

Parent – Student Handbook

2022-2023



*Albert Einstein
Elementary School
18025 NE 116th Street
Redmond, WA 98052*

(425) 936-2540

<http://einstein.lwsd.org/>

Dear Einstein Family,

Welcome to the 2022-2023 School Year! We are so excited to get back to teaching and learning with our amazing students! Our vision for our diverse students is Every student: Future Ready; Prepared for College; Prepared for the Global Workplace; Prepared for Personal Success.

In addition to an amazing student body, we have highly qualified staff members that are passionate about education and about doing all we can to help your students achieve their full potential. This includes providing high quality instruction in all academic areas as well as social-emotional and behavior areas that are necessary for a successful future. This document is designed to communicate our school systems and policies and explain our expectations related to a variety of important topics. The handbook is intended to proactively inform students and parents of the expectations at Einstein Elementary because we want everyone to be successful.

Along with other important information, we have included detailed information about our behavior expectations, our systems to communicate behavior concerns, and the curriculum resources we will be using to teach our students the skills necessary to be successful socially at school.

At the beginning of the year, the staff at Einstein takes time to go over the Student Management expectations with students and will continue to review them throughout the year. We ask that you take a few minutes to review that section of the handbook with your child as well.

Thank you for taking the time to support us in being clear about expectations with students.

I'm looking forward to a great school year with your students!

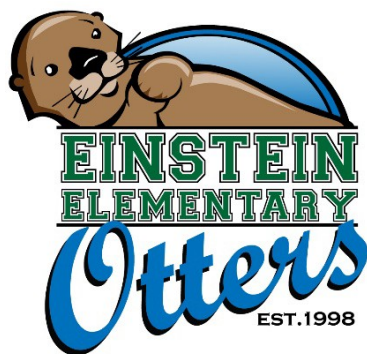
Sincerely,

Robin Imai, Principal
Einstein Elementary School
rimai@lwsd.org



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DAILY BELL SCHEDULE 2022-2023

9:15 9:20	First Bell Tardy Bell	All Grades
10:30-10:45 10:45-11:00	AM Recess AM Recess	Grades K, DL K, 1, DL 1 Grades 2, 3, DL 2/3, 2/3 Q
11:15-11:35 11:35-11:50	Lunch Recess	Grades K, DL K, 1A*, 1B* Grades K, DL K, 1A*, 1B*
11:40-12:00 12:00-12:15	Lunch Recess	Grades 1C*, 1D*, 2, 2/3 Q Grades 1C*, 1D*, 2, 2/3 Q
12:05-12:25 12:25-12:40	Lunch Recess	Grades DL 2/3, 3, 4A*, 4B* Grades DL 2/3, 3, 4A*, 4B*
12:30-12:50 12:50-1:05	Lunch Recess	Grades 4C*, 4/5 Q, 5 Grades 4C*, 4/5 Q, 5
1:05-1:30 1:50-2:15 2:15-2:40	PM Recess PM Recess (Not Wed.) PM Recess (Not Wed.)	Grades 2, 3, DL 2/3, 2/3 Q Grades K, DL K, 1, DL 1 Grades 4, DL 4, 5, DL 5, 4/5 Q
3:50	School dismissed	(except Wednesday 2:20 dismissal)

GENERAL INFORMATION

Before School Supervision - Students at Einstein line up for classes outside the building. Before school supervision of students is done by our Safety Patrol starting at 9:05am. **Students should not arrive prior to 9:05am**. The first bell rings at 9:15 and teachers let students into the building at that time.

Absentee/Tardy Procedures - Daily attendance is taken each morning. **Please call (425)936-2540 or email the attendance secretary (email available on school website) to report an absence before 9:20am. You may also email or leave a message before or after hours to report an absence before the start of school.** If a student is absent and the school has not been notified, a Safe Arrival phone call to the parent will be made. Admit slips will be written for tardy students beginning at 9:20am per the school wall clocks. If your child is tardy, report directly to the office. Failure to get a tardy slip at the office may result in a full day absence report.

Importance of Regular Attendance: The Lake Washington School District recognizes the importance of regular school attendance as a necessity for mastery of the educational program provided to students of the District. As such, students are expected to attend all assigned classes each day.

Excused/Unexcused Absences and Chronic Absenteeism: Students may be excused from attending school subject to approval by the student's parent and the school principal or designee based on valid excuse criteria outlined in policy and regulation JED and JED-R. As possible, please provide a doctor note to the office for medical absences.

If families have prior knowledge that their student will be absent, please notify both the office and the teacher. If student will be absent more than one day, we ask that a Pre-Arranged Absence form be completed and submitted prior to the absence. Pre-arranged absence forms may be found at:

https://www.lwsd.org/uploaded/Website/About_Us/Forms_Library/Other_Forms/Pre-arranged-absence-form-elementary.pdf.

We recognize there are many reasons why a family may choose to take their student out of school for an appointment or on a vacation. However, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and cannot be duplicated at home. We urge you to schedule all appointments and family vacations during non-school days. If that is not possible, we request that you communicate your plans as soon as possible with the school office and your teacher.

Assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. Upon his/her return, the student will be asked to complete school work at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

If a student is chronically absent, the school principal shall have reason to consider that further absences may have an adverse impact on the student's educational progress and therefore that further absences shall not be considered excused until a conference is held to develop a plan to support the student and that the student is in compliance with such a plan.

Unexcused Absences (Truancy): Any absence from school is unexcused unless it meets one of the criteria in JED-R for an excused absence. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after any unexcused absence.

Additional unexcused absences shall result in consequences consistent with state law and outlined in regulation JED-R.

Early Dismissals - We discourage early dismissals from school and request that doctor or dental appointments be made before or after school. If an early dismissal is necessary, we request that a you notify the teacher and office in advance. In this way, the teacher can plan for the child's absence. The note should include the time you will pick up your child/children from the office. Students typically wait in the classroom and be called down once the parent arrives in the office in order to maximize time in the classroom.

Birthday Celebrations in Class - Please contact your child's teacher for information about how he/she celebrates students' birthdays and to learn more about the library birthday book program. To promote healthy eating habits, we are following the district policy, and ask that no cupcakes or treats be brought to school.

Birthday Party Invitations – If you plan on having a birthday party for your student, invitations can only be distributed at school if you invite the entire class. If not, please distribute invitations off-campus to prevent hurt feelings.

Cell Phones and Other Electronic Devices – Although students may bring a cell phone to school for safety reasons, use of personal cell phones or other electronic devices (including smart watches) during the school day is not permitted. Cell phones should be put away during the school day. Please note the school valuables policy with regard to cell phones and other electronic devices.

If a student is found using an item of this nature without staff permission, the item will be confiscated for the day. For smart watches, if confiscated, students will not be able to wear them during the school day after the initial offense. If this occurs again, the parent will be required to come and pick up the item in the office. If this occurs a third time, the student will face progressive discipline consequences.

Valuables and Personal Items- WE DISCOURAGE BRINGING TOYS AND VALUABLES. Toys and valuables can be a significant distraction to the learning environment. The school district will not pay for lost or stolen personal possessions of students. Items that are a distraction may be confiscated.

Field Trips- All volunteers, including classroom volunteers and field trip chaperones will be required to complete a District volunteer application (found at <https://www.lwsd.org/get-involved/volunteer-programs/volunteering-in-lwsd>) which includes a Washington State background check. Be sure to make other arrangements for siblings during your volunteer time.

Lost and Found - A Lost and Found for large items is maintained near the office. **Unclaimed items are given to charitable organizations at Winter Break, Spring Break, and in June.** Please be sure that all articles of clothing and other items are MARKED WITH YOUR CHILD'S NAME. Small or valuable items may be kept in the office and must be identified.

Rainy Day Recess Policy - Students have recess every day except during severe rain, snow, lightning or high winds. Children should be dressed appropriately for the weather, including jackets, boots, and raincoats as needed.

School Closures - LWSD notifies parents of school delays or cancellations using the ParentSquare communication system. Calls will begin by 6:00 a.m. to let families know that school will be delayed or cancelled. The early calls ensure that high school students with long bus rides get the message before leaving home.

The information is also posted on FlashAlert.net, which lists information for all area schools and colleges. Local media will also report any closure / delay information. The [district](#) and school websites will also feature an emergency alert if school has been delayed or cancelled. You can call the district's main phone number at 425-936-1200. An emergency message will be recorded on this system, as well. If there is a late start, before school programs including band, orchestra, choir, ELL, and Safety Net will be cancelled.

Always list as many contact numbers as possible for those who are authorized to pick up your child in the event of an emergency. It is important to keep these numbers up to date. Notify the school of any changes in home phone or cell numbers.

HEALTH INFORMATION

Accidents/Illness at School - When children become seriously ill or seriously injured at school, parents are contacted. Please be sure your child's emergency form includes phone numbers of nearby friends or relatives that could come for your child quickly if you cannot be reached. Parents are notified by phone of any injury-even minor-above the neck, and a Head Injury Report will be sent home with student.

Medications - According to a state law (RCW 28A.31, Chapter 195), medication (including non-prescription) must be kept in the school health room and administered to a student by a school employee. Administration of all medications at school must

be requested and authorized in writing by: (a) a parent or legal guardian and (b) a physician or dentist. Form 4023 (which you may obtain in the school office) is used for this purpose. Medications must be in their proper container, delivered by a parent, taken under supervision, and altered only under doctor supervision. Controlled meds must be delivered and picked up by a parent/guardian and counts will be verified with office personnel at that time.

When to Keep Your Child Home from School - LWSD works with King County Department of Public Health to help protect children from spreading communicable diseases. **Keeping children home when they are too sick for school protects other students and staff from potential illness.**

Symptoms that child is too sick for school - Please visit the district website to find out when students may be too sick to attend school:

<https://www.lwsd.org/programs-and-services/health-services/too-sick-for-school>

Allergies - If your student has allergies of any kind, please report that information on the Nurse Alert Form sent home with your child during the first week of school. If your child has dietary restrictions, please also communicate that information to your student's teacher as there are several classroom parties and events throughout the year where snacks are provided and shared with all students.

COMMUNICATION

Office Hours are 7:45am to 4:15pm - Our phone number is 425-936-2540. If your child is not home at the usual time please call the school; if it is after 4:15pm, please call Transportation at 425-936-1120.

Einstein staff encourage your interest in school activities and are willing to share information with parents in a variety of ways.

Teacher Communication - Teachers will be in communication with you in several ways such as classroom newsletters, e-mails, ParentSquare and/or phone calls. Teachers may be reached via email or by calling 425-936-2540 during school hours. Please keep in mind that during instructional time, teachers may be unavailable, but he/she will call or email back when possible. All staff members have an e-mail address which can be found on the school website. Should you have a concern or problem, we ask that your first step be to contact the student's classroom teacher. If you are unable to resolve the issue, it would be appropriate to contact the principal as a next step.

School to Home Communication - The Einstein News is emailed to families as relevant information comes up. In addition, the PTSA Newsletter, Ottermail, is emailed weekly. If you have email access and are not receiving either of these emails, please check with the office to verify your email address. For families who do not have access to internet, we will send home a hard copy. Please let the office

know if you need a hard copy and are not receiving one. Additional information can be found on the school webpage <https://einstein.lwsd.org/>. School Messenger emails may be sent to communicate information to parents.

Other Forms of School Communication - You may also receive communication from the school in the form of pre-recorded phone messages, bulk email messages, and hard copy letters in the mail. If you receive a call from the school, please be sure to check your voicemail.

CONFERENCES AND CLASSROOM VISITS

Parent Teacher Student Conferences: Conferences will be held twice a year (fall and winter) for all students. Fall conferences focus on goal setting and winter conferences focus on progress monitoring. Students are expected to attend both conferences. If you would like to schedule an additional conference, please contact your student's teacher.

Additional Conferences: Parents are often curious about their child's classroom experiences and want to see the program in action. We welcome communication at any time concerning the status or progress of your child. Einstein staff encourage your interest in school activities and are willing to share information with parents in a variety of ways. Please email your child's teacher directly to discuss your child's progress. If you do not have access to email, please call the office at 425-936-2540 to arrange an appointment. Before or after the visit, the teacher may want to schedule a conference with you to share your thoughts or concerns and to ask any clarifying questions.

Classroom Visits: Unannounced drop-in visits tend to be disruptive. Please prearrange meetings with your student's teacher because he/she may not be able to talk to you as teaching and student supervision the teacher's first priority. If a prearranged classroom visit has been scheduled, always check in at the office and pick up a Visitor Pass before going to the classroom. Please be sure to sign out when you leave.

CUSTODIAL/GUARDIAN INFORMATION

During the school year custodial/guardian conflicts between parents can occur. Without documentation, we cannot prevent release of your child to a parent or guardian. To prevent release, you must provide:

1. A legal document with dates (or relevant portion of document or decree) providing you with custody of your child/children and the specifics of that agreement.
2. A detailed description of the restricted party.
3. Legal directions should we be contacted by the other party for information

about your child/children and/or visitation of them.

This documentation will provide the best possible protection for them and allow for the involvement of authorities if necessary. Without legal documentation prohibiting it, we must allow access to children and information by either parent.

BEFORE/AFTER SCHOOL SAFETY

Safety Patrol - Many students at Einstein ride the bus. However, there are some students who walk, ride bicycles, or are driven by parents to/from school each day. Safety of these students, once on school property, is the responsibility of adults and students who work within the authorization of the Student Safety Patrol. The Safety Patrol is made up of students in the 4th and 5th grade. All Safety Patrol members are volunteers so please be courteous. Student Safety Patrol members are protected by state law.

Walking - Students living in some nearby neighborhoods can walk to school. Adult crossing guards will be available in the morning and afternoon to assist walkers at the following locations: NE 116th & 179th, Roundabout at 172nd, and 172nd and 111th. Students must use the sidewalk at all times and cross only where crossing guards are present.

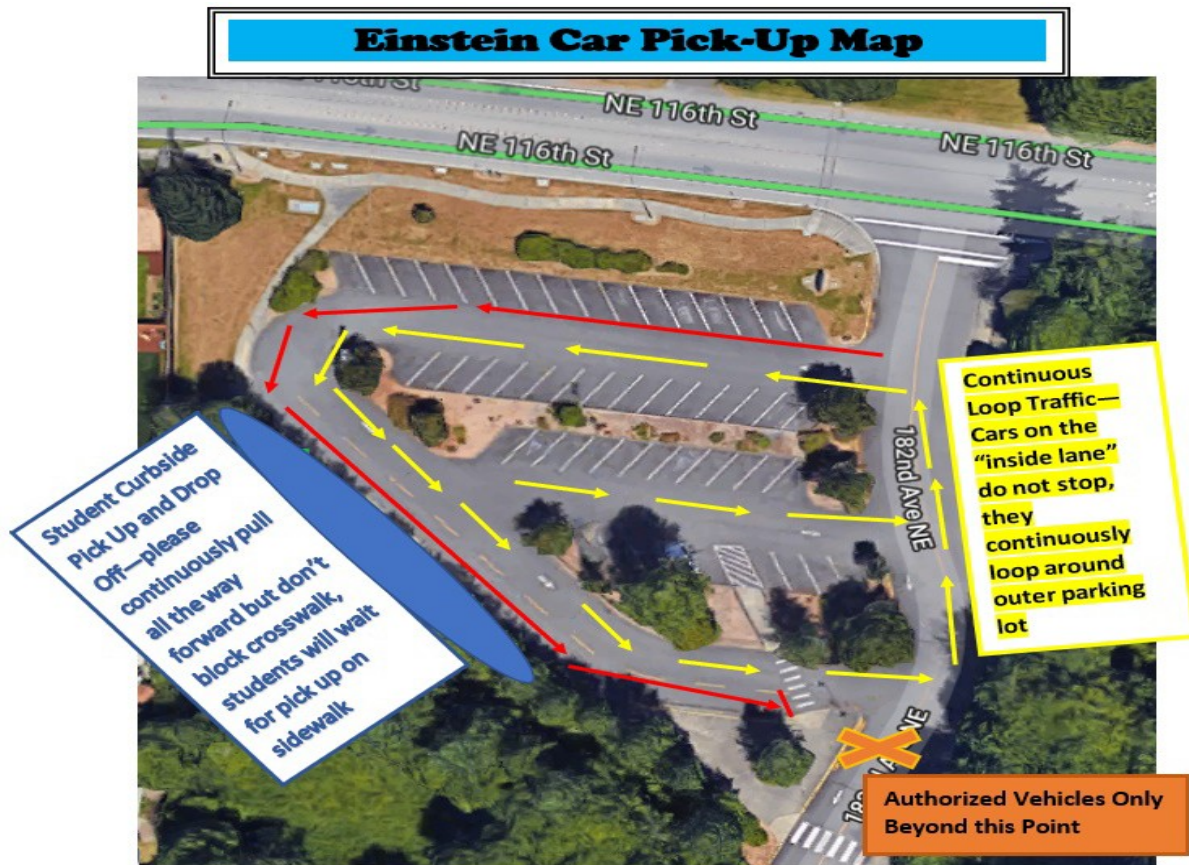
Bicycles - The district encourages the use of bicycles as a mode of transportation to school when safe. Bicycle routes designated by the local city and county are included in the Suggested Walk Route maps. All elementary students above the age of 10 may ride a bicycle to school with a completed permission form signed by the parent/guardian. For students under the age of 10, an adult needs to accompany the student both to school and on the return home. All students riding bicycles must wear a helmet.

Parking Lot Expectations

- **Students should not arrive prior to 9:05 am.** The first bell rings at 9:15 and teachers let students in the building at that time.
- Students should be picked up at the end of the school day (M,T,Th,F 3:50pm /W 2:20pm) unless they ride the bus or are registered for after school activities.
- If you are transporting your child to school, there is a drop off lane in the outer parking lot. Students only cross at the crosswalk and walk on the footbridge to the school.
- When entering the pickup lane, pull up as far as possible and keep advancing. If your child is not at the pick-up location, you will need to keep circling the lot until your child arrives in order to keep the pickup line moving.
- Never leave your vehicle unattended in the pickup lane. If you would like to come in the building, please park in a stall.
- Do not enter the bus lane at any time.
- The cul de sac in front of the main office is unavailable for general drop-off or pick-up. This area is reserved for small school buses, daycare vans, and vehicles transporting students with special circumstances. The only time use

of this area is permitted for drop-off is after 9:20am (at which point students are considered tardy) and prior to 3:35pm.

For the safety of our students and staff, students and parents are expected to follow directions of our staff and safety patrol. Parents are expected to follow all state laws while in the school parking lot including speed limits and not texting and talking on a hand-held phone while driving.



Night Event Parking - When we have events at night, our parking lots tend to fill up quickly. We do allow parking on the playground once the parking lots are full. Please follow the directions of our parking volunteers. To access the playground parking, drive around the southwest corner of the school by the Gym. Proceed in a counter clockwise direction to where our parking volunteer will direct you. Use caution when leaving, especially when backing up. Leave by continuing in a counter-clockwise motion around the A- wing and exit the playground through the cul-de-sac by the office. Please carpool whenever you can since parking is limited.

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.

SPECIAL PROGRAMS

Breakfast and Lunch Program - We have a breakfast program that is open to all students and starts at 8:50 in the Commons. Because there is limited time between breakfast and the beginning of the school day, students are encouraged to eat quickly and get to class on time. For lunch, Kid's Way Café allows a variety of choices from each food group. Lunch accounts are managed through a computerized pay system where all children have a card that deducts the cost of lunch each day.

You may deposit into your child's account at any time, beginning August 30. You can provide check or cash in the school office, or you can charge it to your credit card online at MySchoolBucks.com or by calling Food Services at (425) 936-1393.

An online form is available for financial assistance with the National School Lunch/Breakfast Program. New forms must be submitted each year.

Cafeteria Behavior Expectations -We have four separate lunch service times in our cafeteria so students have a structured amount of time to their lunch. If a student still needs more time we can make accommodations to allow them to continue eating if requested.

Counseling Program – We have a full-time school counselor at Einstein Elementary. The counselor coordinates guidance programs such as Kelso's Choice problem solving lessons in K-1 grades and Second Step lessons in 2nd-5th. Another responsibility of our counselor is running small social skills groups for students who are working on enhancing selected life skills. These programs help students acquire skills needed for school success and provides prevention and intervention services to meet the educational and mental health needs of students within the public school system. Our counselor is also a community resource liaison who, upon request from parents, can provide referrals to other professional resources: mental health professionals, social services, and/or special school programs. Our counselor works closely with students, teachers, parents and the community to assure the success of all students. If you have any questions or feel that your child might benefit from any of these services, please don't hesitate to call (425) 936-2540.

Extra-Curricular Opportunities - Einstein offers a variety of extra-curricular opportunities through the support of our PTSA. All the information related to these activities can be found on the PTSA Website at www.einsteiptsa.org.

Art Docent Program - Art Docents work with teachers once a month to lead art discussions and teach hands-on art projects. Volunteers show posters of famous works of art and conduct interactive discussions about the artwork and artist. Students are asked open-ended questions and get to participate in and contribute to the discussion. Students soon learn that their creative ideas are valued and that there are no "right" or "wrong" answers. Students develop their own artistic skills through hands on art lessons using a wide variety of media and techniques: painting, collage, oil pastels, print making, cut paper, etc. Our Program does not have children imitate an artist's work; rather, students express their creative ideas based on the featured artist's style or inspiration. Each lesson includes discussion questions, how-to steps, and motivation. The Einstein PTSA sponsors the Art Docent program, including art supplies.

Student Council - Student Council at Einstein provides an opportunity for 4th and 5th grade students to demonstrate their leadership abilities and give a voice to the whole student body. In September, all interested 4th and 5th graders go through an application and interview process in order to become a Student Council Representative. In order to run for one of the four board positions (President, Vice President, Secretary, Master of Ceremonies) the Student Council Representatives must give an election speech to the student body who then vote to fill these positions. Student Council members have several responsibilities they perform throughout the year. Some of these include morning announcements, promoting Spirit Days, meeting monthly, planning and running community service projects, assisting at school functions and participating in new school tours as Einstein ambassadors. Information on the nomination and election processes are announced the first three weeks of each school year.

Choir - Einstein Elementary School has two choir opportunities for our students. Our Intermediate Choir is for students in 3rd through 5th grades and begins the second week of school in September. We rehearse once a week before school and perform at in-school assemblies, the Redmond Learning Community Choral Festival at the high school in March, and at a special concert in June. Our Primary Choir is for students in kindergarten, 1st and 2nd grade and begins practicing in February the week after mid-winter break. The Primary and Intermediate Choirs perform a joint concert in June. There is no fee to participate, and all students are welcome to join.

Beginning Band and Orchestra - Students attending Redmond learning community Elementary Schools can explore instrumental music through our Beginning Band and Orchestra programs. These programs are for students in 4th and 5th grade and are facilitated at sites within the Redmond learning community. More information is available on the district website.

STUDENT HOMEWORK

At Einstein, we believe homework serves many purposes including:

- To promote personal responsibility and study skills,
- To provide opportunities to practice skills learned at school,
- To build stamina for important skills,
- To maximize student-parent involvement in the learning process

In order to promote personal responsibility in students, our homework expectations meet the following guidelines:

- Homework assigned accounts for a variety of homework activities, including repeated homework (i.e.- nightly reading) and longer-term projects. Homework related to long-term projects will be considered time spent over a span of time.
- If homework is assigned, students should be able to complete their homework within reasonable time parameters (listed below). If a student is not able to finish all parts of their homework in the time allotted, but has provided good effort on the work, they are free to stop.
- Time considerations for grade levels include:

Kindergarten	10 minutes
1 st grade	10 minutes
2 nd grade	20 minutes
3 rd grade	30 minutes
4 th grade	40 minutes
5 th grade	50 minutes

ACADEMIC CHALLENGE OPPORTUNITIES

At Einstein Elementary School, we are very diligent in meeting the needs of our learners at all ability levels. Our teaching staff focuses our planning and preparation around the Four Critical Questions which are:

1. What do we expect children to learn?
2. How do we know if they have learned it?
3. What do we do if they do not learn it?
4. What do we do if they've already learned it?

In being intentional and proactive in our planning by focusing on question number four in advance, we can challenge students that learn content quicker than their peers. It is our philosophy that students benefit from digging deeper into content they have mastered rather than moving on to a new topic.

Our teaching staff will challenge students at Einstein by:

- encouraging student self-motivation through self-directed work.
- offering quality work with a purpose, over quantity of work.
- supporting students' own unique learning abilities.
- providing skills and resources that allow students to explore topics of their own interest.

We expect that our students will:

- take ownership of their own learning.
- achieve personal success through hard work.
- explore curriculum topics in greater depth and use independent thought processes.
- apply curriculum to real world situations.
- utilize high level thinking skills.
- make choices and employ creativity.

STUDENT MANAGEMENT INFORMATION

Einstein Elementary Beliefs

- Students, families, educators and community share responsibility for student learning.
- All students can learn, and we are sensitive to their diverse learning styles and developmental needs.
- We educate the entire student: emotional, social, cultural, cognitive and physical.
- Students, staff and parents respect themselves, their surroundings and others.
- Expectations for behavior and learning are consistently taught and clearly communicated.
- Students are responsible for actively participating, problem solving and demonstrating self-management.
- We provide a supportive, safe, structured positive environment to inspire curiosity and love of learning.

EINSTEIN ELEMENTARY SCHOOL RULES

- ♥ BE RESPECTFUL
- ♥ BE RESPONSIBLE
- ♥ BE SAFE

Otter Pride Plan: Encouraging Expected Behavior

	I showed Otter Pride by being
	<input type="checkbox"/> Respectful <input type="checkbox"/> Responsible <input type="checkbox"/> Safe
Given by: <div style="border: 1px solid black; width: 60px; height: 30px; margin-top: 5px;"></div>	Name: _____ Homeroom Teacher: _____

APPROPRIATE SCHOOL ATTIRE

To help foster a positive attitude and respect for the learning environment, students are expected to wear appropriate attire. It is difficult to include all combinations of inappropriate clothing---common sense must prevail. Please remember, the Einstein staff will use their discretion regarding dress.

NOTE: These rules apply to anyone on our campus including parents, volunteers, and high school helpers.

1. Proper coats, hats and shoes are necessary for inclement weather.
2. Shirts must have sleeves or straps and extend to the beltline with no midriff or undergarments showing.
3. Clothing should be no shorter than mid-thigh.
4. The wearing of clothes or accessories which relate in any way to gangs, sex, weapons, profanity, alcohol, drugs, tobacco and/or are exclusionary in nature will not be allowed.
5. Student's shoes and clothing need to be appropriate and safe for stairs, PE, and playground activities.

PROGRESSIVE DISCIPLINE POLICY

The school encourages progressive discipline to correct unacceptable behavior whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner. Please see the LWSD Students Rights and Responsibilities for more information.

[See LWSD Student Rights and Responsibilities 2022-2023](#)

2022-23 Student Rights & Responsibilities

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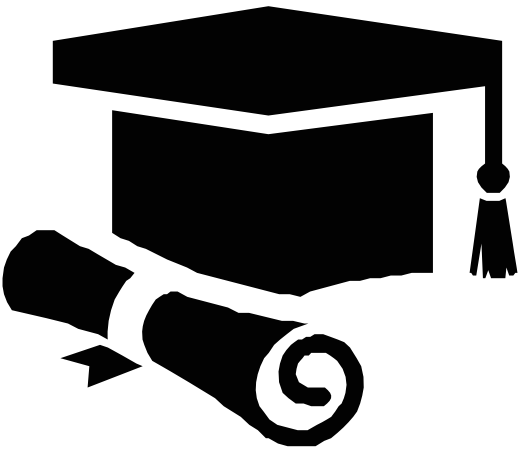
Introduction

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 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
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<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.
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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 Impact/Initial** – The student's behavior is limited or minimal and/or this is the first such instance of this behavior by the student.
- **Moderate Impact/Repeated** – The student's behavior has a broader or more disruptive impact and/or this is behavior that has previously been addressed with the student.
- **Significant Impact/Persistent** – 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

Significant Disruptive Behaviors (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:

- Conference (C)
- Restorative Contract/Conference (RC)
- Restitution (R)
- Restriction/Loss of Privileges (LP)
- Police Contact and Collaboration (PCC)
- Substance/Risk Assessment (RA)
- Short-term Suspension (STS)
- Long-term Suspension (LTS)
- Emergency Expulsion (EE)
- Expulsion (E)
- Confiscation for Day (CD)
- Confiscation Return to Parent (CP)
- Re-Teaching (RT)
- Behavior Contracts/Plans (BC)
- Restorative Process (RP)
- Threat Assessment (TA)
- Parent Conference (PC)
- Student Support Plans (SSP)
 - Safety Plans
 - Behavior Plans
 - Communication Plans
 - Support Plans
- Referral to Interventions (RI)
- n/a - not applicable

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ 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.	n/a	n/a	EE/LTS/ PC/R/PCC
Assault	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	n/a	n/a	EE/E/LTS/ PC/TA/PCC
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.	n/a	n/a	EE/E/LTS/ STS/ PC/TA
Alcohol Possession Use Transfer	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.	n/a	EE/STS/ LTS/A/PC	EE/STS/ LTS/RA/PCC
Drugs Possession Use Paraphernalia	Possessing, transferring, selling, sharing, or solicitation of drugs on school grounds, on school transportation, walking/riding to/from school, or during school sponsored events on or off campus. Includes 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. Possessing paraphernalia includes any item that can be used to ingest or conceal drugs.	EE/STS/A/ PCC	EE/STS/ LTS/A/PCC	EE/LTS/RA/ PCC/A
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.	n/a	n/a	EE/E/PCC/ TA

Violation	Definition	Minor/ Initial	Moderate/ Repeated	Significant/ 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/SP/ SSP/PC/RI	EE/STS SSP/PC/RI	EE/STS/ LTS/SSP/ PC/RI/PCC
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/RI
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/SSP	EE/STS/ PC/SSP	EE/LTS/PC/ SSP
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/TA/ SSP/LP	EE/STS/A/ PC/TA/ SSP/LP	EE/LTS/A/ PC/TA/SSP/ LP

Other Disruptive Behaviors to Education Process (3240)

Other disruptive behaviors to education process, 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	Significant/ 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/LP/ RT/Redo Assignment	D/RC/LP/ RT/Redo Assignment	STS/LTS/ LP/RT/Redo Assignment
Alteration of Records	Falsifying, altering, or destroying a school record or any communication between home and school.	D/RC/PC	STS/RC/PC	EE/STS/RC/ PC
Attendance/ Truancy	Being absent or tardy from classes without an approved excuse.	PC/RC/SSP/ RT/RI	PC/SSP/RT/RI	PC/RC/SSP/RI
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/SSP/ RT/LP	STS/PC/SSP/ RI/LP	STS/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/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.	C/PC/Change clothes	Change clothes	PC/C/Change clothes
Endangerment of Others	Acting in a manner that endangers students, staff, or community members.	D/RC/SSP/RT/RI/TA	EE/STS/PC/BC/RT/RI/TA	EE/LTS/PC/SSP/RI/TA
Extortion/Blackmail and Coercion	Extorting or attempting to extort any item, information, or money.	D/RC/SSP/RC	EE/STS/SSP/RC	EE/LTS/SSP/RC
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.	RC/SSP/SP	EE/STS/SSP/RC/RI/TA	EE/LTS/RC/SSP/TA/RI/PCC
Forgery	Copying, plagiarizing, and/or falsifying materials/signatures and/or other information or objects.	RC/PC/RT	RT/SSP/PC/	BC/SSP/RI/RC/PCC
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/PC	CP/RC/PC/SSP	CP/RI/PC/SSP/PCC
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.	PC/PCC	STS/PCC/TA/RI	EE/LTS/E/PCC/TA/RI
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.	n/a	EE/STS/PC/PCC/SSP	EE/STS/LTS/E/RI/PCC/TA/SSP
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.	n/a	n/a	EE/LTS/E/A/PC/TA/A/RI/SSP
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.	A/PCC + Emergency removal	EE/STS/PC/RC/SSP/RT	EE/STS/LTS/TA/PC/RC/SSP/RT
Lying	Telling or writing untruths.	D/RC/PC/SSP/RT	EE/STS/PC/RC/SSP/RT	EE/STS/LTS/TA/PC/RC/SSP/RT
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.	RC/RT/PC/RI	RC/PC/RI	RC/PC/RI/SSP
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	RC/R	EE/STS/PC	EE/LTS/PC

Violation	Definition	Minor/Initial	Moderate/Repeated	Significant/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).	RC/PC/RT/SSP	STS/PC/TA/PC/RT/RI/SSP	EE/LTS/PCC/PC/TA/STS/RT/RI/SSP
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.	R/RC/PC	EE/STS/R/PC/PCC	EE/LTS/R/PC/PCC
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.	PC/RI/CP	STS/PC/RI/CP	STS/A/PC/CP/RI
Trespass/Loitering/Unauthorized Entrance	Entering or being present on school property without permission.	n/a	EE/STS/PC/SSP	EE/STS/LTS/PC/SSP
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.	C/PC/RT/SSP/CD	CP/SSP/PC/LP/CD	CP/SSP/PC/LP/CD
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.	C/PC/RT/SSP	STS/CP/LP/SSP/PC	LTS/CP/LP/SSP/PC/PL
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/PC	EE/STS/R/PC/PCC/SSP	EE/LTS/R/E/PC/PCC/SSP
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.	RC/PC/SSP/RT	RCPC/SSP/RT/RI	EE/STS/PC/SSP/RI
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.	RC/PC/SSP/RT	RC/PC/SSP/RI	LTS/STS/PS/SSP

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.

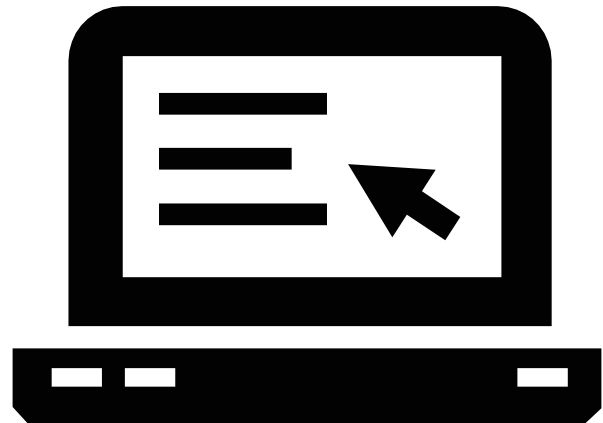
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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. 	<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.

- Ensure lab desktops are cleared upon leaving, the user is logged off, and monitors and other peripherals are not altered in any way.

3. Be academically honest.

- 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.