the full text of the Bellevue School District Student Attendance Policy 3122).

Late Arrival and Early Pick Up (Tardies): Students must be in their seats at 8:40 am. If your child arrives late, they need to check in at the front office and will be tardy for school. If it is necessary for you to pick your child up early from school, please come to the office to sign them out.

Parking: We encourage you to have your child ride the bus or walk to school with a group of other children. You can also carpool with neighbors. Traffic around Phantom Lake is very congested during pick-up and drop-off times. Fewer vehicles make the transition easier for everyone! If you choose to park your car, **PARK ONLY IN DESIGNATED PARKING SPACES**. Do not park or block the fire/bus lane.

Items from Home: Students come to school to learn. Toys, trading cards, electronic games, stuffed animals, money, cell phones, smart watches, and other personal items of value should remain at home, so they are not misplaced, lost, or broken. If a child wishes to bring a special item to share with the class, they must first get permission from the teacher.

Classroom Celebrations: Please consult your child's teacher for their policy regarding classroom celebrations, such as birthdays.

Policy 4260.5P Dogs on School Campuses: [Policy 4260.5P](#) outlines BSD's expectations regarding dogs on campuses. In order to ensure that schools are safe and comfortable for all students, staff members, parents/guardians, community members and visitors, the District does not allow dogs on school campuses, in classrooms, or in offices unless they are a service dog to a student, staff member, parent/guardian, community member or visitor, during the hours in which students are present, including arrival and dismissal times. During the hours when students are not present, all dogs must be on a leash and under control consistent with King County Code 11.04.230. No dogs are permitted at any time on District athletic fields, including after school hours and on weekends.

PTA: Phantom Lake PTA is a major program facilitator and economic resource for Phantom Lake Elementary students and staff. Some educational programs, most financial classroom support, all social activities and before or after-school programs would not exist without the support of Phantom Lake PTA. Membership in Phantom Lake PTA shows your support for Phantom Lake Elementary and our students. You can join Phantom Lake's PTA in the front office of the school or check out Phantom Lake's PTSA website for PTSA events, membership and additional information at <https://phantomlakepta.givebacks.com/>

Phantom Lake Elementary	456-5600
Phantom Lake Attendance Hotline	456-5609
Transportation Office	456-4512
Bellevue School District Public Information	456-4000