



PARENT/STUDENT HANDBOOK 2017-2018

Carl Sandburg Elementary

Discovery Community School

12801 84th Avenue N.E. Kirkland, WA 98034

Sandburg Office: (425) 936-2700

Discovery Office: (425) 936-2704

Fax: (425) 814-0456

Safe Arrival: (425) 936-2701

Lori Pierce, Principal

lpierce@lwsd.org

WELCOME



Dear Sandburg and Discovery Families:

Welcome back to school! I am grateful to be joining a learning-focused community where every staff member is committed to ensuring a high level of learning for every student and our parents and volunteers partner with us to ensure student success. Together, we create the conditions for students to be consistently engaged in learning and growing.

This handbook includes district and school rules designed to make Sandburg/ Discovery a safe and caring place for all students. Please read and discuss the content of this handbook with your child in developmentally appropriate terms. After you have reviewed the handbook with your child, **sign and return the contract to your child's teacher.** If you have questions, please contact me.

As a partner in education, consider the wide range of opportunities available to you. You may find your niche at school by contributing to the essential work of the PTSA. We also have volunteer openings before, during, and after school. Great partners actively pursue and value communication with one another. Newsletters and bulletins are my messages to you. But I want to hear your solutions, questions, and concerns. I invite you to attend school events, such as Curriculum Night, and to make an appointment to meet with me individually if anything is on your mind.

Like the kids, working elbow to elbow and knee to knee, together we will ensure the success of our students at Sandburg Elementary and Discovery Community School.

Sincerely,

Lori Pierce, Proud Principal

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CONTACT INFORMATION

Sandburg Office	(425) 936-2700
Fax	(425) 814-0456
Discovery Office	(425) 936-2704
Safe Arrival	(425) 936-2701 to report absent or late students
Finn Hill Middle School	(425) 936-2340
Juanita High School	(425) 936-1600
Transportation	(425) 936-1120
Sandburg Extended Day	(425) 936-2703
Food Services	(425) 936-1393
Resource Center	(425) 936-1200
Public Information	(425) 936-1342
Volunteer Services	(425) 936-1300
Staff Email	<i>First initial followed by last name@lwsd.org</i>

SCHOOL STAFF

Lori Pierce	Principal
Nate Litke	Assoc. Principal
Sandi Hill	Office Manager
Katty Aghaseyedali	Secretary
Janna Fornia	Kindergarten
Ryan Gervais	Kindergarten
Keree Huston	Kindergarten
Kelly Addison	First Grade
Nicole Payette	First Grade
Laura Frost	First Grade
Sheri Morissey	First Grade
Kacie Brown	Second Grade
Hannah Mahdih	Second Grade
Heidi Yamamoto	Second Grade
Jennifer Daly	Third Grade
Tricia Goodleaf	Third Grade
Barb Roy	Third Grade
Michelle Villasenor	Third Grade
Nadia Armstrong	Fourth Grade
Judy Cook	Fourth Grade
Sue Ebert	Fourth Grade
Rosemary Allan	Fifth Grade
Karla Nelson	Fifth Grade
Bernadette Schmitt	Fifth Grade
Diane Jewell	DCS Youngers
Erin Subcleff	DCS Middles
Cheryl Glassey	DCS Olders
Camilla Schulte	Librarian
Andy Sandbo	PE
Karrie Murphy	PE
Bryan Melerski	Music
Taryn O'Keefe	Music

Ben Thompson	Resource Room
Jackie Lowdermilk	Resource Room
Marilyn Case	Safety Net
Karen Walker	Nurse
Amy Maglio (Sager)	School Psychologist
Tracy Measham	Counselor
Jessica Herrera	Speech and Language
Nancy Rutter	Speech and Language
Diana Henderson	ELL
Meika Nowak	OT
Tiffaney Lansing	PT
Angela Dalas	Instructional Assistant
Rosie Frandanisa	Instructional Assistant
Lara Jonsson	Instructional Assistant
Linda Stephens	Instructional Assistant
Janet Zins	DCS Secretary/Inst. As.
Janene Roudebush	Health Room Secretary
Angela Johnson	Para Educator
Sue Miller	Para Educator
Lynn Sachnoff	Para Educator
Mallory Poland	Preschool Teacher
Deyja Kauffmann	Preschool Lead Teacher
Charu Jain	Preschool Lead Teacher
Liz Koonce	Preschl. Para Educator
Sopheap Seng	Custodian
Tha Lay	Custodian

COMMUNICATION

Our goal is to keep parents informed and involved as partners in their child's education. You can help maintain this communication by sending a note, emailing, arranging an appointment, or calling your child's teacher when you have a question or concern. The staff at Carl Sandburg/DCS will use the following means of communication to keep you informed:

- Community Newsletter-sent twice monthly by e-mail
- PTSA Informer – sent weekly via e-mail
- PTSA General Meetings – held in the library. *Please check the PTSA website for details*
- Curriculum Night – held in September (*check Informer and web site for dates*)
- Phone calls, personal notes, and email
- Conferences – Goal setting in October; Report card review in January
- Web Page: Lake Washington School District web page: www.lwsd.org
- Sandburg Web Page: <http://sandburg.lwsd.org/>
- Teacher Powerschool Classes – teachers will have additional information available on their class websites

Calls to teachers are best placed between 8:15 am and 8:45 am and after 3:40 pm. You may leave a message in the office for a teacher to return your call at other times during the day.

Messages for children during school hours need to be left with the office staff. The message will be delivered to your child in a timely manner. *Message requests made after 3:15 may not reach your student prior to dismissal due to the high volume of requests and activities during the 3:15-3:30 time frame.*

SCHOOL DAY

School Day:

8:45 AM	Playground Bell
8:55 AM	First School Bell
9:00 AM	School Starts*
10:10 – 10:25	K, 1st, Youngers Recess
10:25 – 10:40	2 nd , 3 rd , Middles Recess
10:40 – 10:55	4 th , 5 th , Olders Recess
11:15 – 11:35	Preschool Recess
11:30 – 11:55	ADK, 1 st , Youngers Lunch
11:55 – 12:25	ADK, 1 st , Youngers Recess
12:00 – 12:25	2 nd , 3 rd , Middles Lunch
12:25 – 12:55	2 nd , 3 rd , Middles Recess
12:30 – 12:55	4 th , 5 th , Olders Lunch (30
12:55 – 1:25	4 th , 5 th , Olders Recess
1:35 – 1:50	K, Youngers Recess
1:50 – 2:05	1 st , 2 nd , Middles Recess
2:05 – 2:20	3 rd , 4 th , Olders Recess
2:45 – 3:05	Preschool Recess
3:30	Dismissal

Wednesday: 2:00 School Dismissal (beginning and including September 13th)

Preschool AM Session (M,T,TH,F) 10:00-12:30 PM Session (M, T, TH, F) 1:30-4:30

*Students arriving after 9:00a.m. or leaving before dismissal must be signed in at the office by a parent.

HOMWORK POLICY

Parent-teacher-student interaction and partnerships are strengthened and enhanced with a homework system that reinforces effort, responsibility, and motivation. For the student, learning is a process of active participation and discovery. As an extension to school, homework serves to develop methods and habits to empower students to become independent and resourceful learners.

Homework serves as a dialogue between home and school as well as a process to encourage and reinforce positive parent involvement. Recognizing that children are individuals, this policy may be modified in a parent-teacher conference. To meet individual needs, we understand the nightly time allotment may be adjusted.

At curriculum night, your child's teacher will discuss the purpose of homework at that grade level, and the specific routines and expectations for homework.

In order to develop positive study habits, a daily, long-range developmental progression is most effective. Sandburg/DCS families are asked to support the following suggested time spent on homework and/or reading activities.

Kindergarten	Explore their world and be read to daily.
Grade 1	15 min, 4 times per week/60 minutes weekly
Grade 2	20 min, 4 times per week/80 minutes weekly
Grade 3	30 min, 4 times per week/120 minutes weekly
Grade 4	40 min, 4 times per week/160 minutes weekly
Grade 5	50 min, 4 times per week/200 minutes weekly

GENERAL INFORMATION

Emergency School Closures:

Severe weather conditions sometimes prevent school buses and cars from traveling safely. When this occurs, the Superintendent's office notifies local radio and television stations. News of school closing is announced early in the morning. Please check the news stations if you suspect that weather conditions may close schools. The possibility of severe weather or other emergencies may result in early dismissal from school, parents should make appropriate arrangements for their children. Please be sure your children know what to do in case of unusual conditions requiring early dismissal.

Accidents/Illnesses At School:

When children become ill or are injured at school parents are contacted. Sandburg/DCS has a health room, including a cot, where a sick child may wait until parents arrive. When a child is sick or injured, it is important that they are picked up as soon as possible. Please be sure that the school has a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Also, please update your work, home and emergency numbers when they change. Additional information is available on page A14 of the Student Rights & Responsibilities.

Medication:

According to state law (RCW 18a-31 Ch. 195) any medication including non-prescription and over-the-counter medication to be administered to a student by an employee, must be requested and authorized in writing by a parent/legal guardian AND a physician or dentist. Forms are available at the school office. All medication must be kept in the office and brought to school by a parent/guardian. Students may not have medication in their possession. Additional information is available on page A14 of the Student Rights & Responsibilities.

School Telephone:

Due to the large volume of school business calls, students may not use the phone for personal or social reasons. Calls home and messages from home are for emergencies only. Please limit

messages to students to emergencies only. Notes in a lunch box, attaching a tag to a backpack, etc., can serve as reminders for after school activities.

Lost and Found:

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

Lunch Program: (prices subject to change)

- Student Lunch (daily) \$3.00
- Milk \$0.50
- Adult lunch \$4.00

Parents may join their child for lunch. Sign in at the office and meet your child at their lunchtime. Cash may be sent for daily lunch, or any amount of money may be sent to school to be placed in your student’s lunch account. When the account is overdrawn, you will be contacted by the Nutrition Services Department via phone call, email, or letter.

Emergency Lunch:

If your child needs an emergency lunch, we will follow the Food Service Emergency Lunch guidelines, which state the first two emergency lunches will be a full lunch. Any subsequent emergency lunches will consist of only fruit and milk. All emergency lunches must be paid back as soon as possible.

Free and Reduced Price Lunches:

These are available to children from families whose income falls within the eligibility guidelines. Please contact the school office for an application.

Dress for Success:

To help foster an appropriate attitude and regard for school, students are expected to display personal cleanliness, neatness, and acceptable attire. Students can determine the correct clothing to wear at school by following these expectations:

- Shoulder straps are 2 fingers wide
- Shorts and dresses/skirts are at least finger-tip length
- Torsos are covered
- Shoes are good for running, safe on stairs and protect feet during emergencies (no flip flops)
- Words and pictures are kind, encouraging, positive or neutral
- Since students are required to go outside for recess and take part in P.E., be sure they are appropriately clothed for the weather and these activities

Students who make an incorrect choice will be sent home to change into appropriate attire. Shoes must be worn at all times for health and safety reasons. Hats or caps may be worn outside the building only.

Building Use:

Community use of the building is encouraged whenever possible. Proof of insurance is required for activities not sponsored by the PTSA. Please stop by the school office for a building use form and verify that the room and date are available. When the form is approved, the calendar will be updated with the event. School programs have first priority to the rooms and the school reserves the right to cancel an activity if the room is required for a school program. Fees are possible depending on the activity and date. More information is available by calling the school office at 425 926-2700.

Tobacco-Free Environment:

It is the policy of the Lake Washington School District to prohibit the use of tobacco products on public school property. For purposes of this policy, the term “tobacco” shall include any kind of lighted pipe, cigar, cigarettes, or any other lighted smoking equipment or material, or the chewing or sniffing of a tobacco product. Staff, students, parents, contracted personnel and visitors are prohibited from using tobacco products on school property. Additional information is available on page A13 of the Student Rights & Responsibilities.

BUS CONDUCT

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus. These rules and procedures also apply to students who ride charter buses or other contracted transportation provided by the school district.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the bus driver shall have final authority and responsibility.

Safety Rules and Regulations for Riding a School Bus

- ✓ Cooperate with and obey the driver at all times.
- ✓ Be courteous, use no profane language- spoken, written, or gestured.
- ✓ Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.
- ✓ Each student may be assigned a seat in which they must be seated at all times.
- ✓ Only consume food or beverage if the driver has given permission to do so
- ✓ Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- ✓ Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition
- ✓ Windows may be opened six inches however; close the windows if the driver asks that windows remain closed
- ✓ Students must keep their head, hands, feet and belongings inside the bus at all times.
- ✓ Do not bring animals onto the bus (service-animals excepted)
- ✓ Keep belongings (backpacks) out of the aisle
- ✓ Remain seated while the bus is starting, stopping, or otherwise in motion
- ✓ Enter and exit bus safely, crossing only in front of the bus and only with the consent of the driver

Rules of Conduct at the Bus Stop

- ✓ Students should not stand or play on the roadway while waiting for the bus.
- ✓ Students should arrive at the bus stop five minutes before the scheduled bus time.
- ✓ Students should wait to board the bus in an orderly manner

- ✓ **Students should respect private property while waiting for the bus**
- ✓ **Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.**

Corrective Action for Infractions of Established Bus Rules

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration of the school year and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Grievance: Parents/guardians who wish to contest a suspension may submit a grievance to the school principal for an informal conference. Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a *serious offense.

Corrective Action for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

A meeting may be called with the principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with the principal, special education services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. If the student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another 10 days cumulative suspension from transportation services.

Special Education and Preschool Drop-Off Procedure: A parent or guardian must be present when special education and preschool students are dropped off. Parents are to provide the driver with a list of adults approved to receive their student. Exception: with written approval by the parent and school, a special education student may be dropped off with an adult present.

Securing of Special Education and Preschool Students: If a student is required to be secured in the bus, it is the parents/guardians responsibility to load and secure their student going to school and to unsecure and unload their student when arriving at home.

Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

PTSA

Looking for ways to become involved in your child's school? The PTSA offers great chances for you to help through the many programs we sponsor. The Dance Marathon, Holiday Craft Fair, and the Spring Barbeque are examples of our excellent programs.

Each committee consists of a chairperson(s) and volunteers. Seven PTSA Co-Vice Presidents oversee the committees by finding chairpersons and providing historic information for the committee, as well as budgets and event parameters.

Some of the PTSA dollars in action:

Sandburg library books	After-school programs
Alumni Scholarships	Art Docent Programs
Book Rodeo	Dance Marathon
Box Tops for Education	Field Trip Buses
Fun Run/ Brain Power	Math Olympiad
Holiday Craft Fair	Playground Equipment
Year Book	Library Computers
Reader Board	Technology Support
Sandburg Singers	Carnival
Third Grade Swim	Homework Club
Teacher Grants	Musical Instruments

EMERGENCY PREPAREDNESS

In the event of a major emergency, stay calm and be sure to keep yourself out of danger! Remember that your children know what to do because they drill regularly. The staff have developed and practiced an emergency preparedness plan and response.

Please do not call the school. There may be no answer due to an evacuation or an overwhelmed telephone system. It is recommended that all roads stay clear for two hours after an earthquake. The district recommendation is to listen to the radio and check the internet for information about school closure or emergency pickup.

When you arrive at school, please follow check-out procedures:

- Bring your photo ID with you
- Go to the Parent Check-in/Reunification location. Setting up this station will take some time, so please be patient. At the Parent Check-in location you will be asked to fill out a request form for each child you are picking up. In most situations, the check in location will be adjacent to the office, in the main foyer. Students will be in the Commons/Gym area. If an event requires reunification off site, please go to Finn Hill Middle School.
- Remember that staff members cannot release your children to you without a request form and sign out.

Please remember to keep your children's student information cards up to date and accurate. If you move, have a change in family situation, change jobs or phone numbers, take a moment to come into the school office and update your information.

The following websites can offer more information regarding emergency planning:

<http://www.lwsd.org> <http://redcross.org/services/disaster>
<http://www.ready.gov> <http://www.fema.gov/areyouready>
<http://www.fema.gov/kids/nse>

ARRIVAL/DISMISSAL

The staff makes a great effort to provide a safe environment during arrival and dismissal for each student. We expect that each child displays the same concern for the safety of all students and adults at Sandburg/DCS.

Student Arrival: Students may arrive to school unsupervised no earlier than 8:45 a.m. Between 8:45-8:55 all students are welcome to play on the playground under the supervision of a staff member*. Students will line up with their class at the sound of the first bell (~8:55). Teachers will meet their students for entry into the building by 9:00. **Kindergarteners will be directed by their teachers to remain in line at the beginning of the year, until they have demonstrated readiness skills as a class.*

Please be aware that no supervision is provided prior to 8:45 a.m. and students are not allowed into the building until they are met by their teacher.

The Safe Arrival Program notifies parents if their child has not arrived at school. This automated program calls home if a child is absent and the school has not been notified. (425) 936-2701

Late Arrival/Tardy: In the event that your student arrives after 9:00 a.m., you must sign them in at the office. This policy is designed to support student learning and enhance student safety. We also expect to be more accurate and timely in managing the Safe Arrival calls.

Early Dismissal: In the event that your student must leave school prior to standard end of school day, you must sign them out at the office. If your student is in the classroom, we will call them down to the office. If your student is on the playground or at lunch, we will invite you to help us locate them. This policy is designed to enhance student safety by clarifying student location and to promote a quick pick up time for you.

PARKING LOT PROCEDURES/PEDESTRIAN SAFETY

Parking Lot Drop-Off and Pick-Up Procedures: Safety is always our primary goal as students arrive and depart from school each day. We appreciate your help in making the drop-off and pick-up time efficient and safe.

Please keep the following in mind when dropping off or picking up your child:

- Observe a 5 mph speed limit at all times
- Do not leave your car unattended in the pickup/drop off zone
- Students will wait in the pick-up zone and follow staff direction before walking to a waiting car
- Follow the guidance provided by the crossing guard
- Vehicles will be directed to pull all the way up to the front of the pick-up zone.
- Right turns only out of the parking lot during heavy use. (Times are posted at the exit.)
- The north parking lot is reserved for school buses and daycare vans during pick up/drop off

Safety Patrol: Adult crossing guards and student safety patrol are on duty before and after school.

Please instruct your child to follow the traffic pattern policies at school and take the safest, most direct route to and from school.

- Students are to obey patrol guards to ensure the safety of all.
- Parents visiting the school are asked to follow the directions of patrol guards and use crosswalks.
- You are a model of expected, safe behavior for all students.

Bicycle Safety

The Washington Traffic Safety Commission, along with most bicycle associations cites studies that show children under the age of 10 do not have the cognitive ability to recognize physical hazards around them and respond accordingly. Therefore, the district only authorizes 4th grade and above to ride their bikes to and from school.

VOLUNTEERS/PARENTS/VISITORS

Parents of Sandburg and DCS students are encouraged to volunteer at school. You are deeply appreciated for the work that you do. Many programs are only possible because of your support.

To become a volunteer, it is a district requirement to complete a Volunteer Application form. School volunteers and field trip chaperones are required by the state and district to complete an application and background check. These forms are available on-line at:

www.lwsd.org/ForCommunity/Volunteer/Pages and in the school office.

All parents, visitors, and volunteers are required to sign in at the office and pick up an identification badge. This helps the office to locate a visitor or volunteer in an emergency and to maintain building security. Please sign out when you leave the school.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. Please be available to help them figure out problems they may be having, but defer and report concerns to the supervising staff member.

It is critical that you:

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

ATTENDANCE/TARDY POLICY

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

Late Arrival/Tardy: In the event that your student arrives after 9:00 a.m., you must sign your student in at the office. This policy is designed to support student learning and enhance student safety. We also expect to be more accurate and timely in managing the Safe Arrival calls.

Admit slips will be written beginning at 9:00 per the school wall clocks. The Principal will review a monthly report for absenteeism and tardiness issues.

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after one unexcused absence in a month.
- A parent conference will be initiated after two unexcused absences in a month in order to improve the student's attendance.
- The parent and the school must enter into a contract to improve the student's attendance after five unexcused absences in a month, or the case may be referred to a Community Truancy Board.
- The school district may file truancy petitions with the juvenile court after seven unexcused absences in a month, or ten unexcused absences in an academic year.

At five (5) absences/tardies in a sixty (60)-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student. When contact has been made, classroom teachers will also notify the school counselor.

At 10% tardy or absences, a letter will be sent from the Principal to the family indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies or absences remain at 10% or greater, there will be another letter requiring parents to make an appointment with the principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and Principal.

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

VACATION POLICY

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

Vacation Homework Policy: Family vacations are special times, and we ask that you please consult the school calendar when making your vacation plans. Classroom attendance is positively related to student achievement. We cannot duplicate what is learned in the classroom by only providing written make-up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon return, the student will be asked to complete them at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

The Washington attendance law, the BECCA bill,

<http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school.

This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children from age 8 to 17 attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction. We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction.

Missed assignments may be provided following the absence for completion with parent support.

Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

2017-18 Student Rights & Responsibilities

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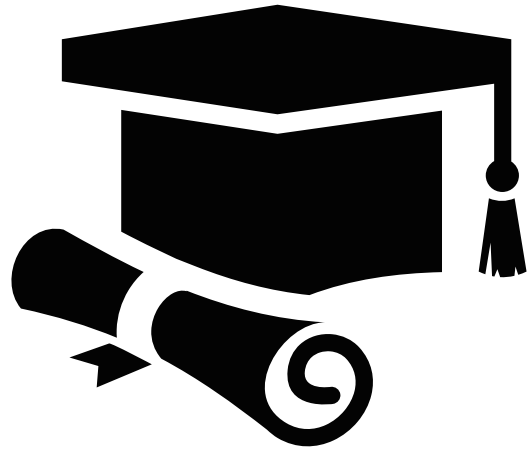
Introduction

Purpose

The Lake Washington School District's mission is that each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society. Furthermore, it is part of the mission of the District to provide a positive, harmonious environment in which diversity is respected and encouraged.

This student handbook is intended to provide all students, teachers, administrators, and parents with access to and an understanding of District expectations. These expectations help to reinforce the District's mission and the core values of a democratic society. They express the value of mutual human respect for each person that we expect to be manifested in the daily behaviors of students, staff, and volunteers

This handbook provides a summary of some of the laws, regulations and District policies that govern student rights, responsibilities, student discipline and due process. Specific policies are referenced by the policy letters (i.e, JF). The complete policies are available on the district website: www.lwsd.org.



Student Rights and Responsibilities (JF)

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive or harmful to others. We trust that students will respectfully accept and adhere to the following:

Rights	Responsibilities
<ul style="list-style-type: none"> • Students have the right to a safe environment free from intimidation, sexual harassment and assault. • Students have the right to a productive learning environment. • Students have the right to clean and safe classrooms, hallways, restrooms and lunchrooms. • Students have the right to safe passage to and from school, and while on campus. • Students have the right to expect staff to help them solve their problems. • Students have the right to engage in the grievance process. • Students have the right to remain anonymous when reporting a violation of school rules. • Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment. • Students have the right to actively participate in a problem-solving process in order to facilitate successful closure. • Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others. 	<ul style="list-style-type: none"> • Students are responsible for their own behavior. • Students are responsible for respecting the property of other people and school property. • Students are responsible for attending school and all classes daily and on time. • Students are expected to exhibit conduct that is courteous, cooperative, and responsible, and that displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities. • Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis). • Students are responsible for informing staff of behavior that may be harmful to an individual or themselves. • Students are expected to make a determined effort to learn. • Students are expected to follow the instructions of teachers and other school staff. • Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Attendance

Absences & Excuses (JED, JED-R)

Regular school attendance is important for all students. Chronic or excessive absenteeism, whether excused or unexcused, has been correlated with lower assessment scores and lower graduation rates.

Students may be excused from school, with the consent of their parents/guardians, for medical and dental appointments and to accompany their parents/guardians on out-of-town trips. Additional absences consistent with WAC 392-400-325 will also be considered excused.

Parents or guardians should notify the school in person, by phone, or in writing/email within 48 hours of an absence if they wish to have the principal consider it as an excused absence.

Students who demonstrate chronic absenteeism or tardiness may be required to meet with school staff or the building principal to develop a plan to support the student's educational progress.

All students are expected to remain on campus for the entire school day. There are exceptions for high school students whose parents request that they be excused during lunch and students whose parents request attendance at another school or school-related activity during the school day.

Truancy (JEDA)

Under Washington state's truancy law RCW 28A.225.030, the school/district are required to take specific actions when students are truant.

- Parents will be notified in writing or by phone after **one unexcused** absence in a month.
- A parent conference will be initiated after **three unexcused** absences in a month in order to improve the student's attendance.
- The parent and school must enter into a contract to improve the student's attendance after **five unexcused** absences in a month, or the case may be referred to a Community Truancy Board,
- The school district may file truancy petitions with the juvenile court after **seven unexcused absences** in a month, or **ten unexcused absences** in an academic year.

Discipline Process

Corrective Action/Discipline (JG)

To support safe, nurturing and productive learning environments, Lake Washington School District encourages schools to take an instructive, restorative and corrective approach in regards to student behavior. The goals of these approaches are to:

- correct inappropriate or unacceptable behavior;
- assist students in developing empathy for others;
- accept responsibility for their actions;
- develop the capacity to improve their behavior; and
- repair the harm caused as a result of their behavior.

Schools are encouraged to establish clear expectations for student behavior and methods for supporting students' ability to meet these expectations. When appropriate, schools may identify additional learning opportunities, which may support students' ability to meet expectations through a multi-tiered system of support.

When appropriate, schools are encouraged to support students in understanding harm that has been caused through a student's action, whether intentional or unintentional, and identifying the needs of the students involved. Efforts will be taken to both encourage accountability and responsibility by the author of those actions as well as to reintegrate all students into the school or classroom community. This approach may be supported by the use of restorative contracts, impromptu conferences, restorative circles, or formal conferences.

In those instances when corrective action is needed, schools may consider both the severity and frequency of the behavior when determining which corrective action is most appropriate.

In the Exceptional Misconduct and Other Misconduct Codes, consequences are divided into three categories:

- **Minor/Initial** – The impact of the student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate/Repeated** – The impact of the student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Severe/Persistent** – The impact of the student's behavior has a widespread or more significant disruptive impact and/or this is behavior that has not changed after multiple times of addressing it with the student.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in behavior, there may be situations where progressive discipline is not appropriate or prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel a student where exceptional misconduct is involved (i.e.,

conduct that is so frequent or serious in nature, in terms of the disruptive effect on the operation of the school, as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a continuing threat of substantial disruption to other students at school.

The school's jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school-sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity that school authorities have reason to believe will have a disruptive effect upon the operation or the learning environment of the school or impinge on the rights of other students or staff at school.

Due Process

Students who are subject to discipline/corrective action will be afforded the right to due process.

Discipline will not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed. Any student subject to a short-term suspension will be provided the opportunity to make up assignments and tests missed by reason of the short-term suspension if such assignments or tests have a substantial effect on the student's semester or trimester grade; or failure to complete such assignment or tests would preclude the student from receiving credit for the course or courses.

Prior to a short-term suspension of any student, a conference will be conducted with the student that provides:

1. Notice of the alleged misconduct and violation(s) of school district rules;
2. An explanation of the evidence in support of the allegation(s);
3. An explanation of the corrective action that may be imposed; and,
4. The student will be provided the opportunity to present his/her explanation.

Prior to a long-term suspension, written notice of an opportunity for a hearing will be delivered in person or by certified mail to the student and parent or guardian of the alleged misconduct and violation(s) of school district rule(s) and an explanation of the corrective action proposed.

A grievance may be filed with the building principal for discipline or short-term suspension. An appeal may be filed with the district for long-term suspensions or expulsions. The student will be informed of the grievance/appeal process at the time a suspension occurs. Parents will be notified of a long-term suspension by certified mail.

Definitions

Discipline: Any form of corrective action taken other than suspension and expulsion. This may include community service (CS), exclusion from class during the school day, in-school or after school detention, restitution, and assessment/counseling as appropriate.

Suspension: Denial of right of attendance for a specific amount of time. Short-term suspensions (STS) are for no more than ten consecutive school days. Long-term suspensions (LTS) exceed ten consecutive school days.

Expulsion: Denial of right of attendance for an indefinite amount of time. This action will be used only when the nature and circumstance reasonably warrant the harshness of expulsion (E).

Emergency Expulsion: When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion (EE) may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

School Business Day: Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, on which the Office of the Superintendent is open to the public for the conduct of business.

Student Searches ([JFG](#), [JFGA](#))

Administrators may make general searches of all student desks or storage areas without prior notice to students. An individual student, his/her property (including cell phones), locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable, individualized suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items that are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Drug Scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using illegal drugs or weapons of any kind on school grounds. RCW 28A.600.210 authorizes administration to invite drug-scenting dogs to conduct suspicionless searches of school-issued lockers and the contents of those lockers on school property in order to protect students from exposure to illegal drugs, weapons and contraband.

Codes of Conduct

Exceptional Misconduct (JFC-R)

Any conduct that materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short-term or long-term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and/or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

Codes:

- Discipline (D)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact (PC)
- Substance/Risk Assessment (A)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Arson	Lighting a fire, causing any fire to be started, or setting fire to school property. This also includes falsely setting off a fire alarm.	EE/STS/ PC/R	EE/LTS/ PC/R	EE/E/LTS/ PC/R
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	EE/STS/PC	EE/LTS/PC	EE/E/LTS/ PC
Dangerous Weapons and Other Unsafe Items	Possessing, threatening to use, or using dangerous weapons (or replica weapons). A dangerous weapon means a weapon, device, instrument, material, or substance that is capable of causing serious bodily injury. This includes knives, BB guns, paintball guns, air guns, stun guns, or the like that injure a person by electric shock, charge or impulse, martial arts weapons, explosives, incapacitating agents, laser devices, metal knuckles, or any other item which can inflict or threaten substantial harm. Principals may pre-authorize use of replica weapons or props, incapable of firing any projectile, in district-approved plays or school activities.	EE/D/STS/ PC	EE/STS/ LTS/PC	EE/E/LTS/ PC
Drugs/Alcohol Possession Use Paraphernalia	Possessing, using, or being under the influence of drugs/alcohol before attending school, on school grounds, on school transportation, or during school sponsored events on or off campus. This includes inhalants, prescription drugs beyond a daily dose, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs or alcohol.	EE/STS/ A/PC	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
Drugs/Alcohol Sell Buy Transfer	Transferring, selling, sharing, or solicitation of drugs/alcohol on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes inhalants, prescription drugs, prescription medical marijuana (even if the holder has a valid medical marijuana card), over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	EE/STS/A/ PC	EE/STS/ LTS/A/PC	EE/LTS/ RA/PC
Firearms	Possessing, threatening to use, or using a firearm on school property, school-provided transportation, or at school-sponsored events. A firearm is defined as a weapon from which a projectile may be fired by an explosive. It also includes any form of explosive or gas device.	EE/E/PC	EE/E/PC	EE/E/PC

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Severe/ Persistent
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, gender expression or identity, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act: physically harms a student or damages the student's property; or has the effect of substantially interfering with a student's education; or is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or has the effect of substantially disrupting the orderly operation of the school.	D/RC	EE/STS	EE/LTS
Illegal Acts	An illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	EE/STS/ PC/R	EE/STS/ LTS/PC/R	EE/E/LTS/ PC/R
Sexual Harassment	Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including: offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.	D/RC	EE/STS/PC	EE/LTS/PC
Threats	Expressing by words or actions an intent to inflict mental or physical harm. This includes intimidating verbally, by use of hand signs, in writing, or on a computer or other electronic device.	D/RC	EE/STS/A/ PC	EE/LTS/A/ PC

Other Forms of Misconduct (JFC-R)

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

Violation	Definition	Minor/Initial	Moderate/ Repeated	Severe/ Persistent
Academic Dishonesty	All forms of cheating, plagiarism and fabrication, including submitting any work product that the student misrepresents as his or her work product for the purpose of fulfilling any assignment or task required as part of the student's course of studies. This includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	D/RC/LOSS OF CREDIT ON ASSIGNMENT	D/RC/LOSS OF CREDIT ON ASSIGNMENT	STS/LTS/LOSS OF CREDIT ON ASSIGNMENT
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D	EE/STS	EE/STS
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	D/RC	D/RC/LP	STS
Disruptive Conduct/ Behavior	Behaving in a way that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events, or any other aspect of the educational process. Includes behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school.	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Dress Code	Dressing in a manner that is not conducive to the educational environment. A student's dress or appearance may not present a health or safety hazard or create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activities or activities that violate school regulations.	CHANGE CLOTHES	D/RC + CHANGE CLOTHES	EE/STS
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	D/RC	EE/STS/PC	EE/LTS/PC
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC	EE/STS	EE/LTS
Fighting	Engaging in or provoking a physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	D/RC	EE/STS	EE/LTS
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	D/RC	EE/STS	EE/STS
Gambling	Engaging in games of chance that involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	D/RC/CD	EE/STS/CP	EE/STS/CP
Gang Activity	Engaging in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership that, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	EE/D/PC	EE/STS/PC	EE/LTS/E/PC
Hazing	Participating in or failing to report known activity that demeans or abuses any student or members or potential members of a team or club.	EE/STS	EE/LTS	EE/LTS/E
Immediate Danger and Disruption	Engaging in behavior such that the student's presence poses an immediate and continuing danger to the student (including harm to self/suicidal ideation), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process.	EE/STS/PC	EE/LTS/A/PC	EE/LTS/E/A/PC A/PC + EMERGENCY REMOVAL
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	D/RC	EE/STS	EE/STS
Lying	Telling or writing untruths.	D/RC	STS	STS
Negative Community Action	Engaging in behavior outside of school that may adversely affect the educational environment of the school. Washington State Law provides for the implementation of school discipline for actions performed outside of school, including during the summer, that may negatively impact the school environment. Examples include, but are not limited to: acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment/cyber bullying occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other Internet or electronic communications used to harass or harm others.	D/RC/R	EE/STS/PC	EE/LTS/PC
Physical Aggression	Threatening injury or attempting to cause physical injury or intentionally behaving in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e., unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting or hitting	D/RC	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Severe/Persistent
Prohibited Use of District Network and Digital Resources	Using the District network for commercial, political, illegal, indecent, disruptive, or personal entertainment use as defined in the Student Acceptable Use Procedures (AUP). This includes any attempt to defeat or bypass the District's Internet filter or conceal Internet activity (e.g. proxies, https, special ports, modifications to district browser settings, logging into a remote computer from the District network, and any other techniques designed to evade filtering or enable the publication of inappropriate content).	D/R/LP	EE/STS/PC/R/LP	EE/LTS/PC/R/LP
Theft/Robbery	Stealing school district property or the property of a staff member, student, or school visitor. This includes knowingly possessing, concealing, selling or disposing of stolen property. Robbery is the taking of another's property by force or threat of force.	D/R/RC	EE/STS/R/PC	EE/LTS/R/PC
Tobacco and Smoking Paraphernalia	Possessing, using, or distributing of any tobacco product, or chemicals, devices (e.g. e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances.	STS/DIVERSION	STS/DIVERSION	STS/A
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	D	EE/STS	EE/STS
Unauthorized Use of Cell Phones or other Electronic Devices	Using cell phones and other personal electronic devices in classrooms/during the school day without authorization.	CD/CP	CP	D/CP
Unauthorized Use of Equipment	Using computers and other equipment (cameras, audio recorders, etc.) during the school day without authorization. Photographs, video, and audiotapes may not be shared or published without permission. Inappropriate materials or websites may not be accessed or displayed.	CD/CP	STS/CP/LP	LTS/CP/LP
Vandalism/Destruction of Property	Intentionally destroying, damaging, or defacing school or personal property. This includes tampering with equipment or supplies or displacing property.	RC/R/D	EE/STS/R/PC	EE/LTS/R/E/PC
Vulgar or Lewd Conduct/ Profanity	Expressing any lewd, indecent, vulgar, profane, or obscene act. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	D/RC	EE/STS	EE/STS
Willful Disobedience, Failure to Cooperate, and Disrespect	Repeatedly failing to comply with or follow reasonable, lawful, directions or requests of teachers or staff. This includes non-compliance, defiance, and disrespect.	D/RC	EE/STS	EE/LTS

Athletic/Activities Code of Conduct

As members of a school team or WIAA sponsored activity that represents Lake Washington School District, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong, healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletics/activities or attending a team-related activity such as out-of-season camps or tournaments. These rules will apply at all times throughout the school year, which is defined as beginning with fall tryouts to the last day of school, and includes any summer team-related activities. They will remain in effect for one calendar year from date of signature.

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

Penalties for the possession, use or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

1st Violation: A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids, or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and/or remaining at an event where it is reasonably known by those present that consumption any of the above mentioned substances by a minor(s) occurs. In this situation it is the responsibility of the student-athlete or student involved in the activities noted above to remove him/herself beyond all reasonable doubt and proximity from the situation. Ineligibility for possession or use shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete will meet with the school authorities. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program. A participant who seeks and/or receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) will be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful use of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility re-instated in the athletic program, after a minimum two-week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.

2nd Violation: A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 will be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.

3rd Violation: A participant who violates for a third time RCW 69.41.0202 - 69.41.050 or of RCW 69.50 will be permanently ineligible for interscholastic competition.

Sale and/or distribution - per Lake Washington School District Policy, the sale and/or distribution of alcohol, or prescription or non-prescription drugs will result in the student automatically being placed on Step #2 of the Athletic/Activity Code.

Tobacco Products, Chemicals or Devices (e-cigarettes, vaporizers, cigarettes, chew, etc.)

1st Violation: The possession and/or use of tobacco products or chemicals, devices (e.g., e-cigarettes, electronic hookahs, vaporizers, etc.), or any other product that has a similar flavor or physical effect of nicotine substances will result in: 1. The student will be suspended for a minimum of one week of competition. 2. The attendance of a cessation class will be mandatory.

2nd Violation: 1. The student will be suspended for 10 weeks of competition. If there is not 10 weeks left in the current season the suspension will carry over to the next competitive season in which they are a returning athlete. 2. Before an athlete can again represent Lake Washington School District in athletics they must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products.

3rd Violation: A student athlete who violates for a third time will be permanently prohibited from participating in any WIAA member school athletic program or activity.

Conduct Rules

Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All Lake Washington School District athletes are expected to adhere to all Lake Washington School District policies as explained in each school’s Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.

Hazing Rituals

Hazing will not be tolerated in any form and is never to be part of our program. Acts of hazing can escalate to the point that the students participating are at risk. It is also quite possible that many acts of hazing will result in legal action being taken against the coach, advisor, student group leader, administrator or the school district.

Any student who participates willingly in a hazing ritual is subject to disciplinary action, including suspension from school or the team or both, and possible legal action dependent on the severity of the incident.

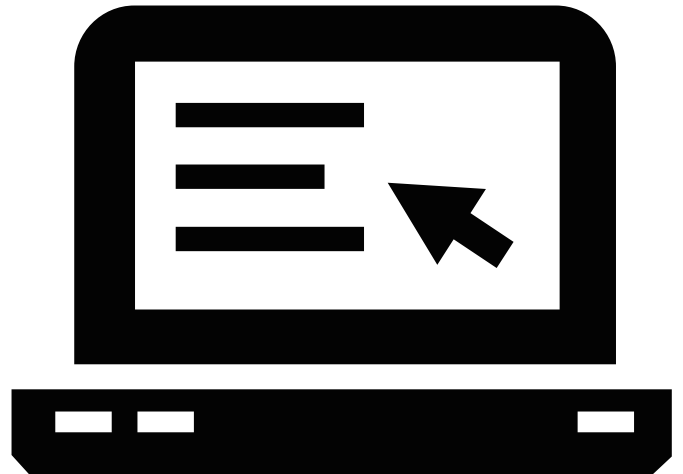
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

Initiation ceremonies and rituals are different from hazing rituals as they are positive, open, and public events. Initiation ceremonies welcome new members to a team or group, promote bonding and orientation to the purpose, culture, and expectations of the team or group. The coach, advisor and parents are informed of the ceremony and invited to participate.

Parents/guardians who wish to contest discipline may submit a grievance to the school principal for an informal conference.

Technology Code of Conduct (IIAB-R)

Lake Washington School District provides a wide range of technology resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures (AUP).



1. Exercise good judgment and respect District property by demonstrating responsible use of technology.	2. Be a good digital citizen.
<ul style="list-style-type: none"> • Protect your account and computing privileges. Never share your logon and password information with other students. Never use others' logon or password. • Do not destroy, modify or abuse computer hardware or software in any way. • Do not delete or add software or peripheral equipment to district computers without advance permission. • Do not use personal wireless hotspot devices while at school. • Do not utilize peripheral devices that act as computers or local area networks such as thumb drives with processing capability. • Do not attempt to tunnel or VPN to another computer through the District network. • Do not use the district's network resources on personal devices such as smart phones or personal computers without advance permission. • Keep food and beverages away from laptops and desktops at all times. • Computer lab use – <ul style="list-style-type: none"> ○ Use only when a staff member is present. ○ Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way. 	<ul style="list-style-type: none"> • Use district computers for educational purposes only. No personal, commercial or political activity is allowed. • Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes. • Students should leave games, other non-district software, entertainment, and social networking at home. • Do not use the Internet to access or process pornographic or otherwise inappropriate material. • Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact. • District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages). • Do not attempt to hide "windows," close laptop lids, clear desktops, or turn off computers when staff approach. • Never attempt to "hack" into another student's or staff member's account. • Do not attempt to circumvent or disrupt district network and software resources such as firewalls, network traffic monitoring services, or web filters.
	<h3>3. Be academically honest.</h3> <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (JFCC)

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school-sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school.

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each school year. These rules will also be posted in each bus. These rules and procedures also apply to students who ride charter buses or other contracted transportation provided by the school district. Safety may be compromised if the driver becomes distracted by students who violate the rules.

The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However the bus driver shall have final authority and responsibility.

Corrective Action for Infractions of Established Bus Rules

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration of the school year and range from warnings, detentions, and parent/guardian conferences to short-term suspensions or long-term suspensions from riding the bus. Serious infractions may result in immediate suspension of bus-riding privileges for the balance of the school year.

Suspensions will begin at the beginning of the next school day after the misconduct occurred. In other words, the student transported to school may be returned to his regular stop. Students may resume their bus riding privileges as soon as all disciplinary obligations have been met.

Grievance

Parents/guardians who wish to contest a suspension may submit a grievance to the school principal for an informal conference.



Safety expectations at the bus stop

- Arrive at the bus stop five minutes before the scheduled bus time.
- Do not stand or play on the roadway while waiting for the bus.
- Wait to board the bus in an orderly manner.
- Respect private property while waiting for the bus.

Safety expectations while riding the bus

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Elementary and middle school students need to ride their assigned bus and get off at their assigned stop, unless they have a bus pass signed by the school (certain routes may not allow bus passes based on available seating).
- Keep their head, hands, feet, and belongings inside the bus at all times.
- Only consume food or beverage if the driver has given permission to do so.
- Windows may be opened six inches; however, close the windows if the driver asks that windows remain closed.
- Do not bring animals onto the bus (service-animals excepted).
- Keep belongings (backpacks) out of the aisle.
- Remain seated while the bus is starting, stopping, or otherwise in motion.
- If assigned a specific seat by the driver, sit in that seat at all times.
- Enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Note: Exceptional Misconduct and Other Forms of Misconduct as identified early in this handbook apply to conduct on buses and at bus stops.

Corrective Action for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to 10 cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

A meeting may be called with the principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible. If the behavior continues, additional meetings may be held with the principal, special education services and parents/guardians. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required.

In the event of multiple infractions, a meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. If the student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another 10 days cumulative suspension from transportation services.

Special Education and Preschool Drop-Off Procedure

A parent or guardian must be present when special education and preschool students are dropped off. Parents are to provide the driver with a list of adults approved to receive their student. Exception: with written approval by the parent and school, a special education student may be dropped off without an adult present.

Securing of Special Education and Preschool Students

If a student is required to be secured in the bus, it is the parents/guardians responsibility to load and secure their student going to school and to unsecure and unload their student when arriving at home.

Emergency Evacuations

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. Usually, students remain on the bus during an emergency; however, the bus will be evacuated in the event of fire/danger of fire or in the event the bus is stopped in an unsafe position, such as on or adjacent to railroad tracks. Students will participate in emergency evacuation drills within the first six weeks of each semester with a verbal review by the driver between drills. Students who are unable to participate in the emergency exit drill will receive oral instructions on how to exit.

Visit the district's [School & Bus Finder](#) web page for more transportation information.

Prohibition of Discrimination and Harassment

Human Dignity (ACA)

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested+ in the daily behaviors of students, staff, and volunteers.

Nondiscrimination (AC)

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or gender identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Civil Rights Coordinator

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
425-936-1266
civilrights@lwsd.org

Title IX Coordinator

Director of Student Services
16250 NE 74th Street
Redmond Washington, 98052
425-936-1289
titleix@lwsd.org

Section 504/ADA

Coordinator
Director of Special Services
16250 NE 74th Street
Redmond Washington,
98052
425-936-1407
section504@lwsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint. For a copy of the district's nondiscrimination policy and procedure, contact your school or the district office or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Foundations/Pages/Human-Dignity.aspx>.

Sexual Harassment (JFDA)

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, emails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member, the school principal, or to the district's Title IX Officer, who is listed on page 12. You also have the right to file a complaint. For a copy of the district's sexual harassment policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Sexual-Harassment.aspx>

Harassment, Intimidation and Bullying (JFD, JFD-R)

All students have the right to learn in an environment that is free from harassment, intimidation, or bullying. Harassment, intimidation, or bullying means any intentionally written message or image (including those that are electronically transmitted) or verbal or physical act, including but not limited to one shown to be motivated by race, color, religion, creed, ancestry, national origin, sex, gender, sexual orientation, including gender expression or identity, marital status, age, mental or physical disability or other distinguishing characteristics, honorably discharged veteran or military status, or the use of a trained guide dog or service animal by a person with a disability, when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment, intimidation, or bullying can take many forms including, but not limited to, slurs, rumors, "put-downs," jokes, innuendoes, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats, or other written, oral, physical, or electronically transmitted messages or images.

You can report harassment, intimidation or bullying to any school staff member, the school principal, or to the district's Compliance Officer (Director of Student Services, 425-936-1289, StopBullying@lwsd.org). You also have the right to file a complaint. For a copy of the district's harassment, intimidation or bullying policy and procedure, contact the school or the district office, or view it online here: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Harassment-Intimidation-Bullying.aspx>

Prohibited Items

Alcohol, Drug and Tobacco (IGAG, JFCH)

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored events or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any illegal or other substance representative as such.

Dangerous Weapons (JFCJ)

The safety of students and staff in our schools is paramount. As such, it is a violation of district policy and state law for any person to carry a firearm or dangerous weapon on school district premises, school-provided transportation or areas of other facilities being used exclusively for school activities.

Weapons prohibited by this policy include firearms, as defined under federal and state law, explosives, items capable of causing bodily harm, and objects, including toy weapons or look-alikes, that appear to be weapons or that can be used to cause bodily harm, regardless of size. Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, stun guns, metal knuckles, certain knives, "nun-chu-ka" sticks, "throwing stars," and air guns, including BB guns and paintball guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited for student use or possession.

Fake weapons or props for District-approved activities such as school plays or assemblies, approved presentations or military displays, and starter pistols used for sports activities, are permitted with prior approval of the building principal. The fake weapons or props may not be capable of firing any projectiles, must be under the control or supervision of the adult activity sponsor, and must be locked up when not in use for the activity.

Under RCW 9.91.160, it is unlawful and a violation of this policy for a person under eighteen years of age, unless the person is at least fourteen years old and has with written parental or

guardian permission, to possess personal protection spray devices on school district property. Providing or transferring a personal protection spray device to someone who is prohibited from possessing such a device is also a violation of this policy. Any use of a personal protection spray device must be consistent with RCW 9A.16.020.

Any student found to have in his or her possession, or in his or her desk or locker, or on school district premises, any dangerous weapon or replica of a dangerous weapon defined in RCW 9.41.270 may be subject to parent notification, police contact, suspension, emergency expulsion or expulsion. In instances involving a firearm, students will be subject to a one-year expulsion.

Other Policies

Health Room/Medication (**JHCD, JHCD-R**)

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary or trained volunteer will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home.

Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 a.m. and 1:00 p.m. daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the Lake Washington School District medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last day of school.

Child Find (**IGB-R**)

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District

through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at (425) 936-1201 or the District Child Find office at (425) 936-2760 to request Child Find information.

Enrollment/Inter-District Transfer Agreements and In-District Variances (**JC, JC-R, JECB, JECBC**)

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

Student Records/Family Educational Rights and Privacy Act (**JO**)

The Lake Washington School District is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to September 15 of each school year.

Directory information is routinely used by the District in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

Our District's Tip Reporting Service

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. **Phone:** 425-529-5763
2. **Text:** Text your tip to 425-529-5763
3. **Email:** 1342@alert1.us
4. **Web:** <http://1342.alert1.us>



Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. You can submit a tip anonymously online or by telephone. More information, including the SafeSchools Alert Terms of Use and Privacy Policy, is available online at <http://1342.alert1.us>. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

Dogs on District Property

File: KGA

In order to manage the risks associated with the presence of dogs on district property, the following restrictions applies to dogs on school grounds and in buildings:

- No dogs are allowed on district property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in district athletic stadiums at any time, except for bona fide service dogs.
- At all other times dogs must be leashed and controlled by owners. Owner must clean up after their dogs and remove waste from district premises.

According to Washington State law (RCW 16.08.040), the owner of any dog that bites a person while that person is in a public place or lawfully in a private place is liable for any damages suffered by the person bitten, regardless of the former viciousness of such dog or the owner's knowledge of such viciousness. The dog owner is personally held strictly liable for the damage inflicted on any persons injured or harmed by the dog physically or emotionally in any manner.

Adopted:

08/29/11

Revised:

06/29/16

LEGAL REFS.:

RCW 16.08.040

CROSS REFS.:

ACAC, Service Animals on District Property

2017-2018 School Year

Carl Sandburg and Discovery Community Parent/Student Handbook Signature Form:

Please read and discuss the information included in both the Carl Sandburg and Discovery Community Student Handbook and Lake Washington School District Student Rights and Responsibilities with your child. Return this page to your child's teacher after you and your child have signed it.

As the parent or guardian of a Carl Sandburg or Discovery Community School student, I have read, understood and shared the Carl Sandburg and Discovery Community School Student Handbook, along with the Lake Washington School District Student Rights and Responsibilities with my child. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Parent/Guardian Signature

As a student of Carl Sandburg Elementary or Discovery Community School, I have read, understood and will follow the guidelines set in the Carl Sandburg and Discovery Community School Student Handbook, along with the Lake Washington School District Student Rights and Responsibilities.

Student Signature

Print Student Name

Date: _____