



PARENT/STUDENT HANDBOOK 2018-2019

**Carl Sandburg Elementary
Discovery Community School**

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Website: <http://sandburg.lwsd.org> and <http://discovery.lwsd.org>

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School Day

<u>M, T, Th, F Schedule</u>		<u>Wednesday Schedule</u>	
9:05	Playground Opens	9:05	Playground Opens
9:15	Bell to Line up	9:15	Bell to Line up
9:20	Start	9:20	Start
10:40-10:55	K-2 Recess	10:40-10:55	K-2 Recess
11:00-11:15	3-4 Recess—includes Middles	11:00-11:15	3-5 Recess includes Middles/Olders
11:30-11:55	Preschool Recess		
11:55-12:20	K-1 Lunch	*11:45-12:10	K-1 Lunch
12:20-12:50	K-1 Recess	*12:10-12:40	K-1 Recess
12:25-12:50	2-3 Lunch	12:25-12:50	2-3 Lunch
12:50-1:20	2-3 Recess	12:50-1:20	2-3 Recess
12:55-1:20	4-5 Lunch	12:55-1:20	4-5 Lunch
1:20-1:50	4-5 Recess	1:20-1:50	4-5 Recess
2:30-2:45	K-2 Recess	2:20	Dismissal
2:45-3:15	5 Recess—includes Olders		
2:45-3:00	3-4 Recess—Includes Middles		
3:00-3:25	Preschool Recess		
3:50	Dismissal		

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

Important Note:

Students arriving after 9:20 a.m. or leaving before dismissal must be signed in or out at the office by a parent or guardian.

Welcome to Sandburg/DCS



Dear Sandburg and Discovery Families:

Welcome to the 2018-19 school year! Our community is a highly learning- 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
Principal

Mission/Vision



LWSD Mission:

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

LWSD Vision:

Every student will be Future Ready:

- Prepared for College
- Prepared for the Global Workplace
- Prepared for Personal Success



Sandburg Mission:

As a school community we are committed to educate, support, and inspire every student to ensure their endless possibilities. We expect all students to reach or surpass grade level standards given comprehensive instruction, district aligned curriculum, and targeted and timely intervention and enrichment. Our students benefit from the collaborative efforts of both staff and parents.

Discovery Community School Mission:

As a school community we strive to educate the whole child in a cooperative effort that respects and responds to each child's needs and abilities. We do this through developmentally appropriate curricula, active parent participation, and a world view that emphasizes community and lifelong learning. We support intrinsic motivations and foster a non-competitive learning environment.

Schoolwide Expectations:

Be Kind
Be Safe
Be Responsible

Attendance

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

Late Arrival/Tardy:

If your student arrives after 9:20 a.m., you must sign your student in at the office. This policy is designed to support student learning and enhance student safety.

Admit slips will be written beginning at 9:20 per the school wall clocks. The Principal/Associate Principal will review a monthly report for absenteeism and tardiness issues.

Absent or Tardy more than 10%?

Administration 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 10% absent/tardy a letter will be sent from the principal to parents indicating the continuing problem and reminding parents of the BECCA Bill attendance law.

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

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

Family Vacations:

Please notify the office and your child's teacher if your family plans a vacation when school is in session. If your student will be missing 5 or more school days for a planned absence you must complete a Pre-Arranged Absence form prior to leaving (available on the website and in the office). We strongly discourage family vacations when school is in session. Parents and students are reminded that Washington State Law requires compulsory attendance for students. In addition to compromising the attendance law, family vacations interrupt the educational process of each subject in ways that make-up work cannot reverse. Teachers are NOT required to provide homework assignments prior to a family vacation; however, they do appreciate being informed about planned absences. Failure to fill out the Pre-Arranged Absence form will result in the absence being unexcused.

DID YOU KNOW?

Starting in kindergarten, too many absences can cause children to fall behind in school. Missing 10 percent (or about 18 days) can make it harder to learn to read. Students can still fall behind if they miss just a day or two days every few weeks. Being late to school may lead to poor attendance. Absences can affect the whole classroom if the teacher must slow down learning to help children catch up.

Attending school regularly helps children feel better about school—and themselves. Start building this habit in preschool so they learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college, and at work

WHAT YOU CAN DO:

- ✓ Set a regular bed time and morning routine.
- ✓ Lay out clothes and pack backpacks the night before.
- ✓ Find out what day school starts and make sure your child has the required shots.
- ✓ Introduce your child to their teachers and classmates before school starts to help them transition.
- ✓ Don't let your child stay home unless they are truly sick. Keep in mind complaints of a stomach ache or headache can be a sign of anxiety and not a reason to stay home.
- ✓ If your child seems anxious about going to school, talk to teachers, school counselors, or other parents for advice on how to make them feel comfortable and excited about learning.
- ✓ Develop back-up plans for getting to school if something comes up. Call on a family member, a neighbor, or another parent.
- ✓ Avoid medical appointments and extended trips when school is in session.



Office Reminders

Guest and Visitors:

Parents are welcome and encouraged to volunteer. The school is equipped with a video doorbell system and all visitors will gain access via the front door video doorbell system. For security reasons, we require that all volunteers and visitors report to the school office after receiving access, show ID, sign in, wear a visitor's badge while on the premises, and sign out when leaving. Volunteers, visitors or guests without a visitor's badge will be directed to the office to sign in. All volunteers must be pre-approved (the process can take up to a week or longer). Approval is required for all times such as being at lunch and recess, field trips and volunteering in the classroom. Please see the LWSD website or the front office for an application. Your volunteer application must be renewed every 2 years.

Early Dismissal:

If your child will be leaving during the school day, please send in a note to the teacher, or e-mail the teacher. At dismissal time, you still need to go to the office to sign your child out. The office will call the classroom teacher who will have your child come to the office to meet you.

Changing Dismissal "End of Day" Routine:

If your child's normal dismissal routine is to be altered on a particular day call the school office by 3:25pm describing the change. If we do not hear from you, your child will follow their typical routine.

Contacting your child's teacher:

As partners with families, teachers will make every effort to communicate with parents. We do not transfer calls to teachers during the school day. If you need to get a message to a teacher you may leave one with the office, email, or call before or after school.

Protocol for riding a different bus home:

Parent/Guardian notifies the main office that their child will be riding a different bus home. The office fills out a blue School Bus Pass and delivers it to the student by the end of the school day. Due to limited bus space transportation has the discretion to limit or enforce a no School Bus Pass policy. Please verify School Bus Passes are allowed before planning for your child to ride a different bus.

Birthdays:

District policy: No doughnuts, jumbo-sized cookies, licorice, or other sugar-based candies, fries solo, or high caffeine/herbal additive beverages may be sold or provided to students. Food shall comply with these guidelines with exception of no more than three (3) school sponsored class parties, celebrations, or events per year as determined by the teacher. Sugar based treats are not permitted for student birthdays in the school.

Please do not have flowers or balloons delivered to the school for your child, as they are a disruption to learning time. It is not the teachers' responsibility to pass out student invitations. Students are not permitted to pass out birthday party invitations during school hours.

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 3:35 may not reach your student prior to dismissal due to the high volume of requests and activities during the 3:35-3:50 time frame. Items that are to be delivered to students are to be left in the office and not taken directly to the class by a parent or guardian.

Lost and Found:

“Lost and Found” items are collected and placed in the bins and racks in the main atrium. 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.

Dogs:

Please leave dogs home! We have students who are afraid and some that are highly allergic. No dogs are allowed on district property between 7:00 a.m. and 4:00 p.m. on any school day, 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. Please avoid tying your dog up around campus due to student safety. Washington State Law restricts having any pet in the classroom for an extended period.

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. in envelope with child’s name, intended purpose and classroom. You may also pay online through “My School Bucks”. Put 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.

Join Us for Lunch:

Parents may join their child for lunch. Sign in at the office and meet your child at their lunchtime.

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 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.

Health Room

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.

Immunizations:

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

Symptoms that child is too sick for school:

If your child has any of the following symptoms, please keep him/her home, or make appropriate child care arrangements. It will be necessary to pick your student up from school as soon as possible if he/she shows any of the following symptoms at school:

- **Fever:** temperature of 100 degrees Fahrenheit or higher. Child must NOT have a fever for 24 hours before returning to school.
- **Vomiting:** child should not return to school for 24 hours following the last episode of vomiting.
- **Lice, scabies:** Children may not return to school until they have been treated. Children with scabies can be admitted after treatment.
- **Diarrhea:** more than one watery stool in a 24-hour period, especially if the child acts or looks ill.
- **Chronic cough and/or runny nose:** continual coughing and excessive nasal discharge. Conditions may be contagious and may require treatment from your health care provider.
- **Sore throat:** especially with fever or swollen glands in the neck.
- **Rash:** body rash, especially with fever or itching.
- **Ear infection:** with fever. Without fever can attend school, but the child may need medical treatment and follow-up. Untreated ear infections can cause permanent hearing loss.
- **Eye infection:** Eye infection: pink eye (conjunctivitis) or thick mucus or pus draining from eye.
- **Unusual appearance, behavior:** abnormally tired, pale, lack of appetite, difficult to wake, confused or irritable. This is sufficient reason to exclude a child from school.



Lori Pierce, Principal

**Carl Sandburg Elementary School
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Using Sunscreen at School/Field Trips/Camps – 2018-19 Process for all grades

“Any person, including students, parents and school personnel, may possess topical sunscreen products to help prevent sunburn while on school property, at a school-related event, activity, or at summer camp....a sunscreen product may be possessed and applied under this section without the prescription or note of a licensed health care professional.....For student use, a sunscreen product must be supplied by parent/guardian..(3)Nothing in this section requires school personnel to assist students in applying sunscreen.” - *WA State House Bill Amendment 5404 to RCW 28A.210*

Doctor permission is no longer required, but please review the Lake Washington School District process for sunscreen at school. The safety of all children is our priority and some students are very allergic to sunscreen. Thank you for understanding and complying with this process.

Students may bring and self-apply sunscreen at school once parents have met the following conditions:

- We recommend application at home before school, bring a sunhat labeled with name, and wearing sun protective garments.
- Sunscreen is labeled with child’s full name
- **NO SPRAY** sunscreen is allowed
- Younger students may find stick sunscreen easier
- Child is instructed by parent to not share sunscreen with other students
- Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. For this reason, parents must demonstrate at home how to apply.
- Additional information regarding sunscreen can be found at:
<https://www.aad.org/media/stats/prevention-and-care/sunscreen-faqs>

I agree and have met the conditions above and provided sunscreen for my student

Parent/Guardian signature _____ Date _____

Parent/Guardian printed name _____

Student Name _____ Grade _____

Sincerely,

School-Wide Behavior Expectations

Our behavior expectations & discipline policy at Sandburg/DCS reflect the belief that each person is responsible for his/her actions and words. The behavior of students, staff and parents will demonstrate respect for self, others, and our school.

We expect all students are kind, safe, and responsible. Behavior that interferes with other students' right to learn, teachers right to teach, or with student safety is not acceptable and will not be tolerated. Further, students who are in possession of information that could result in harm to themselves or others are obligated to disclose this information either to a staff member and/or their parent who will disclose to a staff member.

Lake Washington School District Board policy addresses human dignity and harassment. Briefly, the human dignity policy states the importance of recognizing and valuing diversity and the importance of respecting others. The harassment policy states that students and staff have the right to a non-threatening, non-intimidating school environment. Students who engage in disrespectful and/or inappropriate behavior also choose the consequences for this behavior, up to and including suspension from school. Please help by discussing and modeling the importance of respectful, appropriate behavior with your student.



Each teacher, during the first few weeks of school, will review the LWSD and Sandburg/DCS policies with students. They teach and model the expectations (Kind, Safe, Responsible) in all areas of the school such as the bathroom, lunchroom, etc. After the instruction is complete we will expect every student to engage in respectful behavior always. Throughout the days, staff will be recognizing students for their appropriate behavior. As part of the recognition, students will receive a ticket that will go into a school-wide container. Once our container is full, there will be a school-wide celebration for all our students. Students will be recognized for their appropriate behavior through tickets as well as individual classroom teacher systems.

Classroom Expectations:

It is the duty and responsibility of each teacher to develop and discuss with their students appropriate rules of conduct within the classroom that will ensure a maximum learning environment for each child. Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be implemented (based on district codes of misconduct in the back of this handbook).

For those students who need support following expectations, they may work on a Think Sheet. This sheet provides students the opportunity to choose an emoji for how they are feeling, describe the incident that happened, and come up with an alternative that they could try next time.

Social/ Emotional Learning at Sandburg/DCS:

Throughout the year, students are learning and practicing tools to solve small problems, restore broken connections and manage emotions. This includes both Kelso's Choices and the Second Step curriculum. Here is a quick summary of the tools that our students are using:

Recess Expectations:

- Follow the directions of the recess supervisors
- Toys, balls and personal play/sports equipment should be left at home: phones, toys, dolls, games, balls, etc.
- Solve problems peacefully/seek help if needed.
- During recess, stay outside unless you have a building pass
- When the bell rings, stop what you are doing and walk to the building
- Walk to the covered area immediately in the case of a thunderstorm or heavy rain
- When a student is injured, report it immediately to an adult
- No food or gum on the playground
- Do not bring umbrellas out at recess
- Leave rocks, woodchips, sticks and dirt on the ground

ALL items such as radios, games, toys, dolls, fidget sticks etc., should be left at home. The school is not responsible for lost or stolen personal items.

Dress for Success:

Clothing that interferes with and/or distracts from the educational process will be subject to review. Expectations for dress are based on the following beliefs:

1. Students' dress is the choice of the student and guardian
2. Students' dress helps to maintain a safe environment, particularly in classes or situations where specific clothing expectations are needed such as lab sciences or PE)
3. Students' dress allows for students to express their religious or gender identity
4. Students' dress must not violate prohibitions against offensive, lewd, harassing, or illegal conduct (For example, clothing should not display violence, drugs, weapons, etc.)
5. Students are treated equitably regardless of their identity

All students participate in recess every day and should wear appropriate clothing to be successful during these times, including comfortable footwear and outerwear for the weather conditions. One way you can help is by checking the morning's forecast to provide them appropriate clothes for the day's conditions. Several times a week, students also participate in PE class. During these days, students should have footwear that allows them to be active and safely participate.

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

Cell Phone Policy:

1. A student can have a cell phone and cell phone watches in his/her possession on campus.
2. During the school day (from the time a student arrives on campus until the end of school) the cell phone/watch must be turned off and cannot be visible.
3. While students are riding buses the cell phone/watch policy is in effect just as if the student was in a classroom during the school day.
4. School personnel can ask a student to surrender a cell phone/watch if: the cell phone/watch rang or vibrated (which would mean that the phone was turned on), or the teacher saw the cell phone/watch (which would mean that the phone was visible).

5. Parents should continue to call the school for any emergency situation. We will contact your son/daughter. Do not try to contact them by cell phone.

The use of camera phones is strictly forbidden at school. Use in private areas, such as, locker rooms, washrooms, dressing areas, classrooms, and offices at any time may also be in violation of a criminal code.

Students who do not obey the above rules shall be subject to the following progressive discipline procedures:

1. **First offense** - the cell phone/watch will be confiscated, parents will be notified, student can pick up the phone from the teacher at the end of the school day.
2. **Second offense** - the cell phone/watch will be confiscated and sent to the office, parents will be notified, and student must meet with the principal to get their phone back.
3. **Third offense** - the cell phone/watch will be confiscated, parent will be contacted, and student will lose permission to bring the cell phone to school.
4. **Subsequent Offense(s) - (defiance)** - Additional parent contact and more severe disciplinary action - including but not limited to suspension.
5. The school will not be responsible for any lost, stolen, damaged, or confiscated phones/watches, or for usage fees resulting from such confiscation.

Homework 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.

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.

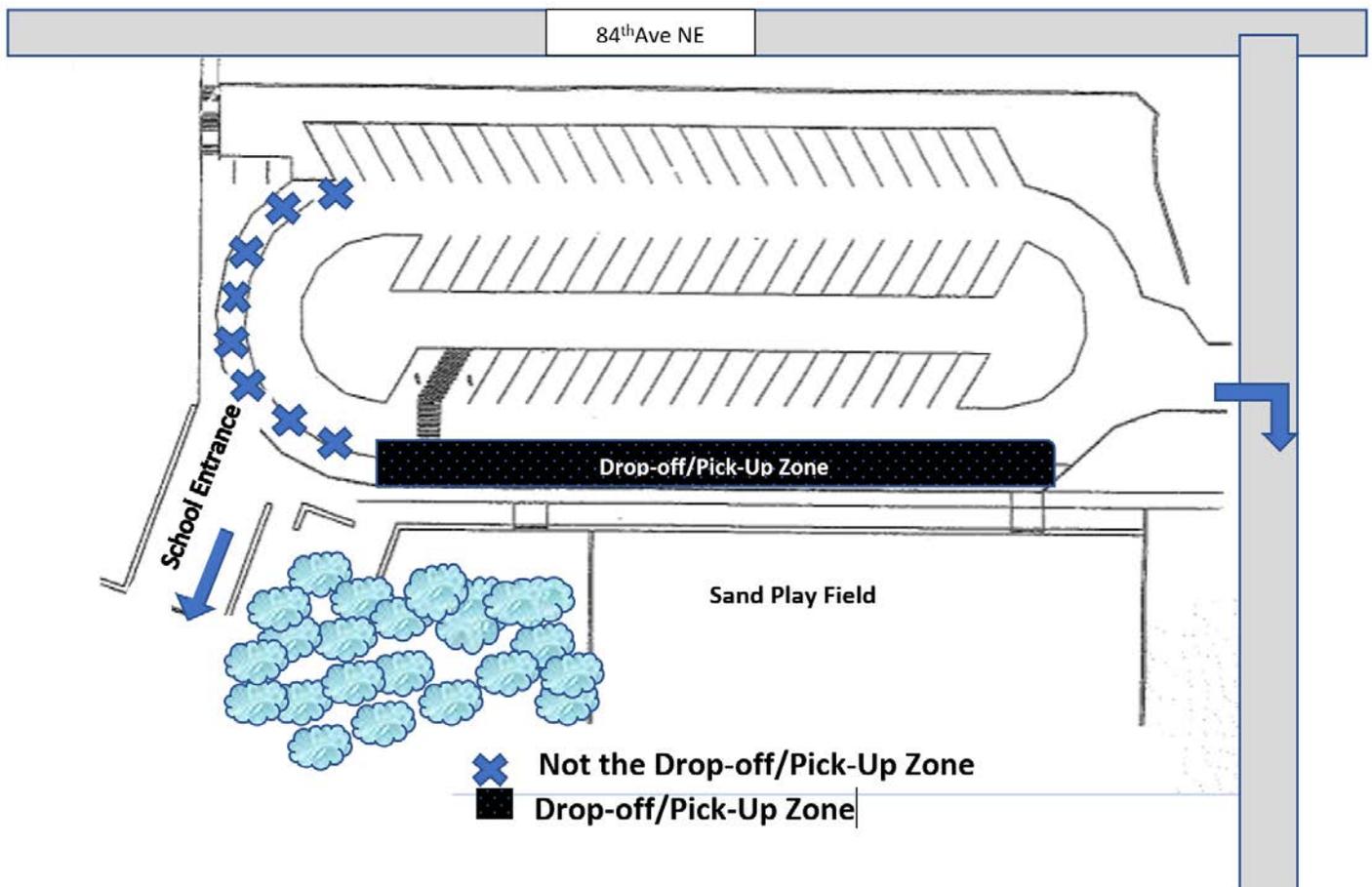
Kindergarten	Explore their world and be read to daily.
Grade 1	15 min, 4 times per week/60 minutes weekly
Grade 2	20 min, 4 times per week/80 minutes weekly
Grade 3	30 min, 4 times per week/120 minutes weekly
Grade 4	40 min, 4 times per week/160 minutes weekly
Grade 5	50 min, 4 times per week/200 minutes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

Parking Lot Procedures and Pedestrian Safety

- ✓ Have students in the car ready to exit with
- ✓ Always pull forward as far as you can, to the end of the drop-off/pick-up zone area (towards the exit).
- ✓ Children should only exit the car on the curb side of the vehicle, never into the traffic lane/driver's side.
- ✓ Parents should stay in the car when dropping off or picking up.
- ✓ If your child requires assistance exiting your vehicle, pull into a parking space and walk with them to the sidewalk, using marked crossings.
- ✓ Do not leave your car unattended in the drop-off or pick-up lane.
- ✓ Observe a 5-mph speed limit always.
- ✓ Use turn signals when pulling into the through lane.
- ✓ Right turns only out of the parking lot during heavy use. (Times are posted at the exit).
- ✓ If arriving after 9:20 am, you must walk students to office and sign in for late arrival (District policy).
- ✓ If parked along curb for an afternoon event, return to your car by 3:50 and pull forward as far as you can.
- ✓ You are a model of expected, safe behavior for all students. Please do not use phone/device or engage in other activities in the drop-off/pick-up lane.

Most importantly, please be kind and patient with each other. Assume best intent. We all have the same goal of getting our children safely to and from school.

If you have concerns, please direct them to: Mrs. Pierce at 425-936-2700 or by e-mail at lpierce@lwsd.org



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.

Visiting Sandburg/DCS

Volunteering:

Thank you for your interest in volunteering at Sandburg/DCS. You are deeply appreciated for the work that you do. Many programs are only possible because of your support.

To become a volunteer, first read the Lake Washington School District Volunteer Handbook and complete a Volunteer Application form as this is a district requirement. School volunteers and field trip chaperones are required by the state and district to complete an application and background check. These forms are available in the school office and online at:

<https://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd/volunteer-application-process>

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.

A few reminders:

- Sign in and wear a badge
- Maintain student confidentiality always
- Turn off your cell phone
- Communicate with the teacher when you are and are not able to volunteer
- Do not bring younger children to school during your volunteer hours
- Model school rules and expectations



Field Trips:

We encourage parents to participate in field trips. For liability reasons, we cannot accommodate siblings on trips. Parents must have a volunteer application on file.

Student Volunteers:

Student volunteers must be LWSD approved and their approval on file at the Sandburg office. Non-Sandburg/DCS students are not permitted to enter Sandburg/DCS during school hours without approval.

Emergencies at School

Staying connected: The district uses School Messenger, a parent notification system, to reach parents with routine and emergency messages.

Who gets the call? This communications system allows the district to send mass telephone, e-mail and text messages to parents and guardians in a timely fashion.

The contact information from the Yellow Emergency Information card that parents/guardians must file each year is put into the district's student information system. Once a day, new information from that system is downloaded into School Messenger's secure and confidential system. Within 24 hours of being entered, a new family may begin receiving communications.

Routine calls are made to the first telephone number on record for the first family listed. These recorded message calls may come from the district office or the student's school. They are often reminders, such as when curriculum night is being held, or new information parents may need, such as a change in school schedule. The system does mark duplicates, so parents with more than one student will not get duplicate calls. If the telephone is answered by an answering machine, the system will leave a message.

Emergency calls that take place in non-school hours will usually go just to that first telephone number. That's because students have left the school and are under their parent's/guardian's supervision. This kind of call may be made, for example, to tell families that school will be closed because of a power outage, fire or other damage to the building.

Schools, especially, may use this system to send out routine information and reminders through its mass e-mail system. Those e-mails go to the e-mail address on file with the district. Sandburg/DCS use MarketVolt for routine communications.

In a true emergency, such as a fire or earthquake, the district or school may need to get to parents quickly. Parents may need to come to the school to pick up their student. Or they may be asked not to come to school or to go to a different location to be reunited with their student. In the case of a true emergency, School Messenger will send a message from the district in **all these ways**:

- A recorded message to every telephone number on record for a student
- An e-mail to each e-mail address on record – with a file that can be played of the telephone message
- A text message to each cell phone on record, if the cell phone's owner has previously opted in to receiving those messages

District and school staff have strict instructions to use this emergency tool in a true emergency only.

In case of bad weather, to ensure that all families know when school has been cancelled or delayed, Lake Washington School District will place a call to all parents via School Messenger beginning at 6 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will also be available on this website or at <http://www.flashalert.net> on many local television or radio stations.

Changing your numbers or e-mail addresses: Because this information is housed in our Student information system, changes must be made at your child's school. Simply contact the school office to let them know if you want to change which telephone number is listed first. Some parents who do not want early bad weather calls to go to their home number may choose to list a cell phone first, that way they can turn off that phone's ring.

Carl Sandburg and Discovery 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 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 Support

Math Olympiad

Musical Instruments

Playground Equipment

Teacher Grants

Year Book

Library Computers

Reader Board

Technology Support

Third Grade Swim

Homework Club

New Students to Sandburg/DCS

We are so excited to welcome you to Sandburg/DCS! The following information, along with our handbook, will help guide you to a successful start to your time in our school.

Sandburg Elementary Website - <http://sandburg.lwsd.org/> includes:

- Contact information for the school, staff directory, and school year calendar
- Important links to: ABC's of Sandburg, school supply lists, PTSA, parent/student portal, etc.

The PTSA Website (<http://sandburgdcs.ourschoolpages.com/Home>) gives access to:

- Family Directory
- PTSA Event Calendar, membership information, volunteer opportunities
- Enrichment classes (fun and educational activities offered before/after school)
- The Informer (our PTSA newsletter – you must sign up to have this sent weekly via email)
- PTSA Facebook Group - Keeps you up-to-date and offers reminders regarding school events
- NEW STUDENTS:
 - Click on MY ACCOUNT at the top left of the home page to create an account

Parent Access (linked through both the Sandburg/DCS website and the LWSO website)

<https://www.lwsd.org/help/parent-access-support> gives access to:

- Student's information and emergency contacts
- Attendance records
- Grades
- Lunch payment
- Volunteer applications: <https://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd/volunteer-application-process>
- PowerSchool Learning or at <https://www.lwsd.org/help/powerschool-learning-support>
 - [Student's class, teacher, curriculum, etc.](#)

Additional parent information and resources can also be found on the Lake Washington School District website – www.lwsd.org

Volunteer opportunities are available through both the school and the PTSA. Examples include:

- Regular classroom volunteering
- Assisting in the library
- Acting as a chaperone on field trips
- Assisting with the morning drop-off and afternoon pick-up lines
- Volunteering at one-time events, such as the Science Expo, Family Math Night, and more
- Participating as a committee chair for one of our PTSA events

MarketVolt: Our principal's message and other school information is emailed to you through MarketVolt system and it is conveniently formatted to be easily read on personal electronic devices.



Lori Pierce, Principal

Carl Sandburg Elementary School
Discovery Community School
12801 - 84th Avenue N.E. • Kirkland, WA 98034
Office: (425) 936-2700 • Fax: (425) 814-0456
lpierce@lwsd.org

2018-2019 Bicycle Rider Contract

Dear 4th and 5th Grade Students and Parents,

Lake Washington School District permits fourth and fifth grade students to ride bikes to school. Because we want to do everything we can to assure that riders are educated in the safe and responsible operation of their bicycles, there are certain conditions that will have to be met to qualify before the school's permission to ride will be granted. These conditions are:

- Parent or guardian's permission must be given.
- Student will sign this contract agreeing to observe all conditions.
- Student will wear a bicycle helmet at all times when operating the bicycle.
- All bikes must be walked on the school grounds 30 minutes prior to school start until 30 minutes after school ends.
- Student will make sure bicycle is locked securely to the bike rack during school hours.
- Give pedestrians the right of way.
- If any of the conditions of this contract are not observed, student riding privilege may be withdrawn.

Although we try to provide a safe and secure area for bicycle storage, neither Carl Sandburg Elementary School nor the Lake Washington School District can take responsibility for lost, stolen or vandalized bicycles on either school property or while en route to or from school.

Student Statement: In order to ride my bicycle to school, I agree to the conditions in this contract. I also agree that I need to be concerned about the safety of pedestrians, cyclists, and other vehicles as well as my own safety when operating my bicycle. I will walk my bike on the sidewalks and follow all adults' directions. I will wear my helmet and lock my bike. I realize that the school is not responsible for the care and protection of my bike.

Student's Printed name

Teacher

Student's Signature

Grade

Parent/Guardian Statement: I give my permission for the above-named student to ride his/her bicycle to school and agree with the conditions of the contract.

Parent/Guardian's Signature

Date

August 2018

S	M	T	W	Th	F	S
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September 2018

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October 2018

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28	29	30	31*			

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January 2019

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27	28	29*	30	31*		

February 2019

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March 2019

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April 2019

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May 2019

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June 2019

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30						

July 2019

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21	22	23	24	25	26	27
28	29	30	31			

Important Dates

<p>Aug 27-31 LEAP Days</p> <p>Sept. 3 No School - Labor Day</p> <p>Sept. 4 First Day of School (grades 1-12)</p> <p>Sept. 4-6 Kindergarten Family Connections</p> <p>Sept. 7 First Day of School (Kindergarten)</p> <p>Sept. 10 First Day of School (Ready Start/Head Start)</p> <p>Sept. 12 1.5 hrs. early release schedule begins</p> <p>Sept. 18 First Day of School (SNAPS Preschool)</p> <p>Oct. 15, 16, 18 Half-Day Elementary Conferences</p> <p>Ready Start Conferences (No Preschool Programs)</p> <p>Oct. 19 No School - LEAP Day</p> <p>Oct. 31, Nov. 7, 14 Head Start Conferences</p> <p>Nov. 6 Last Day 1st Quarter (Secondary)</p> <p>Nov. 12 No School - Veterans Day Observed</p> <p>Nov. 13 Secondary Grades Due</p> <p>Nov. 21 Half Day</p> <p>Nov. 22-23 No School - Thanksgiving Vacation</p> <p>Dec. 24-Jan 4 No School - Winter Break</p> <p>Jan. 21 No School - MLK Jr. Day</p> <p>Jan. 23 Elementary Grades Due</p> <p>Jan. 25 Last Day 1st Semester (Secondary)</p>	<p>Jan. 29, 31, Feb. 1 Half-Day Elementary Conferences</p> <p>Head Start/Ready Start Conferences (No Preschool Programs)</p> <p>Feb. 4 Secondary Grades Due</p> <p>Feb. 14-15 No School - Mid-Winter Break</p> <p>Feb. 18 No School - Presidents Day</p> <p>March 8 No School - LEAP Day</p> <p>April 5 Last Day 3rd Quarter (Secondary)</p> <p>April 8-12 No School - Spring Break</p> <p>April 19 Secondary Grades Due</p> <p>May 15-17 Head Start/Ready Start Conferences (No Preschool Programs)</p> <p>May 24 No School - LEAP Day</p> <p>May 27 No School - Memorial Day</p> <p>May 28 Snow Make-up Day</p> <p>June 7 Last Day of School (SNAPS Preschool)</p> <p>June 12 Elementary Grades Due</p> <p>June 14 Last Day of School (Ready Start/Head Start)</p> <p>June 19 Half-Day - Last Day of School (K-12)</p> <p>Last Day 2nd Semester (Secondary)</p> <p>Secondary Grades Due</p>	<p>Key</p> <p>■ No School □ Half Day □ First/Last Day</p> <p>* Check Important Dates Section</p> <p>Wednesday schedule: 1.5 hrs. early release for students <i>LEAP=Learning Enhancement Academic Planning</i></p> <p>Calendar is subject to change. School year may be extended due to inclement weather.</p> <p style="text-align: right;"><i>Updated 7/10/18</i></p>
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2018-19 Student Rights & Responsibilities

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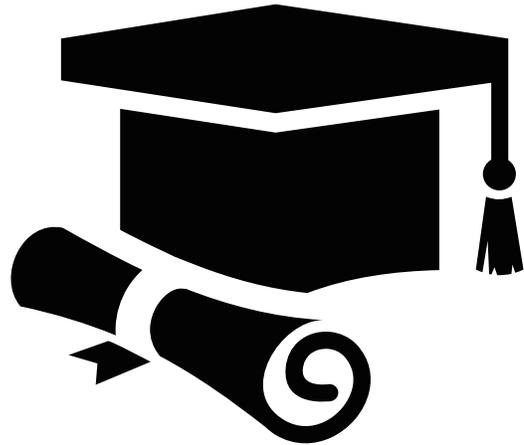
Introduction

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 (JED, JED-R)

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.

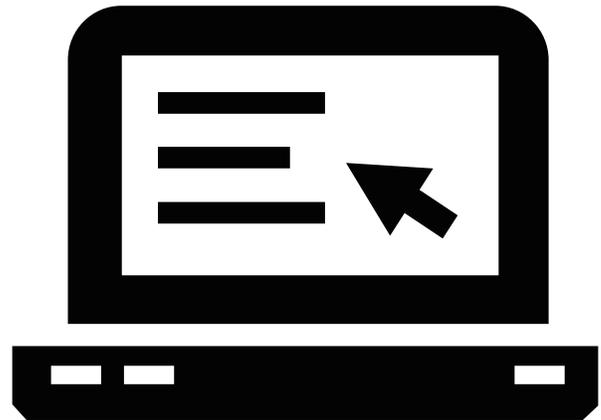
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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).



As a condition of connecting personal equipment to the district's networks, the district reserves the right to gain access to the device for analysis to resolve any identified issues or threats.

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 USB to run executable (.exe) files. • Do not use district provided storage for games, executable files or inappropriate content. • 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.
	3. Be academically honest. <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 [Transportation](#) web page for more 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-us/policy-and-regulations/nondiscrimination-ac>.

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-us/policy-and-regulations/sexual-harassment-of-students-jfda>.

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 <http://www.lwsd.org/about-us/policy-and-regulations/harassment-intimidation-and-bullying-of-students-jfd>.

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.