

2011/2012

**Parent
and
Student**

**Hand
book**

Norman Rockwell Elementary

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LWSD WEBSITE INFORMATION

Lake Washington School District has almost all information on their website: www.lwsd.org.

Calendar: <http://www.lwsd.org/About/Pages/District-Calendar.aspx>

Gifted/Quest program: <http://www.lwsd.org/Parents/Accelerated-Programs/Quest/Pages/default.aspx>

Emergency info: <http://www.lwsd.org/Parents/Safety-Security/Pages/default.aspx>

Grade Curriculum: <http://www.lwsd.org/Parents/Teaching-Curriculum/Pages/default.aspx>

Lunch Menu/payment: <http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/default.aspx>

Entrance age requirements: <http://www.lwsd.org/About/Policies-Regulations/Admin-Policies/Students/Pages/Entrance-Age.aspx>

New Student registration: <http://www.lwsd.org/Parents/Student-Registration/Pages/default.aspx>

Attendance boundaries: <http://www.lwsd.org/Schools/Pages/Default.aspx>

District Childcare options: <http://www.lwsd.org/Parents/before-after-school-care/Pages/default.aspx>

Bus Routes: <http://www.lwsd.org/Schools/School-and-Bus-Finder/Pages/default.aspx>

LWSD Elementary School Students Rights and Responsibilities:

<http://www.lwsd.org/school/Rockwell/SiteCollectionDocuments/2010-2011-Elem-Student-Handbook-Final.pdf>

COMMUNICATION

PTA and School Newsletter – Beagle Bugle: The newsletter is the primary method of school to home communication. The Beagle Bugle is sent via email to subscribers and posted on the website each Tuesday. Information includes important dates, messages from school staff and details about upcoming PTA activities and programs. The Bugle will also occasionally have links to District-approved attachments such as cultural opportunities, sports registration forms, etc. The Bugle does not accept paid advertising or classified ads. If a family does not have email service, contact the office for a paper copy. To subscribe, email “subscribe” to rockwellbugle@yahoo.com.

Deadline for articles is 1:00 p.m. on the Thursday prior to the date you wish your article printed. Please submit articles and art to rockwellbugle@yahoo.com. The Beagle Bugle welcomes article submissions from students and parents. Student journalists may submit articles about current events, students’ opinion-editorials and poems or short stories. Parents may submit articles about PTA events and school related topics. Short pieces will be edited for inclusion in the Bugle, longer pieces will be posted on the website with a link in the Bugle. The Bugle Staff reserves the right to be selective regarding the materials that are publicized.

Directory: Norman Rockwell PTA publishes a school directory, distributed in mid-October, listing students by classroom and in alphabetical order. All students who return the directory form are included regardless of PTA membership. Families may request in writing not to have some or all of their information published.

Contacting Staff: Email is the most efficient method for communicating with staff especially during the school day. Please keep your emails brief and to the point. Many times a brief conversation with the teacher via phone is the best choice. Email is great for a quick question or to let us know of a situation

or to schedule a phone call. If dialog is needed, a phone call is really the best choice. You may request a conference with your child's teacher or other staff member through email or a written note. The Principal and Office Staff may be reached through email or by telephone at **425-936-2670**. Teachers cannot usually be reached by phone during the school day except in an emergency. Please see the school website for a list of teacher email addresses: <http://www.lwsd.org/school/Rockwell/About-Us/Pages/Staff-List.aspx>.

Open House: Students have the opportunity to meet their teacher and see their classroom prior to the start of the school year. This year, our open house will be on September 1, from 10 to 11 am. Parents may sign up for parent/teacher conferences at this event.

Curriculum Night: In September teachers describe their classroom curriculum and outline expectations for the year. Parents are encouraged to ask questions and clarify information.

Conference Weeks: Conferences are scheduled in October and again in January. These days are designed for parents to meet one on one with their child's/children's teacher(s). Parents are welcome to request additional conferences at any time. There are two report cards per year, at the end of January and June. Using Parent Access you may view your child's academic progress at any time: <http://www.lwsd.org/Parents/Parent-Access/Pages/default.aspx>.

Website: Norman Rockwell Elementary school website is located at <http://www.lwsd.org/school/rockwell/Pages/default.aspx>. It is updated regularly and features basic school information, PTA events and programs, reading recognition book lists and links to individual classroom pages and the monthly lunch menu and calendar.

EMERGENCY PROCEDURES

EMERGENCY CONTACT INFORMATION

It is very important that the office have **up-to-date** phone numbers for parents. An emergency card is included in the first-day packet. Parents should complete a card for each student and return it to the school immediately. Please complete the special medical and custody information on the back of the card, if applicable to your child.

Call the office if you plan to be out of town while your children are in school. The office needs the following information: your child's name, teacher, who is responsible for them in your absence, their phone number, how long you will be gone, and (if possible) a number at which you can be reached.

SCHOOL CLOSING

In the event of **fire, power failure, heavy snowfall or severe windstorms, or natural disasters**, parents are asked to stay tuned to their radio or television for information. You may also check the website www.schoolreport.org.

In order to maintain open communication lines, you are asked **NOT** to call the school. Parent phone calls tie up the system and may prevent staff from necessary communication with public safety officials. The school is equipped with food, water, first aid materials and other supplies to ensure that your child will be safely cared for. If school is to be closed, the decision and announcement will be made prior to 6:30 A.M. The school is not authorized to dismiss school early unless so directed by the LWSD administration.

If school is dismissed early, please come to the front of the school and follow directions of the staff. **You must have photo ID to pick up your child.** Complete the emergency forms carefully. Please designate more than one **local** friend, neighbor or relative who can pick up your child in the event of an emergency. Be sure to notify these people that they are authorized to pick up your child, and give them the name of your child's teacher, if possible. Also, be sure that your child knows who is authorized to take him or her home in case of an emergency.

Please bring your patience. It will take time to release more than 600 students, and your child's safety is our paramount concern.

LOCKDOWN

Occasionally, the building principal may make the decision, in coordination with local public safety officials, to lock down the school. No one may come or go from the school during a lockdown. If you hear on the radio or television that the school is in a lockdown, **DO NOT CALL OR COME TO THE SCHOOL.** Phone calls will not be answered and you may place yourself in harm's way, or hinder the work of law enforcement officials.

The school has written policies and procedures for lockdowns, and the children are regularly drilled on the procedures. Again, the safety of students and staff is our highest priority.

EMERGENCY OPERATING SCHEDULE

When emergency conditions result in school schedule changes, the district will use one of the following plans:

No announcement means normal schedules: Dismissal schedules will be at regular times unless otherwise announced on the radio between 11 A.M. and 12 P.M.

Schools are closed: All building activities are cancelled, including school, all before and after school activities, athletic events and parent meetings.

Late start and limited bus service: High schools and junior highs will start 1 hour late, elementary schools will start 1.5 hours late, and bus routes will be limited. When in effect, Quest and AM Kindergarten classes are cancelled.

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

NUTS AND BOLTS – ROCKWELL PROCEDURES

ABSENT OR LATE STUDENTS

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington State law requires that all children, from age 8 to 17, attend school. This law also applies to children ages 6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically.* Although missed assignments can be made up, nothing can replace valuable in-class instruction.

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Rockwell will be **mandatory** for all students. A written excuse or safe arrival phone call from parents or guardian will be required for all absences, late arrivals to school, or early dismissal. Please call the Safe Arrival number before 8:30 a.m. if your child will be absent or arriving late. Our Safe Arrival Phone Number is **425-936-2671**. If we do not receive a call by 9:00 am we will attempt to contact the parent/guardian and verify the absence. An ABSENCE is recorded when a student misses more than 60 minutes of class time in either AM or PM session.

TARDY POLICY

We will write tardy/admit slips beginning at 8:30 am per the wall clocks. Principal will review a monthly report for absenteeism and tardiness issues.

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

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

If there is not improvement and tardies or absences remain at 15% or greater there will be another letter requiring parents to make an appointment with the principal.

If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal.

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

EXCESSIVE ABSENCES

Because regular attendance is both an expectation and a critical component of school success, parents or guardians of students who exceed four (4) unexcused absences in a semester will be sent a letter of concern. Students who exceed seven (7) unexcused absences will receive a letter of warning from the district Becca Coordinator. Parents or guardians of students with excessive (over 10) excused absences, causing interference with learning, may be asked by the principal to provide documentation verifying the medical or emergency excuse.

VACATION HOMEWORK POLICY

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

We understand that there is the occasional vacation and/or circumstance that take students out of school, but we ask that you think about the repercussions of students missing this time and instruction in class. When students are not in school they miss valuable instruction. Missed assignments may be provided following the absence for completion with parent support. Teachers are not expected to create additional assignments or remedial instruction for students who miss school as a result of vacation scheduled during school time.

EARLY DISMISSAL

We discourage early dismissals because learning takes place right up until the final bell. However, we recognize the need for medical and dental appointments and other emergencies. Please send a note to the teacher and stop by the office to sign out your child. Students are released only to parents, guardians, or those having parent permission.

FIELD TRIPS

Official field trip forms must be completed, signed and returned to the student's teacher **before** the date of the planned trip. Notes and telephone calls from parents cannot be accepted as a form of permission to attend a field trip.

ILLNESS, INJURY AND MEDICATIONS

Any illness or injury will be reported to the classroom teacher who will then have the student report to the office. Parents will be contacted by office personnel. Emergency phone numbers on enrollment cards are important and must be listed in case we are unable to contact the parents.

If your child is sick and will be going home, it is in the best interest of your child that they go home in a timely fashion. The Health Room gets very busy, and there is not another place for a sick child to wait to be picked up. This may cause undue stress for your child when they are already ill.

It is of paramount importance to the safety of our students that parent's home, business, cell phone, and emergency numbers be kept updated during the year.

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 your child is currently taking daily medication, please arrange to have your child 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 <http://www.lwsd.org/Site%20Collection%20Documents%20Archive/Authorization-For-Administration-Of-Medication.pdf>); 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.

LUNCH MONEY

Individual lunches cost \$2.25 for students (\$45.00 for a month) and \$3.00 for adults. Milk and juices are available for cold lunches at a cost of \$0.50. Hot lunch menus are available on the district website at: <http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/default.aspx>.

Prepay with Credit Card: Parents may prepay for as many lunches and/or milks through the School District. With this system, each student has a computerized account. Please follow the instructions online at: <http://www.lwsd.org/Parents/Breakfast-Lunch-Menus/Pages/Pricing-Payment.aspx> or call **425-702-3393**.

Prepay with check: Please make your check out to “Norman Rockwell” and in the “For” line add the student’s name and “lunch money”.

Prepay with cash: Please put cash in an envelope with student name, Teacher and “lunch money”.

When a student does not have a lunch or lunch money, an emergency hot lunch will be provided. Free and reduced lunches are available to qualifying students. Information and applications are sent home on the first day of school, or are available in the office.

The Food Service office is located in the L.E. Scarr Resource Center for the Lake Washington School District at Redmond Town Center.

PARENT & VISITOR PROCEDURES

You are always welcome to visit Norman Rockwell, and to volunteer in the school or for a PTA activity. We value family visiting school during performances and also welcome them during lunch. Instructional time, however, is for our students only.

When visiting or volunteering at the school, please check in at the office first and wear an identification badge. This helps keep our children safe!

If you wish to volunteer on a regular basis, or chaperone a field trip, you must complete a Lake Washington School District Volunteer Application form. All Lake Washington School District volunteers must go through a screening process, for the safety of students and volunteers alike. Please visit the website at: <http://www.lwsd.org/Parents/Parent-Access/Pages/Online-Volunteer-Application.aspx>. Or, see the office staff for more information.

Volunteer opportunities for PTA activities are available online at <http://www.lwsd.org/school/Rockwell/PTSA/Pages/VolunteerOpportunities.aspx> or in the office.

SAFETY

In order to maintain an effective traffic safety program, your cooperation is needed. Our goal is safety for children, not convenience and time-saving for parents. Everyone will agree with this! Please help promote our safety program by observing the following regulations:

Safety Patrol: Please cooperate with our hard-working safety patrol. They go on duty at 8:05 A.M. and leave duty at 8:25 A.M. They are also on duty from 3:00 to 3:15 P.M. They help students safely cross the streets. They do not direct traffic.

Bicycles: A bicycle permission form is available in the office and on the Rockwell website. <http://www.lwsd.org/school/Rockwell/SiteCollectionDocuments/Bicycle%20Rider%20permission%20form.pdf> Parents are required to complete a permission slip for 4th—6th grade students riding bicycles to school. Students in Kindergarten—3rd grades are asked to leave bicycles at home. Because of safety

and liability concerns, Lake Washington School District does **not** allow skateboards on school grounds. Students are asked to leave skateboards, inline skates and scooters at home.

Parking & Pick-Up/Drop-Off: The area in front of the school is a NO PARKING ZONE and is reserved strictly for buses and childcare vans. Parents please take notice of the “loading” and “thru traffic” zones in the upper parking lot and use these designated areas to pick-up and drop-off your student.

Bus Rides: Bus service is provided for students living 1.0 miles from school or for those students that do not have a safe walking route to school. For new students, bus routes and schedules are available on the district website at: <http://www.lwsd.org/Schools/School-and-Bus-Finder/Pages/default.aspx> Parents may also call the District Transportation Department **425-882-5120**.

SCHOOL PHONE AND EMERGENCY MESSAGES

To alleviate classroom interruptions and protect learning, students are not called to the phone. In the event of an emergency, please contact the office and a message will be delivered to the student. Please discuss after school arrangements in the morning before school starts. Students will be discouraged from using the phone to make after school arrangements, call for homework, etc.

STUDENT SUPERVISION

Rockwell students are supervised during the school day in the classroom, on the playground and in PE, Music and Library classes. However, we do not provide supervision before or after school. To ensure the safety of your children, we ask that students arrive at school **no earlier than 8:15 A.M.** unless they are enrolled in special programs such as Band or Orchestra classes, Chess Club or Student Council and that they leave the school grounds immediately after the 3:00 P.M. dismissal bell. Afternoon kindergartners should arrive no earlier than 12:15 P.M. because supervision is not available until class time.

TEXTBOOKS

Students are responsible to the school for the proper care of textbooks and must pay for lost or damaged books. Students will be required to pay fines for damaged textbooks in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected since the book will need to be replaced. Each student shall return all textbooks issued when leaving the school, or at the end of the school year.

THE CLASSROOM AND BEYOND

Norman Rockwell provides a blend of traditional and innovative teaching styles and programs. The following programs extend “beyond” the regular classroom, and help make Rockwell the unique school it is.

ASSISTANCE SERVICES

Rockwell has extra assistance in reading, special education, and learning English. District Remediation is a district-funded program serving students with reading and math needs.

ADDITIONAL MUSIC PROGRAMS

Choir: Led by music teacher, Nancy McKay, 4-6th grade students in the choir sings at assemblies, shopping malls, Senior and Retirement centers, and other places within our community.

Band: 5th and 6th grade students have the opportunity to participate in a before school music program at Redmond Jr. High. Beginners are usually 5th graders, with second year students in 6th grade. Concerts are held at Redmond Jr. High.

String orchestra: A String Orchestra program is offered as a before school activity for 4th through 6th grade. Group instruction is given on violin, viola, and cello. There are 3 performances each year at Redmond Jr. High plus a spring "Tour" where they perform at 4 elementary schools: Rockwell, Horace Mann, Redmond, and Audubon.

ART DOCENT PROGRAM

Trained volunteers provide art education using LWSD curriculum on the principles and history of art while introducing children to a variety of art media in this PTA-funded program.

The Art Showcase and Ice Cream Social is an evening to celebrate outstanding student art work from the school year, by exhibiting work samples in the school library and courtyards. See additional info in PTA section.

COUNSELING PROGRAM

The counseling program provides individual and small group assistance to students, coordinates Operation School Bell and provides parent education. A counselor is available by appointment all day Monday and Wednesday and Thursday mornings.

ENVIRONMENTAL EDUCATION

"Outdoor Ed" is an outdoor, environmental study unit for fifth and sixth graders. Students raise money to attend Camp Seymour near Tacoma, WA.

STUDENT COUNCIL

Student Council sponsors many activities and projects. Student popcorn sales, Box Tops for Education, Printer Cartridge Recycling and Valentine Candy Grams help with purchases that enhance the school and help provide an educational field trip.

SUSAN TOBEY MEMORIAL SCHOLARSHIP FUND

This is a confidential scholarship program between PTA and Norman Rockwell to enable any student to participate in any activity or provide any supply required for the classroom, that may cost extra (examples include: funds for field trips, agendas, etc.). Your child's teacher can help you with this process.

ROCKWELL POLICIES AND PLEDGES

DRESS CODE

Students are expected to display personal cleanliness, neatness and appropriate attire at all times. The wearing of obscene or offending apparel is not appropriate. Consistent with our drug and alcohol prevention program, we discourage students from wearing clothing that promotes these types of products. Students will be asked to change into appropriate attire. Shoes must be worn at all times for health and safety reasons. Inappropriate clothing includes: bare midriff or spaghetti strap t-shirts, pants that are too baggy or too low, wallet chains, shirts that have objectionable graphics, drug, alcohol or tobacco advertising, revealing or too tight clothing and footwear that could be considered unsafe.

The fingertip rule will apply to the wearing of shorts and skirts. Length cannot be above fingertips when hands are held at side. This length allows modesty to exist throughout students' day.

When buying tops for school, the straps should be at least two fingers wide. This width keeps undergarments covered. Kids grow during the year and are often caught off guard when tops that were long enough in the fall are too short in the spring. Tops need to cover the midriff during the entire day which includes various physical activities.

Hats, bandanas, etc. may be worn to and from school; however, they are not permitted during instructional time.

Proper coats, hats and shoes are necessary for inclement weather. Knowing children will be playing outside throughout the year, please guide them to be prepared. It's no fun coming in from recess dripping wet and freezing cold.

All coats, sweaters and sweatshirts should be appropriately labeled with child's name.

Our students are learning valuable life skills when they practice appropriate dress.

BUILDING RULES

STUDENTS ARE EXPECTED TO BE:

Safe

- Walk in the classrooms, hallways, and on the blacktop. (Before and after school, too.)
- Follow the directions of safety patrols.
- Arrive at school after 8:15 am (there is no supervisor on the grounds until that time).
- Use all equipment carefully and appropriately.

Respectful

- Treat others the way you would like to be treated.
- Follow adult directions the first time.
- Follow all classroom rules.
- Use kind language. (No mean words or gestures.)
- Keep hands, feet, and objects to yourself.

Responsible

- Arrive at school on time.
- Try your best every day.
- Ask for help if you need it.
- Try to solve own peer conflicts.
- Dress appropriately for school and for the weather.
- Take care of school property and property of others. Leave places cleaner than you found them.
- Use quiet voices in classrooms, breezeways, and courtyards.

Rockwell believes in letting kids learn from their mistakes, just like adults do every day! We encourage students to self reflect, accept responsibility for their decision making, correct any adverse effect they may have caused, face the consequences. We want our students to know that learning from our own decisions is a good thing, even when it may be temporarily unpleasant.

DISCIPLINE POLICY

At Norman Rockwell Elementary, we are committed to developing the potential of all students to become lifelong learners who will enhance the world as responsible and caring citizens. Our mission is to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful.

We believe that...

- People who are honored, valued, and respected, learn to honor, value and respect others.

- When students are responsible for their own learning and behavior, they will feel successful.
- Staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

The goal of Norman Rockwell Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, it is hoped that each child will be able to develop a positive self-concept, which in turn should be reflected in their relationship with others and a more enthusiastic attitude toward learning.

Therefore, in order to provide a positive learning environment at Norman Rockwell, we will be implementing the following discipline policy.

STUDENT RESPONSIBILITIES

I want the best possible education for myself and I realize I can make this happen. Therefore, I will be responsible to do the following:

- Strive to do my best in school each day and behave in a way which allows everyone to learn and feel safe.
- Treat others with kindness and respect.
- Take care of school and student property and the environment.
- Follow all teacher directions.

NATURAL CONSEQUENCES

The goal of natural consequences is to help the children learn to take responsibility for their behavior and understand its results.

As a result of inappropriate behavior, a student may be asked to participate in an activity to rectify their action. For example, if a student writes on the building wall he/she would be asked to clean the wall. A student that throws rocks or gravel from a play area would be asked to pick up or sweep the gravel or rocks. Rockwell uses Love and Logic as a base of philosophy for student behaviors.

LIBRARY RULES

The library program includes instruction on library usage, the research process, information resources and literature appreciation. Students attend a weekly scheduled library class for thirty minutes. Time is allotted during each class for students to check out books. Library materials may be kept for a period of one week and are due on the same day the student attends library class. A student wishing to keep their book(s) longer may renew for an additional week. Additional renewals will depend upon demand for the book. Check out privileges will be limited or stopped if students do not return materials on time. The number of books students may check out each week is as follows:

Kindergartners: May check out one book beginning in January. Students keep their library book in their classroom. They will earn the privilege to take their book home once they have demonstrated proper book care.

1st Grade: May check out one book at the beginning of the school year. Students will receive a reward sticker on a class chart each week they return their book on time. Once they have earned ten stickers they may check out 2 books for the remainder of the school year.

2nd – 6th Grade: May check out two books each week for the entire school year.

In addition to their weekly scheduled library class, students in Grades 1-6 are welcome to visit the library to return/check out books during the school day with teacher permission and a library pass.

Outstanding individual/class behavior, effort or participation may earn the student(s) the privilege to check out additional materials that week.

The responsible care of library books is important. It is our policy that students who lose or damage books pay a replacement fee.

If you have any questions feel free to contact Diane Davenport, Teacher-Librarian, by email ddavenport@lwsd.org.

RECESS AND PLAYGROUND

The playground is for fun and exercise. It is a privilege to have a place to play. Each student at Rockwell has a right to have fun and be safe on the playground. To make sure that the playground is fun and safe for everyone, each student needs to know and obey the rules.

STUDENT PLAYGROUND RESPONSIBILITIES:

- Play safely within the playground boundaries.
- Enter the building with a pass.
- Respect others and property by using kind words, safe game rules, and obeying adult supervisors. Remember to play in a manner that is comfortable for all participants. Following these expectations will help students be successful and feel good about themselves.

CONSEQUENCES

If a student chooses to disregard these expectations, the following process will be used to assist the student:

If a school rule is violated, an instructional assistant or teacher will discuss with the student the unsafe or discourteous behavior.

Depending on the severity or repetitiveness of the infraction, students may lose the privilege of recess play or be assigned school service.

Should a pattern develop and previous interventions fail to correct the issue, the principal will be notified. Progressive discipline is administered using the LWSD elementary discipline matrix as a guide.

Severe Cause: Behaviors that are severe or chronic in nature may result in more immediate discipline action such as loss of a recess, in-school suspension, or temporary removal from school. Severe behaviors include; disobedience or disrespect, fighting or stealing, and damaging property.

PLAYGROUND RULES AND DISCIPLINE

You must have a pass to go into the building during recess. For safety, we need to know where every child is, at all times, while on campus.

Play where you can be seen. A good rule of thumb, if you can't see the recess monitor, they can't see you! The front of the school, the parking lots, wooded areas and dumpster areas are off limits. Student safety is our first concern.

Walk or skip on the blacktop, bark and gravel areas. Preventing skinned knees, torn clothing and "kid collisions" makes for a safer play area. Running is allowed on open grass areas and the soccer field.

Two finger tag and chasing games must be played on the grass or soccer field.

Anything on the ground stays on the ground. This includes rocks, sticks, pinecones, dirt, leaves, worms, etc. Flowers and berries are to be left where they are.

Keep your hands to yourself. Play at school must be comfortable for each participant.

Use school equipment as designed. It prevents accidents and the equipment will last longer. Occasionally balls may end up on the roof. Our custodian only goes up once a week to retrieve items. Label and be responsible for all personal sports equipment

Be kind, share, and respect others.

Students May:

- Play ball games like tetherball, wall ball, flag football, baseball, kickball, flyers up and soccer. The rules taught in PE class are the ones to be used. The judge is the next person in line.
- Play hopscotch and jump rope.
- Bring toys, balls, and jump ropes from home labeled with student name. They must be shared and follow the school rules for use.
- Play on the slide—on bottoms, feet first.
- Play on the playground side of the path in the woods.

- Enter the building from recess with a pass only.
- Rings - Start at ring with green tape and go in one direction.
- Dig in the sandpile.

Students May Not:

- Play after the recess bell rings, they must line up and leave tetherballs alone.
- Run on the blacktop or gravel.
- Use inappropriate language, swearing or spitting.
- Push, fight or play fight.
- Pick up or throw pinecones, rocks, or sticks, leaves, berries, etc. They must remain on the ground at all times.
- Play tag on the Big Toy or any place else.
- Piggy back or pick up other students.
- Take food or gum out of the building, except at lunch recess when it's popcorn day.
- Bring any toys with batteries.

RULES FOR SPECIFIC PLAY EQUIPMENT

Play equipment must be used in a safe and appropriate manner.

Black Top: Play games by the rules you have learned in PE. No tennis balls or smaller balls on the blacktop. Tetherballs may not be used to sit or hang on.

Climbing Wall: To use the climbing wall safely children need to wear shoes that grip and are tight on the foot. The wall may be climbed horizontally or vertically. The top however is not designed for sitting.

Rings: Use the rings only if you can reach them yourself without climbing. Never lift, push, or help another student on the rings. Go straight across. Alternative games may be played by grades 4, 5, or 6 if 5 children or less play. Do not twist the rings or throw them over the top.

Big Toy: *Slides:* Go down only, one person at a time sitting on your bottom, feet out in front of you.

Zipline: One student at a time, never lift, push or help another student on the zipline. Hold on with two hands. Go one way if anyone is waiting – take turns. Keep feet below your hands.

Soccer Field: No rough play. Football is two hand touch only! Flags are required. Honor other games.

WHAT YOU CAN BRING FROM HOME FOR RECESS (CLEARLY LABELED WITH STUDENT NAME).
INDIVIDUAL TEACHERS MAY HAVE MORE RESTRICTIVE POLICIES. ITEMS BROUGHT TO SCHOOL FOR RECESS
ARE FOR RECESS ONLY. ITEMS ARE NOT ALLOWED IN CLASSROOM. SCHOOL IS NOT RESPONSIBLE FOR LOSS.

Balls – soft balls, basketballs, nerf balls, tennis balls

Plastic bats and mitts (play at back stops)

Jump ropes or Chinese jump ropes

Paper (dolls, art, notebooks), Stuffed animals, little cars for sandbox

Yo-yo's

Trading Cards (Pokemon, Magic, etc). Cards for game play only. Trading of cards prohibited.

THE FOLLOWING ITEMS ARE **NOT** ALLOWED AT SCHOOL.

- Hardballs, baseballs, wooden or metal bats, super balls, skateboards, scooters, roller blades, whistles, and toy weapons. Wheeled shoes or “Heelies” with the wheels exposed are not allowed at school. LWSB policy prohibits skateboards, scooters and roller blades on school grounds at any time. Usage of all electronic items including but not limited to: cell phones, Blackberries, pagers, MP3 players, I-Pods and Gameboys are prohibited during school hours.

First offense: Item will be taken away for the rest of the school day. Student may pick up item after school.

Second offense: Item will be taken away. Parent will need to come to school to pick up the item after school.

Third offense: Item will be taken away until the end of the school year at which time the student's parent may come to the office to pick up item.

Neither Rockwell Elementary nor the Lake Washington School District is responsible for the loss of any personal electronic equipment or cell phone. Your child brings them at his/her own risk and no steps will be taken to locate lost items.

HOMWORK POLICY

Homework is one of our most flexible tools for learning, and takes many forms.

Drill and Practice: In its simplest form, homework enables children to practice skills so that learning is mastered and retained. Drill and practice assignments might be generated by the teacher and returned to class. Examples include: math worksheets, flash cards, vocabulary words, computer games, and spelling assignments.

Daily Home Study: The purpose of daily home study is to offer the opportunity for students to develop consistent study habits. The practice of basic skills provides a firm foundation for more complex tasks.

Home study may be either teacher assigned or student/parent generated. Examples include: parent reading to child, 15-30 minutes of silent reading, math facts, writing (diary, letters, journal, etc.).

Extension: These are usually long range assignments. Students are required to integrate many skills in the process of completing the final product. Examples include: book reports, research projects, speech preparation, and art projects.

Accountability: The consequence of not completing homework may include staying in at recess, or missing a special classroom activity time. The most serious consequence is lost learning. The student will be held accountable on the student report card under the Personal Development and Work Skills section -- "Assumes and carries through on responsibilities."

HOW MUCH TIME SHOULD BE SET ASIDE FOR HOME STUDY, INCLUDING READING?

Parent and staff recommendations for Monday through Thursday are as follows:

Kindergarten and Grade 1: 15-20 minutes

Grade 2: 20-30 minutes

Grades 3 and 4: 30-50 minutes

Grades 5 and 6: 40-60 minutes

We encourage children to make reading a part of their experience, every day.

GENERAL GUIDELINES FOR HOME STUDY:

Establish A Quiet Study Place: Have a flat writing surface with materials easily accessible. The place should be well-lighted and free from distractions such as TV, radio, or people talking.

Establish A Consistent Time To Study: The earlier the better. Make this a habit in your home.

Provide Supervision & Guidance: Check to see that your child understands directions, and then have him/her do one or two examples while you watch. If you're unable to be nearby during this time, check assignments later. Your interest demonstrates to your child the value and importance you place on the work.

Monitor TV Viewing & Video Games: Less is best.

Monitor Extracurricular Activities: When homework consistently competes with too many outside commitments and activities, the quality significantly decreases.

Parents Model Reading: Read out loud to your child and encourage him/her to read for leisure.

Value Education, Reward Effort: The goal of homework is to practice skills, the development of good work habits, and provide opportunities for parents to share and expand upon their child’s learning.

SCHOOL BUS CONDUCT

Bus drivers are empowered to call parents, assign a bus rider a behavior plan and to issue bus tickets. Suspension of bus riding privileges for a period of time may occur at the first bus ticket. Severe infractions will lead to the immediate loss of riding privileges.

Students should not be at the bus stop more than 10 minutes early. The bus stop is NOT under the supervision of the Transportation Department. If student problems such as rowdiness or students playing in the street at the bus stop need to be resolved, we suggest the issues be addressed within the neighborhood.

A COMMITMENT & GUARANTEE

We, the Norman Rockwell staff, are committed to providing a quality learning environment in which the learners develop to their fullest potential.

We guarantee to provide every student with support and the opportunity to learn and succeed. In return, we expect Rockwell students to demonstrate respect for themselves, others, and property.

PLEDGES

PARENT PLEDGE

Parent’s who choose to support and facilitate their child’s academic progress through homework give their child an advantage over those who do not.

Educators know through both research and practical experience, that parents who play an active role in their child’s educational progress provide an opportunity for achievement that cannot be matched by classroom instruction alone. In our busy world, finding this daily niche of time and energy to supervise homework can be a challenge; however, this is one of the most important gifts you can give your child.

The results will last a lifetime.

To encourage my child’s learning and success in school, I will do the following:

- Provide positive support when homework is completed.
- Not allow my child to get out of homework.
- Review and sign completed homework every night.

STUDENT PLEDGE

It is important that I work to the best of my ability. Therefore, I will strive to do the following:

- All assignments will be completed.
- Homework will be completed on my own to the best of my ability.
- Work will be turned in on time.
- Missed assignments due to absence will be made up.

ROCKWELL STAFF AND PRINCIPAL PLEDGE:

It is important that students achieve. Therefore, we shall strive to do the following:

- Meaningful homework will be provided.
- Good homework habits will be positively reinforced.
- All assignments will be recorded.
- Students will be held accountable.

CIVILITY POLICY

As part of our commitment to modeling and practicing respect for our students, we have adopted a civility policy for staff, students, and parents. The purpose of this is three-fold:

- To provide a safe, nurturing work environment for all members of our community, where ideas may be shared free from fear or intimidation,
- To provide students with effective models for problem-solving, and
- To reduce the potential triggers for violent conduct, such as fear, anger, frustration, and alienation.

While we encourage the expression of diverse or controversial viewpoints, this must be done in a respectful manner and at an appropriate time and place. Such self-expression may not disrupt, or be reasonably expected to interrupt, the learning and working process in our school.

LWSD POLICIES

BEHAVIORAL EXPECTATIONS OF STUDENTS

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.

Harassment

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

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

Sexual Harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual or gender-based in nature or based on sexual orientation and/or gender expression or identity. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed. Sexual harassment is defined as verbal, visual, or physical advances made within the

work and school setting and unwelcome by the person. Sexual harassment exists when: (1) submission to the conduct is, either explicitly or implicitly, a term or condition of employment or education; or (2) submission to or rejection of the conduct is used as the basis of an employment or school-related decision affecting such individual; or (3) the conduct unreasonably interferes with the individual's job or educational performance or creates an environment that is intimidating, hostile, or offensive.

Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, the display of sexually suggestive objects or pictures, or any offensive or abusive physical contact. Harassment, including sexual harassment, does not refer to casual conversations or compliments of a socially acceptable nature. It refers to behavior related to the above definitions which is not welcome, is personally offensive, and which interferes with efficacy or creates uneasiness.

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

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

Incident Reporting and Investigative Process: Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports.

Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Incident Reporting Form and its investigation and corrective measures are set forth in District Policy. A statement summarizing the policy and procedure will be posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis.

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

Student Searches

Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property, locker, and vehicle parked on campus may be searched by school district employees if there is a reasonable suspicion the search is related to the discovery of contraband or other evidence of a student's violation of law or school conduct rules. Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from a student's possession.

Exceptional/Serious Misconduct and Discipline

Any conduct which materially and substantially interferes with the educational process is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school(s) that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of the following acts listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if such conduct causes disruption at school. Law enforcement may be informed.

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.

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

VIOLATION	DEFINITION	CONSEQUENCE *SUBSEQUENT OFFENSES WILL INCUR EQUAL OR GREATER CONSEQUENCES
Arson	Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact • Restitution as Appropriate
Assault (Resulting in Bodily Harm)	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact

	to inflict physical harm. This includes sexual assault.	
Disruptive Conduct/Behavior	Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS

VIOLATION	DEFINITION	CONSEQUENCE
Drugs/Alcohol 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.	1st Offense <ul style="list-style-type: none"> • EE/LTS • Police Contact • Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations LTS may be held in abeyance and conditionally reduced to STS/lesser LTS if student fully complies with above assessment procedures 2nd Offense <ul style="list-style-type: none"> • EE/LTS • Police Contact
Drugs/Alcohol Sell Buy Transfer	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.	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact
Firearms	Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.	1st Offense <ul style="list-style-type: none"> • EE/E up to one year • Police Contact • Conference 2nd Offense <ul style="list-style-type: none"> • EE • Police Contact • Permanent Expulsion from LWSD
Harassment, Intimidation, Bullying	Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not	1st Offense <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS

	<p>limited to one shown to be motivated because of his or her perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:</p> <ul style="list-style-type: none"> • Physically harms a student or damages the student’s property; or • Has the effect of substantially interfering with a student’s education; or • Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or • Has the effect of substantially disrupting the orderly operation of the school. 	<p>2nd Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Illegal Acts</p>	<p>A student shall not engage in the commission of any illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS <p>2nd Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS

VIOLATION	DEFINITION	CONSEQUENCE
<p>Other Weapons, Explosives, and Dangerous Items</p>	<p>Possession, threat to use, or use of other dangerous weapons (or replica weapons) is prohibited. This includes knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices, or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Principals may pre-authorize use of replica weapons for educational purposes. The District has a policy of no tolerance for weapons.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Possible lesser corrective action based on particular facts and circumstances.
<p>Sexual Harassment</p>	<p>Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS/Police Contact
<p>Threats</p>	<p>To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing, or on a computer or other electronic device. Words or actions</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact

	intended to inflict mental or physical harm are not allowed.	2nd Offense EE/LTS/Police Contact
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Other Forms of Misconduct and Discipline

Other forms of misconduct including but not limited to those listed below may result in corrective action ranging from possible suspension, expulsion, restitution, or referral to law enforcement authorities or other agencies depending on the severity of the offense.

VIOLATION	DEFINITION	CONSEQUENCE
Academic Dishonesty	Any student who submits the work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	1st Offense <ul style="list-style-type: none"> • Loss of Credit on Assignment • Parent Contact 2nd Offense <ul style="list-style-type: none"> • Loss of Credit • Parent Contact
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS • Parent Contact
Assault	A student shall not threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e. unwanted touching	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact

	or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting.	
Attendance/Truancy	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"> • Parent Contact • Follow Absentee/Tardy Policy/Becca Referral
Disruptive Conduct/Behavior	A student is not permitted to disrupt the educational process or the orderly operation of a school or a school-sponsored activity. This includes, but is not limited to, blocking building entrances, hallways, stairways, or deliberately disrupting the normal passage of others; and deliberately using any electronic device, including cellular telephones, to cause a disruption.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Parent Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact • Parent Contact
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	<p>1st Offense*</p> <ul style="list-style-type: none"> • Change Clothes/Parent Contact/EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers students, staff, or community members.	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact

Extortion/Blackmail & Coercion	A student shall not extort or attempt to extort any item, information, or money.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS
Fighting	A student shall not engage in or provoke physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Mediation <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS
Forgery	A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects.	<p>1st Offense*</p> <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS

VIOLATION	DEFINITION	CONSEQUENCE
Gambling	A student shall not engage in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	1st Offense <ul style="list-style-type: none"> • EE/STS • Confiscation of gambling items (e.g. cards, dice, etc.) 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Gang Activity	A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact 3rd Offense: <ul style="list-style-type: none"> • EE/LTS/E • Police Contact
Hazing	A student shall not participate in or fail to report known activity that demeans or abuses any student or members or potential members of a team or club.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS
Immediate Danger and Disruption	If a student's presence poses an immediate and continuing danger to the student (including harm to self), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/E • Parent Contact Self Harm <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS/ Police Contact according to circumstances

Interfering with School Investigation	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.	1st Offense* <ul style="list-style-type: none">• EE/STS/LTS
Lying	Telling or writing untruths.	1st Offense <ul style="list-style-type: none">• STS 2nd Offense <ul style="list-style-type: none">• STS/LTS
VIOLATION	DEFINITION	CONSEQUENCE
Multiple/Accumulated Offenses	A student may be disciplined for the commission of multiple or accumulated offenses.	1st Offense <ul style="list-style-type: none">• STS 2nd Offense <ul style="list-style-type: none">• STS/LTS
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, 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.	1st Offense* <ul style="list-style-type: none">• EE/STS/LTS/Police Contact

Theft	A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know of stolen property.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Restitution for school property <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact • Restitution for school property
Tobacco	A student shall not possess, use, or distribute any tobacco product, or chemicals, devices, or any other tobacco product that has the same flavor or physical effect of nicotine substances.	<p>1st Offense</p> <ul style="list-style-type: none"> • Diversion • If not Diversion, then STS <p>2nd Offense</p> <ul style="list-style-type: none"> • STS
Trespass/Loitering/ Unauthorized Entrance	A student shall not enter or be present on school property without permission.	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
Unauthorized Use of Cell Phones or other Electronic Devices During Class Time	Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.	<p>1st Offense</p> <ul style="list-style-type: none"> • Confiscation for the day <p>2nd Offense*</p> <ul style="list-style-type: none"> • Confiscation; device returned only to parent/guardian

VIOLATION	DEFINITION	CONSEQUENCE
Unauthorized Use of Equipment	Computers and other equipment shall not be used in classrooms without teacher authorization. Photographs, video, and audiotapes may not be published without permission. Inappropriate materials or websites may not be accessed or displayed.	1st Offense* <ul style="list-style-type: none"> • Confiscation for the day • STS/LTS • Restriction of tech privileges
Vandalism	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/Restitution/CS/E 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact/Restitution/E
Vulgar or Lewd Conduct/Profanity	Any lewd, indecent, vulgar, profane, or obscene act or expression is prohibited. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • STS/LTS

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 he 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/VARIANCES

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

SCHOOL AND DISTRICT EVENTS

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

BUS CONDUCT POLICY

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

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

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

SAFETY RULES AND REGULATIONS FOR RIDING A SCHOOL BUS

- Cooperate with and obey the driver at all times.
- Be courteous, use no profane language—spoken, written, or gestured.
- Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.
- Each student may be assigned a seat in which they must be seated at all times.
- Food or beverage must not be consumed on the bus except by permission of the driver
- Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition
- Windows may be opened 6 inches; however, the driver may require the windows be closed at his or her discretion.

- Students must keep their head, hands, feet, and belongings inside the bus at all times.
- Animals (except seeing-eye dogs) are prohibited from being transported on the bus.
- Belongings of students must be kept out of the aisle.
- Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
- Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

RULES OF CONDUCT AT THE BUS STOP

- Students should not stand or play on the roadway while waiting for the bus.
- Students should arrive at the bus stop five minutes before the scheduled bus time.
- Students should wait to board the bus in an orderly manner
- Students should respect private property while waiting for the bus
- Lake Washington School District policy specific to human dignity, harassment, and sexual harassment apply when students are awaiting the arrival of the school bus.

PENALTIES FOR CONDUCT AT THE BUS STOP

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 student who wish to appeal a bus 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.