

Lake Washington School District



Parent Information Booklet *2011-2012*

Important information about the privacy, health, and safety of your student. Includes a one-page school year calendar to clip and save.

LAKE WASHINGTON SCHOOL DISTRICT # 414

2011-2012 Calendar (Revised)

AUGUST

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
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28	29★	30★	31★			

SEPTEMBER

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JULY

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29	30	31				

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

Important Dates

Aug. 29-31	LEAP Days
Sept. 1	LEAP Day
Sept. 5	No school – Labor Day
Sept. 6	First Day of School
Oct. 3-4, 6	Half-Day Elementary Conferences
Oct. 7	No school – LEAP Day
Nov. 3	Last Day 1st Quarter Secondary
Nov. 11	No school – Veterans' Day Observed
Nov. 14	Secondary Grades Due
Nov. 23	Half-Day
Nov. 24-25	No school – Thanksgiving Vacation
Dec. 19-30	No school – Winter Break
Jan. 2	No school – Winter Break
Jan. 16	No school – Martin Luther King Jr.
Jan. 24	Elementary Grades Due

Jan. 27	Last Day 1st Semester Secondary
Jan. 31	Half-Day Elementary Conferences
Feb. 2-3	Half-Day Elementary Conferences
Feb. 3	Secondary Grades Due
Feb. 16-17, 20	No school – Mid-Winter Break
March 16	No school – LEAP Day
March 30	Last Day 3rd Quarter Secondary
April 2-6	No school – Spring Break
April 13	Secondary Grades Due
May 4	No school – LEAP Day
May 25	No school – LEAP Day
May 28	No school – Memorial Day
June 18	Elementary Grades Due

June 22	Half-Day – Last Day of School
	Last Day - Secondary 2nd Semester
	Secondary Grades Due

Key

★	Check Important Dates Section		
■	No School	□	Half Day
□	First/Last Day		

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

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This booklet contains important information for parents to start the school year. The district is legally required to provide some of this information. We also have included some important information that may be helpful to you. This information supplements the parent information that will be provided by your student's school. If you have questions on this information, call (425) 936-1200 and you will be connected to the appropriate department.

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Cover photo: Smith Elementary teacher Ginny Romano works with some of her students.

General Information | List of Schools

NOTE: The area code is 425 for all phone numbers.

Preschool		
Willows Support Services (for information) Preschool sites: Bell, Dickinson, Juanita El., Muir, Rockwell, Rush		936-1170
Elementary Schools		
Alcott	4213 - 228th Ave. NE Redmond 98053	936-2490
Audubon	3045 - 180th Ave. NE, Redmond 98052	936-2500
Bell	11212 NE 112th St., Kirkland 98033	936-2510
Blackwell	3225 - 205th Place NE, Sammamish 98074	936-2520
Carson	1035 244th Ave. NE, Sammamish 98074	936-2750
Community	11133 NE 65th St., Kirkland 98033	936-2395
Dickinson	7040 - 208th Ave. NE, Redmond 98053	936-2530
Discovery (at Sandburg)	12801 - 84th Ave. NE, Kirkland 98034	936-2704
Einstein	18025 NE 116th St., Redmond 98052	936-2540
Explorer (at Dickinson)	7040 - 208th Ave. NE, Redmond 98053	936-2533
Franklin	12434 NE 60th St., Kirkland 98033	936-2550
Frost	11801 NE 140th St., Kirkland 98034	936-2560
Juanita	9635 NE 132nd St., Kirkland 98034	936-2570
Keller	13820 - 108th Ave. NE, Kirkland 98034	936-2580
Kirk	1312 - 6th St., Kirkland 98033	936-2590
Lakeview	10400 NE 68th St., Kirkland 98033	936-2600
Mann	17001 NE 104th St., Redmond 98052	936-2610
McAuliffe	23823 NE 22nd St., Sammamish 98074	936-2620
Mead	1725 - 216th Ave. NE, Sammamish 98074	936-2630
Muir	14012 - 132nd Ave. NE, Kirkland 98034	936-2640
Redmond	16800 NE 80th St., Redmond 98052	936-2660
Rockwell	11125 - 162nd Ave. NE, Redmond 98052	936-2670
Rosa Parks	22845 NE Cedar Park Crescent Redmond 98053	936-2650
Rose Hill	8110 - 128th Ave. NE, Kirkland 98033	936-2680
Rush	6101 - 152nd Ave. NE, Redmond 98052	936-2690
Sandburg	12801 - 84th Ave. NE, Kirkland 98034	936-2700
Smith	23305 NE 14th St., Sammamish 98074	936-2710
Thoreau	8224 NE 138th St., Kirkland 98034	936-2720
Twain	9525 - 130th Ave. NE, Kirkland 98033	936-2730
Wilder	22130 NE 133rd St., Woodinville 98077	936-2740

Junior High Schools		
Environmental & Adventure (at Finn Hill)	8040 NE 132nd St., Kirkland 98034	936-2355
Evergreen	6900 208th Ave NE, Redmond 98053	936-2320
Finn Hill	8040 NE 132nd St., Kirkland 98034	936-2340
Inglewood	24120 NE 8th St., Sammamish 98074	936-2360
International	11133 NE 65th St., Kirkland 98033	936-2380
Kamiakin	14111 - 132nd Ave. NE, Kirkland 98034	936-2400
Kirkland	430 - 18th Ave., Kirkland 98033	936-2420
Northstar (at LWHS)	11822 NE 75th St., Kirkland 98033	936-1760
Redmond	10055 - 166th Ave. NE, Redmond 98052	936-2440
Rose Hill	13505 NE 75th St., Redmond 98052	936-2460
Stella Schola (at RHJH)	13505 NE 75th St., Redmond 98052	936-2475
Renaissance (at EHS)	400 228th NE Ave., Sammamish 98074	936-1544
High Schools		
BEST	10903 NE 53rd St., Kirkland 98033	936-2300
Eastlake	400 228th Ave NE, Sammamish 98074	936-1500
Futures School (at JHS)	10601 NE 132nd St., Kirkland 98034	936-1635
International	11133 NE 65th St., Kirkland 98033	936-2380
Juanita	10601 NE 132nd St., Kirkland 98034	936-1600
Lake Washington	12033 NE 80th St., Kirkland 98033	936-1700
Redmond	17272 NE 104th St., Redmond 98052	936-1800
Other Programs		
Family Learning Center	10903 NE 53rd St., Kirkland 98033	936-2311
19-21 Transition Academy	16225 NE 87th Street, Suite B-1, Redmond 98052	861-3452

District Administration

NOTE: The area code is 425 for all phone numbers.

Lake Washington School District	
Resource Center 16250 NE 74th St., Redmond 98052 Mail: P.O. Box 97039 Redmond, WA 98073-9739	936-1200 www.lwsd.org
Board of Directors	
See governance policy GP-2-E1, School Board Legal Status, for a description of the director district boundaries. The boundaries do not correspond directly to neighborhood school boundaries. Choice schools are not listed in specific director districts since these schools draw students from throughout the district. Each director must live within their director district but represent the district as a whole.	
Jackie Pendergrass, Dist. 1 President	821-1157 jpendergrass@lwsd.org
Ravi Shahani, Dist. 5 Vice President	936-1257 rshahani@lwsd.org
Christopher Carlson, Dist. 2	936-1403 ccarlson@lwsd.org
Nancy Bernard, Dist. 3	820-2007 nbernard@lwsd.org
Douglas Eglington, Dist. 4	868-7218 eglington45@msn.com
Administration	
Superintendent, <i>Dr. Chip Kimball</i>	936-1257
Deputy Superintendent, <i>Janene Fogard</i>	936-1257
Deputy Superintendent, <i>Dr. Traci Pierce</i>	936-1205
Assistant Superintendent, <i>Dr. John Vaile</i>	936-1249
Communications, <i>Kathryn Reith</i>	936-1342
School Support	
Eastlake Learning Community, <i>Dr. Ken Lyon</i>	936-1254
Juanita Learning Community, <i>Heather Sinclair</i>	936-1254
Lk. Washington Learning Community, <i>david Larson</i>	936-1254
Redmond Learning Community, <i>Kelly Pease</i>	936-1316
Special Services Director & JLC, <i>Paul Vine</i>	936-1302
Special Education, Eastlake LC, <i>Jon Holmen</i>	936-1201
Special Education, Lk. Washington LC, <i>Wynn Spaulding</i>	936-1201
Special Education, Redmond LC, <i>Sue Anne Sullivan</i>	936-1201
Athletics, <i>Brad Stolz</i>	936-2690

Teaching and Learning Services	
Assessment, <i>Linda Stevens</i>	936-1371
Accelerated Programs, <i>Dan Phelan</i>	936-1238
Career & Technical Education (CTE), <i>Dan Phelan</i>	936-1283
Curriculum & Standards, <i>Matt Manobianco</i>	936-1316
Technology	
Instructional Technology, <i>Matt Palmer</i>	936-1222
Technical Operations, <i>Randall Wood</i>	936-1347
Operations	
Business Services, <i>Barbara Posthumus</i>	936-1211
Employee Relations/Human Resources, <i>Pat Fowler-Fung</i>	936-1266
Food Services, <i>George Hulett</i>	702-3390
Risk Management, <i>Scott Emry</i>	936-1424
Volunteers, <i>Shannon Parthemer</i>	936-1300
Webmaster, <i>Kit Chovanak</i>	936-1443
Support Services	
15212 NE 95th St., Redmond 98052	
Support Services, <i>Forrest Miller</i>	882-5100
Transportation, <i>Jeff Miles</i>	882-5120
Print Center, <i>Jim Crouch</i>	882-5110
Health Services	
Health Services Supervisor, <i>Nancy Johnson, RN</i>	882-8191
Extended Day Program	
15130 NE 95th St., Redmond 98052	882-1175
Safety Tip Line	
Safety Tip Line	866-548-3847

Partner Organizations	
Lake Washington Schools Foundation	425-936-1414 www.lwsf.org
Lake Washington PTSA Council	425-936-1216 www.lwsd.org/ptsa

Public Records Requests

The district provides information that is considered public record upon request. The Washington Public Records Act provides for the release of public records maintained by a public agency, such as the school district, with limited exceptions. Parents/guardians have the right under the Washington Public Records Act to

request the public records regarding school employee discipline. Requests for access to, or copies of, public records should be made in writing to: Public Information Officer
P.O. Box 97039
Redmond, WA 98073-9739

Please specify the records sought. Copies of records are subject to a copying charge of 15 cents per page. A simple form that can be used to submit a public records request is available on the district website in the Forms Library in the "About Us" section.

School Closures and Emergency Preparedness

Severe weather and other emergencies

When emergency conditions make getting to or from school difficult or staying there a problem, Lake Washington School District will use one of the plans outlined below. By 5:30 a.m., you will be able to learn which plan is in place by doing one or more of the following:

- **Go to www.lwsd.org and look for the red alert box.**
- **Go to www.schoolreport.org, which lists schools all over the Puget Sound area.**
- **Call the main district telephone number to listen to a message (425-936-1200), or**
- **Tune in to area radio and television.**

In addition, LWS D will use the School Messenger automated calling system to let parents know if school will be delayed or cancelled. You will not receive a call if school will open normally. If you want to double-check the status or learn it early, use one of the options listed above.

Be sure to keep this information handy to help you understand the brief notifications you will hear over radio and television. Plans will be updated if conditions change. *No announcement or no report means schools will operate on a normal schedule.*

Schools closed

If schools are closed, the following programs and activities are cancelled: regular school, Extended Day program, all activities including athletic events and parent meetings. (If conditions change during the day, special arrangements may be made for some activities.)

Child Find

Child Find is a program for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process.

Late start and limited bus service

Under this plan, all schools will start two hours late and bus routes will be limited. The district's transportation department will send out more information in the fall about when and where your student will be picked up and dropped off when limited bus service is in effect. Students will be dismissed at regular times unless otherwise announced. Extended Day program will also be on a two hour delay. The following programs are cancelled: All preschool morning and afternoon sessions, morning kindergarten, out-of-district transportation, before school music, and Quest pull-out classes.

Special announcements

A variation of the above plans will be announced if necessary due to a power failure or other conditions.

Earthquake

In case of a major earthquake while students are on a school bus, drivers will receive specific instructions from the district via radio. If conditions permit, drivers going to school will continue to pick up students on their routes. The bus will deliver them to the safety of their school. If roads limit travel, the plan is for buses to transport students to the nearest school. If a quake hits when buses are transporting children home from school, drivers will attempt to return to the school they came from or, if necessary, go to the closest school. Children will stay at school until parents or their designees arrive. Each school has its own emergency planning committee. Contact your student's school to learn more about your school's preparations for earthquakes or other disasters.

Parent Involvement

Studies show that parental involvement in their child's education is a critical factor for success. In fact, a home environment that encourages learning is more important for student achievement than income, education level or cultural background. Children whose parents are involved in their education go farther in school. And the earlier you get involved in your child's education, the more effect it has on their success.

That involvement can be as simple as talking about school. Children who talk regularly about school with their parents perform better academically. Other important activities are to actively organize and monitor your student's time and help them with homework. Reading is particularly affected by home activities. The most important activity parents can do for their child's reading success is to read aloud to them.

One great way to get involved with your student's education is to volunteer at their school. Volunteer directly with the school or get involved with the PTSA.

Volunteer Screening

Parents are encouraged to volunteer in their student's school as one way to be more involved. For safety reasons, only volunteers who have been screened by the district are allowed to volunteer in Lake Washington schools and chaperone students on school field trips. Thus every parent who wants to help in their child's class or go on a field trip will need to complete a Lake Washington School District volunteer application and be approved by the district's Volunteer Office **before** the event occurs or **before** they begin volunteering in the school.

We recommend that you complete your application during the summer or at the beginning of the school year to ensure that you have received approved volunteer status before you plan to volunteer. Volunteer approvals are valid for two years from the date of approval. Check with your school office to see if your approval status is current.

Check the district's website at www.lwsd.org and click on the Community tab, then Volunteering with LWSL for more information. Contact your school's office or the district's volunteer office at 425-936-1300 for more information.

Lake Washington PTSA Council
Website: www.lwsd.org/ptsa
Phone: 425-936-1216



Pictured above: Family Math Night at Sandburg Elementary.

How to apply

There are several ways to apply to volunteer:

- Parent volunteers can apply online through Parent Access. This method takes the least time for processing. Go to www.lwsd.org > For Parents > Parent Access. Log in and fill out the application.
- Print out a volunteer application from the district's website. Go to www.lwsd.org > For the Community > Volunteering with LWSL. Print out the application and follow the instructions.
- Get an application from the school or district office.

Curriculum Information

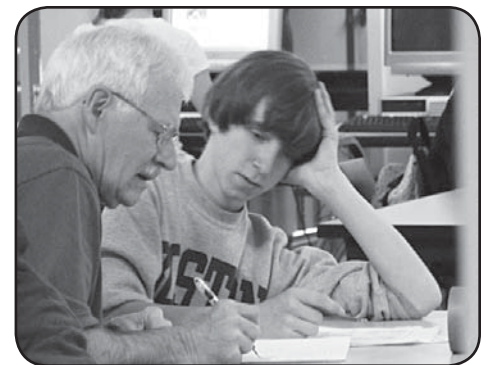
Want to know what your child will learn in school this year? Most schools have a curriculum night in September you can attend to learn more. There is also extensive information about the district's curriculum on the district website.

You can find curriculum information on the district website, www.lwsd.org. Select the "For Parents" link on the home page, and then click on the "Teaching and Curriculum" link on the left-hand side of the page.

District Policies

All district policies are available on the Lake Washington School District website. Visit www.lwsd.org and click on "About Us" on the home page. Then click on the "Administrative Policies" link on the left-hand side of the page. The "Instruction" section includes policies regarding basic programs, special programs, activities, instructional resources and academic achievement.

The "Students" section addresses policies on admissions, attendance, rights and responsibilities, conduct, discipline, and health and welfare services. The "School-Community Relations" section includes policies that deal with the public and community organizations.



Pictured above: A LINKS volunteer serving as a tutor. LINKS (Looking Into the Needs of Kids and Schools) is a volunteer and mentoring program that pairs district volunteers with students. Go to www.lwsd.org/links for more information.

Privacy | Protection of Pupil Rights Amendment (PPRA)

PPRA is a federal law that gives parents certain rights regarding surveys, collection and use of information for marketing purposes and certain physical exams

PPRA gives parents the rights to:

1. Consent before students are required to take a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED):

- Political affiliations or beliefs of the student or student’s parent
- Mental or psychological problems of the student or student’s family
- Sex behavior or attitudes
- Illegal, anti-social, self-incriminating, or demeaning behavior
- Critical appraisals of others with whom respondents have close family relationships
- Legally recognized privileged relationships, such as with lawyers, doctors, or ministers
- Religious practices, affiliations, or beliefs of the student or parents
- Income, other than as required by law to determine program eligibility

2. Receive notice and an opportunity to opt a student out of :

- Any other protected information survey, regardless of funding
- Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law
- Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others

3. Inspect, upon request and before administration or use:

- Protected information surveys of students
- Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes
- Instructional material used as part of the educational curriculum

These privacy rights transfer from the parents to a student who is 18 years old or an emancipated minor under state law.

Lake Washington School District has developed processes regarding these rights. The district has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Lake Washington will directly notify parents of these policies after any substantive changes, in addition to this yearly notice. The district will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or

surveys noted below and will provide an opportunity for the parent to opt his or her student out of participation of the specific activity or survey.

Lake Washington will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and will be provided an opportunity to opt their student out of such activities and surveys. Parents will also be given a chance to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution
- Administration of any protected information survey not funded in whole or in part by the U.S. Department of Education
- Any non-emergency, invasive physical examination or screening as described above

Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C. 20202-5901.

Family Educational Rights and Privacy Act (FERPA)

Reviewing student records, requesting that directory information be kept private

Under the federal Family Educational Rights and Privacy Act (FERPA), parents (and students over 18 years of age) have certain rights concerning how Lake Washington School District releases educational records. The district may release some basic information on the student, called directory information. Parents and students over 18 can direct the district to keep that information confidential by filling out and turning in the Directory Information Withhold form.

Releasing Student Information

Although there are some exceptions, in general, the district cannot release information about a student to people or organizations outside the district without written consent from parents. One exception is that the district can forward educational records on request to a school in which a student plans to enroll. Student information may also be disclosed without consent to school officials with legitimate educational interests.

Directory Information

Another exception that allows release both inside and outside the district is what the law calls “directory information” – information that would normally be found in a directory.

Directory information includes:

- **student name**
- **photo**
- **address**
- **telephone number**
- **parent email address**
- **date of birth**
- **participation in officially recognized activities and sports**
- **weight and height of members of athletic teams**
- **dates of attendance**
- **diplomas and awards**

This information may be used in a variety of ways, such as a school yearbook, school or district newsletter or website, or released to news media. See the Directory Information Withhold form for a complete list of directory information.

Directory Information Withhold Form

If parents want the district to keep directory information private, they must file a Directory Information Withhold form. To request that directory information be withheld, return one Directory Information Withhold form per student to their school before **September 15** to ensure the information is withheld. If you are enrolling your student mid-year, these forms must be returned within five days.

Please note: If you do not indicate a preference on the form for the release of student information, we will assume that you have no objection to the release of “directory information.” For additional copies of the form, please contact the school secretary or the district communications office.

Note: The district cannot control the release of certain directory information—such as photographs/images or names—when students participate in school events open to the general public such as athletic competitions, concerts or plays.

Military or Higher Education

Under federal law, this directory information can also be released to military recruiters and to institutions of higher education for students who are in ninth grade to 12th grade. If you do not want this information released to military organizations, please check the military box in the ninth-12th grade only section on the Directory Information Withhold form.

If you do not want this information released to institutions of higher education, please check the higher education box in the same section on the Directory Information Withhold form.

You and your student will still be able to request sending their records to specific colleges or universities: the Directory Information Withhold request simply means the district will not include your student’s directory information in a request for information.

Please note that both military and higher education organizations may gain access to your student’s information from other sources. Checking these boxes only insures that Lake Washington School District will not provide it.

Reviewing & Appealing Contents of Records

Under the law, parents and guardians have the right to inspect and review their student’s educational records within 45 days of submitting a written request to the school principal. The principal will then notify the parent(s)/guardian(s) of the time and place where the records may be reviewed.

Concerns with Student Records

If parents have concerns about the accuracy or appropriateness of their student’s educational records maintained by the school, they are encouraged to inform the principal. The principal will meet with the parents and attempt to resolve the matter. If the concern is not resolved to the parents’ satisfaction within 30 school days, they will have the opportunity for a hearing before the Superintendent or designee. The request for the hearing must be made in writing. The hearing will be held within a reasonable time following the request. More information is available in the student records policies in the administrative policies section of the district website.

If parents are still not satisfied following this process, they can file a complaint with: Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, D.C. 20202-5901

Nondiscrimination | Section 504 of the Rehabilitation Act

Section 504 prohibits discrimination against persons with a disability in any program receiving Federal financial assistance.

The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning and working)
- has a record of such an impairment

- is regarded as having such an impairment

Lake Washington School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a disability will knowingly be permitted in any of the programs and practices in the school system.

The school district has specific responsibilities under the Act, which include the responsibility to identify and

evaluate the child. If he/she is determined to be eligible under Section 504, the district is responsible to afford access to appropriate educational services. If a parent or guardian disagrees with the determination made by the professional staff of the school district, he/she has a right to a hearing with an impartial hearing officer.

Section 504 Coordinator: Paul Vine

Phone: 425-936-1302

Mailing Address: P.O. Box 97039,
Redmond, WA 98073



Wilder Elementary students in teacher Ryan Scott's class.

Title IX and EEOC Notification

Lake Washington School District complies with all federal and state rules and regulations and does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, marital status, age, veteran or military status, religion, or disability. This holds true for all district employment and for all students who are interested in participating in educational programs and/or extracurricular school activities.

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Affirmative Action Officer, Title IX Officer, ADA District Coordinator, or Section 504 Coordinator.

Affirmative Action Officer, ADA and Title IX officer: Pat Fowler-Fung, 425-936-1266.
Mailing Address: P.O. Box 97039,
Redmond, WA 98073

Annual Nondiscrimination Notification

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 identity, the presence of any sensory, mental or physical disability, 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 Lake Washington School District

offers classes in career and technical education program areas under a non-discriminatory policy. Specifically, the Lake Washington School District offers classes to students based on educational criteria in programs like Auto Tech, Family Consumer Science, etc., through an enrollment process that is free from discrimination. For more information about the application process and particular course offerings, contact the Career & Technology office at 425-936-1387. English language proficiency is not a consideration in the offering of classes or the participation

requirements for career and technical education classes. This notification can be provided in the appropriate language for communities of national origin by contacting our Communications Department at 425-936-1300. The following has been designated to handle inquiries regarding the nondiscrimination policies:

Director of Human Resources
16250 NE 74th Street
Redmond Washington, 98052
425-936-1266

Health | Accidents and Student Medical Insurance

In the event of an accident or illness, Lake Washington School District (LWSD) will make every reasonable effort to contact the parent or guardian immediately. That's why it's important for you to fill out the emergency notification form and return it to school promptly. Be sure to notify the school office if any of the information on that form changes during the school year. However, if the

parent or guardian is not available, LWSD will secure proper emergency medical care as needed. Any medical care expense as a result of this emergency medical care will be the responsibility of the student's parent or guardian or their medical insurance, if any.

It's important for parents to understand that LWSD does not provide medical insurance for student injuries. However,

the district does provide an opportunity to participate in a voluntary medical/health insurance program, available for purchase through Meyers-Stevens & Toohey and Co., Inc. The brochure for this plan is included in the parent packet.

Please take a moment to review this information so that you can determine if you would benefit from this program.

Asbestos Safety

This notice informs you that there is asbestos in some of our schools. Though present in some building materials, it does not represent a health hazard to people. In 2007, an asbestos re-inspection was made at our schools. Asbestos-containing building materials that have the potential of being a threat to health were removed or repaired. The remaining materials are in good condition. A plan is in place to ensure that the remaining asbestos will not represent a future health hazard. This plan includes periodic inspections and frequent observational surveys.

You may wonder why all of the asbestos is not removed. According to the Environmental Protection Agency (EPA), asbestos only presents a health hazard when fibers become airborne and are inhaled. The mere presence of asbestos in materials does not represent a health hazard. Therefore, the EPA recommends that asbestos only be removed during renovation activities.

The majority of asbestos-containing materials in our schools are located in or around mechanical areas that are not accessed by the public. Floor tile and the glue that holds the tile

may also contain very small amounts of asbestos. When asbestos removal projects are undertaken, we take the essential precautions to test and abate as required by the EPA.

Our asbestos management plan identifies locations of the materials assumed to contain asbestos and calls for the removal of any asbestos-containing materials that either present a risk or are present in an area being renovated. The plan also indicates the schedule of inspections and response actions. This plan is located in school offices for your review.

Pest Management

The district manages problem pests through an integrated pest management (IPM) program

On occasion, Lake Washington School District has the need to use pesticides, i.e., herbicides and insecticides, to manage vegetation and insect pests. To the extent possible with available resources, the goal of the integrated pest management (IPM) program is to protect human health, reduce loss from pest damage and minimize environmental pollution and human exposure to pesticides.

Pest management solutions can range from monitoring the problem to baiting and trapping or to spraying. Pesticides are used only when necessary and in the least toxic formulation required. Spraying is done when monitoring indicates that

vegetation or an insect pest will cause unacceptable medical, economic, or aesthetic injury.

There is no fixed schedule for IPM treatments.

If the district deems it necessary to use chemical sprays to manage vegetation and/or insect pests, the following guidelines are adhered to:

- Whenever possible, pesticide spraying treatments will be managed at times when school is not in session. When it is necessary to apply pesticides when school is in session, the areas will be clearly marked and isolated from the school population.

- Pesticides used in the district must be pre-approved by the maintenance, repair and operations manager.

- Records of applications and Material Safety Data Sheets (MSDS) for approved materials are on file at the Support Services Center.

- Notification and posting of pesticide treatments will be made in accordance with applicable state laws.

Except in emergencies, in the highly unlikely case where pesticides may be used when school is in session, pre-notification information will be sent home with all students at the site where the application takes place.

Meningococcal Disease and Prevention

Meningococcal disease spreads by direct contact with infected persons by coughing, kissing, or sharing anything by mouth, such as water bottles, eating utensils, lipsticks, or toothbrushes. It can cause pneumonia, bloodstream infection, and meningitis (swelling of the covering of the brain and spinal cord). Severe disease can cause brain damage, loss of hearing or limbs, and death. Fortunately, this life-threatening infection is rare—usually only about 30-60 cases are reported each year in Washington, including 1 to 8 deaths. Adolescents

and young adults are more likely to get meningococcal disease, especially if they live in group settings, like college dorms.

MCV4 protects your child against the most common types of bacteria that cause meningococcal disease. This vaccine and many others are available at no cost to patients younger than 19 years of age in Washington State. Healthy teens should get one dose of MCV4 during a pre-teen health check up at age 11 thru 12 years. Teens who did not get their first dose during the pre-teen health

visit should get a dose at the earliest opportunity. A second dose, often called a booster dose, is now recommended. Teens should get it at age 16 thru 18 years or anytime before college. Teens don't need a booster dose if they got the first dose on or after the 16th birthday. Teens aged 11 thru 18 years with high risk conditions like HIV, absent or defective spleens, and complement component deficiency may need more doses of this vaccine. Ask your healthcare provider how many doses your adolescent needs for a full protection.

Learn more

Learn more about meningococcal disease and how to prevent it on these websites:

Washington State Department of Health Immunization Program

Meningococcal information:

www.doh.wa.gov/cfh/immunize/vaccine/meningococcal/default.htm

Centers for Disease Control and Prevention (CDC)

Meningococcal vaccine information:

www.cdc.gov/vaccines/pubs/vis/downloads/vis-mening.pdf

Disease information:

www.cdc.gov/meningitis/about/faq.html

Pre-teen immunizations:

www.cdc.gov/vaccines/spec-grps/preteens-adol.htm

College students and young adults:

www.cdc.gov/vaccines/spec-grps/college.htm

Children's Hospital of Philadelphia Vaccine Education Center

Meningococcus questions and answers:

www.chop.edu/vaccine/images/vec_mening_tear.pdf

National Meningitis Association

www.nmaus.org

Human Papillomavirus (HPV) Disease and Prevention

What is human papillomavirus (HPV)?

HPV is a common virus that is primarily spread through sexual contact. Up to 75 percent of HPV infections occur among people 15 thru 24 years old. Almost all cervical cancers and genital warts are caused by HPV. The types of HPV that can cause genital warts are not the same as the types that cause cancer. Some types of HPV can cause penile, anal, or head and neck cancers.

What are the symptoms of HPV?

Most of the time infected individuals have no symptoms and can spread the virus unknowingly. Some people know they have HPV because they have a symptom like genital warts. Women may find out they have HPV through cervical cancer screening (Pap tests) and HPV testing. Health care providers do not usually test for HPV unless they find abnormal cervical cell changes in a Pap test.

How can HPV infection be prevented?

The best way to prevent HPV infection is to abstain from all sexual activity. Even people with only one lifetime partner can get HPV if their partner had previous sexual partners. Using condoms during sex offers good protection against sexual

infections like HPV. The HPV vaccines offer by far the best protection if given before sexual activity starts — they do not get rid of existing HPV infections. The HPV vaccine can prevent infections from some of the most common and serious types of HPV that cause warts, cervical and anal cancers.

What HPV vaccines are available?

Two HPV vaccines are available:

- HPV4—protects only against four common HPV types. Two types that cause 75 percent of cervical cancer in women, and most anal cancers in men. Two other types that cause most genital warts in females and males.
- HPV2—protects only against the two types of HPV that cause 75 percent of cervical cancer in women.

Who should get the vaccine and when should they get it?

The federal Advisory Committee on Immunization Practice recommends that all girls age 11 thru 12 years old should get vaccinated against HPV. Health care providers may also give the vaccine to girls as young as 9 years, and to girls and women aged 13 thru 26 years who haven't gotten the vaccine yet.

One of the HPV vaccines is also licensed for boys and men ages 9 thru 26 years

to prevent genital warts. It is not yet recommended for all boys and men like it is for girls and women. Health care providers can offer the vaccine to males and give the vaccine upon request.

For both females and males, three doses are needed. The second dose should be given one to two months after the first. The third dose should be given six months after the first. The HPV vaccine is not required for school in Washington.

Are Pap tests still recommended for females that get the HPV vaccine?

Yes. The HPV vaccine does not protect against all HPV that can cause cancer and warts, so females still need Pap tests.

Where can I find the HPV vaccine?

Ask your doctor, nurse, or local health clinic to find out more about HPV vaccine and where you can get it. In Washington, the vaccine is available at no-cost for all children through age 18 as part of the state Childhood Vaccine Program. Health care providers may charge an administration fee (this fee may be waived if patient can't pay) or an office visit fee. For people age 19 thru 26, most health insurance plans cover the vaccine for people recommended to get it.

Centers for Disease Control and Prevention

www.cdc.gov/hpv

Washington State Department of Health

www.doh.wa.gov/cfh/immunize/documents/hpvpvaccinefactsheet.pdf

American Social Health Association

www.ashastd.org

American Cancer Society

www.cancer.org

Resources on the web

For more information on HPV, the vaccine and cervical cancer visit the following websites:

Internet Safety | Internet Access and School

Guidelines and policies for student Internet and email use

Internet Access and Student Email

Lake Washington School District can enhance your student's education by providing access to current technologies including the Internet. The rich sources of information available on the Internet improve the quality of education available to all students by enhancing their ability to do research, communicate and collaborate with others, and access content appropriate for their own instructional program. The district provides an Internet environment that is safe and appropriate for all of our students.

Internet Filtering

The district currently uses a commercial Internet screening product that filters Internet content. This product prevents access to pages and/or sites with objectionable material. In addition, district personnel monitor Internet use to ensure that students are using appropriate resources for their age group. In general, younger students access Internet sites that have been selected by a teacher while older students often use the Internet for independent research as part of their assignments. In all cases Internet sites are screened for appropriateness and usage is monitored.

Acceptable Use Policy

At the beginning of each school year, your student's teacher(s) will discuss the appropriate use of technology including the use of the Internet. The district's Acceptable Use Policy will be reviewed and students will be expected to follow the rules established in the guidelines. Your student's school will determine specific Internet and computer use procedures to make sure the experience is safe and engaging for students.

Student Email

In addition to Internet access, student use of email is an important educational strategy for working with other students, communicating with teachers and turning in assignments.

- District email addresses are available for all fourth–12th grade students.
- Use is encouraged in classes where the teacher chooses to use it as part of the curriculum.
- As with use of the Internet, students are expected to follow the district's Acceptable Use Policy when using the district email system and will be monitored accordingly. All schools have posted guidelines for email etiquette.

Internet and Email Access

Because the use of the Internet and email is becoming an integral part of learning and our society at large, all students are granted Internet access when they are enrolled in our schools. Email is only accessible by students in grades four–12, but teachers in K–3 can request email for students. If you DO NOT want your student to have access to either the Internet or to email please contact your student's school to decline access for your student. If assignments require the use of the Internet or email, alternatives will be provided.

Student Responsibility

Lake Washington School District is using all of the strategies described above to ensure the safety of students and restrict access to inappropriate material. However, access to the Internet and email brings with it the availability of material that may be of no educational value, abusive, racially biased, or is otherwise offensive. While district personnel put great effort into ensuring appropriate access, we cannot guarantee that students will be prevented from locating material that may be objectionable.

We continue to rely on a student's judgment to use the Internet and email ethically, responsibly and in accordance with district policy.

Parental Involvement

If you would like to review the district Internet and email policies with your student, they can be downloaded from the Lake Washington website. Go to www.lwsd.org > About Us > Policies and Regulations > Technology Policies. You can also request a copy from the communications office, 425-936-1300, to be mailed to you. The next page provides a summary of Internet policies to review with your student. Please also review the Internet Safety Resources in the For Parents section of the district website: www.lwsd.org.

Internet Safety Summary

Lake Washington School District provides Internet access to students, employees and the community as part of its educational mission. When used appropriately, the Internet can provide a wealth of information and resources to supplement classroom learning. Using the Internet can, however, also be dangerous, especially for children who use it without supervision.

The district wants to help increase your safety and the safety of all students who use the district's Internet resources. The district will monitor the use of its computers for compliance with this policy.

To help improve safety, the district has prepared the following summary of Internet safety policies. These policies apply to the use of the Internet via the district's computers or Internet services. When using the Internet via the district's computers or Internet services, follow the rules of this policy. Remember that the "Internet" includes email, the World Wide Web, messaging and chat (text, voice, and video), Internet phone, social networking, i.e., Facebook, and other forms of communication via the Internet.

Internet Safety Policy

1. Use the Internet Only for Educational Purposes.

Students should use the Internet to do homework, complete classroom projects and learn more about classroom topics. The district recognizes, however, that some personal use is inevitable and that incidental and occasional personal use that is infrequent and brief in duration is permitted, so long as it occurs on personal time, does not interfere with district business and is not otherwise prohibited by district policies or procedures. If students have questions about whether their use of the Internet is appropriate, they should ask their teacher or another person at their school designated to help them decide whether a particular Internet use is appropriate.

2. Be Polite and Courteous When Using the Internet.

As a general rule, do not do or say things on the Internet that you would not do or say to someone in person. Be polite in the messages that you send via the Internet. Do not use swear words, vulgarities, obscenities, or threatening language. Be courteous to other users. Do not use the Internet to send harmful or offensive material or material that is based on stereotypes relating to race, gender, ethnicity, color, creed, nationality, religion or sexual orientation.

3. Do Not Use the Internet for Inappropriate Purposes.

The following inappropriate activities and Internet uses endanger the safety of students using the Internet. For this reason, the district specifically prohibits the following activities when using the Internet.

A. **No Sending Harmful Materials or Messages.** Do not send or transmit offensive, threatening or harassing messages, art work, or photographs over the Internet.

This includes sending messages via email, posting messages in newsgroups or forums and transmitting messages in chat rooms or via instant messaging.

- B. **No Engaging in Illegal Activities.** Do not use the Internet for illegal, harassing, vandalizing, or indecent purposes. For example, do not use the Internet to sell or buy drugs, tobacco products, firearms, or any other object or substance that is prohibited on school grounds. Do not send messages or view materials that encourage people to violate the law. Do not use the Internet to send or download confidential or copyrighted materials. For example, do not use the Internet to trade MP3s or other files that contain pictures, music or movies that are copyrighted. Do not use the Internet to send or transmit materials that encourage illegal activities.
- C. **No Viewing Pornography and Other Inappropriate Materials.** Do not use the Internet to view, transmit or download pornographic materials. In addition, if you are under 17, do not use the Internet to view, transmit or download materials that are inappropriate for those under 17.
- D. **No "Hacking" and Other Unauthorized Access.** Do not use the Internet to "hack" or gain unauthorized access to other computers, networks, or information systems. Do not use another person's password to access the Internet. Do not send messages that mislead or confuse the recipient as to who is sending the message. Do not allow others to use your password.
- E. **No Uploading Damaging Materials.** Do not upload a worm, virus, "Trojan horse," "time bomb" or other harmful or destructive form of programming or software.

4. Do Not Reveal Personal Information via the Internet.

When you send information about yourself via the Internet, you cannot always be sure who will see that information. In order to be safe, never reveal personal information like your home address, telephone number or Social Security number via the Internet. If you are under 17, do not give your last name or any other information that might allow a person to locate you without first asking permission of a teacher or supervisor. If you are under 17, never arrange to meet someone that you have communicated with or "met" on the Internet. Do not ever reveal personal information about a student or person without the permission of that person or, if that person is under 17, the permission of that person's parents.

5. Use of Filtering Software.

The district uses filtering software or other technologies to protect users from exposure to visual depictions that are obscene or constitute child pornography. The filtering software or technology also protects users from exposure to any material that is harmful to minors, as defined under 47 U.S.C. 254(h)(7)(G). Do not attempt to disable this software or technology. Upon request, the filtering software or other technology may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by a user 17 or older.

If you violate this policy, the district will take disciplinary action against you. Such disciplinary measures may include, without limitation, temporary or permanent termination of the violator's Internet access, suspension from school and/or other appropriate disciplinary action.

LWSD | Contact Information

School district staff members who can help answer any questions about the information in this Parent Information Booklet



Lake Washington School District #414

16250 N.E. 74th Street
Redmond, WA 98052
425-936-1200

www.lwsd.org



Volunteer Screening

School Closures & Emergency Preparedness

Public Records Requests

Family Educational Rights and Privacy Act
(FERPA)

Kathryn Reith, Director of Communications
kreith@lwsd.org, 425-936-1342

Notification of Rights Under the Protection
of Pupil Rights Amendment (PPRA)

Traci Pierce, Deputy Superintendent
tpierce@lwsd.org, 425-936-1205

Meningococcal Disease

Human Papillomavirus (HPV)

Nancy Johnson, Health Services
Supervisor

njohnson@lwsd.org, 425-936-1191

Student Medical Insurance

Scott Emry, Risk and Safety Manager
semry@lwsd.org, 425-936-1424

Asbestos Safety

Pest Management

Forrest Miller, Director of Support Services
fmiller@lwsd.org, 425-936-1108

Child Find

K-12th grade: 425-936-1201

Birth-Preschool: 425-936-2760

Section 504 of the Rehabilitation Act

Paul Vine, Director of Special Education
pvine@lwsd.org, 425-936-1201

Internet Safety

John Vaille, Assistant Superintendent
jvaille@lwsd.org, 425-936-1285

Title IX & EEOC Notification

Annual Nondiscrimination Notification

Pat Fowler-Fung, Director of Human
Resources

pfowler-fung@lwsd.org, 425-936-1266