

Louisa May Alcott Family Handbook 2011-2012



Louisa May Alcott

4213 228th Ave NE
Redmond, WA 98053

Phone: 425-936-2490 Fax: 425-836-8903

Safe Arrival Attendance Line: 425-936-2491

Welcome to Louisa May Alcott Elementary!

The purpose of this handbook is to present information to each student and family member of our Alcott Community. Our belief is that by following these procedures and policies, we will have a year of growth and success. It is our goal to continue working with you as parents and community members to help your children be successful and reach their highest potential.

District Vision

Every Student Future Ready: Prepared for college, for the global workplace and for personal success.

District Mission

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

School Vision

Success Every Day for Every Student

School Mission

At Alcott, every single child can learn; our decisions are based on our fundamental guiding premise that each day should be a successful learning experience for every student. As a community of learners (students, staff, parents, and community volunteers), we will work together to create and maximize opportunities for each and every child's success.

School Rules

Lake Washington School District rules, policies, procedures and progressive discipline plans are detailed in this handbook to provide cross-district consistency and to provide information for your review and reference.

We have a new behavior plan at Alcott entitled Alcott C. A. R. E.s:

Cooperation – We cooperate and listen to each other.

Actions – We are responsible for our actions.

Respect – We respect ourselves, others, and our school.

Effort – We put forth our best effort every day.

It is important for children to know they can help their friends, our school, and our community when they are respectful, responsible and safe. Having conversations about these rules at home and in the classroom often prevents unnecessary problems, and it gives our children a sense that we all share common expectations. It is also important that we let them know that we are here together to support them if they do encounter a bump in the road. It is all part of the learning process!

Let's work together to make it a GREAT school year!!

Sincerely,
Kimo Spray, Principal

Alcott Staff

2011-2012

James “Kimo” Spray, Principal

Tammy Dumire	AM/PM K	Toby Israel	ELL
Sheila Dearden	ADK	Judy Saunders	Special Ed
Alicia Wetherbee	ADK	Judy Pham	Safety Net
Erica Parkin	Grade 1		
J Herbison/S Johnson	Grade 1	Pam Baumann	Speech/Language
Alicia Epler	Grade 1	Abby Rogers	Counselor
Rachel Holland	Grade 1	Jaclyn Reed	Psychologist
Kristin Sterrett	Grade 1	Joyce Roeder	District Nurse
<i>Bridgett Wonder</i>	<i>Quest 1/2</i>		
		Sarah Peery	OT
Shelley Behrens	Grade 2	Beverly Marcinko	PT
Elise Burke	Grade 2		
Kendall Brown	Grade 2		
Kayce Gehring	Grade 2		
Melissa Anderson	Grade 2		
		Joan Archibald	Para Ed
Jan Gable	Grade 3	Gabby Heit	Para Ed
Becky Taylor	Grade 3	Maha Shabaneh	Para Ed
Molly Rothlisberger	Grade 3		
<i>Yii-Ann Chen</i>	<i>Quest 3/4</i>		
<i>Shannon Greer</i>	<i>Quest 3/4</i>		
Sara Bennier	Grade 4	Cathy Davidson	IA
Chuck Crain	Grade 4	Gemita Delay	IA
Nate Litke	Grade 4	Cindy Dootson	IA
<i>Kris Isaacson</i>	<i>Quest 5</i>	Claudia Hoffman	IA
Cindy Lynch	Grade 5	Sue Kuehne	IA
Jan Spangenberg	Grade 5	Betsy Metzger	IA
Anna Weber	Grade 5	Pat Schmitt	IA
		Patty Schueler	IA
<i>Liz Hobbs</i>	<i>Quest 6</i>	Andrea Schwartz	IA
Sara Ward	Grade 6		
Suzanne Zeitz	Grade 6		
Janet Griffin	Library	Tami Borms	Secretary
Wendy Baker	Music	Carolina Borrego	Office Manager
Lauren Keller	Music		
Matthew Laughlin	PE	John Cowlshaw	Custodian
Mark Rabitoy	PE	Xiang Huang	Custodian

Louisa May Alcott Elementary
Daily Schedule 2011-12

8:45 AM Students arrive on campus

8:55 AM 1st Bell

9:00 AM Class Begins

Morning Recess

M, T, TH, F

10:10-10:30 Kindy

10:30-10:50 1st & 2nd

WED ONLY

10:00 – 10:20 1st, 2nd

10:20 – 10:40 Kindy, 3rd & 4th

10:40 – 11:00 5th & 6th

Lunch and Recess

Lunch

Recess

1st & 2nd

11:25-11:50

11:50 – 12:20

K- 3rd & 4th

11:55-12:20

12:20 - 12:50

5th & 6th

12:25-12:50

12:50 - 1:20

Afternoon Recess – M, T, TH, F ONLY

1:50 – 2:10 PM 3rd and 4th

2:10 – 2:30 PM 5th and 6th

Dismissal

3:30 PM Monday, Tuesday, Thursday, Friday

2:00 PM Wednesday

AM KINDERGARTEN

9:00 – 11:40 AM

M, T, Th, F

9:00 – 10:55 AM

W

Absentee/Tardy Policy

Alcott Elementary

We will write tardy/admit slips beginning at 9:05 am per the wall clocks. Principal will review a monthly report for absenteeism and tardiness issues.

At 5 tardy/absences in a trimester or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the families, explaining the educational impact on the student, teacher and classmates. When contact has been made, classroom teachers should notify the school counselor.

At 15% tardy or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance.

If there is not improvement and tardies or absences remain at 15% 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.

There may be some exceptions to this such as a student who takes a planned trip with parents.

Vacation Homework Policy

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written 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. The student will complete them upon their return, 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

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law 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.

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.

Safety

Earthquake Procedure

- 1) If indoors, stay indoors. Crawl under sturdy furniture. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
- 2) Do not use candles, matches or any open flame.
- 3) Do not run through or near buildings where debris could fall on you.
- 4) If outside, stay in the open. Keep away from buildings, trees and electrical wires.
- 5) 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) Keep with class until teacher completes roll to make certain no one is missing.

In Case of a Fire

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, standing face away from the building while the teacher takes roll to make certain no one is missing.

Insurance

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

Visitors/Absence/Late Arrival/Early Dismissal

Visitors

Parents of Louisa May Alcott students are welcome and encouraged to volunteer at our school. For security reasons we do require that all school visitors must report to the school office, sign in, and wear a visitors badge while on the premises. Please remember to sign out and return your badge to the office when you leave.

Absence

If your child will be absent from school, a parent/guardian needs to call the school attendance recorder (**425-936-2491**) before 9:00 AM. The line is open 24 hours a day.

Late Arrival

It is important that students be on time. It can be disruptive to the educational process to have students arrive late. There are, however, instances when students will be excused upon arriving to school (i.e. a doctors or dentist appointment). If your child is going to be late to school, a parent or guardian needs to call the attendance recorder (**425-936-2491**) before 9:00 AM.

When students arrive late (**after 9:00 AM**) an adult must accompany the student and check in immediately to the office for an admit slip.

Early Dismissal

We are aware that, on occasion, emergencies and appointments may require you to have your child dismissed before the end of school at 3:30 p.m. Parents must come into the office to sign their child out before early dismissal. Students cannot wait outside for parents to drive by, and parents may not go directly to the classroom. If someone other than a parent/guardian will be signing the child out of school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption in learning for both your child and their classroom. **ONLY CALL SCHOOL WITH AFTERNOON CHANGES IF IT'S ESSENTIAL. PLEASE DO NOT CALL DAILY!**

Lunch Program

Free and Reduced Lunch Program

Under a provision of the National School Lunch Act, our district is able to offer free or price lunches to children from families determined qualified under the Eligibility Scale. Applications are available in the school office and can be found in the 1st day packets.

Electronic Lunch Purchase System

Our school has an electronic meal purchase system. When your child purchases lunch or milk the money is automatically deducted from your child's account. The school will notify you when your child's account is low. To add money simply send a check made out to Alcott with your student, the funds will be directly deposited in your student's account. Please write your child's name and teacher name on the check or on the envelope if sending cash or you may call Food Services (702-3393) to put charges on a credit card.

Lunch Prices

Individual student lunch:	\$2.50
Individual student milk:	\$0.50
Adult lunches:	\$3.25

Student Dress

Parents should ensure that their children come to school dressed appropriately according to the day's activities and the weather. If the student's clothing does not reflect the guidelines, he/she will speak with the counselor or a building administrator. The parents will be notified and arrangements will be made to change the inappropriate clothing. Dressing appropriately keeps our students healthy and safe as well as develops habits and skills necessary for success in school and in the work place. The following clothing is **not acceptable**:

- a. **Short shorts/skirts** (If the student's shorts/skirt length is above the index finger when the arm is extended, the garment is too short.)
- b. **Exposed midriffs** (Tube Tops and halter tops, as well as short T-shirts that expose the midriff when holding arms up)
- c. **Spaghetti strap tank tops or tank tops that hang below underarms**
- d. **Underwear that is visible**
- e. **Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence**
- f. **Hats/bandanas** (May be worn before/after school and at recess)

Inclement Weather

1. All children should wear coats, hats and other warm clothing to school during the cold and wet weather.
2. All children will be encouraged to go outside during recess.
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If a student returns to class soaking wet, their parents will be called.

Conduct in School Assemblies

Assemblies are an important part of Alcott's program. They may be educational or just entertaining, but will always help students learn the important skill being a good audience member. These are the rules for appropriate assembly conduct:

1. Walk to the gym in a quiet and orderly class group.
2. Wait for instructions about where to sit then sit all the way down.
3. As soon as the person in charge of the assembly comes to the front, immediately become silent and attentive to the speaker.
4. Be careful not to touch other students.
5. Remain seated during the program.
6. Applause is very important to the performers to show appreciation, but should be given at the proper time and in an appropriate manner. (Booing or whistling is rude and unacceptable)
7. When the program is over all students remain seated until their class is dismissed and then leave quietly.
8. Hats are not to be worn to assemblies.

Homework Policy

At Louisa May Alcott we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits –foundations for lifelong learning.

Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSD guidelines:

- 1st and 2nd grade** – approximately 10-30 minutes each evening, Monday through Thursday.
3rd and 4th grade – approximately 30 – 45 minutes each evening, Monday through Thursday.
5th and 6th grade – approximately 45 – 60 minutes each evening, Monday through Thursday.
This may include additional work on long range projects or extra reading.

No formal homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, and journal writing, or working on a project.

Illness at School

When children become ill or are injured at school, parents are contacted. Louisa May Alcott has a health room with a cot where a sick child can wait until a parent arrives. When a child is sick or injured, it is important that they be picked up **AS SOON AS POSSIBLE**. Please be sure that the school has a telephone number of a nearby friend or relative that could come for your child quickly if you cannot be reached. Please update your work, home and emergency number with the school office when these change. We have a number of requests from parents wanting their children to stay in from recess once they have returned to school from being ill. **We do not have the facilities or the personnel to supervise these youngsters.** Our library is a place where children can go to read and do extra work. Our suggestion is that if children are too ill to go outside to recess that you keep them home an additional day. We assume that if children come to school, they are healthy and need to go outside during recess.

Lost and Found

Lost and Found items are collected and placed in a prominent position at school. Please remind your child to check in the Lost and Found regularly when they misplace items. **Please MARK ALL ARTICLES OF CLOTHING AND OTHER PERSONAL ITEMS WITH YOUR CHILD'S NAME.** The school district, by law, cannot pay for lost, stolen or broken personal possessions of students, such as watches, coats, musical instruments, cell phones etc. All unclaimed clothing will be donated to a charity during winter break and at the end of the school year.

General Playground Rules

Students will follow all directions given by playground supervisors and behave in a respectful manner towards PLAYGROUND SUPERVISORS and OTHER STUDENTS.

1. Obey directions given by all supervisors.
2. Stay within the playground boundaries and away from off limit areas. Play games only in approved and designated areas.
3. Follow game and equipment rules.
4. Use school equipment; do not bring toys/playground equipment (plastic bats, tennis/whiffle/baseballs) or electronic devices (walkmans, I-pods, cell phones, etc.) from home.
5. Stay away from fences, trees, and other structures not intended as playground equipment.
6. Respect another person's space. **Keep your hands and feet to yourself.**
7. Be courteous and a Good Sport!
8. Speak respectfully to each other.
9. Stop playing immediately when the signal is given.
10. During inclement weather students are to avoid playing in/on wet and/or sloppy areas.
11. In heavy rain, coats with hoods are required if students are playing in open areas.
12. Umbrellas with **safety tips only** will be allowed on the playground.
13. Once a game has been established students must allow others to play.
14. Students are not to reenter the hallways or classrooms during recess without permission and a pass.
15. No trading cards at school or on the bus

Reports should be made to the playground supervisors of unsafe behavior.

Diversity Policy

Background: A goal of Alcott Elementary is to provide a safe, caring and positive environment for ALL students. The full support of students, staff and parents must be guaranteed in order to achieve this mission.

We are, as a people, more alike than we are different. We are also a school that believes in and values diversity. We know that a diverse school means people are different sizes, colors, cultures, religions, strengths and weaknesses. All children should have the right to feel safe and supported in our school community.

Policy: Unkind or unfeeling words and comments can cause serious hurt. Unkind remarks in any form, especially those that contain comments about a person's looks, race, religion, culture, learning difference, manner of dress, or gender will not be tolerated. We have established a policy on diversity and kindness with which all students and staff must comply. This means "**No Put-Downs.**" If a student makes such a remark:

- Both the student making the remark, and the student to whom the remark was made, will immediately confer with a staff member.
- The student hurt by the remark will be counseled to help rebuild the self-esteem damaged by the remark.
- The student causing the problem will be counseled to increase awareness of their behavior and its consequences. They will apologize personally and in writing.
- Parents of all students involved will be contacted immediately, the matter discussed with them, and their support sought.

Teaching: Every classroom teacher will teach lessons specifically dealing with this policy. Throughout the year staff will be models of the behavior we desire.

Purpose: If we are to meet the needs of all students, we must teach them how to interact. We must provide an environment that is safe from both damaging comments and physical harm.

Parents: Please read and discuss this with your family. It is only with the support of families that we will achieve our goal of "Success Every Day for Every Student."

Transportation

Getting safely to or from School

Walking:

- Obey crossing guards
- Stay on walkways
- Walk with a buddy
- Go directly to school and home
- Walk instead of run

Riding Bikes:

- 4th, 5th and 6th graders may ride
- Must register with patrol advisor and pass the safety test
- Wear helmet
- Follow all bike rules
- Ride with a buddy
- Obey crossing guard
- Lock your bike
- Walk bike on school campus
- Signed parent permission form must be on file

Rollerblading/Skateboarding/Scooters:

Because of safety and liability concerns, the district does not allow skateboards and rollerblades (including roller shoes) on school grounds; therefore, students are asked to leave these items at home.

Bus Passes

Please make after school arrangements (such as going home with a friend, etc.) **before your child leaves for school**. A written note from a parent is required if there is a change from a normal routine. **This year, due to budget cuts resulting in very full busses, we are NOT able to issue bus passes to allow additional bus riders** (such as a friend sleeping over). We also ask that parents let us know of changes well in advance to limit the number of calls at the end of the day. Please do not call daily!

Alcott Parking Lot Procedures

(See Map Next Page)

Our main goal for the Alcott parking lot is to get your children to **school safely and on time**. To keep all cars moving through as quickly as possible, **please remember and follow these rules**. **Please** pay attention to the **Safety Patrol** members. They are here to keep our kids safe. Watch for their flags, sometimes they are difficult to see behind parked vehicles. For safety reasons, they cannot step out into the traffic lanes.

Times: Drop off 8:45 – 8:55am we have supervision available starting at 8:45am. The 1st bell rings at 8:58 and the 2nd at 9:00. We encourage your children to be dropped off between 8:45 and 8:50. Traffic is lighter then and they will have plenty of time to get to their classroom before the bell rings. As the weather turns cold and rainy, we will see an increase in the number of cars using the parking lot. When everyone comes at **8:55**, we end up with gridlock and frustration.

Children arriving at 9:00 or later are considered tardy and will need to be walked in to the office by their parent or guardian. If you are late, please do not use the bus chute to park and walk your children in. Occasionally, we have late buses or field trip buses that need to use that space.

Pick up 3:25 – 3:30pm all children will wait in the safety zone for their rides to pull forward. Please do not ask children to break the rules by going behind parked cars, picking them up in the drive through (left) lane, etc. Children who are not picked up by 3:40 will be waiting in the office. This year we will have 8 large buses, some of which will be arriving around 3:20pm. **Please do not wait in the curved area** until all buses are in, FOLLOW POSTED SIGNS.

For those of you who park and wish to leave during peak time: Please realize that backing your car out at this time disrupts traffic flow. **The cars in the drop off/pick up lane have priority.** Please wait until traffic has cleared out to leave. The safety patrol is there to help you cross safely. They may ask you to **wait** until traffic has filled the drop off lane before they cross you. Please wait opposite the crosswalks. This helps us to get as many cars through as quickly as we can.

Please pull forward as far as you can. The farther you pull forward, the more cars can fit in the drop off / pick up zone, and more children can be unloading or loading at the same time. **Please do not stop at the first crosswalk** if there is no one in front of you. **Watch the adult in charge.**

The drop off/pick up zone is located between the two white lines in the waiting lane. **Watch for the orange cones**, these mark the safe area for loading/unloading. Please do not drop off your children behind the parked cars as you are approaching. **Do not use the through lane** to pick up or drop off your children. This lane must remain open to allow for smooth traffic flow. This lane can be used for exiting after loading/unloading.

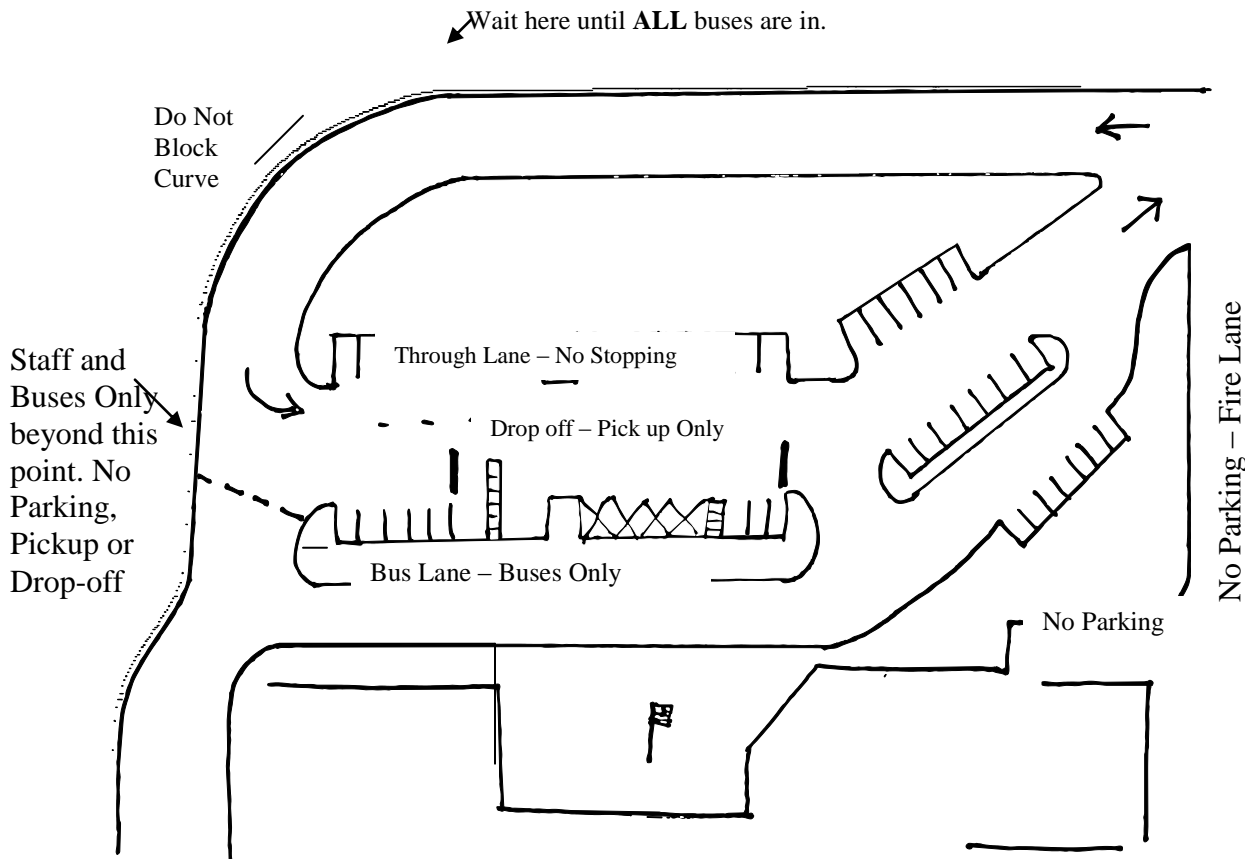
The parking spaces marked out with the X's cannot be used for parking between 8:30-9:05 in the morning and 3:00-3:45 in the afternoon. This is our safety zone for our kids. **The staff parking on the west side is closed** for parent/student use for safety reasons. **The area in front of the dumpsters on the east side is closed** for safety reasons and to allow for deliveries and garbage pickup.

Encourage your child to get out of the car quickly. Backpacks etc. should be ready to go. The unloading area can be used for children to get organized, put on coats, pull up handles on wheeled bags, etc. **If your child needs extra time** getting out of the car, please park. The drop off / pick up lane is for **QUICK** loading and unloading only.

Please wait your turn to drop off your children. The wait to pull forward is very short. Dropping off your children in the approach area when the cars in front of you are about to move will delay everyone behind you. Do not use the through (left hand) lane to cut into the drop off lane.

Please do not ask us to bend the rules for you. It only irritates everyone who is following the rules.

We realize our parking lot is not adequate to suit everyone's needs. However, we need to work with what we have. At any given time there are 60-70 cars that want to get through in a very short period of time. **Your cooperation in following these rules is greatly appreciated.**



FRONT OF SCHOOL

ELEMENTARY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

Lake Washington School District intends that all students, teachers, administrators, and parents have access to and an understanding of the state laws, statutes, and codes that govern student rights, responsibilities, student discipline, and due process. This handbook provides some of the laws and regulations, along with a summation of district policy. The complete policies are contained on the District website. Students in our schools generally exhibit positive behavior. We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities, or any other aspect of the educational process. School 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 which school authorities have reason to believe will interfere with the learning environment of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

Student Rights and Responsibilities

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 to the recipient. We trust that students will respectfully accept and adhere to the following:

Rights

- 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, 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 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.

Responsibilities

- 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 which is courteous, cooperative, and responsible, and which 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 which 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.

Progressive Discipline

The school encourages progressive discipline to correct undesirable/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner.

Progressive discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule the first time face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goals of the progressive discipline approach in the Lake Washington School District are to encourage students to:

- Correct inappropriate or unacceptable behavior;
- Develop better understanding of the problem and the need for behavior change;
- Accept responsibility for their actions;
- Make the necessary or desirable change in their behavior;
- Provide an opportunity to demonstrate improvements and personal growth, and;
- Plan for and make appropriate choices conducive to school success and future readiness.

Discipline procedures range from conferencing with students, parents and/or guardians to suspension and expulsion. Definitions related to these different options include:

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, 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.

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

While administrators normally apply the concept of progressive discipline in working with students to bring about changes in inappropriate/unacceptable behavior, there may be situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e. conduct that is so frequent or serious in nature, in terms of the disruptive effect upon 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 threat or disruption to other students at school. A suspension from school may be appealed. The student will be informed of the appeal process at the time a suspension occurs. Parents will be notified of the suspension by mail.

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

Alcohol, Drug and Tobacco-Free School

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 event 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 substance represented as such.

Dangerous Weapons

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon or possessing any exploding item device or substance that would be capable of producing bodily harm or cause damage to property or disruption of the educational process is strictly prohibited. Violation of this rule is considered serious to the safety and welfare of both the student who violates it and others in the District and such a disruption to the educational process that emergency expulsion will always be immediately enacted. By law,

we are required to notify the local law enforcement agency of a violation of this rule. Also by law, in the case of possession of a firearm, we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

Human Dignity

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 the 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.

Non-Discrimination

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, 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.

Harassment

Because all employees and students have the right to work and learn in a non-intimidating environment, harassment will not be condoned or tolerated in the district. Harassment of any employee or student on the basis of individual differences, including but not limited to gender, religion, race, color, national origin, sex, age, creed, ancestry, religion, military status, ethnic background, disability, physical condition, sexual orientation, including gender expression or identity, marital status, 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 is a serious violation of district and school policy.

Harassment can take many forms and can include bullying, slurs, comments, rumors, “put-downs,” jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual’s work performance or education; or (3) otherwise unreasonably affects an individual’s employment or education opportunities.

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or school-related decision affecting such individual; or (3)

the conduct unreasonably interferes with the individual's job or educational performance or creates an environment that is intimidating, hostile, or offensive.

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, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

Prevention Strategies: The district will implement a range of prevention strategies, including individual, classroom, school, and district-level approaches to harassment, intimidation, and bullying. Whenever possible, the district will implement evidence-based prevention programs that are designed to increase social competency, improve school climate, and eliminate harassment, intimidation, and bullying in schools.

Staff Intervention: All staff members shall intervene when witnessing or receiving reports of harassment, intimidation, or bullying. For minor incidents that staff are able to resolve immediately or incidents that do not meet the definition of harassment, intimidation, or bullying, no further action under this procedure may be necessary.

Incident Reporting and Investigative Process: Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Incident Reporting Form and its investigation and corrective measures are set forth in District Policy. A statement summarizing the policy and procedure will be posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis.

False Report: To knowingly report false allegations of harassment is a violation of this policy. Persons found to knowingly report false allegations will be subject to appropriate discipline.

Student Searches

Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property, locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable 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 which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Exceptional/Serious Misconduct and Discipline

Any conduct which 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.

<i>Violation</i>	Definition	Consequence *subsequent offenses will incur equal or greater consequences
<i>Arson</i>	Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact • Restitution as Appropriate
Assault (Resulting in Bodily Harm)	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact
Disruptive Conduct/ Behavior	Behavior 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. 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 may be subject to discipline.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS

<p>Drugs/Alcohol Possession Use Paraphernalia</p>	<p>Possession, use, or being under the influence of drugs/alcohol on school grounds, on school transportation, or during school sponsored events on or off campus. Includes 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 substance represented as such. Possession of paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact • Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations <p>LTS may be held in abeyance and conditionally reduced to STS/lesser LTS if student fully complies with above assessment procedures</p> <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact
<p>Drugs/Alcohol Sell Buy Transfer</p>	<p>Transfer, sale, sharing, or solicitation on school grounds, on school transportation, walking/riding to school, or during school sponsored events on or off campus. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact
<p>Firearms</p>	<p>Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/E up to one year • Police Contact • Conference <p>2nd Offense</p> <ul style="list-style-type: none"> • EE • Police Contact • Permanent Expulsion from LWSD
<p>Harassment, Intimidation, Bullying</p>	<p>Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS

	<p>because of his or her perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:</p> <ul style="list-style-type: none"> • 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. 	<p>2nd Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Illegal Acts</p>	<p>A student shall not engage in the commission of any 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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact

<p>Other Weapons, Explosives, and Dangerous Items</p>	<p>Possession, threat to use, or use of other dangerous weapons (or replica weapons) is prohibited. This includes knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices, or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Principals may pre-authorize use of replica weapons for educational purposes. The District has a policy of no tolerance for weapons.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Possible lesser corrective action based on particular facts and circumstances.
<p>Sexual Harassment</p>	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS/Police Contact
<p>Threats</p>	<p>To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing, or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact

Other Forms of Misconduct and Discipline

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.

<i>Violation</i>	Definition	Consequence *subsequent offenses will incur equal or greater consequences
<i>Academic Dishonesty</i>	Any student who submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also 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.	1st Offense <ul style="list-style-type: none"> • Loss of Credit on Assignment • Parent Contact 2nd Offense <ul style="list-style-type: none"> • Loss of Credit • Parent Contact
<i>Alteration of Records</i>	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS • Parent Contact
Assault	A student shall not threaten injury or attempt to cause physical injury or intentionally behave 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.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact
Attendance/Truancy	A student shall not be absent or tardy	<ul style="list-style-type: none"> • Parent Contact

	from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.	<ul style="list-style-type: none"> • Follow Absentee/Tardy Policy/Becca Referral
Disruptive Conduct/Behavior	A student is not permitted to disrupt the educational process or the orderly operation of a school or a school-sponsored activity. This includes, but is not limited to, blocking building entrances, hallways, stairways, or deliberately disrupting the normal passage of others; and deliberately using any electronic device, including cellular telephones, to cause a disruption.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Parent Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact • Parent Contact
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	<p>1st Offense*</p> <ul style="list-style-type: none"> • Change Clothes/Parent Contact/EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers students, staff, or community members.	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact
Extortion/Blackmail & Coercion	A student shall not extort or attempt to extort any item, information, or money.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS
Fighting	A student shall not engage in or provoke 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	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Media tion <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS

	images of the fight.	
Forgery	A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects.	1st Offense* <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS
Gambling	A student shall not engage in games of chance which 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.	1st Offense <ul style="list-style-type: none"> • EE/STS • Confiscation of gambling items (e.g. cards, dice, etc.) 2nd Offense <ul style="list-style-type: none"> • EE/LTS

<p>Gang Activity</p>	<p>A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p>3rd Offense:</p> <ul style="list-style-type: none"> • EE/LTS/E • Police Contact
<p>Hazing</p>	<p>A student shall not participate in or fail to report known activity that demeans or abuses any student or members or potential members of a team or club.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Immediate Danger and Disruption</p>	<p>If a student’s presence poses an immediate and continuing danger to the student (including harm to self), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/P Police Contact/E • Parent Contact <p>Self Harm</p> <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS/ Police Contact according to circumstances
<p>Interfering with School Investigation</p>	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Lying</p>	<p>Telling or writing untruths.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • STS <p>2nd Offense</p>

		<ul style="list-style-type: none"> • STS/LTS
Multiple/Accumulated Offenses	A student may be disciplined for the commission of multiple or accumulated offenses.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • STS/LTS

<p>Negative Community Action</p>	<p>Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other internet or electronic communications such as to harass or harm others.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact
<p>Theft</p>	<p>A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know of stolen property.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Restitution for school property <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact • Restitution for school property
<p>Tobacco</p>	<p>A student shall not possess, use, or distribute any tobacco product, or chemicals, devices, or any other tobacco product that has the same flavor or physical effect of nicotine substances.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • Diversion • If not Diversion, then STS <p>2nd Offense</p> <ul style="list-style-type: none"> • STS
<p>Trespass/Loitering/ Unauthorized Entrance</p>	<p>A student shall not enter or be present on school property without permission.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Unauthorized Use of Cell Phones or other Electronic Devices</p>	<p>Cell phones and other personal electronic devices must be turned off and may not be used in classrooms</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • Confiscation for the day

During Class Time	without teacher authorization.	2nd Offense* <ul style="list-style-type: none"> • Confiscation; device returned only to parent/guardian
Unauthorized Use of Equipment	Computers and other equipment shall not be used in classrooms without teacher authorization. Photographs, video, and audiotapes may not be published without permission. Inappropriate materials or websites may not be accessed or displayed.	1st Offense* <ul style="list-style-type: none"> • Confiscation for the day • STS/LTS • Restriction of tech privileges

Vandalism	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/Restitution/CS/E 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact/Restitution/E
Vulgar or Lewd Conduct/Profanity	Any lewd, indecent, vulgar, profane, or obscene act or expression is prohibited. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience/Disrespect	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • STS/LTS
<p><i>Short-Term Suspension (STS) Long-Term Suspension (LTS) Emergency Expulsion (EE) Community Service (CS) Expulsion (E) *subsequent offenses will incur equal or greater consequences</i></p>		

Computer and Internet Code of Conduct

The Lake Washington School District provides a wide range of computer 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.

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way. Do not delete or add software or peripheral equipment to district computers without permission.
4. Be a good digital citizen.
 - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
 - 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).
 - Use district computers for educational purposes only. No commercial or political activity is allowed.
5. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

Technology Code of Conduct

1. Students are expected to follow the *Internet Code of Conduct* and the *Computer User Agreement and Release Form*.
2. All district provided computers will be used for school use only.*
3. Students are expected to leave games and other applications at home.*
4. Computer labs will only be used when a staff member is present.*
5. Students will leave food and beverages outside the computer lab and away from netbooks at all times.*
6. Students will clean up the computer's desktop (close all windows) upon leaving.*
7. Monitor positions are not to be changed.*
8. Students will not hide windows / close lids, clear desktops, or turn off computers when staff approach them.*
9. Students will not disturb other computer users.*
10. Students will not remove applications from the Hard Drive.**
11. Students will not install/download or use any personal software, peripheral, or hardware without prior approval from staff.***

12. Students will not vandalize or steal school equipment.***
13. Students will not alter internal components of the computers.***
14. Students will not attempt to circumvent or disable district security and/or filtering systems.***

<ul style="list-style-type: none">* Warning – may be asked to leave lab for remainder of day** Removal from lab and loss of computer privileges for one week*** Removal from computers for one month and parent conference****Removal from computers for remainder of the year and parent conference

Offenses are cumulative for the school year. Consequences are guidelines. Teacher, staff and administrators will use discretion to ultimately determine the consequences.

Guidelines for Personal Student Web Sites Housed on Private Servers

The district has established the following guidelines for students who choose to create personal websites on private servers.

1. Students must have a thorough understanding of the rules, terms and conditions established by the host provider, especially as it relates to content and language. If these conditions are not posted on the host site, an email should be sent requesting them.
2. These sites need to be closely monitored by the site initiator and/or manager (webmaster) to ensure that everyone contributing to the site follows the rules, terms, and conditions established by the Internet Service Provider.
3. School names, mascots, colors, and the school or school district's website designs are legal trademarks of the school and district and cannot be used without express permission.
4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.
5. If material posted to a website is illegal, obscene, defamatory, threatening, disruptive, or harassing to other students or staff and/or the educational process, the District may contact the Internet Service Provider and website initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and /or disciplinary action may also be taken by the District in appropriate cases to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material.

Appropriate consequences for violating this policy are specified in this student code of conduct.

Health Room/Medication

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 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 AM and 1:00 PM 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 LWSD 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 of school.

Child Find

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 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. 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.

Family Rights and Privacy Act

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 October 1.

Directory information is routinely used by the school 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. Parents who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the Directory Information Withhold Form. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

Enrollment/Inter-District Transfer Agreements and In-District Variances

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, <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options> for timelines and processes.

School and District Events

All elementary school students must be accompanied by an adult at evening events. In addition, elementary students attending junior high school and high school athletic and/or other events must be supervised by an adult. All school conduct regulations remain in effect at school and district events, and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school-sponsored events.

BUS CONDUCT

Policy

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 year. These rules will also be posted in each bus.

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.

Safety Rules and Regulations for Riding a School Bus

Cooperate with and obey the driver at all times.

Be courteous, use no profane language—spoken, written, or gestured.

Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.

Each student may be assigned a seat in which they must be seated at all times.

Food or beverage must not be consumed on the bus except by permission of the driver

Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.

Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition

Windows may be opened 6 inches; however, the driver may require the windows be closed at his or her discretion.

Students must keep their head, hands, feet, and belongings inside the bus at all times.

Animals (except seeing-eye dogs) are prohibited from being transported on the bus.

Belongings of students must be kept out of the aisle.

Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.

Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Rules of Conduct at the Bus Stop

Students should not stand or play on the roadway while waiting for the bus.

Students should arrive at the bus stop five minutes before the scheduled bus time.

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.

Penalties 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 on the school year may include any combination of the following:

First Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a serious* offense.

Second Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A bus riding suspension may occur if the incident is considered a serious* offense.

Third Infraction: Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.

Fourth Infraction: Long -term bus riding suspension and parent/guardian contact. If the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

***Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year.

Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

Suspension 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.

Appeal Procedure

Parents/guardians of students who wish to appeal a suspension may submit a request to the school principal for an informal conference.

Discipline 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 ten (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.

Procedures:

First Infraction: A meeting may be called with the driver, 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.

Second Infraction: A meeting with the driver, principal, special education services and parents/guardians will be held. 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

Multiple Infractions: A meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another ten (10) days cumulative suspension from transportation services.

Kindergarten Drop off Procedure

A parent/guardian **MUST** be present when the AM kindergarten bus drops off students. If a parent is not present, the child will be taken back to the school and will need to be picked up there. It is not a requirement that parents are present during the PM drop off.

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, two situations do require the bus to be evacuated:*

Fire or Danger of Fire

A bus should be stopped and evacuated immediately if the engine or any portion of the bus is on fire. Passengers should move a distance of 100 feet or more from the bus and remain there until the driver of the bus has determined that no danger remains. Being near an existing fire and unable to move the bus away or near the presence of gasoline or other combustible materials should be considered as “danger of fire,” and students should be evacuated.

Unsafe Position

In the event a bus is stopped due to accident, mechanical failure, or road conditions, it must be determined immediately whether it is safer for passengers to remain in the bus or to evacuate. The bus must be evacuated if the final stopping point is in the path of a train or adjacent to any railroad tracks.

Emergency Exit Procedures

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student’s hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.