Parent & Student Handbook

Emily Dickinson Elementary & Explorer Community School

Revised August, 2026



Emily Dickinson Elementary • Explorer Community School

7040 208th Ave N.E. Redmond, WA 98053

Phone: (425) 936-2530 • Fax: (425) 836-4658

Safe Arrival Attendance Line: (425) 936-2531

Principal: Amy Soeun Lee
Associate Principal: Azure Grossi

Dickinson School Mascot: Dragons **Dickinson School Colors:** Green and Yellow **Explorer School Mascot:** Eagles
Explorer School Colors: Blue and White

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Welcome to Dickinson & Explorer!

Dear Dickinson and Explorer Students and Families,

Welcome to a new school year at Emily Dickinson Elementary and Explorer Community School! I am so excited to welcome our returning families back and to extend a special welcome to those who are joining our community for the first time.

As we begin this year together, our focus is on building relationships, strengthening trust, and creating a sense of belonging for every student and family. Dickinson and Explorer are two unique school communities sharing one campus, and I look forward to celebrating what makes each community special while continuing to find opportunities to learn, connect, and grow together.

Our goal is to create a school where every child feels known, valued, supported, and challenged. We want our students to feel excited to come to school, confident in who they are, and empowered to take risks in their learning. This happens when we work together—students, staff, families, and our greater community—to create a safe, joyful, inclusive, and engaging learning environment.

Families are an essential part of that partnership, and we hope you will find ways to connect with our school community throughout the year. Whether you volunteer in a classroom, support the library, participate in PTSA activities, attend school events, or simply stay connected with your child's learning, your involvement makes a difference. We recognize that every family's capacity to participate looks different, and we value all the ways you support your child and our community.

As your principal, I feel incredibly fortunate to be joining Dickinson and Explorer. I look forward to getting to know our students and families, listening and learning from our community, and working alongside you to make this a wonderful year for every child.

Thank you for your partnership, your trust, and for being an important part of our Dickinson and Explorer community. Here's to a year filled with connection, belonging, joy, growth, and great learning!

Warmly,
Amy Soeun Lee
Principal
Emily Dickinson Elementary & Explorer Community School

Dickinson/Explorer Civility Code

At Dickinson/Explorer our mission is to work together to help every student reach their potential. We believe practicing kindness and civil behavior creates a positive learning environment.

As a contributing adult member of the Dickinson/Explorer community, I will do my part in creating an atmosphere of civility.

We Work Together

- When I participate in creating an inviting, engaging place to learn, work and volunteer, I contribute to Dickinson/Explorer's success.
- If conflict occurs, I will work collaboratively to resolve issues through respectful interactions and considerate behavior.

We Respect Each Other

- I demonstrate trust and confidence in the professional expertise of staff members.
- I will acknowledge the various parenting styles within our community, believing everyone operates with the best intentions.

We Use Positive Communication

- I will respect the dignity, diversity, and the well-being of adults and students by putting into practice *Dickinson/Explorer's Top Ten*.

<u>Dickinson/Explorer's Top Ten</u>

1. Listen
2. Think first, act second
3. Be respectful through tone of voice, choice of words and body language
4. Direct question to the source
5. Communicate honestly with care and tact
6. Refrain from idle gossip or complaints
7. Maintain confidentiality
8. Respect even a subtle "no"
9. Be inclusive
10. Thank others and acknowledge contributions

Dickinson/Explorer's Daily Schedule 2026-27

School Schedule	Emily Dickinson	Explorer Community
Campus Opens / Student Arrival	9:05 a.m.	8:50 a.m.
1st Bell / Students Enter Classrooms	9:15 a.m.	9:00 a.m.
School Begins **Students who arrive after the school day begins will be marked tardy and will need to check in at the front office.	9:20 a.m.	9:05 a.m.
Dismissal (Mon., Tues., Thurs., Fri.)	3:55 p.m.	3:40 p.m.
Wednesday Dismissal	2:25 p.m.	2:10 p.m.
Half-Day Dismissal	12:25 p.m.	12:10 p.m.

All students must check in at home immediately after school. The Dickinson and Explorer school campuses are closed to unsupervised students until 30 minutes after the dismissal bell.

Dickinson/Explorer Elementary Staff

Office Staff	
Principal	
Amy Soeun Lee	amlee@lwsd.org
Associate Principal	
Azure Grossi	agrossi@lwsd.org
Office Staff	
Kari Groshell – Office Manager	kgroshell@lwsd.org
Andrea Jones – Registrar/Office Professional	anjones@lwsd.org
Michele Teske – Health Room Office Professional	miteske@lwsd.org
Classroom Teachers	
Kindergarten	
Lindsey Williams	liwilliams@lwsd.org
Maryziel Galarpe	mgalarpe@lwsd.org
1st Grade	
Kesley Wager	kwager@lwsd.org

Molly Schwabenbauer	mschwabenbauer@lwsd.org
2nd Grade	
Nicole Ross	nross@lwsd.org
Angela Woehlbrandt	awoehlbrandt@lwsd.org
Michelle Kangas	mkangas@lwsd.org
3rd Grade	
Isaiah Duff	iduff@lwsd.org
Karla Grimm	kgrimm@lwsd.org
4th Grade	
Jennie Bergstrom	jbergstrom@lwsd.org
Steve Fitch	sfitch@lwsd.org
5th Grade	
Jesse Magraw	jmagraw@lwsd.org
Micah Rabinowitz	mrabinowitz@lwsd.org
Explorer	
Christine McLaughlin – 1/2	chmclaughlin@lwsd.org
Debra Shaw – 2/3	dshaw@lwsd.org
Charli Harrington – 4/5	charringston@lwsd.org
Specialists	
David Cardenas-Gomez (PE)	dcardenasgomez@lwsd.org
Kelly Williams (Library)	kewilliams@lwsd.org
Melissa Newman (Music)	
Irene Chen (Music- Tues./Thurs)	ichen@lwsd.org
Special Services	
Megan Crull, OT	mcrull@lwsd.org
Bev Marcinko, PT	bmarcinko@lwsd.org
Katie Cissel, SLP	kcissell@lwsd.org
Andi Zahn, Safety Net	Izahn@lwsd.org
Sonia Gauba, ML	sgauba@lwsd.org
TBD Special Ed	
Roohi Mahboob, Special Ed	rmahboob@lwsd.org
Shana McKay, Psychologist	smckay@lwsd.org
Jaimee Farrell, Counselor	jfarrell@lwsd.org
Robin Green – Nurse	rogreen@lwsd.org
Emilie Peckinpaugh – Instructional Coach Lisa Santee- Instructional Coach	epeckinpaugh@lwsd.org lsanteee@lwsd.org
Support Staff	
Tim Klujber – Head Custodian	tklujber@lwsd.org
Yolande Balou – Evening Custodian	ybalou@lwsd.org
Karen Baker – Instructional Assistant	kabaker@lwsd.org
Ritanjhara Kumari – Instructional Assistant	rkumari@lwsd.org
Chaitali Meghnani – Instructional Assistant	cmeghnani@lwsd.org
Missy Enslow – Instructional Assistant	menslow@lwsd.org

Wen Sprinkle –Instructional Assistant	wesprinkle@lwsd.org
Nasim Esmaeillou – Para Educator	nesmaeillou@lwsd.org
Rishi Kapoor – Para Educator	rkapoor@lwsd.org
Michelle Roth – Para Educator	mroth@lwsd.org

Communication

The following methods give our parents updated information about classroom activities, curriculum and special events:

- The Dreagle Newsletter sent via Parentsquare on first and third Fridays of the month to all guardians.
- The PTSA newsletter with information relevant to PTSA members and parents, sent on an as needed basis via Messenger (Subscribe Here)
- Dickinson Website https://dickinson.lwsd.org/
- Explorer Website https://explorer.lwsd.org/
- Dickinson/Explorer PTSA Website https://dickinsonptsa.org/
- Dickinson/Explorer Reader Board

Teachers send newsletters at least monthly to inform families about classroom news.

Conference Weeks

Parent/teacher conferences provide time for parents to meet with teachers, share information about their child and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

Kindergarten Family Connections August 31-September 2

Grades 1-5 Half Day Elementary Conferences August 31- September 2

First Semester Half Day Elementary Conferences January 26, 28-29 (Wed, Regular Wednesday dismissal time)

Teachers will send home appointment sign up processes prior to conferences to ease in scheduling.

School Phone

To alleviate classroom interruptions and protect learning, students are not called to the phone. Urgent and emergency messages will be communicated to them. Please discuss after-school arrangements (going home with a friend, riding the bus, etc.) **before** your child comes to school. Students' personal electronic devices must be turned off and in their backpacks during the school hours. For any urgent matters, please contact the office directly rather than the classroom.

Parent Visitation/Conferences

Dickinson/Explorer teachers view the education of students as a partnership between parents/guardians and teachers. There will be times when parents have questions or concerns that require a parent/teacher conference. If you would like to speak with a teacher, please email or call to set up a time that is convenient for both parties.

In accordance with Lake Washington School District policy, all classroom visitations and conferences must be set up with teachers in advance. Normal sign-in procedures must be followed when visiting with your child's teacher.

Volunteer Guidelines

Parents of Dickinson/Explorer Elementary students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement to follow the Volunteer Guidelines and complete a Volunteer Application form, which can be obtained from the Secretary or online. This application is good for two years. For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

When you are working in the school, you have the responsibility for helping students learn and work together cooperatively. Please be available to help out with problems they may be having. All visitors or volunteers must adhere to the following guidelines:

1. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outings with students.
2. Volunteers may act immediately on judgments of student safety.
3. Volunteers are encouraged to ask for direction, clarification, or assistance from staff.
4. Volunteers should wait until class time is over to discuss concerns about children/program.
5. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
6. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
7. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.
8. If any concerns arise, please contact the classroom teacher or the administrator directly, rather than any other staff member who is not directly involved.
9. All visitors must sign in and wear a badge at all times.

Tips for Parents/Guardians:

1. **Respect the child's right to privacy.** As a guest in the lives of children and their families, confidentiality is expected at all times.
2. **Let the child know that you care.** All children want to feel there is a special adult who is fond of them.
3. **Be a good role model.** Children will be looking up to you and learning from you. When you demonstrate positive behaviors, they will follow your lead!

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS (PBIS)

At Dickinson and Explorer, we believe that fostering positive relationships is the foundation of our work with students. We work together to Be Safe, Be Kind, Be Respectful, and Be Responsible. These things are the foundation of student success.

We establish a positive school climate by implementing a Multi-Tiered Systems of Supports (MTSS), which consists of two sections including Response to Intervention (RTI) and Positive Behavioral

Interventions and Supports (PBIS). This year, we are continuing to concentrate on PBIS. Additionally, we are committed to equity and inclusion. As we strive to create a safe and warm atmosphere for all students, we will infuse our work from our Culture and Equity Leadership Teams in all that we do at Dickinson and Explorer.

Our focus is on providing all students with structure, which includes clearly communicating expectations and having accountability for each student, while also providing support, which includes listening to and valuing our students, encouraging their voice, fostering relationships, and building upon the strengths of each student.

This school-wide behavior plan is designed to outline practices that will nurture students' social and emotional development and in turn promote academic excellence. Our approach to education includes policies, practices, and relationships that ensure all students in our school community are healthy, safe, engaged, supported, and challenged. At Dickinson and Explorer, we develop skills to ensure that all students can lead a positive and productive life, by strengthening interpersonal skills and focusing on the importance of students' commitment to the community.

As a school, we integrate our commitment to equity with school wide PBIS, by striving towards Culturally Responsive Teaching, including the following components: identity, voice, supportive environment, situational appropriateness, and data for equity.

We commit to inclusive practices. We have many diverse learners, who receive services in Learning Center, Resource Center, English Language, and Safety Net and will work hard to provide inclusive environments. We infuse these practices into our PBIS structures.

We recognize that we need clear expectations for all stakeholders in our community. Therefore, we have clear expectations for our common space for students, staff, community, and administrators. In addition to our Common Expectations, we have also developed teaching tools for staff as well as incentives to encourage positive student behavior.

We commit to providing staff and students with a safe and orderly place to work, learn and play. To ensure success in this area, we will examine and follow procedures and strategies to promote an effective approach to discipline. This will help maximize instructional time and create a safe, productive environment where all students at Dickinson Elementary and Explorer Community Schools will be successful.

Safety and Security

Safety is one of our district's top priorities. We use Safe Schools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration in four different ways:

Phone: 425-529-5763
Text your tip: 425.529.5763
Email:1342@alert1.us
Web: Safe Schools Alert

Easily report tips on bullying, harassment, drugs, vandalism, or any safety issue you are 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 Safe Schools Alert.

We all want to provide our students with safe learning environments. One way to do this is to keep a careful accounting of all who enter our school. Public access is only through the front entry doors using our Secure Entry Control system. **Every adult who does not work in a school building must check in, and all adults must wear an identifying badge**.

The district is continuing to place an emphasis on every adult in every building wearing a badge (staff ID or visitor) and checking in at the main office if they do not regularly work in the building. Please make sure you sign in at the main office when you visit our school and sign out when you leave.

These steps can be a deterrent to unauthorized visitors and provide emergency responders with information on who is in the building in case of emergency. That's why it's important to sign in even if it's a short visit: an earthquake or fire could happen without warning, and you will want the emergency responders to look for you!

Attendance and Tardy Guidelines

Admit slips will be written beginning at 9:21 per the school wall clocks. School administration will review a monthly report for absenteeism and tardiness issues. Once our doors are locked for the morning, parents are required to accompany their child to the front door, ring the bell, identify themselves and their purpose, then come to the office where they will complete a tardy slip for their student. **Students will need to be escorted by their parent/guardian after 9:20 to ensure timely entry.**

Students are considered chronically absent if they miss 10% of school days, regardless of the reason...That's two days a month.

State law requires attendance conferences after:

- Two (2) unexcused absences
- Five (5) excused absences in a month
- Ten (10) excused absences in a year
- Automated attendance letter mailed to parents

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

Initial tardies: Student will be given verbal reminders.

Repetitive tardiness: Student will receive a verbal reminder, and the teacher will follow up with the student's parent.

Excessive tardiness: A conference will be held with the principal, student, and parent to assess the problem. Depending upon the situation a plan may be developed to assist the student.

In accordance with RCW 28A.150.240, a written excuse or safe arrival phone call from parents or guardian will be required for all absences and late arrivals to school or early dismissal. **Please call the school Safe Arrival line (425-936-2531) before 9:20 am if your child will be absent or arriving late.**

Safe Arrival Procedure: When a child is absent or going to be late the parent/guardian is asked to call the Safe Arrival number (425-936-2531) and leave a message. If we do not receive a call by

9:50 am all students with unexcused absences will receive an automated call from LWSD.

Communicate with the school if your child is absent.

- Keep your child home if truly sick. See the Too Sick for School? page for more information.
- Call the attendance line (425-936-2531) or send an email to the office (anjones@lwsd.org) to report an absence or a tardy. Just letting the teacher know is not enough...the office must be informed in order for the absence to be excused.
- Avoid extended vacations that require your children to miss school. Try to line up vacations and doctor's appointments with the school's schedule.

Most absences can be excused if parents let us know their children will be absent and the reason for the absence.

Early Dismissal: We discourage early dismissals because learning takes place right to the end of the school day. However, we recognize the need for doctor and dental appointments and other emergencies. Please try to make picking up and returning your child for an appointment during lunch or recess time a priority. Please send a note or email to the teacher informing them of the early release. When you arrive to pick up your child, report to the office, sign your child out, and request that your child be called for dismissal. Students are released only to parents, guardians or those having parent permission and will not be called down until such time as a parent, guardian, or those having parent permission have signed them out. Be aware that early releases as well as late arrivals are tracked and accounted for in our attendance system, and both will show as tardies on report cards. We do not allow early dismissal 15 minutes prior to school dismissal time as it interrupts dismissal procedure. If you are to pick up your child, please make sure to pick up students prior to 15 minutes of dismissal time.

End of Day: All students need to leave campus at the end of the school day. Students who use district transportation will assemble in an orderly line. Students who walk, bike, take private transportation need to be promptly picked up at the end of the school day. The playground and fields are closed to play unless accompanied by an adult. We do not have the capacity to provide supervision after school. All students must check in at home immediately after school. The Dickinson/Explorer campus is closed to unsupervised students until 30 minutes after the dismissal bell.

Parents and private after-school care providers must arrive on time to pick up students after school. We do not have supervision for late pickups. Please make sure to be on time for dismissal, and if you are running late, please contact the office directly to inform the staff. If we notice a pattern of late pickups, our school support team will meet with the family to discuss a support plan.

Families attending Dickinson/Explorer from outside our school boundary need to ensure on time student arrival and pick up if using non-district transportation. Failure to do so will jeopardize attendance.

Vacation Policy

Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. **We cannot duplicate what is learned in the classroom simply by providing makeup work.**

Often written work is practice or an extension of what is taught and discussed during the lesson in class. It is the responsibility of the parent to complete a Pre-Arranged Absence Plan prior to planned trips that occur during the school day. The form is available in the main office. This form will be reviewed prior to approval by the school administration.

Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them 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, known as the BECCA Bill, requires students to attend school by law. This law can apply to elementary-school-aged students when they are excessively absent, even if their absences 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 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.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided <u>following the absence</u> for completion with parent support. *Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.*

Evening Events at Dickinson/Explorer

Over the course of the year, there are many opportunities for families to participate in PTSA and school events in the evening. Examples of these events include the PTSA Bingo Night, carnival, and fifth grade celebration. These events are community gatherings where we celebrate our accomplishments, enjoy camaraderie, and make connections with our other families.

<u>Guidelines:</u>

1. Students will need to go home at dismissal and then may come back with their family for evening events. They are not allowed to wait at school for the event.
2. Accompany your children to these events. These are not "drop off" events.
3. Students need to participate in the event. This is not a time to leave the event space, move about the school and grounds, or run through the hallways and gym.
4. Parents need to supervise their children and know their whereabouts during the event.
5. Please do not park in fire lanes.

Parking Lot Safety and Pick up/Drop off Procedures

If you are dropping off or picking up your student(s), there are different drive through lanes for each school. Student safety is very important to everyone, so we appreciate your patience and cooperation in advance when navigating the parking lots and drive through lanes.

Dickinson students are asked to be **dropped off at the main entrance of the school for arrival**, and **dismissal pick up in the Wetlands parking lot area**. We will only be getting students in and out of their vehicles in a coned off zone in the drive through during dismissal. Students will wait in this area for their vehicle to pull up.



Explorer students are asked to be dropped off and picked up in the drive through loop at the front of the main office.



For safety reasons, please adhere to the following procedures:

- Please do not go to the back of the school or classroom door to pick up your student(s). Students will meet parents/guardians by the flagpole.
- Students will be getting in and out of vehicles *ONLY on the passenger side*.
- Drivers must stay in their vehicles at all times.
- Students *will not* be able to meet their parents in the parking lot off of 208th. Parents/Guardians, you will need to park and walk over to the flagpole to meet your student(s).

Bicycle and Scooter Guidelines

Riding Bikes to School: Fourth and fifth grade students who would like to ride bicycles or scooters to school must complete the bicycle/scooter application form that is located in the office. Students with bicycles or scooters must walk their bike or scooter and use normal

walking procedures while on school grounds and they must secure their bike or scooter in the bike rack provided. District guidelines do not allow K-3rd grade students to ride to school unaccompanied by an adult.

Students in 4th and 5th grade may ride bikes to school. All bike/scooter riders must wear helmets. Please fill out the Bicycle and Scooter application from the main office and return it to the office.

- Bike/scooter riders are to file an application for permission to ride his/her bike to school with the school office.
- All bicycles must be locked and parked in the bike rack. All bicycles must stay in bike rack during school hours.
- All bicycles must be walked on and off the school grounds. No bikes should be ridden on the school grounds while children are playing there.
- Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.
- Look out for cars pulling out into traffic. Keep a sharp lookout for sudden opening of car doors.
- Never hitch a ride on other vehicles, "stunt" or race in traffic. Never ride two on a bike.
- Slow down at all street intersections and look to the right and to the left before crossing.
- Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.
- Both hands should be used in steering the bike.
- Give pedestrians the right of way on sidewalks.
- Bikes should be walked across the crosswalk.

Health Room/Medication

Parent/guardian responsibilities
Schools rely on the cooperation of parents/guardians to safely and effectively administer medication to their students at school.
Parents/guardians are responsible for:

- supplying all medications (schools don't supply medications for students)
- transporting medication to and from school
- completing all required medication authorization forms

Requirements for all medications: prescription, non-prescription, and homeopathic

- Parents/guardians must complete the authorization to administer medication form for each medication. The form must be signed by the health care provider and parent/guardian. Medication cannot be given without the completed form.
- Parents/guardians must bring all medications to the school office for the student. Students can't bring medication to school. Medication can't be transported on school district buses.
- All medication must be in the original prescription bottle, container, or package.
- All non-prescription medication must be labeled by the parent. The label should include:
  - student name
  - date issued
  - name of medication
  - name of health care provider
  - exact dosage
  - time of day medication is to be given

- Directions on the authorization to administer medication form must match the directions on the prescription bottle/container.
- If half doses have been prescribed, the parent/guardian must break medication tablets in half before bringing to the school.
- Medication which is to be given three times a day should be given at home before school, after school and at bedtime.
- Homeopathic medications will only be accepted if the authorization to administer medication form is signed by a health care provider.

Inhalers

- The authorization to administer medication form to be completed for inhalers. If an exception is made allowing the student to carry his/her own inhaler, written permission from parent/guardian, health care provider and school nurse is required.

Insulin

Parents must complete the diabetes health care provider medication order form to allow their students to take insulin at school.

Administering medication at school

Medications are given between 11 a.m. and 1 p.m. The school is not responsible for documentation of medication use or monitoring of expiration date, if carried and self-administered by the student. If a student self-carries medication at school, they still need a health care provider's order on file at the school.

Note: Medication left at school will be destroyed the last day of school, according to district policy.

Life-Threatening Health Conditions

What is a life-threatening health condition?

A life-threatening health condition puts the child in danger of death during the school day without medication or treatment and a nursing plan in place (see Washington state law RCW 28A.210.320). This includes:

- diabetes
- severe allergies (bees, peanuts, etc.)
- epilepsy/seizure disorder
- severe asthma
- cardiac/heart conditions

Reporting the condition or illness

Parents/guardians of students with life-threatening conditions must inform the school and work with the school nurse and the student's health care provider to create a health care plan. Planning ahead helps schools to be equipped and prepared to care for students in emergency health situations.

Parents/guardians must:

- report the life-threatening condition on the nurse alert form
- complete the authorization to administer medication form if student needs medication at school

- complete the health care plan that is specific to the student's illness, if applicable

All student health forms are available in the district forms library or at the school office. Required documentation must be completed before the child attends school.

When to keep your sick child home from school

Lake Washington School District works with King County Department of Public Health to help protect children from spreading communicable diseases. Keeping children home when they are too sick for school protects other students and staff from potential illness.

Symptoms that child is too sick for school

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

If your student becomes ill at school, you will be contacted and asked to take them home. It is essential that your student's school has a current phone number where you can be contacted, as well as an emergency contact number in the event you cannot be reached. Families can update emergency contact information at any time throughout the year by logging into Skyward Family Access, navigating to the Student Info tab, and selecting the Request Changes link. Additionally, parents/guardians are responsible for notifying the school and any before- or after-school programs or activities if their student will be absent due to illness or any other reason.

Fever: temperature of 100 degrees Fahrenheit or higher. Child must not have a fever for 24 hours before returning to school.

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 at home and contact their school.

- **Behavior/appetite** - Irritability in students may signal illness, often due to fatigue, fever or general discomfort. Affected students may appear tired, less engaged in play or indifferent. Changes in appetite are also common. Students may eat less, prefer liquids or show interest in only specific foods when they are ill.
- **Chickenpox (varicella) -** Chickenpox is contagious from 48 hours before the rash appears until all lesions are crusted over – typically 4 to 7 days after rash onset. Students with suspected chickenpox should be referred to a health care provider. Parents/guardians should notify the provider in advance due to the contagious nature of the illness. Students must stay home until all lesions are crusted and no new lesions have appeared for 24 hours. If your student is diagnosed with chickenpox, please inform the school nurse.
- **Cough -** While some coughs are related to allergies or chronic conditions, a persistent cough may signal an infection and should be evaluated by a health care provider, especially if it is accompanied by symptoms like gagging, a whooping sound, vomiting, fever, loss of appetite, or weight loss.
- **Diarrhea –** Students with diarrhea should stay home and return only when symptoms improve, and they are no longer having more than two extra bowel movements above their normal in a 24-hour period and/or no longer experiencing accidents. Seek medical care if diarrhea is bloody, lasts three or more days, or is accompanied by vomiting and high fever. In some cases, local health authorities may require students with certain infections to stay home until symptoms resolve, or a negative test is confirmed.

- **Earache and Discharge from Ear -** If a student complains of ear pain, pulls at their ear, or frequently touches it, they may have an earache. Any ear discharge—such as blood, pus, or fluid—should be evaluated by a health care provider. Prompt treatment is important, as untreated ear infections can lead to permanent hearing loss.
- **Eyes –** Redness, itchiness, pain, light sensitivity, or white/yellow discharge around the eye may indicate conjunctivitis ("pink eye"). Prompt referral to a health care provider is recommended if symptoms include moderate to severe pain, swelling, vision changes, or persistent discomfort.
    - **School exclusion is only necessary if:**
    - The student has a fever of 100.4°F (38°C) or higher.
    - The student feels unwell or cannot participate in normal activities.
    - The student cannot avoid close contact with others.
    - Exclusion is recommended by a health care provider or local health authority.
- **Fever –** A fever is a temperature of 100.4°F or higher. Students must be fever-free for at least 24 hours without using fever-reducing medicine (like Tylenol or Motrin) before returning to school. Giving medicine to lower a fever temporarily does not mean the student is well—it may just hide the symptoms. Keeping a sick student home helps prevent the spread of illness to others.
- **Lice –** Immediate or long-term exclusion from school is no longer recommended for head lice. Students with live lice may remain in class and go home at the end of the day for treatment. They may return to school once treatment has started.
- **Open Sores or Wounds -** Students with open sores or wounds that are draining and cannot be fully covered with a waterproof dressing should stay home. Wounds should be covered with a clean, dry bandage sealed on all four sides. If a wound cannot be safely covered, consult a health care provider to determine when it is safe for the student to return. Mouth sores with drooling also require exclusion. For contact sports, students with active skin infections should not participate until cleared by a provider, and the wound can be properly covered.
- **Pain (Back, Limbs, Neck, Stomach)** - While growing pains are common, persistent or severe pain—especially in the back or limbs—may signal an infection and should be evaluated by a health care provider. Pain with spreading redness may indicate a skin infection. Stomach pain is often minor, but persistent or severe pain, especially with vomiting, diarrhea, or fever, should be assessed. Frequent absences due to abdominal pain warrant medical evaluation.
- **Persistent Nasal Drainage –** Ongoing yellow or green nasal discharge may indicate an infection or a blockage and should be evaluated by a health care provider. Noisy or labored breathing may signal a more serious issue and requires immediate medical attention. Students with thick or constant nasal drainage should stay home, as younger children often struggle to manage nasal hygiene and can easily spread illness to others.
- **Rash –** A rash may be a sign of an infectious disease, especially when accompanied by fever or itching. Students with a new or unexplained rash should be evaluated by a health care provider before returning to school. Return is allowed once a diagnosis is made, and the provider confirms it is safe. Chronic conditions like eczema, psoriasis, heat rashes, or diaper rashes do not require exclusion. However, rashes that are open, draining, or potentially contagious should be assessed promptly to prevent the spread of illness.

- **Scabies -** Scabies are contagious until treated, even before symptoms appear. It often causes intense itching, especially at night. Students with suspected scabies should be referred to a health care provider. They may remain in class and go home at the end of the day for treatment. Students can return to school the next day after completing overnight treatment with a prescribed scabicide cream.
- **Skin color -** A noticeable change in a student's skin tone may indicate an illness. Signs include:
- **Changes in complexion or skin color**:
    - Pale or pasty complexion in students with lighter skin tones.
    - Grayish complexion in students with darker skin tones.
    - Yellowing of the eyes or skin
    - Flushed cheeks with glassy or red eyes
- **Sore Throat –** A sore throat may be minor but can also signal a more serious infection. If it's accompanied by fever, difficulty swallowing, or swollen lymph nodes, the student should be evaluated by a health care provider. For strep throat, students are most contagious during the initial period of illness when symptoms are most prominent and contagious. Those who test positive should stay home until at least 24 hours after starting antibiotics, are fever-free without medication, and feel well enough to return.
- **Ringworm -** Ringworm is contagious while skin or scalp lesions are present. Students with suspected ringworm should be referred to a health care provider for diagnosis and treatment. They should stay home until they have seen a health care provider and begun treatment.
- **Vomiting –** Students should stay home until vomiting has stopped overnight and they are able to keep food and liquids down the following morning before returning to school.

Other contagious illness diagnosed by a health care professional pursuant to WAC 246-110-010 Contact your health care provider if your student is experiencing any other symptoms that concern you.

A sick student cannot learn effectively and is unable to participate in classes in a meaningful way. Keeping a sick student at home and encouraging rest, hydration, nutrition, and frequent handwashing allows the student the opportunity to recover and prevents the spread of illness in the school community.

Food Allergens

Many students have food allergies ranging from mild discomfort to life threatening. To avoid potential risk to the safety and health of all students, please consider these guidelines when providing food at school. To avoid possible food allergies, students are not permitted to share food with other students during lunch or class time.

If a student with a known food allergen and Individual Health Plan is present in the classroom, the following protocol will be in place.

1. Send classroom allergy letter provided by nurse
2. Discuss food allergies, classroom snacks, and safe practice in September.
3. Invite parent/nurse to share about the allergy with class (with parent permission) as needed.

4. Encourage safe practices
    a. Hand washing/disposable wipes
    b. No food sharing
    c. No horseplay with food
5. Inform families in advance of any food events
    a. Curriculum projects involving food
    b. Sharing of musical instruments (especially sharing of mouth pieces)
    c. Class parties & club celebrations (student leaders, safety patrol, etc.)
    d. Lunch in the classroom
    e. Field trips
    f. Special treats/Field day treats/etc.
6. Communicate with PTSA to publish food events/menus in advance of events

Families of students with an allergy are welcome to provide alternate foods for student.

Playground Policy

Speak with Kindness and Be Polite:

- Respecting the feelings of others at all times.
- Using encouraging words during play (i.e. good job, nice play, etc.).

Take Responsibility for your actions:

- Reporting all incidents to playground supervisors and following supervisor directions.
- Walking back to your classroom line immediately when the bell rings.
- Playing within playground boundaries.
- Playing away from classroom windows, portables, and any P.E. equipment set up for class use.

Always do your best:

- Playing fairly.
- Trying to include all others in games and activities.

Respect yourself, others and the environment:

- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs. Also, no digging holes in the playground. Digging is limited to the designated sandbox area.
- Leave all nature on the ground.
- Only eating food during school sponsored activities (i.e. popcorn day)
- Wearing appropriate clothing for the various weather conditions (i.e. hats, rain gear, closed-toed shoes). **TIP: write your student's name inside outerwear.**
- Using approved equipment appropriately:
    - Sharing playground equipment.
    - Using equipment for its intended purpose.
    - Carrying play equipment safely in the halls and returning all equipment to your classroom when the bell rings

- Using the school provided sports equipment whenever possible. However, sports equipment may be brought from home if it is the same type of equipment approved for playground use, falls within safety guidelines, and is shared with other students. Any items brought from home are the student's responsibility. Please see teacher for questions regarding equipment.
- Only bring permissible equipment. Electronics, personal equipment, trading cards are not permitted at school or during recess (i.e. digital music players, cell phones, smart watches, electronic gaming devices, Bakugan toys, Pokémon items, etc.).
- Personal sports equipment may be allowed if used in the manner intended and if the use does not pose a danger to others. Please get approval from the playground teachers before using personal sports equipment (e.g. LAX sticks are okay, while LAX balls are not – too hard).
- Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

Personal Items

To support a focused and safe learning environment, students **are not** permitted to bring personal items from home. This includes sports equipment, toys, trading cards (such as Pokémon or baseball cards), and other collectibles. These items can cause distractions and may be lost or damaged. The school is not responsible for any personal belongings brought to campus.

If personal items are brought to school, students will be asked to put them away. If this is not followed, staff may hold the belongings until the end of the day for the student or a parent to pick up.

The school assumes no responsibility for the care of these items. Selling, bartering, borrowing, and trading of collectible items and cards are not permitted at school.

Electronic Mobile Devices

Electronic mobile devices (e.g. cell phones, smart watches) are not to be used by students during the school day. To ensure privacy and maintain focus on learning at school, students must place all cell phones, smart watches, tablets, and other non-school provided electronic devices securely in student backpacks between 9:20am and 3:55pm. These items should be powered off or in "airplane/theatre" mode **AND** stored safely away in backpacks from the student to avoid distraction.

Students will have access to school-based computers to aid in schoolwork. Parents/guardians needing to contact their student, including during lunch, should call the school office directly at 425-936-2530. We will deliver urgent messages to students right away.

Cell phones and smart watches not stored away in student backpacks during school hours of 9:20am-3:55pm will be immediately confiscated and put in the main office until a parent comes to pick it up.

Elementary School Student Computer Acceptable Use Policy

1. Be Safe:
   Use the computer and internet in a way that keeps you and others safe. Never share

personal information like your username/password, full name, address, phone number, or passwords online.

2. Be Respectful:
   Use kind words and respectful behavior when using the computer. Do not use the computer to hurt or bully others.
3. Use Computers for Learning:
   Use computers and the internet to help you learn, create, and explore school assignments. Don't use them for playing games or visiting sites that are not allowed by your teacher.
4. Take Care of Equipment:
   Treat computers, tablets, and other devices with care. Do not damage, change settings, or install anything without permission.
5. Follow Rules and Directions:
   Listen to your teacher and follow the rules about when and how to use the computers.
6. Tell an Adult:
   If you see something on the computer that makes you uncomfortable or if something isn't working right, tell a teacher or adult right away.

Consequences:
If you do not follow these rules, you may lose your computer privileges, and your teacher or school will talk with you and your family to help you use technology safely.

ENVIRONMENTAL EDUCATION

One of the many unique aspects of Dickinson/Explorer is our natural wetlands area, which has been cultivated by our students, staff, and community volunteers into a rich addition to our educational program. All students benefit from the work and learning we support in the wetlands, which is a two week-long focus in the Spring as all students and staff participate in the restoration of our Wetlands.

Our Fifth Grade Students attend Camp Seymour in Gig Harbor, Washington for three days and two nights as a part of our commitment to an enriched experience while learning about our natural world.

TEXTBOOKS AND LIBRARY BOOKS

Students are responsible for the care of classroom textbooks and library books. All textbooks and library books must be returned at the end of the school year or when a student leaves school. Lost or damaged books must be paid for or replaced with a similar copy.

Library classes meet weekly for 30 minutes, which includes time to check out books. Library classes include library routines and procedures, literature appreciation, research and inquiry skills, and media literacy.

Checkout

Books are due on the student's library day and may be renewed depending on demand. Overdue books limit checkout privileges.

- **Kindergarten:** Students begin checking out one book in mid-September and may borrow up to two books by the end of October if they are in good standing.

- **Grades 1-5:** Students begin with two books and may check out up to three books weekly if they are in good standing.

Students may visit the library before school (9:00–9:15 am) or during the day with teacher permission. Participation in OTTER and ARC book clubs will earn extra effort credit on semester report cards.

For questions, contact Kelly Williams, Teacher-Librarian, at kewilliams@lwsd.org.

Homework

Homework is one of our most flexible tools for learning and takes many forms.

Drill and Practice: In its simplest form, homework enables children to practice skills so that learning is mastered and retained. Drill and practice assignments might be generated by the teacher and returned to class. Examples include math worksheets, flash cards, vocabulary words, computer games, and spelling assignments.

Daily Home Study: The purpose of daily home study is to offer the opportunity for students to develop consistent study habits. The practice of basic skills provides a firm foundation for more complex tasks. Home study may be either teacher assigned, or student/parent generated. Examples include parent reading to child, 15-30 minutes of silent reading, math facts, writing (diary, letters, journal, etc.).

Extension: These are usually long-range assignments or projects. Students are required to integrate many skills in the process of completing the final product. Examples include book reports, research projects, speech preparation, and art projects.

Accountability: The consequence of not completing homework is the loss of learning. The student will be held accountable on the student report card under the Personal Development and Work Skills section -- "Assumes and carries through on responsibilities.

Homework recommendations for Monday through Thursday are as follows:
Kindergarten and Grade 1: 15-20 minutes
Grade 2: 30 minutes
Grade 3: 30-50 minutes
Grades 4 and 5: 40-60 minutes

We encourage children to make reading a part of their experience, every day.

Purchasing School Food

Students may purchase lunch at school each day. Lunch is served in the cafeteria where students sit to eat.
This year, the 2026-27 school year, the district will not provide breakfast. Breakfast is an important meal of the day and helps students set up for success, fueling them with good nutrition to start the day. We are currently working on an in-house grab-and-go breakfast option for those who may need assistance getting breakfast. If any parents/families would like to contribute to this effort, more information will be shared.

The following are lunch prices for the 2025-26 school year:

Student lunch: $4.70
Adult: $6.00
Milk: $0.75

More information about school meals can be found here:
Applying for free/reduced price meals: Free/Reduced Meal Application / Myschoolapps
How to add money to your child's lunch account: MySchoolBucks.com
Lunch Menus: Breakfast / Lunch Menus

Dress Code

LWSD Policy: https://go.boarddocs.com/wa/lwsd/Board.nsf/goto?open&id=BSCT5675A517
Core Values
In relation to student dress, the school's core values are the following:

- Students should be able to dress and style their hair for school in a manner that expresses their individuality without fear of unnecessary discipline or body shaming,
- Students have the right to be treated equitably. Dress code enforcement will not create disparities, reinforce, or increase marginalization of any group, nor will it be more strictly enforced against students because of racial identity, ethnicity, gender identity, gender expression, gender nonconformity, sexual orientation, cultural or religious identity, household income, body size/type, or body maturity,
- Students are responsible for managing their personal distractions in a way that does not interfere with others.
- Students should not face unnecessary barriers to school attendance.

Students may not wear clothing, jewelry, or personal items that:

- Demonstrate hate group association/affiliation and/or use hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups,
- Intentionally show private parts. Clothing must cover private parts in opaque (not able to be seen-through) material,
- Cover the student's face to the extent that the student is not identifiable (except clothing/headgear worn for a religious or medical purpose).

Please also note the following requirements:

- Shoes must be safe and appropriate for PE and playground activities.
- Appropriate coats, hats and shoes are necessary for inclement weather. Students are typically sent out for recess even in the rain. All coats and jackets should be labelled with the student's name.

Attire worn in observance of a student's religion is not subject to this policy.

Dickinson & Explorer's **Dress Code** applies to all school events.

Student Rights and Responsibilities

The Lake Washington School District Student Rights and Responsibilities complements the Dickinson/Explorer Parent Student Handbook. Please refer to this document as part of our Parent Student Handbook.

Lake Washington School District

Mission

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

Vision

Every Student Future Ready:
Prepared for College
Prepared for the Global Workplace
Prepared for Personal Success

Student Profile*

The knowledge, skills, and attributes that every student needs to be future ready.

*The Lake Washington School District detailed Student Profile can be found online at: https://www.lwsd.org/uploaded/Website/About_Us/Student-Profile.pdf