Please sign and return this page to school with your child.

Please initial next to each statement:

_____ I have read and agree to the LWSD and JME attendance policy. I will commit to ensuring my child attends school regularly and will communicate with the school when they are absent.

_____ I have read and agree to the JME arrival and dismissal procedures, including after school playground use.

_____I have read and agree to the Student Acceptable Use Procedures.

I have read the information in the John Muir Elementary Handbook and agree to follow the expectations that are outlined.

Student Name: _____

Teacher Name: _____

Parent Name: _____

Parent Signature: _____ Date: _____

John Muir Elementary School Handbook 2026- 2027

At JME, we are committed to empowering, equipping, and encouraging each student to achieve their limitless potential by providing *equitable** opportunities. We stand for a sense of belonging, community, diversity, and academic success.

John Muir Elementary - where we:

Empower
Equip
Encourage

* JME's Shared Definition of Equitable:
Equity Definition
Equity means each student—regardless of race, ethnicity, socioeconomic status, disability, language, immigration status, religion, gender identity, and sexual orientation—will have access to the opportunities, resources, and support they need.

The John Muir Handbook outlines information and policies on a variety of topics including:

- Principal Message
- LWSD School Calendar
- Staff List
- Important Phone Numbers
- Arrival/ Dismissal Procedures
- Absences and Tardies
- Birthday Invitation and Birthday Celebration Policy
- Electronic Devices Policy
- PBIS/ROAR
- Recess / Lunch Schedule
- Too Sick for School/Medication/ Health Room Policy/Lice
- Student Acceptable Use Procedures (AUP)
- Student Rights and Responsibilities

A Message From the Principal

Dear John Muir Families and Community,

Welcome to the 2026-2027 school year! If you are returning or joining us for the first time, we are thrilled to have you as part of the John Muir Elementary family. We have many exciting plans for this academic year and look forward to partnering with you to ensure your child's success.

Our entire team at John Muir Elementary is eager to start what promises to be an exceptional year. Please take a moment to visit our school website for essential details, including teacher websites, the school calendar, and the JME Parent/Student Handbook. The handbook outlines the policies and procedures that help our school run smoothly and safely. It is important to review it with your student to understand our expectations. If you have any questions, our wonderful office staff is here to help.

I am excited to learn with you and from you this year. We will continue to enhance the educational program at John Muir Elementary, striving to raise the bar for all students. I am inspired by the strong collaboration and commitment to student learning within our community. Together, we will prioritize learning, safety, and community. Please do not hesitate to reach out to me or your child's teacher if you have any questions or concerns.

With kindness,
Ashley Boughton
Principal

JME's History

The original John Muir Elementary building was completed in the Fall of 1971, opening as a K-6 school. It had a population of 312 students. Growth since that time has leveled off and is consistent at around 350 students. Over the course of its 45-year history, John Muir Elementary School has received national recognition several times; once in 1990 and again in 2010, as one of the outstanding schools in the United States. In 2013, 2014 and 2015, the school was named a Washington Achievement Award winner by demonstrating reading and math growth over a three-year period! In the Spring of 2024, John Muir Elementary was recognized as a Visible Learning+ Associate School! In the spring of 2025, JME was for the Washington State School Recognition Program for student growth during the 2023-2024 school year. In the Summer of 2026, John Muir Elementary School was Recognized as a Visible Learning+ Partner School.

Our building is named after the famous naturalist John Muir. He was very active in the National Park movement. We have four shared learning spaces named in honor of Yosemite, the Sierras, Redwoods, and Mt. Rainier. Our school colors are red, white and blue. Our school mascot is Mountie the Mountain Lion.

Lake Washington School District | 2026-27 Calendar FINAL

Lake Washington School District

August 2026

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

September 2026

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

October 2026

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

November 2026

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

December 2026

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

January 2027

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

February 2027

S	M	T	W	Th	F	S
	1x	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

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

April 2027

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

May 2027

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

June 2027

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

July 2027

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

Important Dates

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

Key

No School | Half Day | First/ Last Day

* Check Important Dates Section

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

JME Staff

Kindergarten:
Julie Bullock
Tess Camera
Maris Tanner

First Grade:
Claire Bertrand
Marisa Gonzalez
Abby Taylor

Second Grade:
Melissa Finn
Celina Ryan
Aly Shiels

Third Grade:
Jaclyn Keller
Bevin Kelly
Chris Tucker

Fourth Grade:
Mariah Abatan
Kelly Enstrom
Kylie Jones

Fifth Grade:
EJ Curtis
Kristine Miloser
Karen Murk

Safety Net Teachers:
Ellen Barber
Julie Palmer
Michelle Vallene

ML Teachers:
Domini Dean
Bella Chavez

Office Staff:
Gail Anderson
Jamie Crum
Nikolina Durovic

Principal:
Ashley Boughton

Associate Principal:
Bridget Ballard

Instructional Assistants:
Xenia DeLeon
Michelle Estrada
Leticia Monterio
Jen Whelan

Para Educators:
Joe Gormley
Lea Magdall
Mel McKernin
Aruna Nayagam
Aisha Rahmani
James Thomas
Sophie Wang

Music:
Katie Metz

PE:
Nate Nuñez

Librarian:
Nat Whitman

Counselor:
Lily Braden
Curran Cummings

Occupational Therapist:
Jennifer Carlin
Amy Coverston

Physical Therapist:
Andrew Dujenski

Psychologist:
Sarah Daley

Speech and Language Pathologist:
Audrey De Soto

Special Education Teacher:
Bertha Chou
Rachel Starrin
Zoe Trager

Communities In Schools Site Coordinator:
Lila Sternberg-Sher

MTSS Instructional Coach:
Lisa Juvinall

School Nurse:
Casey Yim

Important Phone Numbers

John Muir Elementary	425-936-2640
Safe Arrival for reporting absences	425-936-2641 4:00 PM-8:15 AM

School Hours

Monday, Tuesday, Thursday and Friday:
Arrival: 8:25 AM
Start time: 8:40 AM
End time: 3:15 PM

Wednesday:
Arrival: 8:25 AM
Start time: 8:40 AM
End time: 1:45 PM

Breakfast Hours:
8:10 AM- 8:25 AM- Breakfast opens at 8:10 AM. Please enter through the Cafeteria doors.

Entering the Building:
Students may enter the building with their teacher at 8:35 AM. Students should not enter the building before 8:35 AM, even if they are accompanied by their families.

First Bell:
The first bell will ring at 8:35 AM. Students are then welcomed into the building by JME staff.

Second Bell / Start Time:
At 8:40 AM the second bell will ring. This is the start of the learning day.

Absences/Tardies

Regular school attendance is important for all students. Chronic or excessive absenteeism, 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 and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAS 392-400-325 will also be considered excused.

Late Arrival/Tardy: In the event that your student arrives after 8:40 AM, you must sign your child in at the office. This policy is designed to support student learning and enhance student safety.
Admit slips will be written beginning at 8:40 AM

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant:
Parents will be notified in writing or by phone after one unexcused absence in a month.

- A parent conference will be initiated after two unexcused absences in a month in order to help improve attendance.
- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month or ten unexcused absences in an academic year.
- At five absences of any kind in a 60-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student.
- If a student has over 10% tardies or absences, or two unexcused absences in a month, or five unexcused absences in a year, a letter will be sent from the Principal to the family indicating the continuing problem, requesting a conference, and mentioning the BECCA requirements for attendance.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, and Principal.
There may be some exceptions based on individual student situations and circumstances.

Arrival/Dismissal

Arrival

Students who are eating breakfast should arrive at 8:10 AM and line up outside the cafeteria doors. All other students should arrive no earlier than 8:25 AM and will remain outside in their designated line area until 8:35 AM. Families and caregivers are welcome to join their student until 8:35. Students are not to play on the playground before school as there is no supervision.

We ask that students only enter the building through their designated grade level entrance. Students are expected to remain in line, hands to themselves, and remain off playground equipment. Once students enter the building, they will walk in their line directly into their classroom.

Students who are not in their classroom by 8:40 AM are considered tardy and must check-in at the office.

The Safe Arrival Program notifies parents if their child has not arrived at school. This automated program supports student learning and enhances student safety by calling home if a child is absent and the school has not been notified. For this reason, late students must be signed into the office.

Dismissal and Early Release

Please try to make all appointments outside of school in order to support your child's learning. In the event that your child must leave school prior to the end of the school day, the parent/guardian must come into the office and sign the student out. The office will call down the student.

The safety and security of our students is a top priority of our school and district. This includes ensuring our students are safe at dismissal.

Walking Parent Pick-Up

When picking up your child by foot, please **wait at the top of the playground, by the sand field**, **keeping walking paths to the exits clear**. Many of our learners become very overwhelmed when forced to walk through large crowds of adults to make it to the car pick-up line.

- Dismissal is at 3:15 PM on Monday, Tuesday, Thursday and Friday. Dismissal is at 1:45 PM on Wednesday.
- Older siblings (middle and high school students) who are picking up younger siblings should plan to meet at the flag pole no earlier than 3:10 PM.
- Students enrolled in the Extended Day program or supervised by an adult are allowed on campus after school. All other students need to leave immediately after dismissal.
- The playground will open at 6:00 PM for community access after Extended Day has been closed.

Any students in need of help should go to the office immediately and may use the phone for emergencies. In case of a parent/guardian being late or not showing, students are to go to the office and the office will call home. Phones will not be used by students to plan rides, playdates, or any non-emergencies. Parents/guardians arriving late should pick up their child/ren in the office.

After School Playground Use

We ask that families who wish to stay after school to use the playground wait on the sand field until 3:25 PM (1:55 PM on Wednesday) to ensure all students have been safely dismissed prior to using the playground. All students on the playground must be supervised by an adult. We ask students and families to follow our same school rules while playing such as staying on the play equipment, blacktop and sand field, using the play equipment as taught in PE, and throwing away trash.

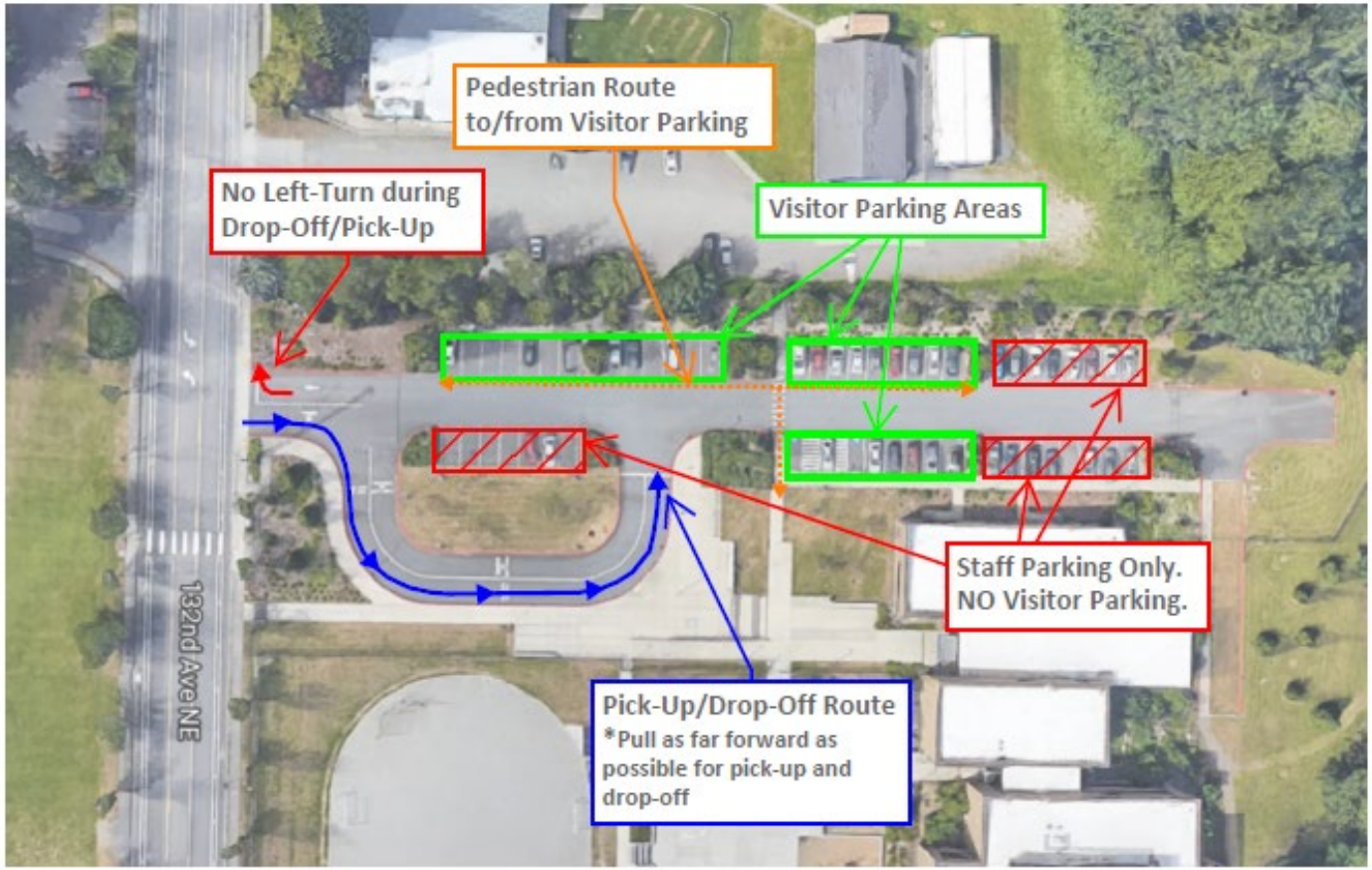
NEW
Student Drop-Off/Pick-up Procedure
North Lot - Grades K-2 ONLY

John Muir Elementary

The North loop is for drop-off and pick-up of students in Kindergarten, 1st Grade, and 2nd Grade.

Parking for visitors in the North parking lot is allowed ONLY in the areas shown in green.

Visitors parking in the north lot shall use the designated crosswalk to walk students to/from the school.



September 2019

John Muir Elementary

Student Drop-Off/Pick-up Procedure
South Lot - Grades 3-5 ONLY

The South loop is for drop-off and pick-up of students in 3rd Grade, 4th Grade, and 5th Grade.

NO Visitor Parking is allowed in the South Lot. Parking in the south lot is for Staff only.

September 2019

The JME parking lot is a very busy place before and after school. The safety of our students is our highest priority so if you choose to drop off or pick up students in a vehicle, please plan to be patient.

As a reminder, John Muir Elementary is a walking school. We encourage you to utilize the safe walking routes as much as possible to ease the congestion in our parking lots.

The north parking lot is to be used for Kindergarten, First and Second Grade drop off and pick up. The south lot is for Third, Fourth and Fifth Grade drop off and pick up. If you have multiple students that attend John Muir Elementary, please pre-determine which parking lot you will drop off/pick up each day.

When using the drop off/pick up zone, please pull as far forward in the zone as possible. If using the drop off/pick up zone, students are expected to be able to get in and out of the car without adult support and need to exit and enter the car on the curb side for safety reasons. If they can't, please allow time to park in a marked parking spot and walk the student onto campus. You may park in the designated areas in the north lot, or the south church parking lot to drop off or pick up your student before or after school. The south lot is for staff parking only.
Students are not to walk into the parking lot without an adult accompanying them.

Do not drop off or pick up your child on 132nd Ave NE or in the middle of the parking lot.

For drivers with handicapped parking permits, please drive directly to one of the 3 designated spaces available. If all spaces are filled, please return to the drop off/pickup zone or park in one of the visitor parking spaces.

Always drive slowly and use caution when using the JME drop off/pick up zone and parking lot. Also, please follow any directions from adult staff.

Birthday Policy

Birthday party invitations are NOT to be handed out during school hours. Please arrange to deliver invites outside of school hours and off school property.

At JME, we are committed to empowering, equipping, and encouraging each student to achieve their limitless potential by providing *equitable** opportunities. We stand for a sense of belonging, community, diversity, and academic success.
John Muir Elementary - where we:
Empower
Equip
Encourage

As we continue to strive for this goal, we are also looking inward at our own definitions of equity and forming our collective identity as a school that truly embraces diversity and celebrates each student for who they are and who they wish to become. We are focusing our efforts on increasing ***student sense of belonging*** here at John Muir Elementary. We want each and every student to feel respected, celebrated and valued.

This has led to a thoughtful discussion as a staff around how we honor students on their birthdays. We want students to feel celebrated on their special day. We want to join in the joy that they feel on their birthday. We also recognize that every family has their own traditions and customs for celebrating this day as well.

Our celebration policy as of September 20th, 2022:
Students who celebrate their birthday **will be honored** at school with a special classroom recognition determined by the classroom teacher. This might include a special read aloud, birthday chant/song, or community circle recognition.
We will not be celebrating student birthdays with outside food or treats.
Here is our **WHY**:

- Not all students are able to bring treats or goody bags to share with their class. This is not equitable.
- Not all students are able to participate in eating treats due to allergies. This is not equitable or safe.
- Not all students are able to participate in the celebration for religious and cultural reasons. This is not equitable.
- Not all students respond to sugar in the same way and thus this can negatively impact their health and learning. This is not equitable.

This also applies to other celebrations. No outside treats can be brought in by families unless requested by the teacher for a special class event.

Bicycle and Scooter Policy

Students 10 years and older can ride bikes or scooters to school. If this is something you are interested in having your student do, you must fill out the John Muir Bicycle Contract. There is a bike rack at both parking lots for bikes to be securely locked up. Students will need to use their own lock. Students must wear a helmet. Students may not ride bikes or scooters on school grounds and may walk their bikes/scooters in when entering school property.

Purchasing Breakfast or Lunch

Student Breakfast	$0.00
Student Lunch	$0.00
Adult Breakfast	$4.15
Adult Lunch	$5.75
Milk only	$0.75

During the 2026-27 school year, Muir Elementary will provide all students with one free breakfast and lunch each school day, through Meals for Washington Students. State law allows school districts to provide meals at no cost to all students enrolled at elementary schools where 30% or more children enrolled at the school are eligible for free or reduced-price meals.

Forms for Free or Reduced-Price Breakfast and Lunch are available in the school office. If a child qualifies, a new form must be submitted at the beginning of each school year. You can fill this form out online on the district webpage.
https://www.lwsd.org/students-families/breakfast-and-lunch-menus
Each student has their own card and account. Any questions, please check with the classroom teacher, accountant Mrs. Whelan, or the front office.

Cafeteria/Dining Expectations

Students are given 25 minutes to eat their lunch. Please remind your child that their focus should be on eating their lunch in the given time. All food and drinks are NOT to be shared due to possible food allergies. Students with allergies will be allowed to eat at the allergy aware table for safety.

Cafeteria Expectations

- Stay at the table once seated
- Use their best manners
- Use inside voices
- Sit at their assigned table
- Make one trip to the garbage can/recycle bin when dismissed
- Raise their hand when needing support with utensils, napkins, spills, or need to use the restroom

Communication

Communication from the school about important dates, activities, school events, fundraisers, and any other important information will be available and communicated to families through the following ways:

- ParentSquare
- Notes home in student's backpacks
- Peach Jar
- School newsletter – sent via ParentSquare
- Our school website
- School reader board

Dress Code

In order to facilitate learning for all students, JME requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up or go home if necessary. Please remember to think about clothing when students are standing, sitting, bending or reaching.

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures, writing or innuendos is prohibited.

Our focus is on learning. Anything that interrupts or distracts the learning of others will be addressed. Students wearing attire that is not suitable for school will be reminded of the policy, asked to change into borrowed school clothing and/or a call home for clothing will be made.

Clothing must cover the student's stomach, back, shoulders, chest and undergarments. Shorts, skirts, and dresses must be longer than mid-thigh. Undergarments must be covered. Closed-toe shoes are expected so that students can fully participate in the wide variety of activities that happen every day at JME. No flip flops, slippers heelies/wheelies or high heeled shoes should not be worn in school. If you have any questions, please contact the principal.

Emergencies

If school needs to be closed for any reason an automated message will be sent to you via ParentSquare with instructions about picking up your child(ren). For weather emergencies, The Lake Washington School District will notify local radio and television stations with updates as well. In case we need to contact you by email or phone, it is important that student emergency information is correct. Please contact the office if there are any changes in your contact information (address, phone number, emergency contact's phone number).

We suggest you remain at home unless directed by emergency personnel or LWSD staff to come to the school grounds. This message will come via ParentSquare. If you arrive at the school during an emergency, you should go to the area in front of the school and wait for directions from staff. Please do not enter the playground. Very specific procedures for student release must be followed in any emergency. Please be patient. All these procedures are in place to guarantee student safety.

Enrollment/Variances

Students in Washington state may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website for timelines and processes.

Expectations and Rules

At JME students ROAR. They are:

- Respectful
- On Task
- Appropriate
- Responsible

	Recess Expectations	**Hallway Expectations**	**Cafeteria Expectations**	**Bathroom Expectations**	**Stairwell Expectations**
Respectful	I can show good sportsmanship I can include everyone during play	I can follow staff directions I can keep my body safe I can say hello to my friends and teachers without using my voice	I can keep my food in my mouth I can keep my body to myself I can place trash in the garbage	I can have privacy for myself and others	I can follow staff directions I can stay to the right so people can get by easily I can stay in my spot in line
On Task	I can play games according to the rules taught in P.E. I can <u>immediately</u> line up when the bell rings	I can give space between me and the person in front of me I can go straight to my destination	I can sit safely while eating my own lunch I can raise my hand if I need something I can stay safely in my spot	I can Go, Flush, Wash, and… Immediately back to class	I can walk on the right side quietly
Appropriate	I can use appropriate language and conversations I can use equipment appropriately I can use KELSO choices to solve problems	I can walk in the halls quietly	I can have appropriate conversations I can talk to my friends using an inside voice	I can be quiet so as not to disturb other classrooms	I can touch each step while walking I can keep my body to myself
Responsible	I can play where adults can see me I can put equipment away after the last recess I can keep bark, mulch, flowers, rocks, and sand on the ground	I can walk in line on the right side	I can report spills to an adult I can wash my hands I can put my items where they belong when I am done	I can keep the bathrooms clean I can place my paper towel in the trash can	I can stay in line I can get where I need to go

Physical interaction expectations:
JME has rules about physical and verbal interactions for a variety of reasons, including safety, health, cultural considerations and to maintain fair and equal treatment of all students.

- Safe touches

These touches are generally considered appropriate and can include pats on the back or shoulder, handshakes, high fives, and holding hands. Students should maintain appropriate and respectful personal space.

- Unsafe touches

These touches can hurt a child's feelings or body and should be avoided. They can include hitting, pushing, pinching, kicking, or touching private parts.

- Distractions

Physical touch can be distracting for students and educators, especially in early education classrooms. It can divert students' attention from the lesson, which can disrupt the classroom and distract the educator.

Expectations for Respectful Interactions

At JME we practice respectful behavior to encourage, equip and empower all students by creating an equitable, positive, inclusive, and successful learning environment. We expect all adults to model the kind of responsible, considerate, and positive behavior we hope to instill in our scholars. Verbal interactions and conversations among students are appropriate to the school environment and support student learning and growth. Additionally, JME scholars are expected to respectfully interact with staff and volunteers in the same manner. Students are expected to interact by using positive communication that shows respect for the dignity, diversity, and well-being of all adults and students by listening to others, seeking to understand, and sharing my ideas so others may hear and understand my perspective.

Expectation for Appropriate Use of Social Media:

Social media is part of society, and it has an impact on individuals as well as communities. JME families are asked to commit to using social media in a manner that promotes a positive JME. When families or students have a concern, they are expected to “go to the source” and engage in a direct, confidential, and private conversation about a concern. Families and

students are expected to refrain from idle gossip or complaints in person, text, and social media.

Electronic Devices Policy

To maintain a productive learning environment, personal electronic devices are not permitted for use on campus from student arrival until 3:15 PM. This includes iPads, laptops, cell phones, smart watches, cameras, and any other handheld music or gaming devices.

Many parents or guardians provide their children with cell phones for communication in case of emergencies or changes in plans. To avoid disrupting the school day, students who bring a cell phone or electronic device must keep it turned off and out of sight while on campus. Smart watches may be worn but must have mobile mode and internet access disabled; they are to be used only for telling time during school hours. Should a student be found in possession of a cell phone or electronic device during school hours, the student will receive a reminder of the policy. Additionally, the device may be confiscated and held in the office until the conclusion of the school day, or until it is retrieved by a parent or guardian.

Parents or guardians who need to contact their children during school hours can call the office at 425-936-2640, and messages will be relayed to students in a manner that minimizes disruption to learning. Students may use their cell phones after dismissal.

Family Rights and Privacy Act (FERPA)

- The Lake Washington School District is required to protect families from unauthorized release of certain information about its students.
- However, directory information may be released without permission from parents/guardians unless parents/guardians submit the Request to Prevent Disclosure Information form. A copy of this form is available in the office.
- Directory information is routinely used by the school district in news releases, school events programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes.

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Health Curriculum

Health is one of the subjects taught in 4th and 5th grade. Students and families will get information in the Fall at Curriculum Night and a letter will go home one month prior to sex education/HIV instruction. Wavier forms are available in the office if a parent/guardian chooses not to have the child participate in the health curriculum. Parents/guardians have the right to preview the material being taught by setting up an appointment by contacting the office. With the understanding that the district curriculum adoption committee recommends teachers teach only a subset of the lessons. The lessons may also be viewed online at: https://www.kingcounty.gov/depts/health/locations/family-planning/education/FLASH/elementary-school.aspx

Homework Policy

To allow for students to grow age appropriately, homework will not start until 3rd grade. There is no homework for grades K-2.

Education is strengthened by the reinforcement of learning activities outside of the school day. Doing homework can help to accomplish this for students.

The purpose of homework can be any of the following:

- To practice and refine skills so that mastery is achieved.
- To prepare students for the next class meeting.
- To extend assignments and to apply learning to a new situation.
- To create a long-range assignment or project requiring several days or weeks to complete.
- To make up missed assignments due to absence.

In addition to the above, the staff at John Muir believe that homework helps the child develop responsibility, independence, strong study skills, and work habits.

Make a commitment to listen to your child talk about their school work and to give your child some time each evening when they have your undivided attention.

Provide a place and a regular planned time when your child can study without distractions from TV, telephone, and other siblings.
Encourage your child to ask questions about the assignment at the time the assignment is made or before they leave school.
Encourage your child to ask questions if he/she is struggling with a portion of the assignment.
Check with your child to see that the assignment is complete and is his/her best effort.
Be sure to check with your child frequently on the status of completion of long- term assignments.
Help your child develop a system or set aside a place for completed homework so that it will be remembered each day.
Provide your child the opportunity to go to the library or other resource areas in your community.

Lunch/Recess Schedules

Lunch / Lunch Recess:

Grade	Recess Time	Lunch Time
Kindergarten	11:45-12:00 12:25-12:40	12:00
First	11:45-12:00 12:25-12:40	12:00
Second	10:45-11:00 11:25-11:40	11:00
Third	12:45-1:00 1:25-1:40	1:00
Fourth	10:45-11:00 11:25-11:40	11:00
Fifth	12:45-1:00 1:25-1:40	1:00

PBIS/ROAR

What is PBIS?
PBIS is a schoolwide positive behavioral interventions and supports system designed to increase academic performance, improve safety, decrease problem behaviors, and establish a positive school culture.

PBIS is a systems approach, establishing the school culture and behavioral supports needed for schools to be effective learning environments for all students. It is a proactive approach in creating a positive, predictable, consistent, and safe school environment.

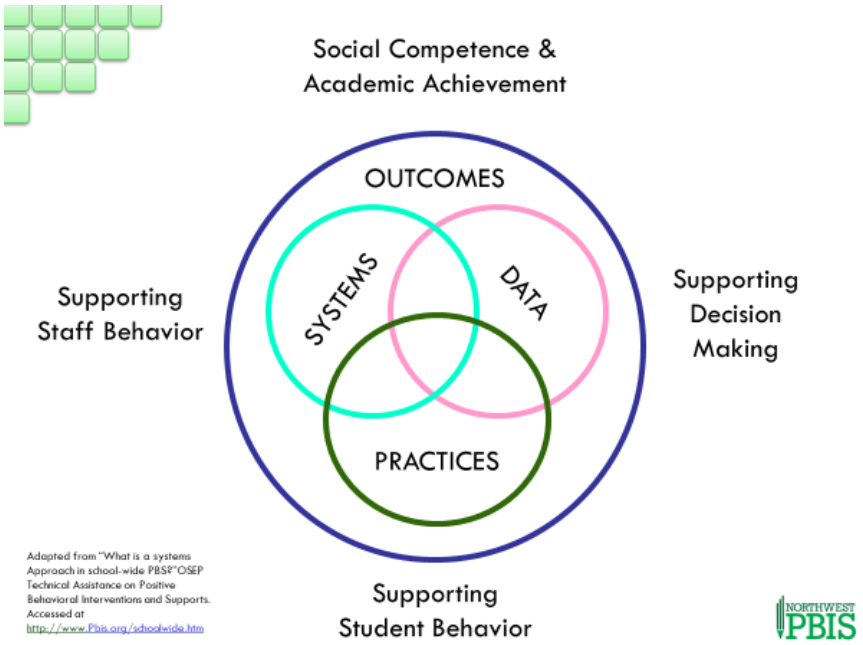
PBIS focuses on three basic ideas for improving school climate and culture:

- Developing consistent school-wide and classroom expectations
- Teaching these expectations to all students in a variety of ways
- Recognizing students for following the expectations

Students succeed when a positive school culture is promoted, informative corrective feedback is provided, behaviors are proactively managed, academic success is maximized, and the use of prosocial skills is acknowledged.

Evidence Based Features of PBIS include:

- Prevention
- Define and teach positive social expectations
- Acknowledge positive behavior
- Arrange consistent consequences for problem behaviors
- Collection and use of data for decision-making
- Continuum of intensive, individual interventions
- Administrative leadership-Team-based implementations



Our PBIS Vision/Mission

To achieve a safe and positive school, we implement a series of strategies called Positive Behavior Interventions and Supports, or PBIS. The goal of the PBIS team at John Muir is to create and promote a safe and positive school environment that enhances student learning. By consistently teaching and modeling, reinforcing, and recognizing positive behaviors, we believe all our students can do their best.

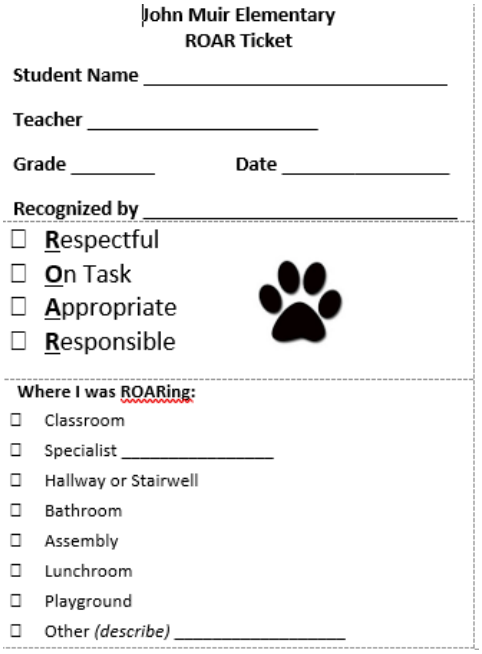
In short, the goal of PBIS at John Muir is to positively and proactively teach students how to interact with each other and with adults in and out of the classroom, during specialists, on the playground, at the lunchroom, and in all areas of the school before negative interactions occur.

What will I notice about John Muir's implementation of PBIS?

- Common routines, language and practices used throughout the school to provide consistency for students.
- The use of data to track behavior issues.
- Increased positive feedback to students.
- Implementation of a schoolwide reward system.
- Increased family/school communication, partnerships, and relationships.

PBIS Reward/Acknowledgement System

ROAR tickets are used to acknowledge, promote, and reinforce the positive above and beyond behaviors of students. Staff will distribute ROAR tickets when they observe a student exhibiting any of the four behavior expectations: respectful, on task, appropriate, or responsible. These observations can happen in any setting. ROAR tickets are collected in the office. ROAR ticket winners will be announced each Friday by randomly selecting a student's ROAR ticket from each grade level. These students will be awarded a certificate, prize, and group picture with an administrator that is posted on the screen in the lobby and sent home in monthly newsletters.



John Muir Elementary
ROAR Ticket

Student Name _____

Teacher _____

Grade _____ **Date** _____

Recognized by _____

☐ **R**espectful
☐ **O**n Task
☐ **A**ppropriate
☐ **R**esponsible

Where I was ROARing:

☐ Classroom
☐ Specialist _____
☐ Hallway or Stairwell
☐ Bathroom
☐ Assembly
☐ Lunchroom
☐ Playground
☐ Other *(describe)* _____

Gotcha Tickets are used to acknowledge, promote, and reinforce the positive behaviors of students. Staff will distribute Gotcha tickets as they observe a student exhibiting any of the four behavior expectations: respectful, on task, appropriate, or responsible. Students will place their tickets in classroom buckets. Each Friday, all tickets will be collected in the office to fill our special container. When the container is filled, students will receive a school-wide reward such as an extra recess or spirit day.

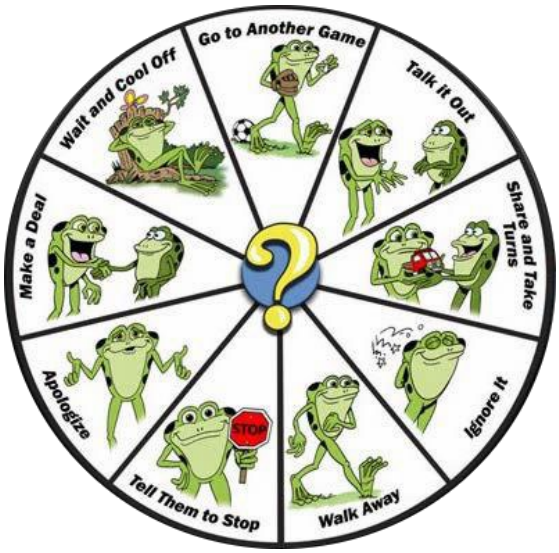
The Silver Plate Award recognizes classrooms that are following ROAR expectations in the lunchroom. Each week four classes are recognized by the Instructional Assistants in the lunchroom to earn the Silver Plate Award, receive a silver plate to display in their classroom and a certificate.

The Golden Broom Award recognizes classes that are keeping their classroom clean each day. Each week four classes are recognized by the custodians for earning the Golden Broom Award, receive a golden broom to display in their classroom and a certificate.

Kelso's Choices

We support using Kelso's choices in all grades to solve problems but especially in grades K-1. Kelso's choices teaches students about small problems and how to solve them on their own and big problems that they need to get an adult to help them with.

Second Step Curriculum is used to teach skills for learning in grades 2-5.



Restorative Practices

Restorative practices are a way of building strong, respectful relationships and repairing harm when it happens. At our school, we use these practices to help students reflect on their actions, understand how others are affected, and work together to make things right. Whether through class circles, conversations, or problem-solving meetings, restorative practices help create a safe, supportive, and inclusive school community.

Minor Behaviors

Minor behaviors occur throughout the day. It is a natural part of child development to make mistakes and learn from them. Positive reinforcement should be used as much as possible in a suggested 5:1 ratio of positive to negative reinforcement. Staff members observing minor behaviors are responsible for documenting behaviors and addressing minor behavior as appropriate. Families may receive a copy of the referral form as one type of communication.

Muir Elementary – Minor Referral

Issued by _____

Student Name _____

Date _____ **Time** _____

Grade _____ **Teacher** _____

Expectation Area of Growth:

- ☐ Respectful
- ☐ On Task
- ☐ Appropriate
- ☐ Responsible

Intervention:
(check all that apply)

- ☐ Re-Teach Expectation
- ☐ Positive Recognition
- ☐ Provide Choices
- ☐ Verbal Reminder
- ☐ Take a Break
- ☐ Think Sheet
- ☐ Restorative Conversation
- ☐ Apology
- ☐ Contact Parent
- ☐ Other *(describe)*

_____

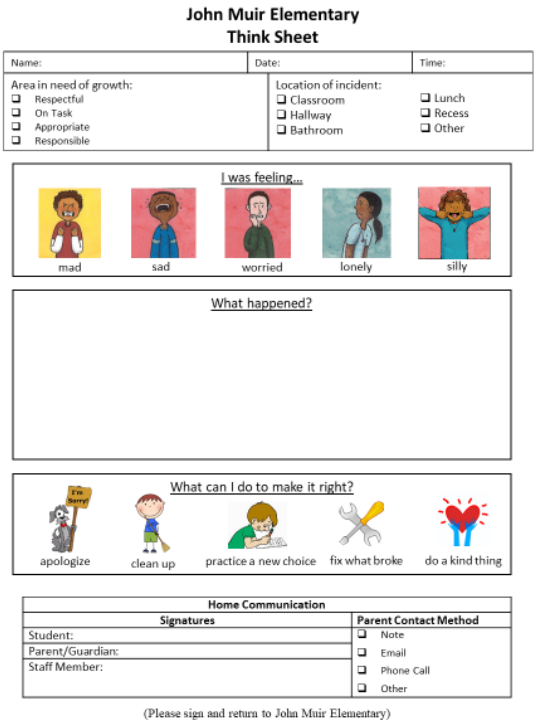
_____

Description of Incident:

Parent Signature:

Think Sheets

Another key component of PBIS involves students being an active participant in reflecting on their actions and choices. Staff use events that occur throughout the day as examples for students to reflect on and to explicitly model expected behaviors. One tool we want you to be aware of is reflective Think Sheet forms. This tool supports students and teachers in having a conversation around events that have happened and create a restorative plan moving forward. These forms are used as a communication tool between school and home. You may see these come home in your child's backpack as a way to communicate to you the opportunity for conversation and reteaching that happened during the day. Similarly to academic instruction, our goal is to ensure that our students are socially successful each day.



John Muir Elementary
Think Sheet

Name:	Date:	Time:
Area in need of growth: ❑ Respectful ❑ On Task ❑ Appropriate ❑ Responsible	Location of incident: ❑ Classroom ❑ Hallway ❑ Bathroom	❑ Lunch ❑ Recess ❑ Other

I was feeling...

mad | sad | worried | lonely | silly

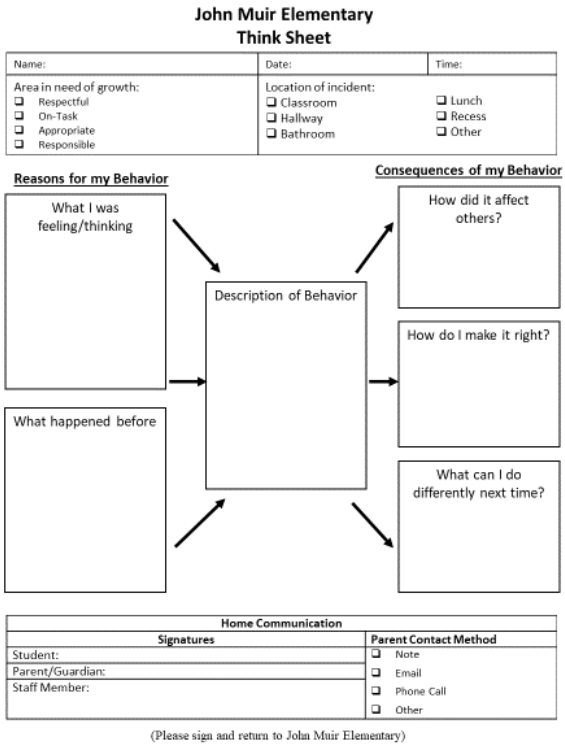
What happened?

What can I do to make it right?

apologize | clean up | practice a new choice | fix what broke | do a kind thing

Home Communication	
Signatures	**Parent Contact Method**
Student:	❑ Note
Parent/Guardian:	❑ Email
Staff Member:	❑ Phone Call
	❑ Other

(Please sign and return to John Muir Elementary)



John Muir Elementary
Think Sheet

Name:	Date:	Time:
Area in need of growth: ❑ Respectful ❑ On-Task ❑ Appropriate ❑ Responsible	Location of incident: ❑ Classroom ❑ Hallway ❑ Bathroom	❑ Lunch ❑ Recess ❑ Other

Reasons for my Behavior

What I was feeling/thinking

What happened before

Description of Behavior

Consequences of my Behavior

How did it affect others?

How do I make it right?

What can I do differently next time?

Home Communication	
Signatures	**Parent Contact Method**
Student:	❑ Note
Parent/Guardian:	❑ Email
Staff Member:	❑ Phone Call
	❑ Other

(Please sign and return to John Muir Elementary)

Major Behaviors

A Major Behavior Referral form is filled out when there are major behaviors or repeated minor behaviors.
Administrators meet with the student, model and reteach expected behaviors, assign consequences, and notify caregivers.

Muir Elementary School
Major Behavior Referral

Student Name _____ **Grade** _____ **Class** _____

Date _____ **Time** _____ **Issued by** _____

Reason for Referral:

- ☐ Repeated Minor Referrals (attached)
- ☐ Repeated or Severe Disruption to Learning
- ☐ Repeated or Severe Disrespect
- ☐ Repeated Inappropriate/Abusive Language or Threat
- ☐ Property Misuse / Theft
- ☐ Inappropriate Physical Contact
- ☐ Fighting
- ☐ Harassment / Bullying
- ☐ Dangerous Items (Drugs/Alcohol/Tobacco/Weapons)
- ☐ Other: _____

Location:

- ☐ Classroom
- ☐ Playground
- ☐ Bathroom
- ☐ Hallway
- ☐ Cafeteria
- ☐ Gym
- ☐ Library
- ☐ Arrival/Dismissal
- ☐ Other: _____

***Possible* Motivation for Behavior:**

- ☐ Task avoidance
- ☐ Obtain adult attention
- ☐ Obtain peer attention
- ☐ Other: _____

Description of the incident:

_____

_____

_____

Action Taken by Administration:

- ☐ Conference with student/Think Sheet
- ☐ Conference with Parent/Guardian
- ☐ Restorative Conversation / Apology
- ☐ Restriction(s) (*recess, lunch, assembly, etc.*) _____
- ☐ Time in office
- ☐ Restitution/restoration/Community Service
- ☐ In-School Intervention (ISI): ___ day(s)
- ☐ Out-of-School Suspension (OSS): ___ day(s)
- ☐ No action required
- ☐ Other: _____

Parent contact:

- ☐ Time: _____
- ☐ How: _____
- ☐ By Whom: _____

If you have any questions, please contact the office at (425) 936-2640.
(White – parent/guardian / Yellow – office / Pink – classroom teacher)

Personal Items at School

The following items should be left at home: hard balls, super balls, skateboards, scooters, “wheelies,” roller blades, whistles, trading cards, toy weapons, toys, and playground type equipment from home. Skateboards, scooters, roller blades, and bicycles are not permitted at after school or PTSA evening events. Students will be asked to leave the grounds if they bring these items to an after-school event. If they bring them during school, the items will be kept in the office for families to pick up. The school is not responsible for lost or stolen items.

Students personal and/or band equipment left at school is done so at the student’s risk. If a personal item brought to school becomes a distraction to teaching and learning, the item may be confiscated, and families contacted. If a student or family has any questions, please contact the principal.

Pets at School

LWSD Policy 2030: To manage the risks associated with the presence of animals on district property, the following restrictions applies to animals on school grounds and in buildings:

- No animals are allowed on district property between 7 AM and 4:00 PM 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.
- At all other times animals must be leashed and controlled by owners. The owner must clean up after their dogs and remove waste from district premises.
- According to Washington State law (RCW 16.08.040), the owner of any dog that bites a person while that person is in a public place or lawfully in a private place is liable for any damages suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness. The dog owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the dog physically or emotionally in any manner.

Playground/ Recess Expectations

At JME our playground is another place students have fun, play together and share. If I have a small problem, I will try two of Kelso's Choices. If I have a BIG problem, I will tell an adult.

Playground Expectations:

- Stay on the playground at all times.
- Ask an adult for a pass to use the restroom.
- Play games according to the game rules taught in PE.
- Use all play equipment in a safe manner and only in designated areas.
- Use two hands on the bars.
- Go down the slide seated forward.
- Leave bark, sticks, rocks or anything else found on the ground.
- Let others join a game, if they choose.
- Keep personal items, school supplies, and food inside.
- Use school equipment on the playground and leave personal items at home.

PTSA

The John Muir PTSA is very active with a number of volunteers who assist the school in a variety of ways to help make John Muir an even better place to learn. The PTSA helps facilitate family involvement through its many programs and activities. It is our stated mission to work to enhance the learning environment of every student — a mission we take very seriously. Our programs fall into three main categories: curriculum/classroom support, community building and health and safety.

Classroom and curriculum support are vital to our mission. To this end, PTSA programs support math, science, art, music, library, outdoor education, and educative assemblies as well as teacher stipends and staff appreciation events.

Research indicates that students do better in the classroom when there is a strong sense of school community. To support this, the PTSA sponsors social and family events to build a shared sense of belonging.

Students must feel safe and well in order to learn. To promote health and safety, the PTSA provides health screenings, parent educational opportunities, emergency preparedness supplies, and numerous programs focused on the well-being of our students.

All of this is possible because of the incredible contributions of time and talent from staff, administration, and families like you. Whatever you have to contribute, the John Muir Elementary community needs your voice and participation.

President	Clarissa Fowler
VP of Membership	Melissa Todhunter
VP of Fundraising	Amy Schmitt
Secretary	Kim Walker
Treasurer	Lisa McManus
Volunteer Chair	Vacant
After School Programs Chair	Laurie Kallenborn
Webmaster	Adrianne Vaughan
Advocacy Chair, Co-President, FACE chair	Vacant

School and District Events

Any students or children attending events after school must be accompanied by an adult at all times. This is for safety. All school rules will still be in effect. Check out all school events on our school's website under calendar.

Sick

If your child is sick, please notify the office and teacher as soon as possible. District policy is that a child may not return to school until 24 hours after vomiting. Students with a temperature over 100 degrees should stay home and return 24 hours after the fever has broken. Parents/guardians may use their judgment on whether their child should go to school. If you have concerns, call or stop by the office for advice. When students are sick, or return from being absent from sickness, they are expected to participate fully in school activities. If they are unable to, they will be sent to the office and a call home will be made. Students may not stay in during recess due to sickness unless they have a doctor's note requiring it. If children are too sick to go outside, please keep them at home until they feel better.

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 called to take your student home. It is essential that your student's school has a phone number where you can be contacted during the day and an emergency number in the event you cannot be reached. Families can update their emergency contacts in Skyward Family Access throughout the year through the Student Info tab and request changes link.

A sick student cannot learn effectively and is unable to participate in classes in a meaningful way. 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.

For more information on when to keep your child home from school, please visit https://www.lwsd.org/services/health-services/too-sick-for-school.

Medication/ Health Room Policy

District Nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, they may go to the health room. The Health Room Office Professional will support or check on the student's health. Parents should inform the school on the student emergency contact card or in writing if a student has a life- threatening illness, infectious disease, or serious allergy.

The Lake Washington School District's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may NOT medicate themselves, including cough drops, ointments, ibuprofen or aspirin. Any medication that must be administered during the school day will be done in the Health Room by an approved JME staff member.

Teachers are NOT permitted to give students over the counter medications. If a student is currently taking daily medications, parents need to arrange to have the student take it before school begins.

Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted) bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration. Parents/guardians must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

Lice

Lake Washington School District Lice Protocol: If health room staff or Registered Nurse find live lice on a student, the student may remain at school for the remainder of the school day. The student will no longer be sent home immediately upon identification of live lice. This is based on the current recommendations of Centers of Disease Control (CDC), American Academy of Pediatrics (AAP) and King County Public Health.

Staff will notify parent/guardian(s) by phone and send the Lice Notification Letter home with the student.
The student's classroom will also receive this letter if there are 4 or more active cases in an elementary classroom.

Lake Washington School District's lice protocol states that students that are identified with live lice or nits (white lice eggs) either at school or from the student's parent and/or guardian(s) will have to be treated and have no live lice present for the student to return to school. Students must be checked into the front office prior to returning to class and be cleared by district trained staff and/or nurse. All inspections, findings, and communications must be documented in Skyward.

If the student returns to school and nits are still present, but there are not any live lice, the student may remain in school. The student will be rechecked by school staff in 7-10 days after initial treatment. The parent and/or guardians(s) will need to continue to check daily to remove any remaining nits that may still be present. All inspections, findings, and communications must be documented in Skyward.

However, if live lice are found on return to school after treatment, the student will not be allowed to attend school that day. The nurse will provide guidance with the family in regard to live lice.

Reminder When Visiting School

Having visitors and volunteers at JME is both encouraged and appreciated.

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

When you arrive at school during business hours, enter through the main door. Please give your name and purpose of your visit after ringing the doorbell (e.g. I am here to pick up my student, I am Vo, I am dropping off something for my student). Upon entering, proceed to the office, present your ID, and check in. Visitors must wear a badge while at the school.

Volunteers must complete the Volunteer Application Process at https://www.lwsd.org/get-involved/volunteering-in-lwsd. Approved applications are good for two years.

As a reminder, when visiting students, understand that teachers are expected to be instructing and supervising students from 8:35 AM- 3:10 PM. Any conferences, meetings, and or time needed to speak with the teacher should be scheduled with the teacher in advance. Teachers are expected to get back to you in a timely manner. We protect our instructional time at JME in order to provide your child with the best educational experiences possible. No kids should be playing on the recess toys during the hours of 8:40 AM-3:10 PM. Students playing on the playground after school hours must be supervised.

Student Progress Reports

All students will receive a written report in January and also at the end of the school year in June. Family-Student-Teacher conferences will be held in January. These are to be student led conferences. Additional conferences may be scheduled throughout the school year by the teacher or families as needed.

Student Safety Patrol

Adult supervisors and student safety patrol help support student safety as students walk to and from JME. All guards and supervisors are given authority to remind students to act in a safe manner and to report if students are not responsive to their reminders. Students are expected to follow the safe walking route guidelines provided by the LWSD Risk Management Office and use the designated crosswalks where there are supervisors and student patrols. The following crosswalks should be used by students walking to and from school.

- 132nd Ave NE and NE 140th St (Traffic Light)
- NE 140th St and 129th Pl NE
- 132nd AVE (Crosswalk with Flashing Light in Front of Kamiakin and John Muir)

Student Volunteers

Middle and high school students are welcome to John Muir when serving in a volunteer role that has been prearranged with a John Muir staff member. The students must fill out a student volunteer application signed by their parent/guardian and their principal.

Forms are available online and at the John Muir office. Student volunteers need to sign into the office and always wear a badge. To maintain a safe and secure academic environment for our students, middle and high school students are not permitted to wait on campus during the time period between their school dismissal and the end of our day.

Umbrellas and Sunglasses at Recess Policy

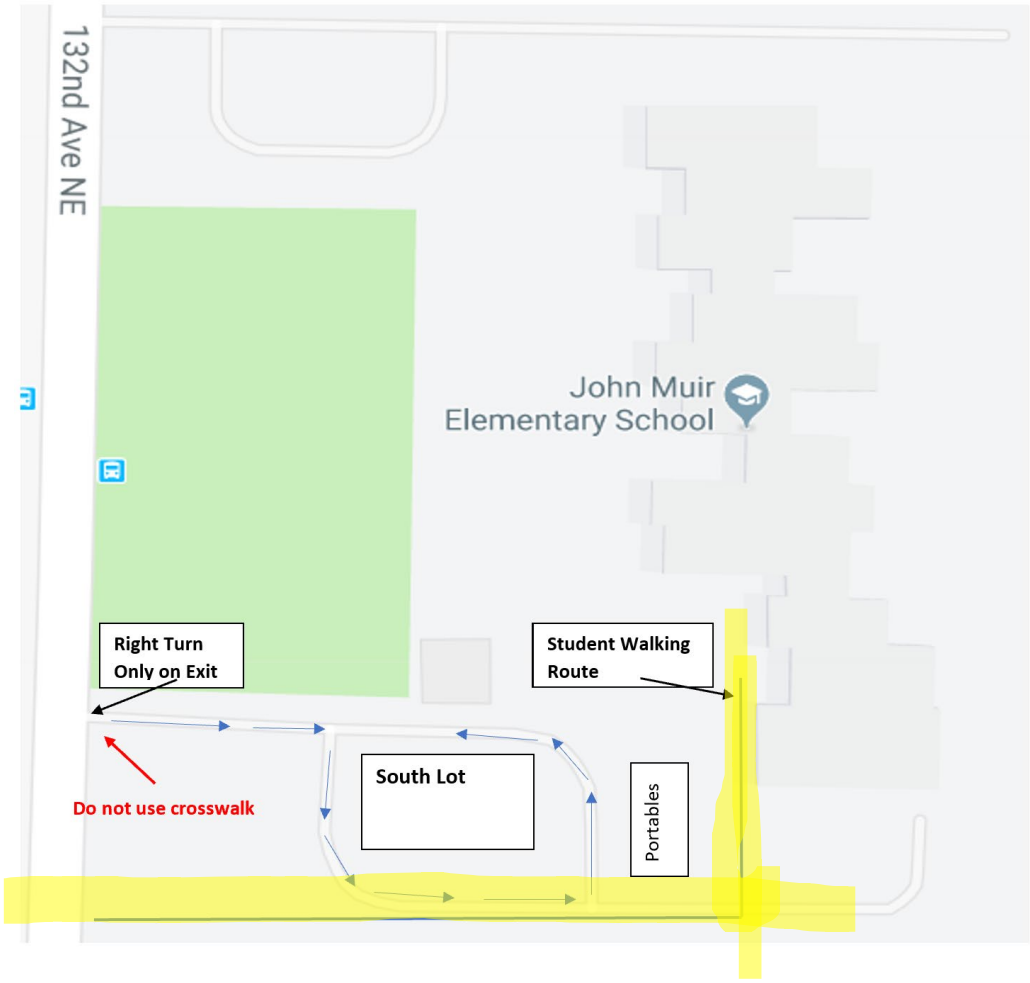
Students may use their umbrellas to and from school, but they may not use them during recess for safety reasons. Sunglasses may be used to and from school. They may also be worn at recess.

Vacation/ Extended Absence Policy

While we understand that there are occasional circumstances that require students to miss a day of school, please remember that there is no substitute for the in-class instruction that students experience. It is impossible to replicate what happens in the classroom through written work. Often written work is an extension of what is taught and discussed during the lesson in class. Although every effort will be made to see that your child gains the missed learning. Teachers are NOT required to assemble packets of work for student absences.

Walking Home Procedure/Policy

Anyone, including adults and minors, walking South of JME needs to follow the new walking path shown on the map for safety reasons. For the safety of all families, students, and adults, the walking path minimizes the amount of time students/adults spend walking in front of cars and improves traffic flow out of the school.



🖥️ Student Acceptable Use Procedures (AUP)

The AUP stands for Student Acceptable Use Procedures. These are the rules for how we use computers and technology at school in a safe and respectful way.

💡 What You Need to Know:

- Using school technology is a privilege, not a right.
- If you break the rules, you may lose your computer privileges and face other consequences.
- You and your parent/guardian must read, sign, and return the permission form before using school computers.

✅ I Will:

- Only use school computers when a teacher or staff member says it's okay.
- Keep my password private and never use someone else's.
- Visit only the websites my teacher allows.
- Use my school email only for schoolwork.
- Be kind and respectful when using technology.
- Use computers and equipment carefully and responsibly.
- Log off and leave the computer the way I found it.
- Follow copyright rules and not copy things from the internet unless I have permission.
- Keep my personal information private (like my name, address, or phone number).
- Understand that my teachers and principal can see what I do on school computers.

🚫 I Will Not:

- Use school computers for games, social media, or personal stuff.
- Look at or send anything that is mean, inappropriate, or unsafe.
- Try to break into someone else's account or the school's network.
- Change settings or install anything without permission.
- Use personal internet devices (like hotspots) at school.
- Bring or use USB drives that act like computers.
- Eat or drink near computers.