

Peter Kirk Elementary Family Handbook 2009-2010



Home of the Eagles

PETER KIRK VISION

EVERY STUDENT FUTURE READY

PETER KIRK ELEMENTARY MISSION

*PETER KIRK IS COMMITTED TO THE PERSONAL SUCCESS OF EACH
STUDENT BY CULTIVATING LIFELONG LEARNING THROUGH INDIVIDUAL
LEVELS OF SUCCESS*

1312 - 6th Street

Kirkland, WA 98033

Phone: 425.936.2590 (NEW) Fax: 425.889.8359

Website: <http://schools.lwsd.org|kirk>

LAKE WASHINGTON SCHOOL DISTRICT VISION

EVERY STUDENT FUTURE READY:

- *PREPARED FOR COLLEGE
- *PREPARED FOR THE GLOBAL WORKPLACE
- *PREPARED FOR PERSONAL SUCCESS

AT PETER KIRK WE VALUE...

Student-Centered Work: We support an educational approach that is focused at individual development where students are actively engaged in their own education.

Lifelong Learning: We develop skills that will allow us to continue to grow and learn even after we leave school.

Academic Achievement: We appreciate and recognize academic excellence.

Differences in Learning Styles: We recognize that people learn differently and we adapt accordingly.

Quality Student Assessment: We assess a student's performance on the basis of a broad spectrum of work that is representative of the individual's talents and skills.

Cultural Diversity: We value the diversity in gender, ethnicity, religion, age, sexual orientation, physical differences and race that is present in our larger community.

Respect for Others: We respect and appreciate the differences and similarities of others.

Taking Risks: We encourage each other to take risks in order to achieve our goals. We recognize and learn from our mistakes.

Responsible Citizenship: We care about our school and community. We participate in community activities and work to preserve and enhance our environment.

Democracy: We respect and value the views of others and encourage participatory decision-making.

Self-Reliance: We inspire confidence in ourselves and in others. We take responsibility for our own actions.

Home/School/Community Partnership: We recognize the important part to be played by students, parents, teachers, administrators and members of the business, government and social communities.

**PETER KIRK ELEMENTARY STAFF
2009-2010**

Office

Sandy Dennehy (Principal)

sdennehy@lwsd.org

Brenda Nunn (Office Manager)

brnunn@lwsd.org

Teresa Muro (Secretary)

tmuro@lwsd.org

Kindergarten

Lynne Lunsford/Michelle Liggett (ADK)

Robin Heliotis (ADK)

Jennifer Reubish (AM/PM)

First Grade

Lindy Leifer

Mindy Gordon

Danielle Frost

Jerry Romano

Second Grade

Andria Raines

Robin Rice

Helen Zervas

Candace Taberner

Third Grade

Peggy Lotz

Liz Feldsher

Mandy Dorey

Fourth Grade

Kay Knox/Debbie Conklin

Amy Hubbard/Phil Pettis

Jason Lotz

Fifth Grade

Judy Gehring

Dayle Ishii

Erika Toivola

Sixth Grade

Lisa BaughnSmith/Carrie Creek

Allison Underdahl

Renee Curry

Specialists

Katie Peterson (Music)

Cheryl Cranson (Library)

Gary Conklin (PE)

Erin Stull (Special Ed Resource)

Angela Greene (Special Ed Resource)

Leigh Jones (SLP)

Beth Larson (OT)

Sue Gallo (Psychologist)

Patti Hiebert (Safety Net)

Konstantine Birulin (Counselor)

Support Staff

Cindy Anderson

Diane Vague

Darlene Hollenbeck

Robin Fryar

Gloria Hammond

Cathy Kirchmeier

Margaret Snowdon

Jean Reis

Judy Abdo

Bonnie Fletcher

Linda Webster

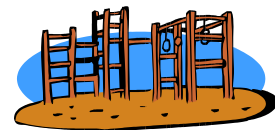
Custodians

Paul Bowler

Pete Oeung

Daily Schedule for 2009-2010

8:40	Students Enter
8:45	School Begins
10:06-10:21	Recess - Grades 2, 3, 6
10:21-10:36	Recess - Grades K, 1, 4, 5
11:00-11:30	1 st Lunch – Grades 2, 3
11:30-12:00	1 st Lunch Recess
11:30 – 12:00	2 nd Lunch – Grades K, 4, 6
12:00 – 12:30	2 nd Lunch Recess
12:00 – 12:30	3 rd Lunch – Grades 1, 5
12:30 – 1:00	3 rd Lunch Recess
1:54-2:09	Recess - Grade K, 2, 3
2:09-2:24	Recess - Grade 1, 4, 5
3:15	Dismissal



Kindergarten Schedule

8:45-11:25	A.M.
12:35- 3:15	P.M.

LEAP (Learning Enhancement and Academic Planning) Wednesdays:

Every Wednesday, students will be **dismissed** at **1:45 pm** in order to provide time specifically designed to improve student achievement through collaboration and focused team-based efforts.

Kindergarten Wednesday Schedule is as follows:

AMK	8:45-10:40
PMK	11:50-1:45

Getting To and From School

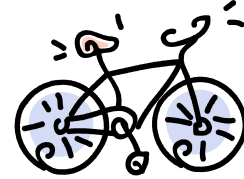
Walking:

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



Riding Bikes:

- 4th, 5th and 6th may ride.
- Signed parent permission form must be on file in the office.
- Wear helmet and follow all bike rules.
- Ride with a buddy.
- Obey crossing guard. Walk your bike on campus and lock your bike.



Rollerblading/Skateboarding/Scooter/Shoes with built in wheels (Heelys):

Because of safety and liability concerns, the Lake Washington School District **DOES NOT** allow skateboards, rollerblades, scooters or Heelys on school grounds and therefore we ask students to leave these items at home.

Once at School

To ensure the safety of your child, students may **NOT** arrive at school before **8:30 a.m.** when adult supervision is on duty. Students need to **come to school, line up quietly with the rest of their class, and be ready for the day** – it is not a playtime.

Students cannot be in the building prior to **8:40 a.m.** unless they are escorted by an adult.

Drop-off and Pick-up

- **FOLLOW** DIRECTIONS OF STAFF & SAFETY PATROLS
- **PULL FORWARD** TO LIGHT POLE ON ISLAND AND BLUE BENCH ON SIDEWALK
- **DROP-OFF and PICK UP** AT ALL SIDEWALK/CURB AREAS **ONLY**
- **DO NOT LEAVE YOUR CAR UNATTENDED FOR ANY REASON DURING 8:30-8:45 AM AND 3:00-3:30 PM DAILY**
- **DO NOT KEEP YOUR MOTOR RUNNING** WHILE IN LINE FOR PM PICK UP
- **TURN RIGHT ONLY** ON TO 6TH STREET DURING DROP OF AND PICK UP TIMES
- **BE AWARE** OF CARS BEHIND AND AROUND YOU
- **WATCH OUT FOR PEDESTRIANS!!!**

Slow down when entering school parking lot!!!

Safety is our key concern for your child. Please follow the guidelines below for dropping off and picking up students. To ensure the safety of your child, students may **NOT** arrive at school before 8:30 a.m. when adult supervision is on duty.

The A B C'S of Peter Kirk

All You Need to Know!

BIRTHDAYS

If you wish to bring treats for birthdays please first check with the classroom teacher. Please do not have flowers or balloons delivered to the school for your child as they are a disruption to learning time. It is not the teachers' responsibility to pass out student invitations. Students should pass out birthday party invites outside of school hours. Due to traffic and student disruption, we **do not** permit limo pick-up of students from the school parking lot.

DRESS

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

The following is **not acceptable**:



- a) **Short shorts/skirts** (If the student's shorts/skirt length is above the index finger when the arm is extended, the garment is too short.)
- b) **Exposed midriffs/chest** (Tube Tops and halter tops, low cut tops, as well as short T-shirts that expose the midriff and chest area.)
- c) **Spaghetti strap tank tops or tank tops that hang below underarms**
- d) **Under garments that are visible**
- e) **Clothing that contains suggestive language regarding tobacco, drugs, alcohol, sexuality or violence**
- f) **Shoes with built in wheels (heelys)**
- g) **Hats inside the building** (hats may be worn outside at recess only or before and after school.)
- h) **Flip Flops**

EARLY DISMISSAL

We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:15 p.m. Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:10 p.m. Parents must come into the office to sign their child out before early dismissal. Students cannot wait outside for parents.

ELECTRONICS AT SCHOOL

Cell phones, cameras, iPods, blackberry's, gameboys, etc. should **NOT** be brought to school. This is to limit the disruptions they cause at school. **Students are not allowed to carry these items on their person during school hours.** Cell phones must be turned off and kept in back packs during the school day. If a cell phone is used or goes off during school hours, parents will be called and responsible for picking the phone up in the office.

E-MAILS

E-mail is a wonderful way to communicate with your student's teacher. However, some teachers do not get a chance to read their e-mail during the day, so if you have a change in plans for your student after school, please notify the school office and they will send a message to your child at the end of the day. To email any staff member, please use their first initial and last name plus...@lwsd.org (i.e. sdennehy@lwsd.org)



ILLNESS/ACCIDENTS AT SCHOOL

(Nurses are not available on a daily basis at Peter Kirk) When children become ill or injured at school, parents are contacted. Kirk has a health room, including a cot, where a sick child can wait until parents arrive. When a child is sick or injured it is important that they be picked-up **AS SOON AS POSSIBLE**. Please be sure that the school has a telephone number of a nearby friend or relative who could come for your child quickly if you cannot be reached. The office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home **Also, please update your work, home, and emergency numbers and email with the school office when these change.**

INCLEMENT WEATHER

- 1) All children should wear coats, hats and other warm clothing to school during the cold and wet weather.
- 2) All children will be encouraged to go outside during recess.
- 3) Absolutely no splashing, sliding or kicking of water and/or mud.
- 4) Students are to use common sense on the playground and remain dry. If any return to class soaking wet their parents will be called.



LATE ARRIVAL

It is important that students be on time! It is disruptive to the educational process to have students arrive late. It is a parent/student responsibility to be on time for school. There are, however, instances when students will be excused upon arriving late to school, e.g., doctor, dentist appointments. **If your child is going to be late** to school, the parent needs to **call** the school office (425-822-7449), before 9:30 a.m. When students arrive late for any reason, they are to **CHECK IN IMMEDIATELY TO THE OFFICE FOR AN ADMIT SLIP.**

LUNCH PROGRAM

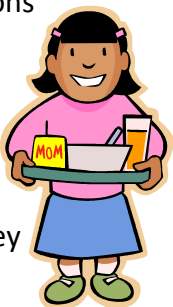
Free and Reduced Lunch Program

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

Electronic Lunch Purchase System

Our school has an electronic meal purchase system. When your child purchases lunch or milk, the money is automatically deducted from your child's account. The school will notify you when your child's account is low via kid mail and a voice mail from LWSD. To add money to your child's account you can do any other the following:

- Send a check made out to LWSD to school in an envelope with your child's name with your student,
- Go to www.lwsd.org and log onto Parent Access to use a debit/credit card.



- Call Food Services (702-3393) to put charges on a debit/credit card.

The funds will then be directly deposited in your student's account


Lunch Prices

Individual student lunch: \$2.25

Individual student milk: \$0.50


Adult lunches: \$3.00

LOST AND FOUND



Lost and Found items are collected and placed on hanging racks in the area behind the gym. Please remind your child to check the Lost and Found if they have misplaced an item. Please mark all articles of clothing and other personal items with your child's name (and not just get that item back to your child, and we can do that only if a name is there. The school district, by law, cannot pay for lost, stolen, or broken personal possessions of students such as watches, coats, musical instruments, etc. Unclaimed clothing will be donated to a charity every two months.

MEDICATION AT SCHOOL.



According to state law (RCW18a-31 Ch. 195) passed in 1982, ALL MEDICATIONS, (INCLUDING OVER-THE-COUNTER ITEMS LIKE TUMS, THROAT LOZENGES, COUGH SYRUP, TYLENOL, ASPIRIN, ETC.) to be administered to a student by a school employee, must be requested and authorized in writing by a parent/legal guardian **AND** a physician/dentist. You may obtain a form in the office for this purpose. No medication should be sent to school without these written directions and your written request. If at all possible, you are asked to adjust the timing for your child's medications so it can be taken other than during school hours. For student's safety, it is important that all medication be kept in the school office and administered by an employee. Please do not put pills or medication into your child's lunch or backpack. Students are not to carry any type of medication to or from school. The parent/guardian will need to bring the medication to school.


Epinephrine (Epipen) administration requires physician authorization and a separate parent permission form.

PETS

Please **leave pets at home before, after, and during school hours.** We have students who are afraid and some that are extremely allergic. Washington State law restricts having any pet in the classroom for an extended period. Under special circumstances a student may make special arrangements with the teacher to bring a pet to school. In any case, pets must be on a leash or in a cage.



PHONE CALLS



Students will be limited in the use of the phone to calls of an emergency nature or pertaining to school business. The classroom teacher will provide phone passes. In an emergency or when absolutely necessary, we will give students messages from parents. **We ask that you make arrangements** (i.e. Play dates, change of ride, etc) **with your child prior to school regarding after school plans.**



SAFE ARRIVAL:

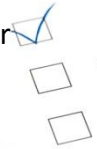
Please call the office at **425-936.2590** if **your student will be absent or late**. The office opens at **8:00 a.m.** and closes at **4:00 p.m.** There is an answering machine to leave your message after hours.

SIGNING IN

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

STUDENT PROGRESS REPORT

All students will receive written reports in November, March and June. Parent/Teacher conferences will be held in November and optional conferences again in March.



TRANSPORTATION

District Transportation (bus transport) is provided only for those students residing West of Market and for ½ day Kindergartners (one-way only). Morning Kindergarten will be bussed from school to home only. Afternoon Kindergarten will be bussed from home to school only. If there is any change in how the children are to arrive or depart school, **a note must be sent to his or her teacher/office.**



UNEXCUSED TARDINESS

Excessive Tardiness: Notification of parent by phone or mail and a conference may be scheduled with the parents to plan procedures for getting the student to school on time. **District health officials will be notified.**

VARIANCES

If you live out of the Peter Kirk attendance area you must have a variance on file. If you move you must notify the office as soon as possible.

VOLUNTEERS

Parent volunteers enhance opportunities for learning in today's classroom by increasing the effectiveness of individual student learning. We have a need for volunteers to further reduce student-adult ratio. With this reduction, each child will learn more, learn faster and achieve at a higher level when they receive individual attention in the classroom setting. The following is a partial list of the tasks that the teachers now perform and in which the volunteer may be asked to assist:

- supervise phonics, math or reading games
- listen to oral reading
- help supervise student work
- use flash cards with one or more pupils
- conduct a story hour
- assist those who have been absent
- help check individualized work assignments
- facilitate cooperative student groups



- help with theme projects

If you can donate an hour or more a week, please contact your child's teacher. We genuinely need and appreciate your help.

Things to remember when helping at school: To ensure the safety of our students and to be in compliance with Washington State Law (RCW 43.43.830 through 43.43.845), we ask that all parent helpers and volunteers complete a **Select Volunteer Application, Volunteer Disclosure form** and **Washington State Patrol background check form**. In addition, all chaperones, drivers for off campus activities, and swimming pool chaperones will be required to complete all paperwork as well. Off campus drivers will have additional insurance forms to complete prior to the field trip.

1. **Complete the volunteer application, disclosure and background forms.**
2. **Sign in at the office.**
3. **Pick up and wear a nametag.**
4. Be consistent/punctual - teachers depend on you.
5. Be positive with children.
6. Any concerns should be directed to the teacher.
7. Younger siblings not enrolled in school may **not** go on the playground during recess times or special events when parents volunteer.
8. Check with the teacher before bringing younger siblings to class.
9. **The workroom is for ADULTS only.**
10. Younger siblings may not go on field trips when the students are using district transportation.
11. Parents may not chaperone a group of students if siblings attend.
12. Teachers determine times for specific reasons. Stay as constant as possible to the times assigned.
13. **Confidentiality is critical.**

(#7, #8 and #10 are safety and liability requirements for the district.)



Peter Kirk Homework Policy

The faculty of Peter Kirk Elementary, with input from parents, has developed this homework policy to ensure parents, students, and teachers have a shared understanding of the goals and responsibilities involved in homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experience.

An important goal at Peter Kirk is for every student to become a **lifelong reader**. The influence of reading at home is important because students from homes that support reading are substantially better readers, have larger vocabularies, and have more positive attitudes about reading. Therefore, students should devote a portion of the above homework minutes to reading each night.

Homework can help children develop:

- Responsibility for his or her own learning
- Independence
- Strong Study Skills
- Organizational Skills
- Accountability

Homework Responsibilities

Student Responsibilities

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time
- Communicate questions and concerns to teacher

Parent Responsibilities

- Provide a quiet workplace
- Establish reliable homework time
- Review corrected student work and sign homework logs if required
- Assist in time management of weekly homework and long-term projects
- Encourage student to communicate questions or concerns to teacher
- Contact teacher if your student is struggling to complete homework within the timelines below.

Teacher Responsibilities

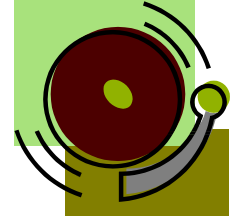
- Inform parents of classroom homework standards and policy
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Establish reasonable timelines for long term projects
- Communicate questions and/or concerns to students and parents

Average Homework Minutes per Grade Level (Monday-Thursday)

Grade Level	Total (min)
1st	20 minutes
2nd	25 minutes
3rd	35 minutes
4th	40 minute
5th	50 minutes
6th	60 minutes

VACATION HOMEWORK POLICY

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your students. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.



Safety

The school and its employees make a great effort to provide a safe environment for each student and the educational process. We ask that each student display the same concern for the safety of all students and employees in their actions while in attendance at Peter Kirk.

EARTHQUAKE

- 1) If indoors, stay indoors. Crawl under sturdy furniture. If possible, move to an inside wall or to a doorway. Stay away from windows and glass.
- 2) Do not use candles, matches or any open flame.
- 3) Do not run through or near buildings where debris could fall on you.
- 4) If outside, stay in the open. Keep away from buildings, trees and electrical wires.

FIRE

When the fire alarm sounds all students and personnel will evacuate the building immediately. Students must leave their classrooms and proceed directly to the designated exit, as posted in each classroom. All classes should walk rapidly and silently away from the building, standing face away from the building while the teacher takes roll to make certain no one is missing.

LOCKDOWN

In case of a lockdown, someone from the office will say, “Begin Lockdown Mode” over the intercom. At this time make it to a nearby classroom and wait for instructions. Staff will: Lock doors, close curtains, turn out lights, direct students to a secure location in the classroom, and take roll. Teachers will be in contact with the office via walkie talkies.

EMERGENCY PREPARATIONS: At school it is important that we have the ability to contact someone close in the case of a school closure, early dismissal or snowstorm. Please make arrangements with a family or friend in the immediate Peter Kirk community where your child may go in the event you are unable to come to school. **List that name and phone number on the LWSD emergency notification document.** Every child needs to have an alternate contact in the community that can be called by you or us in the event of your absence. Your child will be more comfortable in a home environment

INSURANCE

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

SAFETY PATROLS AND ADULT CROSSING GUARDS: We have school safety patrol members (5th and 6th grade students) on duty in the morning and at dismissal to help at school crossings with heavy traffic. Please encourage your child to cross with the safety patrol.

- **6th and 13th Ave.** (adult and student guards a.m. and p.m.)
- **Railroad Crossing** (adult and student guards a.m. and p.m.)
- **4th and 15th** (adult/student guards a.m. and p.m.).
- **Parking Lot** (adult/student guards a.m. and p.m.)



Building and Playground Policies

BUILDING POLICIES:

- A. Students must show respect for adults and each other at all times. The basic rules of courtesy and safety must always be observed.
- B. Disagreements between students are to be solved using the **discussion method** and, if needed, assistance from an adult supervisor.
- C. Students must remain on the school grounds during the school day. Early dismissals must check out through the office.
- D. Students must go outside at recess unless they have permission from their teachers to stay in or go to the Library.
- E. The student patrol is to be obeyed at all times without hesitation.
- F. If parents or relatives are late in picking up students, students should report to the school office.
- G. Students must walk at all times in the interior courtyards. Students running in the halls will be given an incident report.
- H. Students must have a pass from their teacher in order to use the phone in the office or to be in the halls including re-entering the building during recess.
- I. Student phone usage is limited to emergencies only. The office phone is intended for emergency purposes only. Students will not be permitted to use the phone to arrange play dates. Please make these arrangements ahead of time. **(No student cell phone use during school hours).**
- J. **Gum chewing is NOT allowed.**
- K. **Hats are to be worn outside only.**
- L. Make-up is an unnecessary distraction during the instructional day. Make-up applied during the school day will be confiscated.
- M. Trading cards (i.e. Poke'mon, baseball, football, Yu-gi-oh, etc, etc) are to be left at home and are not permitted at school during any time of the day.
- N. Common sense prevails.

PLAYGROUND POLICY

- A. During recess, students play **only** in designated playground areas.
Blacktop area/Play structures/Soccer field
- B. To ensure the safety of all students the **woods** are **off limits**, as well as the uncovered areas between the portables.
- C. Directions of the playground supervisors are to be followed without exception.
- D. When the bell or whistle is blown, students must report immediately to their teacher or supervisor.
- E. On rainy days students should wear coats out to the playground and/or play under the covered area in order to stay as dry as possible.
- F. **All** games are open to **all** students.
- G. Children should avoid activities that might be harmful to themselves, others, or property.
- H. Students are to play courteously and respect the rights of other children and adults.
- I. Use all playground equipment appropriately.
- J. Acceptable playground equipment is as follows:
 - √ Wall balls
 - √ Basketballs
 - √ Footballs
 - √ Tennis balls
 - √ Soccer balls
 - √ Jump ropes
- K. Umbrellas are not allowed on the playground.
- L. Ball games requiring a backstop will have first claim to the baseball diamonds.
- M. Students may play touch or flag football.
- N. Students are to use caution in kicking balls. Balls are to be kicked in open areas only.
- O. Nothing may be thrown except approved play equipment.
- P. No picking up sticks, rocks, etc.
- Q. Students are to carry play equipment in the interior courts and hallways.
- R. **No toys from home...including trading cards**
- S. Climbing on backstop and fences is never allowed.
- T. Food of any kind is not to be eaten on the playground except for school sponsored activities.

Behavior Conduct/Expectations/Discipline Policy

STUDENT CONDUCT

(JFC-R) Students shall respect the law and the rights of others. Students who are in violation of laws or rules on or off school property or at school-supervised events are subject to disciplinary action in the following areas: alteration of records; cheating; attendance; alcohol, chemical substances and tobacco products; disruptive conduct; damage or theft of property; extortion, assault or causing physical injury; leaving campus during school hours without permission; loitering; vulgar or lewd conduct; and/or weapons and dangerous instruments.

At Peter Kirk we...

- Show respect for ourselves, others, and our community, and value diversity
- Strive for our personal best and academic excellence
- Take responsibility for our own actions
- Work to create an environment that is built on trust, support, and safety

Therefore ... we have developed a set of non-negotiable student behaviors that will ensure a positive and safe school climate.

- **All students will follow reasonable requests from supervising adults.**
- **All students will treat themselves and others with respect.**
- **All students will act in a safe manner.**
- **All students will obey the rules and laws of the school and community.**

Progressive Discipline

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 logical consequence 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 goal of the progressive discipline approach in the Lake Washington School District is to encourage the 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

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, 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 will be used only when the nature and circumstance reasonably warrant the harshness of expulsion.

Emergency Expulsion (EE): 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 may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

While administrators normally apply the concept of progressive discipline in working with our 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 in nature or as 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 process at the time a suspension occurs. Parents will be notified of the suspension by mail.

At Peter Kirk, we use Incident Reports as part of our progressive discipline plan for those behaviors that can usually be eliminated by positive reinforcers and consistent follow-through by adults and supervisors.

Incident Report

The purpose of an Incident Report is to inform you that your child was demonstrating inappropriate behavior at school. An Incident Report may also result in a **logical consequence** given by the staff member witnessing the behavior. Every day, the students have a new beginning. However, several **Incident Reports** may indicate chronic inappropriate behavior and result in a conference with the teacher and/or the principal. We send Incident Reports home so you are aware of your child's choices at school. **Your signature indicates you have seen the Incident Report.** Signed slips not returned the next day will result in a phone call or email home.

SEVERE CLAUSE:

There are some behaviors that are so serious that discipline must be immediate.

Such acts will be subject to discipline, suspension or expulsion from school and/or referral to law enforcement authorities.

Lake Washington School District Policies

Human Dignity

Recognizing and valuing that we are a diverse community, it is part of our mission 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 including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of student, staff and volunteers.

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, age, ethnic group, disability, physical condition, sexual orientation, or marital status 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; (3) have the purpose or effect of unreasonably interfering with an individual’s work performance or education; or (4) 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 in nature. 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 and 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.

False reports are a violation of this policy to knowingly report false allegations of harassment. Persons found to knowingly report false allegations would be subject appropriate discipline.

Investigative process Any complaint received will be promptly investigated and the district will take prompt corrective action where appropriate. A written report of the complaint and investigation results will be compiled. Results of the investigation will be communicated in writing to the complainant and the accused within thirty days. Appropriate corrective measures will be taken no more than thirty days from the written response. This policy and related procedures and administrative guidelines will be posted and disseminated in each work site and reviewed with employees and students on an annual basis.

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, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school activities

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.

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, and automobiles parked on campus, may be searched by school district employees if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school 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 students' possession.

Exceptional/Serious Misconduct and Discipline

Any conduct, which materially and substantially interferes with the educational process, is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school 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 behaviors 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 disruptive effects result at school. Law enforcement may be informed

Exceptional/Serious Misconduct and Discipline

Violation	Definition	Consequence
Arson	Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.	1st Offense <ul style="list-style-type: none">• EE/LTS, Police Report
Assault (Resulting in Bodily Harm)	Inflicting physical harm.	1st Offense <ul style="list-style-type: none">• EE/LTS, Police Report
Disruptive Behavior	Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.	1st Offense: <ul style="list-style-type: none">• EE, STS or LT 2nd Offense: <ul style="list-style-type: none">• EE, STS, or LTS
Drugs/Alcohol Possession Use of Paraphernalia	Possession, use, or being under the influence of drugs/alcohol on school grounds or during school sponsored events; including inhalants, prescription drugs beyond a daily dose and over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	1st Offense: <ul style="list-style-type: none">• STS EE/LTS and Assessment 2nd Offense: <ul style="list-style-type: none">• EE/LTS
Drugs/Alcohol Sell/Buy/Transfer	Transfer, sale, or solicitation on school grounds or during school sponsored events. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be	1st Offense: <ul style="list-style-type: none">• EE/LTS

	seriously harmful, or any substance represented as such.	
Firearms	Possession, threat to use or use of a firearm.	1st Offense: <ul style="list-style-type: none"> • EE/E • Permanent expulsion from the LWSD • ROA (referral to an outside agency) • Conference • Police Contact
Harassment, Intimidation, Bullying, Disrespect	Harassment (verbal, physical, visual) /Intimidation/Bullying/Disrespect: Derogatory remarks, phrases, gestures, teasing etc., which demeans the race, ethnic background, gender or individuality (e.g. character, sexual orientation, physical appearance) of a person, or inappropriate touching. Also: words, actions, or electronic communications that create a hostile environment or disrupt school operations.	1st Offense: <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE 2nd Offense: <ul style="list-style-type: none"> • STS, LTS, EE 3rd Offense: <ul style="list-style-type: none"> • STS, LTS, EE
Other Weapons and Explosives	Possession, threat to use or use of other dangerous weapons (or replica weapons) i.e. knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices or any other item or substance which can inflict or threaten substantial harm or which can be perceived by others as a weapon	1st Offense: <ul style="list-style-type: none"> • EE • STS to LTS • ROA (referral to an outside agency) • Conference • Police Contact 2nd Offense: <ul style="list-style-type: none"> • EE • LTS • ROA (referral to an outside agency) • Conference • Police Contact
Sexual Harassment	Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, unwanted touching, stalking, or gestures specific to an individual's gender.	1st Offense: <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE 2nd Offense: <ul style="list-style-type: none"> • STS, LTS, EE 3rd Offense: <ul style="list-style-type: none"> • STS, LTS, EE
Threats	To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other	1st Offense: <ul style="list-style-type: none"> • STS, LTS and/or EE

	electronic device. Words or actions intended to inflict mental or physical harm are not allowed.	2nd Offense: <ul style="list-style-type: none"> • LTS and EE
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Other Forms of Misconduct and Discipline

Violation	Definition	Consequence
Academic Dishonesty	Any student who knowingly submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty. Academic dishonesty also includes the aiding and abetting of academic dishonesty of others.	1st Offense <ul style="list-style-type: none"> • Loss of credit • Parent contact 2nd Offense <ul style="list-style-type: none"> • Loss of credit • STS/LTS
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact • Police Contact
Assault	A student shall not perform physical, written or verbal violence toward another person causing fear or harm.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS, Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS, Police Report
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	1st Offense: <ul style="list-style-type: none"> • Change clothes • Parent contact • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers student, staff, or community members.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact

Extortion/Blackmail & Coercion	A student shall not extort or attempt to extort any item, information or money.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS and Assessment 2nd Offense: <ul style="list-style-type: none"> • EE/LTS
Fighting	A student shall not engage in physical altercation with one or more other persons. This includes instigating a fight or contributing to the likelihood of a fight developing.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/LTS
Forgery	A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects.	1st Offense: <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Gang Related Behavior/Actions	Committing a school infraction or criminal act as a group of three or more persons or displaying signals, signs, symbols, or wearing clothing that is associated with gang activities	1st Offense: <ul style="list-style-type: none"> • STS/LTS • Police Intervention 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Police Intervention 3rd Offense: <ul style="list-style-type: none"> • LTS/Expulsion • Police Intervention
Gambling	A student shall not engage in acts which involve the exchange of money or other items through games of chance or encouraging other students to gamble	1st Offense: <ul style="list-style-type: none"> • EE/STS/Community Service 2nd Offense: <ul style="list-style-type: none"> • EE/LTS
Hazing	A student shall not participate in or fail to report known activity that demeans, abuses, or violates members or potential members of a team or club individuals.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Illegal Acts	A student shall not engage in the commission of any illegal or criminal act.	1st Offense: <ul style="list-style-type: none"> • EE/LTS
Immediate Danger and Disruption	If a student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.	1st Offense: <ul style="list-style-type: none"> • EE.STS/LTS/or E • Conference • Police Contact 2nd Offense: <ul style="list-style-type: none"> • EE/LTS/or E • Conference • Police Contact
Interfering with School Investigation	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory	1st Offense: <ul style="list-style-type: none"> • STS, LTS and/or EE

	process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	
Multiple/Accumulated Offenses	A student may be disciplined for the commission of multiple or accumulated offenses.	1st Offense: <ul style="list-style-type: none"> • STS/LTS
Negative Community Action	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, and harassment occurring off-campus.	1st Offense: <ul style="list-style-type: none"> • STS/LTS/E 2nd Offense: <ul style="list-style-type: none"> • STS/LTS/E according to circumstances 3rd Offense: <ul style="list-style-type: none"> • STS/LTS/E according to circumstances
Theft	A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know stolen property.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Restitution • Police Contact 2nd Offense: <ul style="list-style-type: none"> • EE/LTS • Restitution • Police Contact
Tobacco	A student shall not possess, use, or distribute any tobacco product.	1st Offense <ul style="list-style-type: none"> • STS • Diversion 2nd Offense <ul style="list-style-type: none"> • STS
Trespass/Loitering/Unauthorized Entrance	A student shall not enter or be present on school property without permission.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/LTS
Unauthorized Use of Equipment	Computers, science equipment, and laser pens, cell phones and other personal technology devices may not be used in classrooms without teacher authorization. Photographs, video and audiotapes may not be published without permission.	1st Offense: <ul style="list-style-type: none"> • STS /LTS • Restriction of tech privileges 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Restriction of tech privileges, confiscation 3rd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Vandalism	Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property.	1st Offense: <ul style="list-style-type: none"> • STS/LTS • Restitution/CS • Police intervention

		<ul style="list-style-type: none"> • Possible expulsion 2nd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police intervention • Possible expulsion 3rd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police Intervention • Possible Expulsion
Vulgar or Lewd Conduct	Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting and obscene gestures	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience	Failure to follow reasonable requests and directions of school staff.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • LTS

Short Term Suspension (STS)	Emergency Expulsion (EE)	Community Service (CS)
Long Term Suspension (LTS)	Expulsion (E)	

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.
4. Do not delete or add software or peripheral equipment to district computers without permission.
5. Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
7. 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.
8. District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of

- viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it.
 10. Do not use district computers for commercial or political activity.

Technology Code of Conduct

1. Students are expected to follow the *Internet Code of Conduct* and the *Computer User Agreement and Release Form*.
2. Library and computers labs 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 staff member is present.*
5. Students will leave food and beverages outside the computer lab at all times.
6. Students will clean up computer desktop (close all windows) upon leaving.*
7. Monitor positions are not to be changed.*
8. Students will not close screens, clear desktops, or turn off computers when teachers 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 or download any personal software, peripheral, or hardware.***
12. Students will not vandalize or steal school equipment.***
13. Students will not alter internal components of the computers.***

<p>* 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</p>
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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 student 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 case 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 to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If a student is currently taking daily medication, parents need to arrange to have the student take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); 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 at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School district and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. 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 425-702-3201 or Willows special Services at 425-882-8170 (birth through preschool) and 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 release 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 new media or law enforcement). This information will not be released for commercial purposes.

Enrollment/Variations

Students in Washington State may apply for an enrollment variance to attend a school in a different school district (out of district variance) or to another school in the Lake Washington School District (in-district variance). Variations are accepted in a space available basis. Refer to the school district website, www.lwsd.org/parents/studentregistration for timelines and processes.

School and District Events

For ALL evening events, students must be accompanied by an adult. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools, or at school sponsored events.

Bus Conduct Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school. 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 and obey the driver at all times.
- Be courteous, use no profane language-spoken, written, or gestured.
- Students must ride their regularly assigned buses 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 RCW9.41.250 for definition.
- Windows may be opened 6 inches. However, the driver may require the windows be closed at his/her discretion.
- Students must keep their head, hands, feet, and belongings inside the bus at all times.
- Animals (except official service 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 5 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.
- Supervision of elementary students at the bus stop is the responsibility of parents.

Penalties for Conduct at the Bus Stop

All school and district rules for student conduct apply at bus stops, on the bus, and on the way to and from school. Violations will be subject to school consequences, including detention, suspension and /or expulsion.

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 of the school year and may include any combination of the following:

- 1st Infraction-Warning or detention. A bus riding suspension may occur if the incident is considered a serious offense*. Procedure: A meeting may be called with the driver, school administration, and parents/guardian to discuss the incident and determine corrective measures. If the incident presents immediate danger to the student or others, assigned seating, alternative transportation and/or suspension may be possible.
- Repeat Infractions- Warning or detention. A conference with parent/guardian and/or bus driver will be held. A bus riding suspension may occur if the incident is considered a serious offense*. Procedure: A meeting with the driver and/or school administration, special education services, and parents/guardian will be held. The IEP may be reviewed and updated. Suspension of transportation services, change of bus route, assignment of a monitor, alternative transportation, and counseling may be considered as action required.

*Serious Offense: May result in immediate suspension of bus-riding privileges for the balance of the school year. (Weapons, alcohol, tobacco, drugs, harassment/bullying, or fighting while on the bus or at the bus stop are serious infractions.)

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

Appeal Procedure

Parents/guardians of student who wish to appeal a bus suspension may submit a request to the school administration.



The Peter Kirk Song
(To the tune of "You're a Grand Old Flag")

We're from Peter Kirk, and we want you to know
We're the best in the west, yes sirree,
We protect our school; we think that's cool,
It makes it a great place to be.

We don't cheat or fight, and we do what is right,
For an eagle knows how to work.
So when someone asks, we let them know
That we're glad that we go to Peter Kirk,
PETER KIRK!