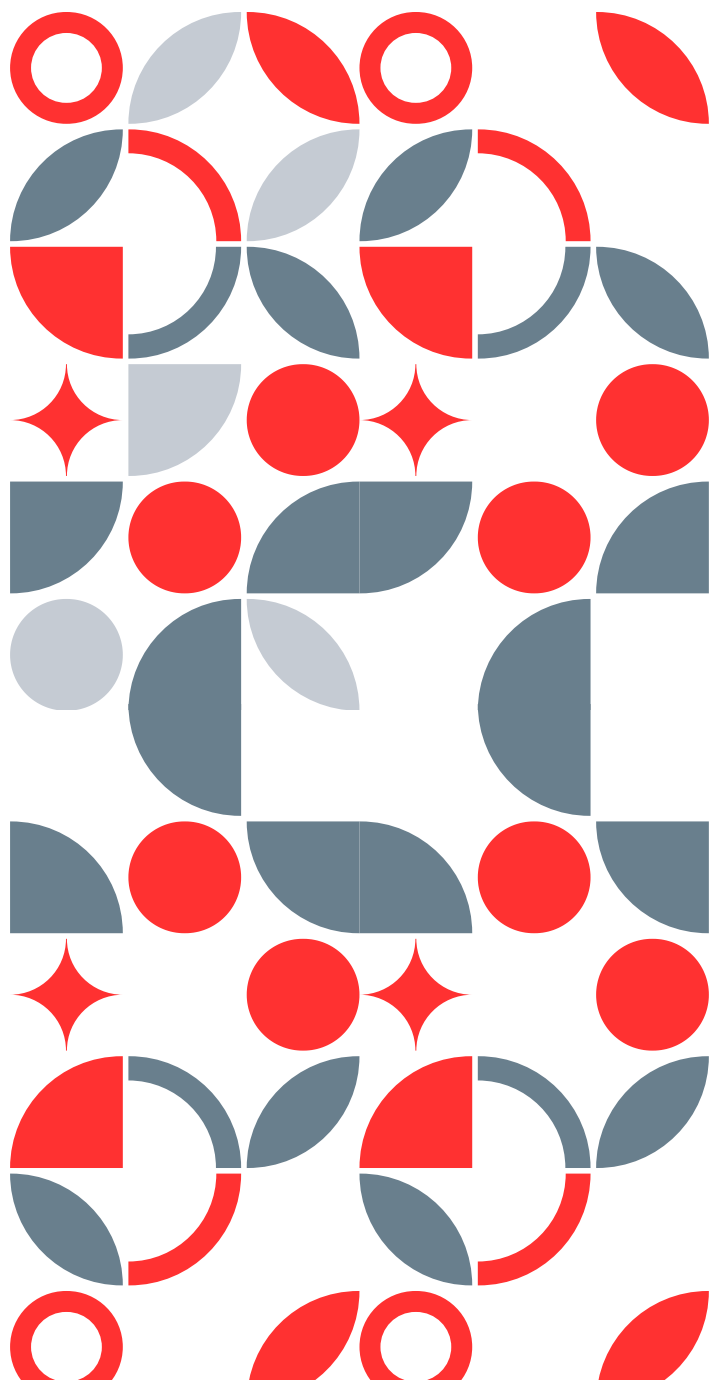




**Horace Mann  
Elementary**



# Community Handbook.

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# Welcome Message

## Welcome to the 2026 -2027 School Year!

We value the partnership between home and school. This handbook is designed to share important school information and provide clarity around expectations, procedures, and policies. Please take time each fall to review it.

Our PTSA is a valued partner in supporting and enriching the student experience. Whether you are new to Horace Mann or returning, we encourage you to visit [mannptsa.org](http://mannptsa.org) to learn about the many opportunities and resources available.

The handbook is reviewed annually, and we welcome caregiver feedback and participation in the review process. If you have questions, suggestions, or would like to be involved, please contact a school administrator.

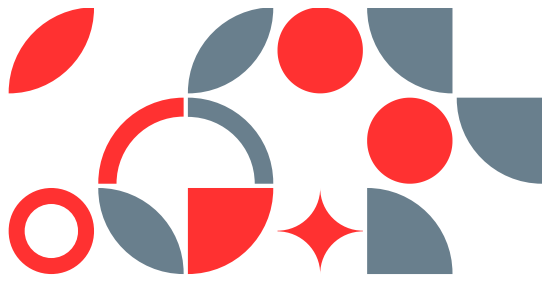
We are here to support you. If you ever think, “Maybe I should talk to the principal,” the answer is probably ‘yes.’ We welcome your questions, concerns, and ideas as we work together to support students.

Thank you for taking the time to review both the Horace Mann Handbook and the Lake Washington School District Student Rights and Responsibilities.

With appreciation and respect,

*Monica Garcia*  
Principal  
[mogarcia@lwsd.org](mailto:mogarcia@lwsd.org)

Brian Dyson  
Associate Principal  
[bdyson@lwsd.org](mailto:bdyson@lwsd.org)



# Daily Schedule & Essential Information

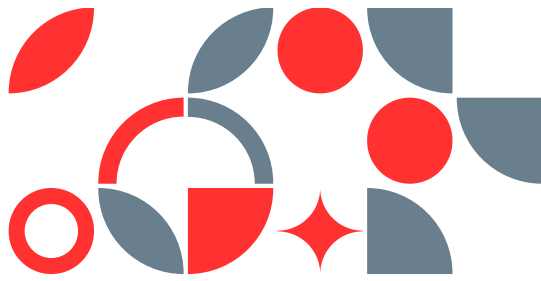
## Schedule

|             |                             |
|-------------|-----------------------------|
| 9:05 – 9:20 | Arrival Window              |
| 9:17        | First bell/doors open       |
| 9:20        | Tardy Bell Rings            |
| 9:20 – 3:55 | Student School Day          |
| 3:55        | Dismissal                   |
| 2:25        | Dismissal Wednesdays        |
| 12:25       | Early Dismissal (Half Days) |

## Useful Numbers

Main Office: 425.936.2610  
Attendance Line: 425.936.2611





# LWSD Calendar 2026 - 2027



Lake Washington School District | 2026-27 Calendar FINAL



| August 2026 |     |     |     |     |     |    | September 2026 |    |     |    |    |    |    | October 2026 |    |     |     |     |    |    |   |
|-------------|-----|-----|-----|-----|-----|----|----------------|----|-----|----|----|----|----|--------------|----|-----|-----|-----|----|----|---|
| S           | M   | T   | W   | Th  | F   | S  | S              | M  | T   | W  | Th | F  | S  | S            | M  | T   | W   | Th  | F  | S  |   |
|             |     |     |     |     |     | 1  |                |    | 1*  | 2* | 3* | 4  | 5  |              |    |     |     |     | 1  | 2  | 3 |
| 2           | 3   | 4   | 5   | 6   | 7   | 8  | 6              | 7  | 8*  | 9* | 10 | 11 | 12 | 4            | 5  | 6   | 7   | 8   | 9  | 10 |   |
| 9           | 10  | 11  | 12  | 13  | 14  | 15 | 13             | 14 | 15* | 16 | 17 | 18 | 19 | 11           | 12 | 13* | 14* | 15* | 16 | 17 |   |
| 16          | 17  | 18  | 19  | 20  | 21  | 22 | 20             | 21 | 22  | 23 | 24 | 25 | 26 | 18           | 19 | 20  | 21  | 22  | 23 | 24 |   |
| 23          | 24* | 25* | 26* | 27* | 28* | 29 | 27             | 28 | 29  | 30 |    |    |    | 25           | 26 | 27  | 28  | 29  | 30 | 31 |   |
| 30          | 31* |     |     |     |     |    |                |    |     |    |    |    |    |              |    |     |     |     |    |    |   |

| November 2026 |    |     |    |    |    |    | December 2026 |    |    |    |    |    |    | January 2027 |    |     |     |     |     |    |
|---------------|----|-----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|-----|-----|-----|-----|----|
| S             | M  | T   | W  | Th | F  | S  | S             | M  | T  | W  | Th | F  | S  | S            | M  | T   | W   | Th  | F   | S  |
| 1             | 2  | 3*  | 4  | 5  | 6  | 7  |               |    | 1  | 2  | 3  | 4  | 5  |              |    |     |     |     | 1   | 2  |
| 8             | 9  | 10* | 11 | 12 | 13 | 14 | 6             | 7  | 8  | 9  | 10 | 11 | 12 | 3            | 4  | 5   | 6   | 7   | 8   | 9  |
| 15            | 16 | 17  | 18 | 19 | 20 | 21 | 13            | 14 | 15 | 16 | 17 | 18 | 19 | 10           | 11 | 12  | 13* | 14  | 15  | 16 |
| 22            | 23 | 24  | 25 | 26 | 27 | 28 | 20            | 21 | 22 | 23 | 24 | 25 | 26 | 17           | 18 | 19  | 20  | 21  | 22* | 23 |
| 29            | 30 |     |    |    |    |    | 27            | 28 | 29 | 30 | 31 |    |    | 24           | 25 | 26* | 27* | 28* | 29* | 30 |
|               |    |     |    |    |    |    |               |    |    |    |    |    |    | 31           |    |     |     |     |     |    |

| February 2027 |    |    |    |    |    |    | March 2027 |    |    |    |    |    |    | April 2027 |    |    |    |    |    |    |   |
|---------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|---|
| S             | M  | T  | W  | Th | F  | S  | S          | M  | T  | W  | Th | F  | S  | S          | M  | T  | W  | Th | F  | S  |   |
|               | 1* | 2  | 3  | 4  | 5  | 6  |            | 1  | 2  | 3  | 4  | 5  | 6  |            |    |    |    |    | 1  | 2* | 3 |
| 7             | 8  | 9  | 10 | 11 | 12 | 13 | 7          | 8  | 9  | 10 | 11 | 12 | 13 | 4          | 5  | 6  | 7  | 8  | 9* | 10 |   |
| 14            | 15 | 16 | 17 | 18 | 19 | 20 | 14         | 15 | 16 | 17 | 18 | 19 | 20 | 11         | 12 | 13 | 14 | 15 | 16 | 17 |   |
| 21            | 22 | 23 | 24 | 25 | 26 | 27 | 21         | 22 | 23 | 24 | 25 | 26 | 27 | 18         | 19 | 20 | 21 | 22 | 23 | 24 |   |
| 28            |    |    |    |    |    |    | 28         | 29 | 30 | 31 |    |    |    | 25         | 26 | 27 | 28 | 29 | 30 |    |   |

| May 2027 |    |     |     |     |    |    | June 2027 |     |     |     |     |    |    | July 2027 |    |    |    |    |    |    |   |
|----------|----|-----|-----|-----|----|----|-----------|-----|-----|-----|-----|----|----|-----------|----|----|----|----|----|----|---|
| S        | M  | T   | W   | Th  | F  | S  | S         | M   | T   | W   | Th  | F  | S  | S         | M  | T  | W  | Th | F  | S  |   |
|          |    |     |     |     |    | 1  |           |     | 1   | 2   | 3   | 4* | 5  |           |    |    |    |    | 1  | 2  | 3 |
| 2        | 3  | 4   | 5   | 6   | 7  | 8  | 6         | 7   | 8   | 9*  | 10* | 11 | 12 | 4         | 5  | 6  | 7  | 8  | 9  | 10 |   |
| 9        | 10 | 11  | 12  | 13  | 14 | 15 | 13        | 14  | 15  | 16* | 17* | 18 | 19 | 11        | 12 | 13 | 14 | 15 | 16 | 17 |   |
| 16       | 17 | 18  | 19  | 20  | 21 | 22 | 20        | 21* | 22* | 23* | 24  | 25 | 26 | 18        | 19 | 20 | 21 | 22 | 23 | 24 |   |
| 23       | 24 | 25* | 26* | 27* | 28 | 29 | 27        | 28  | 29  | 30  |     |    |    | 25        | 26 | 27 | 28 | 29 | 30 | 31 |   |
| 30       | 31 |     |     |     |    |    |           |     |     |     |     |    |    |           |    |    |    |    |    |    |   |

| Important Dates |                                               |             | Key                                           |  |
|-----------------|-----------------------------------------------|-------------|-----------------------------------------------|--|
| Aug. 24-28      | LEAP Days                                     | Feb. 1      | Secondary Grades Due                          |  |
| Aug. 31         | First Day of School (grades 1-12)             | Feb. 11-12  | No school - Mid Winter Break                  |  |
| Aug. 31 Sept. 2 | Kindergarten Family Connections               | Feb. 15     | No school - Presidents Day                    |  |
| Aug. 31 Sept. 2 | Half Day Elementary Conferences               | March 12    | No school - LEAP Day                          |  |
| Sept. 3         | First Day of School for Kindergarten**        | April 2     | Last Day 3rd Quarter (Secondary)              |  |
| Sept. 7         | No school - Labor Day                         | April 9     | Secondary Grades Due                          |  |
| Sept. 8         | First day of Preschool                        | April 12-16 | No school - Spring Break                      |  |
| Sept. 9         | Wednesday early release schedule begins       | May 25-27   | Preschool Conferences - No Preschool Programs |  |
| Sept. 15        | First Day of SNAPS                            | May 28      | No school - LEAP Day                          |  |
| Oct. 13-15      | Preschool Conferences - No Preschool Programs | June 1      | No school - Memorial Day                      |  |
| Oct. 16         | No school - LEAP Day                          | June 4      | School Closure Make-up Day (if needed)        |  |
| Nov. 3          | Last Day 1st Quarter (Secondary)              | June 9      | Last Day of SNAPS                             |  |
| Nov. 10         | Secondary Grades Due                          | June 9      | Elementary Grades Due                         |  |
| Nov. 11         | No school - Veterans Day                      | June 10     | Last Day of Preschool                         |  |
| Nov. 25         | Half Day                                      | June 16     | Half Day - Last Day of School (K-12)          |  |
| Nov. 26-27      | No school - Thanksgiving Vacation             | June 17     | Last Day 2nd Semester (Secondary)             |  |
| Dec. 21-Jan. 1  | Winter Break                                  | June 18     | Secondary Grades Due                          |  |
| Jan. 13         | Elementary Grades Due                         | June 21-23  | School Closure Make-up Days (if needed)       |  |
| Jan. 18         | No school - MLK Jr. Day                       | June 17     | School Closure Make-up Day (if needed)        |  |
| Jan. 22         | Last Day 1st Semester (Secondary)             | June 18     | No school - Juneteenth (Observed)             |  |
| Jan. 26, 28-29  | Half Day Elementary Conferences               | June 21-23  | School Closure Make-up Days (if needed)       |  |
| Jan. 26-29      | Preschool Conferences - No Preschool Programs |             |                                               |  |

**Key**

 No School

 Half Day

 First/Last Day

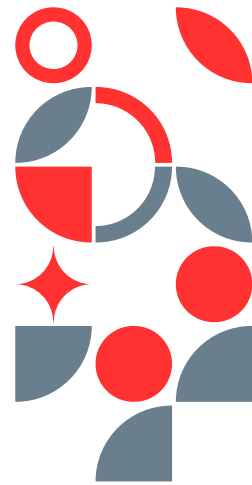
**Wednesday early release schedule:**  
90 min. early release - elementary students  
105 min. early release - secondary students  
LEAP+Learning Enhancement Academic Planning

**Calendar is subject to change.**  
**School year may be extended due to inclement weather.**

**\*\*Staggered start for Kindergarten - schools will provide details.**

*Updated 7/2026*

# Arrival & Dismissal Procedures



## Arrival

Student safety is everyone's responsibility. This is a time for patience, attentiveness, and respect. Everyone, especially the adults, must follow rules, laws and procedures. These are issues of safety for our students, staff, and community. Please, do your part.

### Arrival Procedures

- Staff is onsite to provide supervision at 9:05. **Arrival begins at 9:05.**
- Students **may not** be dropped before 9:05.
- Arrive early? Remain with your student until 9:05. Caregivers are responsible for supervising their student if they arrive early.
- The playground is closed before school. Students are to wait in line.
- Review the parking lot procedures on page 6 and student expectations on page 16.

## Dismissal

### School is dismissed at

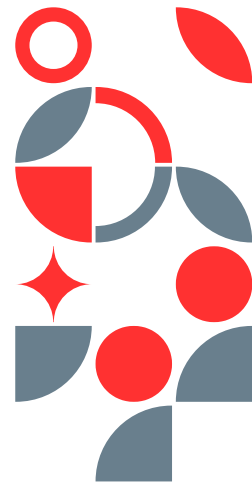
**3:55** on Monday, Tuesday, Thursday and Friday

**2:25** on Wednesdays

**12:25** for 'early dismissal' (first three days of school, conferences, last day)

- Pick up your student(s) promptly after dismissal.
- If your child can take the bus, have them take the bus. Fewer cars in the parking lot promote a safe experience for all.
- Communicate changes to student dismissal plan directly with the classroom teacher and registrar early in the day. In the absence of communication, we will follow the child's typical dismissal plan.

# Arrival & Dismissal Procedures



## Late Arrival

Action Item:

- **If your student arrives after 9:20 a.m., a caregiver must sign the student in at the office.**

This policy is to enhance student safety and promote student learning with a smooth start to the day. Teachers are expected to take attendance as close to the start of the day as possible. We account for late students by having them check in at the office and go quickly to their classroom.

## Early Dismissal

- **Students leaving early must be signed out by an authorized adult (parent, caregiver, guardian).**
- **Communicate early dismissal to the registrar and teacher early in the day, preferably before school begins.**

Key Points:

- The office cannot call students down between 3:30 and 3:55. Please plan accordingly and arrive prior to 3:30 for early dismissal.
- Have I.D. ready when signing your child out.

## Dogs & Pets at Arrival and Dismissal

To manage the risks associated with the presence of dogs on district property, dogs are not allowed on district property between 7 am and 5 pm on any school day, except bona fide service dogs.

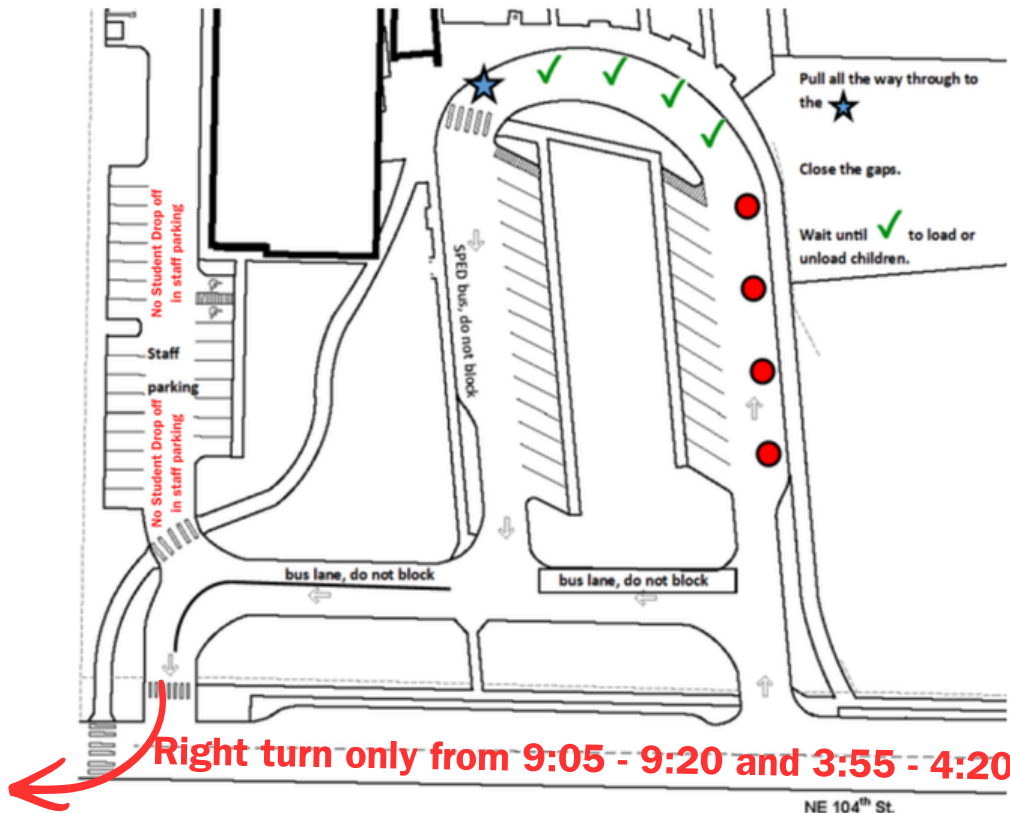
- **Action Item: Leave your pets at home when dropping off or picking up your student.**

# Parking Lot Safety

This is the time to model caring for our community by showing respectful behavior, following the expectations and being patient.

Children are watching.

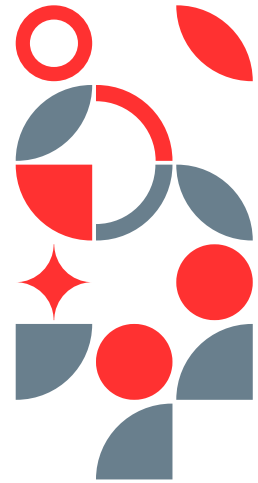
- Have students in the car ready to exit with all of their belongings.
- Always pull forward as far as you can, to the end of the drop-off/pick-up zone area.
- Children always exit the car on the curb side of the vehicle, never into the traffic lane/driver's side.
- Stay in the vehicle when dropping off and picking up passengers.
- If your child requires assistance exiting/entering the vehicle, please park and walk with them using the sidewalks and marked crossings
- Never leave your car unattended in the drop-off/pick-up area lanes
- Be a safe and courteous driver by reducing your speed, use your indicator, and follow directions of our staff.
- **Do not use the staff parking and do not block fire lanes and bus lanes.**



Drivers, you must pull into the loop and drop your child off at the designated drop off spots.

Keep your student safe by having them exit the car where it is safe (not on the corner of the road).

# Attendance & Truancy Policies



## Attendance

### Action Items:

- **Before school begins, call the safe arrival line 425.936.2611 to report the day's absence.**
- Leave a brief message with the following information:
  - Student's name
  - Reason for absence
  - Dates of the absence.

Key Points: For an absence to be excused,

1. It must be communicated in advance of the absence.
2. The communication must include the registrar.
3. You can communicate about an absence by calling the safe arrival line, emailing the registrar, or completing a pre-arranged absence form.

Please see "Vacations" on pages 9 and 10 for suggested activities to remain academically engaged while away from school.

## Truancy

Regular school attendance is important for all students. Chronic or excessive absenteeism (missing 10% of school days) whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates. Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments. When accompanying their parents/guardians on out-of-town trips, parent and administrator approval is required. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Reports will be reviewed monthly by the administrative team. When students demonstrate concerning patterns, families will be contacted to partner in finding solutions.

# Vacations



## Pre-arranged Absences & Vacations

We strongly discourage vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the education process in ways that make-up work cannot reverse.



That said, we recognize that important events happen in our lives. Please communicate the absence to the registrar and your child's teacher. Please remember to complete the necessary forms in advance of the absence.

## Action Items

**If your student will miss 3 or more school days** for a planned absence, you must **complete the front of the Pre-Arranged Absence** form prior to leaving: [LWSD Elementary Pre-Arranged Absence Form](#).

### Key Points:

- To be excused, the LWSD Elementary Pre-Arranged Absence Form must be completed and filled out **before** the absence begins.
- Teachers are not required to provide homework assignments prior to a family vacation; to promote academic engagement during their trip, a list of suggested activities is provided on the next page.

Failure to fill out the Pre-Arranged Absence form will result in the absence being unexcused.

Forms are available on the Horace Mann website, in the handbook and in the office. A link is included here: [LWSD Elementary Pre-Arranged Absence Form](#).



## Activities to Stay Engaged K – 3

The staff of Horace Mann has prepared these suggestions to keep your student engaged while away from school. Select activities that are appropriate for your family.

|                    | K - 3                                                                                                                     |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|
| Reading            | Read daily for 10 to 30 minutes<br>Lexia for 10 to 30 minutes                                                             |
| Writing            | Write a postcard to send to a teacher.<br>Write out your schedule for the day.                                            |
| Math               | Use local currency<br>Dreambox for 10 minutes                                                                             |
| Social Studies     | Use a local map to identify your location on a map.<br>Interview a local.<br>Explore a landmark.                          |
| Science            | Keep a weather journal. For each day, note the weather conditions and the temperature.<br>Observe the plants and animals. |
| PE, Music, Library | Listen to local music.<br>Play at a park.                                                                                 |
| Art                | Attend a play, dance, art show or visit a museum.                                                                         |



# Vacations

## Activities to Stay Engaged 4 – 5

|                    | 4 - 5                                                                                                                                                                        |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Reading            | Read daily for 30 minutes<br>Lexia for 30 minutes                                                                                                                            |
| Writing            | Maintain a travel journal, describing one experience each day.                                                                                                               |
| Math               | Use the currency conversion rate to find the value of money.<br>Dreambox for 30 minutes.<br>Calculate the time difference or elapsed time of flight.<br>Practice math facts. |
| Social Studies     | Observe a custom, celebration, or event. Write a paragraph describing this event.                                                                                            |
| Science            | Research a scientist who comes from the area you are visiting. In what way(s) have their contributions helped the world?                                                     |
| PE, Music, Library | Compare local music to the music of another country.<br>Play and compare a local sport.                                                                                      |
| Art                | Analyze and reflect on the local art you have seen.                                                                                                                          |

# Social & Emotional Wellbeing



## The Colt 5

"The Colt 5" refers to our common school-wide expectations for all students. The Colt 5 are that we are safe, we are kind, we are respectful, we are responsible, and we are Purposefull People. Within these school-wide expectations, teachers and other school staff will discuss with students what following these expectations looks like in a variety of settings, ex. recess, the lunchroom, hallways, etc.

## Purposefull People

"Purposefull People" is our school-wide focus on a character trait each month. Through classroom and school activities, read-alouds, group discussions and more, students will learn about and explore how 9 key character traits can help them to develop to be their best selves. The character traits of focus are:

- September: Responsibility
- October: Kindness
- November: Gratitude
- December: Respect
- January: Perseverance
- February: Courage
- March: Empathy
- April: Cooperation
- May: Creativity
- June: Honesty

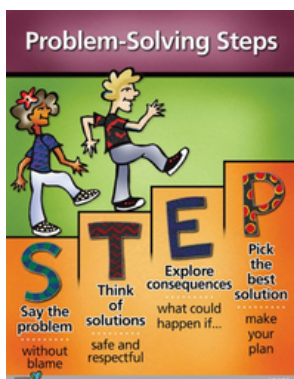
More information about the monthly Purposefull People character traits will be shared with families in The MANNager. We encourage families to have conversations around the monthly character traits at home. As a family, consider how people demonstrate the traits inside and outside of school.

# Social & Emotional Wellbeing



## Curriculum

Help us reinforce social-emotional skills that students learn and practice at school. You can use the same language that we use in our Second Step curriculum, Zones of Regulation, and Kelso's Choices.



## Second Step

promotes social-emotional development, safety, wellbeing, and bullying prevention. Examples of specific strategies taught within the Second Step curriculum include I-messages "I feel \_\_\_\_\_ when \_\_\_\_\_", positive self-talk, and the problem-solving STEPS.

## Zones of Regulation

Zones of Regulation promote self-regulation and emotional control. Examples of specific strategies taught within the Zones of Regulation curriculum include recognizing physical signs of different feelings, naming your feeling, and building a "toolbox" of strategies for self-regulation. Students are able to label their physical signs and name their feeling through categorizing their feelings into four different "zones"

The **ZONES** of Regulation®

|                                                                                      |                                                                                       |                                                                                                |                                                                                          |
|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
|  |  |           |     |
| <b>BLUE ZONE</b><br>Sad<br>Sick<br>Tired<br>Bored<br>Moving Slowly                   | <b>GREEN ZONE</b><br>Happy<br>Calm<br>Feeling Okay<br>Focused<br>Ready to Learn       | <b>YELLOW ZONE</b><br>Frustrated<br>Worried<br>Silly/Wiggly<br>Excited<br>Loss of Some Control | <b>RED ZONE</b><br>Mad/Angry<br>Terrified<br>Yelling/Hitting<br>Elated<br>Out of Control |

# Social & Emotional Wellbeing



## Curriculum



### Kelso's Choices

Kelso's Choice: Horace Mann students are taught how to distinguish between a “big problem” requiring an adult’s help, and a “small problem” that they can solve independently. Students are taught a variety of problem-solving techniques, referred to as Kelso’s Choices, to solve small problems independently.

## Celebrating Students

When students are ‘caught’ modeling the Colt-5, they are celebrated with a Colt Compliment. Students bring a copy home and drop the other copy in the schoolwide drawing. Weekly winners are drawn and come to the office to select a small token to celebrate their awesomeness!

# Supporting Student Behavior



## Shaping Behavior

Each of us is responsible for our actions and words.  
Demonstrating behavior that is respectful to self, others, and our school is part of being in community.

We expect all students to be kind, safe, respectful, and responsible. Behavior that interferes with other students' right to learn, teachers' right to teach, or with student safety will be addressed. Further, students who are in possession of information that could result in harm to themselves or others, are obliged to disclose this information either to a staff member and/or their parent who will disclose it to a staff member.

Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have the right to a non-threatening, non-intimidating school environment. Students who engage in disrespectful and/or inappropriate behavior also choose the consequences for this behavior. Please help by discussing and modeling the importance of respectful, appropriate behavior with your student. During the first few weeks of school, each teacher will review the LWSD and Horace Mann policies with students. They will teach and model the expectations in all areas of the school such as the bathroom, lunchroom, etc.

The [LWSD Student Rights and Responsibilities](#) are a critical piece of information for families to review annually. The document outlines district wide expectations and policies that support a positive school environment for all. Using the link above allows you to translate the Student Rights & Responsibilities into a variety of languages using the globe icon at the top of the page.



# Expectations



**These are the ways that we demonstrate the Colt 5 in common areas of our school.**

|             | Bathroom                                                                                              | Cafeteria                                                                                                                        |
|-------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|
| Respectful  | <ul style="list-style-type: none"><li>• Respecting privacy</li></ul>                                  | <ul style="list-style-type: none"><li>• Following directions.</li><li>• Using a level 2 voice.</li></ul>                         |
| Responsible | <ul style="list-style-type: none"><li>• Returning to class quickly and quietly.</li></ul>             | <ul style="list-style-type: none"><li>• Cleaning up after ourselves.</li><li>• Throwing away, and sorting trash.</li></ul>       |
| Safe        | <ul style="list-style-type: none"><li>• Washing our hands.</li></ul>                                  | <ul style="list-style-type: none"><li>• Walking indoors.</li><li>• Using the established entrances, exits, and routes.</li></ul> |
| Kind        | <ul style="list-style-type: none"><li>• Using bathroom fixtures and supplies the right way.</li></ul> | <ul style="list-style-type: none"><li>• Welcoming others to sit by us.</li></ul>                                                 |

# Expectations



**These are the ways that we demonstrate the Colt 5 in common areas of our school.**



|             | Hallways                                                                                                                                               | Line Up<br>(Before school & Recess)                                                                                    |
|-------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|
| Respectful  | <ul style="list-style-type: none"><li>• Keeping our voices off.</li><li>• Following teacher directions.</li><li>• Staying in line.</li></ul>           | <ul style="list-style-type: none"><li>• Keeping voices at a medium level</li></ul>                                     |
| Responsible | <ul style="list-style-type: none"><li>• Keeping our hands to ourselves.</li></ul>                                                                      | <ul style="list-style-type: none"><li>• Standing in line.</li><li>• Having all of our school supplies ready.</li></ul> |
| Safe        | <ul style="list-style-type: none"><li>• Walking in the hallways.</li><li>• Using handrails on the stairs.</li><li>• Use one stair at a time.</li></ul> | <ul style="list-style-type: none"><li>• Keeping hands, feet, and belongings to ourselves.</li></ul>                    |
| Kind        | <ul style="list-style-type: none"><li>• Silently waving hello when passing by others.</li></ul>                                                        | <ul style="list-style-type: none"><li>• Saying hello to people around us.</li></ul>                                    |

# Academics @ Horace Mann

## Homework

Horace Mann families can expect at minimum that students are reading every night. Our school values school to family time balance, literacy skills as an access point to other content areas, and that work should be meaningful and intentional practice. Each grade level has progressively more time spent on homework. Students in intermediate classes can expect occasional group work or project-based homework that will also encourage time-management skills.

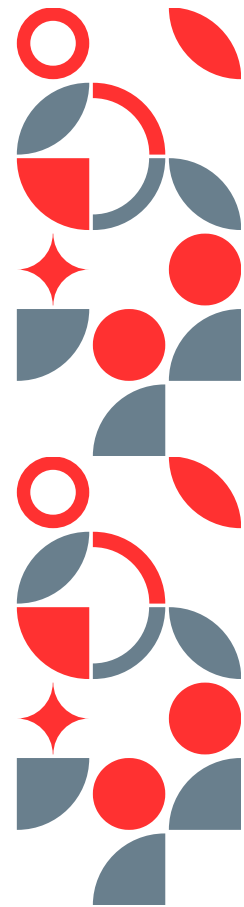
## Technology in the Classroom

Washington state has outlined standards for student learning as it relates to technology. As a staff, we work to find a balance and use technology with a purpose. We want to reassure families that while technology is a valuable tool, it is not a replacement for essential, tactile learning experiences.

## AI in Schools

Generative AI is rapidly transforming education, work, and society. Lake Washington School District is committed to helping students and staff understand how generative AI works and develop the knowledge and skills to use it responsibly, ethically, and critically.

We believe people are active decision-makers, not just technology users. By building AI literacy, we empower students and staff to make informed choices about when and how to use generative AI while continuing to uphold our commitments to equity, inclusion, sustainability, and operational excellence.





# Communicating With School

We value strong partnerships with families and believe open, respectful communication helps us best support students. If you have a question or concern, please begin by contacting the staff member most directly involved. Most issues can be resolved through collaboration and a shared focus on finding solutions. If a concern remains unresolved, or additional support is needed, families are encouraged to contact the principal for assistance. Together, we are committed to ensuring positive outcomes for every student.

Teachers value communication with families but are teaching throughout the school day. If you need to reach a teacher, leave a message with the office, send a ParentSquare message, or call before or after school. Messages for students are delivered as quickly as possible; however, requests made after 3:30 p.m. may not reach students before dismissal.

## **ParentSquare**

LWSD and Horace Mann Elementary use ParentSquare for routine and emergency communication. Please verify your email address and phone number to ensure you receive important messages. Emergency calls made outside school hours are sent to the first phone number listed in Skyward.

Families can expect to receive:

- District communication
- School communications (the Mannager, sent every Sunday)
- Classroom newsletters from teachers about learning and classroom activities

Please allow up to 24 hours for staff to respond to ParentSquare messages or emails. Staff may not check email outside of the school day.

# Dress Code

## Guidelines

Expectations for clothing are based on the following beliefs:

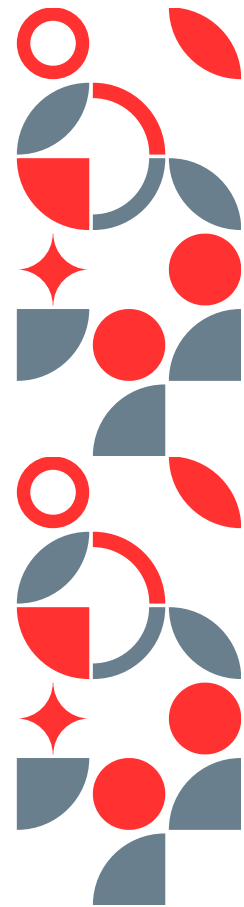
- Decisions about clothing are made by students and guardians
- Clothing helps to maintain a safe environment, particularly in classes or situations where specific clothing expectations are needed such as lab sciences or PE.
- Students express their identity (religious, gender, etc) through clothing choices.
- Our policy must not violate prohibitions against offensive, lewd, harassing, or illegal conduct. (for example, clothing should not display violence, drugs, weapons, etc.).
- Students are treated equitably regardless of their identity.

If a student is in violation of the above dress code, it will be addressed discreetly and, in an age,-appropriate fashion.

## Dress for Success

Full participation in school includes daily recess and PE twice a week. It is important for students to wear appropriate clothing. This includes wearing comfortable footwear and outerwear for the activity and weather conditions.

- Please check the day's forecast to provide appropriate clothing for the day's conditions. Students go outside for recess on most days.
- On days when your student participates in PE, be sure they are wearing appropriate footwear that allows for full, active, and safe participation.
- Shoes with built in wheels, may not be worn at school.





# Items from Home

## Electronics

- Students can have a cellphone or smart watch at school.
- **During the school day, from the time a student arrives on campus until the end of school the smart watch or cell phone must be turned off or in school mode and cannot be visible. Phones must be placed in backpacks.**
- This policy applies while students are riding buses and are on field trips.
- During state testing, all electronic devices must be turned off and placed in a backpack.
- School personnel can ask a student to surrender a cellphone or smart watch if the device ring, vibrates, is visible, or is causing a disruption to school activities.
- Electronic Readers: Kindles, Nooks, and other reading devices are permitted at school for reading teacher approved literature and should not cause distractions to the owner or others. Personal iPads, cameras and handheld game devices are not allowed at school, unless as part of a classroom reward.

Capturing photos, audio recordings, or videos at school is not permitted. Use in private areas, such as bathrooms, the health room, office, or classrooms at any time may be in violation of a criminal code. Progressive disciplinary procedures will apply if a student chooses to disregard.

Horace Mann Elementary and Lake Washington School district are not responsible for lost or stolen electronics, including smartwatches, cell phones, or e-books

## Other Items From Home

Personal possessions, such as toys and small objects are to be left at home. They cannot be used on the playground. There is no way of confirming whether the items brought from home are in proper condition and/or suitable for all students. Due to an increased risk of injury, we do not allow students to use any umbrellas while at recess, however, they can have umbrellas open and used for its intended purpose while standing in line at arrival or while leaving at the end of the day. In addition, selling or trading items, such as cards, special toys, or money is not permitted at school.

Skateboards, rollerblades, heelies, or any other device deemed disruptive or unsafe to the learning environment, are not permitted at school.



# Emergencies & Healthroom

## Healthroom

Sick children cannot learn effectively and are unable to participate in learning in meaningful ways. Keeping a sick student home and encouraging frequent handwashing allows the student the opportunity to rest and recover and prevents the spread of illness in the school community.

When children become ill or are injured at school, parents are contacted. Mann Elementary has a health room, including a cot, where a sick child may wait until parents arrive. When a child is sick or injured, it is important that they are picked up as soon as possible. Please be sure that the school has the telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Also, please update your work, home and emergency numbers when they change on Skyward so our records are as accurate as possible.

Keeping students home when they are too sick for school protects other students and staff from potential illness. For detailed descriptions of symptoms and to review the most current list of symptoms that indicate that a student is too sick for school, visit the [Too Sick for School - Lake Washington School District](#). The school follows guidelines when determining when to contact a family regarding their student's symptoms.

## Immunizations

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



# Emergencies & Healthroom

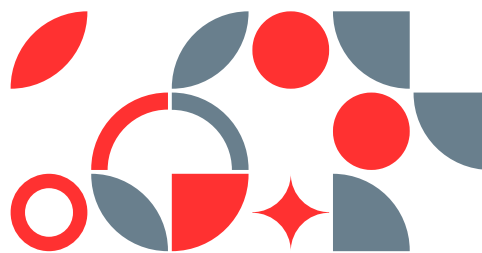
## **Medications at School**

According to state law (RCW 18a-31 Ch. 195) any medication, including non-prescription and over-the-counter medication to be administered to a student by an employee, must be requested and authorized in writing by a parent/legal guardian AND a physician or dentist. Forms are available at the school office. All medication must be kept in the office and brought to school by a parent/guardian. Students may not have medication in their possession.

## **Elevator Use**

Students with injuries or other impairments that restrict their use of stairs may use the elevator with special permission and requires a doctor's order. Due to safety concerns, a written parent release will be required.

# Volunteers & Visitors



We love to have you here, helping out or just visiting and hold a deep appreciation for all that our community has to offer.

## Action Items:

- Review your volunteer status each August.
- Turn off your cell phone while you are in the building – this is a great time to model being present for children.
- Sign in and out.
- Drill? Exit the building and go to the evacuation location.

To become a volunteer read the LWSD Volunteer Handbook and complete the district required volunteer application form. School volunteers and field trip chaperones are required by the state and district to complete an application and background check. Student volunteers must also be LWSD approved prior to volunteering. To complete the application click here: [Online Volunteer Application](#)

All parents, visitors, and volunteers are required to sign in at the office and wear an identification badge. This helps the office to locate individuals in an emergency and to maintain building security. Please sign out when you leave the school.

Here are a few additional reminders:

- Wear a volunteer badge in a visible location (over the heart).
- Always maintain student confidentiality.
- Communicate when you are and are not able to volunteer.
- Refrain from bringing others with you during your volunteer hours (including field trips).
- Model school rules and expectations.



Sign Up to Volunteer!



# Nutrition Lunch Program



## Lunch Program

Students have a minimum of 25 minutes to eat lunch. If they need longer, they can remain in the lunchroom to complete their meal. Students have the option to bring lunch from home or to purchase lunch at school.

Applications for free and reduced rate lunches are available in the office although the preferred method of signing up is through [www.myschoolapps.com](http://www.myschoolapps.com). Let us know if you need assistance signing up.

Here are the current meal prices for the 2026 – 2027 school year:

- Lunch: \$ 4.70/day
- Milk: \$0.75/meal

We encourage you to set up a meal account through [MySchoolBucks.com](http://MySchoolBucks.com) to manage payments. Alternatively, families can send cash or a check to school with your child. Please enclose payment in an envelope, marked with your student's name.

Additional Lunch and Breakfast Resources and Information:

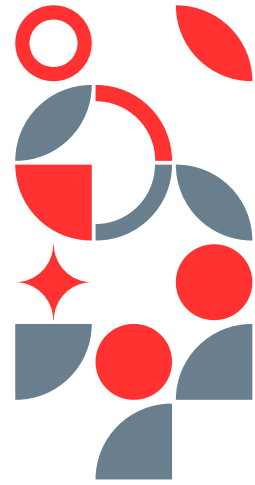
- [Lunch Menus](#) are posted on the LWSD website, for families to review.
- [Nutrislice](#) is an app that can be downloaded for easy access to the school breakfast and lunch menu as well as ingredient lists and nutrition guides.
- Students can return to the garden bar for additional vegetables and fruits. Second entrees may be purchased for the full meal price up to the last 10 minutes of the lunch period.

Breakfast is no longer served before school.

## Parties

Per LWSD policy, each class may host three celebrations that include food. At Horace Mann, these celebrations during the Harvest Party, Valentine Party, and end of year party.

# Nutrition Snacks & Parties



## Snacks & Classroom Activities

Do not send classroom treats and gifts for celebrations such as birthdays. Our school acknowledges and recognizes student birthdays allowing families to reserve extended celebrations for home.

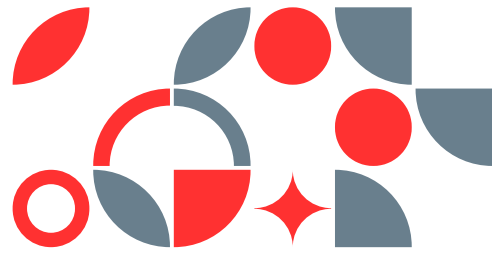
(LWSD Administrative Policy 6700P) The school environment should be conducive to and promote learning. Students who have nutritious food and appropriate physical activity are better prepared to learn. As such, the Lake Washington School District is committed to the following:

Food provided to students other than through the school lunch/breakfast program or through competitive food sales include foods provided for school sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school sponsored class parties and celebrations or school-wide events shall be exempt from the above guidelines, however, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats. Parents will also be encouraged to provide healthy meal and snack options for students when providing these from home.

School staff, parent organizations, and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should be considered as an alternative. If snack foods are provided, students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative.

# A Few Other things



## **Birthdays**

**Birthdays:** Teachers will recognize each student's birthday in a special way during the school day. To keep everyone safe and included, we ask that families do not bring or deliver food, treats, or gifts to school. This helps make sure every child feels celebrated and that we respect all allergies, cultural difference, and school policies.

Students may not pass out birthday invitations during the school day, so please distribute them outside of school. Teachers are also not able to distribute invitations on students' behalf.

## **Lost and Found**

"Lost and Found" items are collected and located by the main entrance. Please remind your children to check in the Lost and Found regularly when they misplace items. Please mark all articles of clothing and other items with your child's name. The school district, by law, cannot pay for lost, stolen or broken personal possessions of students. On a regular basis, unclaimed lost items are donated to a clothing bank.

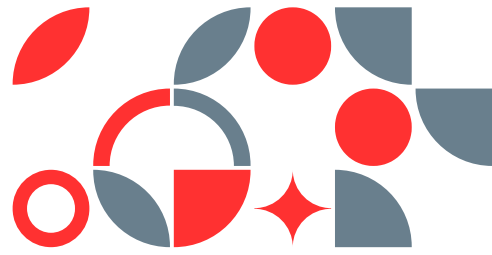
## **Forgotten Items and Deliveries**

It happens to all of us! We forget our lunch, assignment, or jacket. This is a great opportunity to experience natural consequences in a safe environment. We will be sure that your child has a lunch and extend understanding when an assignment or project is left at home. Of course, we will call home for emergencies!

When it is necessary for an item to be dropped off at school, please bring the item to the office. Your student will be called down to pick the item up when it is least disruptive to their learning.



# A Few Other things



## Selling or Trading Items at School

To maintain a safe, fair, and distraction-free learning environment, students are not allowed to buy, sell, or trade personal items at school unless the activity is part of a school-sponsored program approved by the principal.

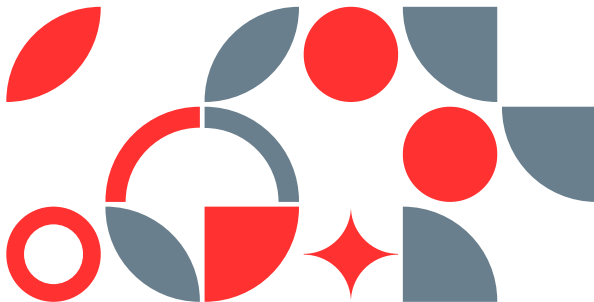
Students may not:

- Sell personal items, food, toys, collectibles, school supplies, crafts or other merchandise to other students.
- Trade personal belongings, including toys, cards, electronic devices, clothing, or collectibles.
- Exchange money, digital payments, gift cards, or other forms of compensation.
- Solicit purchases from other students, staff, or families without prior school approval.

## Placement

The process of creating well balanced classrooms is complex, and begins in spring. Families have the opportunity to provide input into their child's placement in April. Family input is one of the many, many factors that teachers take into consideration. We all share an interest in placing children whose peers bring out the best in them.

Please be sure to provide input in Spring. It is important that students learn to work with a variety of teaching styles over the course of their elementary education. Once classes are crafted, adjustments are difficult to make as they upset the balance of classrooms and may separate children from those with whom they learn well. Requests made in summer will not be entertained.



# Safety & Emergency Response



## Bicycles

All elementary students above the age of 10 may ride a bicycle to school with a complete permission form signed by the parent/guardian. For students under the age of 10, an adult needs to accompany the student both to school and on the return home. ([LWSD Policy: Student Safety, Walking, Biking, and Riding Busses](#)).

Students may only ride human powered bicycles. E-Bikes and motorized bikes and scooters are prohibited by LWSD policy. Bicycle routes designated by the local cities and county are included in the Suggested Walk Route maps.

Action items:

- Complete and turn in the Bicycle permission forms. Copies are available in the office and on the Horace Mann Website.
- All bicycle riders must walk their bicycle when they arrive at campus. This includes adult riders.
- Follow the [Horace Mann Suggested Walk Route](#)

## Dogs on Campus

In order to manage the risks associated with the presence of dogs on district property, the following restrictions applies to dogs on school grounds and in buildings: No dogs are allowed on district property between 7 a.m. and 5 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in district athletic stadiums at any time, except for bona fide service dogs. (LWSD Administrative Policy 2030)

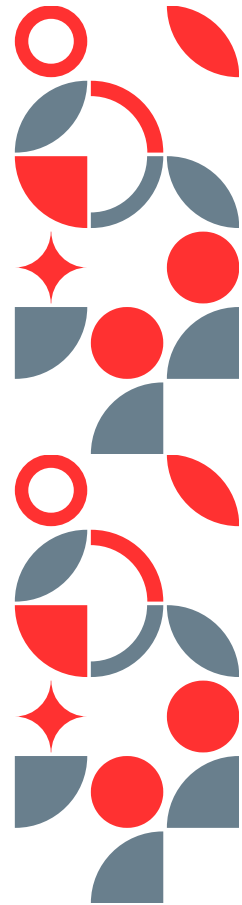
# Safety & Emergency Response

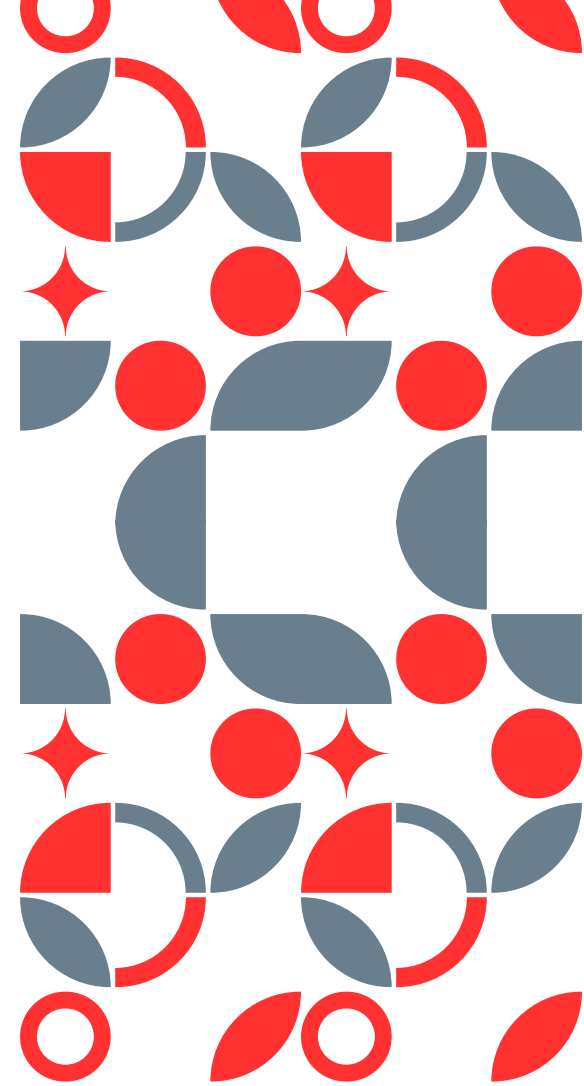
## Emergency Drills

The school holds monthly drills for the following: fire, earthquake, ALICE/Intruder, and others. They are helpful in being ready for possible real emergencies.

Our goal is to practice for emergencies without causing harm or unnecessary worry to students.

In the event of an emergency student release, families will be notified through district platforms. We will also include specifics on the logistics of picking up your student.





## Join the PTSA!

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**[www.mannptsa.org/home](http://www.mannptsa.org/home)**

The PTSA brings our school community together through events, enrichment programs, and volunteer opportunities throughout the year. From movie nights and book fairs to art docents and math competitions, there's always something happening at Mann. PTSA makes magic happen!

# Thank you