

# INTERNATIONAL COMMUNITY SCHOOL

## STUDENT/PARENT HANDBOOK

2011-2012

*Revised September 12, 2011*



# ICS STUDENT/PARENT HANDBOOK

## 2011-2012

Dr. Chip Kimball, Superintendent  
Dr. Matthew Livingston, Principal  
Lili Hughes, Office Manager



11133 N.E. 65<sup>th</sup> St., Kirkland, Washington 98033  
Phone: 425-936-2380 • Fax: 425-889.6881  
[www.lwsd.org/school/ics](http://www.lwsd.org/school/ics)

## CONTENTS

Faculty and Staff	3	Report Cards	11
ICS Bell Schedule	3	ICS Graduation Requirements	11
Vision	3	ICS Curriculum/Course Load Policy	11
Fundamental Concepts	3	The Meaning of Retention	12
Suggested Steps to Student Success	4	Implications of Retention for: “On Time” Graduation	13
Expectations	4	Credit Recovery	13
Business Hours	4	Online Courses	13
Emergency School Closing	4	Limousines	13
Assignments	4	ICS PTSA	14
Bell Schedule for 1 and 2 Hour Delay	4	Parent Meeting	14
Transportation	4	Steering Meetings	14
Traffic Flow for Pick-up and Drop-Off	5	Volunteer Hours	14
Community Agreement/Neighborhood Policy	5	Volunteer Commitment	14
ICS Application/Withdrawal Process	5	Donation Request	14
Attendance Policy	5	2011 - 2012 PTSA Board Members	14
Responsibility for Attendance	6	LWSD High School Student Rights and Responsibilities	14-32
Absences	6		
Procedures	6		
“Test-Flu”	7		
Pre-Arranged Absences	7		
Semester Finals	7		
Check-in & Check-out	7		
Teacher to Teacher Absences	7		
ICS Parking	7		
LWSD Parking Policy	8		
ICS Parking Policy	8		
Parking Citations	8		
Attendance at ASB Activities	8		
Athletics	8		
LWSD Sports Participation Fee	8		
Student Visitors	8		
Medication	8		
Home/School Communication	9		
Parent Access	9		
Registering for Parent Access	9		
Security Procedure for Parent Access	9		
Telephones	9		
Textbooks	9		
Lockers	10		
Student ID Cards	10		
Lunch Time	10		
Freedom of Expression	10		
Clothing	10		
Vandalism/Graffiti	10		
Internet Conduct/Computer Use	10		
Personal Student Web Sites	10		
Focus Week	10		
International Travel	10		
Foreign Exchanges	10		
Student Assessment Grading	11		

## Faculty and Staff

Principal	Dr. Matthew Livingston	mlivingston@lwsd.org
Office Manager	Lili Hughes	lhughes@lwsd.org
Office Assistant	Harriet Peterson	hpeterson@lwsd.org
Arts	Melissa Nelson	menelson@lwsd.org
	Kathy Comeau	kcomeau@lwsd.org
	Mark Rayder	mrayder@lwsd.org
Spanish	Alicia Robertson	marobertson@lwsd.org
	Diana Di-Tolla	dditolla@lwsd.org
Science	John Heil	jheil@lwsd.org
	Tim McFaul	tmcfaul@lwsd.org
	Ashley Dies	adies@lwsd.org
Math	Lori Zebrack-Smith	lzebrack-smith@lwsd.org
	Helen Henry	hhenry@lwsd.org
	Nancy Sullivan	nasullivan@lwsd.org
Humanities	Paul Plank	pplank@lwsd.org
	Victoria Castaneda	vcastaneda@lwsd.org
	Andrya Packer	apacker@lwsd.org
International Studies	Ted Over	eover@lwsd.org
	Mark Elliott	melliott@lwsd.org
	Mark Bach	mbach@lwsd.org
Counselor	Kathy Comeau	kcomeau@lwsd.org
Librarian/Yearbook	Nicole Winard	nwinard@lwsd.org
Head Custodian	Mike Ensign	mensign@lwsd.org
Night Custodian	Larry Mahoney	lmahoney@lwsd.org

## ICS Bell Schedule

	Mon, Tues, Thurs, Fri	Wed
Per 1	7:30 – 8:25	Period 1/4 7:30 – 8:45
Per 2	8:30 – 9:25	Homeroom 8:50 – 9:10
Per 3	9:30 – 10:25	Period 2/5 9:15 – 10:30
Per 4	10:30 – 11:25	Period 3/6 10:35–11:50
Lunch	11:25 – 12:10	
Per 5	12:10 – 1:05	
Per 6	1:10 – 2:05	

Classes rotate every other Wednesday with 1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> periods meeting the first Wednesday and 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> periods the following Wednesday. Staff meets from 12:30 – 2:05 p.m.

**ICS Vision** ICS graduates have the skills to become active participants in a global community. Teachers, students, and the parent community cultivate intellectual growth, creativity, and problem solving skills in a respectful school environment in which students are valued as unique individuals.

## Fundamental Concepts

- Small size (maximum of 380 students) with a community atmosphere
- Students enjoy close, long-term relationships with teachers
- Six years of study of humanities & international studies & five years of study of math, science, world language, and arts in a sequenced curriculum
- An emphasis on depth of understanding rather than breadth of offerings
- Rigorous curriculum emphasizes interconnected learning and skill development organized around essential themes
- Opportunities for foreign exchange and travel
- Promotion to more advanced levels tied to performance and mastery
- Arts emphasized as a full partner in the curriculum
- An expectation that students will set and meet their own high standards

## Suggested Steps To Student Success

- Believe in yourself.
- Seek the help of any staff member if you find yourself having problems.
- Be prepared with all necessary materials.
- Look for someone you can help in school. We are part of a team that is working for success.

## High Expectations Equals High Student Achievement

During this time of your life, **education is your career.**

Coming to this school is your job, and your basic job expectations are as follows:

- Take **pen and paper** to each class daily.
- Take your **student planner** to each class daily.
- Take appropriate **textbooks** to each class daily.
- Know which classes require **special materials**. Be responsible for taking those materials to each of the respective classes.
- Be prepared and complete all **homework** assignments.
- Be responsible for **learning** at school. Learning is your first priority. It is great to have friends, but you should not socialize during class time. Socializing interferes with both learning and the general atmosphere of the classroom.
- Put forth your **best work** at all times.

## Business Hours

Monday – Friday 7:00 a.m. to 2:30 p.m. Our office will open at 7:00 a.m. Classes begin at 7:30AM and end at 2:05PM, except on Wednesday when they end at 11:50AM.

**No supervision for students before 7:15AM and after 2:30PM.**

## Emergency School Closing

Please listen to local radio stations beginning at 5:00AM for information regarding school closures during inclement weather.

## Assignments

In the event that inclement weather forces a school closure, all assignments will still be due once students return to school or on the original assignment due date, whichever date is applicable.

## Bell Schedule for 1 hour delay

Period 1	8:30 - 9:15
Period 2	9:20 – 10:05
Period 3	10:10 – 10:55
Period 4	11:00 – 11:45
Lunch	11:50 – 12:20 (shortened lunch)
Period 5	12:25 – 1:10
Period 6	1:15 – 2:05

## Bell Schedule for 2 hour delay

Period 1	9:30 – 10:05
Period 2	10:10 – 10:45
Period 3	10:50 – 11:25
Period 4	11:30 – 12:05
Lunch	12:10 – 12:45 (shortened lunch)
Period 5	12:50 – 1:25
Period 6	1:30 – 2:05

**Please note:** On inclement weather days, it would be wise to bring your lunch as lunch time is shorter, and weather conditions may prevent lunch workers from getting to the ICS site.

## Transportation

ICS students are expected to demonstrate appropriate bus behavior while riding to and from school or while on school activities/field trips. Riding the bus to school is a service, not a right, and may be revoked if safety rules are not observed.

1. Passengers shall obey the driver.
2. Students must be seated while on the bus, facing the front with their feet on the floor.
3. Students shall not extend their head or arms out of the window at any time.
4. No throwing of objects of any kind in or out of the bus. No littering.

## **Traffic Flow For Pick-Up and Drop-Off**

5. There shall be no profanity, shouting, loud talking, whistling, loud laughing, scuffling, spitting, disorderly conduct, or improper conduct of any kind on the bus.
- Please enter the campus from 111<sup>th</sup> Ave NE and exit the campus on 112<sup>th</sup> Ave NE. Please follow the guidelines in the Traffic Flow map at the end of this handbook. There is NO parking, drop-off, or pick-up in the bus zone at the front of the building. *See page 19 for traffic flow map.*

## **Community Agreement**

- No on-street parking, drop-off, or pick-up adjacent to school property.
- All parking is to be on-campus and in the parking stalls. No neighborhood street parking.
- No student motorized vehicular traffic is to leave campus during lunch.

## **Neighborhood Policy**

- Students are to respect our neighbors (the area within a quarter mile radius of the school).
- No littering, loitering, smoking, or unruliness.
  - Walk on sidewalks.

## **ICS Application Process**

- Applicants will follow published application, lottery procedures, and timelines as outlined in the yearly application packet. Student placement by lottery is as follows:
1. In spring, current-year, wait list families are contacted with a letter of interest. Those families still interested are placed for the next school year, if vacancies are available.
  2. In the spring, all complete applications for grades 7 through 12 are entered into the lottery and then placed in order according to their selection number.
  3. Incoming 7<sup>th</sup> graders are placed by lottery order until all vacancies are filled.
  4. Incoming 8<sup>th</sup> through 12<sup>th</sup> graders are placed by lottery order for any remaining vacancies.
  5. Once enrollment is met, remaining students are placed on the wait list in lottery order. Parents are notified.
  6. All incoming students will be placed in Level 1 courses unless placement test and/or staff review deems otherwise.
  7. When a student leaves the school, the wait list is activated as per 3 and 4 above.
  8. The following school year, students on the wait list begin the process again as detailed above in 1 through 7.

## **ICS Withdrawal Process**

- For those students who choose to withdraw midyear:
1. Exit grades are finalized.
  2. Books are returned and fees paid.
  3. Signed paperwork is completed.
  4. Wait list is activated to fill the spot.
  5. Paperwork/student information is sent to receiving school.

- For students who choose to withdraw at the end of the year:
1. Exit grades are finalized.
  2. Books are returned and fees paid.
  3. Signed paperwork is completed.
  4. Wait list is activated to fill the spot.
  5. Paper/work/student information is sent to receiving school.

- For those students who choose to withdraw and want to return:
1. Student is placed on the wait list by date of request.
  2. Grades are reviewed.
  3. Current school status is reviewed.
  4. Possible parent conference.
  5. Possible academic assessment for placement purposes.

## **Attendance Policy**

Daily attendance and participation in class is a critical part of the learning process. The following policies and procedures are designed to help students learn responsibility and increase their potential for success.

## Responsibility For Attendance

Students and parents must accept full responsibility for regular school attendance. Failure to do so may result in loss of credit for grades, removal from class, or removal from school.

**If a student is on campus, he/she is required to be in class.**

## Absences

All absences Need to be Verified by a Parent or Guardian within 24 hours of the absence and documented at home on a personal calendar. If a student is present for more than half of the period with professional or medical documentation, the time missed from class will not be considered an absence. After an absence students are to report directly to class and are expected to make-up all work missed. Failure to complete missed assignments will result in loss of credit for those assignments.

- 1) Missed Classes with Excused Absences (health-related, bereavement, emergency)
  - a) Students have the same number of days to make up the work as the number of days legally absent. Example: Student X is out Monday, Tuesday, and Wednesday. Student X has Thursday, Friday, and Monday to get all work made up and all tests, quizzes, major papers, and projects/labs completed and turned in to all instructors.
  - b) Students will be required to present a doctor's note upon request.
  - c) However, one-term class projects will still be due on the original date.
- 2) Missed classes due to School Fieldtrips/Excursions and Pre-Arranged Absences
  - a) Students have the same number of days to make up the work as the number of days on the school fieldtrip/excursion and/or prearranged absence.
  - b) Missed test, quizzes, major papers, or projects/labs must be made up upon the day of the student's return or no later than the instructor's next official office hours.
  - c) Missed and/or late make up work or exams will be counted as a zero.
  - d) If there is an issue due to conflicting office hours, the student is required to speak with his/her instructors so that they can work out the conflict and due dates.
  - e) For all courses in which it is the standard operating procedure to assign all course work and set all assessment dates in advance (two to four weeks ahead), then he student is required to meet those due dates and test dates regardless of the fieldtrip, excursion, or pre-arranged absence.
- 3) If a student is absent from classes they are not to attend after-school/evening events and activities such as meetings, dance, etc.

## Procedures

**Attendance will be taken in each class.** An absence is defined as **Any Time** you miss class or are more than 10 minutes late to class. Students leaving class without permission before the end of the period will be considered absent.

1. Using Parent Access & Standard Scores, parents and students are responsible for staying current with absence reporting.
2. After ten (10) absences per semester, the student and parent/guardian will be notified that there has been a loss of credit. The student remains in class during this time. This will allow for continued learning and the right to an appeal. School-related activities, which require a student to miss class, do not count as one of the 10 absences. Pre-arranged absences are included in the 10-day absence limit.
3. **Students have the right to appeal loss of credit.** They must appear the Attendance Appeals committee, account for their absences, and appeal for reinstatement of credit. The student requesting the appeal must attend the appeal hearing. The student's parent(s) will be invited to attend, but their attendance is not mandatory. The committee will notify the student of the decision within three (3) days of the hearing.
4. Students have the right to appeal a grade. There is a two (2) week time restriction to appeal a grade from the grade issue date.

**“Test Flu”** Some of our scholars come down with a severe case of “test flu” quite frequently over the course of the academic year. When a student establishes this pattern of being ill when there is a test, the student will be required to bring a doctor’s note before the absence will be considered legitimate and the missed exam may be made up. Otherwise, the student will receive a zero for the missed exam.

Further, if student is on campus at any time during the school day and one or more of his/her classes is administering an exam, the student is required to take the exam on the same day and turn in all required work on that due date. For example, if a student has a test first period, but the student elects to start school second period, the student will receive a zero on the first period exam.

**Pre-Arranged Absences** Pre-arranged absences are absences that are arranged in advance. **Work will be required to be made up as per each individual instructor’s determination.** To obtain a pre-arranged absence, the student must:

1. Get a pre-arranged absence form from the Main Office.
2. Circulate the form among his/her teachers who will sign it and indicate to what extent the student’s grade will be affected.
3. Have the parent sign the form.
4. Return the form to the Main Office **One Week Prior to Absence.**

Parents and students are responsible for evaluating the effect of the absence on the student’s grade and progress and his/her standing with the attendance policy. Students will receive zero credit for missed work or exams if the absence is not approved via the prearranged absence process. An approved, pre-arranged absence is required to make-up and receive credit for missed assignments or exams.

**Semester Finals** ICS does not give early finals to any student for any reason.

**Check-in & Check-out** Any student arriving late for school at any time is required to bring a note to the Main Office to “check-in”. The secretary will then give the student a late slip to get into class.  
**If a student must leave school for an appointment, he/she must check out at the Main Office. The student must have permission from their parent/guardian and from the school before leaving the school grounds. No student will be released to a brother or a sister who are minors or any person other than student’s parent or legal guardian without a parent’s or guardian’s permission. If a parent request’s early dismissal by phone, the parent must speak directly with a school secretary or administrator and send a follow-up email as verification.**

**Teacher to Teacher Absences** When a teacher requires the absence of a student from another class, the teacher will take the responsibility to clear the absence. **A student choosing to miss a class to study for a test or to complete an assignment for another class will be considered absent.** For in-building events, such as lunch time sales and activity set-ups, the requesting teacher will communicate with the affected teacher PRIOR to having students miss class.

**\*\*Traffic Flow Map on Page 19**

**ICS Parking**

1. Students and parents must complete, sign, and date the Student Vehicle Registration form.
2. All fines must be paid prior to the purchase of a parking permit.
3. Students must possess a valid driver’s license and proof of liability insurance.
4. Students and parents must read the Lake Washington School District Parking Policy and ICS Parking Policy (below).
5. Students who withdraw or are long-term suspended must return their parking permit.
6. Parking regulations will be strictly enforced. It is considered a privilege to park on school grounds. Fines, suspensions of driving privileges, and/or suspension from school may occur

when these regulations are violated.

7. Parking spaces are assigned along with your \$35 payment.

**8. No student may drive their vehicle off campus during lunch. First offense is a warning; second offense is a suspension.**

### **LWSD Parking Policy**

By issuance of a permit, the Lake Washington School District does not assume liability for any property damage to any private automobile parked on its property. The owner/operator(s) of all private vehicles accept responsibility for their own property and agree that they are parking at their own risk. Students may request parking accommodations that may be necessary due to a handicap through the school guidance team.

### **ICS Parking Policy**

All ICS students who park their vehicle(s) on campus must have a valid and visible current Student Parking Permit properly displayed on their vehicle. A parking permit is to be used only by and for the car can driver for whom it is issued. The parking permit is not transferrable and may not be "sold" by the student. Students must turn in their Parking Permit upon withdrawing from school or when otherwise directed to do so.

### **Parking Citations**

**Parking citations of \$15.00 each will be issued for the following:**

1. Parking without a valid and visible current parking permit. All parking stickers must be clearly displayed.
2. Improper parking of a vehicle. This includes improperly parking in the stall (taking more than one placing or blocking accessibility), parking in restricted spaces (fire lanes, handicap-only parking, visitor areas, curbs, grass, etc.).
3. Not registering with the school new vehicles that are not listed on your registration form.
4. Moving violations (speeding, reckless driving, or misuse of vehicle).
5. Driving off campus during lunch.

**NOTE: More than one violation may result in the following: suspension, towing at owner's expense, and/or loss of parking privileges.**

### **Attendance at ASB Activities**

A student who is absent or suspended from school on the day of a school event may not participate in the event.

Students who participate in ASB activities, on or off campus, must have written parental approval to leave before the scheduled end of the event. Parents will be notified if a student chooses early departure.

### **Athletics**

ICS students may participate in athletic programs at their resident home schools as provided by WIAA policy. THE LWSD Sport Participation Fees will apply.

### **LWSD Sports Participation Fee**

Please see page D-17 for LWSD policies

### **Student Visitors**

Visitors are limited to those international students who need a visit to an American high school as per their official exchange program requirements.

### **Medication**

Students who must take prescribed medications during the day must have parents provide the school with a completed authorization form from the doctor. Forms are available at the school office. The medication, including dosage instructions and the original container, must be brought to the office by a parent. Students then come to the office for the medication. All medications will be administered in the school between 11:00 a.m. and 1:00 p.m. daily. Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e. at breakfast, after school, and at bedtime. The administering of medication at school should only be

considered after all other solutions have been explored. In order for any medication to be administered at school (prescription or over-the-counter), a medication authorization form must be completed by the parent and physician. All medications must be in the original container, labeled with the name of the medication and the student's name.

## **Home/School Communication**

Clear and accurate communication is important to you, the school, and your family. The ICS website [www.lwsd.org/school/ics](http://www.lwsd.org/school/ics) is the central communication tool for school announcements and information.

ICS PTSA provides additional information on its website which can be accessed by logging on to the ICS website (URL above) and clicking on PTSA.

ICS PTSA also provides Constant Contact as a communication system. You will need to log on to [newsletter@icsptsa.org](mailto:newsletter@icsptsa.org) to register. Once registered, PTSA announcements and forms will be automatically emailed to you.

Sometimes students will be responsible for taking messages home to their families. Students should accept this responsibility and make sure that parents receive information from school.

## **Parent Access**

Research shows that students do better when their parents are informed and involved in their education. Parent Access is a web-based tool to help parents stay informed and engaged with their student's education.

## **Registering for Parent Access**

To register for Parent Access, go to [www.lwsd.org/parents.asp](http://www.lwsd.org/parents.asp) and click on "Access to Your Student's Information". Next, click on "First Time Visitor? Start Here". You will need to accurately fill in the first and last names of the parent or guardian as they are on record with the school district, plus the email address the school has on file. If the name or email address you enter is different from the school's records, you will not be able to register successfully. After you have filled in your first and last names and email address, click Submit. You will get an email that you must reply to within 12 hours. The email will contain a security question for you to answer. When you have successfully answered the question, you will be given a user name and password.

**The email address you list as PARENT #1 is the email address that will be used for all electronic school communications. Please select this email address with that in mind.**

## **Security Procedure for Parent Access**

Go back to [www.lwsd.org/parents.asp](http://www.lwsd.org/parents.asp) and click again on "Access to Your Student's Information". This time, you can click "Already Registered? Log in Here". Enter your user name and password. You will reach the Parent Access page and can begin to explore.

If your email address changes later in the year:

- A parent must show a picture ID to the school registrar before making any changes to personal email addresses. Changes may not be done over the phone or by email.
- A spouse may change their husband's or wife's personal email address in the system if that person is unable to come during school hours, provided they are already in the system.
- The registrar will enter the changed email address only after positive identification.

## **Telephones**

Students may bring cell phones to school. The phones must be programmed to "silent" or "mute" options. Cell phone use is allowed during non-class/instructional times. The office telephones are for school business use. Students may use the office phones for emergencies.

## **Textbooks**

Students are responsible for textbooks assigned to them and will be required to pay for loss or damage. Students should place their name inside their books. Each book is given a rating according to its condition. If the book is returned with damage – torn pages, writing in book, etc. – the student will be required to pay in full for the textbook.

<b>Lockers</b>	<p>Lockers are provided for students' to keep books and other property needed at school. Each student will be assigned a locker. All books and personal items, when not in use, including coats, are to be kept in your locker.</p> <ol style="list-style-type: none"> <li>1. Use only the lockers assigned to you.</li> <li>2. Do not give your locker combination to other students.</li> <li>3. Lockers must be kept clean at all times. Writing on the outside or inside the locker is prohibited.</li> <li>4. Lockers must be kept in good condition. If a locker is abused, you will lose the use of the locker and pay for damages.</li> <li>5. Lockers remain the property of ICS and may be subject to inspection by the school administration at any time.</li> <li>6. Storage of inappropriate or illegal items is not allowed.</li> <li>7. Leave large amounts of money and expensive devices at home. ICS assumes no responsibility for loss or damage to personal property brought on campus.</li> </ol>
<b>Student ID Cards</b>	<p>Students have pictures taken for student identification cards. Cards will be carried at all times as they have lunch program information, and Internet and ASB privileges.</p>
<b>Lunch Time</b>	<p>Conduct during lunch must be appropriate. Students will show respect for the adults on duty, remain within ICS boundaries, refrain from unsafe conduct, and eat or drink within designated areas. Students may NOT drive off campus during lunch. <b>ONLY 10<sup>th</sup>, 11<sup>th</sup>, 12<sup>th</sup> graders may walk off campus during lunch (after a parent-signed written permission is on file in the office).</b></p>
<b>Freedom of Expression</b>	<p>Freedom of student expression is part of the instructional process at ICS. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the right of others.</p>
<b>Clothing</b>	<p>Students must wear appropriate clothing at school and while attending school-sponsored functions. Appropriate clothing will not cause disruption of learning, will be free of advertising or promotion of drugs, alcohol, cigarettes, or any product deemed unacceptable, and will have no messages containing crude or offensive language. Students wearing inappropriate clothes will be required to change clothes. <b>No skin can be showing between shoulders and mid-thigh.</b></p>
<b>Focus Week</b>	<p>Every spring, the students, along with their teachers and parent volunteers, leave the confines of the classroom to expand their knowledge. <b>Focus Week is a graded, curriculum-based activity and posted to your student's transcript.</b></p> <p>Typically, each teacher chooses a week-long activity designed to help the students expand their education horizons. Examples may include: a group of plays, a boating excursion on Puget Sound, or traveling to participate in a special event. Each student comes away from these experiences with some new and exciting memories. FW is a valuable asset to the education and lives of the students. <b>Non-school sponsored FW options are not approved.</b></p>
<b>International Travel</b>	<p>Students have the opportunity to participate in multiple international travel opportunities throughout their 6 years at ICS through the Focus Week Program. All international travel is designed to enrich the ICS curriculum and to extend student learning.</p>
<b>Foreign Exchanges/ ICS Students Abroad</b>	<p>One of the missions of our school is to foster international experiences for our students. There are a variety of ways to achieve this, such as local activities, group travel, and individual exchanges of varying lengths. The following are guidelines for those wishing to participate in exchanges or other foreign experiences during the ICS school year while at the same time receive credit for classes missed while away from ICS. The goal of these guidelines is to foster international experiences by establishing policies to ensure that students who participate in an exchange during the school year be prepared to graduate from ICS on schedule and without penalty. The</p>

best way to accomplish this is with early and clear communication between the student, staff, and parents. The non-profit companies that arrange foreign exchange programs begin the process one year before the trip, so families should anticipate a similar time frame. The following criteria must be met if a student wishes to receive credit for an exchange and remain on track for timely graduation.

1. Students in their junior year have the option to participate in an exchange for a semester provided that upon their return to ICS they present an updated transcript detailing course work completed during their international stay. Student may be subject to placement tests prior to being issued a schedule of classes.
2. Approved students will develop an Academic Credit Contract with each teacher for each class. The contract will specify the work to be completed, anticipated time schedule for completion, and the standards by which the work will be assessed. The contract must be completed and signed by the student, staff, and parents no later than the third quarter of the academic year prior to the planned and approved exchange.
3. Work that fulfills the Academic Credit contract will allow credit to be awarded for the full-year course despite the extended planned absence. Students will advance to the appropriate placement level.
4. Credit may be sought by each student for only one approved exchange while at ICS.

**Student Assessment Grading**

All students, grades 7-12, will receive semester grades with the following valuation:

- A – 4.00 Excellent work
- B – 3.00 Good work
- C – 2.00 Basic requirements and competencies met
- NC – 0.00 No credit

1. For all AP classes, students must take the AP exam for the AP designation on the official transcript.
2. A five on an AP test does not mean a pass in the class.
3. ICS does not “round” grades. (Example: 89.5=89.5% and not 90%)

**Report Cards**

LWSD report cards with teacher comments will be issued at the conclusion of each quarter. Unsatisfactory notices with academic concerns will be mailed to each home at the mid-point of each quarter.

**ICS Graduation Requirements**

ICS offers a six-year program of study in six core academic areas: Humanities, International Studies, Arts, Math, Science, and Spanish.

All program requirements (described herein) must be met for a student to receive an ICS diploma. Students must receive a semester grade of “C” to earn a .5 credit for that class.

Note: In cases where a single course is a two-year rotation (the first two years of Science, for example), staff may allow students to continue the rotation while still withholding credit for the semester during which grades fell below a “C”. At the end of the two-year rotation, department staff will determine whether the student advances to the next level or whether the student is to be retained in the rotation according to the student’s level of mastery.

**A “senior processing fee” of \$75 covers transcripts, letters of recommendation, mailings, and applications.**

**ICS Curriculum and Course Load Policy**

In keeping with the ICS philosophy of offering students rigorous curriculum combined with high standards, ICS students adhere to the following curriculum and course load guidelines:

**GRADES 7—10**

Students in grades 7 through 10 enroll in the six core courses for these first four consecutive years at ICS. The core content courses include the block – Humanities, International Studies, and the Arts – and Math, Science, and Spanish. These are the “6 for 4” years...six classes for four years. It is during these years that our students master the fundamentals, extend their learning to

application, and complete various requirements for high school graduation.

### GRADE 11

Students in grade 11 with junior status enroll in the block courses and then have the option of choosing two of the three remaining course options: Math, Science, and Spanish. For their sixth class, juniors may take another course offering at ICS, a course at a community college, or an on-line course. This year is the “block plus two” year and begins a student’s transition from high school to college. The focus starts to shift to both the required and recommended course work colleges and universities publish.

Junior status means that the student has successfully completed this specific course work:

1. Humanities Level 4	4. Honors or AP Biology
2. International Studies Level 4	5. Honors Intermediate Algebra
3. Art Level 4	6. Spanish Level 4

### GRADE 12

The 12<sup>th</sup> grade year is tailor made to fit the individual needs of each and every ICS senior according to two main standards: graduation requirements and college/university recommendations and requirements. Student schedules and course loads at this level will vary from senior to senior; however, seniors are required to take four classes on site at ICS.

Please note these details:

1. The only exception to the ICS Curriculum/Course Load Policy is meeting the requirements of students with special needs.
2. Classes taken off-site will not impact a student’s ICS class schedule, especially as it relates to class start and end times and attendance.
3. 300 hours of Physical Education are required of all students to graduate from LWSD. PE course work is completed on an independent basis. The official PE documentation form is available in the main office and on the ICS website. Hours are required to be verified only by a coach, trainer, or athletic supervisor. Submit completed PE documentation forms directly to the ICS office during the second semester of a student’s junior year. Completed PE course work and credits are posted to the student’s transcript. **(PE credits are not posted to transcript prior to the last semester of a student’s junior year at ICS.)**
4. Students may not drop a class after week three of any semester.

## The Meaning of Retention

Not all students progress at the same rate and not all students will master the required competencies in time to start a higher class each Fall. Some students may be retained in (repeat) one or more of his or her classes instead of moving to a higher level. The purpose of retention at a level is to provide students the opportunity to acquire fundamental performance skills and knowledge in an academic content area. During the year, students have ample opportunity to relearn, apply and extend that learning so the basic competencies can be met or exceeded. Students who are retained at a level will receive credit for each semester in which they received a passing grade. Because this repeated work is seen as an opportunity to extend and apply previous performances in meaningful ways, successfully repeating course work/credits are applied toward graduation, and the transcript will record these semesters as separate courses.

## Implications Of Retention For “On-Time” Graduation

Students who receive a grade of less than “C” in a course will receive no credit for that semester. Students are responsible for taking the necessary steps to ensure that they graduate with the minimum number of required credits. In some case, students deficient in credits may make up those credits in an alternative method that does not require a delay in graduation.

- A student might choose, with prior ICS staff permission, to enroll in an ICS-approved LWSD summer school course to earn .5 credit to apply to the deficit credit only.
- A student might petition a staff member for the opportunity to restore credit via a non-LWSD learning experience (Community College course, Art Institute, Writing Workshop, Archaeological dig, etc.). Such learning plans must be agreed upon in advance, and staff will require specific reporting practices and/or evidence of work satisfactorily completed. Student

eligibility and course appropriations will be determined by staff.

- A student might petition a staff member for the opportunity to restore credit via contract or other work in the content area. Such a learning plan must be agreed upon in advance, and staff will require specific reporting practices and/or evidence of work satisfactorily completed. Student eligibility and contract proposal appropriateness will be determined by staff.

### Credit Recovery

1. Credit recovery options **must be approved** by the appropriate staff member prior to a student's enrolling in the course.
2. Credit recovery work **does not** always advance the student to the next level of study in that particular area of academics.
3. On-line courses may be taken for two options: credit recovery and/or taking a course not offered at ICS.
4. As per LWSD policy, if a course is offered at the school in which the student is enrolled, then the student is required to take the course at his/her school and may not opt to take the course at another school or through another district program.

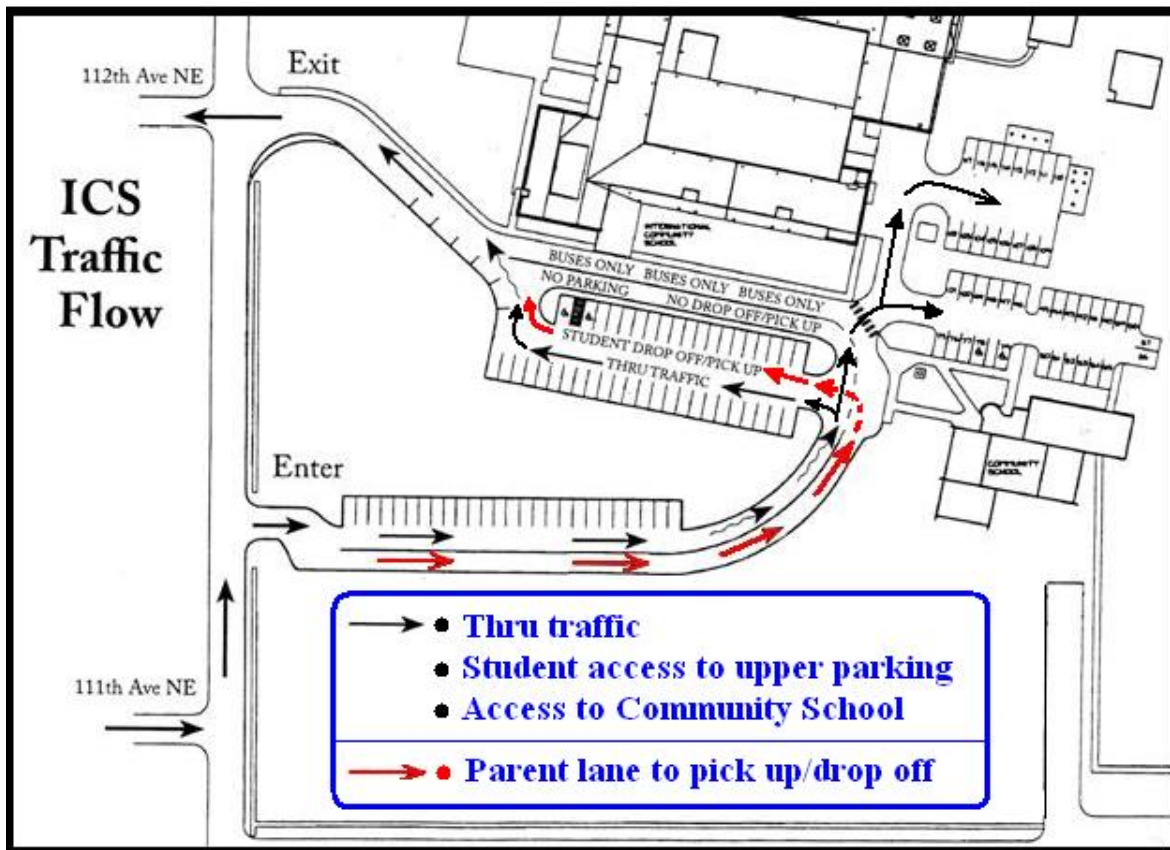
### Online Courses

Students who elect to take online courses may only receive LWSD course credits if:

- A. The student has received prior approval before taking the online course.
- B. The online course is needed for a LWSD diploma.
- C. The online course is not offered at ICS and/or other district programs and is needed for graduation.

**Limousines** Limousines are not allowed on the school campus.

ICS Campus Traffic Flow



<b>ICS PTSA</b>	The ICS PTSA is an important part of the school community. Our goals are to enhance the education of the students at ICS and serve as a link between the parents and the school.
<b>Parent Meetings</b>	ICS PTSA Meetings are held the second Tuesday of each month at 7:00 p.m. in the LWSD Resource Center Boardroom unless otherwise announced on Constant Contact. At least one parent from every family should attend these meetings as this is where information regarding school and PTSA activities is shared. You will be asked to sign an attendance sheet at each meeting.
<b>Steering Meetings</b>	ICS PTSA Steering Committee meetings alternate between the 1 <sup>st</sup> Thursday evening and Friday morning of the month. Evening meetings are held at the LWSD Resource Center, morning meetings are held at ICS. These meetings are attended by the PTSA elected officers and committee chairs and are open to all members of the ICS PTSA. Steering Committee meetings are where the agenda for the parent meeting is set, PTSA activities are planned, and issues discussed.
<b>Volunteer Hours</b>	As a member of the ICS community, the <b>PTSA requires that each family contribute a minimum of 30 volunteer hours per school year.</b> Parent involvement is crucial to the success of ICS. Volunteer opportunities are posted on Constant Contact and announced at parent meetings. Final transcripts will not be sent out by the office at the end of the school year until all volunteer hours have been completed and logged, and all fees have been paid in full.
<b>ICS Volunteer Commitment</b>	Failure to complete the required school service, specifically the volunteer hour commitment, may result in your student(s) being transferred to their home school.
<b>Donation Request</b>	ICS PTSA does not conduct fund-raisers. Instead, we ask that each family make a voluntary minimum annual donation of \$200. This donation can be made as a one-time, quarterly, or monthly payment and is tax-deductible. Failure to fulfill the annual donation may result in your student/s being transferred to their home school.

**ICS PTSA Board Members  
2011-2012**

**Co-Presidents:**

Cathy Shaw	425-868-4468	cshaw@icsptsa.org
Kathy Lepschat	425-821-2555	klepschat@icsptsa.org

**Co-Treasurers:**

Debbie Davidson	425-823-7790	ddavidson@icsptsa.org
Alexandrina Maicaneanu	425-885-6917	amaicaneanu@icsptsa.org

**Co-Secretaries:**

Robin Laurence	425-556-0299	rlaurence@icsptsa.org
Kathy Doolittle	425-881-1808	kdoolittle@icsptsa.org

**VP Information Support:**

Lakshmi Madasu	425-882-0929	lmadasu@icsptsa.org
----------------	--------------	---------------------

**VP Community and Facilities:**

Petra Lamon	425-869-0964	plamon@icsptsa.org
-------------	--------------	--------------------

**VP Activities Support:**

Fran Margolis	425-868-1416	fmargolis@icsptsa.org
---------------	--------------	-----------------------

**VPs of Curriculum Support:**

Dillistan and Tamer Erzurumlu	425-827-9919	derzurumlu@icsptsa.org
-------------------------------	--------------	------------------------

## LWSD 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 suspicionless 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
<b>Arson</b>	Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm	<b>1<sup>ST</sup> Offense*</b>  • EE/LTS • Police Contact • Restitution as Appropriate
<b>Assault (Resulting in Bodily Harm)</b>	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	<b>1st Offense*</b>  • EE/LTS • Police Contact
<b>Disruptive Conduct/Behavior</b>	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	<b>1st Offense*</b>  • EE/STS/LTS

	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.	
<b>Drugs/Alcohol</b>  Possession Use Paraphernalia	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.	<b>1st Offense</b> EE/LTS Police Contact Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations LTS may be held in abeyance and conditionally reduced to STS/lesser LTS if student fully complies with above assessment procedures <b>2nd Offense</b> EE/LTS Police Contact
<b>Drugs/Alcohol</b> <b>Sell</b> <b>Buy</b> <b>Transfer</b>	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.	<b>1st Offense*</b>  • EE/LTS • Police Contact
<b>FIREARMS</b>	Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.	<b>1st Offense</b> • EE/E up to one year • Police Contact • Conference  <b>2nd Offense</b> • EE • Police Contact • Permanent Expulsion from LWSD
<b>Harassment, Intimidation, Bullying</b>	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:  • 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.	<b>1st Offense</b> • Conflict Mediation and/or EE/STS/LTS  <b>2nd Offense*</b> • EE/STS/LTS
<b>Illegal Acts</b>	A student shall not engage in the commission of any illegal or criminal act that either results or could foreseeably	<b>1st Offense*</b> • EE/STS/LTS

	result in injury or damage to self, others, or property.	<ul style="list-style-type: none"> <li>• Police Contact</li> </ul>
<b>Other Weapons, Explosives, and Dangerous Items</b>	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.	<b>1st Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Possible lesser corrective action based on particular facts and circumstances.</li> </ul>
<b>Sexual Harassment</b>	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.	<b>1st Offense*</b> <ul style="list-style-type: none"> <li>• Conflict Mediation and/or EE/STS/LTS/Police Contact</li> </ul>
<b>Threats</b>	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.	<b>1st Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul> <b>2nd Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> </ul>

### **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.

<b>Violation</b>	<b>Definition</b>	<b>Consequence</b> *subsequent offenses will incur equal or greater consequences
<b>Academic Dishonesty</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of Credit on Assignment</li> <li>• Parent Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of Credit for Semester (F/NC)</li> <li>• Parent Contact</li> </ul>
<b>Alteration of Records</b>	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective	<b>1st Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Parent Contact</li> </ul>

	action.	<p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> <li>• Parent Contact</li> </ul>
<b>Assault</b>	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><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> </ul>
<b>Attendance/Tuancy</b>	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.	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Follow Absentee/Tardy Policy/Becca Referral</li> </ul>
<b>Disruptive Conduct/Behavior</b>	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><b>1st Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> <li>• Parent Contact</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> <li>• Parent Contact</li> </ul>
<b>Dress Code</b>	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><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• Change Clothes/Parent Contact/EE/STS/LTS</li> </ul>
<b>Endangerment of Others</b>	A student shall not act in a manner that endangers students, staff, or community members.	<p><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul>
<b>Extortion/Blackmail &amp; Coercion</b>	A student shall not extort or attempt to extort any item, information, or money.	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Fighting</b>	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	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Mediation</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p>

	distributing images of the fight.	<ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Forgery</b>	A student shall not engage in copying, plagiarizing, falsifying materials/signatures and/or other information or objects.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• EE/STS/LTS</li> </ul>
<b>Gambling</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS</li> <li>• Confiscation of gambling items (e.g. cards, dice, etc.)</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Gang Activity</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul> <b>3<sup>rd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS/E</li> <li>• Police Contact</li> </ul>
<b>Hazing</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Immediate Danger and Disruption</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact/E</li> <li>• Parent Contact</li> </ul> <b>Self Harm</b> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• EE/STS/LTS/ Police Contact according to circumstances</li> </ul>
<b>Interfering with School Investigation</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Lying</b>	Telling or writing untruths.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>
<b>Multiple/Accumulated Offenses</b>	A student may be disciplined for the commission of multiple or accumulated offenses.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>
<b>Hazing</b>	A student shall not participate in or fail to report known activity that demeans or abuses	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>

	any student or members or potential members of a team or club.	
<b>Immediate Danger and Disruption</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact/E</li> <li>• Parent Contact</li> </ul> <b>Self Harm</b> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• EE/STS/LTS/ Police Contact according to circumstances</li> </ul>
<b>Interfering with School Investigation</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Lying</b>	Telling or writing untruths.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>
<b>Multiple/Accumulated Offenses</b>	A student may be disciplined for the commission of multiple or accumulated offenses.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>
<b>Negative Community Action</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul>
<b>Theft</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> <li>• Restitution for school property</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> <li>• Restitution for school property</li> </ul>
<b>Tobacco</b>	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	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• Diversion</li> <li>• If not Diversion, then STS</li> </ul>

	substances.	<b>2<sup>nd</sup> Offense</b> • STS
<b>Trespass/Loitering/ Unauthorized Entrance</b>	A student shall not enter or be present on school property without permission.	<b>1<sup>st</sup> Offense*</b> • EE/STS/LTS
<b>Unauthorized Use of Cell Phones or other Electronic Devices During Class Time</b>	Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.	<b>1<sup>st</sup> Offense</b> • Confiscation for the day ➤ <b>2<sup>nd</sup> Offense*</b> • Confiscation; device returned only to parent/guardian
<b>Unauthorized Use of Equipment</b>	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.	<b>1<sup>st</sup> Offense*</b> • Confiscation for the day • STS/LTS • Restriction of tech privileges
<b>Vandalism</b>	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	<b>1<sup>st</sup> Offense</b> • EE/STS/LTS/Police Contact/Restitution/CS/E  <b>2<sup>nd</sup> Offense</b> • EE/LTS/Police Contact/Restitution/E
<b>Vulgar or Lewd Conduct/Profanity</b>	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.	<b>1<sup>st</sup> Offense</b> • EE/STS/LTS  <b>2<sup>nd</sup> Offense</b> • EE/LTS
<b>Willful Disobedience/Disrespect</b>	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	<b>1<sup>st</sup> Offense</b> • STS  <b>2<sup>nd</sup> Offense</b> • STS/LTS

**Short-Term Suspension (STS) Long-Term Suspension (LTS) Emergency Expulsion (EE) Community Service (CS) Expulsion (E)**  
\*subsequent offenses will incur 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 and loss of computer privileges for one week
- \*\*\* Removal from computers for one month and parent conference
- \*\*\*\* Removal from computers for remainder of the year and parent conference

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

**Guidelines for Personal Student Web Sites Housed on Private Servers**

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

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

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

### **Health Room/Medication**

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home. Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

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

### **Child Find**

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School district and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at (425) 936-1201 or the district Child Find office at (425) 936-2760 to request Child Find information.

### **Family Rights and Privacy Act**

The Lake Washington School district is required to protect families from unauthorized release of certain information about its students. However, directory information may be released without permission of parents unless parents register their objection prior to October 1.

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. Parents who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the Directory Information Withhold Form. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

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

Students in Washington State may apply for an Inter-District Transfer Agreement to attend a school in a different school district or may apply for an In-District Variance for attendance in another, non-resident school within the Lake Washington School District. Both Inter-District Transfer Agreements and In-District Variances are determined on a space-available basis. Refer to our school district website, <http://www.lwsd.org/Parents/Student-Registration/Pages/In-District-Transfer-Options> for timelines and processes.

### **BUS CONDUCT**

#### **Policy**

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

Rules for passengers' conduct on school buses will be made available to each student at the beginning of each year. These rules will also be posted in each bus.

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

#### **Safety Rules and Regulations for Riding a School Bus**

Cooperate with and obey the driver at all times.

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

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

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

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

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

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

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

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

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

Belongings of students must be kept out of the aisle.

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

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

#### **Rules of Conduct at the Bus Stop**

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

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

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

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

#### **Penalties for Infractions of Established Bus Rules**

Student misconduct on the bus or at the bus stop is sufficient reason to discontinue bus transportation privileges to those students involved. Infractions accumulate for the duration on the school year may include any combination of the following:

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

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

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

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

**\*Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year. Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

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

#### **Appeal Procedure**

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

#### **Discipline for Students Enrolled in Special Education**

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

### **Procedures:**

**First Infraction:** A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible.

**Second Infraction:** A meeting with the driver, principal, special education services and parents/guardians will be held. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required

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

### **Kindergarten Drop off Procedure**

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

### **Emergency Evacuations**

Every child who rides a school bus should know what to do should it ever become necessary to evacuate the bus quickly and safely. *Usually, students remain on the bus during an emergency; however, two situations do require the bus to be evacuated:*

### **Fire or Danger of Fire**

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

### **Unsafe Position**

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

### **Emergency Exit Procedures**

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

### **WAC 392-145-045 Emergency Drills**

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

### **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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.

## Lake Washington School District High School Graduation Requirements

High School Graduation Requirements and Four Year College or University Admissions Requirements

Class of 2012		Class of 2013		Class of 2014		Class of 2015	
<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>	
Language Arts	4.0	Language Arts	4.0	Language Arts	4.0	Language Arts	4.0
Math	2.0	Math	3.0	Math	3.0	Math	3.0
Science	2.0	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	Social Studies	3.0
Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0
PE	1.5	PE	1.5	PE	1.5	PE	1.5
Health	.5	Health	.5	Health	.5	Health	.5
Occupational	1.0	Occupational	1.0	Occupational	1.0	Occupational	1.0
Electives	6.0	Electives	6.0	Electives	6.0	Electives	6.0
<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>	<b>Total</b>	<b>22</b>
<b>Classes required to build a foundation for High School Proficiency Exams:</b>		<b>Classes required to build a foundation for High School Proficiency Exams:</b>		<b>Classes required to build a foundation for High School Proficiency Exams:</b>		<b>Classes required to build a foundation for High School Proficiency Exams:</b>	
Language Arts		Language Arts		Language Arts		Language Arts	
Science		Science		Science		Science	
Social Studies		Social Studies		Social Studies		Social Studies	
Mathematics		Mathematics		Mathematics		Mathematics	
Electives in preparation for college and beyond		Electives in preparation for college and beyond		Electives in preparation for college and beyond		Electives in preparation for college and beyond	
<b>Culminating Project</b>							
<b>Certificate of Academic Achievement (HSPE)</b>							
<b>Future School &amp; Career Plan</b>							
<b>Demonstrate Proficiency:</b>							
<b>Literacy and Language Standards Essays-</b> literary analysis essay, a persuasive essay, and a cause-effect or compare- contrast essay.							
<b>Mathematical and Scientific Reasoning Standard-</b> one formal science lab and a problem solving and reasoning report in a math class.							
<b>Classes required to gain admission to a state four year college or university</b>							
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					
<b>Total Credits</b>		<b>15</b>					

