



The Ultimate Parent Guide to Lakeridge Elementary

Everything you need to know, all in one place.

Table of Contents

The “Nuts and Bolts” of Lakeridge.....	7
General Contact Information.....	7
Daily Schedule	7
Volunteers and Visitors.....	8
School Calendar.....	8
Dropping Off Forgotten Items.....	8
Lost and Found.....	8
School Supplies.....	8
Logo Spiritwear.....	8
School Lunch and Snacks.....	8
Library Books.....	9
Attendance.....	9
Student Sign-In/Sign-Out.....	9
Illness.....	9
Tardiness.....	9
Excused Absences.....	9
Pre-Arranged Absences.....	9
Early Dismissals.....	10
Vacations.....	10
Communication.....	11
PTA Bulletin Board.....	11
PTA Website.....	11
Emergency Contact Information.....	11
Parent/Teacher Conferences.....	12
Parent Packs.....	12
Parent and Guardian Rights to Records.....	12
Privacy Policy.....	12
Transportation.....	12
Buses.....	12
Field Trips.....	13
Changes to End-of-Day Plans.....	14
Transportation Department Contact Information.....	14
Health Services.....	14
Food Allergies.....	14
Health Information.....	14
Medication.....	14

Health Screening.....	14
Immunizations.....	15
Volunteering.....	16
PTA.....	16
Mandatory Volunteer Orientation.....	16
Lakeridge Support Services.....	16
English Language Development (ELD).....	16
Special Education.....	17
Learning Support.....	17
Speech Therapy Services.....	17
School Psychologist.....	18
Instruction and Assessment.....	18
Curriculum.....	18
Curriculum Nights.....	18
Assessment.....	18
Classroom Placement.....	18
Progress Reports.....	18
Parent-Teacher Conferences.....	18
Technology.....	18
School-Wide Expectations.....	19
Classroom Preparedness.....	19
Dress.....	19
Cell Phones, Electronic Devices and Ear/Headphones.....	19
Food/Gum/Beverage.....	20
Pets.....	20
District Policies and Procedures.....	20
School Safety & Facilities.....	20
Fundraising.....	21
Mercer Island Schools Foundation.....	21
School Activities and Events.....	22
Early Release Day Activities.....	22
Art Docent.....	22
Artist in Residence.....	22
Assemblies.....	22
Band.....	22
Birthday Celebrations.....	22
Classroom Buddy Program.....	22
Chess Club.....	22
Field Trips.....	22
Fine Arts Showcase.....	22
Culture Night.....	23
New Family Coffees.....	23
Let's Talk Lakeridge.....	23
Opening Day Coffee/Volunteer Sign Up.....	23
Parent Education Events.....	23
Principal's Coffee.....	23
PTA Meetings.....	23
Art Reflections.....	23

Safety Patrol.....	23
Science Fun Night.....	23
School Pictures.....	23
Student Council.....	23
Yearbook.....	24
5th Grade Special Events.....	24
Your Mercer Island Community.....	24
Harassment, Intimidation, and Bullying (HIB) of Student Prohibited.....	25
What is HIB?.....	25
Reporting HIB:.....	25
Staff Handling of HIB:.....	26
What happens after I make a report about HIB?.....	26
What is the investigation process?.....	26
What are the next steps if I disagree with the outcome?.....	26
We Stand Against Discrimination in All Forms.....	26
What is discriminatory harassment?.....	27
What happens after I file a discrimination complaint?.....	27
What are the next steps if I disagree with the outcome?.....	27
I already submitted an HIB complaint – what will my school do?.....	27
What is sexual harassment?.....	28
What should my school do about discriminatory and sexual harassment?.....	28
What can I do if I'm concerned about discrimination or harassment?.....	28
Our Schools are Gender-Inclusive.....	29
Who else can help with HIB or Discrimination Concerns?.....	29

This document has been put together to help Lakeridge families find their way around quickly and easily. If you have questions about items not included in this document, please let us know so we can incorporate that information for future families! We encourage you to keep this guide handy for your entire elementary school stay.

Principal's Message

Dear Lakeridge Families,

Welcome to Lakeridge Elementary — home of the Lions! I am honored to serve as your principal and thrilled to begin this journey with your family in a school community that is committed to connection, community, and collective success.

At Lakeridge, we believe that every child matters. Our new motto, “**Each Lion, Every Day, Happy and Proud,**” speaks to our core values: each child is seen, valued, and celebrated; every day is an opportunity for growth and learning; and together we are united as one pride: strong, resilient, and inclusive.

At Lakeridge, we strive to “Be the Three: Be Safe, Be Respectful, Be Responsible, the LION Way.”

L = Lead with empathy

I = Include everyone

O = Own your learning

N = Notice and name your impact

These shared expectations help us build a positive learning environment where all students feel a sense of belonging and are empowered to reach their full potential — academically, socially, and emotionally.

Strong partnerships between school and home are essential to student success. Your voice, your presence, and your support help create the kind of school community where children flourish. Whether you're volunteering in the classroom, joining a school committee, attending events, or cheering from the sidelines—we are grateful for the many ways you contribute.

I invite you to stay connected this year through regular communication with your child's teacher, my weekly newsletter, “Inside the Pride,” and ongoing family events. Please don't hesitate to reach out. We are here to partner with you.

Thank you for trusting us with your child's learning and growth. We're excited for the year ahead and can't wait to see all the ways our Lakeridge Lions will roar with PRIDE!

Proud to lead the Pride,



Jennifer

Jennifer Cleaves
Principal, Lakeridge Elementary

The Mercer Island 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, marital status, 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. The Mercer Island School District offers classes in many College and Career Readiness programs, admission to which is non-discriminatory. Lack of English-language proficiency will not be a barrier to admission and participation in those programs.

Harassment, Intimidation and Bullying Compliance Officer:

Erin Battersby, Assistant Superintendent of Compliance and Legal Affairs, (206) 230-6227 erin.battersby@mercerislandschools.org

Title IX Compliance Coordinator:

Erin Battersby, Senior Director of Compliance and Legal Affairs, (206) 230-6227 erin.battersby@mercerislandschools.org

Section 504 & ADA Coordinator:

Dr. Sue Ann Bube, Assistant Director of Special Service, (206) 236-3326 sueann.bube@mercerislandschools.org

Civil Rights Compliance Coordinator:

Erin Battersby, Senior Director of Compliance and Legal Affairs, (206) 230-6227 erin.battersby@mercerislandschools.org

Mercer Island School District

The Mercer Island School District consists of four elementary schools—Island Park, Lakeridge, West Mercer, and Northwood, one middle school—Islander Middle School, and two high schools—Mercer Island High and Crest Learning Center. Information about the Mercer Island School District can be found on the [MISD Website](#)



Board Policy 0001

Values

Students are the priority. We believe in:

- Supporting the whole child
- Creating inclusive and equitable learning settings
- Ensuring our school communities are safe and supportive
- Providing rigorous and challenging learning

Vision

Inspiring our students to be lifelong learners as they create their futures.

Mission

The District will foster learning by engaging students in thinking critically, solving problems creatively, and working collaboratively.

Operational Expectation 1800 OE-1 Student Focused Fundamentals

In accordance with the values, vision and mission stated in [Board Policy 0001](#), the District will strive to achieve the following fundamentals, goals and objectives:

1. Create a personalized learning environment where differentiated instruction, student-centered education and varied learning opportunities are responsive to students' strengths, needs, interests and passions.
2. Maintain the highest learning standards in the areas of fine arts; health and physical education; English language arts; mathematics; financial education, science; environment and sustainability; social studies, world languages; computer science and educational technology.
3. Develop self-awareness, empathy, emotional/social intelligence, responsible decision-making and citizenship.
4. Engage students in analytical and critical thinking in order to identify and address global concerns.
5. Foster and embrace diversity, inclusiveness, and equity with a focus on respect and acceptance of every student.

The “Nuts and Bolts” of Lakeridge

Here's the place to find the basic information you'll need. From school hours to dropping things off, your most common questions will probably be answered here!

General Contact Information

Lakeridge Main Office: 206-236-3415

Absentee Alert Line: 206-236-3376

Transportation Office (Bus): 206-236-3338

District Emergency Number: 206-236-3366

District Webpage: <http://www.mercerislandschools.org> or [MISD Website](#)

Administrative Assistant: Kerri Goldner, kerri.goldner@mercerislandschools.org

Principal: Jennifer Cleaves, jennifer.cleaves@mercerislandschools.org

Daily Schedule *This year's schedule is under construction-the crossed out information below will be updated soon.*

Office Opens	8:00 AM
First Bell	9:10 AM
Tardy Bell (School begins)	9:15 AM
Grades K-2 & 4th Recess	10:45-11:00 AM
Grades 3, 5, 4/5 Recess	11:05-11:20 AM
Grades K-3 Lunch	12:10-12:30 (Recess 12:30-12:50)
Grades 4-5 Lunch	12:35-12:55 (Recess 12:55-1:15)

WEDNESDAY DISMISSAL 2:05 PM

Grades 3HG, 4/5 Recess	2:35-2:50 PM
Grades K-3 Recess	2:55-3:10 PM
School Day Ends (M, T, Th, F)	3:45 PM
Office Closes	4:00 PM

School Hours

Normal school hours are 9:15am to 3:45pm, Monday, Tuesday, Thursday, and Friday and 9:15am to 2:05pm on Wednesday. The playground and school grounds are unsupervised before and after normal school hours. Children playing on school grounds outside of normal school hours must be under the supervision of an adult. Please plan and provide adult supervision to your child if they are on school grounds before 9:00am or after 3:45pm.

Teachers often are in their classrooms before and after school preparing for the school day, grading papers, collaborating with their peers, attending meetings and working on curriculum. In consideration of their busy schedules, please schedule an appointment if you would like to meet with them during these times.

Common Q & A

Calendar

Q: What's an Early Release Day?

A: Every Wednesday students are released at 2:05pm to allow planning time for the teachers. After school activities are available to students who are interested.

Q: What's a Half- Day Dismissal Day?

A: Occasionally, during the year the district schedules a half-day dismissal day for various reasons. A half-day for elementary is 12:15pm

Volunteers and Visitors

When you visit Lakeridge Elementary, please check in at the badge kiosk in the front office vestibule. Please bring your driver's license/identification card with you to check in. If you are volunteering in a classroom, please silence or turn off your phone. If you must text or take a call, please ensure students are supervised and remove yourself from the learning environment before you do so. Thank you for limiting cell phone usage while at school.

School Calendar

The school calendar is available online on the district website [2025-26 School Calendar](#). Important events will also be included in the Lakeridge PTA's newsletters and on the [PTA website](#).

Dropping Off Forgotten Items

Please drop off any items that you need to get to your children during the school day to the front office so as to not disturb the teaching and learning environment.

Lost and Found

The Lost-and-Found is always full of coats, sweatshirts and other items. Located in the main hall, please check it regularly for your child's lost items. Please label all removable clothing worn to school. Items not claimed during the year will be donated to local charities at various times during the year.

School Supplies

School supplies are purchased in bulk. A charge, per student, is collected with other student fees as part of the Parent Pack collected by the PTA. [PTA website](#)

Logo Spiritwear

Lakeridge logo shirts and sweatshirts are available for purchase through the [PTA website](#).

School Lunch and Snacks

Students may bring a lunch from home or purchase a school lunch. Additionally, students may want to bring a healthy snack for a classroom snack break. *Students are to eat their own food. Trading or sharing food items is not allowed as a precaution against food allergens.* When packing a lunch or snack, please help your child by using containers or packaged food items that they can manage to open on their own.

If you have a child with serious food allergies, please consult the school nurse to get information on establishing a plan with the school. Unless directed by staff, all food is to be consumed inside the building during the school day.

School Lunch Program

Information about the [school lunch program](#) can be found on the District website. There are two lunch options served daily, with one always being a vegetarian choice. Students choosing school lunch will be asked to make a lunch selection in the morning as part of attendance procedures. The lunch menu is posted on the website each month.

Lunch Accounts

Money may be added to your child's account online via [Qmlativ \(Skyward\) Family Access Account](#) or in the front office. *Cash or checks can be dropped off in the school front office. Checks should be made payable to "Mercer Island School District-Food Services."* Credit and debit cards are NOT accepted in the front office.

Free and Reduced Lunches

Under provisions of the National School Lunch Act, free and reduced price lunches are available to children of families who qualify. In certain cases, foster children are also eligible for these benefits.

The [Free/Reduced Lunch Application](#) information can be found online. Occasionally, a change in family income or size during the school year may qualify students who were previously not eligible. Should this be

your case, please complete the form or contact the Director of Food Service. We encourage all families who might qualify to submit the application.

Healthy Foods Focus

At Lakeridge, we do all that we can to foster a healthy and nutritious school environment. At the school we focus on non-food incentives and rewards. As a parent/guardian, we encourage you to support this effort by: 1) sending your child to school with healthy snacks and lunches if you don't participate in the school lunch program and 2) providing nutritious party snacks if you choose to bring them for classroom celebrations.

Library Books

Each classroom has a library class as part of our specialist rotation. During library, students are able to check out and return library books. Remember our wonderful library aide is available to help if your child needs reading suggestions.

RSVP (Qmlativ/Skyward)

The RSVP process allows families to verify information online. Once you have registered through this process, you will have access to your child's class information, attendance, food service account information, report cards, and test scores. You can learn more about how to register and access this account on this [webpage](#).

Attendance

Students develop attendance patterns early in their school careers. By keeping students home from school only when necessary, parents can help their students develop good attendance patterns. As soon as you know your student will be absent, please call the school absentee alert number at 206-236-3376. Leave the name of your child, their teacher, and the dates and reason for their absence on the recording. As a safety protocol, if your child is not in school and you have not reported his/her absence on the Absentee Alert line, a school staff member will call you to verify your child's location.

Student Sign-In/Sign-Out

Students must be signed in and out from the office whenever their arrival or departure is not at the normal time, regardless of the reason. For security reasons, please follow proper school check-out procedures.

Illness

If your child is ill to the extent that it will be difficult to participate in the activities of a normal school day, please keep them home. We do not have adequate facilities to care for ill children nor do we want to expose other students and staff to their illness.

When children become ill at school, the parent/designated person is called to pick them up. It is extremely important to keep the office up to date with any telephone, address or work changes. It is important to provide a local Mercer Island phone number for emergency contacts. The school nurse recommends that a child with a fever be kept home for 24 hours after a normal temperature is reached without the aid of fever-reducing medications. A child who has vomited should also be kept home for 24-hours after the last vomiting incident.

Tardiness

Classroom doors are opened and the school day begins at 9:10am. Students are expected to be at school by 9:10am and seated in the classroom by 9:15am or they will be considered tardy. Instruction begins promptly at 9:15am. Students arriving after 9:15am must check in at the front office before going to their classroom. Frequent tardiness is disruptive to a child's learning and the classroom environment; please help your child arrive at school on time.

Excused Absences

Excused absences include illness, medical, or dental appointments, bereavement, and unforeseen emergencies. All absences must be reported on the absentee alert number at 206-236-3376.

Pre-Arranged Absences

On an increasing basis the Mercer Island Elementary School administration and teachers are experiencing difficulties because students are missing school for prolonged periods of time associated with family vacations.

Parents may not realize how these absences affect their child's education and the school's ability to operate effectively. If your child will be absent three consecutive days or more for a non-illness or non-emergency reason please follow the steps below:

- Families must fill out the [Elementary Notification of Absence Form](#) or each child and send it to the office at least two weeks before the pre-planned absence occurs.
- Teachers are not expected to prepare special homework packets in advance for families to take with them on vacation when appropriate teachers will save all work that was handed out during the child's absence. This work should be completed at home when the child returns to school.
- Upon a student's return from an absence, parents are responsible for reviewing with their child/children the work that was missed.
- Parents should not request that teachers make up work with students due to vacation absences.
- Children will miss some learning that cannot be made up.
- It is recognized that there is educational value to travel. It is highly desirable for vacation activities to be blended into a child's education. Examples include keeping a journal or scrapbook for travel; digital records of trips, reading related books, maps or other educational material. At the discretion of the teacher, some makeup work may be substituted for travel experiences.

Early Dismissals

If your child needs to leave early from the classroom for any reason, please go into the main office and your child to be called out of the classroom. Allow 10 minutes for your child to gather belongings and walk to the front office. For security reasons, all students must be signed out through the main office. Please follow the school's check-out procedures.

Vacations

We understand that family time is important and encourage families to plan vacations during scheduled school breaks whenever possible, as outlined on the [district calendar](#). When students are absent, it can impact both their learning and the flow of classroom instruction. If your child will be absent for three or more days, please complete the [Elementary Notification of Absence Form](#). Per district policy, vacation-related absences are considered unexcused. Thank you for helping us support consistent learning for all students.

Common Q & A Attendance

Q: What time should we get to school?

A: Please drop your child off between 9:10 and 9:15 am. Supervision is not available before 9:10 am, and school doors open at that time. If you're looking for a reliable transportation option, all students are eligible to ride the school bus free of charge. To learn more, contact the transportation office at 206-236-3338.

Q: Can my child play on the playground after school until I arrive?

A: For safety reasons, the playground is not supervised after school. If your child stays to play, a supervising adult must be present.

Q: How do I pick up my child for an appointment during school hours?

A: Please send a note with your child in the morning to let the teacher know about the appointment. When you arrive, check in at the front office and sign your child out. Office staff will then call your child from class.

Q: What should I do if my child is sick?

A: Call the school's absentee line as soon as you know your child will be out: 206-236-3376.

Q: If the teacher knows my child is leaving early, can I pick them up directly from the classroom?

A: For security reasons, all early checkouts must go through the front office. Please sign your child out there, and we will call them from class.

Communication

Lakeridge is a busy place with a lot going on! To ensure clear and open communication, each teacher maintains his or her own classroom communication plan which he or she will share with you at Curriculum Night. Both parents and teachers have busy schedules, so be sure to note the best form of communication for your particular teacher. If you would like to meet with your teacher in person, please make an appointment ahead of time. This allows the teacher time to focus and prepare for your meeting. As a general rule, telephone calls and email messages will be returned within 48 hours. If your student's transportation plan has shifted during the day, please do not rely on emailing or leaving a voice message for teachers, as they may not receive the message during the school day. Please reach the front office to inform us of your student's change in plans.

Lakeridge Website

Your go-to for all things Lakeridge is the [Lakeridge Elementary](#) website.

Lakeridge Directory

The Lakeridge Directory is available on the [PTA website](#) with a Lakeridge PTA membership.

Common Communication Q & A	
Q: How can I find out what's going on at the school?	A: The best resource is the weekly principal newsletter, "Inside the Pride," that will come via ParentSquare.
Q: If I have a question about my child and his/her learning experience, with whom should I speak?	A: Contact your child's teacher directly about your child's school experience.

School Communication with ParentSquare

This year, MISD and Lakeridge will use ParentSquare as the main communication platform for both schoolwide and classroom updates. This includes messages from the District, principal, office, and your child's teacher. ParentSquare pulls contact information directly from Qmlativ (Skyward), so please make sure your email and phone number are up to date in your Skyward Family Access account.

Parents can choose to receive instant notifications or a daily digest of all communication sent that day, delivered each evening. To customize your notification settings, visit www.parentsquare.com or download the ParentSquare app.

Classroom teachers will use ParentSquare to share updates about classroom activities, events, and reminders. Your contact information remains private—teachers do not share class email lists and use secure messaging through the platform. Please note that the PTA collects contact information separately, and the school does not share family contact details with any outside groups, including the PTA, due to privacy policies.

Parent Advisory Council (PAC)

The Parent Advisory Council is an advisory team consisting of parents/guardians, a Board member, and the school administrator, who oversee the school improvement plan, safety issues, special events/programs, extracurricular activities and issues that may arise. A request for interested volunteers to join the PAC group goes out every fall. If you have a question or concern about the school community related to the School Improvement Plan, ask your Parent Advisory Council representative.

PTA Bulletin Board

In the main hall of the school, you'll find the PTA Bulletin Board containing notices of current happenings.

PTA Website

You can find out more information about our very active [PTA on their website](#).

Emergency Contact Information

Each fall parents are requested to fill out forms which give information to the school about who to contact in an emergency and who is authorized to pick up your child from school. It is essential that this information be kept up to date as it is vitally important when your child is ill, in need of something, or in an emergency. Please keep us informed of any changes. It is important to have at least two emergency contacts. It is strongly preferred that these be Mercer Island contacts for ease of access.

Parent/Teacher Conferences

Each child will have one scheduled parent-teacher conference in the fall. If you would like to discuss your child's progress at another time during the year, please contact your child's teacher to schedule an appointment in advance. This ensures the teacher has time to prepare and can provide a meaningful and productive conversation. Unscheduled "drop-in" conferences are discouraged, as they disrupt classroom instruction and take time away from student learning.

Parent Packs

Our PTA [Back-to-School forms](#) and payment information are [ONLINE!](#) The e-Parent Pack contains information on school supply payment, PTA membership, special classroom fee, and other donation opportunities.

Parent and Guardian Rights to Records

Like any member of the public, parents and legal guardians have the right to request District records under the Public Records Act, chapter 42.56 RCW. In accordance with RCW 28A.320.160(2), we want to inform parents and guardians of their right to request public records regarding school employee discipline.

In addition, under the Family Educational Rights and Privacy Act (FERPA), parents and legal guardians have the right to request and review their own student's regularly maintained education records. These rights do not extend to records of other students.

Both Public Records Act and FERPA requests can be submitted through the [District's GovQA Public Records Portal](#), which also provides additional guidance on the process. For more information and to access the portal, please visit our [Public Records webpage](#).

Privacy Policy

You will find a link on our school's home page entitled "FERPA." This link will contain a Notification of Rights under the Family Educational Rights and Privacy Act which outlines information collected by the school and its scope of use. As a part of that form, parents and/or guardians of children can submit an **annual exception request***. If families desire to be opted out of various information uses for the current school year, return this completed form to the school on or before the 10th day of school.

**Please note that if you determine that signing this form is best for your family, your child's name and/or work will NOT appear in the directory, on 5th grade sweatshirts, in the yearbook, on websites or in other public contexts. This means that you will not receive any PTA communications or key pieces of information from the PTA including monthly newsletters, unless you sign up with the PTA directly.*

Transportation

At Lakeridge, student safety is our top priority. Our busy location presents ongoing challenges, so we ask families to consider the safest and most community-minded transportation options available.

If your neighborhood has bus service, we encourage you to have your child ride the bus—it's safe, reduces traffic congestion, and supports a more environmentally friendly commute.

If you live within the walking zone, please review the designated safe walk routes and practice them with your child. Walking to school is a healthy, safe, and encouraged option!

Buses

Common Transportation Q & A	
Q: I need to pick up my child early, should I just go get them at the classroom?	A: No. Please see the attendance section for details. You will need to go to the school office and sign out your students(s). The office staff will then call the classroom to have the teacher send your student.
Q: Where do I pick up/drop off my child when they don't ride the bus?	A: Give yourself plenty of time and follow the carefully prescribed parking lot procedures to safely drop off or pick up your child in a car.
Q: What if my child misses the bus coming home?	A: Your child will need to return to the main office where a staff member will contact a parent.
Q: How early can I drop my child off in the morning?	A: Please do not drop your child off before 9:10am.
Q: Can my 2nd grader ride their bike to school with their older sibling?	A: No. Children must be in 3rd grade or above to ride a bike to/from school.

Bus service is available for many students based on their home location in the Lakeridge boundaries. Students in a bus zone are highly encouraged to use bus transportation to/from school in order to keep traffic in and around the parking lot to a minimum. There is a separate parking lot for bus use only and students will be dropped off there in the morning and will line up by bus number after school in the same place. You can find information about bus transportation [here](#).

Note that kindergarteners will not be dropped off at their bus stop without an adult meeting them unless a release form has been signed.

Students will not be allowed on a bus they don't normally ride without a signed and dated note from a parent or guardian. The school office cannot issue bus passes.

Walking

If your child will be walking home without an adult, we recommend doing a practice walk to/from school together. This helps ensure your child is familiar and confident with the route and understands safe walking practices. As students approach the school, they should always use designated crosswalks where safety patrol members are present to assist.

Field Trips

Field trips are taken both on buses and in private cars. Permission slips must be signed by parents and/or guardians before the trip.

Arrival and Dismissal Procedures

We need your help! All the ways kids get to school in the AM and then go home in the PM are listed below. Please familiarize yourself and your student(s) with the following procedures:

→ **Kiss-n-Go:** Kiss-n-Go loop is the ONLY location where children get directly into/out of cars.

- 1. Lining up: Cars line up for PM pick up (Kiss-n-Go) in our upper staff parking lot. There is no line up for AM drop-off.
- 2. Do not leave your car unattended (park) either in the Kiss-n-Go loop or in the Kiss-n-Go line (PM only, upper staff parking lot). Please do not let kids get out or get into your cars anywhere except to/from the sidewalks in the Kiss-n-Go Loop.

→ **Park & Walk:** You may park at the South Mercer Playfields (aka Rainbow Park), but you will need to get out of your car and walk to the school to pick up or drop off students.

- We do not allow students of any age to walk to/from the park without an adult/older escort.
- Do not arrange for your students to meet you at the park.
- The only exception is occasionally we let older students who have sports practices at the playfields cross without an accompanying adult.

→ **Bus Loop:** Buses drop off and pick up in the loop directly in front of the school daily. Do not leave your car unattended in the bus loop from 8:50-9:15 am or 3:15-4:00 pm (Wednesdays 1:30-2:15 pm).

→ **Walkers:** Walkers must stay on the crosswalks and sidewalks. Please help us teach your children to not walk along the street (78th Ave) that runs in front of the school from the 4-way intersection (78th/84th) to the dead end at the Lakes gate.

- If walkers are using the Lakes gate, they must use the path that goes around the backside of the staff parking lot. Do not cross through the parking lot.
- Walkers may use the back lot gates. They will be open during arrival and dismissal.
- If walkers are going anywhere else without an adult escort, they must stay on the sidewalks and use the crosswalks at the 4-way intersection.
- As noted above, we do not allow students to walk without an adult/older escort across any parking lots (upper staff parking and playfields parking lot) or to the playfields.

→ **Bikes/Wheels:** Wheels must be walked using the same routes as walkers (above) while students are on campus and/or on school grounds west of the 4-way intersection at 78th/84th. Failure to follow this expectation may result in students not being allowed to have wheels of any kind (bikes, scooters, etc.) on school grounds.

→ **Upper Staff Parking Lot:** NO student drop-off (AM) or pick-up (PM) is allowed from our upper staff parking lot.

Bikes and Scooters

Students must be in 3rd grade or above to ride a bike or scooter to school without adult supervision. We encourage families to practice the route together before allowing students to ride independently.

For safety:

- Bikes and scooters must be walked on school grounds and at all crosswalks.
- Helmets are required when riding to and from school.
- Students may not ride through the staff parking lot. They should walk their bikes or scooters around the building and use the crosswalks before riding home.

During the school day, bikes must be locked to the designated bike racks, which are located throughout campus. These areas are off-limits to students during school hours.

Changes to End-of-Day Plans

Your child follows a consistent daily routine, and any changes—such as riding a different bus, being picked up by someone else, or walking home instead of taking the bus—require a written, signed, and dated note from a parent or guardian. Without a note, your child will follow their regular dismissal plan.

Please do not rely on email to communicate same-day changes, as teachers may not see messages during the school day. For urgent or last-minute changes, call the front office directly and speak to someone to ensure the message is received and delivered.

Transportation Department Contact Information

The Transportation Services department can be contacted at 206-236-3338 if you have specific questions about your bus route or transportation questions. Click [here](#) for more information.

Health Services

Our school has a health room staffed by a nurse to care for ill or injured students. It is important for us to have up-to-date information about what you would like us to do in case of illness or emergency. Please be sure we have an updated emergency telephone number for you or a designated contact on file at all times.

Food Allergies

If your child has serious food allergies, please contact the school nurse about a plan for your child.

Health Information

Each fall parents are requested to fill out forms that give information about student health problems. Please keep us informed of any change in your child's health status and activity restriction.

Medication

We cannot administer any medication at school—including over-the-counter items like aspirin, vitamins, cough drops, or throat lozenges—without a written authorization from a doctor or dentist. This policy also applies to inhalers, which require both written permission and usage instructions.

You can find all necessary health forms [here](#). Thank you for helping us keep your child safe and healthy at school.

Health Screening

Vision screening for near-sightedness and hearing screening are given at the school. Parents are advised if the results show a need for additional follow up. These are screening services only and do not take the place of regular examinations performed by your eye specialist or family physician.

Immunizations

Immunization information can be found [here](#).

Volunteering

Parents are the first teachers of their children. The public schools extend a cooperative and professional hand to foster life-long learning skills and interests. We welcome your involvement at school and your attention to the program at home. There are many ways we invite parents to participate.

Lakeridge Elementary has a great tradition of volunteerism. It's easy to get involved and you'll find welcoming volunteer veterans around every corner ready to show you the way.

You can find out what you will need to do to volunteer here:
[Volunteer Requirements](#)

PTA

The Parent and Teacher Association is a vital part of Lakeridge School. Your membership dues support the school program and your active involvement keeps you informed, as well as offering enrichment to the students. Many one-time and on-going activities need your help; if you can offer, please do!

Common Volunteering Q & A

Q: Can I volunteer in my child's classroom?

A: Yes! Most teachers have things they would like help with in the classroom. Attend Curriculum Night or talk with your teacher about opportunities.

Q: I work. Does that mean I can't volunteer?

A: There are plenty of volunteer opportunities that don't require you to miss work. Come to the Volunteer Coffee on the first day of school or contact the PTA president for ideas!

Q: I went to volunteer training last year; do I have to go again?

A: All volunteers must view the volunteer training video and turn in the completed and signed quiz page each year.

Come to the opening day coffee to see all of the choices or simply visit the [Lakeridge PTA](#) website.

Mandatory Volunteer Orientation

All volunteers at MISD elementary schools are required to go through a [volunteer training process](#) found on our website. This volunteer training process must be completed every school year. Please submit any required documents to our front office secretary. All volunteer training documents and processes must be completed at least 48 hours prior to a prospective volunteer opportunity at the school.

Lakeridge Support Services

We are fortunate at Lakeridge to have a broad range of support and specialists on staff to aid in the education, development, and welfare of the entire student body.

School Counseling Services

Our elementary school counselor partners with students, teachers, and families to help create a supportive and effective learning environment. This important position is generously funded by Mercer Island Youth and Family Services.

The counselor supports students through guidance lessons and individual or small group counseling focused on academic, social, emotional, and behavioral growth. In collaboration with teachers, the counselor helps identify student needs and provides strategies or referrals for additional support, particularly for those with learning challenges.

The counselor also works closely with parents to help them better understand their child's development and experience at school, and can connect families with outside resources when needed.

English Language Development (ELD)

As part of the registration process, parents/guardians are asked to complete a Home Language Survey to help determine whether their child may qualify for English Language Development (ELD) services. If a language other than English is indicated as the child's primary language, the student will be assessed either before starting school or within the first 10 days of attendance using the Washington English Language Proficiency Assessment (WELPA).

The WELPA evaluates listening, speaking, reading, and writing skills to determine eligibility for the ELD program. Students who score at Level 1 (Beginning/Advanced Beginning), Level 2 (Intermediate), or Level 3 (Advanced) qualify for English language instruction.

Families are notified of assessment results shortly after testing. The ELD coordinator will meet with parents/guardians to discuss the results, gather additional information, and recommend appropriate placement.

All eligible K–5 students will attend their neighborhood school and participate in regular classroom instruction while also receiving targeted support through the ELD program.

For more information, please visit [ELD program](#).

Highly Capable Program

In accordance with the philosophy to develop the special abilities of each student, the Mercer Island School District offers appropriate instructional programs to meet the needs of highly capable students of school age. The framework for such programs shall encompass, but not be limited to, the following objectives:

- Expansion of academic attainment and intellectual skill;
- Stimulation of intellectual curiosity, independence and responsibility;
- Development of a positive attitude toward self and others; and
- Development of originality and creativity.

Highly Capable Program Design

Primary Enrichment Program K-2: The Primary Enrichment Program (PEP) is an enrichment program that offers pull-out instruction to K, 1, and 2 students. Students who qualify for this program remain in their general education classrooms with enrichment pullout and/or push-in once a week. This program is separate from the Highly Capable Program and qualification for PEP does not guarantee qualification for the 3-8 Highly Capable Program.

Highly Capable 3-8: The grades 3-8 Highly Capable Program is self-contained in grades 3 through 5 at Lakeridge Elementary only. Students in the Highly Capable Program remain with their class throughout the day and move to their elective studies (PE, art, music, and library) with their class.

For more information about Mercer Island School District's Identification and selection process, please visit the district webpage [Learning Services, Highly Capable Program](#)

Special Education

Special Education services are available to students who qualify for specially designed instruction. Lakeridge has a Resource Room (RR) which serves children with mild to moderate learning challenges. You can learn more about our Special Services [here](#).

Learning Support

The purpose of the Learning Support Program team is to provide a problem-solving forum for school personnel working with struggling or at-risk students as identified by teachers, parents, and/or counselors. The team may include a broad range of staff members, as necessary, for the particular child. The goal of the Learning Support Program (LSP) is to improve educational opportunities for students by helping them 1) succeed in the regular classroom 2) obtain grade-level proficiency and 3) improve achievement in basic and more advanced skills that all students are expected to master.

Occupational Therapy Services

Lakeridge has an occupational therapist (OT) who works with students who qualify for support in developing the skills needed for everyday tasks that promote well-being and independence. In a school setting, this includes helping students succeed in their primary role—being learners.

Through activities focused on self-care, classroom participation, and play, the OT supports students in building the skills they need to fully access and engage in their education.

Speech Therapy Services

A speech therapist, also known as a Speech Language Pathologist (SLP), this professional is available to provide individual speech and language therapy for students who have difficulty pronouncing some speech sounds and/or correctly putting words together into sentences. Parents who are concerned about their child's speech, language, or hearing should contact our speech therapist or their child's teacher.

School Psychologist

School psychologists are assigned to all elementary schools within the district. They work cooperatively with the elementary school counselor to aid teachers and parents in understanding their children's learning and social abilities. Children are referred to the psychologist through the building guidance team (see below), which is managed by the building principal.

Instruction and Assessment

Curriculum

Adopted curriculum and district targets can be found here: [Curriculum Information](#).

Curriculum Nights

Each fall, Lakeridge hosts a Curriculum Night in every classroom. During this event, teachers share their curriculum plans for the year, explain their teaching philosophy, review classroom routines and policies, and answer questions from families. Attending Curriculum Night is a great way to learn what to expect in your child's classroom and how to support their learning. It's also a chance to sign up for classroom volunteer opportunities.

Assessment

State mandated assessments include:

- 3rd grade: Smarter Balanced English Language Arts and Math Assessments
- 4th grade: Smarter Balanced English Language Arts and Math Assessments
- 5th grade: Smarter Balanced English Language Arts and Math Assessments
- 5th grade: Measure of Student Progress Science

For more information on state testing, please visit OSPI's [State Assessment webpage](#). In addition to state testing, Mercer Island School District assesses all students in 4th grade for 5th grade math class placement.

Classroom Placement

All of the elementary schools use the same process for class formation. Balanced class groupings are created that accommodate individual needs by distributing student abilities, behaviors, and interests evenly among the classes. This process achieves a learning environment that will enable all children to grow to the maximum of their abilities. Please be aware that we are unable to accommodate parent requests for specific teachers. It is the principal's responsibility to assure that all teachers are qualified and work hard to meet the needs of all children. Notification of placement for the next school year will be available through Skyward at the end of August, just prior to school opening. An optional Special Considerations Form will be provided in the spring for parents to give input on specific needs of their student(s).

Progress Reports

Progress reports are given at the end of each trimester in November, March, and June. They are distributed via Skyward. Click [here](#) for information about Skyward.

Parent-Teacher Conferences

Each child will have one scheduled parent-teacher conference in the fall. If you would like to discuss your child's progress at another time during the year, please contact your child's teacher to schedule an appointment in advance. This ensures the teacher has time to prepare and can provide a meaningful and productive conversation. Unscheduled "drop-in" conferences are discouraged, as they can disrupt classroom instruction and take time away from student learning.

Technology

Please visit this link to learn more about our District's use of [Technology in the Classroom](#).

School-Wide Expectations

Here at Lakeridge Elementary, we strive to always “Be the Three: Be Safe, Be Respectful, Be Responsible,” and we show Lion PRIDE in everything we do:

- **P–Practice Kindness**
- **R–Respect People and Places**
- **I–Include Everyone**
- **D–Do Your Part**
- **E–Engage Every Day**



School-wide Expectations

BE SAFE

**BE
RESPECTFUL**

**BE
RESPONSIBLE**

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Classroom Preparedness

Students are expected to make choices in preparation for their day, and we believe they can take responsibility for these choices. Preparation for the day includes supplies, homework, lunch, musical instruments, and appropriate clothing.

Dress

Dress for the school day should reflect good choices. We ask that students dress for safety, comfort, weather conditions, and the job. If clothing is substantially distracting to the student himself/herself or to others, it is inappropriate. Clothing that promotes or contains references to alcohol, drugs, or tobacco use, or poses a serious threat to school safety through pictures, messages, innuendo, or slogans—is prohibited. Hats are only to be worn outside of school buildings, unless there is a cultural, religious, or medical exception. Please help your child with these choices for their own well-being. Please label all items of clothing with your child's first and last name.

Cell Phones, Electronic Devices and Ear/Headphones

To foster a focused and distraction-free learning atmosphere, all personal electronic devices (including, but not limited to cell phones, gaming devices, smartwatches, headphones, non-school iPads, and any other text/phone/photo capable devices) are not to be used or worn during the school day. For elementary students, including at Lakeridge, we prefer these devices to be kept at home. If your child brings one to school, it must stay in his/her backpack throughout the instructional day.

Exceptions to this may be made for students with medically related devices/plans with the express permission of the principal and/or designee.

Similar to the “MI Phone-Free Schools,” consequences for violating the no-cell phone/electronic devices policy at Lakeridge are as follows:

- ➔ First offense: Teachers or staff will ask the student to turn off the device and put the device in their backpack, so that it is out of sight and reach.
- ➔ Second offense: Teachers or staff will confiscate the device(s), and bring them to the school's front office to be stored securely. Students may pick up their device from the front office at the end of the student day. Teachers will notify parents of this offense.

→ *Repeated offenses: Teachers or staff will confiscate the device(s), and bring them to the school's front office to be stored securely. The device will only be returned to a parent or guardian, who will be notified that they need to come to the school office to pick up the device (M-F 8:00-4:00 pm).

**Further offenses will be handled on a case-by-case basis which could include future disciplinary action.*

Toys and Personal Items at School

To maintain a focused learning environment and ensure items are not lost or broken, students should leave personal toys, sports equipment, electronic games, and similar items at home. These items can easily become distractions and are difficult to supervise during the school day.

Classroom teachers may make exceptions for special projects or presentations. In some cases, items may also be approved for therapeutic use, based on mutual agreement among staff, families, and medical or special education/504 teams.

Food/Gum/Beverage

We appreciate clean hallways, classrooms, and classroom equipment. Students are expected to be responsible for making appropriate use of trash cans and drinking fountains. Gum chewing is not permitted at school.

Pets

In order to maintain an environment that is healthy for everyone, including those with allergies, please do not bring pets to school. No pets are allowed on school grounds at any time as it is against state law.

District Policies and Procedures

This section of the handbook provides general guidelines for the operation of MISD elementary schools. To view District policies and procedures applicable to our school, please see Appendix A, Mercer Island School District Board Policies.

School Safety & Facilities

Student safety is a top priority at Lakeridge. Our building and grounds are regularly inspected and monitored to ensure they remain in good repair and provide a safe environment for all children.

We also conduct regular emergency drills throughout the year—including fire, earthquake, bus evacuation, lockdown, and lockout—to help students and staff know what to do in case of an emergency. These are taken seriously and done on a routine basis.

In addition, we maintain security protocols such as a secured front entrance, visitor check-in procedures, and staff supervision throughout the school day.

Before and After School Guidelines

Students should be on campus only between 9:10 am and 3:45 pm, as there is no supervision provided by school staff outside of these hours. For safety, please remind your child to go straight home after dismissal unless they are participating in a supervised activity.

Before school, students should line up by their classrooms. After school, students must wait for buses or rides in designated areas—not on the playground. Any student on the playground before 9:10 am or after 3:45 pm must be supervised by a parent or adult.

For families needing extended care, Innovation Learning offers on-site before and after school programs. In addition, students may participate in approved supervised activities such as choir, language classes, or chess club.

Visitors to Campus

To help us maintain a safe and secure environment for all students, we ask that all visitors—including parents and community members—check in at the main office upon arrival.

→ Please bring a driver's license or photo ID to check in.

- You will be issued a visitor badge, which must be worn at all times while in the building or on campus during school hours.
- Only pre-arranged volunteers or parents with scheduled appointments may go to classrooms.

For safety and supervision reasons, children may not be left unattended in the office, and we ask that siblings not accompany parents to meetings or school activities. Please arrange alternative childcare when needed.

Thank you for helping us keep Lakeridge a safe and welcoming place for all students.

Student Insurance

Student insurance is available to parents through the school. Participation in this insurance program is strictly voluntary and your own insurance policy should be reviewed prior to your final decision regarding the purchase of school insurance. Please be aware that the school does not have accident insurance to cover parents' medical bills if your child is injured.

Personal Belongings and Money at School

To prevent loss or damage, students should only bring the amount of money needed for the school day. We ask that students leave valuables such as jewelry, sporting equipment, cameras, radios, video games, and toys at home.

Any personal items brought to school are the student's responsibility and are brought at their own risk. The school is not responsible for lost, stolen, or damaged belongings.

Emergency School Closure

It is the policy of the Mercer Island School District to hold school whenever possible. However, there may be days when school must be closed or start later than usual due to weather or emergency conditions. A school closure message may be accessed by calling the District's emergency number at 206-236-3366 or on the [district website](#). This link also provides information on how to register for email and/or text alerts in the event of a closure. Closure information and updates will be available on several local radio and TV stations.

Emergency Procedures

During any emergency procedure, we ask that telephone inquiries be made to the Mercer Island School District Emergency number at 206-236-3366. The comfort, safety, and preparedness of our Lakeridge School community are our greatest priorities.

Parents should know:

- The school has monthly drills
- The school interfaces with fire, police, and City of Mercer Island personnel as needed
- The school has a container with emergency supplies that provide for at least 48 hours of student and staff needs
- The school has a school safety team that meets regularly

Fundraising

The generosity of the Mercer Island community is astounding every year. Fundraising efforts allow us to differentiate curriculum and resources and increase the enjoyment of learning for our children. Go to [Lakeridge PTA](#) webpage to find information about the latest community fundraisers.

Mercer Island Schools Foundation

The Mercer Island Schools Foundation is an active and important part of our successful school system. Money raised by the foundation funds programs in every school. Their annual phone-a-thon takes place in the fall. Additionally, the Mercer Island Schools Foundation hosts community business fundraising breakfasts during the year.

Common Fundraising Q&A

Q: This is a public school; why do we need to fundraise?

A: Lakeridge values and supports an excellent education for our children. The legislature does not adequately fund public school education in Washington. The funds raised support enriched opportunities and more individualized attention for LR students.

The Mercer Island School Foundation can be reached at 206-275-2550 or by visiting their [website](#).

School Activities and Events

This section of the ultimate guide contains information on various school events. Some occur during school hours and some are after school extracurricular activities. Activities are subject to change each year.

Early Release Day Activities

Various art and science classes are offered throughout the school year on early release Wednesdays. Look for these opportunities throughout the year via **backpack mail and your Lakeridge PTA Parliament Press Express**. These opportunities are offered by outside groups. Lakeridge donates the classroom space as a courtesy to families seeking after school enrichment, and PTA volunteers serve as a liaison between the program vendors and the school.

Art Docent

Art docents are parent volunteers who visit classrooms to give an art history lesson using reproductions of artworks from the PTA's collection of prints or online resources. Usually, the art docent will select a theme, such as a genre of art (impressionism, abstract art, etc.) or theme (children in paintings, dogs in art, etc.) The class discusses the artwork and then completes an art project exploring the theme.

Artist in Residence

This program exposes students to art and the creative process. Professional artists and art instructors work with each classroom on art projects that complement the curriculum.

Assemblies

Lakeridge is lucky to have great assemblies each year that tie into the curriculum or citizenship focus of the school. Some assemblies are for the entire student body, while others are for specific grade levels.

Band

Fifth grade students may participate in band or orchestra twice weekly before school at Islander Middle School. Specific information comes home with 4th graders in the spring.

Birthday Celebrations

If you wish to send a birthday treat to school, please schedule it in advance with your child's teacher and be conscious of our school's healthy snack efforts. Balloons, flowers and birthday surprises are disruptive in the school setting, so please save them for home. If your student has a birthday party planned outside of school, please deliver invitations through the U.S. mail—not receiving an invitation can make other children feel left out, and teachers are asked not to support or facilitate their distribution in class.

Classroom Buddy Program

At Lakeridge, we value a community atmosphere. Older students help promote this through our classroom buddy program. Younger and older students are paired for special projects during classroom time.

Chess Club

The Lakeridge Chess Club is committed to improving chess playing skills in children of all levels from beginning to advanced players. At each after-school session, students receive a lesson from professional chess coaches. Available for students in grades 2-5, chess club is a parent-run activity.

Field Trips

The PTA enrichment budget provides funds to classrooms for field trips throughout the year. All field trips are directly related to the current curriculum. Your teacher will provide information regarding specific field trips either by backpack mail, ParentSquare, email, or a combination of these options.

Fine Arts Showcase

The district-wide Fine Arts Showcase is a not-to-be-missed art extravaganza at the high school. All elementary students will have an art piece in the showcase, and our 3rd graders perform in a very special choral and dance

program. Artwork is displayed from elementary through high school, and all of our school music programs perform over the course of this two-day event.

Culture Night

A night to celebrate our international population through music, crafts, games, food and literature. Students and parents can gather to celebrate with an evening of true international flair.

New Family Coffees

The first month of school there is a coffee for all parents new to Lakeridge Elementary. More information will be available in your Parent Pack.

Let's Talk Lakeridge

Opening Day Coffee/Volunteer Sign Up

Held the first day of school, the opening day coffee is a time when parents can socialize with each other and learn how to get involved at school. Volunteer sign up sheets are available, and parents familiar with the programs are available to answer any questions. The principal and PTA president will also address the group. Parents of kindergarteners should also attend. Children are welcome. It is a great way to make connections and start the school year!

Parent Education Events

Regular parent education events are scheduled throughout the school year on a broad range of topics. Watch for scheduled events. PTA members are automatically a member of Parent Edge. Find out more about upcoming Parent Edge events by visiting their [website](#) or "like" them on [Facebook](#).

Principal's Coffee

This informal and comfortable forum provides parents with direct two way communication with our principal. These meetings are typically held bi-monthly during selected PTA meetings.

PTA Meetings

The PTA holds regular general membership meetings that are open to everyone. We count on you to help shape our programs for the year. A meeting calendar is published at the beginning of the year. Meetings are meant to be informative, participatory, and fun! The meeting schedule can be found on the PTA website.

Art Reflections

Reflections is a great chance for children to express themselves through literature, musical composition, photography, visual arts, film/video and choreography/dance. Reflections is a Washington State PTA-sponsored art show, held in the late fall, and open to all K-12 children. Entries are judged according to age and grade level. Watch for information about how students can participate in this program via PTA publications.

Safety Patrol

Open to fourth and fifth grade students who are at least 10 years old. The safety patrol student volunteers provide before and after school crossing help at supervised crosswalks and in the parking lot. All training is provided and the program has a staff coordinator.

Science Fun Night

Once a year, we have our science fair which is open to everyone. Students engage in fun science learning through a variety of activities.

School Pictures

Each fall, arrangements are made for a photographer to take individual pictures of boys and girls for student records. As a service to the parents, these pictures may be purchased on a prepaid basis.

Student Council

Two representatives from each third, fourth, and fifth grade class participate on the council. Representatives are

selected based on specified class criteria.

Yearbook

Lakeridge PTA puts out a yearbook at the end of the year which provides wonderful memories of classmates, teachers, and activities. Information about purchasing the book is available in the PTA Parent Pack.

5th Grade Special Events

In their final year of Elementary school, Lakeridge fifth graders enjoy several unique events and activities.

Outdoor Education Experience—Fifth-grade students at Lakeridge Elementary School have the opportunity to participate in a four day/three night program at an outdoor education school. This outdoor learning experience is designed to educate and inspire environmental and community stewardship with a focus on science and sustainability. Our students stay on site with parent chaperones and teachers and receive instruction from the site educators and staff. The curriculum ties into our state science and social studies standards.

Fifth Grade Activity—This culminating event held at the end of the school year celebrates the culmination of the elementary school experience. The scope and type of event will change from year to year, with the objective being to give students a unique and memorable experience. The event is held towards the end of the year.

Sweatshirts—The PTAs create sweatshirts each year that list all 5th graders across the district. The tradition of having sweatshirts with all of the names of the 5th graders in the district has come to mean a great deal to students. Specific ordering information is provided to students via backpack mail.

****Please note:** if you have signed the privacy policy and opted for your child's name and picture to not be used, you will need to provide special permission for your child's name to appear on the sweatshirt.

Middle School Transition Day: Gator for a Night—A very special opportunity for 5th graders to spend a half day at Islander Middle School for orientation. Prior to transition day, IMS staff come to LR to provide information and answer student questions.

Your Mercer Island Community

Happy kids are active in their community. Here on Mercer Island we are lucky to have a rich set of community resources to choose from for children and families. Don't know where to sign up for soccer? For summer camp? Want to know where to go swimming? Here are some of the places and things Mercer Island kids (and their families) enjoy. While kids often do things off Island, we've limited this guide to Mercer Island-based resources. Please let us know if we've missed anything! Check out the [Lakeridge PTA Website](#) for current community and kids' activities.

Community Resources

Mercer Island Parks and Recreation

The "Recreation Guide", published seasonally by the City, contains listings of classes, camps, and activities for youth, adults and seniors. You can reach MI Parks & Rec at 206-236-3545 or by visiting their [website](#).

Youth and Family Services

Another department of the City, Youth and Family Services is located in Luther Burbank Park. MIYFS provides family and community services to the MI community through collaboration with many groups, including the Mercer Island School District. They can be reached at 206-236-3525 by visiting their [website](#).

Mercer Island Library

Our local library, located at 4400 88th Ave SE, is part of the King County Library System. This local branch has an extensive youth section serving elementary students and even has a "teen area" for kids to do homework after school. Providing more than just great books, our library also sponsors a full calendar of activities for children and adults. See their [website](#) for the calendar, library hours and additional information or reach them by phone at 206-236-3537.

Boys and Girls Club

The Mercer Island Boys and Girls Club of King County is a non-profit organization serving children ages 6 – 18 with a broad range of programs from arts and sports, to career development with a concentration on themes of citizenship and leadership. It's great to be on their email list, as they send reminders of sign-up periods and other notifications. You can contact the MI Boys and Girls Club at 206.232.4548 or by visiting their [website](#).

Mary Wayte Swimming Pool

The Mercer Island Pool offers public swim and family swim time for a nominal fee. Check their schedule at 206.296.4370 or [online](#).

Mercer Island School District Policies

Harassment, Intimidation, and Bullying (HIB) of Student Prohibited

[3207 A Prohibition of Harassment, Hazing, Intimidation and Bullying](#)

[3207 P Prohibition of Harassment, Hazing, Intimidation and Bullying Procedures](#)

Promoting safe and healthy learning environments is a core value of the District. Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities.

What is HIB?

District [Policy 3207](#) and its associated [procedures, 3207P](#), defines HIB as any electronic, written, verbal, or physical intentional act of a student that physically harms a student or damages their property, severely interferes with education, or fosters an intimidating or threatening educational environment for students. Often, though not always, HIB incidents involve an observed or perceived power imbalance and are repeated multiple times or are highly likely to be repeated HIB is not allowed, by law, in our schools.

Reporting HIB:

If you feel your child has experienced or observed a HIB, please speak up as soon as possible so we can begin to address it but in no event later than one year. We encourage our students to do the same. All school staff are committed to preventing and addressing HIB so feel free to raise your concerns with whoever you feel most comfortable, be it an administrator, teacher, paraeducator, nurse, counselor, etc.

Reports about HIB can be made in writing or verbally. You may use our District's [HIB Reporting Form \(3207F\)](#). This form should be submitted to an administrator, HIB compliance officer, or a trusted adult staff member. The HIB reporting form is designed to help you think and write down the key information the school will need to look into your concerns. Using the HIB Reporting Form is not required.

Your report can also be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based **solely** on an anonymous or confidential report.

Reports can be made anonymously 24/7, 365 days a year using [Say Something Anonymous Reporting System](#) accessible via an App installed on District-provided student devices, online via web-browser, and by phone (**1-844-5-SayNow**).

Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

Staff Handling of HIB:

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our District has a **HIB Compliance Officer** - Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org) - who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Under [District Policy](#), retaliation against those who report HIB is strictly prohibited. Our staff are committed to enforcing this Policy and taking actions designed to protect reporters from retaliation.

What is the investigation process?

When you submit a complaint, either the administrator leading the investigation or our HIB Compliance Officer will promptly notify the families of all students involved and initiate a thorough investigation. This process is typically completed within five school days, unless you agree to or circumstances necessitate a different timeline, in which case we will communicate with you to set a mutually agreeable deadline. If the complexity of a HIB requires extended time, you will be kept informed of the anticipated completion date.

Upon concluding the investigation, the responsible administrator or the HIB Compliance Officer will, within two days, inform the person who reported the incident about the outcomes. The response from the district will include:

- A summary of the investigation findings,
- A determination of whether the allegations of HIB were substantiated,
- Any necessary corrective measures or remedies, and
- Detailed information on how to appeal the decision, should you find it necessary.

This process, which is outlined in greater detail in [Policy 3207P](#), ensures that each case is handled with the seriousness it deserves and keeps you informed every step of the way.

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the District’s decision, you may appeal the decision and include any additional information regarding the complaint to the Superintendent, or the person assigned to lead the appeal, and then to the School Board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please review the District’s policies and [HIB webpage](#) or the District’s [Prohibition of HIB Policy 3207](#) and implementing procedure, [3207P](#),

We Stand Against Discrimination in All Forms

Our District upholds the principle that all students, staff, and community members have the right to a safe and equitable environment. Discrimination, which includes any unfair treatment based on

membership in a protected class, is strictly prohibited under [Policy 3210](#). Protected classes include race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, veteran, or military status. We are committed to promoting inclusivity and taking decisive actions against discrimination within our educational community.

What is discriminatory harassment?

Discriminatory harassment includes behaviors like teasing, name-calling, threatening physical harm, or other actions that may be harmful or humiliating. Discriminatory harassment is conduct that is based on a student's protected class and is serious enough to create a hostile environment because it is so severe, pervasive, or persistent that it interferes with or limits a student's ability to participate in or benefit from the services, activities, or opportunities offered by the school.

To review the district's Nondiscrimination [Policy 3210](#) and Procedure [3210P](#), visit our [Website](#) and navigate to our Non-Discrimination Resources.

What happens after I file a discrimination complaint?

If you file a discrimination complaint, a school administrator or Civil Rights Coordinator will discuss your concerns with you directly to understand and address the situation effectively. You will also receive a copy of the District's Nondiscrimination Procedure, [3210P](#). Complaints can be addressed informally at the building level or formally through the District's Civil Rights Compliance Officer or designee. At any time, a complainant can request that their complaint be handled formally.

An investigation into discrimination must be prompt, thorough and completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator or designee will notify you in writing with the anticipated date for a response.

When a formal investigation is complete, the school Superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

Regardless of how a discrimination complaint is handled, you will receive a copy of the District's discrimination complaint [procedure](#) which outlines the process, timelines, and appeal process.

To review the District's Nondiscrimination [Policy 3210](#) and Procedure [3210P](#), visit our [Website](#) and navigate to our Non-Discrimination Resources.

What are the next steps if I disagree with the outcome?

If you are dissatisfied with the outcome of your complaint, you have the right to appeal. The administrator who handled your case will provide information on how to proceed with an appeal. This could be to the School Board. Once the School Board renders a decision on appeal, you can further appeal that decision to the Office of Superintendent of Public Instruction (OSPI).

More information about this process, including important timelines, is included in the District's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class or other forms of harassment, such as Sexual Harassment. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights

and/or Title IX Coordinator. The District will investigate the complaint using both the HIB Procedure ([3207P](#)) and the Nondiscrimination Procedure ([3210P](#)) and/or Sexual Harassment of Student Prohibited [Procedure, 3205P](#), so as to fully address all aspects of your complaint.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the District's Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#)

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, an administrator or designee must promptly investigate the matter and take effective steps to stop the harassment, remedy its effects, and prevent its recurrence.

What can I do if I'm concerned about discrimination or harassment?

Raise any concerns either verbally or in writing with a school staff member, administrator, or coordinator as soon as possible so that the issue can be promptly addressed. Regardless of how the concern is submitted, it will be taken seriously, and staff will begin working to resolve the matter.

You may also contact the following people who are designated points of contact to whom you may report your concerns, ask questions, or learn more about how to resolve your concerns.

→ **Harassment, Hazing, Intimidation or Bullying (HIB):**

HIB Compliance Officer: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

→ **Discrimination:**

Civil Rights Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

→ **Sexual harassment/Discrimination:**

Title IX Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

→ **Disability Discrimination:**

Section 504 Coordinator: Randi Fielding, Assistant Director (206.236.3329 & randi.fielding@mercerislandschools.org)

→ **Gender Identity Discrimination:**

Gender-Inclusive Schools Coordinator: Erin Battersby, Executive Director (206.230.6227 & erin.battersby@mercerislandschools.org)

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, email, or hand delivery to the school principal, Superintendent, or civil rights or other appropriate coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

Our Schools are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

Please follow the following links to access the District's Gender-Inclusive Schools Policy [3211](#) and procedure, [3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator, Erin Battersby, at 206.230.6227 or erin.battersby@mercerislandschools.org.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K- 12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

District Policies & Procedures

Policy Number Series	Title	Accessed
0001 BP	Mission, Vision & Values	Board Policies
2022 F4 and 2022 P	Electronic Resources/Electronic Information Systems (Networks)	Board Policy Vector
2145/2145 P	Suicide Prevention	Board Policies
2161/2161 P	Special Education and Related Services for Eligible Students	Board Policies
2162 BP/2162 P	Education of Students with Disabilities Under Section 504 of the Rehabilitation Act of 1973	Board Policies
2320/2320P	Field Trips and Outdoor Educational Experiences – During the School Day	Board Policies
2321/2321P	Extended and International Field Trips – Overnight	Board Policies
2420 A	Student Evaluation	Board Policies
3121	Compulsory Attendance	Board Policies
3122 A/3122 P	Student Attendance	Board Policies
3200 A/3200 P	Student Rights, Responsibilities and Limitations	Board Policies
3207 A/3207 P/3207 F	Prohibition of Harassment, Intimidation and Bullying	Board Policies
3211 A/3211 P	Gender-Inclusive Schools	Board Policies
3225 A/3225 P	School-Based Threat Assessment	Board Policies
3231A/3230P	Searches of Students and Student Privacy	Board Policies
3231 BP/3231 P	Student Records	Board Policies
3241 BP/3241 P	Student Discipline	Board Policies
3246 A/3246 P/3246 F	Restraint, Isolation and Other Uses of Reasonable Force	Board Policies
3247 A	Student Use, Possession or Sale of Alcohol and Drugs	Board Policies
3414 A/3414 P	Infectious Diseases	Board Policies
3418 A/3418 P/3418 F	Response to Student Injury or Illness	Board Policies
3420 A/3420 P	Anaphylaxis Prevention and Response	Board Policies

3421 A /3421 P/3421F	Child Abuse, Neglect and Exploitation Prevention	Board Policies
3432 A/3432 P	Emergencies Procedures	Board Policies
4010 A	Staff Communications Responsibilities	Board Policies
4040 BP/4040 P	Public Access to School District Records	Board Policies
4200 A/4200 P	Safe & Orderly Learning Environment (Visitors)	Board Policies
4210	Regulation of Dangerous Weapons on School Campus	Board Policies
4215	Use and Possession of Tobacco, Nicotine Products and Delivery Devices within the Mercer Island School District	Board Policies
4217 P/4217 F	Effective Communication	Board Policies
4220	General Complaints	Board Policies
5004	Nondiscrimination on the Basis of Disability Reasonable Accommodations Under the Americans with Disabilities Act (ADA)	Board Policies
5006	Harassment-Free Environment and Prohibition of Discrimination of or by Employees	Board Policies
3210 BP/3210 P	Nondiscrimination	Board Policies
5205 BP/3205 P	Sexual Harassment of Student Prohibited	Board Policies
5201	Drug-Free Schools, Community and Workplace	Board Policies
5253 A /5253 P	Staff/Student Boundaries	Board Policies
6511	Hazard Communication	Board Policies