

Photo design by Kiernan Moini

BEST High School

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2011-2012

Student Planner

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. The following person has been designated to handle inquiries regarding the nondiscrimination policies:

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

BEST High School

Student Planner

2011-2012

BEST High School | 10903 NE 53rd St. | Kirkland, WA 98033
425-936-2300 www.lwsd.org/BEST

This planner belongs to:

NAME _____

ADDRESS _____

CITY & ZIP CODE _____

PHONE _____

General Information

Main Office:	425-936-2300
Fax:.....	425-576-0567
Attendance Line:.....	425-936-2306
Nell Ballard-Jones	nballard-jones@lwsd.org
Principal	
Mia Arends.....	marends@lwsd.org
Art	
Tracy Bumgarner	tbumgarner@lwsd.org
Health/Food Science/Child Lab	
Michelle Fraley	mfraley@lwsd.org
Math/Science	
Will Gardner	wgardner@lwsd.org
Special Ed	
Barbara Harrison	bharrison@lwsd.org
Office Manager/Registrar	
Riley Koch	rkoch@lwsd.org
English/Team Sports	
Holly Miller	hmiller@lwsd.org
Social Studies	
Stephanie Monaghan	stmonaghan@lwsd.org
English/Social Studies	
Doug Nabors	dnabors@lwsd.org
Head Custodian	
Justin Ochsner.....	jochsner@lwsd.org
Math/Robotics	
Mary Osness	mosness@lwsd.org
Office Manager/Bookkeeper	
Courtney Rayburn	crayburn@lwsd.org
Infant Care Specialist	
Wendy Simmons	wsimmons@lwsd.org
School Counselor	
Lorrie Thomas	lthomas@lwsd.org
Infant Daycare Supervisor	
Evelyn Vidal-Armour	evidal-armour@lwsd.org
Art/Photography	
Jamie Walton	jwalton@lwsd.org
Business Technology/CP	
Daniel Weiss.....	dweiss@lwsd.org
Science	
Don Winters.....	dwinters@lwsd.org
Instructional Assistant	

BEST High School is governed by the Washington Administrative Code (WAC) 392.121.182 which outlines adequate progress and guidelines for students in Alternative Learning Experiences (ALE) in the state of Washington. The WAC requires that every student have weekly two-way communications with their advisor in addition to a Written Student Learning Plan that is reviewed in monthly meetings between the student and the teacher/advisor. Students who are not making adequate progress (passing classes, earning credit, and attending meetings) for two (2) sessions in a row, will be withdrawn from the ALE program if interventions are not successful in helping students meet adequate progress.

At BEST, this means that students who don't attend classes and meetings with advisors, don't pass classes and don't participate in intervention/support programs to meet standards on Summative Assessments, will be withdrawn from the program.

Open Campus

BEST is an open campus for our own students. This means students may enter and leave campus during the day subject to their own class schedules. This policy requires that students be highly responsible in managing their time so they are not tardy or absent from classes and that they do not violate our Good Neighbor Policy. For those who wish to remain on campus, there are places to study, and school lunch service is available.

Late Arrivals/Tardies/Leaving Campus

Students arriving or departing after 8:00 am will sign in/out in the main office. This provides us with valuable information in case of an emergency. Phone approval from the parent is required before the student is issued a pass to leave. Students who leave school without signing out through the main office will be subject to disciplinary action.

Responsibility for Attendance

Students and parents are responsible for school attendance. The parent or legal guardian of any student who is absent from class is requested to leave a phone message on the BEST Attendance Line at 425-936-2306 (Option 7) within 24 hours of the absence to explain the circumstances around an absence. If the parent is aware of an impending absence, please call to notify the school in advance. No exceptions for students over age 18 unless they're not living at home.

Using the chart below and professional judgment, the school will determine whether an absence is excused or unexcused. The parent will be responsible for explaining the circumstances around the absences NOT determining whether the absence was excused or unexcused.

Definition of Absence Chart

EXAMPLES OF EXCUSED ABSENCES	EXAMPLES OF UNEXCUSED ABSENCES
Illness or medical emergency (in certain instances, a doctor's note may be required to verify the absence)	Oversleeping, alarm clock not working
Religious observance	Traffic problems
Family emergencies	Missing the bus
Pre-arranged medical and dental appointments	Staying home to do homework
Counseling appointments	Job training or work related absences
School-related field trips (special school programs, pre-arranged community service activities or school activities)	Student providing childcare for younger siblings
College visits	Taking driver's test
Required court proceedings (court document required)	Shopping for prom dress
Family vacations (only if vacation policy is followed which includes filling out a pre-arranged absence form)	Taking pet to veterinarian

Telephone Messages

Messages received for students will be delivered to the student only in emergency situations. All other messages will be emailed to the teacher during the school day.

Pagers, Cell Phones, iPods & Personal Electronic Devices

Students are not allowed to use pagers, cell phones, iPods or other personal electronic devices during school. Violation will result in confiscation. They must not make noise, can vibrate or send other non-disruptive signal. Students are not permitted to leave classes to use phones. Only during appropriate times can calls be made from the cell phone. Students bring these devices at their own risk. See Using Pagers, Cell Phones, iPods and Electronic Devices.

Posting Student Pictures

Publishing any photograph of a student on websites, etc., without their parent's permission is prohibited; this includes all forms of photography, e.g. digital, video. Violation constitutes violation of the LWSD Computer Code of Conduct as well as FERPA (Federal Education Rights Privacy Act).

Lunch

The District Food Services lunch program is available at BEST and lunches are offered during the specified lunch period only. Offerings include a variety of daily pizza selections, deli line for made to order sandwiches, a daily special main entrée and a daily selection of fresh and canned fruit and vegetables. Milk and a variety of juice selections will also be offered. Food Service will post menus monthly. BEST participates in the Free & Reduced Lunch Program; obtain forms from the registration packet and/or the main office. District Lunches cost \$2.75 if not on the Free & Reduced Meal Program and \$.40 if on reduced status. ONE application covers the whole family; turn in application at youngest child's school.

BEST Bell Schedules

	DAILY	WEDNESDAY	2 HRS LATE
Period 1	8:00 – 8:55	8:00 – 8:45	–
Period 2	9:00 – 9:55	8:50 – 9:35	–
Period 3	10:00 – 10:55	–	10:00 – 10:55
Period 4	11:00 – 11:55	9:40 – 10:25	11:00 – 11:55
Lunch	12:00 – 12:30	–	12:00 – 12:30
Period 5	12:35 – 1:30	10:30 – 11:15	12:35 – 1:30
Period 6	1:35 - 2:30	11:20 – 12:00	1:35 – 2:30

Learning Center

Learning Center is an independent learning program for students. Students in the Learning Center can complete all necessary courses for high school graduation. Learning Center students attend class 7.5-10.5 hours per week and must complete at least 14.5-17.5 hours of homework per week. The bulk of the course work is independent with contact time with instructors. Computer-based instruction and project-based instruction are the primary modes for instruction.

DAY LEARNING CENTER SCHEDULE

Monday through Friday: 8:00 – 9:55 AM

EVENING LEARNING CENTER SCHEDULE

Tuesday & Thursday: 6:00 – 9:00 PM

Tardy/Absent Policy

- If late to class, go to the office and ask for a tardy pass before entering the classroom.
- Enter the classroom quietly, take your seat, and do not interrupt.
- A note is required from a teacher if working in their room and permission must be given by both teachers before class starts.

- If you're more than 10 minutes late, you must go to the office for a tardy pass, you will be marked absent, and a phone message will be sent home.
- Students with excessive tardies will be placed on an attendance contract which may result in disciplinary consequences & probation.

CORE Advisory

CORE advisory meets four days a week excluding Wednesday. Elective credit is given for the class and progress on the assigned standards is required. Each student is required to attend this class and complete their learning plan. Failure to attend will result in probation and then possible removal from BEST.

Transportation

Students who live in the Lake Washington School District (LWSD) but outside the one-mile radius from BEST are eligible for a free Metro Bus pass. Passes are now called "Passport" and will have the district logo printed on them. Passes will be distributed to qualifying students when they start at BEST. Passes will be active for use on METRO and Sound Transit from September 1 thru June 30 of each year. New cards will be issued each year. Students will be charged a replacement fee from the LWSD Transportation Department if they lose their bus pass. Students residing outside the boundaries of the LWSD are responsible for their own transportation to and from school.

Newsletter

A newsletter containing information/events is emailed to all families on a regular basis. Please be sure the office has a current email(s) so the newsletter can be sent home. The newsletters are also posted on the BEST web site. Anyone who would like to put a pertinent article in the newsletter should submit it to the school office manager.

Vacation Policy

We recognize there are many reasons why a family may choose to take their student out of school on a vacation; however, students cannot maximize their educational experience when they are absent. A significant amount of teaching and learning takes place during class time and cannot be duplicated at home. Family vacations must be prearranged in order to be considered excused. The Prearranged/Arranged Absence form must be completed and turned in 5 (five) schools days prior to the absence. Failure to follow the procedure will result in the absence being reported as unexcused.

Official Transcript Requests

It is the student's responsibility to request an official transcript from any and all institutions attended when completing the college application process.

Running Start

Running Start is a state-mandated program made available in Washington State public schools. This program is in partnership with community colleges and is available to high school students at the junior and senior level. It allows qualified students to take college courses whereby they may apply the credits toward high school graduation, and also toward potential college degrees. Students are encouraged to contact their counselor if they are interested in this program. The Culminating Project and Level 5 Advanced Literacies are required for Running Start students working toward a district diploma.

BEST H.S. 2011-2012 School Year

Semester	SEMESTER 1				SEMESTER 2			
Quarter	Q1		Q2		Q3		Q4	
Session	S1	S2	S3	S4	S5	S6	S7	S8
Start Date	Tu 9/6	W 10/5	M 11/7	M 12/12	M 1/30	M 3/5	M 4/9	M 5/14
LEAP Days / Holidays	9/5: Labor Day	10/7: LEAP	11/11: Veterans Day 11/23: Half Day 11/24-25: Thanksgiving (2 days)	12/19-1/2: Winter Break (2 wks) 1/16: MLK Day	2/16-20: Mid-Winter Break (3 days)	3/16: LEAP 4/2-4/6: Spring Break (5 days)	5/4: LEAP	5/28: Memorial Day
MID-SESSION	Tu 9/20	Th 10/20	Tu 11/22	Tu 1/11	M 2/13	Th 3/15	Tu 4/24	Th 5/31
# of Days	21	22	21½	23	22	19	24	28½
End Date	Tu 10/4	F 11/4	F 12/9	F 1/27	F 3/2	F 3/30	F 5/11	W 6/22

We will be on an alternate bell schedule for the last 2 (two) days of each session in order to meet state rules for monitoring student progress on written student learning plans. Your student is required to attend school on these days.

Graduation Requirements For Classes of 2012-2014

Class of 2012		Class of 2013		Class of 2014	
Credits needed to graduate:		Credits needed to graduate:		Credits needed to graduate:	
Language Arts	4.0	Language Arts	4.0	Language Arts	4.0
Math	2.0	Math	3.0	Math	3.0
Science	2.0	Science	2.0	Science	2.0
Math/Science	1.0				
Social Studies	3.0	Social Studies	3.0	Social Studies	3.0
Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0
PE	1.5	PE	1.5	PE	1.5
Health	.5	Health	.5	Health	.5
Occupational	1.0	Occupational	1.0	Occupational	1.0
Electives	6.0	Electives	6.0	Electives	6.0
Total	22	Total	22	Total	22
Classes required to build a foundation for High School Proficiency Exams:		Classes required to build a foundation for High School Proficiency Exams:		Classes required to build a foundation for High School Proficiency Exams:	
Language Arts Science Social Studies Mathematics Electives in preparation for college & beyond		Language Arts Science Social Studies Mathematics Electives in preparation for college & beyond		Language Arts Science Social Studies Mathematics Electives in preparation for college & beyond	

Future School & Career Plan Culminating Project Certificate of Academic Achievement (HSPE)

Demonstrate Proficiency: Literacy and Language Standards Essays—literary analysis essay, a persuasive essay, and a cause-effect or compare-contrast essay.

Mathematical and Scientific Reasoning Standard—one formal science lab and a problem solving and reasoning report in a math class.

End Of Course Dates

In order to better prepare students for an increasingly technical workplace, our state is requiring End of Course Exams in both Algebra and Geometry. These tests will ensure that students truly understand the concepts covered in the courses. EOC tests are replacing the Math WASL/HSPE. These tests are required for graduation for classes of 2012 and on.

- Class of 2012: Pass one EOC or complete two credits of mathematics after 10th grade; or have previously passed the Math WASL or Math HSPE.
- Classes 2013 and 2014: Pass one End of Course Exam to graduate.
- Classes of 2015 and 2016: Pass two End of Course Exams (Algebra and Geometry) to graduate.

All students should take both tests prior to their senior year to ensure that they pass at least one. The EOC testing schedule for this year is below:

- June 3, 9:00 AM – 12:00 PM: Algebra Test (all students currently taking Algebra 1)
- June 3, 1:00-3:30 PM: Algebra Make-up Test *: (students who have previously taken Algebra 1)
- June 10, 9:00 AM – 12:00 PM: Geometry Test (all students currently taking Geometry)

*Please note “make up” is only for students who have already completed the course, it is not a make up based on an absence on the original testing day.

Classes required to gain admission to a four year college or university	
English	4 credits (must include 3 credits of college preparatory composition or literature)
Math—including Senior year math-based quantitative course	3 credits
Science	2 credits—Both laboratory sciences, with one credit algebra-based science course
Social Science	3 credits
World Language	2 credits
Arts	1 credit
Total Credits	15-16

Lake Washington School District

HIGH 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.

Drug-scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using drugs on school grounds. RCW 28A.600.210 states: “The legislature finds that illegal drug activity and weapons in schools threaten the safety and welfare of our school children and pose a severe threat to the state educational system. School officials need to protect students from exposure to illegal drugs, weapons, and contraband. Searches of school-issued lockers and the contents of those lockers is a reasonable and necessary tool to protect the interests of the students of the state as a whole.” With this purpose in mind, administration has the authority to invite drug-scenting dogs to conduct suspicion less searches on school property.

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.

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Arson	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 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>1st Offense</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS <p>2nd Offense* EE/STS/LTS</p>

<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.</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>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> <p>Conflict Mediation and/or EE/STS/ LTS/Police Contact</p>

Threats	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.	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
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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.

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Academic Dishonesty	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 for Semester (F/NC) • Parent Contact
Alteration of Records	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"> • Parent Contact

<p>Assault</p>	<p>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.</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
<p>Attendance/ Truancy</p>	<p>A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.</p>	<ul style="list-style-type: none"> • Parent Contact Follow Absentee/Tardy Policy/Becca Referral
<p>Disruptive Conduct/ Behavior</p>	<p>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>	<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

<p>Dress Code</p>	<p>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>	<p>1st Offense* Change Clothes/ Parent Contact/ EE/STS/LTS</p>
<p>Endangerment of Others</p>	<p>A student shall not act in a manner that endangers students, staff, or community members.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/ Police Contact
<p>Extortion/ Blackmail & Coercion</p>	<p>A student shall not extort or attempt to extort any item, information, or money.</p>	<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
<p>Fighting</p>	<p>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 images of the fight.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/ Mediation <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS

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
Gang Activity	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.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact 3rd Offense <ul style="list-style-type: none"> • EE/LTS/E • Police Contact
Hazing	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.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS
Immediate Danger and Disruption	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.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/ Police Contact/E • Parent Contact Self Harm <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
<p>Multiple/ Accumulated Offenses</p>	<p>A student may be disciplined for the commission of multiple or accumulated offenses.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • STS <p>2nd Offense</p> <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 effective 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* EE/STS/LTS</p>
<p>Unauthorized Use of Cell Phones or other Electronic Devices During Class Time</p>	<p>Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • Confiscation for the day <p>2nd Offense*</p> <ul style="list-style-type: none"> • Confiscation; device returned only to parent/ guardian
<p>Unauthorized Use of Equipment</p>	<p>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.</p>	<p>1st Offense*</p> <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

Short-Term Suspension (STS) Long-Term Suspension (LTS)
Emergency Expulsion (EE) Community Service (CS) Expulsion (E)
*subsequent offenses will incur equal or greater consequences

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.***

- * Warning – may be asked to leave lab for remainder of day
- ** Removal from lab & loss of computer privileges for one week
- *** Removal from computers for one month & parent conference
- **** Removal from computers for remainder of the year & 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.

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 & 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.

Athletic/Activity Information

Students are eligible for any athletic program as soon as they have:

- Purchased an ASB card and the LWSD sports participation fee;
- Obtained parental/guardian permission to participate;
- Obtained a physical clearance once each school year;
- Shown proof of insurance; school insurance is available in the office; and
- Passed all classes (minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum G.P.A.

Sports Participation Fee

Please see the athletic secretary for information regarding sports participation fees. Fees must be paid at the time of turnout. Parents of students who are unable to afford the fee should contact the coach or athletic director at their school.

Athletic/Activities Code of Conduct

As members of a high school team or WIAA sponsored activity that represents LWSD, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletic/activities or attending a team-related activity like out of season camps or tournaments. These rules apply at all time throughout the school year which is defined as beginning with fall tryouts to the last day of school and including any summer team related activities.

Training Rules /

Illegal Controlled Substances & Alcohol

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

- 1st Violation – A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and remaining at an event where consumption of any of the above mentioned substances by a minor(s) occurs. Ineligibility shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with school authorities. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program.
- A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, after a minimum two week suspension from competition and pending a recommendation by the school eligibility

authority. Athletes may attend practices with Principal/ Athletic Director approval but may not attend contests during the suspension period.

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

- 3rd Violation – A participant who violates for the third time RCW 69.41.020-69.41050 shall be permanently ineligible for interscholastic competition.

- “Legend drugs” means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

Sale and/or Distribution

- Per Lake Washington School District policy, the sale and/or distribution of alcohol or prescription or non-prescription drugs will result in the student automatically being placed on Violation 2 of the Athletic/Activity Code.

Tobacco (Cigarette, chew, etc)

- First Career Violation – The possession and/or use of tobacco products will result in 1) a minimum of one week suspension from competition and 2) attending a mandatory cessation class.

- Second Career Violation – The student shall be suspended for ten (10) weeks of competition. If there is not ten weeks left in the current season, the suspension will carry over to the next competitive season in which they are a returning athlete. In addition, an athlete must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products before an athlete can again represent LWSD in athletics.

- Third Career Violation – A student athlete who violates for a third time shall be permanently prohibited from participating in any WIAA member school athletic program or activity.

Conduct Rules

- Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All LWSD athletes are expected to adhere to all LWSD policies as explained in each school's Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.
- Procedures – Implementation: Parents are encouraged to assume an active role in monitoring and enforcing the provisions of this code. Alleged violations of this code will be investigated by the coach and/or Athletic Director. Sanctions will be imposed if the evidence suggests the alleged violations did indeed occur. If a violation of one or more of these rules occurs at school or during a school event, school sanctions (including suspension from school) may also apply in addition to the provisions of this code. Any student who is disciplined for violating the rules established by this code is entitled, if he/she desires to appeal the decision to the school's administration.

School and District Events

For high school athletic events, junior high school students must be accompanied by an adult. Students must show picture identification for events. 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.

Additional School Rules

Rule	Definition	Consequence
Accumulated Offenses	The sum total of prior offenses, interventions, and progressive discipline. The student's usual progression at BEST is probation and failure to meet terms of probation or three offenses. Severe infractions may result in immediate Short-Term Suspension, Long-Term Suspension, or immediate or permanent Expulsion.	Parent Conference Behavior Contract Short-Term Suspension Long-Term Suspension
Using Inappropriate Language	Swearing or using otherwise vulgar language	1st Offense Warning 2nd Offense 1-3 day Suspension and Behavior Contract

<p>Parking Lot See Parking Map</p>	<p>Failure to follow parking regulations: Improper parking of a vehicle – parking in the neighboring streets; improperly parking in the stall; parking in restricted areas, speeding in parking lot.</p>	<p>1st Offense Warning</p> <p>2nd Offense 1-3 day Suspension and Behavior Contract</p> <p>3rd Offense Towing at owner’s expense and loss of parking privileges</p>
<p>Using Pagers, Cell Phones, iPods Personal Electronic Devices</p>	<p>Prohibition of class disruption –pagers beeping, phones ringing, or any usage during class time.</p>	<p>1st Offense Warning</p> <p>2nd Offense Confiscation</p> <p>3rd Offense 1-3 day Suspension</p>
<p>Good Neighbor Policy</p>	<p>According to agreements between BEST High School and the Houghton Neighborhood Association, students will not do the following: Walk down side street or south on 108th Ave. NE during school hours; behind the BEST gym and the field; use tobacco on surrounding school roads, forests, bus stops and shelters; trespass on private property; loiter; litter; harass; intimidate or bully the neighbors. The neighborhood is the area within a quarter-mile radius from school.</p>	<p>1st Offense 1-3 day Suspension and require restitution, letter of apology and Behavior Contract</p> <p>2nd Offense Short-Term Suspension</p> <p>3rd Offense Long-Term Suspension</p>

Child Lab Rules

Rule	Definition	Consequence
Entering Child Lab	Students entering the Child Lab who are not working that period, including breaks and lunch.	<p>1st Offense Warning</p> <p>2nd Offense 1-3 day Suspension</p> <p>3rd Offense Short-Term Suspension and no longer allowed to work in Child Lab</p>
Children entering and leaving the Child Lab	Children can only enter and leave the Child Lab with parent or authorized guardian.	<p>1st Offense Warning</p> <p>2nd Offense 1-3 day Suspension</p> <p>3rd Offense Loss of Child Lab privilege</p>

Drug and Tobacco-Free Schools

RCW 28A.210.310

To protect children in the public schools of this state from exposure to the addictive substance of nicotine, each school district board of directors shall adopt written policies mandating a prohibition on the use of all tobacco products on public school property. A total ban on the use of all tobacco products shall be enforced by September 1, 1991. The policy may allow for exemptions from this prohibition with regard to alternative education programs (1989 c233 -6 Formerly RCW 28A.31.170).

Under the Drug-Free Schools and Communities Act, this school must be totally free of unlawful drugs and alcohol. No one is allowed to possess, use or distribute such drugs or alcohol while at school or while taking part in any school activities.

Disciplinary actions will be taken for drug and alcohol violations. The law says discipline can include prosecution for illegal acts, as well as expulsion for students and loss of job for school employees.

The Lake Washington School District fully supports the Drug-Free Schools and Communities Act. It is expected that all students and employees will follow the regulations and policy prohibiting possession, use or distribution of drugs and alcohol on school property or as a part of any school activity. All students have an opportunity to participate in the drug and alcohol education and prevention curriculum.

Services are available within this area for students who are involved with drugs or abusing alcohol. Resources can be found by contacting school counselors, your family doctor, or “helpline” telephone numbers: 24-Hour Crisis Clinic 461-3222, Drug and Alcohol Hotline 722-3700 or 1-800-562-1240.

Dangerous Weapons in the Schools

RCW 9.41.280

The safety of students and staff in our schools is paramount. As such illegal weapons on school grounds are an immediate threat to students and staff and will not be tolerated. Therefore, all persons are prohibited from bringing or being in possession of weapons, dangerous or otherwise, on any school grounds, school-provided transportation, school facility, or to any school sponsored activity. Fake weapons or props for such activities as school plays, approved presentations or military displays are permissible with express advance written permission of the building administrator.

For the purpose of this policy, the district adopts the definition of dangerous weapons as set forth in RCW 9.41.250 as now or hereafter amended.

Any student found to have in his or her possession, or in his or her desk or locker, or on the school premises, any dangerous weapon or replica of a dangerous weapon, shall be subject to any or all of the following:

- 1.Immediate expulsion from school pursuant to RCW 9.41.280 and WAC 180-40-275;
- 2.Being charged for violation of RCW 9.41.280 as now or hereafter amended (statute prohibits any person to knowingly carry onto public or private elementary school or secondary school premises a dangerous weapon and making such crime a gross misdemeanor, with exceptions as provided by statute);
- 3.Referral of the student to the local police agency or other appropriate agency, including counseling or psychological services.
- 4.Dangerous weapons are defined by state law as firearms, sling shots, sand clubs, metal knuckles, certain knives, “nun-chu-ka” sticks, “throwing stars,” and air guns, including BB guns. Weapons apparently capable of producing bodily harm are also prohibited as defined in RCW 9.41.270 as now or hereafter amended. Laser pointing/projecting devices are also prohibited.

The district finds that the violation of this policy is so serious that it is presumed that other forms of corrective action or punishment otherwise required under State Board of Education WAC on expulsion, 180-40-275, would fail if employed. Therefore, we deem immediate expulsion for up to six months or longer dependent upon the seriousness of the offense and/or the student’s discipline record, as a reasonable and necessary consequence, subject to a student’s right to appeal disciplinary action

to district. A behavior contract signed by the student and guardian may be required for re-entry to school. In the case of any student found to have any firearm in his or her possession, or in his or her desk or locker or on the school premises, the student will be immediately expelled permanently from the school district and a report will be filed with the local law enforcement agency in accordance with RCW 9.41.280 and with the due process provisions of Washington State law and Board policy.

Current practice codified 1988

Adopted: 5/7/90

Revised: 2/1/93, 11/15/93, 8/1/06

LEGAL REF.:

RCW 9.41.250, RCW 9.41.270, RCW 9.41.280

WAC 180-40-275

Laws Prohibiting Intimidating and Threatening of Teachers and Administrators

RCW 288.635.120

“It shall be unlawful for any person . . . to intimidate by threat of force or violence any administrator, teacher, . . . of any common school who is in the peaceful discharge or conduct of his or her duties or studies.”

RCW 288.635.120 provides that any person guilty of violating the above RCW” . . . shall be deemed guilty of gross misdemeanor and, upon conviction thereon, shall be fined not more than \$500.00, or imprisoned in jail not more than six months or both such fine and imprisonment.”

Parents' Rights and Responsibilities (KMAB)

Parents' Rights:

- Respect by school personnel
- Freedom from discrimination
- Informed of school rules
- Due process in school discipline
- Informed of alternative/choice programs
- Informed of process for scheduling school conference and progress report
- Review school records
- Schedule visits to school or classroom following school procedures
- Request class placement
- Review materials following established process
- Grieve staff action following established process
- Be involved in decision-making related to school improvement

Parents' Responsibilities:

- Be aware of student progress
- Respond to school reports regarding their children
- Share responsibility for student attendance
- Instill respect for authority
- Instill respect for public and private property, make restitution when justified
- Cooperate in maintenance of student mental and physical health
- Refrain from disrupting the educational environment

Directions to BEST

BEST High School
10903 NE 53rd Street
Kirkland, WA 98033

Phone: 425-936-2300

South on I-405:

Take the 70th Place Exit. At the light, turn left and come down the hill. Make a left at the next light, onto 108th Avenue NE. Take 108th South to NE 53rd Street. Take a left on NE 53rd Street. BEST High School will be on your right. The parking area is east of the building.

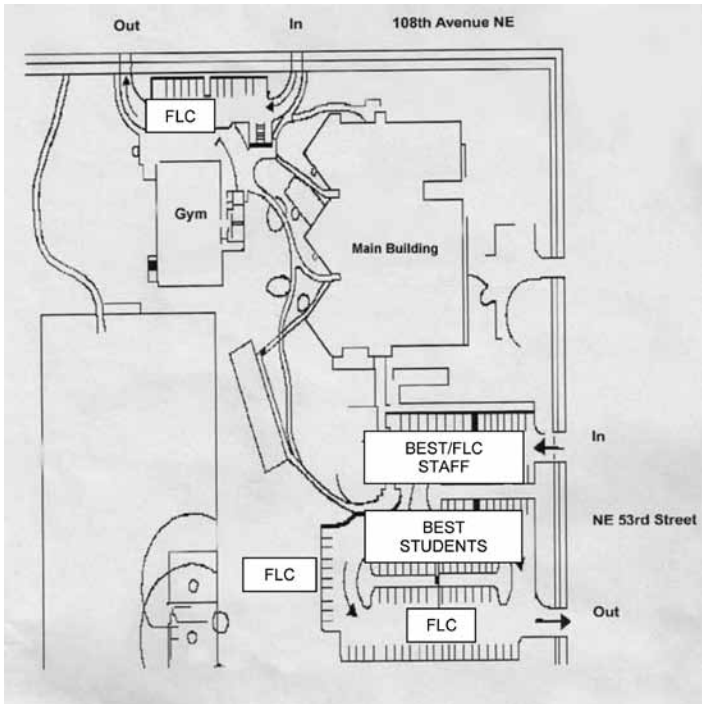
North on I-405:

Take the 70th Place Exit. At the light take a left on 116th Avenue NE. At the next light take a left and go over I-405 heading west. Go through the light just after the overpass and continue down the hill. Make a left at the next light, onto 108th Avenue NE. Take 108th South to NE 53rd Street. Take a left on NE 53rd Street. BEST High School will be on your right. The parking area is east of the building.

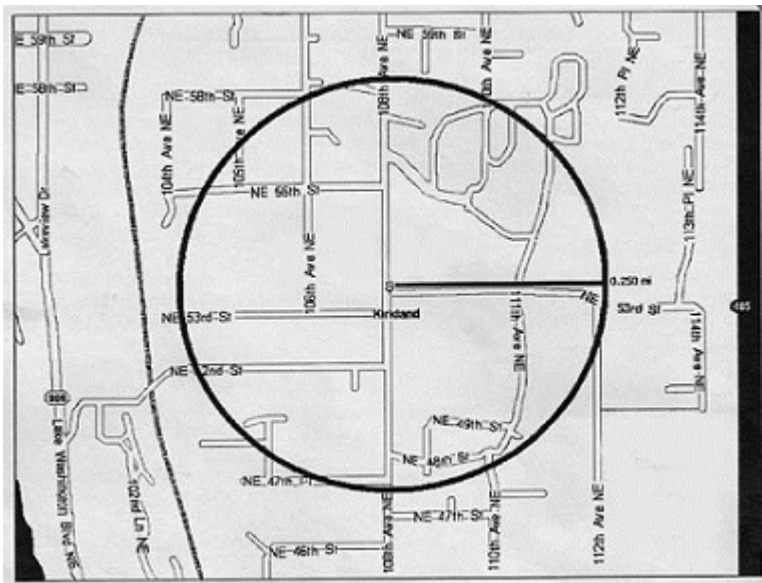
Good Neighbor Policy

Because students respect our neighbors, they have agreed to include this corner of NE 59th Street as part of the Good Neighbor Policy.

School Map



Good Neighbor Map



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
21	22	23	24	25	26	27
28	29*	30*	31*			

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

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

August 2011

BEST High School

Monday	Tuesday	Wednesday
1	2	3
8	9	10
15	16	17
22	23	24
29	30	31

August 2011

BEST High School

Thursday	Friday	Sat/Sun
4	5	6/7
11	12	13/14
18	19	20/21
25	26	27/28

August 2011

22 Monday _____

23 Tuesday _____

24 Wednesday _____

August 2011

25 Thursday _____

26 Friday _____

27 Saturday _____

28 Sunday _____

September 2011

BEST High School

Monday	Tuesday	Wednesday
5 Labor Day	6 First Day of School	7
12	13	14
19	20	21
26	27	28

September 2011

BEST High School

Thursday	Friday	Sat/Sun
1	2	3/4
8	9	10/11
15	16	17/18
22	23	24/25
29	30	

August 2011

29 Monday _____

30 Tuesday _____

31 Wednesday _____

September 2011

1 Thursday _____

2 Friday _____

3 Saturday _____

4 Sunday _____

September 2011

5 Monday (Labor Day) _____

6 Tuesday (First Day of School) _____

7 Wednesday _____

September 2011

8 Thursday _____

9 Friday _____

10 Saturday _____

11 Sunday _____

September 2011

12 Monday _____

13 Tuesday _____

14 Wednesday _____

September 2011

15 Thursday _____

16 Friday _____

17 Saturday _____

18 Sunday _____

September 2011

19 Monday _____

20 Tuesday _____

21 Wednesday _____

September 2011

22 Thursday _____

23 Friday _____

24 Saturday _____

25 Sunday _____

October 2011

BEST High School

Monday	Tuesday	Wednesday
3	4	5
10	11	12
17	18	19
24/31	25	26

October 2011

BEST High School

Thursday	Friday	Sat/Sun
		1/2
6	7 LEAP Day No school	8/9
13	14	15/16
20	21	22/23
27	28	29/30

September 2011

26 Monday _____

27 Tuesday _____

28 Wednesday _____

September/October 2011

29 Thursday _____

30 Friday _____

1 Saturday _____

2 Sunday _____

October 2011

3 Monday _____

4 Tuesday _____

5 Wednesday _____

October 2011

6 Thursday _____

7 Friday LEAP Day (no school) _____

8 Saturday _____

9 Sunday _____

October 2011

10 Monday _____

11 Tuesday _____

12 Wednesday _____

October 2011

13 Thursday _____

14 Friday _____

15 Saturday _____

16 Sunday _____

October 2011

17 Monday _____

18 Tuesday _____

19 Wednesday _____

October 2011

20 Thursday _____

21 Friday _____

22 Saturday _____

23 Sunday _____

November 2011

BEST High School

Monday	Tuesday	Wednesday
	1	2
7	8	9
14	15	16
21	22	23 Half Day
28	29	30

November 2011

BEST High School

Thursday	Friday	Sat/Sun
3	4	5/6
10	11 Veterans' Day No school	12/13
17	18	19/20
24 No School Thanksgiving Day Break	25 No School Thanksgiving Break	26/27

October 2011

24 Monday _____

25 Tuesday _____

26 Wednesday _____

October 2011

27 Thursday _____

28 Friday _____

29 Saturday _____

30 Sunday _____

October/November 2011

31 Monday _____

1 Tuesday _____

2 Wednesday _____

November 2011

3 Thursday _____

4 Friday _____

5 Saturday _____

6 Sunday _____

November 2011

7 Monday _____

8 Tuesday _____

9 Wednesday _____

November 2011

10 Thursday _____

11 Friday (No School, Veterans' Day Observed) _____

12 Saturday _____

13 Sunday _____

November 2011

14 Monday _____

15 Tuesday _____

16 Wednesday _____

November 2011

17 Thursday _____

18 Friday _____

19 Saturday _____

20 Sunday _____

November 2011

21 Monday _____

22 Tuesday _____

23 Wednesday (Half-Day) _____

November 2011

24 Thursday (No School, Thanksgiving Day) _____

25 Friday (No School) _____

26 Saturday _____

27 Sunday _____

December 2011

BEST High School

Monday	Tuesday	Wednesday
5	6	7
12	13	14
19 No School Winter Break	20 No School Winter Break	21 No School Winter Break
26 No School Winter Break	27 No School Winter Break	28 No School Winter Break

December 2011

BEST High School

Thursday	Friday	Sat/Sun
1	2	3/4
8	9	10/11
15	16	17/18
22 No School Winter Break	23 No School Winter Break	24/25
29 No School Winter Break	30 No School Winter Break	31/1

November 2011

28 Monday _____

29 Tuesday _____

30 Wednesday _____

December 2011

1 Thursday _____

2 Friday _____

3 Saturday _____

4 Sunday _____

December 2011

5 Monday _____

6 Tuesday _____

7 Wednesday _____

December 2011

8 Thursday _____

9 Friday _____

10 Saturday _____

11 Sunday _____

December 2011

12 Monday _____

13 Tuesday _____

14 Wednesday _____

December 2011

15 Thursday _____

16 Friday _____

17 Saturday _____

18 Sunday _____

December 2011

19 Monday (No School, Winter Break) _____

20 Tuesday (No School, Winter Break) _____

21 Wednesday (No School, Winter Break) _____

December 2011

22 Thursday (No School, Winter Break) _____

23 Friday (No School, Winter Break) _____

24 Saturday _____

25 Sunday _____

January 2012

BEST High School

Monday	Tuesday	Wednesday
2 No School Winter Break	3	4
9	10	11
16 No School Martin Luther King Jr. Day	17	18
23/30	24/31	25

January 2012

BEST High School

Thursday	Friday	Sat/Sun
		31/1
5	6	7/8
12	13	14/15
19	20	21/22
26	27 Last day of 1 st Semester	28/29

December 2011

26 Monday (No School, Winter Break) _____

27 Tuesday (No School, Winter Break) _____

28 Wednesday (No School, Winter Break) _____

December 2011/January 2012

29 Thursday (No School, Winter Break) _____

30 Friday (No School, Winter Break) _____

31 Saturday _____

1 Sunday _____

January 2012

2 Monday (No School, Winter Break) _____

3 Tuesday _____

4 Wednesday _____

January 2012

5 Thursday _____

6 Friday _____

7 Saturday _____

8 Sunday _____

January 2012

9 Monday _____

10 Tuesday _____

11 Wednesday _____

January 2012

12 Thursday _____

13 Friday _____

14 Saturday _____

15 Sunday _____

January 2012

16 Monday (No School, Martin Luther King, Jr. Day) _____

17 Tuesday _____

18 Wednesday _____

January 2012

19 Thursday _____

20 Friday _____

21 Saturday _____

22 Sunday _____

January 2012

23 Monday _____

24 Tuesday _____

25 Wednesday _____

January 2012

26 Thursday _____

27 Friday Last day of 1st semester _____

28 Saturday _____

29 Sunday _____

February 2012

BEST High School

Monday	Tuesday	Wednesday
		1
6	7	8
13	14	15
20 No School Mid-Winter Break	21	22
27	28	29

February 2012

BEST High School

Thursday	Friday	Sat/Sun
2	3	4/5
9	10	11/12
16 No School Mid-Winter Break	17 No School Mid-Winter Break	18/19
23	24	25/26

January/February 2012

30 Monday _____

31 Tuesday _____

1 Wednesday _____

February 2012

2 Thursday _____

3 Friday _____

4 Saturday _____

5 Sunday _____

February 2012

6 Monday _____

7 Tuesday _____

8 Wednesday _____

February 2012

9 Thursday _____

10 Friday _____

11 Saturday _____

12 Sunday _____

February 2012

13 Monday _____

14 Tuesday _____

15 Wednesday _____

February 2012

16 Thursday (No School, Mid-Winter Break) _____

17 Friday (No School, Mid-Winter Break) _____

18 Saturday _____

19 Sunday _____

February 2012

20 Monday (No School, Mid-Winter Break) _____

21 Tuesday _____

22 Wednesday _____

February 2012

23 Thursday _____

24 Friday _____

25 Saturday _____

26 Sunday _____

March 2012

BEST High School

Monday	Tuesday	Wednesday
5	6	7
12	13	14
19	20	21
26	27	28

March 2012

BEST High School

Thursday	Friday	Sat/Sun
1	2	3/4
8	9	10/11
15	16 LEAP Day, no school	17/18
22	23	24/25
29	30	31/1

February 2012

27 Monday _____

28 Tuesday _____

29 Wednesday _____

March 2012

1 Thursday _____

2 Friday _____

3 Saturday _____

4 Sunday _____

March 2012

5 Monday _____

6 Tuesday _____

7 Wednesday _____

March 2012

8 Thursday _____

9 Friday _____

10 Saturday _____

11 Sunday _____

March 2012

12 Monday _____

13 Tuesday _____

14 Wednesday _____

March 2012

15 Thursday _____

16 Friday (No School, LEAP Day) _____

17 Saturday _____

18 Sunday _____

March 2012

19 Monday _____

20 Tuesday _____

21 Wednesday _____

March 2012

22 Thursday _____

23 Friday _____

24 Saturday _____

25 Sunday _____

April 2012

BEST High School

Monday	Tuesday	Wednesday
2 No School Spring Break	3 No School Spring Break	4 No School Spring Break
9	10	11
16	17	18
23/30	24	25

April 2012

BEST High School

Thursday	Friday	Sat/Sun
		1/2
5 No School Spring Break	6 No School Spring Break	7/8
12	13	14/15
19	20	21/22
26	27	28/29

March 2012

26 Monday

27 Tuesday

28 Wednesday

March/April 2012

29 Thursday _____

30 Friday _____

31 Saturday _____

1 Sunday _____

April 2012

2 Monday (No school, Spring Break) _____

3 Tuesday (No school, Spring Break) _____

4 Wednesday (No school, Spring Break) _____

April 2012

5 Thursday (No school, Spring Break) _____

6 Friday (No school, Spring Break) _____

7 Saturday _____

8 Sunday _____

April 2012

9 Monday

10 Tuesday

11 Wednesday

April 2012

12 Thursday _____

13 Friday _____

14 Saturday _____

15 Sunday _____

April 2012

16 Monday _____

17 Tuesday _____

18 Wednesday _____

April 2012

19 Thursday _____

20 Friday _____

21 Saturday _____

22 Sunday _____

May 2012

BEST High School

Monday	Tuesday	Wednesday
	1	2
7	8	9
14	15	16
21	22	23
28 No School Memorial Day	29	30

May 2012

BEST High School

Thursday	Friday	Sat/Sun
3	4 No School LEAP Day	5/6
10	11	12/13
17	18	19/20
24	25 No School LEAP Day	26/27
31		

April 2012

23 Monday _____

24 Tuesday _____

25 Wednesday _____

April 2012

26 Thursday _____

27 Friday _____

28 Saturday _____

29 Sunday _____

April/May 2012

30 Monday _____

1 Tuesday _____

2 Wednesday _____

May 2012

3 Thursday _____

4 Friday (No School, LEAP Day) _____

5 Saturday _____

6 Sunday _____

May 2012

7 Monday _____

8 Tuesday _____

9 Wednesday _____

May 2012

10 Thursday _____

11 Friday _____

12 Saturday _____

13 Sunday _____

May 2012

14 Monday _____

15 Tuesday _____

16 Wednesday _____

May 2012

17 Thursday _____

18 Friday _____

19 Saturday _____

20 Sunday _____

May 2012

21 Monday _____

22 Tuesday _____

23 Wednesday _____

May 2012

24 Thursday _____

25 Friday (No School, LEAP Day) _____

26 Saturday _____

27 Sunday _____

June 2012

BEST High School

Monday	Tuesday	Wednesday
4	5	6
11	12	13
18	19 Graduation	20
25	26	27

June 2012

BEST High School

Thursday	Friday	Sat/Sun
	1	2/3
7	8	9/10
14	15	16/17
21	22 Last day of school	23/24
28	29	30

May 2012

28 Monday (No School, Memorial Day) _____

29 Tuesday _____

30 Wednesday _____

May/June 2012

31 Thursday _____

1 Friday _____

2 Saturday _____

3 Sunday _____

June 2012

4 Monday _____

5 Tuesday _____

6 Wednesday _____

June 2012

7 Thursday _____

8 Friday _____

9 Saturday _____

10 Sunday _____

June 2012

11 Monday _____

12 Tuesday _____

13 Wednesday _____

June 2012

14 Thursday _____

15 Friday _____

16 Saturday _____

17 Sunday _____

June 2012

18 Monday _____

19 Tuesday Graduation _____

20 Wednesday _____

June 2012

21 Thursday _____

22 Friday (Half-Day, Last Day of School) _____

23 Saturday _____

24 Sunday _____
