

Thoreau Elementary

Student and Family Handbook 2025-26



Thoreau Elementary
8224 NE 138th St
Kirkland, WA 98034
425-936-2720
thoreau.lwsd.org/

Lake Washington School District

Every Student Future Ready

*Prepared for college, prepared for the global workplace,
prepared for personal success.*

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General Information

Thoreau Elementary

**8224 NE 138th St.
Kirkland, WA 98034**

- Thoreau Mission** To be a collaborative community that encourages individual growth and achievement by focusing on what is best for students.
- Thoreau Vision** Students will be confident, engaged, knowledgeable community members, equipped for life-long learning.
- Our Values:** Work Hard, Be Kind, Be Safe
- Office:** 425-936-2720
- Safe Arrival:** 425-936-2721
- Fax:** 425-814-4986
- Website:** thoreau.lwsd.org/
- Office Hours:** 8:00 a.m. to 4:15 p.m.
- Mascot:** Frog
- Colors:** Green and yellow



This handbook belongs to:

Name _____

Teacher _____

Welcome

Dear Thoreau Students and Families,

Welcome to a new year at Thoreau Elementary! We are excited to partner with you in your student's elementary school journey. We are so glad to have our students back on campus and know that we are stronger together!

This Student and Family Handbook contains important information regarding school policies, procedures, and guidelines as well as the LWSD Student Rights and Responsibilities. The purpose of this handbook is to outline to our students, families, and staff the expectations for building a strong educational community at Thoreau Elementary where everyone feels safe, included, and can communicate and learn. Having shared expectations, procedures and policies helps us respect the diverse community in which we live, work, and learn every day. We understand this isn't the most "warm and fuzzy" document to welcome you to school with and hope you will read through it with the lens of knowing we adore our kids and families, and these guidelines are to ensure we are all productively working together with as few bumps along the way as possible. Please join us as we challenge each student to focus on Working Hard, Being Kind, and Being Safe.

In the general information section, you will find answers to many of your school questions. In the Family & Volunteer section you will find copies of our Volunteer Guidelines and information on our Collaborative Code of Respect.

Thank you for working in collaboration with us to create and foster a positive, welcoming, and inclusive school culture and learning environment.

Warm Regards,

Heidi Gilmore
Principal

Neil Gerrans
Associate Principal

Thoreau Staff

Heidi Gilmore	Principal		Shelly Kienle	Resource Room
Neil Gerrans	Assoc. Principal		Erica Erickson	Resource Room
Jordan Dickinson	Office Manager		Jesse Botello	Counselor
Sally Freni	Secretary/Registrar		Kelli Perry	Safety Net
Nancy Holden	Health Room Secretary		Debbie Laughlin	ML
Samantha Young	Nurse		LeaAnne Meschke	School Psychologist
			Kate Schjoneman	SLP
Mary Carpenter	Kindergarten		Caitlin Van Oppen	SLP
Angela Erickson	Kindergarten		Gretchen Stuenkel	OT
Isaiah Duff	Kindergarten		Kelly Ash	OT
			Hunter Hendrickson	PT
Skye Van Cleave	First Grade			
Erica Friedman	First Grade		Christine Bergstein	Instructional Assistant
Alicia Girard	First Grade		Christina Chaney	Instructional Assistant
			Josee Lemay	Instructional Assistant
Emily Cloward	Second Grade		Marjon O'Neil Dunne	Instructional Assistant
Kyle Rasor	Second Grade		Kris Webber	Instructional Assistant
Jessica McGinnis	Second Grade		Alida Corless	Para Educator
			Simona Curelariu	Para Educator
Jamie Kirkness	2/3 Quest		Iris Joya-Garcia	Para Educator
			Karine Lamarche	Para Educator
Heidi Hasty	Third Grade		Mari Langan	Para Educator
Ed Kitts	Third Grade		Ellyn Shull	Para Educator /IA
			Melanie Smith-Bates	Para Educator
Molly Mancinelli	Fourth Grade		Yasamin Sharif	Para Educator
Sean Valley	Fourth Grade		Alana Bryant	Para Educator
Joey Petchalonis	Fourth Grade			
			Ben Feingold	Extended Day
Joanna Bowns	4/5 Quest		Tora Roksvog	Extended Day
Deborah Sullivan	4/5 Quest			
Cori Severson	Fifth Grade		Jose Castillo	Custodian
Maryline Williams	Fifth Grade		Bob Smith	Custodian
Lars Grevstad	Music		Die Zi Chan	Kitchen
Karrie Hein	Library			
Kelsey Korby	PE			

BREAKFAST AVAILABLE 9:00-9:15

STUDENTS MAY ARRIVE ON CAMPUS AT 9:05

FIRST BELL 9:15 AM SCHOOL STARTS 9:20 AM

MORNING RECESSES

Kindergarten – 3rd Grade 10:50-11:05

LUNCH AND RECESSES

GRADES	RECESS	LUNCH
Grades K – 2 nd & 2/3 Q	12:05-12:20	12:20-12:45

GRADES	RECESS	LUNCH
Grades 3 rd – 5 th & 4/5 Q	12:25-12:50	12:50-1:15

AFTERNOON RECESSES

Grades K-2 nd & 2/3 Q	1:55-2:20
Grades 4 th – 5 th & 4/5 Q	2:20-2:40
Grades 3 rd	2:25-2:40

DISMISSAL TIMES

3:55 M/T/TH/F

2:25 WED

PTA Board

OUR MISSION:

PTA was established as an advocate for students. PTA's mission is to "Build a Better World for our Children." Thoreau PTA does this by providing enrichment programs, community events, parenting classes, classroom enrichment, and health & safety measures.

How does the PTA accomplish all this? WITH YOUR HELP! Thoreau's PTA raises money to support these programs with fundraisers and runs the committees with parent volunteers.

OUR GOALS:

- Advocate and support children, school, and community.
- Secure laws for the care and protection of children and ensure the highest success in physical, behavioral health, and social intervention.
- Facilitate a safe, inclusive, and welcoming environment that promotes equality and diversity.
- Foster a bridge between the school and home that parents and teachers may engage in the growth of our children.
- Raise funds to provide enrichment to our students and teachers.

Thoreau PTA Board Positions for 2025-26 https://thoreaupta.givebacks.com/	
President	Kerstin Hadelich thoreauptaboard@outlook.com
VP	Juliana Born thoreauptavp@gmail.com
Secretary	Pallavi Bhandarkar thoreauptasecretary@gmail.com
Treasurer	Jason Crume ThoreauPTATreasurer@gmail.com

Collaborative Code of Respect

Family - School Partnership

The purpose of the Thoreau Code of Respect is to provide a common set of behaviors to guide the work of the adults who partner in our students' education. This includes all adults; certificated and classified staff, parents/guardians, community members and volunteers. We recognize that our school is rich and diverse population of students, families, and staff that deserve to be equitably welcomed and included in the school community. The Code of Respect guides each of us in our interactions in a way that maintains focus on our students and maintains positive relationships among adults.

Thoreau Code of Respect

At Thoreau Elementary, I believe that practicing respectful behavior helps create an equitable, positive, inclusive, and successful learning environment. As an adult, I recognize the importance of modeling the kind of responsible, considerate, and positive behavior we hope to instill in children.

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

- **Share Responsibility for Thoreau:** I take ownership for helping Thoreau to be a safe and inclusive 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 diverse families and parenting styles within our community believing everyone operates with the best intentions.
- **Collaborate with One Another:** I will share ownership of problems by working collaboratively to resolve issues through respectful interactions and appropriate behavior.
- **Use Positive Communication:** I will show respect for the dignity, diversity, and well-being of all adults and students by listening to others, seeking to understand, and sharing my ideas so others may hear and understand my perspective. I will work to build a positive, trusting community for our students. The Thoreau staff commits to practicing respectful communication with parents / community members and we value the same from our community.
- **Model Appropriate Use of Social Media:** I recognize that social media is part of society and that it has an impact on others. I commit to using social media in a manner that promotes a positive Thoreau. When I have a concern, I will "go to the source" and engage in a direct, confidential, and private conversation about a concern. I will refrain from idle gossip or complaints in person, text, and social media.

Thoreau Behavior Expectations

Thoreau is committed to our role as a change agent for more inclusive and equitable educational environments for our children and the adults who serve them. Specifically, we recognize School-wide PBIS as a framework to reduce the use of out-of-school disciplinary practices like suspension. We recognize that PBIS is most effective in reducing educational disparities and disproportionate discipline when it is used with other researched based strategies such as restorative practices, trauma-informed care, and others.

Thoreau Expectations

We use Positive Behavior Intervention Supports (PBIS) to teach expected behaviors and the “Why” behind them. We will be teaching and focusing on the following positive behaviors: Work Hard, Be Kind, and Be Safe. Positive Behavioral Interventions and Supports (PBIS) is an [evidence-based three-tiered framework](#) for improving and integrating all of the data, systems, and practices affecting student outcomes every day. It is a way to support everyone to create the kind of school where all students are successful. PBIS is a commitment to addressing student behavior through systems change. When it is implemented well, students achieve improved social and academic outcomes, schools experience reduced exclusionary discipline practices, and school personnel feel more effective.

The behaviors listed below each expectation are also evaluated on the school district report card. We explicitly teach, reinforce and model behavior expectations just like we do with academic subjects throughout the year.

Thoreau students are expected to:

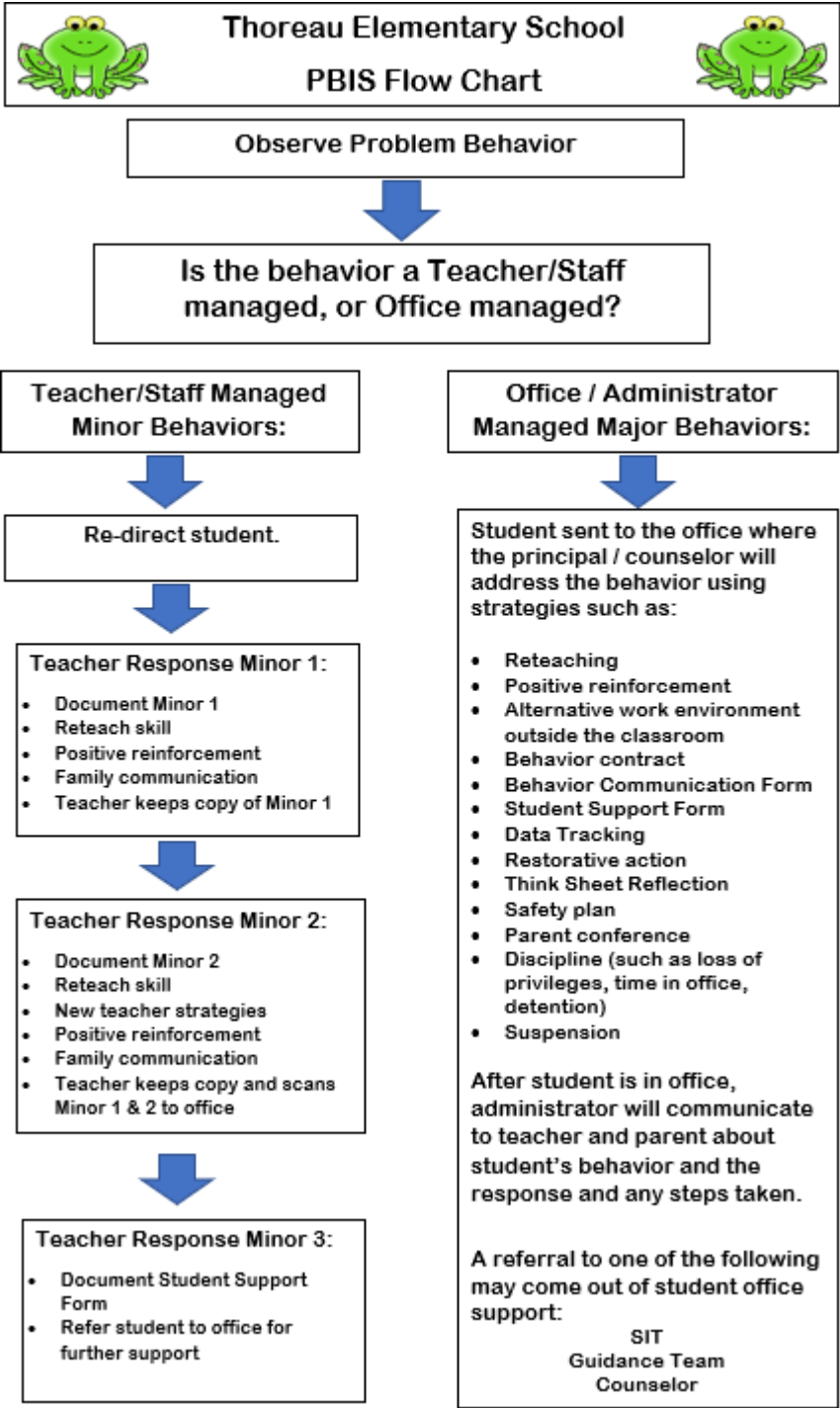
Work hard	Be Kind	Be Safe
<ul style="list-style-type: none"> • Be attentive and follow directions. • Work well independently and use time wisely. • Consistently put forth their best effort. • Accept feedback and opportunities for improvement. • Complete work carefully and on time. 	<ul style="list-style-type: none"> • Demonstrate respect for personal and community property • Demonstrate self-confidence; ask questions; and let needs be known • Communicate in a respectful and courteous manner. • Cooperate while working in groups; support others and accept differences 	<ul style="list-style-type: none"> • Follow school rules and accept responsibility for personal actions. • Organize workspace and materials.

Behaviors such as harassment, intimidation, and bullying (HIB) are treated seriously. This includes intimidation, bullying, and/or harassment on the phone or internet. Students will be taught strategies for responding to these behaviors and be told to report issues to any staff member, teacher, counselor, or principal. If you believe your child is being bullied or harassed at school, please encourage him or her to tell their teacher or principal or contact the school. Please refer to the Student Behavior Matrix for more information.

Students need to be aware that the behavior expectations are the same and the discipline policy applies when they are:

- Walking to and from school
- On the bus
- Biking to and from school
- At all school and PTA events
- On the internet and phone if the learning climate at school is negatively impacted.

Progressive Behavior Support



Severe Behavior

In the case of behavior incidents that are severe in nature such as immediate danger/disruption, physical aggression, threats, sexual harassment, HIB including use of racial slurs, and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long-term suspension or emergency expulsion in accordance to state law and district regulations. In no situation will any student be allowed to threaten the health, safety, and welfare of fellow students and/or staff members.

General Information – Attendance, Arrival, and Dismissal

Absences/Late Arrival

All absences and late arrivals need to be called to the office on the Safe Arrival line that is available 24 hours per day: 425-936-2721.

Arrival and Dismissal

1. For safety reasons students may not arrive at school before 9:05 a.m. due to lack of adult supervision.
2. Students are to line up outside the school in their designated class line. Students are not to walk through the building to their class line but to walk around the building to line up.
3. They may not play on the equipment or enter the school until the bell rings.
4. When the bell rings at 9:15 a.m., students are to enter the building quietly once their teacher has directed them to do so. All students are in their classrooms by 9:20 a.m. to begin work.
5. Students are released at 3:55 Monday, Tuesday, Thursday, and Friday and 2:25 on LEAP Wednesdays
6. When students are dismissed, they are to immediately head to their pick-up area or walk home. They may not play on equipment or stay on campus without a parent or guardian present due to no afterschool supervision.

Early Dismissal from School

1. In the interest of student learning, please try to schedule student appointments outside of the school day whenever possible.
2. Students will only be released to an adult who is listed in on their emergency contacts in Skyward.
3. Students who need to be checked out of school early must be signed out by an adult from the office.
4. To honor our teacher's end of the day routines and schedules, students should not be checked out during the final 15 minutes of the day.

Absentee/Tardy Policy

We will write tardy/admit slips beginning at 9:20 am per the wall clocks. Parents must accompany any child that is tardy to sign them in. Students will not be able to go to class without a parent signature. Principal will review a monthly report for absenteeism and tardiness issues.

At 5 tardy/absences or if a teacher has significant concerns, we will contact families explaining the educational impact on the student, teacher, and classmates. When contact has been made, classroom teachers will notify the school counselor and principal.

At five or more tardies or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies or absences continue there will be another letter requiring parents to make an appointment with the principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

There may be some exceptions to this based on individual student situations and circumstances.

Extended Absence Policy

An absence of 3 or more days is considered an extended absence. If your child is sick, please call the office to let them know. If you are planning an extended absence, please visit our website or the school office to fill out a pre-approved absence form at least 2 weeks prior to your child's extended absence. Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. We also understand that some families must travel during school months due to parents' work duties, visas, family obligations/emergencies, and more. We cannot duplicate what happens in the classroom, but we will work with you to make your child's absence as low impact as possible. A remote learning option may be available or assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

The Washington attendance law, the BECCA bill, <https://www.oeo.wa.gov/en/education-issues/attendance-and-truancy> 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 six and seven if the parent enrolls 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.

School Closures and Late Starts

When there is inclement weather, you can learn about school closures or late start by 5:30 a.m.:

- Go to www.lwsd.org. If school is closed or starting late, you will see a pop-up alert box.
- Go to www.flashalert.net, which lists schools all over the Puget Sound area. You can also sign up to receive text alerts or emails from this service.
- Call 425-936-1206 to listen to a recorded message.
- Tune in to local radio and television stations.

LWSD also uses the ParentSquare automated calling system to let parents know if school will be delayed or canceled. Calls will begin at 5:00 a.m. You will not receive a call if school will open normally. If you want to double-check the status or learn it early, use one of the options listed above.

When emergency conditions such as snow and ice, windstorms or earthquakes result in school schedule changes, the district will use one of the plans outlined below.

School will dismiss at regular times unless otherwise announced.

If *school is closed*, the following programs will also be cancelled:

- All before or after school activities
- All activities including athletic events and parent meetings
- Extended Day Program

If *school starts late*:

- All schools start two hours late.
- Buses will arrive at bus stop two hours later than usual pick up time.
- The following programs are canceled:
 - Quest pull-out classes
 - Before school programs (including morning Extended Day)
 - All preschool sessions
 - Out-of-district transportation
 - Elementary band and orchestra

Transportation during emergencies

Parents always have the option to keep their student home if they believe it is unsafe.

Each winter, Lake Washington School District's Transportation Department creates "Snow Routes" or routes that are designed to get our students to and from school in the safest manner due to inclement weather. These routes may require your student(s) to change bus stops due to road conditions in your neighborhood.

Families will be contacted via ParentSquare when these routes are placed into effect. Please make sure to use the snow route bus stop when "Snow Routes" are activated.

To find your snow route bus stop location:

- Login to [Skyward Family Access](#).
- Select "Busing" on the left-side menu. Snow routes will be labeled with "Snow" under the "Days" column.
 - **Please note:** It is possible that your "Snow Route" bus stops are the same as your regular stops.

Earthquake

In case of a major earthquake while students are on a school bus, drivers will receive specific instructions via radio. If they are going to school, drivers will continue to pick up students on their routes and deliver them to school. If roads limit travel, students will be transported to the nearest school. If an earthquake hits when buses are transporting children home from school, drivers will return to the school they came from or to the closest school. Children will stay at school until parents or designees arrive. Call your school for more information about its earthquake plan.

Safety is the priority

In one part of the district, the roads may be perfectly clear while other areas are struggling with several inches of snow. In emergency situations, such as snow and icy weather conditions, the top priority is the safety of students and staff. The district also recognizes that snow days disrupt family schedules and extend the school year. The decision to close schools is not an easy one. It's also complicated by the fact that the district covers 76 square miles, including low-lying areas next to Lake Washington as well as higher altitudes at Finn Hill, Education Hill and the Sammamish Plateau.

General Information – Communication & Transportation

Communication

The following methods give our families up to date information about classroom activities, curriculum and special events:

- Teacher emails and newsletters (sent electronically, paper copies as needed)
 - **ParentSquare** is the primary mode of communication between families and their classroom teachers. Lake Washington School District uses the ParentSquare platform to simplify school communications and provide options for families for how they want to receive information (email, text and/or app notifications). You can sign up for parent square and set your communication preferences by visiting <https://parentsquare.com/>. Support or questions regarding ParentSquare should be directed to ftaccess@lwsd.org.
- Weekly Update: Frog News (School E-Newsletter)
- Thoreau website <https://thoreau.lwsd.org/>
- Thoreau PTA website <https://thoreaupta.givebacks.com/>
- Thoreau Reader Board

Transportation

LWSD provides bus transportation for those students who live over a mile from their school. Students assigned to ride a bus must ride, not walk to school, for safety issues. Safe walking routes are not designated in neighborhoods for bus riding students. All inquiries and concerns should be addressed to the LWSD transportation department at 425-936- 1120.

Telephone and Messages for Students

Student access to the phones will be limited to short emergency calls only when accompanied by a pass from the teacher. Plans for visiting friends, early dismissal, etc. must be made by families prior to coming to school. If plans change during the day, please call the office and they will get a message to your child. Students do not have access to their cell phones for phone calls or texting during the school day.

General Information – Campus & Safety Information

Entry Control System

LWSD has an entry access control system in all schools to help ensure we know who is in the building. This system allows us to keep all doors locked and use a camera and doorbell system for visitors to gain access to the building.

What to Expect: When you arrive at school during business hours, enter through the main door. Please give your name and purpose of your visit after ringing the doorbell (e.g. I am here to pick up my student, I am volunteering today, I am dropping off something for my student). Upon entering, proceed to the office, present ID, and check in. Please wear your Volunteer ID badge at all times when in the building.

What to Expect from Staff: Staff will review safety expectations periodically throughout the year and will wear identification badges at all times. Staff will escort any adult in the building without an ID badge to the office for check-in. Staff will keep all interior and exterior doors in a locked position at all times and direct traffic to the front door. To accommodate large groups of students and parents, we will create small windows of time with a staff 'greeter' in lieu of the Entry Control System.

Bicycles/Skateboarding/Roller Blades:

All students may ride their bike to school if they are accompanied by a parent/guardian. Students age 10 and above may ride bicycles to school without a parent/guardian if they have a completed permission form signed by the student and by the parent/guardian returned to the office. Bicycle riders are recommended to wear a helmet and have a lock for their bikes. Bikes should be walked onto and off campus for pedestrian safety. Skateboards and roller blades are NOT a safe alternative transportation to and from school and are not allowed on campus. Please note that the school assumes no liability for damage and/or theft of bicycles from school property.

They need to follow these guidelines:

1. Wearing a helmet when riding is highly recommended.
2. Follow community safety and school rules when riding a bike to and from school.
3. Walk the bike on to and off the school grounds.
4. Park the bike in the rack and lock it up with a bicycle lock that the student brings from home.
5. Failure to follow these procedures could result in a student not being allowed to ride a bike to and from school.

Walkers

Parents/guardians are urged to talk with students about the safest route to and from school. Students must always use the crosswalks to cross the street and walk on the sidewalk. Please refrain from jay walking at all times. Students are expected to follow the school rules coming to school and returning home.

Dogs on Campus

In order to ensure our schools are safe and comfortable for all inhabitants, the district has developed the following requirements regarding dogs:

- Dogs are not allowed in school, on school grounds, or in the classroom unless they are serving as a bona-fide service dog.
- During non-student hours dogs must be leashed and all dog waste removed in accordance with Kirkland City Code 11.80.060.
- King County Code requires that dog bites will be reported to the King County Health Department and the dog may be placed in quarantine for 10 days.

Safety Patrol

School Safety Patrol students (ages 10 and up) as well as adult crossing guards will be assigned supervision of intersections. Students are expected to use designated crosswalks and obey the safety patrol and crossing guards on duty. Safety Patrol students must be at school by 8:55 a.m. and are done with their duties at 4:05 p.m.

Parking Lot Safety

Car pick-up and drop-off: Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student(s), only use the DROP-OFF/PICK-UP zone where student patrols will be directing traffic. Do not let students enter or leave the car in any space other than the drop off area, and ALWAYS from the curb side of the vehicle; the safety of students is our primary concern. If students need parent assistance getting out of the car, please park the car. It is unsafe for parents to get out of the car in the drop-off/pick-up zone. Please continue to pull forward as space allows when loading or unloading students to help ease congestion. Remember that you are a role model for students who are watching you.

Street parking is not allowed along the north side of NE 138th Street during pick-up and drop-off hours. This is a thru lane for dropping off and pick up area only.

No Parking 8:30-9:30AM and 3:30-4:30PM; Wednesdays 1:45-2:45PM.

Please use the right lane to enter the school parking lot and the left lane to enter Big Finn Hill Parking Lot for alternative parking during pick up and drop off hours.



While traveling westbound in the right lane to enter the school parking lot, please DO NOT BLOCK DRIVEWAY for the bus loop.



As you turn the corner from NE 138th Street into the driveway to the school parking lot, the lane will split into two lanes. The left lane is for people who wish to drive through and park in our parking lot. The right lane is for drivers who wish to pick up or drop off students' curbside. Please be aware that the first 200 feet of this lane is a NOLOADING ZONE, which means students should not be dropped off here. Please wait to drop or pick up students in the LOADING ZONE ONLY.



If the line is moving, such as during drop off, you do not have to turn your engine off. If you are stopped and waiting for pick-up, please turn off your engine while you wait. **Please remain in your car at all times.** If your child needs assistance in getting out of the car and gathering their belongings then you need to park, help them, and walk them to the building. **Students must exit on the curb side only. The drop off area is for quick load and unload only for students who do not need assistance.**



Parents in the left THRU LANE will drive past the LOADING ZONE and continue through the parking lot. If you wish to park, follow signs and striping for PARKING ONLY.



Parents in the right lane will be able to drop off students in the LOAD UNLOAD ONLY lane nearest the median. Staff will be monitoring traffic and students on the sidewalk on this median during pick up and drop off hours. As you near the end of the LOAD UNLOAD ONLY lane, vehicles must merge into the THRU LANE and continue around the parking lot large loop to exit. No updates or changes were made to this area of the parking lot, but you must make the big loop around now and not the small one. We recommend parking in other areas as this parking area becomes very congested during drop off and pick up.

Staff parking is designated. All other parking spots are open for family and community parking. This includes in the mainlot and back parking area.

We still recommend walking, biking, and carpooling to school. We also recognize that doesn't work for all families. Patience, understanding, and common courtesy must be used during the 12-minute drop off/pick up period two times per day. Thank you for your continued support to keep our kids safe.

General Information – Nutritional & Medical Information

Too Sick for School:

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

Help Lake Washington School District stop the spread of illness.

Keeping students' home when they are too sick for school protects other students and staff from potential illness.

Respiratory viruses like COVID-19, influenza (flu), and RSV can cause a range of symptoms, including but not limited to cough, fever, chills, headache, sore throat, runny or stuffy nose, sneezing, chest discomfort, decrease in appetite, vomiting, diarrhea, fatigue (tiredness), muscle or body aches, new loss of taste or smell, weakness, and wheezing. If you are sick, stay home and away from others, including those you live with who are not sick.. There are other medical conditions besides COVID-19 which may require your student to stay home from school. If your student has any of the following symptoms, please keep them home and contact their school. If your student becomes ill at school, you will be called to take your student home.

You can go back to your normal activities when both of the following have been true for at least 24 hours:

- Your symptoms are getting better overall, **and**
- You have not had a fever and are not using fever-reducing medication.

Illness or Injury at School

When children become ill or are injured at school, office personnel immediately contact parent/guardian. The student waits in the health room until the parent/guardian arrives. If the parent/guardian or emergency contact cannot be reached, school personnel do whatever is needed to respond to the needs of the child including calling emergency aid vehicles. It is essential that your student's school has a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached. Families can update their emergency contacts in [Skyward Family Access](#) throughout the year through the Student Info tab and request changes link.

If a child is seriously injured at school, the parent/guardians will be called immediately. If parent/guardians cannot be reached, a neighbor or friend listed on the Emergency Card will be contacted. If no one is available, we will use our best judgment about what to do for your child including contacting 911 if needed. Your assistance in providing updated and complete information on the Emergency Card is critical in case of an emergency.

Immunization

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.

Required documentation

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.

Medication

Sometimes children need to take prescribed medication during school hours. The district policy requires that the child's physician complete a Lake Washington School District Medication Authorization form. This form gives explicit instructions for administering the medication. All medication must be in the original container and brought to the office by the parent/guardian. Office personnel and the parent/guardian count the medication before it is left. A daily log of medication administration is also done by office staff. The student may not have in their possession nor may any medication be given unless this procedure is followed. This includes over the counter medication such as aspirin, cough medicine, cough drops, eye drops, topical ointments, etc. A parent or guardian may administer medication to the student at the school whenever needed without the requirement of following this procedure.

Nutrition Services

LWSD's Nutrition Services Department takes pride in providing nutritious meals to students to support learning each school day. It is the responsibility of parents or guardians to prepay for school meals, provide a meal from home, or complete an annual application establishing eligibility for free or reduced meal benefits.

Under no circumstance do we want a child to go without a meal during the school day. Students will be allowed to debit their school meal account for the purchase of a complete breakfast or lunch when their account shows insufficient funds or when the student does not have sufficient funds in the form of cash or a check. The purchase of a la carte items including second entrees, milk or juice and snacks are strictly prohibited when an account is negative or will become negative due to the charge.

To receive meal assistance benefits for the 2024-25 school year, a new application for free and reduced meals will need to be filled out. We strongly encourage all families who might be eligible for benefits to submit an application. Applications for the 2024-25 school year will be available to complete [online application](#) (preferred method), or by manually filling out an application found on the district website, <https://www.lwsd.org/students-families/breakfast-and-lunch-menus>.

Head Lice

At initial discovery that the student has live lice or nits at school a parent or guardian will be notified by phone. The parent or guardian may choose whether to have their student stay at school or be picked up before the end of the school day. Students will be allowed to continue to attend the rest of the school day. A lice notification letter without the student name in the event of 3 or more cases will be sent home to the student's whole class in order to protect privacy. Lake Washington School District's lice protocol states that students that are identified with live lice or nits (white lice eggs) either at school or from the student's parent and/or guardian(s) will have to be treated and have no live lice present for the student to return to school. Students must be checked into the front office prior to returning to class and be cleared by district trained staff and/or nurse. A parent/guardian must check their student into the office following their treatment of choice before attending class. They need to stay at school while their student is being checked. It is recommended that all household members be checked. If live lice are present the student will be sent home. If no live lice are present, but there are some remaining nits, the student will be allowed to go to class. The parents will be reminded to continue working on removing any remaining nits if there are still nits present. The student will be rechecked by the school nurse in seven to 10 days (take out). If you have any questions about this policy, please contact our school nurse, Samantha Young, at 425-936-2720.

General Information – Academics and School Day

Curriculum and Instruction

For the most up to date information go to <https://www.lwsd.org/services/curriculum-instruction>

Homework Policy

Purposes of homework:

- Independent practice/reinforce curriculum
- Review skills
- Involve families when appropriate
- Responsibility/independence/self-direction
- Reading is something everyone should do every day. We don't consider assigned reading minutes as homework.
- Homework on average should not exceed 10 minutes per grade level per night, not including reading time. Exceptions might be studying for a test, working on a long-term project, or accelerated program.

Family Support:

Homework should be completed independently by your student. Please provide homework support for your child in the following ways:

- Schedule homework time each day that is sufficient for time expected to complete homework for your child's grade level
- Provide verbal praise and encouragement for your child
- Provide prompting to read directions, study examples, and continue working when needed.
- When it is time to go to bed or if frustration is high, please stop your child, even if homework is not complete. Just make a note on the homework or send an email to the teacher.
- If your child cannot complete homework alone or cannot complete homework in a reasonable amount of time, please
 - contact your child's teacher so that concerns can be addressed
- Check your email, as well as your child's homework folder, planner or binder daily for information regarding homework
- Feel free to ask your child's teacher any clarifying questions or address the need for modifications specific to your child

Library

All students at Thoreau participate in a weekly library program which provides instruction in the use of our library, research skills and the enjoyment of literature. Students may check out books on a weekly basis. The responsible care of books is important. Lost or damaged books will be paid for by families.

Recess

All students are expected to participate in Thoreau's recess periods. Students well enough to return to school following an absence should be able to go outside for short periods providing they are appropriately dressed. Students returning from an extensive illness or surgery or those under specific doctor's orders may require a specific plan. Please contact the school office to discuss any specific doctor's orders or plans that we should be aware of.

Inclement Weather

- All children should wear coats, hats, and other warm clothing to school during cold and wet weather. If you need help in acquiring these items for your student please contact our school counselor, Jesse Botello at jbotello@lwsd.org
- All children will go outside during recess unless attending STEAMr Lab when active or other recess group.
- Following playground expectations, students should try to remain dry and refrain from splashing, sliding, or kicking of water and/or mud, we do not have extra clothes for students who get wet and/or soiled at recess.

General Rules:

- Instructional Assistants are the adult support on the playground.
- Students are not to sit or stand on railings, ledges, or column bases. Students are not to sit on top of or jump off any high bars.
- Sticks, pinecones, and rocks stay on the ground.
- Students will keep hands, feet, and body to themselves.
- Students will refrain from rough and dangerous play. Use ropes for jump rope only.
- Students will treat each other with kindness
- Balls are to be used on the black-top or field area only. Do not take balls in the bark area.

Big Toy(s) Rules	Field	Digging Garden
<ul style="list-style-type: none">• Bark stays on the ground.• Go down the slide only when seated and facing forward. Do not climb up slides.• Students may not climb on top of the structures• One person at a time on the slide	<ul style="list-style-type: none">• Two finger touch for touch football and tag• No tackling or slide tackling• Do not throw balls at other people• Choose teams by counting off• or using an 'A'-'B' pattern• Covered area is for wall ball.• Soft bouncy balls must be used for wall ball. No hard soccer balls or footballs in covered area.	<ul style="list-style-type: none">• Return Tools to Bin and Use only school provided tools.• Share your area.• Tools are only for digging• Don't throw sand (sand stays on the ground). Leave sand in the digging garden

Report cards

Students receive report cards twice a year in January and June. Student led conferences are held twice a year in September (goalsetting) and January (goal progress). Parents/Guardians may request a private conference with the teacher at any time during the year to discuss their child's performance. Visit the Lake Washington School District website at www.lwsd.org for more information about this year's grading periods and conferences.

Interruptions to the School Day

We will not disrupt classrooms after 3:40 p.m. or 2:10 p.m. on Wednesday to notify a teacher or student about a change in the plans for dismissal. We ask that families communicate end of day plans with your student each morning before school to reduce impact on class time, so that class time is rarely impacted with changes. If there is an **EMERGENCY** in which you have to contact your child about a change in plans for the end of the day, you need to call the office.

Birthday Treats and Invitation Policy

Birthdays are one of the highlights of childhood both for the celebrant and the guest. To respect the feelings of all students, when sending out invitations, we ask that you mail them, hand deliver them to the friends' homes, or make email or phone invitations. Invitations may not be handed out at school including before/after in line-up unless you are inviting the entire class.

You may find the PTA directory helpful with this task since it includes most of our students' emails, phone numbers, and/or addresses. School emails are intended for school related communication purposes. We are not able to forward personal emails from one family to another family or families. We are also prohibited from sharing email addresses of our Thoreau families unless your teacher has an opt in email list.

Due to health reasons and allergies, birthday treats are not allowed to be sent to school. All classes will recognize the child's birthday with a non-food item or celebration.

Class Placement

Each spring, the Thoreau staff gives thought to the placement of each child. Family input is welcome by filling out a Student Placement Input Form. Current and future teachers, the counselor, special education team and principal meet and craft class lists that meet the needs of each student, are balanced according to a variety of factors, and meet contractual expectations. A considerable amount of time is devoted to optimizing student learning for every child. Our overall goal is to create a balanced class of students who will work and learn well together. Any change in one child's placement impacts the balance of multiple classrooms.

Class assignments will be communicated on Meet and Greet Day in August and posted in Skyward Family Access <https://www.lwsd.org/students-families>. Should you have a concern regarding your child's assigned teacher, you are invited to address that concern with the teacher and allow the teacher time to respond. If you still wish to request a change of placement, you need request fill out a request form and submit that to the principal. No change of placement requests will be accepted without a form and proper wait time given for adjustment.

Extended Day Program

When school dismisses at the end of the day, the school staff cannot provide supervision for students. Thoreau does not offer ~~it~~ through our school office. Thoreau does have an Extended Day Program available only to Thoreau students from 6:30 a.m. until 9:05 a.m. and from 3:50 p.m. until 6:30 p.m. This program is run through the school district. For more information, please call the LWSD Extended Day program at 425-936-1175.

General Information – What to Bring and Wear

Dress Guidelines

LWSD Student Dress can be found here:

<https://go.boarddocs.com/wa/lwsd/Board.nsf/goto?open&id=BSCT5675A517>

The following guidelines are designed to promote a positive, safe, healthy learning environment:

- Shoes should be appropriate for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E.
- Clothing does not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations or gangs.

Personal items at school

Students **may** bring any tools they need to do their work including an e-reader used appropriately for reading. Students may also bring a ball from home to play with at recess. Ball should be labeled with student name and must follow the expectations for all recess balls: school approved ball (soccer, basketball, four square, tennis, football), must be willing to share the ball, be inclusive of all students. Students assume responsibility for their ball. Thoreau will not replace a lost or damaged ball. No lacrosse, baseball, bouncy balls, or other non-school ball is allowed.

Students may not bring:

- Toys, dolls, or stuffed animals unless it is a special classroom event and then used under teacher guidelines
- iPods, other electronic games/toys or devices
- Any type of trading cards (unless part of a club w/staff advisor)

These items need to be left at home and enjoyed there. If a student brings one of these items to school, he or she will be reminded of the rule and the item will be kept by the teacher or principal. The item will be returned at the end of the day for the student to take home. If the item is brought a second time, it is taken and kept by the teacher or principal until the parent/guardian can pick it up at the school.

Cell Phone and Smart Watch Policy

Cell phones, smart watches, AirPods, and other internet-connected devices are permitted on campus but must be turned off and kept in backpacks throughout the day. Students using a device during the day will be asked to store it in their backpack. After one warning, any further use will result in the device being confiscated and stored in the main office, where a family member may retrieve it. Devices may only be used outside the building before and after the school day. During the school day, students may use a school phone to contact a parent or guardian. For last-minute schedule changes, please call the office and we will relay the message to your child. Text messages sent to your child's device during the school day will not be received until after school hours. Students are strongly encouraged to leave electronic devices at home to avoid loss or distraction. School staff cannot monitor or safeguard students' devices. Thoreau is not responsible for any lost or stolen electronic devices.

Forgotten items

Classrooms are locked when teachers leave in the afternoon, students may retrieve forgotten items the next school day.

General Information – PTA and Volunteers

PTA

Parents are welcome to join the PTA. The PTA website is [here](#) with a list of the PTA information and contacts.

Visitation

Parents/guardians are welcome and encouraged to visit school. Classroom visits need to be planned in advance with the teacher so please schedule an appointment before going to the classroom. For the protection and safety of students, all visitors are required to check in at the school office and wear a visitor's sticker. Students from another school or state are not allowed to visit classrooms or spend the day at school.

Volunteering

Volunteers enhance opportunities for learning in the classroom by increasing the effectiveness of individual student learning. To ensure the safety of our students, all classroom helpers, field trip chaperones, drivers for off campus activities, and volunteers must complete a volunteer application and be approved. Off campus drivers will have additional insurance forms to complete prior to the field trip. Field trip chaperones must be at least 21 years of age.

Volunteer Application Procedure

All the information you need to volunteer in our district is found on the [LWSD website](#).

Volunteer Guidelines and Expectations: <https://youtu.be/B94Bi3pspC4>

Volunteers are expected to:

- Be an approved volunteer
- Read the LWSD Volunteer Handbook
- Sign in and out at the office and always wear an ID badge while on school grounds
- Show respect for all staff and students
- Share concerns regarding students with the school staff only
- If you cannot make your scheduled volunteer time, please call the school so the teacher and students will know you will not be there.
- Please do not bring younger children to the school during your volunteer hours.
- For safety reasons the work room is for adults only.
- Younger siblings may not go on field trips
- In case of an emergency or scheduled drill, volunteers must follow school emergency procedures.
- Schedule a meeting outside of your volunteertime to discuss concerns about your child.
- Please turn off your cell phone while you are volunteering in the classroom and refrain from making personal calls or texting while on the school campus.

Names of approved volunteers may be released to Lake Washington School District PTSAs, upon request, for the purpose of recruiting volunteers or verifying approval status for school activities.

Ground Rules for School District Facilities

- No smoking or tobacco allowed, including on athletic fields and in district vehicles
- No weapons allowed
- No drugs or alcohol allowed
- Do not use school equipment for personal purposes.

Maintain Student Confidentiality








Volunteers are expected and required to keep all student information that they obtain while working as a volunteer for the district confidential. Federal law strictly prohibits school districts and district volunteers from releasing any student information without parent/guardian permission. Student information includes all academic, medical and personal information. Volunteers cannot take photos of students during their volunteer activities and post them publicly without authorization from the school. Student work, like artwork or papers, is also protected by law and cannot be shared publicly without written permission.








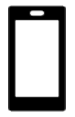
Disclosure of student information by a volunteer is a violation of the Family Educational Rights and Privacy Act of 1974 (FERPA) and may subject the volunteer and the district to civil liability. It is very important that you keep information about students confidential. It is important that you do not discuss students or their progress with others –even their parents. Do not make references to student's abilities in front of other students. The only person who should be told about a student's work is their teacher. If parents ask about their student's progress, suggest in a friendly way that they contact the teacher.



Thoreau Elementary

Student Version Handbook 2025-26

<p>Arrival and Dismissal</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Arrive between 9:05 – 9:15 and go to your lineup area. <input type="checkbox"/> The playground is closed before school for safety. <input type="checkbox"/> School is out at 3:55 (2:25 on Wednesdays). Students must leave school grounds after school unless staying with an adult for supervision. <input type="checkbox"/> You need a note/email from your parent if your afternoon pick-up is changing.
<p>Absentee & Tardy Policy</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> It is important that you are at school on time each day unless you are sick or out of town. <input type="checkbox"/> You can help your family be on time each day by setting out your school materials the night before and getting to be on time. <input type="checkbox"/> If you arrive to school after the 2nd bell (9:20) you will need to check-in to the office for a late slip.
<p>Computer</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Respect district computers and use computers and software responsibly. <input type="checkbox"/> Be a good digital citizen. <input type="checkbox"/> Follow AUP guidelines.
<p>Contacting Your Family</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> If you have an important reason to reach your family during the day, get a note from your teacher to use the office phone. <input type="checkbox"/> Student cell phones and watches are not to be used to call or text families during the day.
<p>Wheels on Campus</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> You may ride a bike to school if you are accompanied by a parent/guardian. <input type="checkbox"/> If you are age 10 and above, you may ride bicycles to school without a parent/guardian if they have a completed permission form signed by the student and by the parent and returned to the office. <input type="checkbox"/> You are required to wear a helmet and have a lock for your bikes and should walk your bike onto and off campus for walker safety. <input type="checkbox"/> Skateboards and roller blades are NOT a safe alternative transportation to and from school and are not allowed on campus. <p><i>Please note that the school assumes no liability for damage and/or theft of bikes on school property.</i></p>
<p>Walkers</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Use crosswalks and crossing guards to cross streets. <input type="checkbox"/> Walk in a group with other students and families for safety. <input type="checkbox"/> Use the fastest and safest route when traveling from home to school.
<p>Dogs On Campus</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Dogs cannot be on campus during school hours and during drop-off/pick-up. <input type="checkbox"/> During non-school hours, dogs must be on leash. <input type="checkbox"/> Scoop your own poop! We don't want to step in it during recess!

<p>Car Pick Up</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Meet your ride in the car pick-up line. <input type="checkbox"/> Your ride may park their car and come to the school to pick you up if you have an after-school meeting or plan to stay on campus. <input type="checkbox"/> You may not walk alone into the parking lot and get into your car.
<p>Sick or Injured</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> If you are sick, tell an adult and get a pass from an adult and go to the health room. <input type="checkbox"/> If you had a fever or threw-up yesterday, you need to wait a whole day before returning to school. <input type="checkbox"/> If you get injured at school, get a pass from an adult and go to the health room.
<p>Medication</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> If you take medicine at school, you will do that in the health room. This medicine will have a note from a doctor. <input type="checkbox"/> You may not keep or take any medicine brought from home without a doctor note. This includes cough drops, cold medicine, and medicated lotions. <input type="checkbox"/> You may put on sunscreen yourself if you have a note from your parents.
<p>Recess</p> 	<p>All students go to recess every day. Take an extra layer to recess to recess when it is cold or raining. Do your best to stay dry. If you need a coat, hat, or gloves – talk to Mr. Botello See expected behaviors matrix for playground rules.</p>
<p>Birthdays</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Happy birthday! Due to health reasons and allergies, birthday treats are not allowed. We will help you celebrate on your special day – no need to bring anything! <input type="checkbox"/> To respect the feelings of all students, when sending out invitations, we ask that you mail them, hand deliver them to the friends’ homes, or make email or phone invitations. Invitations may not be handed out at school including before/after in line-up unless you are inviting the entire class.
<p>Dress Guidelines</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Wear shoes safe for running, climbing, and playing on recess equipment, stairs, outdoor terrain, and participating in P.E. <input type="checkbox"/> Clothing may not promote alcohol, tobacco, drugs, sexist/racist themes, profanity, violence, illegal/dangerous weapons, sexual connotations or gangs.
<p>Items from Home</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> You may bring anything you need to school to help you do your work. <input type="checkbox"/> You may bring a ball from home to play with. Please put your name on it and be prepared to share it with all classmates. No baseballs, lacrosse balls, or small bouncy balls please. <input type="checkbox"/> Leave your toys, games, and cards at home unless given special permission by your teacher to use in your classroom.
<p>Electronics</p> 	<ul style="list-style-type: none"> <input type="checkbox"/> Cell phones, smart watches, AirPods, and other internet-connected devices are permitted on campus but must be turned off and kept in backpacks throughout the day. <input type="checkbox"/> Devices may only be used outside the building before and after the school day. <input type="checkbox"/> You may bring an eReader to school and use it for reading books but not playing games or using the internet.

Thoreau Behavior Expectations

Showing expected behaviors helps you and your classmates learn and grown in a safe environment. Adults will teach you what is expected in different areas of our school. In general, Thoreau students are expected to:

Work hard	Be Kind	Be Safe
<ul style="list-style-type: none"> • Pay attention and follow directions. • Use time wisely. • Give your best effort. • Accept feedback and opportunities for improvement. • Complete work carefully and on time. 	<ul style="list-style-type: none"> • Respect yourself, others, and property. • Be confident and ask for what you need. • Use kind and polite words. • Cooperate with others and value their differences. 	<ul style="list-style-type: none"> • Follow school rules. • Have a safe body. • Use safe words.

This behavior is expected when you are:

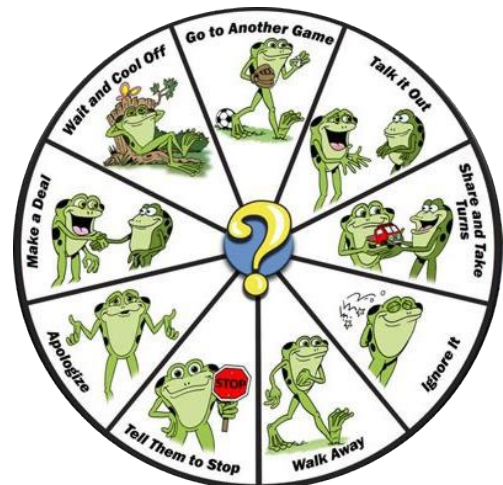
- ✓ Walking to and from school
- ✓ On the bus
- ✓ Biking to and from school
- ✓ At all school and PTA events
- ✓ On the internet and phone if the learning climate at school is negatively impacted.

Thoreau recess expectations:

Work Hard	Be Kind	Be Safe
<ul style="list-style-type: none"> • Use equipment appropriately. • Put things away when you are done. • Have fun. • Try new things. 	<ul style="list-style-type: none"> • Show empathy by thinking about others' feelings. • Use positive language. • Take turns and share. • Be an upstander. • Play by the rules and be a good sport. • Choose teams with A, B pattern. 	<ul style="list-style-type: none"> • Hands and feet to self. *Two-finger touch for tag and football. • Keep materials (sand, bark, rocks) on the ground. • Climb safely and don't jump from the top of toy. • Use materials in the correct zone. *Balls stay on the field or blacktop. *Digging tools in digging garden.

Solving A Problem:


- Small Problem: When you are having a problem or get frustrated, use Kelso's choices to solve it.
- Big Problem: Tell a trusted adult and ask for help.



Harassment and Bullying:

Thoreau students are expected to treat each other with kindness and empathy. Thoreau students participate in the Unity Pledge each year to make our school a safe, kind, and respectful place to learn and grow.

Your words and actions affect you and your classmates. Bullying and/or harassment will not be tolerated at Thoreau Elementary.



Unity Pledge

I am a student who is against bullying. I unite with other students to keep Thoreau a **kind, safe and respectful** place. To show this unity, I pledge to:

- Recognize when bullying is happening
- Report bullying, even if I am not the one being bullied
- Refuse bullying by standing up for others and myself

Doing or saying something *hurtful*
ONCE and on **ACCIDENT** is...

RUDE 😞

Doing or saying something *hurtful*
ONCE or **TWICE** and on
PURPOSE is...




😡 **MEAN**

Doing or saying something *hurtful*
that's **REPEATED, ONE-SIDED**
and on **PURPOSE** is


BULLYING 😡

Power of Words

Building Up

<p>Academic Language</p>  <p>Grows knowledge & your brain!</p>	<p>Kind & Polite Language</p>  <p>Grows happiness & friendships!</p>	<p>Growth Mindset Language</p>  <p>Grows hope & your abilities!</p>
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Tearing Down

 <p>Fixed Mindset Language</p> <p>➤ Breaks down courage and confidence.</p>	<p>Rude & Mean Language</p> <p>➤ Breaks down friendships & community.</p>	<p>Inappropriate & Bullying Language</p> <p>➤ Breaks down trust and integrity.</p>
<p>Hateful Language</p> <p>➤ Breaks down safety and student rights and <u>will not be tolerated.</u></p>		

Severe Behavior:

Our number one job at school is to keep you, your classmates, and our staff safe. If your behavior is so severe that it threatens the immediate danger or disruption to yourself or others, administrators are here to ensure safety by acting according to Lake Washington School District Policy. [More information can be found here.](#)