Alcott Elementary
Family Handbook
2026-2027

Louisa May Alcott Elementary
4213 228th Ave NE
Redmond, WA 98053

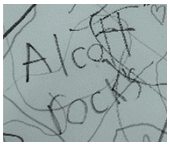
Phone: *425-936-2490* *Fax: 425-836-8903*
Attendance Line: *425-936-2491*
Alcott Website: ***https://alcott.lwsd.org/***
Alcott PTSA Website: ***https://alcottptsa.membershiptoolkit.com/***

Family Volunteers: *See specific handbook Information &*
https://www.lwsd.org/get-involved/volunteering-in-lwsd

For Specific State/District Safety Updates: V*iew*
district communication as needed throughout the school year.

LWSD Student Rights/Responsibilities/Discipline Standards:
Updated yearly and linked https://www.lwsd.org/programs-and-services/student-services/student-rights-and-responsibilities

Welcome to Alcott Elementary!



The purpose of this handbook is to present school information to each student and family member within the Alcott Community. Our belief is that by following these procedures and policies, we will have a year of growth and success!

District Vision

Every Student Future Ready: Prepared for college, for the global workplace and for personal success.

District Mission

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

School Vision

Success Every Day for Every Student! OrcaStrongPodStrong

School Mission

At Alcott, every single child can learn; our decisions are based on our fundamental guiding premise that each day should be a successful learning experience for every student. As a community of learners (students, staff, parents/guardians, and community volunteers), we will work together to create and maximize opportunities for each and every child's success.

Alcott CAREs

Specific Lake Washington School District rules, building discipline standards, policies, and procedures are detailed in the student rights and responsibilities section for review.

At Alcott, our school-wide positive behavior system is called *"Alcott C.A.R.E.s"*

- Cooperation – We cooperate and listen to each other.
- Actions – We are responsible for our actions.
- Respect – We are respectful and act with kindness and compassion.
- Effort – We put forth our best effort every day.

It is important for children to know that they help our school and our community when they are respectful, responsible, and safe. Having conversations about CAREs at home and on campus increases connectedness and consistency. It is also important for students to know that we work together as a team if they do encounter a bump in the road. It is all part of the learning process.

As a school, we are committed to challenging, supporting, and connecting with every student. If you are new to Alcott, we are excited to get to know you as we implement inclusive, accessible, and equitable practices. Let's work together to make it a GREAT school year!

ORCA STRONG POD STRONG

Sincerely,

Team Alcott Elementary Staff!

Alcott Elementary Attendance Policy & Procedures

On Time and Here

We need your kiddos here and on time, each and every day so that we can help them do their best. Please use school calendar breaks for extended trips to ensure students are in school.

-The Office of Superintendent of Public Instruction notes, *"Students that miss just two days a month for any reason are more likely to not read at grade level, and more likely to not graduate."*

-Did you know? When learning foundational reading skills, the typical student requires 4-14 repetitions, with some needing 14-40. Missing school interrupts this.

-Completing missed assignments without instruction and interaction does not duplicate learning.

-Quizzes, tests, projects, group activities, partner tasks, and more cannot often be made up.

-Student report cards note absences, tardies, and can include missing scores noted as a result of attendance.

Tardies

Being late interrupts learning for all students. It is impactful to the student who is late and the learning in the classroom that is paused when a student arrives. To ensure your student is unpacked and ready to learn, they should be here by 9:15am and ready for class to begin at 9:20. Students are tardy if they arrive in the lot or get out of the car at 9:20am. Alcott parents/guardians, please model responsibility and timeliness as an important life skill for students to practice at this age. Being on time for pick-up also shows CAREs.

Absence Communication Procedure

If your child will be absent from school, a parent/guardian needs to either email AlcottAttendance@lwsd.org or call the school attendance line (425-936-2491) before 9:20 AM & email the classroom teacher. Please spell out first and last name, grade, teacher, and excusal reason.

Late Arrival Procedure

email AlcottAttendance@lwsd.org or call the school attendance line (425-936-2491) before 9:20 AM & email the classroom teacher. Please spell out first and last name, grade, teacher, and excusal reason.

-An adult must accompany the student to sign in at the office for a late slip.

-Students will then go to their classroom independently or with office assistance if needed. For safety and security purposes, parents/guardians/caretakers are not allowed to walk the campus to various classrooms except for pre-arranged situations.

Early Dismissal Procedure

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school.

-Email AlcottAttendance@lwsd.org and the teacher with the student's name and time of dismissal. Please keep in mind what time recesses are for your student.

-Parents/Guardians must come into the office to sign their child out before early dismissal.

-Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom.

-If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning.

-We do not allow students to be picked up early on a regular basis because of the disruption in learning of both your child and their classroom. PLEASE ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL and not daily. Thank you!

Extended Absences (5 days or more)

Family vacations are special times, but we ask that they occur during school year breaks (Dec/ Feb/ April/ June/ July/ August). Student achievement & classroom attendance are directly and positively related. We cannot duplicate what happens in the classroom by only making up written work. Written work is practice or an extension of what is taught and discussed during the lesson in class. Teachers will determine materials to hold onto or provide upon return. The report card and comments will note the absences and the impact on ungraded areas. *Please note that teachers are not required to provide classwork or assignments in advance of an absence.*

Extended Absences Procedure
For extended absences (5 days or more), your child's teacher will provide you with a **Pre-Arranged Extended Absence Request & Plan** to submit. This plan is also located on the Alcott website.
-The request is then submitted at least 1 week prior to the teacher & office for principal approval.
-Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count. However, if we determine a student has chronic attendance issues, we will schedule a meeting or ask for families to complete a plan to support. Involvement with district BECCA coordinator can also occur. Chronic attendance issues are defined as being absent 10% of school days.

International Travel & Student Technology
Most online student resources such as email, Teams, and ClassLink are expected to work. Students may need to set up First-time Multi-Factor Authentication (MFA) registration before the trip for some items. Visit, International Travel Technology Use - Lake Washington School District for details.

State Law
The Washington Truancy law, the BECCA bill, http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf requires students by law to be in school unless excused. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent/guardian 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.*

Attendance Letters

- Attendance letters will be sent to students along with scheduling a conference for those who have 5 excused absences in a 30-day period. *Excused absences that are supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Request & Plan if 5 days or longer.*
- Attendance letters will be sent to students along with scheduling a conference for those who have 10 excused absences in a school year. *Excused absences that are pre-arranged with notification or supported by a doctor's note will not count towards the attendance letter count or conference requirement. Teachers will provide the Extended Absence Request & Plan if 5 days or longer.*
- Attendance letters will be sent to students along with scheduling a conference for those who have 3 unexcused absences in a 30-day period.
- 7 unexcused absences in any month or ten unexcused absences within the school year: The school/district may file truancy petitions with the Juvenile court.
- **We will continue to monitor student tardies using the 10% threshold and notify families in November, February, and April. This practice will remain the same along with our goal of reducing school wide tardiness.**

On the following 2 pages please view the ***Pre-Arranged Extended Absence Request & Plan***

Lake Washington School District

Elementary Pre-Arranged Absence Request (5 Days or Longer)

Parents must complete and submit to teacher at least 1 week before absence. Thank you!

Regular school attendance is a necessity for mastery of the educational program provided to students of the district. As such, students are expected to attend all assigned classes each day. Please consult the district calendar to plan vacations during scheduled school breaks. *Students may be excused from attendance subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in regulation 3121 policy. If families have prior knowledge that their student will be absent, they may pre-arrange for the absence to be excused. If the pre-arranged absence will result in the student being considered chronically absent the pre-arrangement process must include a plan indicating how the student will maintain sufficient educational progress.* ***See page 2 for this plan.***

According to district policy your child is automatically un-enrolled after 20 consecutive school days. For re-enrollment, we make every effort to place your child back in the same classroom, but not guaranteed. Based on time missed, teachers may not provide a grade if assessments and classroom learning experiences are missed. Report cards and comments will also reflect extended absences. *Please note that teachers are not required to provide classwork or assignments in advance of an absence.*

Student Name:			Date Leaving:	
Teacher Name/Grade:			Date Returning to School:	
Number of School days that will be missed	+	Number of absences student has to date	=	

Reason for absence:

- ❒ Extended Illness or Health Condition
- ❒ Family Emergency
- ❒ Other Related Excused Absences (defined in 3121 board policy)
- ❒ Medical Appointment
- ❒ Religious or Cultural Purposes/Observance of a Religious Holiday
- ❒ Judicial Proceeding
- ❒ Parental-Approved Activity (please describe in detail below for admin review & approval)

If excused, please keep up with schoolwork while away to increase connection and success!

Parent/Guardian Signature: _____ Date _____

Administrator/Designee Signature: _____ Date _____

Absences will be marked: ___Excused ___Unexcused

***Once signed and completed, please share & submit this to classroom teacher for office review**

District/Alcott Online Materials Resources?

Most curriculum access links are located on the student "Class Link" section in the Students/Families section of the LW website. Quicklinks - Lake Washington School District. Please check with your child's teacher for additional usernames and passwords if applicable. Items vary per grade and can adjust over the course of the school year.

Visit the Alcott Library Website Links: Catalog, KCLS, Destiny Discover, K-5 Research/Homework, Good Books, Tutor.com, and more. https://alcott.lwsd.org/academics/library

kcls.org/students/ ***Student Account:*** *414 followed by student ID#* ***Pin Number:*** *last 4 digits of ID#*

Alcott Pre Arranged Absence Plan (5 days or longer)

STUDENT NAME:		LEAVE DATE:	
TEACHER/GRADE:		RETURN TO SCHOOL DATE:	

Teachers use professional judgment to adjust and modify curriculum pacing. Please be aware that items will vary based upon the curriculum calendar, grade level (primary vs intermediate), and length of time a student is absent. **Prior to Student Return**, please note what your student completed on this plan as applicable to help with the return to school transition. Teachers will determine materials to hold onto or provide upon return. Thank you!

READING **See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.* Other Teacher Notes if Needed:
Parent/Student Notes Items Completed:
MATH **See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.* Other Teacher Notes if Needed:
Parent/Student Notes Items Completed:
WRITING **See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.* Other Teacher Notes if Needed:
Parent/Student Notes Items Completed:
SOCIAL STUDIES **See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.* Other Teacher Notes if Needed:
SCIENCE **See teacher newsletter/communication shared regarding lessons and topics covered. Variations per grade/classroom.* Other Teacher Notes if Needed:
Parent/Student Notes Items Completed:
Music & Health/Fitness Activities *(Lessons may be posted for viewing access. Varies per teacher.)* -Cultural Music Festivals. Create a song about the trip or analyze music/instruments connected to various cultures within the location visiting. Plan for physical activity every day: walk, run, visit a gym, play etc. **Other** -

Safety Drills/Emergencies

Student and staff safety is of the upmost importance to us. Throughout the year, Alcott staff practice emergency drills with students following district direction. It is helpful to review them at home. Please visit the district safety website to learn about safety practices as a part of our schoolyear efforts with staff and students. https://www.lwsd.org/programs-and-services/safety

We value and utilize campus exterior cameras, key card access, locked entrance check-ins, quick lock doors, and staff training as a part of our overall campus safety.

Fire

When the fire alarm sounds all students and personnel will evacuate the building immediately. Students must leave learning spaces and proceed directly to the designated exit, as posted. All classes should walk rapidly and silently away from the building to the designated location for attendance.

Earthquake

1) If indoors, stay indoors. Crawl under sturdy furniture. Stay away from windows and glass.
2) Do not use candles, matches or any open flame.
3) Do not run through or near buildings where debris could fall on you.
4) If outside, stay in the open. Keep away from buildings, trees, and electrical wires.
5) If in a moving car, stop. Stay inside until the shaking stops.

After the shaking---

1) Make sure no debris is hanging over building exits.
2) After exits have been inspected, evacuate building, and move well away from it.
3) Keep with class until teacher completes roll to make certain no one is missing.

Lockdowns

Can happen for a variety of reasons. Typically, it is a modified lockdown in which students continue learning in spaces, but we are not using the outside. Ex. Redmond police share that a burglary occurred at a local establishment and they ask us to lockdown for a shortened period of time until suspect is apprehended.

ALICE (Intruder Type Lockdown)

Alice (Alert, Lockdown, Inform, Counter, Evacuate) Training prepares staff to handle the threat of an intruder on campus. ALICE Training teaches staff and students to participate in helping and leading others to safety. These skills support student and adult safety. LWSD has trained their staff in this protocol with the help of local police agencies. Each year a schoolwide drill is planned where children and staff practice protocols. For more information, please visit http://www.alicetraining.com.

Emergency Pick Up Procedures

Please review this important information and make sure that anyone authorized to pick up your child is familiar with these procedures. Remember to keep your child's online emergency contact list updated with 2-3 added names.

After any type of emergency where the students and staff must evacuate the building, the following procedures will be in place: (It is possible that police/fire could modify and implement differing procedures once involved)

1. Students will evacuate to the **playground** in the event of a fire, earthquake, gas leak, etc.
2. Plan to park at STEM or on the road to allow emergency vehicles clear access to the school.
3. Proceed to the **playground**. You will be directed by staff positioned at various entrance locations.
   - **Parent/Guardian:** proceed directly to your child's teacher's line. Sign out your child. Exit the grounds.
   - As you exit the grounds a staff member will verify you and the child you are leaving with have been screened to leave. *(This screening process is not a shared process for the safety of the students.)*
   - **Not a parent/guardian?** Adults will need to be listed online. Keep your emergency contact list updated.
   - **Proceed to the "Student Release" station:** Fill out a Student Release form for each child you are agreeing to take responsibility for.
   - A school representative will verify you are authorized to take the children you are requesting by cross checking the online emergency contact list.

- You will be required to verify with picture ID.
- IF authorized, you will be given a copy of the form to take to the teacher and sign out the child you are authorized to pick up.
- As you exit the grounds a staff member will verify you and the child you are leaving with have been screened to leave. *(This screening process is not a shared process for the safety of the students.)*

In the event of a school lockdown, students will not be released from the building until local law enforcement lifts the lockdown order. Parents will not be allowed into the school. Upon lifting the lockdown, pick-up procedures may be activated and/or modified depending on the situation.

Arriving to school after an emergency

- Please remain calm as a model for children.
- The parking lot will be closed off to allow access for emergency vehicles only.
- If you live close to the school, please walk, traffic will be congested.
- If you drive, please park off the school grounds.
- If it is a citywide emergency, it may be safest for you to remain where you are. Roads may be damaged; power lines may be down.

**Keep in mind, we develop procedures following district guidance to be prepared in the event of an emergency. Each emergency is unique and may require adjusted procedures.*

Unsafe Items Not Allowed on Campus

-Any type of dangerous item or weapon. Defined as a device, instrument, material, or substance that can cause serious injury. See LWSD student handbook for list. This includes craft/X-Acto knives or blades. Includes replica items.

-Alcohol, drugs, tobacco, matches, lighters, or chemical devices (e-cigarettes, vaporizers etc.) that have a similar effect of nicotine substances.

-Threatening, harmful, harassing, intimidating etc. messages/notes/letters in writing or on a device.

**See LWSD student handbook a comprehensive list of items and discipline categories*

LWSD Safety Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to district administration four different ways:
Phone: 425.529.5763 **Text:** Text your tip to 425.529.5763 Email**:** 1342@alert1.us **Web:** http://1342.alert1.us

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the Safe Schools Alert Terms of Use and Privacy Policy, is available online at http://1342.alert1.us. We appreciate your support.

Insurance

If you are interested in school insurance, forms are sent home on the first day of school and are also available in the office. This insurance is a supplemental accident insurance policy.

Volunteers

Parents of Louisa May Alcott students are welcome and encouraged to volunteer at our school. For security reasons we do require that all school visitors report to the school office, sign in, and wear a visitor badge on the premises. All volunteers must apply and be approved before they can begin their volunteer service. To see if your volunteer application is still current, contact the volunteer office at (425) 936-1270 or email volunteers@lwsd.org. The family section on the district website https://www.lwsd.org/get-involved/volunteering-in-lwsd details information including forms to complete and expectations. View the online video & online Volunteer Handbook.

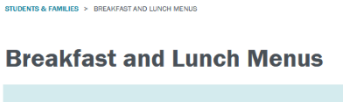
Additional Volunteer Items

-Work with the classroom or learning space staff to use and support with the same procedures and expectations for students. At Alcott we CARE and ask that volunteers support with our CAREs values of: Cooperation, Actions, Respect, and Effort.

-Depending upon your volunteer role or position, you would either direct your questions to school staff or PTSA staff if it is a PTSA event.

-Some parents/guardians help with tasks in our office workroom areas. Please be sure to ask for help when using various equipment. We appreciate your help and want to make sure you are safe.
-Per district policy, younger siblings are not able to join parent volunteers during their time on campus.
-Please know that as volunteers, you are welcome to purchase school lunch.
-When working with students, please refrain from using your cell phone unless during an emergency.
-Only adult restrooms are to be used and they are available in our front office.
Thanks for your partnership! We know that "volunteering" can be in person but also helping with tasks at home!

Meal Program



Food offerings, price and menus adjust each year. The Students & Families section on the LW website is the best place to visit for payment, meals, nutrition, menus and more. https://www.lwsd.org/students-families/breakfast-and-lunch-menus

Student Dress Code

Per school board policy, parents/guardians are responsible for determining student attire for the day. See below for allowable and not allowable specifics. We have included areas for families to review as a part of school day attire. Students are allowed to dress in a manner that is consistent with their gender identity and/or gender expression per school board policy.

Allowed:
-Hats
-Head coverings for religious or medical reasons are permitted and welcome
-Tribal regalia (per RCW 28A.600.500) & other cultural clothing

Not Allowed:
-Clothing/attire that references/includes tobacco, drugs, alcohol, sexuality, or guns/violence.
-Clothing/attire that puts down a person, group, or belief.
-Underwear should not be visible.
**For safety reasons, high heeled shoes and flip flops are unsafe for PE and recess*

Considerations for Families to Decide:
-Student shirts/shorts/skirt length.

Inclement Weather

1. All children should wear coats, hats, and other warm clothing along with rain gear to school during the cold and wet weather. Sweatshirts are not raingear.
2. All children go outside during recess, and we have a lengthy rainy season in Washington 😊. We strongly recommend waterproof, not water-resistant jackets.
3. During any weather, the office and classrooms can't be used to supervise students who are not feeling well. Sick students should be kept at home.
4. Students are to use common sense on the playground to remain dry. If a student returns to class uncomfortably wet, parents may be called as we have limited clothing for emergencies only.

Lost and Found

Lost and Found items are collected and placed in a prominent position at school. Please remind your child to check in the Lost and Found regularly when they misplace items. **Please MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S NAME.** The school district, by law, cannot pay for lost, stolen, or broken personal possessions of students, such as watches, coats, musical instruments, cell phones, devices, etc. Unclaimed clothing will be donated to a charity three times in the year. Typically, the **Last Week in October, February, and the Last Week of School.**

School Assemblies

Assemblies are an important part of school. Alcott audience behaviors include:

1. Walk to the gym in a quiet and orderly class group.
2. Wait for instructions about where to sit, then sit all the way down so others can see.

3. As soon as the person in charge of the assembly comes to the front, each person becomes silent and attentive to the speaker so others can hear.
4. Demonstrate Alcott CAREs.
5. Remain seated during the program so others can hear.
6. Applause shows appreciation & should be given at the proper time and in an appropriate manner.
7. Sometimes our school mascot visits, remember to stay seated during the school song even if excited.
8. When the program is over, students will remain seated until dismissed.

Homework

At Louisa May Alcott we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills & work habits –foundations for lifelong learning. Often it is finishing a project or assignment.

Homework Time Guidelines
The amount of homework varies from grade level to grade level and from day to day. Often it includes finishing up class work. 20 minutes of nightly reading is important. General LWSD guidelines:

1st and 2nd grade - approximately 10-30 minutes each evening, Monday through Thursday.
3rd and 4th grade - approximately 30 – 45 minutes each evening, Monday through Thursday.
5th grade - approximately 45 – 60 minutes each evening, Monday through Thursday.
This may include additional work on long-range projects or reading.
No formal homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, and journal writing, or working on a project**.**

Illness at School

PLEASE SEE CURRENT DISTRICT SAFETY PLANS FOR POSSIBLE UPDATES THAT MAY SUPERSEDE OR BE IN ADDITION TO CAMPUS HEALTH AND SAFETY PROCEDURES/PRACTICES

When children become ill or are injured at school, parents are contacted. We have a health room with a cot where a sick child can wait until a parent arrives. When a child is sick or injured, it is important that they be picked up **AS SOON AS POSSIBLE**. Please be sure that the school has an emergency number for a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home, and emergency number with the school when they change. We often have requests from parents asking their children to stay in from recess once they have returned to school from being ill. **We do not have additional staffing to supervise at that time.** If children come to school, they are healthy & need to go outside during recess.

Medication

If there is a valid health reason which makes the administration of ORAL medication to a student advisable during school hours, the following procedures shall apply:

- **All medications brought to school for use must be reviewed first by the school nurse before they can be administered to the student. Please plan ahead & communicate changes to the school nurse.**
- Medications must be brought to school by parents/guardians. Students are not permitted to carry medications to school.
- Any medications to be administered must be accompanied by a completed Medication Authorization Form (general medications, epinephrine, inhaler, and seizure medication forms are available at school or on the district website under Health Services.
- The form must be completed, signed and dated by the health care provider AND the parent/guardian.
- Medications must be in the original, pharmacy labeled container and must match the Medical Authorization form exactly. Over the counter medication containers must be labeled by the parents with their child's full name in permanent marker.

- If tablets are to be split for proper dosing, this must be done at home before bringing the medication to school.
- Over the counter medications (such as Advil/Tylenol, allergy/cold medications, cough drops, lip balm, etc..) and naturopathic remedies also require a completed Medication Authorization form including health care provider, parent signature and date. Over the counter medication must be in the original container.
- Sunscreen can be applied by students at school, with the following conditions:
  1. Permission form is signed by parent/guardian and returned to school (the form can be obtained from the school office), Sunscreen must be labeled with the student's full name, NO spray sunscreen is allowed, Stick or liquid sunscreen is OK, Students are not to share the sunscreen with other students, Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school, Ideal to apply at home, before school, to demonstrate to your child the correct way to apply sunscreen.

Please direct questions to our school nurse. There is additional information on the LWSD website as needed.

Alcott/District Discipline Standards & Alcott Positive Behavior System

At Alcott we encourage and praise positive behaviors. We use Orca Tails and work hard to fill our Tails Tank during the year! We teach and review how to show CAREs in all areas of the campus, including the bus. Students are expected to follow these CAREs standards. When needed, we have 3 levels of discipline communication.

Reminders- Staff verbally prompt students and use reminders as a proactive warning regarding behaviors. See classroom or learning space rules and discipline plan as this can vary.

Alcott Communication Slip- Any staff member will fill this out, discuss, and send home with a student. This is for lower-level behaviors such as: Not following adult directions or recess requests, disruption, lower-level language, lower-level physical hitting/kicking/pushing, unkind behavior, etc. The slip goes home with students as a warning to be discussed at home with parents/guardians and returned. This often supports with most behavior choices as students learn from this reminder.

Alcott CAREs Discipline Slip- Any staff member can fill this out. Administration is often involved in the process. This is for more significant and/or higher-level behaviors such as: Significant disruption to environment, continued disobedience and disrespect towards staff, significantly aggressive/inappropriate/hateful behaviors, or language, repeatedly not following rules or adult requests, engaging in a fight, higher level physical, etc. The slip goes home with students to be discussed at home, including a commitment, and returned. Parents are likely contacted by staff/administration. This process includes restorative focus and consequence components that are noted on the discipline slip. *See LW Student Rights & Responsibilities section of the handbook and board policy to review significant student codes of conduct.*

Personal Electronic Device Policy/Procedures (Includes Smart Watches)

Alcott CAREs apply to the use of personal and district electronic devices. We value safe, appropriate, & distraction free use of technology. We recommend the online resource https://www.commonsensemedia.org/ for parents and guardians as we ensure responsible digital citizenship practices around technology and online experiences. *Note: our policy also applies to smart watches.*

During the Day Requirements

1. ***All smart watches, phones, or other electronic devices must remain off and/or in silent mode AND in backpacks upon arrival. They must also remain off/silent and in backpacks while on the bus.*** *A bus warning and suspended riding can occur.*

2. The use of photo/camera applications on devices is strictly forbidden anywhere at school or on the bus.

3. School personnel will ask a student to surrender a device if:

- The device rang or vibrated (which would mean that the device was turned on) in accordance with discipline steps.
- Staff saw the device (which would mean that the device was visible) in accordance with discipline steps.
- Immediately if evidence of social media usage during the day or on the bus that interferes with the school learning environment.

4. Parents/Guardians should call the school for a family need/item, and we will contact students. Students may use their device after school in an emergency with adult permission.

Device Discipline Procedures

1. First event - Verbal warning and message to parents then->
2. Second event following the warning - the student will meet with the teacher and bring a communication slip home.
3. Third event - the device will be sent to office, parents will be notified, the student will meet with administration, bring home a discipline slip, and device to stay home for a week. If safety concern, device can be checked in/out with teacher or office end of the day.
4. Any other event - Device to remain home or in office for check out for the remainder of the school year.

*Administration reserves the right to skip a step above if social media and photo use interfered with a safe learning environment. See District Student Rights & Responsibilities.
**Please note that the school will not be responsible for any lost, stolen, damaged, or confiscated phones/devices.*

General Playground Rules (

Students will follow all directions given by playground staff and behave in a respectful manner towards playground staff and other students. Thank you! Adults may ask a child to take a few days break from a game, group, student(s) or location if needed. *The following playground expectations will be taught and reviewed with all students at the beginning of the year, and reinforced throughout the year:*

1. Have fun, connect, and play with others!
2. Please obey and be respectful of directions given by playground supervisors.
3. Stay within the playground boundaries and away from off limit areas. Play games only in approved and in designated areas.
4. Follow game and equipment rules. This includes rough or overly aggressive play.
5. Use school equipment; do not bring outside toys/playground equipment (plastic bats, tennis/whiffle/baseballs/footballs) or electronic devices from home.
6. Keep off fences and other structures not intended as playground equipment.
7. Respect another person's space. Keep your hands and feet to yourself.
8. Be courteous and a Good Sport! Playground games must be less competitive than organized sports.
9. Speak respectfully to each other.
10. Stop playing and help gather materials immediately when the signal is given that recess has ended.
11. During inclement weather students are to avoid playing in/on wet and/or sloppy areas.
12. In heavy rain, coats with hoods are strongly suggested if students are playing in open areas.
13. Umbrellas with safety tips only will be allowed on the playground.
14. Once a game has been established students should welcome others. We have safety exceptions for soccer team sizes.
15. Students must get permission and a pass to reenter the hallways or classrooms during recess.
16. Please leave personal toys and trading cards/items at home.

Diversity Policy

Background: A goal of the Lake Washington School District and Alcott Elementary is to provide a safe, caring, and positive environment for ALL students. The full support of all students, staff and parents must be guaranteed to

achieve this mission. As a school we value diversity. All children should have the right to feel safe and supported in our school community.

Lake Washington School District's Human Dignity Policy

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation including gender expression or identity, creed, religion, age, veteran or military status, disability, and use of a trained dog guide or service animal by a person with a disability. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Policy: Words and comments can cause serious hurt regardless of intent. Unkind remarks in any form, especially those that contain comments about a person's looks, race, religion, culture, learning difference, manner of dress, or gender will not be tolerated. We have established a policy on diversity and kindness with which all students and staff must comply.

If a student makes such a remark:

- Both the student making the remark, and the student to whom the remark was made, will immediately confer with a staff member.
- The student hurt by the remark will be counseled to help rebuild the self-esteem damaged by the remark.
- The student causing the problem will be counseled to increase awareness of their behavior and its consequences. They will apologize personally and in writing.
- Parents of all students involved will be contacted immediately, the matter discussed with them, and their support sought.

Teaching: Every classroom teacher will teach lessons specifically dealing with this policy. Throughout the year, staff also model positive interactions and look for ways to highlight examples throughout the day.

Purpose: To meet the needs of all students, we model, teach, and highlight successful social skills.

Parents/Guardians: Please read and discuss this as a family. It is with the support of families that we will achieve our goal of "Success Every Day for Every Student."

Child Protective Services (CPS) & Mandatory Reporting

School staff are mandatory reporters and under state law, are required to contact Child Protective Services (CPS) for any instance of possible abuse and/or neglect. CPS, not school staff, investigate the report. District policy and law prohibit school staff from discussing and/or sharing any related information. Families shall communicate with CPS and local law enforcement for any questions. Please view district policies for more information.
https://www.lwsd.org/about-us/policy-and-regulations

Transportation

The Alcott campus is congested before and after school. Please ride the bus if you are assigned to eliminate extra cars in the lot. This also helps with our green school practices!

Walking to and From School

Obey crossing guards, walk with **at least 1 buddy or more**, stay on walkways, go directly to school and home.

Riding Bikes: Parent email/communication confirming permission required, ride with a buddy, wear helmets, follow bike rules, walk your bike on campus, 4th and 5th grade only (unless w/ parent), obey crossing guard, lock your bike.

Rollerblading/Skateboarding/Scooters

The district does not allow skateboards and rollerblades (including roller shoes) on school grounds.

Bus Transportation

- BEHAVIOR EXPECTATIONS: High levels of care, respect, and appropriateness is essential for safety. Bus video cameras can assist with incidents. A temporary/permanent break from bus riding can occur.
- DUE TO FULL BUSES, students must ride on the bus assigned and requests cannot be honored to switch buses. Tags with the matching bus assigned are attached to student backpacks to assist school and bus staff. Thanks for your help and understanding. For bus questions or needs, please contact the transportation department. **busroutes@lwsd.org**

- Please make after-school arrangements (such as going home with a friend, etc.) before your child leaves for school. A written note from a parent is required if there is a change from a normal routine.
- **Currently, transportation does not allow us to issue bus passes to additional bus riders (such as a friend sleepover).**

Dog Policy

To manage the risks associated with the presence of dogs on district property, dogs are not allowed on district property between 7 a.m. and 5 p.m. on any school day, except for bona fide service dogs**. This also includes before and after school events. Thanks for your understanding.**

Alcott Parking Lot Procedures

Please do not use cell phones *while driving in the parking lot. Pay attention in our busy lot for safety!*

Alcott students ride in district buses, or family vehicles. Buses use the bus lane. There are two areas for parents/guardians to meet students.

Car Line: As you may or may not know, there are two places for students to go if they do not take the bus home. The preferred area is in the front parking lot CAR PICK UP line area. Parents remain in vehicles and wait in line while students load cars.

Off Campus Parking Pick Up: The other area is for parents who park elsewhere and/or walk onto campus. This waiting area is out by the portables near the crosswalk to STEM. See "Parent Waiting Area Signage". Please be sure you clearly communicate your choice to classroom teachers so that it is the same each day.

We cannot provide staff supervision in the STEM parking lot. Therefore, if you choose to park there, you must walk over and wait for your child by the "Parent Waiting Area Signage" near the portables. This will ensure your child is safe as they leave the campus and within the STEM parking lot.

Drop Off: 9:05-9:15 am *(the optimal time to drop off)*

We have staff supervision starting at 9:05 am. The first bell rings at 9:15 am. Cars increase with inclement weather.

Students are considered late if they are not in the building by 9:20am. Children arriving at 9:19 or later in the front parking lot are considered tardy and will need to walk to the office with a parent/guardian for a late slip before going to class. If you are late, please remember that you cannot park in the bus chute fire lane.

Encourage your child to get out of the car quickly. Backpacks etc. should be ready to go. Parents should remain in the car, and students should exit on the right side to avoid passing traffic. The drop off / pick up lane is for **QUICK** loading and unloading only.

Pick Up: *M/T/Th/F* ***3:55pm*** *&* *Wednesday* ***2:25pm***

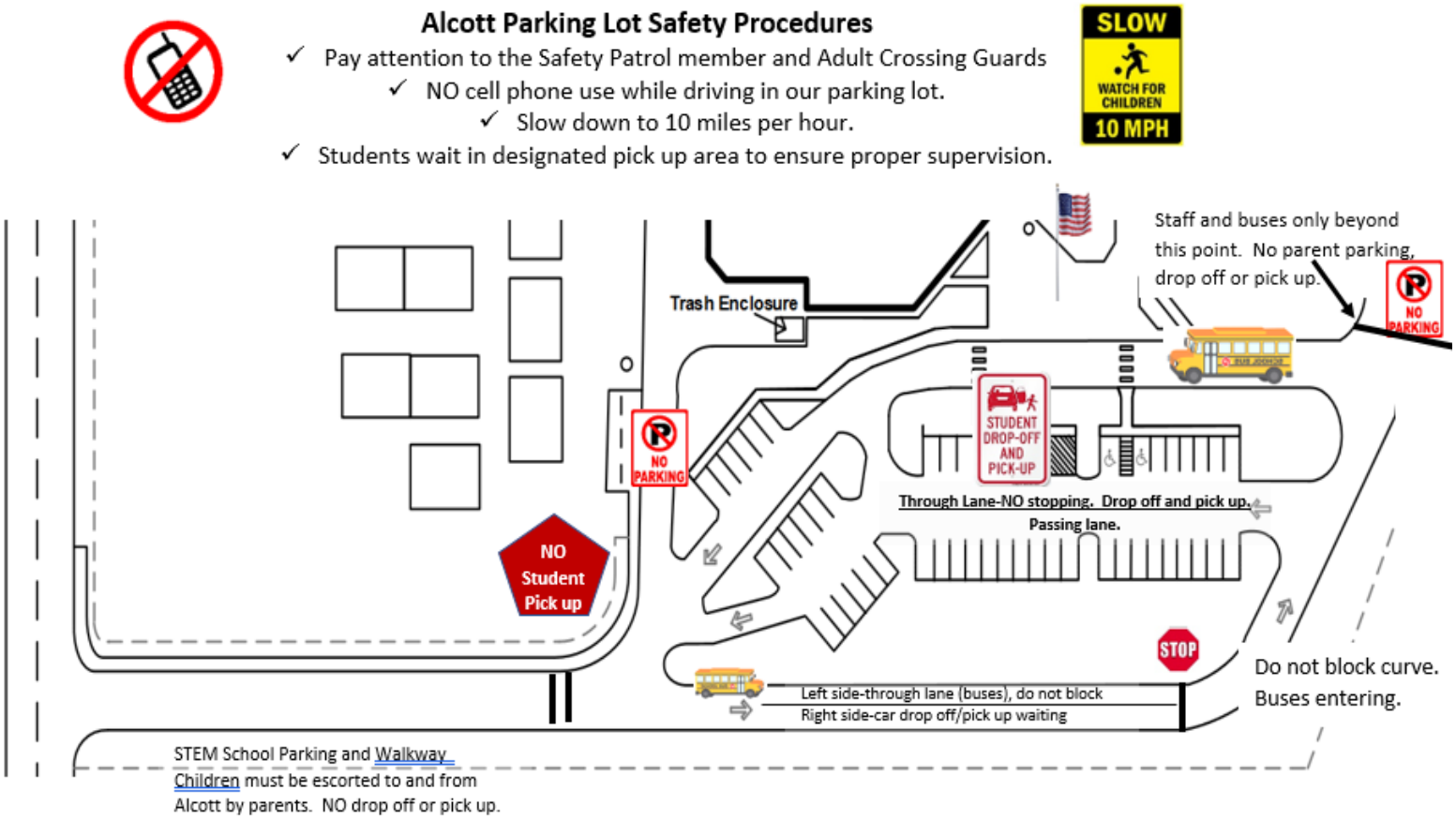
All children will wait in the safety zone for their rides to pull forward. Please do not ask children to break the rules by going behind parked cars, picking them up in the drive through (left) lane, or picking them up in the entrance lane etc. Children who are not picked up by 4:00 or 3:30 will be waiting in the office.

Please pull forward as far as you can to maximize student drop-off and pick-up. **Please do not stop at the first crosswalk** if there is no one in front of you. **Watch and obey the adults in safety vests and in charge.**

The drop off/pick up zone is located between the two white lines in the waiting lane. **Watch for cones**, these mark the safe area for loading/unloading. Do not use the through lane to pick up or drop off your children. This lane must remain open to allow for smooth traffic flow.

Do not use the bus lane to drop off or pick up your children. These areas are also off limits for picking up and dropping off: the staff parking area and driveway next to the kindergarten fenced area and the fire lane near the playfield and garbage dumpsters.

Please wait your turn to drop off and pick up your children. **Please model Alcott C.A.R.E.s.** All drivers need to be patient and wait their turn. Driving past the line to park and drop off instead of waiting is not allowed.

Do not call your children over to the entrance lane for pick up. It is very dangerous to expect children to cross moving traffic lanes and the grassy area to save a couple of minutes. We will not allow children to do this.

For those of you who park and wish to leave during peak time: Backing your car out disrupts traffic flow. Cars in the drop off/pick up lane have priority. Please wait until the traffic has cleared up to leave. The safety patrol is there to help you cross the traffic lanes safely. They may ask you to wait until traffic has filled the drop off lane before they cross you. Please wait opposite the crosswalks. This helps us to get as many cars through as quickly as we can. Please do not cross the bus lane if the buses have their engines running or are moving.