



# STUDENT & FAMILY HANDBOOK 2022-2023

Lake Wilderness Elementary School  
24216 Witte Rd. SE  
Maple Valley, WA 98038  
<https://lakewilderness.tahomasd.us/>

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## WELCOME WILDCATS!

Hello Families,

Welcome to the new school year! This year will be filled learning, growing, fostering young leaders, and building community. Lake Wilderness staff collaboration with families and community is essential to our success in achieving our mission. Our learning community will grow even stronger with your involvement and support.

This handbook is designed to help acquaint you with our school, answer your questions and use as a resource guide.

Please take time to read through the information and review the school expectations section with your child(ren). Please do not hesitate to contact the teacher or one of us if you have any concerns, questions, or suggestions.

Sincerely,

*Mrs. Ready*

Melanie Ready  
Principal

*Mrs. Blashaw*

Amanda Blashaw  
Dean of Students

*Lake Wilderness*  
ELEMENTARY SCHOOL



*Our Kind Commitment*

**K** Know students by name, strength, and need.

**I** Inspire learning and leadership.

**N** Nurture hearts and minds.

**D** Develop and maintain partnerships.

ENSURING LEARNING FOR ALL.



CLIMATE & **C**ULTURE  
 HIGH EXPECT**A**TIONS  
 PA**R**TNERSHIPS  
**E**QUITY  
 WELLNES**S**

## The Wildcat Way



I am safe.  
 I am respectful.  
 I am responsible.  
 I am a learner.  
 I am a WILDCAT.  
 RAWR!

# I am... SAFE

**Expectations - Emergency Plan - Arrival/Dismissal Routines -  
Health Information - Technology Safety - FERPA Policy**

## Expectations

	<b>Arrival/ Dismissal</b>	<b>Hallways</b>	<b>Stairs</b>	<b>Lunchroom</b>	<b>Bathrooms</b>	<b>Recess</b>
<b>VOICE LEVEL</b>	Level 2 <b>Low Flow</b>	Level 1 <b>Spy Talk</b>	Level 1 <b>Spy Talk</b>	Level 2 <b>Low Flow</b>	Level 1 <b>Spy Talk</b>	Level 3 <b>Loud Crowd</b>
<b>Qualities</b>						
<b>I am SAFE</b>	<ul style="list-style-type: none"> <li>Keep my hands, feet, and objects to myself</li> <li>Stay clear of the yellow bus zone</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Keep my hands, feet, and objects to myself</li> <li>Walk</li> </ul>	<ul style="list-style-type: none"> <li>Keep hand on rail</li> <li>Stay to the right</li> <li>One step at a time</li> <li>Keep hands, feet, objects to myself</li> <li>Feet on stairs only</li> </ul>	<ul style="list-style-type: none"> <li>Keep my hands, feet, objects, and food to myself</li> <li>Stay in the first seat chosen</li> <li>Wait in lunch line calmly</li> <li>Eat my own food</li> </ul>	<ul style="list-style-type: none"> <li>Keep my hands, feet, and objects to myself</li> <li>Use equipment properly</li> </ul>	<ul style="list-style-type: none"> <li>Keep my hands, feet, and objects to myself</li> <li>Stay where the adults can see me</li> <li>Use playground equipment properly</li> </ul>

## Emergency Plan

### EMERGENCY SCHOOL CLOSURE

- Listen to the radio or watch local news on television between 6:00 PM and 8:00 AM for any information regarding Tahoma School District.
- The district will post information to Facebook, Instagram, and Twitter.
- Tahoma School District usually is able to broadcast their emergency closure plans via email to families, so be sure that your current email is on file.
- If school is delayed, ECEAP and preschool classes are usually canceled.
- The transportation department will send information about emergency pick-up/drop off routes.

### EMERGENCY PROCEDURES

- Students will routinely practice drills for emergency situations (i.e. earthquake, fire, lockdown, and shelter-in-place). These drills will be held at different times and in several ways to ensure that all students practice.
- Complete the Emergency School Evacuation information on the back of the student Emergency Care and Health Information card each year, so the school will know if you will pick up your child at school or he/she will ride the bus home on emergency school closure days.

# Arrival/Dismissal Routines

## GENERAL INFORMATION

Arrival begins at 8:25AM. Please supervise your child in your car or in the Plaza until that time. School begins at 8:40AM.

Dismissal begins at 3:20PM. Please arrive as close to 3:10 as possible to help us keep traffic safe and moving for all.

## WALKERS

- Walking students enter through the same gate as Car Drop-Off
- Walking students exit the same door as Bus Riders
- Families meet their walking student at the orange Plaza benches out in front of the office
- By designating their child as a walker, families agree that their child is responsible enough to walk themselves home from school each day, unaccompanied. Kindergarten students need to be accompanied by an older sibling or a guardian.

## BUSES

- In the morning, students should arrive at the bus stop approximately 5 minutes before the bus is expected to arrive.
- Kindergarten students can only be released from the bus to a guardian, unless the school or transportation department has received a note stating the child can walk without an adult from the bus stop to home.
- Appropriate behavior is expected on the bus including Level 0-2 voices, kind words, backs to the back of the seat, sitting down the entirety of the bus ride, and hands to self.
- If you have transportation questions or concerns, call (425) 413-3220.
- No Bus Passes permitted this school year district-wide. Thank you for your understanding.

## VEHICLE DROP OFF AND LOADING ZONE

- The vehicle drop-off and loading zone is at the front of the school in front of the "zoo."
  - If your child arrives after 8:40AM, please check in at the office.
  - Use the crosswalk and sidewalks at all times
  - During dismissal, please have your family placard\* ready and on the rearview mirror. Without a placard, guardians/caregivers will be asked to park and enter the office to show ID. Thank you for your help keeping our Wildcats safe!
- \*Please pick up your placard with an ID in the main office

## Health Information

- Complete a current Emergency Care and Health Information card for each child in your family.
- Let the school know about changes in health.

### **MEDICATION AT SCHOOL**

- Complete the form (from school nurse) for administering medication at school and have the doctor sign it before the school can give any child medication, prescription or non-prescription.

### **IMMUNIZATION RECORDS**

- Washington State Law requires all students to be immunized against diphtheria, tetanus, pertussis (DTP), measles (or proof of immunity), rubella, mumps (MMR), and polio. Incoming kindergarten students are required to have started the Hep B series of shots.

### **DISTRICT COVID PROTOCOLS**

Please visit our district website for detailed and current information or [CLICK HERE](#)

## Food Policy

Birthdays/celebrations: Due to the rise of food allergies, diabetes, and obesity, school district policy states that parents cannot bring in food treats, but can contribute small birthday tokens or a book for the class library to recognize your child's birthday. Of course, this is entirely optional.

### **FOOD AT SCHOOL**

Food is allowed outside of breakfast or lunch.

Food should be commercially-made, individually wrapped for allergy concerns/safety- this comes from our District Food service as recommendations.

## Technology Safety

- Lake Wilderness students and staff follow the guidelines on the [Electronic Resources Student User Agreement](#) and Parent Permission Form that was signed by a guardian at student registration
- Personal technology such as laptops, tablets, cell phones, and smart watches are not permitted to be used and/or outside of backpacks on campus. Smart watches can be placed on "airplane mode" and used as a clock.
- Each student is responsible for his/her use of technology, whether personal or district-provided and must act in an appropriate manner consistent with the school, district, and legal guidelines.
- Bring your own device is only optional for grades 6-12.
- More detail can be read in the [district policy](#) website

**Family Educational Rights and Privacy Act (FERPA)  
Annual Notice for Disclosure of School Directory Information**

Dear Parent/Guardian:

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires school districts, with certain exceptions, to obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, the school may disclose some student information without written consent when the information is designated "Directory Information" unless you have advised the district to the contrary in accordance with district procedure (3231 P).

The Tahoma School District has included, but is not limited to, the following as Directory Information:

Student name	Degrees, honors & awards received	Grade level/dates of attendance
Address	Most recent educational agency or institution attended	Photograph/video
Phone number	Participation in school-sponsored activities and sports	Email address
Date/place of birth	Weight and height of members of athletic teams	Major field of study

The primary use for Directory Information by the district is to include this type of information in certain school publications. It is generally not considered harmful or an invasion of privacy if released. Examples of school publications include, but are not limited to:

- A playbill or program, showing your child's role in a drama or school production
- The annual yearbook
- Honor roll or other recognition lists published at school or in the newspaper
- Graduation program
- Sports statistics listed in programs, such as football, which may include height and weight of team members
- Electronic media, such as a school or district website
- School District publications and photographs
- News releases

Directory Information can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to:

- Other schools the student is seeking to attend (transcripts, etc.)
- Yearbook publishers and class ring manufacturers
- State or federal authorities auditing, evaluation programs or enforcing state or federal laws
- A court by order of a subpoena

Two federal laws require school districts that receive federal assistance to provide military recruiters, upon request, with three Directory Information categories (names, addresses & telephone numbers) unless parents have notified the district that they do not want their child's information disclosed without their prior written consent (secondary students only -- please refer to Access to Student Information by Military or College Recruiters Form)



# I am... RESPECTFUL

## Expectations - HIB (Harassment, Intimidation, Bullying) Information & Non-Discrimination Statement - FERPA Guidelines

### Expectations

	Arrival/ Dismissal	Hallways	Stairs	Lunchroom	Bathrooms	Recess
VOICE LEVEL	Level 2 Low Flow	Level 1 Spy Talk	Level 1 Spy Talk	Level 2 Low Flow	Level 1 Spy Talk	Level 3 Loud Crowd
I am <b>RESPECTFUL</b>	<ul style="list-style-type: none"> <li>Use manners</li> <li>Be helpful and kind to others</li> </ul>	<ul style="list-style-type: none"> <li>Wave to greet others</li> <li>Respond to signals to follow the rules</li> </ul>	<ul style="list-style-type: none"> <li>Remember to change your voice level when you enter the building</li> <li>Wave to greet others</li> <li>Watch for others on the stairs &amp; wait for them to pass</li> </ul>	<ul style="list-style-type: none"> <li>Use manners</li> <li>Include others</li> <li>Be friendly</li> <li>Help others</li> </ul>	<ul style="list-style-type: none"> <li>Give privacy to others</li> <li>Take care of my business privately</li> <li>Make responsible decisions</li> </ul>	<ul style="list-style-type: none"> <li>Use problem solving steps</li> <li>Show good sportsmanship</li> <li>Include others</li> <li>Share equipment and take turns</li> </ul>

### HIB Information & Non-Discrimination Statement

*The Tahoma School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.*

Persons who want to report harassment, intimidation, or bullying should start by contacting the school principal. If that is not possible, please contact Tahoma Human Resources at 425-413-3400. Click [HERE](#) for more information on the Tahoma website. *The following employees have been designated to handle questions and complaints of alleged discrimination:*

Title IX Officer

[TitleIX@tahomasd.us](mailto:TitleIX@tahomasd.us)

ADA Coordinator

[ADA@tahomasd.us](mailto:ADA@tahomasd.us)

Section 504 Coordinator

[Section504@tahomasd.us](mailto:Section504@tahomasd.us)

# I am... RESPONSIBLE

**Expectations - Attendance - Lost and Found -  
Dress Code - Student Leadership Opportunities**

## Expectations

	Arrival/ Dismissal	Hallways	Stairs	Lunchroom	Bathrooms	Recess
VOICE LEVEL	Level 2 Low Flow	Level 1 Spy Talk	Level 1 Spy Talk	Level 2 Low Flow	Level 1 Spy Talk	Level 3 Loud Crowd
I am RESPONSIBLE	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Be on time</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Stay in your spot in line</li> <li>Keep up with others in line</li> <li>Go directly to where I need to be</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Stay in your spot in line</li> <li>Keep up with others in line</li> <li>Go directly to where I need to be</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Clean up my area</li> <li>Make "green" decisions</li> <li>Raise hand to get help and be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Flush the toilet before leaving</li> <li>Keep area clean</li> <li>Use soap, water, and 2 paper towels appropriately</li> </ul>	<ul style="list-style-type: none"> <li>Follow adult directions</li> <li>Respond to the whistle</li> <li>Eat in the "Snack Zone" and throw away my garbage</li> </ul>

## Attendance

Students develop attendance patterns early in their school careers. Thank you for your support and teamwork building healthy attendance habits.

**To call in an absence or tardy, please contact our registrar by calling 425-413-3500.**

Washington State's attendance law (RCW.28A.225.010) mandates that once children are enrolled in school attendance is compulsory. Tahoma policy and procedures include:

- **Excused absences** include medical/dental appointments, court appointments, funerals, and illness.
- An absence is excused if the guardian either calls Safe Arrival the day of the absence or sends a note to the school within 48 hours of the absence. Only a guardian can call in an absence.
- **Excessive absences/tardies** may require documentation, such as a doctor's note. A pattern of excessive absences/tardies may be cause for referral to truancy board.
- **Pre-arranged absences** of more than three days require a [Pre-Arranged Absence Form](#) signed by the guardian. These forms are available in the school office.
- **Unexcused absence** occurs when the school was not notified of a student absence. Notification should occur through Safe-Arrival or the Pre-Arranged Absence Form

- The truancy law requires school officials to send a letter advising the guardian of the specifics of the truancy law after one (1) unexcused absence has been accumulated. If a student accumulates five (5) unexcused absences in a month, or ten (10) in a semester, a petition with the juvenile court will be filed.

#### **WHEN A WILDCAT IS ABSENT**

- Talk with your child's teacher about assignments if a student will be absent for a personal reason, but teachers do not support pre-arranged absences for vacation by offering assignments in advance.
- Send a note with your child when he/she returns after his/her absence if you did not contact the school.
- If a student does not attend school for 20 consecutive days, the student will be officially withdrawn from the school and a letter will be mailed home.
- \*Students who are quarantined due to COVID-19 illness or exposure will be provided a quarantine plan. Please reach out to the individual teacher for more information.

## Lost and Found

The best way to prevent lost items at school is by adding student names to lunch boxes, clothing layers, and backpacks. As personal toys are not permitted on the playground, please leave toys and games safely at home.

- Lost and found items are located in the large closet off of the main entrance/foyer to the school. Remember to sign in first at the office if you want to check for your child's lost items.
- Items not retrieved by a communicated date at the end of each trimester will be donated to a local charity during the winter and summer breaks.

## Dress Code

#### **SCHOOL DISTRICT DRESS CODE**

The [August 27, 2019] update of district policy and procedure 3224 revised the student dress code that was in effect since 2007. The policy applies to students at all grade levels and is gender neutral. It is intended to establish standards that allow for self-expression while preserving school order and safety. The policy places limits on clothing deemed to be a health or safety hazard, could damage school property, or that creates a "material or substantial disruption of the educational process."

The procedure, which lists specific applications of the policy, prohibits messages on clothing that are lewd, sexual in nature, drug related, tobacco related, or alcohol related. Gang apparel and hate messages also are prohibited. The procedure also states that non-transparent clothing must cover private areas, including the midsection of the torso, front and back.

**Procedure 3224P [excerpt]:**

The student and parent/guardian may determine the student's personal dress and grooming standards. Administrators may regulate a student's dress and grooming when they reasonably believe that it:

1. Implies gang membership or affiliation
2. Is related to hate groups or hate speech
3. Will create a health or safety hazard. Hats/hoods, if worn, must still allow for the student to be identifiable
4. Will damage school property
5. Will create a material and substantial disruption of the educational process
6. Contains messages on clothing that are inconsistent with the educational mission of the school district, including those that are: a. Alcohol related; b. Drug related; c. Lewd in nature; d. Sexual in nature; or e. Tobacco related.

In addition to #1-6 above, students must wear the following: a. Tops that cover private areas with non-transparent (opaque) material. This also includes the midsection of the torso, front and back. b. Bottoms that cover private areas, including the buttocks, with nontransparent (opaque) material. c. Footwear appropriate for the given activity. Staff will use reasonable efforts to avoid applying this policy in a way that singles out or embarrasses a student in front of other students.

## Student Leadership Opportunities

**Fall Applications include:**

Student Leadership Team

Wildcat Word Co-Anchor

Assembly MC

Morning Announcements Leader

Wildcat Welcome Committee

Lunch Leader

Assistant Librarian

**Winter Applications Include:**

Recess Table Team

...and more!

# I am... A LEARNER

## Expectations - Daily Schedule - Student Placement - Learning Programs

### Expectations

	Arrival/ Dismissal	Hallways	Stairs	Lunchroom	Bathrooms	Recess
VOICE LEVEL	Level 2 Low Flow	Level 1 Spy Talk	Level 1 Spy Talk	Level 2 Low Flow	Level 1 Spy Talk	Level 3 Loud Crowd
I am a LEARNER	<ul style="list-style-type: none"> <li>Be prepared</li> <li>Take all my belongings with me</li> </ul>	<ul style="list-style-type: none"> <li>Be alert</li> <li>Face forward in line</li> </ul>	<ul style="list-style-type: none"> <li>Look and listen to adults</li> <li>Be alert</li> </ul>	<ul style="list-style-type: none"> <li>Look and listen to adults</li> </ul>	<ul style="list-style-type: none"> <li>Return to class quickly</li> </ul>	<ul style="list-style-type: none"> <li>Learn and follow the game rules</li> </ul>

### Daily Schedule

**Monday – Thursday:** 8:25-8:40 Arrival, 3:20 Dismissal

**Friday:** 8:25-8:40 Arrival, 1:20 Dismissal

#### All student days also include:

- Literacy
- Math
- Specialist (PE, Music, Future Ready, STEM, Art)
- Recess
- Lunch
- Class Meeting
- SEL/Science/Social Studies
- Technology

*\*Order and times are based on grade level, please check with classroom teachers for the most current and detailed schedule for your family*

### Student Placement

We take great care and time to create balanced, supportive classrooms where all students can thrive academically, socially, and emotionally. We partner with families

through the “Student Placement Information” form in May each year, account for student needs and supports, value teacher input, and consider the whole child while making decisions.

## Learning Programs

### **READING ASSISTANCE PROGRAM (RAP)**

- Kindergarten – fifth grade students are referred based on reading assessment data and receive extra assistance to boost reading skills in a one-on-one or small group session.

### **MATH ASSISTANCE PROGRAM (MAP)**

- Kindergarten – fifth grade students are referred based on math assessment data and receive extra assistance to boost math skills in a one-on-one or small group session.

### **ENGLISH LANGUAGE LEARNING (ELL)**

- Kindergarten – fifth grade students are referred based ELPA testing scores for students who are multi-lingual and speak a language other than English at home

### **SOCIAL SKILLS GROUPS**

- Kindergarten – fifth grade students are referred by guardians and/or teacher to meet with the school counselor and learn about different social skills, such as friendship skills.

### **SPECIAL EDUCATION CLASSES**

- Preschool – fifth grade students are referred by parent and/or teacher due to a suspected disability and then, if qualify for special education, participate in pull-out classes and/or in-class support in the areas of speech and language, OT/PT, math, reading, writing, and behavior.

### **ZERO HOUR CLASSES**

- Remedial or enrichment classes are offered before or after school. Some classes are invitational only, while other classes are open to specific grade levels.

### **DISCOVERY CLASSROOM (3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade)**

- Full-time service model that is designed to meet the needs of highly-capable/gifted, high achieving students whose needs cannot easily be met in the general classroom.
- The curriculum addresses the state common core grade level standards and extends into accelerated instruction as appropriate.

### **EXTENDED ENRICHMENT PROGRAM (EEP)**

- Before- and after-school childcare is offered for students in full day kindergarten and grades 1 – 5 on regular school days, vacation days (except specific holidays), and early release days.
- Students are involved in a variety of activities, such as games, arts/crafts, homework, technology, snacks.

### **PRESCHOOL**

- Four half-day sessions are offered to students who qualify under special education or who are peer models (tuition-based fee).

### **SAIL PROGRAM**

- One or more multi-aged classes are formed for kindergarten through fifth graders who are developmentally challenged and are qualified under the special education guidelines.
- Direct instruction and intensive support is given in academics, daily living skills, and other applicable therapies.
- Opportunities for joining general education class occurs during recesses, lunch, specialists (P.E., Music, Art, STEM), and other general education activities when appropriate.

# I am... A WILDCAT!

**Traditions - Paw Prints - Yearly Events - PTSA**

## Traditions

Every Monday we will share a weekly announcement video and school newsletter via email and text.

Every Tuesday is "Kindness Tuesday!" Wear school colors, kindness gear, school spirit wear, and live our school motto "I CHOOSE K.I.N.D." every day.

Every Friday is "Blue Friday!" Represent your favorite sports teams, wear the jersey or colors of teams you play on, wear the colors or logos of your favorite teams, or wear blue and green or school gear for school spirit!

## Paw Prints

Every day, students can earn "Paw Prints" for demonstrating the Wildcat Way. The paw prints are added to classroom baskets for prize drawings every other week. At that time, the paw prints are added to a school-wide collection box to work towards a school-wide reward.

## Yearly Events

### SEPTEMBER

- Back-to-School Night - families meet the teacher to hear about the classroom expectations and explore the other programs at the school

### OCTOBER

- Hearing and vision screening
- Picture Day
- Fall fundraiser
- Harvest festival or Trunk & Treat

### NOVEMBER

- Veterans Day Assembly
- Picture retakes
- Thanksgiving Break

### DECEMBER

- Food/Toy Drive for Maple Valley Food Bank
- Winter Break

## **JANUARY**

- Highly Capable testing via family nominations and for all 2<sup>nd</sup> graders
- Martin Luther King, Jr. assembly
- Family conferences

## **FEBRUARY**

- Mid-winter Break
- Spring fundraiser

## **MARCH**

- Read Across America Day/Week
- Progress reports sent home

## **APRIL**

- Camp Casey for fifth graders – 3 days/2 nights of environmental curriculum
- Kindergarten registration
- Spring Break
- Student placement process

## **MAY**

- Year-end summative student testing
- Teacher Appreciation Week
- Class pictures
- Celebration of Learning – families see and hear students' work and participate in activities

## **JUNE**

- Volunteer Appreciation Week – celebrate the wonderful work of our LWES volunteers
- Field Day
- Move-up Day – students meet their next year teacher and classmates

Other events that will occur throughout the school year include field, PTSA events, & spirit days. See classroom & school newsletters for the specific dates on all of the events.

## **PTSA**

We have a great partnership with our Parent Teacher Student Association (PTSA), who coordinates many events throughout the year. Please join the team by visiting their website: [www.LWPTSA.org](http://www.LWPTSA.org)

Please contact classroom teachers and complete the [district application form](#) if you are interested in volunteering at our school.



I have read and reviewed the  
**Lake Wilderness Student and Family Handbook**  
with my child.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian Signature

\_\_\_\_\_  
Date



**Please return this slip to your child's teacher. Thank you!**