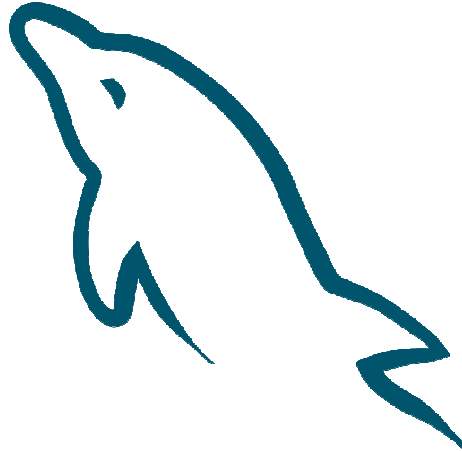


Samantha Smith Elementary School



Parent-Student Handbook

Success, Care, and Respect for All Learners
2017-2018

Principal: Jamie Warner
Associate Principal: Rebekah Westra
Office Manager: Gary Wilson
Secretary: Kellie Eaton

23305 NE 14th Street
Sammamish, WA 98074
(425) 936-2710 (Office)
(425) 936-2711 (Attendance Line)
(425) 936-2713 (Health Room)
(425) 836-8258 (Fax)

A Letter from the Principal



Samantha Smith Elementary

Welcome

Dear Parents and Students:

We are very excited for another great year at Samantha Smith!

Each year we work hard to update and maintain a school handbook that helps our school community stay informed. Please take time to read through the contents with your child; there have been some changes. We ask that you and your student(s) sign and return the Code of Collaboration page that was sent home with your child indicating that you have read all material. Please keep the electronic handbook for your reference.

Samantha Smith has a wonderful learning environment and we look forward to another year of working with your children. Our goal is for all members of our school community to feel safe, welcomed, and for all learners to have academic success. We encourage you to get involved in the school community. Please consider joining the PTSA as well as volunteering in other ways such as helping in the classroom, the office, chaperoning field trips, etc.

I look forward to working with the Smith Community. I am an advocate for children and work very hard at making sure they feel safe and successful. I have been very impressed with our staff as they are true educational professionals. Having worked with many of you the last few years I also know how strong our parent community is and look forward to continuing our partnership. Thank you in advance for your support this year.

Sincerely,

Jamie Warner
Principal

Contents

Daily Schedule	5
Hot Lunch Program.....	6
General Information.....	7
Absences/Safe Arrival	7
Absentee/Tardy Policy	7
There may be some exceptions to this based on individual student situations and circumstances.	7
Accidents/Illness at School.....	7
Bicycles/Scooters	8
Care of Property	8
Electronic Devices	8
How to Communicate with Teachers.....	8
Family Vacations	8
Fundraising.....	9
Homework Guidelines.....	9
Immunizations.....	9
Insurance.....	9
Medication	9
Parties	10
PTSA	10
Report Cards.....	10
Securing the Building	10
Student Withdrawal	11
Telephone Usage.....	11
Toys	11
Use of School Grounds Before and After School.....	11
Visitors	11
Volunteers.....	11
Samantha Smith PeaceBuilder Tenets	12
Samantha Smith Peace Plan	13
Samantha Smith School Rules	14
Playground Rules.....	14
Lunchroom Rules.....	14
Assembly Rules.....	15
Bus Rules	15
Walker Rules	15
Bike/Scooter Rules	15
Parent Drop Off/Pick Up Rules.....	15
Technology	16
Student Dress Code.....	16

When To Keep Your Child Home	17
School Safety and Emergency Procedures	18
Accidents	18
Emergency Closures and Late Starts	18
Earthquake Drill.....	18
Fire Drill	19
Lockdown	19
ALICE Drill	19
Learning Standards and Lake Washington School District.....	20
Lake Washington School District Policies.....	21
Bicycle/Scooter Rider Contract for Samantha Smith	23
Code of Collaboration between Parents/Students/Staff at Samantha Smith Elementary School	24

Daily Schedule

Schedule for Monday, Tuesday, Thursday and Friday

K – 5 th Grade	8:30-3:00
Bus Arrival	8:20
Bus Departure	3:10

Schedule for Early Release Wednesdays

K – 5 th Grade	8:30-1:30
Bus Arrival	8:20
Bus Departure	1:40

Hot Lunch Program

Hot Lunches are served daily.

Prices:

Student Lunch (includes milk)	\$3.00
Lunch plus extra entrée (4 th & 5 th grade only)	\$4.00
Adult Lunch (includes milk)	\$4.00
Milk	\$0.50

Free and reduced applications are available upon request.

Lunch Account Policy – You will be receiving notices from Nutrition services when your child’s lunch account is low and has a negative balance. When your child’s lunch account reaches \$0.00 (zero dollars) (s)he will receive emergency lunches. Please add money to your child’s account as soon as possible, preferably before there is a negative balance.

There are two ways to add money to a student’s lunch account:

1. Charge your Visa or MasterCard online through the secure MySchoolBucks.com site. If you would like step by step instructions for using this secure site, see our online payments page at www.lwsd.org. Please note, there is a convenience fee of \$1.95 for each transaction.
2. Send cash in an envelope or a check made payable to LWSD to the school office with your child’s first and last name as well as the teachers name attached.

Please keep your student’s lunch account up to date.

General Information

Absences/Safe Arrival

If your child is absent from school, please call the school attendance line (425-936-2711) before 9:00am. Please do not send your child to school when s/he is ill. Please review the symptom guidelines, from the Lake Washington School District nurses, on page 21, to determine if your child should attend school.

Regular and punctual attendance helps students to be successful in school and is considered essential to the learning process. Timeliness is a life skill that teaches children responsibility and dependability. It is the responsibility of the Smith staff to prepare and teach the skills necessary to make every student successful. It is the responsibility of the parent to send the student to school regularly and on time. Students need to be in their class line by 8:20am. They need to be in their classroom by 8:25am. Tardy slips will be distributed starting at 8:30am. When a child is late or dismissed early, it is disruptive to the student as well as the learning environment. Please schedule appointments and/or extra-curricular activities outside school hours.

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

Absentee/Tardy Policy

Admit slips will be written beginning at 8:30am per the school wall clocks. The principal will review a monthly report for absenteeism and tardiness issues.

- At five (5) absences/tardies in a sixty (60)-day time period or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the family, explaining the educational impact on the student. When contact has been made, classroom teachers will also notify the school counselor.
- At 10% tardy or absences, a letter will be sent from the Principal to the family indicating the continuing problem and mentioning the BECCA requirements for attendance.
- If there is not improvement and tardies or absences remain at 10% or greater, there will be another letter requiring parents to make an appointment with the principal.
- If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.
- After 20 consecutive days of an absence, the student is withdrawn and must be registered again. There is no guarantee the student will be placed in the same class.

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

Accidents/Illness at School

When children become significantly ill or injured at school, parents are contacted. Samantha Smith has a health room, including a cot, where a sick child can wait until parents arrive. When a child is sick or injured it is important that they be picked up as soon as possible. Students may not come to school within 24 hours after vomiting, diarrhea, or having a fever of 100 degrees or higher and should remain home until 24 hours after starting antibiotics for pink eye. Please see, "Too Sick for School?" on page 17.

Please provide the school with a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. Please update your work, home, cell and emergency numbers with the school office any time there are changes.

Bicycles/Scooters

Fourth and fifth grade students are permitted to ride a bike or a scooter once they have completed the, "Bicycle/Scooter Rider Contract for Samantha Smith" form. Parents are also required to read, review and sign the contract before their 4th or 5th grade student is permitted to ride a bike or scooter to school. See page 23 for specific bicycle/scooter rules. You can pick up a copy of the bicycle/scooter contract in the office. There is also a copy on page 44 for your reference.

Care of Property

The schools are owned and maintained by parents and taxpayers. Therefore, purposeful damage done to the building, equipment, district technology, buses, or materials will be reimbursed by the student's family. The student may have limited access to these materials. Your help and cooperation is appreciated in reporting any damage.

Electronic Devices

Electronic devices *must stay in your child's backpack* and turned off during school hours. This includes lunch and recess times. Smart Watches are to be used for keeping time *only* during school hours. Any infractions will result in the staff member confiscating the electronic device for a parent pick-up. eReaders may be used at the teacher's discretion. A contract must be signed by the student and parent. The school is not responsible for any lost, stolen or broken electronic devices. Parents, volunteers and visitors need to silence their own cell phones so as not to disrupt classes.

How to Communicate with Teachers

The primary responsibility of teachers is to teach students. This involves planning and preparation, assessment and providing feedback for students on their work. While communication to parents is a critical component of a good education, immediately responding to dozens of questions and concerns each day may not be possible due to the other job responsibilities teachers have. Below are some issues to consider before emailing a teacher:

- **Timing:** Remember the classroom environment. Each elementary teacher has 18-32 students. If you do not get an answer the same day, it does not mean you are being ignored. If it is an urgent matter, please call the school instead of relying on email.
- **Purpose of communication:** If the goal is to share a piece of information or give the teacher some lead time to think about an issue you would like to discuss, an email is probably appropriate. However, if the goal is to have two-way communication and meaningful dialogue, email may not be appropriate. Scheduling an appointment may be a better option.
- **Please keep in mind:** Teachers are interested in communicating with parents, however, responding to emails takes time. Emails leave a lot of room for misunderstanding. Issues can often be resolved much faster and more effectively if people can hear each other's tone of voice and can respond immediately to questions or misinterpretations. Please email the teacher if you would like to schedule a meeting.

Family Vacations

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

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school, they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time

Fundraising

Each year staff members are approached by numerous students who want them to buy fundraising items such as popcorn or cookies. Not only can this be costly for staff members, it is also a disruption to instruction time. In light of this, please do not have your children bring their individual order forms to school. Instead, we ask that each troop/team/club/organization, etc....give one order form to the office staff who will put it in the lounge where staff members can shop at their leisure. We want to support our students in their fundraising efforts by providing a fair opportunity for all students to benefit.

Homework Guidelines

Check your child's Take Home folder or planner for homework assignments. Make sure s/he has a place and a scheduled time to complete homework. Below are reasonable time expectations for your child *in addition to their nightly reading expectations*.

Kindergarten: 10 minutes

1st Grade: 10 minutes

2nd Grade: 20 minutes

3rd Grade: 30 minutes

4th Grade: 40 minutes

5th Grade: 50 minutes

Homework is an integral part of a student's education. It teaches responsibility and organization which are vital life skills in preparing students for the workplace.

Immunizations

With the passage of the state law (RCW 28A.31.118), the schools and communities of Washington State have a mandate to protect the health and safety of children. The law states, in part: the attendance of every child at every public and private school and licensed day-care center, shall be conditional upon the presentation of the of the child's first day of attendance at a particular school with proof of either 1) full immunization, 2) the initiation and compliance with the schedule of immunization as required by law, or 3) a certification of exemption.

Insurance

If you are interested in school insurance, forms are sent home on the first day of school and are also available in the main office. This insurance is a supplemental accident insurance policy.

Medication

If there is a valid health reason which makes the administration of ORAL medication to a student advisable during school hours, the following procedures shall apply:

- Any medications to be administered must be accompanied by a completed Medication Authorization Form (general medications, Epinephrine, and seizure medication forms are available).
- The form must be signed by the health care provider AND the parent or guardian. Medication Authorization forms are available at school or on the district website.
- Medications must be in the original, pharmacy labeled container and must match the authorization form.
- If tablets are to be split for proper dosing, this must be done by the parent at home before bringing the medication to school.
- Medications must be brought to school by parents. Students are not permitted to carry medications to school.
- Over the counter medications (such as Advil/Tylenol, allergy/cold medications, cough drops, lip balm, etc..) and naturopathic remedies also require the completed form including health care provider and parent signatures.
- All medications brought to school for administration must be reviewed by the nurse before they can be administered to the student. Please plan ahead and communicate changes to the Health Services Specialist (nurse)
- Sunscreen can be applied by students at school if parents have met the following conditions:
 1. Permission form is signed by parent/guardian and returned to school (the form can be obtained by the school secretary).

2. Sunscreen must be labeled with student's full name.
3. NO spray sunscreen is allowed. Stick or liquid sunscreen is OK.
4. Students are not to share the sunscreen with other students.
5. Approval will be withdrawn if a student handles sunscreen irresponsibly or otherwise maintains or administers it in a manner that is not appropriate for school. A suggestion would be to apply at home, before school, to demonstrate to your child/ren the correct way to apply sunscreen.

Please direct questions to the school nurse. There is additional information on the LWSD website.

Parties

In order to support the LWSD Nutrition and Physical Fitness Policy and the health and learning of our students, we ask that you and your student do not bring or distribute birthday treats to share at school. In addition, each class will have no more than 3 school sponsored parties, celebrations, or events per year. Classroom party volunteers are asked to work with the teacher regarding the selection of food items for parties and should include planning for students with food allergies and other food-related concerns. Most of the food choices should be healthy options (such as fresh fruits and vegetables, crackers with cheese, etc). Please do not have flowers or balloons delivered to the school for your child. To avoid potential hurt feelings, individual party invitations will not be distributed before, during, or after school. Whole class invitations are acceptable. Please contact the classroom teacher before sending any invitations to school. If you are volunteering to help with a party (i.e., Harvest, Valentine's Day, End of the Year) do not bring younger children to school (see LWSD Volunteer Handbook, page 3). If an older sibling would like to attend a classroom party, please contact the teacher for permission. If the older sibling would like to help with the party as a volunteer, s/he will need to complete the Student Volunteer Application at <http://www.lwsd.org/SiteCollectionDocuments/For-the-Community/Student-Volunteer-Application.pdf>

PTSA

Studies show that children whose parents are involved in education are more motivated in school. Your participation not only enhances your own child's chances for a bright future but it enhances other students as well. Any time an adult can offer a word of encouragement to a child, his or her self-esteem soars. Working at school can provide you with many enriching opportunities. By joining PTSA and being an active member, you can show the children of Samantha Smith that you care enough about their futures to invest your time in them.

The heart of Smith PTSA is our volunteer membership. We are involved. The wide variety of ongoing programs and the flexibility to start new projects means there can be something for everyone. Our PTSA at Smith works closely with school staff. We are, however, self-governing and have training resources at council, regional, state and national levels of the organization. PTSA objectives all aim to promote the welfare of children and youth at home, school and in the community.

Our PTSA volunteers help multiply the positive impacts and outcomes at Samantha Smith Elementary. Come join us and help make Smith a better place for all.

Report Cards

Students will receive report cards twice a year (January and June). Copies of the Student Grading Procedures may be obtained upon request. Parents can view grades online throughout each grading period after they have been uploaded. There will be a goal setting conference (teacher, parent and student) in October as well as an academic conference in January.

Securing the Building

Pods that are not being utilized for after school activities will be locked and secured at 3:30pm. Pods that support after school activities will be secured at the conclusion of the class(es). All outside doors (except the front doors) will be locked at 3:30pm. At the conclusion of all after school activities, the front doors will be locked. Community groups utilizing the gymnasium will have access to the gym area only. The classroom side of the schoolhouse will not be accessible. Parents must have an appointment with a teacher in order to access the classroom.

Student Withdrawal

Written notification of moving from Samantha Smith Elementary School is appreciated; at least one week notice is usually sufficient. Please be sure all library books, text books, and other school property are returned prior to your move. Please check your child's lunch account balance.

Telephone Usage

Student access to school phones is limited to short emergency calls only when accompanied by a telephone pass from a staff member. Plans for visiting friends, early dismissal, etc., should be decided prior to coming to school. Student cell phones must remain in backpacks and turned off during school hours. Any infractions will result in the staff member confiscating the cell phone for a parent pick-up.

Toys

Any object that distracts students' learning (i.e., Fidgets) will be confiscated and returned at a later time (unless there it is a documented accommodation such as a 504 Plan or IEP).

Use of School Grounds Before and After School

Students should not arrive before 8:15AM. When dismissed, students need to go straight home. There is no playground supervision before or after school. When picking up your child from after-school programs, please wait outside the school for your child's dismissal. Parents must have an appointment with a teacher in order to access the classroom.

Visitors

For the safety of children, all school visitors must sign in at the office to avoid classroom interruptions and to maintain building security. Please be respectful of a teacher's limited teaching time. If you need to get something to your child, leave it in the office and someone will call him/her to the office for pick-up. If you would like to speak with a teacher, call or email to schedule an appointment.

Volunteers

Samantha Smith is fortunate to have well-informed, educated, and caring parents. We appreciate the many hours our parent volunteers contribute for our students' education. Volunteer hours are 8:00-3:30. Children are not permitted in the teachers' work room or supply room. If an older student would like to volunteer in the school, s/he must complete the Student Volunteer Application. A copy can be found at <http://www.lwsd.org/SiteCollectionDocuments/For-the-Community/Student-Volunteer-Application.pdf>

Samantha Smith PeaceBuilder Tenets

Samantha Smith is a PeaceBuilder school. Our PeaceBuilder tenets support our philosophy of teaching and learning, the way we treat each other and the rules of our school.

Praise People: Teachers and parents encourage and recognize student behaviors that demonstrate respect and achievement.

Give Up Put Downs: Disrespectful and harmful behaviors will not be tolerated. Examples include: bullying, name calling, teasing, racial slurs, swearing, gossip, spitting, hitting, kicking, pushing, leaving the playground without permissions and damaging school property.

Seek a Wise Person: Students are to seek an adult (teacher, parent, counselor, principal, playground supervisor, lunchroom supervisor, bus driver, etc.) if they need help with a problem.

The counselor teaches Steps to Respect (bully prevention lessons) in grades 2-5 and Kelso (conflict resolution) lessons in grades K-1. Below are the definitions of bullying and conflict:

“Bullying is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening or leaving someone out on purpose.” Bullying incidences must be reported immediately.

“Conflict is a disagreement that happens when people want different things. The people involved in a conflict have equal power to solve the problem. They are not purposely trying to hurt each other.” Students are taught strategies to resolve conflicts among themselves.

“Telling means reporting a dangerous situation (ie; bullying, someone is sick, lost, hurt).”

“Tattling is when you try to get someone in trouble.”

Notice Hurts/Right Wrongs: Students take responsibility for inappropriate behavior or comments by making amends. This includes: verbal apologies, written apologies and making up for the infraction in an appropriate manner. If the behavior continues or if the infraction is of significant concern, the steps below will be implemented:

1. The student will complete a Peace Plan and discuss with the staff member the unsafe or disrespectful behavior. The Peace Plan must be signed by the student and a parent and be returned the following school day.
2. If there is a second infraction similar to the same type of behavior, the student will complete another Peace Plan. The student will also spend a recess period in the office/classroom or “on the wall”, as a time-out from recess, as well as meet with the principal. The Peace Plan will go home for a student/parent review and will be returned the following school day with the student’s and parent’s signature.
3. If a third infraction of the same inappropriate behavior occurs, a conference with the student, teacher, principal, counselor and parents will be scheduled to develop a plan to resolve the problem. (See LWSD discipline policy pages 26-38).

Help Others: Parents, school volunteers, students and staff support and help each other in creating a positive school climate for learning.

Samantha Smith Peace Plan
(Parent signature required)

Name _____ Date _____

Teacher _____ Referring Staff _____

Write or draw what happened:

Write or draw how you will make it right:

Who is the Wise Person you could have gone to for help? _____

Comments: _____

Parent comment and follow up at home: _____

Parent Signature _____ Student Signature _____

Samantha Smith School Rules

Playground Rules

Recess is a time when students have the opportunity to develop and practice their social skills. Rules have been made to help facilitate their development in an enjoyable and safe environment.

1. Follow directions

- a. Playground supervisors are the authority on the playground at all times.
- b. Play is over when the bell rings. Students line up for class immediately. Balls are held or put away.

2. Be Safe

- a. Students stay in the designated playground area during recess.
- b. No unsafe behaviors such as fighting, pushing or tripping allowed.
- c. Tag games are to be played on the grass field or soccer field. Tag with one hand.
- d. One-hand football only. No pushing or pulling when blocking.
- e. No tag games around the Big Toy.
- f. Jump ropes are for jumping.
- g. Wall ball is to be played in designated areas.
- h. Kickball is to be played on the grass and soccer area.
- i. Sticks, rocks and snow stay on the ground.
- j. Trading cards such as; sports cards and Pokemon cards are permitted during intermediate recess only.
- k. Any item used in an unsafe manner will be confiscated.
- l. Students can bring an umbrella to/from school. No umbrellas during recess time.

3. Be Respectful

- a. Follow the rules of the game.
- b. Take care of equipment. Basketballs, tennis balls, footballs and soccer balls are allowed (bats, tennis rackets or golf clubs are not allowed).
- c. Personal equipment must be labeled and held during non-recess times. This includes breezeways and near the buses.
- d. Work together to solve conflicts. Use Kelso strategies.
 - Go to Another Game
 - Talk it Out
 - Share and Take Turns
 - Ignore It
 - Walk Away
 - Tell Them to Stop!
 - Apologize
 - Make a Deal
 - Wait and Cool Off
- e. Use respectful language. Foul, offensive language is forbidden anywhere on campus.

Lunchroom Rules

1. Enter and exit the lunchroom quietly.
2. Stay seated.
3. Raise your hand for help.
4. Use an inside voice.
5. Follow directions from the lunchroom supervisors.
6. Clean-up after yourself. Help others clean up, too.

Assembly Rules

1. Enter the assembly quietly in a straight line.
2. Sit close to one another with legs crossed and hands in lap.
3. Applaud politely (no whistling or shout-outs).
4. Remain seated. Wait for teachers' directions.
5. No toys at assemblies.

Bus Rules

Bus rules are designed to assure each student safe transportation to and from school and school sponsored activities. Violation of the bus rules may result in a discontinuation of bus-riding privileges. The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members or chaperones have the primary responsibility for the behavior of students in charge.

1. Cooperate and obey the driver at all times.
2. Stay seated at all times.
3. Food or beverage must not be consumed on the bus except by permission of the driver.
4. Keep head, hands, feet and belongings inside the bus.
5. Objects that are dangerous or that may cause injury to another person are not allowed on the bus.
6. Students enter and exit the bus safely. Students' belongings must be kept out of the aisle.

Parents must review any procedures distributed by the bus driver. Problems and suggestions should be communicated to the Transportation Department at 425-936-1120. Route and scheduled times are established at the beginning of each school year. Please do not send your child/ren to the bus stop earlier than 5 minutes before the arrival time. Supervision of elementary students, at the bus stop, is a parent responsibility.

A NOTE IS REQUIRED FROM THE PARENT/GUARDIAN IF THERE IS A CHANGE IN THE NORMAL BUS RIDING ROUTINE OR IF YOUR CHILD DOES NOT NORMALLY RIDE THE BUS.

Walker Rules

1. Parents are to speak with their child/ren about the safest route to and from school.
2. Students should not arrive before 8:15am.
3. Pedestrians are to walk on the sidewalks, NOT in the street. Pedestrians will wait at the designated crosswalks **only** for the adult Crossing Guard to stop traffic prior to crossing the street.
4. Students should cross the parking lot with an adult escort.
5. Students should leave school promptly so they can cross the street with the adult Crossing Guard.

Bike/Scooter Rules

Fourth and fifth graders are allowed to ride bikes and scooters to school. All students and parents must read and sign the Bicycle/Scooter Rider Contract for Samantha Smith before riding to school. The contract is located in the office.

1. Parent or guardian permission must be given.
2. Students must sign a contract agreeing to observe all conditions (see page 27).
3. Students must wear a helmet at all times when riding the bike/scooter.
4. All bikes and scooters must be walked on school grounds during hours of operation.
5. Students will lock bicycles and scooters to the bike rack.
6. Students will give pedestrians the right of way.
7. If any conditions of the contract are violated, student privileges may be withdrawn.

Parent Drop Off/Pick Up Rules

1. **Be a courteous and safe driver. No talking on a cell phone or texting while driving.**
2. Students should not arrive before 8:15am **as there is no adult supervision.**
3. Drive 5 mph in the school parking lot.

4. Stop at all flags from the Safety Patrol students and the adult Crossing Guards.
5. Parents will wait for the adult Crossing Guard to get on the sidewalk before driving.
6. Drop your child/ren off at the front. Students exit the vehicle on the sidewalk side only.
7. Do not stop your car in the crosswalk as parents and students are crossing.
8. Do not drive behind the school.
9. Obey all signs in the drop off area (i.e. PLEASE PULL FORWARD)
10. Use turn signals so Safety Patrol and the adult Crossing Guard knows your intentions.

Technology

Samantha Smith Elementary promotes technology ethics as well as compliance with the laws. No misuse of technology allowed, including; no illegal copying of software, no opening of unauthorized files, no access to system folders or to the control panel. Disclosing names or phone numbers, inappropriate language or racial slurs is prohibited. Students who violate these rules may lose privileges or have limited access to the equipment.

Student Dress Code

To foster a positive school climate and respect for the learning environment, students are expected to display personal hygiene and appropriate attire.

1. Shoes must be appropriate for PE and playground activities. For safety reasons, flip-flops are not permitted.
2. The fingertip rule will apply to shorts and skirts. Length cannot be above fingertips when hands are held at the side.
3. Spaghetti straps (at least 3 fingers wide), jeans with holes, cut-off shorts and halter-tops are not allowed.
4. No exposed midriff or plunging necklines.
5. Hats, visors and hoods may be worn on the playground but must be removed inside. Head covering for religious or medical reasons is permitted.
6. Proper coats, hats and shoes are necessary for inclement weather. Students are expected to have a rain resistant jacket for recess. All coats and jackets should be labeled with the student's name.
7. Clothing and personal belongings displaying or advertising drugs, alcohol, gangs, sex, violence or profanity are not allowed. Any student wearing this type of attire will be asked to change (a call to the parent will be initiated).
8. Samantha Smith Elementary School reserves the right to ask students to change if any clothing is determined to be inappropriate and distracting to the educational environment.

When To Keep Your Child Home

Lake Washington School District 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

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

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

Tips to Stay Well

Ways to help prevent illness and keep students healthy

According to the Centers for Disease Control and Prevention (CDC), the single most important thing you can do to prevent the spread of germs is to wash your hands often.

Hand washing

Germs are spread when a person touches something that is contaminated with germs and then touches his/her eyes, nose or mouth. The CDC recommends vigorous scrubbing of the hands with warm, soapy water for at least 20 seconds, then rinsing with clear water and drying with a clean towel.

Other tips

- **Don't share eating utensils, drinking glasses, towels or personal items.**
Sharing items creates a potential of transmitting germs and becoming sick.
- **Cover your nose and mouth with a tissue every time you cough or sneeze.**
Throw the used tissue into a waste basket. If you don't have a tissue, sneeze or cough into your sleeve. Afterwards wash your hands with soap and water.
- **Stay home when you are sick.**
Don't pass your germs to someone else.

Contact your doctor.

If you think you have influenza, or another severe illness, contact your health care provider.

Thank You,
Lake Washington School District Nurses

School Safety and Emergency Procedures

Accidents

If a child is seriously injured at school, the parents will be called immediately. If we cannot reach parents, a neighbor or friend listed as the emergency contact will be called. We will use our best judgment about what to do for your child.

In order to be prepared for such emergencies...

It is critical that we have your current home phone number, work phone number, emergency contacts and medical information.

Emergency Closures and Late Starts

In the event of an emergency condition such as snow, earthquake, power failure, etc. resulting in a change in school schedule **please do not try to call the school**. You will be notified in the following ways:

- Phone call from the LWSD Messenger System
- Television: KOMO-Channel 4, KING-Channel 5, KIRO-Channel 7, KSTW-Channel 11
- AM Radio: KIRO 710, KNWX 770, KOMO 1000, KMPS 1300
- FM Radio: KMPS
- Web Sites: Lake Washington School District [www.lwsd.org]
- Puget Sound Emergency Communication system [www.psecs.wednet.edu]

The announcement will be:

Schools closed: This applies to extended day care, parent meetings, and special events.

Late Start and Limited Bus Service: School will start at a later time and there may be modifications in the bus routes.

Special Announcements: A variation of the above plans will be announced if necessary.

It is important to seek information from the above sources regarding school closures and late starts; please do not call the school for this information.

The staff at Samantha Smith Elementary makes every effort to provide a safe environment. To ensure student safety the following procedures are in place and practiced with students.

Earthquake Drill

During an earthquake

1. If indoors, stay indoors. Crawl under sturdy furniture. If possible, move to an inside wall or a door-way. Stay away from windows and glass.
2. Follow the emergency procedures that the school has in place.
3. Remain calm.
4. Do not run through or near buildings where debris could fall on you.
5. If outside, stay in the open. Keep away from buildings, trees and electrical wires.
6. If in a moving car, stop. Stay inside until the shaking stops.

After the shaking

1. Make sure no debris is hanging over building exits.
2. After exits have been inspected, evacuate building and move well away from it.
3. Stay with class until teacher completes attendance to make certain no one is missing.
4. Do not use candles, matches, or any open flame.

Parents will follow check-out procedures to retrieve their child/ren.

Fire Drill

When the fire alarm sounds all students and personnel will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit, as posted in each classroom. All classes should walk rapidly and silently away from the building, facing away from the building while the teacher takes attendance to make certain no one is missing. ***Parents will follow check-out procedures to retrieve their child/ren.***

Lockdown

When it becomes necessary to secure the building due to an intruder or unsafe situation around or near the school, the school office will be notified and a lockdown will take effect.

- The office will announce, “We have a lockdown situation, please take security measures immediately”. The office will then ring the warning bell, a “warbling sound”. All staff members will secure their rooms and the building. Teachers will check hallways and bathrooms.
- Students will remain in their classroom or with specialists. Students who are not with their classroom (walking back from the bathroom or Health Room, for instance) will go to the library or the nearest safe place in the building.
- Students on the playground will be notified by whistles, bells or any means possible to head to the nearest classroom. Teachers will report to classrooms and assist in the rapid entrance of students. Teachers will secure all outside doors, close blinds or curtains and keep everyone away from the windows. Students and adults will remain in the classrooms, until the all clear signal is heard.

During a lockdown all office doors will remain locked; no one will be allowed to enter or exit the school.

ALICE Drill

ALICE (Alert, Lockdown, Inform, Counter, Evacuate) Training prepares staff to handle the threat of an intruder on campus. ALICE Training teaches staff and students to participate in helping and leading others to safety. Though no one can guarantee success in this type of situation, this set of skills will greatly increase the odds of survival should anyone face this form of disaster. LWSD has trained their administrators in this new protocol with the help of local police agencies. In turn, administrators trained faculty and staff in the fundamentals of this protocol which led to a schoolwide drill where children could practice with the adults leading the efforts. For more information, parents can go to the ALICE website: <http://www.alicetraining.com> or ask your administrator.

Learning Standards and Lake Washington School District

The Lake Washington School District has aligned the Common Core State Standards with the Student Profile Curriculum Framework to help us focus and prioritize what is most important in a student's learning. Teachers have learned to use learning standards in a complete system that help answer two critical questions:

- What do we want students to learn?
- How do we know if they have learned it?

The standards are the learning expectations for students. Proficiency scales show teachers (and parents) what to look for to determine if students have met those expectations. In elementary schools, we use a scale of 1 to 4. It will look familiar to parents who have gotten elementary school report cards in our district:

- 1=not at standard
- 2=approaching standard
- 3=at standard
- 4=exceeds standard

Assessments and scoring guides help teachers describe and monitor the current performance of each child.

Lake Washington School District Policies

School Volunteer Procedures

Pre-approval of volunteers is one of the critical ways to ensure the safety of our students and staff. In order to provide the greatest amount of protection possible for the students and staff in our district, we will be diligent in following our volunteer screening process.

Anyone who plans to volunteer in the school must complete a volunteer packet which includes a 1) Volunteer Application form; 2) Disclosure form; and 3) Washington State Patrol Background Check form. In addition, each potential volunteer must submit a copy of their driver's license or other legal photo identification along with the application packet. Applicants must allow two weeks for their application to be processed before they can volunteer with the district. Only those applicants who have been approved will appear on a district database and will be allowed to volunteer in the school. The screening process must be completed every two years in order to continue volunteering in the school. You must apply online at www.lwsd.org through Parent Access. You can either scan in your photo id and attach it online or print the confirmation and attach a copy of your photo id and send it in to the school office. Forms are also available from the school office if you do not have computer access.

District Dog Memorandum

The presence of dogs in and around schools is a controversial subject given the unique relationship between people and dogs in general and between kids and dogs in particular. While there are benefits to be derived through the interaction between children and animals, we also need to be aware of the risks associated with the presence of dogs on campus. Within the past two years we have had instances of people being bitten by dogs both in school and on the grounds. Indoor air quality, including odors, can be affected due to animal dander that is present with any fur animal; dander that can be transported throughout the building by the HVAC system. According to the American Academy of Allergy, Asthma and Immunology, allergies induced by dog and cat contact are estimated to occur in approximately 15% of the population. The presence of a dog may cause a student who has allergies to have a reaction that is detrimental to the health of the child as well as the child's educational experience. While most of the dogs that are brought into schools are well cared for, the very nature of a dog being a dog impacts the cleanliness of the classroom. We also have the ongoing challenge of dogs being allowed to run unleashed on school grounds as well as dog owners not cleaning up after their animals during their walks on campus.

Service dogs play an important role in assisting people in their daily lives. While these dogs are by their nature very friendly and well-behaved, they still carry with them the same environmental issues as any other fur-bearing animal.

The Puget Sound Risk Management Pool recommends that dogs not be brought to the schools. King County Code 11.04.230 (which applies to all jurisdictions in King County) prohibits dogs from being allowed to run unleashed on school grounds. The King County Code also requires that if a dog does bite a person, it must be reported to the King County Health Department and the animal be placed in quarantine for 10 days.

In order to ensure our schools are safe and comfortable for all inhabitants, the district has developed the following requirements regarding dogs in and on school grounds:

- Dogs are not allowed in the school or classroom unless they are serving as a bona-fide service dog to a staff member, parent, child or visitor. In such cases, an up to date vaccination record must be provided for the animal.
- The decision to allow service dogs in training will be left up to each site administrator. However, they must also provide an up to date vaccination record.
- Parents should be advised that dogs are not allowed in the school. Dogs are also not allowed on school grounds property between 7 a.m. and 4 p.m. on any school day, except for bona fide service dogs. No dogs are permitted in District athletic stadiums at any time, except for bona fide service dogs.

- King County Code requires that dog bites will be reported to the King County Health Department and the dog may be placed in quarantine for 10 days.
- At all other times dogs must be leashed and controlled by owners in accordance with King County Code 11.04.230. Owner must clean up after their dogs and remove waste from district premises.

There is another class of dogs, the registered therapy dog, for which a school may want to grant an exception. Therapy dogs are specially trained dogs that might be of assistance to schools in working with students with learning disabilities as well as emotional, developmental, behavior and traumatic / grief issues. In order for registered therapy dogs to be permitted in the classroom the following is required:

- The school's guidance team must approve the use of a registered therapy dog for a specific student or group of students.
- The teacher in which the dog would be present must agree to the having the dog in her or his classroom. Should the teacher agree but later find the dog is not serving the overall best interest of the classroom, the teacher may require the dog be removed from the classroom.
- Parents of the children with whom the therapy dog will be used must approve of the use and must sign a waiver of liability for the school district.
- An up to date vaccination record must be provided for the animal.
- The dog and handler must have completed a course of instruction for therapy dogs as approved by the Delta Society or other competent organization and must provide appropriate proof of liability insurance.
- The dog will be removed from the school if a student or staff member in the classroom or school complains of allergies related to dogs.

Nutrition and Physical Fitness Policy

It is the belief of the Lake Washington School District that the school environment should be conducive to and promote learning. Students who have nutritious food and appropriate physical activity are better prepared to learn. As such, the LWSD is committed to the new nutrition and physical fitness policy effective the 2006-07 school year. The policy can be found on the school district website: www.lwsd.org. Following are key elements that affect our elementary school:

- Beverages sold to students are limited to flavored nonfat, 1% and 2% milk, and 100% juice
- Potato Products will be limited to baked products and oils with 0-trace Trans fats. Portions of fried potatoes will be limited to 3-ounces and only sold with a meal.
- Strict limitations on competitive food sales (food and beverages sold to students other than as a meal through the school lunch program).
- Parties, rewards, and/or incentives are limited to the food sale restrictions above, with the exception of three parties/events within each school year.
- Parents are strongly encouraged to bring healthy treats when providing treats for individual student recognition, such as birthdays, or when providing meals and snacks from home.
- Healthy food and non-foods are encouraged for incentives and must be provided as an alternative when treats are provided for classroom consumption.

Bicycle/Scooter Rider Contract for Samantha Smith

Dear 4th and 5th Grade Students and Parents,

Lake Washington School District permits fourth and fifth grade students to ride bikes and scooters to school. Samantha Smith wants to assure that riders are educated in the safe and responsible operation of their bicycles. Therefore, the below conditions must be met before the school's permission to ride will be allowed. Below are the conditions:

- Parent or guardian's permission must be given.
- Student will sign this contract agreeing to observe all conditions.
- Student will wear a bicycle helmet at all times when operating the bicycle or scooter, per King County Department of Transportation.
- All bikes and scooters must be walked on the school grounds during hours of operation.
- Student will make sure bicycle or scooter is locked securely to the bike rack during school hours.
- Student will give pedestrians the right of way.
- If any of the conditions of this contract are not observed, student riding privilege may be withdrawn.

We try to provide a safe and secure area for bicycle and scooter storage; however, neither Samantha Smith nor the Lake Washington School District can take responsibility for lost, stolen or vandalized bicycles or scooters on either school property or while en route to or from school.

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

Students' Printed name

Teacher

Student's Signature

Grade

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

Parent/Guardian's Signature

Date

Code of Collaboration between Parents/Students/Staff at Samantha Smith Elementary School

Parents will:

- Recognize the professional expertise of Samantha Smith staff members.
- Understand, comply with and model the rules, policies, procedures and expectations of Samantha Smith Elementary and the Lake Washington School District.
- Direct any concerns to the teacher first. Be respectful through tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Ensure student/s come to school, on time, prepared for school with completed homework, necessary materials to learn and signed notes/permission slips/Peace Plans.

Students will:

- Come to school on time and prepared for the school day. This includes completed homework, necessary materials and signed notes/permission slips/Peace Plans.
- Respect the rights of all students, staff, guest teachers and adult volunteers.
- Act in a safe manner in the classroom, on the playground and on the bus.
- Take responsibility for your learning and act in a manner that allows others to work and learn.

Staff will:

- Teach and model Samantha Smith/LWSD rules, policies, procedures and expectations.
- Develop and communicate a classroom management plan that supports all students’ learning.
- Treat each student with respect and dignity.
- Communicate with parents on the academic and behavior performance regarding their own child, using a respectful tone of voice, choice of words and body language. Correspondence, such as notes, emails and letters should be concise and respectful.
- Direct any concerns to the appropriate staff person first. Be respectful through tone of voice, choice of words and body language.

Acknowledgement of Receipt of the Parent-Student Handbook

Student Agreement

I, _____ (print student’s name) have received and read the Student Rights & Responsibilities document for Lake Washington School District and the Code of Collaboration for Samantha Smith. I am aware of my rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Student Signature

Date

Parent/Guardian Agreement

Please review the Student Rights & Responsibilities document and the Code of Collaboration with your student and sign below to acknowledge your receipt and understanding of the documents. I am the parent or guardian of the above-named student. I have received and read the Student Rights & Responsibilities document for Lake Washington School District and the Code of Collaboration for Samantha Smith Elementary School. I am aware of my student’s rights and responsibilities. Furthermore, I understand that inappropriate student behavior will result in interventions and consequences as stated in this document.

Parent/Guardian Signature

Date

2017-18 Student Rights & Responsibilities

Contents

Introduction	A2
Purpose	A2
Student Rights and Responsibilities (JF)	A2
Attendance	A3
Absences & Excuses (JED, JED-R, JEE)	A3
Truancy (JEDA)	A3
Discipline Process	A3
Corrective Action/Discipline (JG)	A3
Student Searches (JFG, JFGA)	A4
Drug Scenting Dogs	A4
Codes of Conduct	A5
Exceptional Misconduct (JFC-R)	A5
Other Forms of Misconduct (JFC-R)	A6
Athletic/Activities Code of Conduct	A9
Technology Code of Conduct (IIAB-R)	A10
Bus Conduct (JFCC)	A11
Prohibition of Discrimination and Harassment	A12
Human Dignity (ACA)	A12
Nondiscrimination (AC)	A12
Sexual Harassment (JFDA)	A13
Harassment, Intimidation and Bullying (JFD, JFD-R)	A13
Prohibited Items	A13
Alcohol, Drug and Tobacco (IGAG, JFCH)	A13
Dangerous Weapons (JFCJ)	A13
Other Policies	A14
Health Room/Medication (JHCD, JHCD-R)	A14
Child Find (IGB-R)	A14
Enrollment/Inter-District Transfer Agreements and In-District Variances (JC, JC-R, JECB, JECBC)	A14
Student Records/Family Educational Rights and Privacy Act (JO)	A14
Our District's Tip Reporting Service – SafeSchools Alert	A14

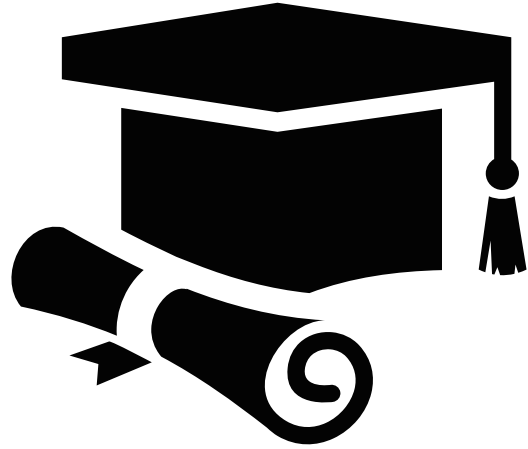
Introduction

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



Student Rights and Responsibilities (JF)

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

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

Attendance

Absences & Excuses (JED, JED-R)

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

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

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

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

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

Truancy (JEDA)

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

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

Discipline Process

Corrective Action/Discipline (JG)

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

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

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

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

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

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

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

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

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

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

Due Process

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

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

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

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

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

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

Definitions

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

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

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

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

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

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

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

Drug Scenting Dogs

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

Codes of Conduct

Exceptional Misconduct (JFC-R)

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

Codes:

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

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

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

Other Forms of Misconduct (JFC-R)

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

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

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

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

Athletic/Activities Code of Conduct

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

Illegal Controlled Substances, Alcohol, Legend drugs and Controlled Substances

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

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

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

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

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

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

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

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

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

Conduct Rules

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

Hazing Rituals

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

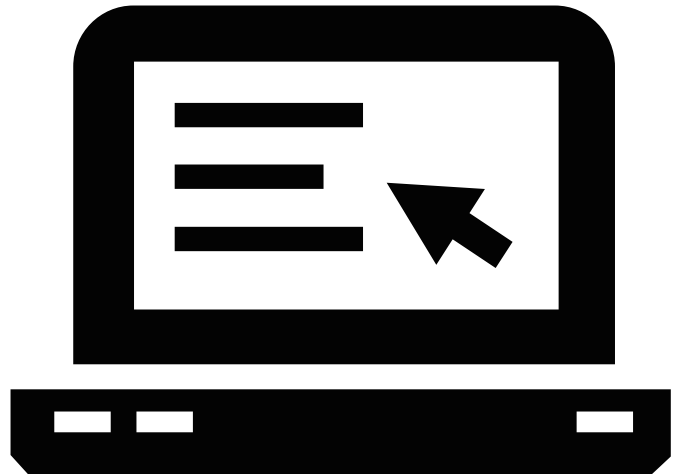
Any student-athlete who observes and does not attempt to stop or report such a violation can also be subject to disciplinary action by the school. Repeated acts of hazing can result in further school action and permanent suspension from athletics.

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 (IIAB-R)

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



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

Bus Conduct (JFCC)

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

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

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

Corrective Action for Infractions of Established Bus Rules

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

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

Grievance

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



Safety expectations at the bus stop

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

Safety expectations while riding the bus

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

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

Corrective Action for Students Enrolled in Special Education

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

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

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

Special Education and Preschool Drop-Off Procedure

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

Securing of Special Education and Preschool Students

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

Emergency Evacuations

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

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

Prohibition of Discrimination and Harassment

Human Dignity (ACA)

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

Nondiscrimination (AC)

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

Civil Rights Coordinator

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

Title IX Coordinator

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

Section 504/ADA

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

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

Sexual Harassment (JFDA)

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

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

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

Examples of Sexual Harassment:

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

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

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

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

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

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

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

Prohibited Items

Alcohol, Drug and Tobacco (IGAG, JFCH)

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

Dangerous Weapons (JFCJ)

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

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

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

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

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

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

Other Policies

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

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

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

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

Child Find (**IGB-R**)

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

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

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

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

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

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

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

Our District's Tip Reporting Service

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

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



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



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.