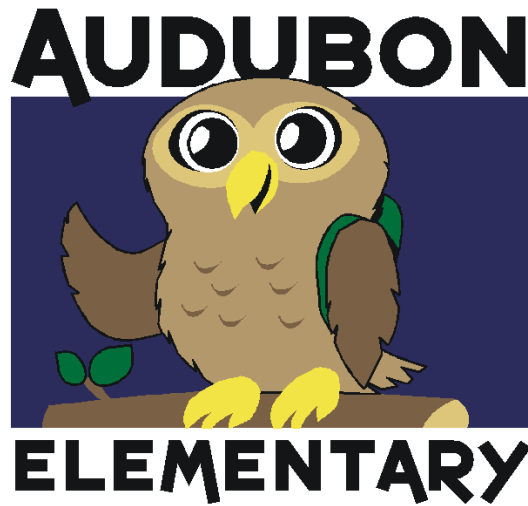


Behavior Handbook



*Our mission is to assist all students in developing their potential;
becoming life long learners; and contributing members of their
community.*

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September 2010

Dear Audubon Students,

At Audubon we believe that each of our students are special and deserve to learn in a safe and comfortable environment. We will do everything we can to create a place where learning is fun and where your success is most important. We need your help to do this because *every* student must act in a respectful and safe way to accomplish this goal.

The purpose of this handbook is to communicate to you and your parents our expectations for the behavior of every student at Audubon. Bullying, harassment and/or intimidation, in any form are not tolerated here. Because we want everyone to be successful, have a safe and fun school year, and enjoy learning, there are four behaviors you are expected to follow:

- ♥ **BE RESPECTFUL—To yourself, all others and property**
- ♥ **BE RESPONSIBLE**
- ♥ **BE SAFE**
- ♥ **BE HERE TO LEARN**

Everyone in the Audubon Community is committed to helping you achieve these expectations. We look forward to having a great year together. Work hard, be safe and have fun learning!

Sincerely,

THE AUDUBON STAFF

Absent/Tardy Policy

Learning time is precious. At Audubon Elementary we want to support families and students in an effort to maximize student attendance. While we encourage students to remain at home if they are ill and to get the rest they need to be healthy and strong, we also want to promote regular and on-time attendance so they can be successful students.

In accordance with the compulsory attendance law RCW28A.225, the Safe Arrival Program at Audubon Elementary will be utilized. A written excuse or safe arrival phone call from a parent or guardian is **mandatory** for every absence, late arrival 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 **881-9575**. If you should forget to phone in your child's absence, a volunteer will phone to confirm your child is with you. For attendance recording purposes, a **TARDY** is recorded if a student arrives to school after 8:30 a.m. An **ABSENCE** is recorded when a student misses more than 60 minutes of class time as either a ½ day AM or ½ day PM session.

Missing school adversely impacts school performance. Attending school regularly will foster greater academic success. Attendance issues will be addressed in the following manner: written communication, conference with school officials and/or referral to Becca Specialist:

Unexcused Absences (truancy) and the Becca Bill: Under RCW 28A.225, the Compulsory Attendance Law or Becca Bill, parents are responsible for their child's full-time attendance. If it is determined that a student is truant, the parent/guardian will be notified by phone or by mail, of the unexcused absence. If the truant behavior continues, a conference will be set to help reduce the student's unexcused absences. If unexcused absences accumulate to seven (7) unexcused absences within any 30 day period, or ten (10) unexcused absences during the school year, the student will be prosecuted for truancy at the King County Superior Court. An absence under this provision is when the student is truant for the majority of his or her class schedule.

Tardiness is also disruptive to the teaching/learning process and negatively effects student performance; therefore the Redmond Learning Community Elementary Schools have established the following policy regarding tardies:

- Every five tardies will be documented as an absence (making a student ineligible for perfect attendance award).
- After 5 tardies parents will receive a letter of concern from the school
- After 8 tardies parents will receive a letter and/or phone call from the school
- After 12 tardies parents will be required to meet with the principal
- After 14 tardies parents will be contacted by the LWSD Becca Coordinator

Please help us increase your child's success in school by limiting tardy and absences. Please contact your child's teacher, the school counselor or principal if we can assist in any way.

STUDENT/STAFF/PARENT RESPONSIBILITIES FOR SCHOOL BEHAVIOR

In a school learning community each member has a responsibility to keep the environment safe and comfortable for others. The following are ways in which each member can contribute to the success of our students and help to make Audubon a productive and happy place:

Student responsibilities include:

- ✦ **Read and discuss this behavior policy with your parent or guardian.**
- ✦ Practice Lifeskills, PeaceBuilders™, Kelso Choices, and Steps to Respect principles
- ✦ Know and follow classroom and school rules/guidelines **at all times**
- ✦ Be accountable by following through on logical consequences for behavior choices
- ✦ Take home any communications about your behavior to be read and signed by your parent(s) and returned the next day
- ✦ Report to time outs/the detention room promptly
- ✦ Solve problems on your own by following PeaceBuilders™ procedures, Steps to Respect or Kelso Choices and listening to directions from adults in the school
- ✦ Seek a wise person for those issues that require assistance to solve
- ✦ Communicate with parents, staff and other students in a respectful manner
- ✦ Be positive, work hard, participate, focus on learning and have fun!

Parent responsibilities include:

- ✦ **Read and discuss this behavior policy with your child.**
- ✦ Have your child to school on time and in attendance everyday
- ✦ Read, sign and respond to any communication about your child's behavior
- ✦ Teach and require your child to demonstrate appropriate behavior
- ✦ Participate in conferences and other activities at the school
- ✦ Communicate with teachers and staff often and in a respectful manner
- ✦ Honor and trust the professional judgment of school staff

Staff responsibilities include:

- ✦ **Teach school and classroom rules, guidelines, expectations and consequences**
- ✦ Implement PeaceBuilders™, Kelso Choices, and Steps to Respect programs
- ✦ Model and teach life skills
- ✦ Notice and praise positive and exceptional behavior
- ✦ Post school and classroom rules and expectations for behavior
- ✦ Help students and parents understand behavior consequences
- ✦ Communicate with parents and students often and in a respectful manner
- ✦ Honor and trust that parents know their children well

Life Skills for Success

Life skills are behaviors that successful students and adults display in their daily lives. Some skills come naturally and others need to be learned. The Life skills we expect students to demonstrate are categorized under the four behaviors listed below:

♥ **BE RESPECTFUL—To yourself, all others and property**

RESPECT: To treat others with consideration and politeness

INTEGRITY: To conduct oneself in a trustworthy manner

PATIENCE: To wait calmly for someone or something

SENSE OF HUMOR: To laugh and be playful without hurting others

FRIENDSHIP: To make and keep a friend through mutual trust and caring

♥ **BE RESPONSIBLE**

RESPONSIBILITY: To respond when appropriate and be accountable for your actions

INITIATIVE: To do something because it needs to be done

ORGANIZATION: To plan, arrange, and implement in an orderly way; to keep things in an orderly, readily-usable way

♥ **BE SAFE**

CARING: To feel concern for others

COMMON SENSE: To use good judgment

♥ **BE HERE TO LEARN**

PROBLEM-SOLVING: To seek solutions in difficult situations and everyday problems

CURIOSITY: To desire to learn or know about one's world

COOPERATION: To work together toward a common goal or purpose

EFFORT: To try your hardest

FLEXIBILITY: The ability to alter plans when necessary

PERSEVERANCE: To continue in spite of difficulties

KELSO CHOICES

Students in grades K-2 will learn about Kelso Choices to help promote problem solving, cooperation, and teamwork. Kelso, the green frog, has 10 strategies that students can try when they need help making a good choice in a situation. Our goal is to have students learn and then practice making the best choices possible with Kelso's problem solving strategies.



STEPS TO RESPECT

Steps to Respect is a program used at Audubon to increase positive behavior and reduce aggression and/or bullying. Instruction, focused on grades 3-6, will help students develop friendship skills, respect, cooperation, and teamwork and are reinforced throughout the various learning environments at Audubon. Our goal is to have every member of the Audubon Learning Community demonstrate respect and responsibility at all times.

Lake Washington School District

ELEMENTARY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

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 work 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 for every right there is a responsibility. This responsibility includes the freedom to exercise your rights in a manner that is not offensive to the recipient. We trust 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 lunchroom.
- 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 freedom is subject to reasonable regulation 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 school property and personal belongings.
- 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 all school related activities.
- Students are responsible for being prepared for class; i.e., bringing appropriate and necessary materials to class on a daily basis.
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.

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 goal of the progressive discipline approach in the Lake Washington School District is to encourage the students to:

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

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

Discipline: Any form of corrective action taken other than suspension and expulsion. This may include community service (CS), exclusion from class during the school day, after school detention, restitution, assessment/counseling as appropriate.

Suspension: Denial of right of attendance for a specific amount of time; short-term suspensions (STS) are for no more than ten consecutive school days; long-term suspensions (LTS) exceed ten consecutive school days.

Expulsion: Denial of right of attendance for an indefinite amount of time will be used only when the nature and circumstance reasonably warrant the harshness of expulsion.

Emergency Expulsion (EE): When the student's presence imposes an immediate and continuing danger to the student, other students or school personnel, or an immediate and continuing threat of substantial disruption to the educational process. An emergency expulsion may be imposed to allow administrators to fully investigate the situation and impose any appropriate disciplinary or corrective action.

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 our students to bring about changes in inappropriate/unacceptable behavior, there may be

situations where progressive discipline is not appropriate and prudent. In such cases, Lake Washington School District reserves the right to immediately suspend or expel where exceptional misconduct is involved (i.e., conduct that is so frequent in nature or as serious in nature in terms of the disruptive effect upon the operation of the school as to warrant an immediate suspension or expulsion). This may also apply to students who have committed serious violations or acts in the community and may pose a threat or disruption to other students at school. A suspension from school may be appealed. The student will be informed of the process at the time a suspension occurs. Parents will be notified of the suspension by mail.

Human Dignity

Recognizing and valuing that we are a diverse community, it is part of our mission to provide a positive, harmonious environment where diversity is respected and encouraged.

A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and /or characteristics including for example, but not necessarily limited to race, gender, age, disability, physical condition, sexual orientation, ethnic group or religion. We expect this value to be manifested in the daily behaviors of student, staff and volunteers.

Harassment

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

Harassment can take many forms and can include bullying, slurs, comments, rumors, "put-downs", jokes, innuendoes, unwelcome compliments, cartoons, pranks, and/or other verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; (3) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (4) otherwise unreasonably affects an individual's employment or education opportunities.

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

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

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

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

Alcohol, Drug and Tobacco-Free School

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

Dangerous Weapons

Possessing, using, transferring, or transporting any object that could reasonably be considered a firearm or dangerous weapon or possessing any exploding item device or substance that would be capable of producing bodily harm or cause damage to property or disruption of the educational process is strictly prohibited. Violation of this rule is considered serious to the safety and welfare of both the student who violates it and others in the District and such a disruption to the educational process, that emergency expulsion will always be immediately enacted. By law, we are required to notify the local law enforcement agency of a violation of this rule. Also by law, in the case of possession of a firearm, we are required to expel the student. The duration of the expulsion will be at least one school year and may be permanent.

Student Searches

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

Exceptional/Serious Misconduct and Discipline

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

Exceptional/Serious Misconduct and Discipline

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

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

| Violation | Definition | Consequence |
|----------------|---|---|
| Threats | To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed. | 1st Offense: <ul style="list-style-type: none"> • STS, LTS and/or EE 2nd Offense: <ul style="list-style-type: none"> • LTS and EE |

Other Forms of Misconduct and Discipline

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

| Violation | Definition | Consequence |
|---|---|---|
| Endangerment of Others | A student shall not act in a manner that endangers student, staff, or community members. | 1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact |
| Extortion/Blackmail & Coercion | A student shall not extort or attempt to extort any item, information or money. | 1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS and Assessment 2nd Offense: <ul style="list-style-type: none"> • EE/LTS |
| Fighting | A student shall not engage in physical altercation with one or more other persons. This includes instigating a fight or contributing to the likelihood of a fight developing. | 1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/LTS |
| Forgery | A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects. | 1st Offense: <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS |
| Gang Related Behavior/Actions | Committing a school infraction or criminal act as a group of three or more persons or displaying signals, signs, symbols, or wearing clothing that is associated with gang activities | 1st Offense: <ul style="list-style-type: none"> • STS/LTS • Police Intervention 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Police Intervention 3rd Offense: <ul style="list-style-type: none"> • LTS/Expulsion • Police Intervention |

| Violation | Definition | Consequence |
|--|--|---|
| Gambling | A student shall not engage in acts which involve the exchange of money or other items through games of chance or encouraging other students to gamble | 1st Offense: <ul style="list-style-type: none"> • EE/STS/ Community Service 2nd Offense: <ul style="list-style-type: none"> • EE/LTS |
| Hazing | A student shall not participate in or fail to report known activity that demeans, abuses, or violates members or potential members of a team or club individuals. | 1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS |
| Illegal Acts | A student shall not engage in the commission of any illegal or criminal act. | 1st Offense: <ul style="list-style-type: none"> • EE/LTS |
| Immediate Danger and Disruption | If a student's presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted. | 1st Offense: <ul style="list-style-type: none"> • EE.STS/LTS/or E • Conference • Police Contact 2nd Offense: <ul style="list-style-type: none"> • EE/LTS/or E • Conference • Police Contact |
| Interfering with School Investigation | Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory 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"> • STS, LTS and/or EE |
| Multiple/Accumulated Offenses | A student may be disciplined for the commission of multiple or accumulated offenses. | 1st Offense: <ul style="list-style-type: none"> • STS/LTS |

| Violation | Definition | Consequence |
|---|--|--|
| Negative Community Action | Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, and harassment occurring off-campus. | 1st Offense: <ul style="list-style-type: none"> • STS/LTS/E 2nd Offense: <ul style="list-style-type: none"> • STS/LTS/E according to circumstances 3rd Offense: <ul style="list-style-type: none"> • STS/LTS/E according to circumstances |
| Theft | A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know stolen property. | 1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Restitution • Police Contact 2nd Offense: <ul style="list-style-type: none"> • EE/LTS • Restitution • Police Contact |
| Tobacco | A student shall not possess, use, or distribute any tobacco product. | 1st Offense <ul style="list-style-type: none"> • STS • Diversion 2nd Offense <ul style="list-style-type: none"> • STS |
| Trespass/Loitering / Unauthorized Entrance | A student shall not enter or be present on school property without permission. | 1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/LTS |
| Unauthorized Use of Equipment | Computers, science equipment, and laser pens, cell phones and other personal technology devices may not be used in classrooms without teacher authorization. Photographs, video and audiotapes may not be published without permission. | 1st Offense: <ul style="list-style-type: none"> • STS /LTS • Restriction of tech privileges 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Restriction of tech privileges, confiscation 3rd Offense: <ul style="list-style-type: none"> • EE/STS/LTS |

| Violation | Definition | Consequence |
|-------------------------------|---|---|
| Vandalism | Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property. | 1st Offense: <ul style="list-style-type: none"> • STS/LTS • Restitution/CS • Police intervention • Possible expulsion 2nd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police intervention • Possible expulsion 3rd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police Intervention • Possible Expulsion |
| Vulgar or Lewd Conduct | Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting and obscene gestures | 1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS |
| Willful Disobedience | Failure to follow reasonable requests and directions of school staff. | 1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • LTS |

| |
|---|
| <i>Short Term Suspension (STS) Emergency Expulsion (EE) Community Service (CS)</i> <i>Long Term Suspension (LTS) Expulsion (E)</i> |
|---|

Computer and Internet Code of Conduct

The Lake Washington School District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. As users of District computers, students are expected to review and understand Appropriate Use Procedures.

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software or peripheral equipment to district computers without permission.

5. Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
7. Be ethical and courteous. Do not send hate, harassing or obscene mail, text or images, libelous, scandalous or discriminatory remarks, or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
8. District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it.
10. Do not use district computers for commercial or political activity.

Technology Code of Conduct

1. Students are expected to follow the *Internet Code of Conduct* and the *Computer User Agreement and Release Form*.
2. Library and computers labs will be used for school use only.*
3. Students are expected to leave games and other applications at home.*
4. Computer labs will only be used when staff member is present.*
5. Students will leave food and beverages outside the computer lab at all times.
6. Students will clean up computer desktop (close all windows) upon leaving.*
7. Monitor positions are not to be changed.*
8. Students will not close screens, clear desktops, or turn off computers when teachers approach them.*
9. Students will not disturb other computer users.*
10. Students will not remove applications from the Hard Drive.**
11. Students will not install or download any personal software, peripheral, or hardware.***
12. Students will not vandalize or steal school equipment.***
13. Students will not alter internal components of the computers.***

* 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 student or staff and/or the educational process, the District may contact the Internet Service Provider and website initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and /or disciplinary action may also be taken by the District in appropriate case to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material.

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

Health Room/Medication

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office to call a parent to arrange for transportation home. Parents should inform the school on the student emergency contact card or in writing if a student has a life threatening illness, infectious disease, or serious allergy.

The Lake Washington School district's medication policy states that **the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves.** If a student is currently taking daily medication, parents need to arrange to have the student take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School district and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist or other guidance team member. You may also call the Special Services main office at 425-702-3201 or Willows special Services at 425-882-8170 (birth through preschool) and request Child Find information.

Family Rights and Privacy Act

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

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the new media or law enforcement). This information will not be released for commercial purposes.

Enrollment/Variations

Students in Washington State may apply for an enrollment variance to attend a school in a different school district (out of district variance) or to another school in the Lake Washington School District (in-district variance).

Variations are accepted on a space available basis. Refer to the school district website, www.lwsd.org/parents/studentregistration for timelines and processes.

School and District Events

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

Bus Conduct Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school. The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the bus driver shall have final authority and responsibility.

Safety Rules and Regulations for Riding a School Bus

- Cooperate and obey the driver at all times.
- Be courteous, use no profane language-spoken, written, or gestured.
- Students must ride their regularly assigned buses at all times unless written permission has been granted by the school office.
- Each student may be assigned a seat in which they must be seated at all times.
- Food or beverage must not be consumed on the bus except by permission of the driver.
- Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW9.41.250 for definition.
- Windows may be opened 6 inches. However, the driver may require the windows be closed at his/her discretion.
- Students must keep their head, hands, feet, and belongings inside the bus at all times.
- Animals (except official service dogs) are prohibited from being transported on the bus.
- Belongings of students must be kept out of the aisle.
- Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.

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

Rules of Conduct at the Bus Stop

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

Students should arrive at the bus stop 5 minutes before the scheduled bus time.

Students should wait to board the bus in an orderly manner.

Students should respect private property while waiting for the bus.

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

Supervision of elementary students at the bus stop is the responsibility of parents.

Penalties for Conduct at the Bus Stop

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

Penalties for Infractions of Established Bus Rules

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

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

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

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

Appeal Procedure

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

Audubon Plan for Inappropriate Behavior

Once an adult supervisor has given a student reminders and/or time-outs for inappropriate behaviors on the playground, hallways, and lunchroom or in common school areas, it may become necessary to take additional steps to change the behavior. Two forms used at Audubon for these occurrences are:

- 1) **Communication Slip** – filled out by an adult observing or becoming aware of inappropriate behavior by a student. The form may accompany the student to the office where they will conference with the principal or a designee. A copy of this slip is sent home with the child, one is sent to the teacher and one remains in the office.

- 2) **Audubon Owl Action Plan** – filled out by the student (with assistance) to problem solve the behavior. The purpose of the form is to provide the child a “cooling down” and/or opportunity to reflect on and take accountability for the behavior. The student is encouraged to come up with strategies for changing the behavior or solving a problem in a different, more acceptable way in the future. Usually this form accompanies a one-to-one conversation with the principal or designee in the office. The completed form remains in the office.

Following are samples of these two forms:

Audubon Elementary **BEHAVIOR COMMUNICATION**

STUDENT _____ DATE _____
ISSUED BY _____ TEACHER _____

SCHOOL RULES: BE RESPONSIBLE. BE RESPECTFUL. BE SAFE. BE HERE TO LEARN

The problem indicated below occurred in the following location: (circle one)

RECESS: AM NOON PM PE MUSIC LIBRARY CAFETERIA CLASSROOM HALLWAY TECH LAB

The following occurred/is occurring:

- Disrupts learning environment
- Abuse of equipment/Property
- Physical Aggression
- Disrespectful to adults/students

- Inappropriate school language
- Willful disobedience

- Other: _____

Action Taken:

- 2nd verbal warning
- Time out given at recess
- Time out given in office
- Community service assigned
- Other

Action Needed:

- Time out: playground or office

When: _____

White: Parent Yellow: Office Pink: Teacher

Parent Signature _____

Audubon Owl Action Plan

| | |
|----------------|----------------|
| Student: _____ | Teacher: _____ |
| Date: _____ | Grade: _____ |

Please Circle Which School Rule you did not meet:

Be Respectful Be Responsible Be Safe Be Here to Learn

I am completing an action plan because:

It's not okay to do that because:

If I don't change my behavior, I can expect

Two things I could do differently next time:

I choose to follow the plan I have made

Student Signature: _____

Completed plans will remain in the office.

PLAYGROUND RULES

Rules apply before, during and after school hours

These are general guidelines to help you be respectful, responsible and safe. Students are encouraged and, when necessary, assisted, to solve conflicts on their own. Playground supervisors do have the right and responsibility to determine that some play, games or actions are not allowed and will stop such play/actions immediately.

Be Respectful

- When there is a dispute over a game—use Kelso Choices, Seek a Wise Person, consider the best choice available that will keep the peace or respect.
- To use the restroom during recess times: students need to get a hall pass from the recess teacher and go into the building quietly. Restrooms by the gym/cafeteria are used during recess.

Be Responsible

- Sign equipment in and out from the ball cart.
- When the bell rings, stop playing, put equipment away—sign it back in, line up quietly.
- Fill in holes on the all-weather soccer field or any of the other fields.
- Balls:
 - a. Keep hard balls and super balls at home.
 - b. Balls are meant to use in games and not thrown at people.
 - c. Inappropriate use or treatment of equipment will result in a consequence.

Be Safe

- Walk only on the back sidewalk as you go to and from recess.
- Boundaries: to be safe remain in sight of a playground supervisor.
- Off limit areas include:
 - a. Service driveway and load/unload area.
 - b. Fences by the pond; Gravel path that leads to the gate by the pond.
 - c. Behind the portables
 - d. Bike rack.
 - e. Parking lot.
 - f. Trees at the far end of the 'forest.'
- Big Toys and Bridges:
 - a. No playing tag or running through the bar/rings areas.
 - b. Rings must be down at all times.
 - c. No running up and down the slide.
- Bars:
 - a. One hand on the bars at all times.
 - b. No grabbing legs or pulling students off.
 - c. No sitting on top of the structure.
- Bicycles. Students in fourth, fifth and sixth grade are allowed to ride bikes to school under the following conditions:
 - a. Students **MUST** wear safety helmets.
 - b. Bicycles must be registered with the Audubon office.
 - c. Bicycles must be parked and locked in the rack provided.
 - d. Each bike must have its own lock.
 - e. Bikes are to be walked on school property.
 - f. Bicycles may not be used during recess.
 - g. Bicycles are brought to school at the risk of the owner. The school cannot accept responsibility for bicycle security.

Note: Scooters, Skateboards, Rollerblades and Wheelie-type shoes are not to be worn or used at school or on school grounds.

Audubon Rules for: Soccer, Basketball, Football and Handball

Students in 4th-6th grades provided input on the rules. If you choose to play one of the games listed below, then you agree to play by the “Audubon Rules.” The object of the games at Audubon is to **have fun** – if these games provide more argument, injury and/or harm than fun, they may/will be stopped. These are not league games nor are they professional. Consequences for not following the rules: Time out from game; suspension from game for a period of time (ie, 1 week or more); or the game may not be allowed as a recess option for a period of time (ie, 1 month or more). Balls must be returned to the ball cart at the end of recess.

Soccer

- No tackling, tripping or sliding
- No screening/blocking
- Equal teams (no switching players/teams)
- 15 ft. zone for kicking the ball in
- No booting the ball



Basketball

- No kicking
- Maximum of 2 people covering
- 5-second tug rule (otherwise it is a jump ball)
- No ball hogging



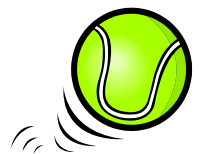
Football (when/if it becomes an option)

- 2 hand touch only – never tackle!
- Medium hits okay
- Agree on quarterbacks (take turns)
- No keep away
- Good sportsmanship (no taunting)



Handball/Four Square/Wall Ball/etc.

- Admit you are out
- Play fairly (don't hit the ball either too hard or too soft just to get friends in the game)
- No kicking the ball
- No cutting in line; or interfering with the ball if you are standing in line
- Say the rules out loud; call the serve loudly
- No pegging; no shadowing



- Please **do not** bring playground equipment, toys or valuables from home to use at recess.
- The following are not allowed during school recesses:
 - a. Tackle football
 - b. Rugby
 - c. Wrestling
 - d. Practicing Karate/Martial Arts
 - e. Aggressive or rough contact sports/games
 - f. No trading, selling or exchanging money

AUDUBON ELEMENTARY SCHOOL DRESS CODE

What is fashionable is not always appropriate for elementary school...

...therefore we have established the following rules and guidelines for students regarding appropriate dress. Some clothing or footwear can cause a safety hazard or distraction to learning. Staff judgment will be used to determine if an article of clothing or outfit worn by a student creates a safety hazard or causes serious or substantial disruption to the learning of themselves or of others in the environment. Parents will be notified and asked to bring a change of clothing when necessary. Our dress code was developed with the assistance of the Audubon Student Council, a student group.

The following is **not allowed** at Audubon Elementary School:

- Halter/swimsuit-type tops
- Bare midriff tops/tube tops/spaghetti strap/thin strap tank (straps must be at least two adult finger widths wide)
- Offensive or inappropriate words/phrases on clothing
- Alcohol or tobacco logos, brand-names, inferences on clothing
- Pants with holes above the knee
- Shirts with rips, tears or holes
- Hats in buildings/classrooms
- Gang attire or clothing with gang symbols, references or phrases
- Pants worn below the hips
- Shorts or skirts worn above the tip of the extended middle finger
- Boxer shorts or underwear over pants
- Beach thongs, flip-flops or shoes that present a safety hazard
- Shoes with wheels

