



PARENT/STUDENT HANDBOOK 2020-2021

**Carl Sandburg Elementary
Discovery Community School**

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

Sandburg Office: (425) 936-2700

Discovery Office: (425) 936-2704

Safe Arrival: (425) 936-2701

Fax: (425) 814-0456

Principal	Erin Bowser	<u>ebowser@lwsd.org</u>
Associate Principal	Nami Kusunose	<u>nkusunose@lwsd.org</u>
Counselor	Tracy Measham	<u>tmeasham@lwsd.org</u>
Office Manager	Katty Aghaseyedali	<u>kaghaseyedali@lwsd.org</u>
Office Professional	Julie Key	<u>jjohnsonkey@lwsd.org</u>
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Website: <http://sandburg.lwsd.org> and <http://discovery.lwsd.org>

Table of Contents

Contents	Page
Daily Schedule	3
Mission/Vision	4
Attendance	5-6
Office Reminders	7-8
School-Wide Behavior Expectations	9-10
Homework Policy	11
Parking Lot Procedures	12
Staying Connected	13
Carl Sandburg and Discovery PTSA	14
New Students to Sandburg/DCS	15
Calendar	16
LWSD Student Rights and Responsibilities	17 - 30

Daily Schedule

The Following is schedule is for Kindergarten and First Grade. Second through Fifth grade and DCS student schedules are currently remote, but will be updated at a later date.

K-1 Schedule	K-1 Students In-Person	K -1 Students Remote
K-1 Schedule Monday, Tuesday, Thursday, Friday	9:20 am – 12:50 pm (at school) 1:50 pm – 3:50 pm (synchronous and asynchronous learning at home)	9:20 – 3:50 (synchronous and asynchronous learning at home)
Wednesday	Asynchronous Learning at home	Asynchronous Learning at home

For students in-person, Monday, Tuesday, Thursday, and Friday may contain synchronous and asynchronous learning. Wednesday will be completely asynchronous. This will be subject to change as district makes changes.

Schedules for specific grades can be found on the Sandburg website at:

<https://sandburg.lwsd.org/about-us/daily-schedule>.

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

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

In-Person Learning Model 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.

Attendance

Remote Learning Attendance:

Attendance in Remote Learning: We want to encourage and support your student in attending and participating in class each day. Participating in “live” lessons will be important to help students in their learning. We also know that every family has different schedules to manage and there are times when your student will need to miss something. If a student misses a “live” learning class they may still be able to be marked as having attended if they engage in the daily learning in their Classroom Teams.

Evidence of student attendance includes one or more of the following:

- Student attendance during the most of a synchronous class meeting on Microsoft Classroom Teams
- Student completion of an assignment for that class/day in Microsoft Classroom Teams
- Student engagement with a file or activity assigned for that class/day in Microsoft Classroom Teams
- Student engagement or completion of an assignment or engagement with an online platform (Dreambox, Lexia, etc.) as assigned by the teacher for that particular class period/day

Please call or email your student’s teacher if you have questions about attendance. To report an excused absence from class please contact jjohnsonkey@lwsd.org. or call the attendance line at 425-936-2701 to leave a message.

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 stomachache 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

Hours:

The office will be staffed 8:30 am – 4:00 pm, Monday through Friday. The school is equipped with a video doorbell system and all visitors can notify the office of their arrival by pressing the button. We ask that you please wear a mask and wait at the front door while we work on your request.

Lunch:

Grab and go meals (lunch for current day and breakfast for the next day) will be provided to all K-1 students attending in person learning free of charge upon dismissal. Meals will be provided (sack lunch style) for students to take home to eat. Food should not be eaten at school or on the school bus in support of COVID protocols. More information can be found on the district website. [Student Meals](#)

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 at least 20 minutes before dismissal 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 or send them an email.

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 online at:

<https://www.lwsd.org/get-involved/volunteering-in-lwsd>

Student Volunteers:

Student volunteers must be LWSU 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.

Office Reminders

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 your Student:

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 12:25 may not reach your student prior to dismissal due to the high volume of requests and activities during this 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.

School-Wide Behavior Expectations

The following will be expected in a remote or in school learning environment.

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.



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:

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 genderidentity
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

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

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

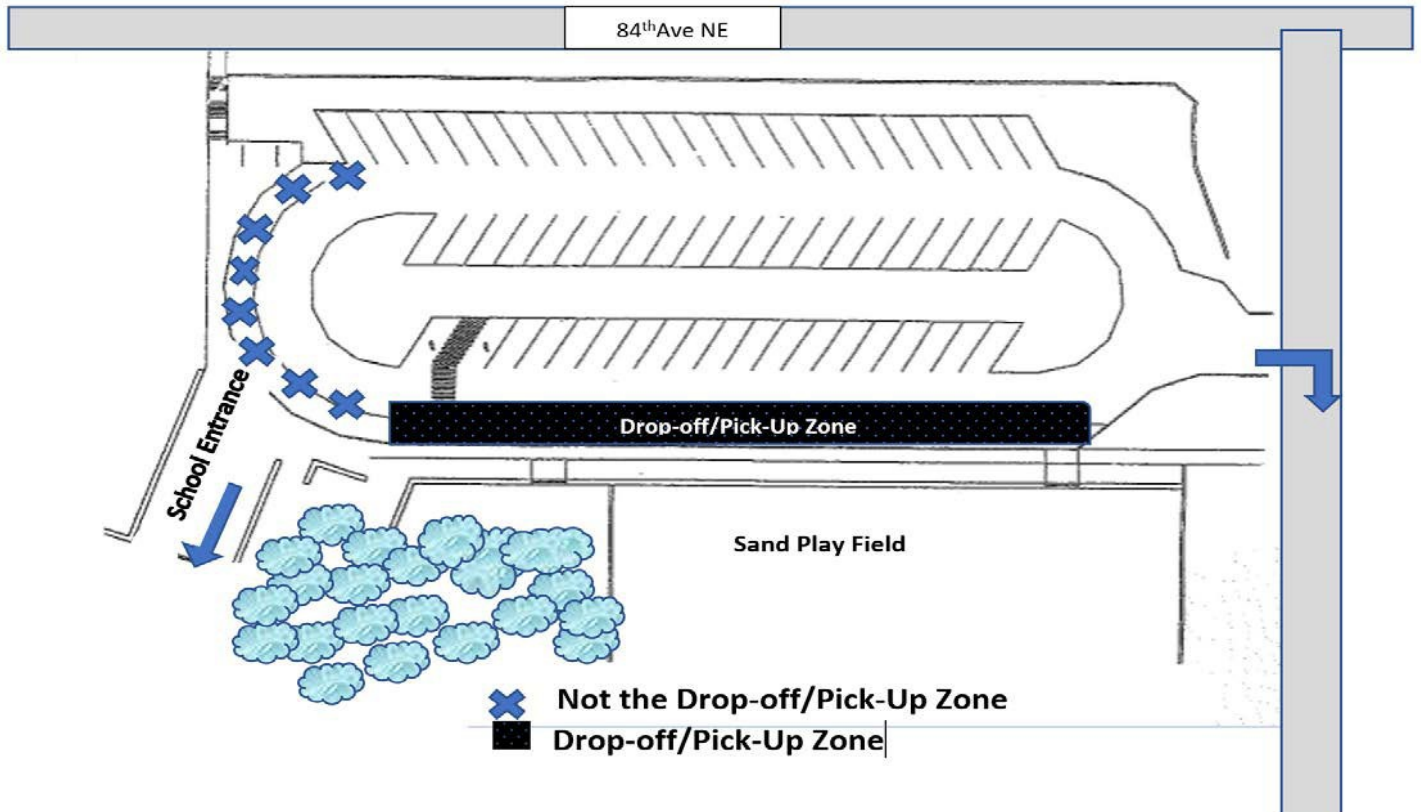
- ✓ Have students in the car ready to exit with belongings.
- ✓ Always pull forward as far as you can, to the end of the drop-off/pick-up zone area (towards the exit).
- ✓ Children should only exit the car on the curb side of the vehicle, never into the traffic lane/driver's side.
- ✓ Parents should 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 end of school 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.

Additionally, the drop-off and pick-up area is a **no idle zone**. Please turn off your engines while waiting.

If you have concerns, please direct them to: Mrs. Bowser at 425-936-2700 or by e-mail at ebowser@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.

Staying Connected

The district uses School Messenger, a parent notification system, to reach parents with routine and emergency messages. You may update your contact preferences in the Skylert tab in Skyward family access.

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.

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.

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.

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. Each one of our events has a Committee Chairperson and also a group of volunteers to make that event happen.

There are nine Board Members that are elected to serve a one year term (no more than two consecutively). We are always looking for help in our committees as well as Board Member Volunteers.

More Information can be found on the PTSA website at <https://sandburgdcsptsa.ptboard.com/>.

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 Musical
Fall Family Festival	Family Movie Night
Field Day	Library Book Fair
Informer Newsletter	Library Computers
Playground Equipment	Lost and Found
Multicultural Night	Parent Education
Year Book	Teacher Grants
Reader Board	School Pictures and Yearbook
Reflections Art Competition	STEAM Night
School Play	Sustainability / Herbicide Free Grounds
Staff Appreciation	Technology Support
Third Grade Swim	Welcome Events and Summer Play Dates
Watch DOGs	

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 <https://sandburgdcsptsa.ptboard.com/> 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

Skyward Parent Access (linked through both the Sandburg/DCS website and the LWSO website) <https://www.lwsd.org/students-families/for-students-and-families> gives access to:

- Student's information and emergency contacts
- Attendance records
- Grades
- Lunch payment
- Volunteer applications: <https://www.lwsd.org/get-involved/volunteering-in-lwsd>
- 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

Lake Washington School District | 2020-21 Calendar



August 2020

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

September 2020

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

October 2020

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

November 2020

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

December 2020

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

January 2021

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

February 2021

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

March 2021

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

April 2021

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

May 2021

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

June 2021

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

July 2021

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

Important Dates

Aug. 24-28	LEAP Days
Aug. 31	No School
Sept. 1	First Day of School (grades 1-12)
Sept. 1-3	Kindergarten Family Connections
Sept. 4	First Day of School for Kindergarten
Sept. 7	No school - Labor Day
Sept. 9	1.5 hrs. early release schedule begins
Sept. 10	First Day of Preschool
Sept. 17	First Day of SNAPS Preschool
Oct. 12, 13, 15	Half-Day Elementary Conferences
	Preschool Conferences (No Preschool Programs)
Oct. 16	No school - LEAP Day
Nov. 4	Last Day 1st Quarter (Secondary)
Nov. 11	No school - Veterans Day
Nov. 12	Secondary Grades Due
Nov. 25	Half Day
Nov. 26-27	No school - Thanksgiving Vacation
Dec. 21-Jan. 1	No school - Winter Break
Jan. 18	No school - MLK Jr. Day
Jan. 20	Elementary Grades Due

Jan. 22	Last Day 1st Semester (Secondary)
Jan. 26, 28, 29	Half-Day Elementary Conferences
	Preschool Conferences (No Preschool Programs)
Feb. 1	Secondary Grades Due
Feb. 11-12	No school - Mid-Winter Break
Feb. 15	No school - Presidents Day
March 12	No school - LEAP Day
April 2	Last Day 3rd Quarter (Secondary)
April 5-9	No school - Spring Break
April 16	Secondary Grades Due
May 19, 20, 21	Preschool Conferences (No Preschool Programs)
May 31	No school - Memorial Day
June 1	Snow Make-up Day
June 4	Last Day of SNAPS Preschool
June 10	Elementary Grades Due
June 11	Last Day of Preschool
June 16	Half-Day - Last Day of School
	Last Day 2nd Semester (Secondary)
	Secondary Grades Due

Key

No School
 Half Day
 First/Last Day

* Check Important Dates Section

Wednesday schedule:
1.5 hrs. early release for students
 LEAP=Learning Enhancement Academic Planning

Calendar is subject to change.
School year may be extended due to inclement weather.

Updated 8/11/2020

2020-21 Student Rights & Responsibilities

Contents

Introduction

Purpose	A2
Student Rights and Responsibilities (3200)	A2

Attendance

Absences & Excuses (3122, 3122P)	A3
Truancy (3122, 3122P)	A3

Discipline Process

Discipline (3241, 3241P)	A3
Student Searches (3230, 3230P)	A4

Codes of Conduct

Student Conduct (3240)	A5
Other Forms of Misconduct (3240)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (2022, 2022P)	A10
Bus Conduct (6605)	A11

Prohibition of Discrimination and Harassment

Human Dignity (4010)	A12
Nondiscrimination (5010)	A12
Sexual Harassment (3205, 3205P)	A13
Harassment, Intimidation and Bullying (3207, 3207P)	A13

Prohibited Items

Alcohol, Drug and Tobacco (2121, 3240, 3240P)	A13
Dangerous Weapons (4210)	A13

Other Policies

Health Room/Medication (3416, 3416P)	A14
Child Find (2161P)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (3131, 3141, 3110)	A14
Student Records/Family Educational Rights and Privacy Act (3231)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

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 numbers (i.e, 3200). The complete policies are available on the district website: www.lwsd.org.



Student Rights and Responsibilities (3200)

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 (3122, 3122P)

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 (3122, 3122P)

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

Discipline (3241, 3241P)

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 discipline 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.

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.

General Guidelines

The District may administer suspensions and expulsions for behavioral violations. In responding to behavioral violations:

Parents should be involved early in efforts to support students in meeting behavioral expectations and resolving behavioral violations.

The student's individual circumstances and the nature and circumstances of the behavioral violation must be considered to determine whether the suspension or expulsion, and the length of the exclusion, is warranted.

Students must be provided an opportunity to receive educational services during a suspension or expulsion and should not be prevented from completing subject, grade-level, or graduation requirements as a result of discipline.

The principal or designee must report all suspensions and expulsions, and the behavioral violation that led to each suspension or expulsion, to the Superintendent or designee within twenty-four hours after the administration of the suspension or expulsion.

Reasonable efforts should be made to return the student to the student's regular educational setting as soon as possible and allow the student to petition for readmission at any time consistent with the section on readmission within this regulation.

Students may not be suspended or expelled from school for absences or tardiness.

Students may be denied admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by the district while under suspension or expulsion.

Students may return to their regular educational setting following the end date of the suspension or expulsion, unless an exception is made consistent with District policy.

Specific information regarding limitations and due process for student discipline can be found in District policy ([3241](#), [3241P](#)).

Definitions

Discipline: Any action taken by the District in response to a violation of behavioral expectations (D).

Suspension: Denial of right of attendance in response to a behavioral violation from any subject or class, or from any full schedule of subjects or classes. 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 admission to the student's current school placement in response to a behavioral violation (E).

Emergency Expulsion: The removal of a student from school because the student's presence poses an immediate and continuing danger to other students or school personnel, or an immediate and continuing threat of material and substantial disruption of 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 ([3230](#))

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 Scouting 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 (3240P)

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 (3240)

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/D	EE/S	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/D/PC	EE/STS/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.	D/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, administration 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 (2022P)

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.
	<h3>3. Be academically honest.</h3> <ul style="list-style-type: none"> • Do not assume that because something is on the Internet that you can copy it.

Bus Conduct (6605)

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 (4010)

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 (5010)

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 Athletics & Activities
16250 NE 74th Street
Redmond Washington, 98052
425-936-1367
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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/nondiscrimination-3210>.

Sexual Harassment (3205, 3205P)

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: <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/sexual-harassment-of-students-3205>.

Harassment, Intimidation and Bullying (3207, 3207P)

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, 425-936-1225, 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 <https://www.lwsd.org/about-us/policy-and-regulations/students-3000/prohibition-of-harassment-intimidation-and-bullying-3207>.

Prohibited Items

Alcohol, Drug and Tobacco (3240, 3240P)

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 (4210)

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 (3416, 3416P)

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 (2161P)

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 (3131, 3141, 3110)

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 (3231)

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.