

BENJAMIN FRANKLIN ELEMENTARY

2011-2012 HANDBOOK



Vision: Franklin educators, families, and community collaborate to provide a nurturing environment that inspires students to reach rigorous yet attainable social and academic goals.

Mission: All students will be equipped with the skills to become life-long learners.

Benjamin Franklin Elementary School

12434 N. E. 60th Street

Kirkland, WA 98033

Phone: 425-936-2550

Fax: 425-739-0607

<http://www.lwsd.org/school/franklin>

Kim Bilanko, Principal

e-mail - kbilanko@lwsd.org

Emergency Numbers

Police Department — 911

Fire Department — 911

Poison Control — 206-526-2121

Important Numbers

Safe Arrival — 425-936-2550

(for absent or late students)

Rose Hill Junior High — 425-936-9460

Lake Washington High — 425-936-1700

Franklin Elementary School Lake Washington School District

Please read and discuss the Student Handbook. It can also be found online at www.lwsd.org/school/franklin (the handbook is located under the "For Parents" tab).

Return this page to your oldest child's teacher after you and your children have signed it.

We have read and discussed, and my children understand the Ben Franklin Elementary Procedures and Discipline Policy.

Student Signature: _____

Student Signature: _____

Student Signature: _____

Student Signature: _____

Parent Signature: _____

Date: _____

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Franklin Vision: Franklin educators, families and community collaborate to provide a nurturing environment that inspires students to reach rigorous yet attainable social and academic goals.

Welcome

Dear Parents and Students:

Welcome to our 2011-2012 school year at Ben Franklin Elementary School.

The student handbook is full of important information for a successful school year! Please take the time to read it together as a family because it contains our school policies and rules. After you read it, please sign the page you received in the first day packet and return it to your child's teacher, indicating that you have read and understood our policies.

We are looking forward to another exciting educational year, in which we have the opportunity and privilege of working with your children. We believe in fostering a fun, nurturing and challenging environment at Ben Franklin Elementary. Our school vision is that all students will be equipped with the skills to be life-long learners.

I would like to invite you to come to the school and become a part of our community. Come see the wonderful learning environment Ben Franklin has to offer. Please also consider volunteering as well. You are such an important component of your child's education we would love to have you participate in the various roles we have here at Ben Franklin. Volunteer time might include attending PTA functions, working in the classrooms, reading with students, helping with class projects, helping with Safe Arrival, working in the library and/or supervising on the playground. Also, please make sure to attend the various school night activities such as Curriculum Night. Please look at the PTSA website to get more information on the various ways you can be involved! www.mybenfranklinpta.org

As we begin another year at Franklin, I would like to be the first to say "Welcome Back!" I feel honored to be the principal of Ben Franklin Elementary and look forward to working with all of you. Thank you in advance for making Ben Franklin such a quality learning institution. Here's to another safe, happy and rigorous year of learning!

Sincerely,

Kim Bilanko
Principal

LAKE WASHINGTON SCHOOL DISTRICT # 414 2011-2012 Calendar (Revised)

AUGUST

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

SEPTEMBER

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

OCTOBER

S	M	T	W	Th	F	S
						1
2	3*	4*	5	6*	7	8
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23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	Th	F	S
		1	2	3*	4	5
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27	28	29	30			

DECEMBER

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JANUARY

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1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24*	25	26	27*	28
29	30	31*				

FEBRUARY

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MARCH

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APRIL

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29	30					

MAY

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27	28	29	30	31		

JUNE

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

JULY

S	M	T	W	Th	F	S
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29	30	31				

School year may be extended due to inclement weather. Calendar subject to change.

Important Dates

Aug. 29-31	LEAP Days
Sept. 1	LEAP Day
Sept. 5	No school - Labor Day
Sept. 6	First Day of School
Oct. 3-4, 6	Half-Day Elementary Conferences
Oct. 7	No school - LEAP Day
Nov. 3	Last Day 1st Quarter Secondary
Nov. 11	No school - Veterans' Day Observed
Nov. 14	Secondary Grades Due
Nov. 23	Half-Day
Nov. 24-25	No school - Thanksgiving Vacation
Dec. 19-30	No school - Winter Break
Jan. 2	No school - Winter Break
Jan. 16	No school - Martin Luther King Jr.
Jan. 24	Elementary Grades Due

Jan. 27	Last Day 1st Semester Secondary
Jan. 31	Half-Day Elementary Conferences
Feb. 2-3	Half-Day Elementary Conferences
Feb. 3	Secondary Grades Due
Feb. 16-17, 20	No school - Mid-Winter Break
March 16	No school - LEAP Day
March 30	Last Day 3rd Quarter Secondary
April 2-6	No school - Spring Break
April 13	Secondary Grades Due
May 4	No school - LEAP Day
May 25	No school - LEAP Day
May 28	No school - Memorial Day
June 18	Elementary Grades Due

June 22	Half-Day - Last Day of School
	Last Day - Secondary 2nd Semester
	Secondary Grades Due

Key

★	Check Important Dates Section		
■	No School	□	Half Day
□	First/Last Day		

Wednesday schedule 1.5 hrs. early release for students.
LEAP = Learning Enhancement Academic Planning

Revised 6/11

Daily Schedule

8:55 a.m.	First Bell
9:00 a.m.	School Begins
<i>10:35-10:50 a.m.</i>	<i>A.M. Break</i>
11:30 a.m.-11:50 a.m.	Lunch Kindergarten, 1 st and 6 th grades
11:50 a.m.-12:20 p.m.	Recess Kindergarten, 1 st and 6 th grades
12:00 p.m.-12:20 p.m.	Lunch 2 nd , 3 rd , 1/2 and 3/4 Quest
12:20 p.m.-12:50 p.m.	Recess 2 nd , 3 rd , 1/2 and 3/4 Quest
12:30 p.m.-12:50 p.m.	Lunch 4 th /5 th and 5/6 Quest
12:50 p.m.-1:20 p.m.	Recess 4 th /5 th and 5/6 Quest
<i>2:35 p.m.-2:45 p.m.</i>	<i>P.M. Break</i>
3:30 p.m.	School Ends (Mon, Tues, Thurs. Fri.)
2:00 p.m.	School Ends (Wed.)
3:40 p.m.	Buses Depart
9:00 a.m.-11:40 a.m.	A.M. Kindergarten
9:00 a.m.-10:55 a.m.	A.M. Kindergarten (Wed.)



PTA Executive Committee

Co-Presidents
Secretary
Treasurer

Valerie Horvath, Colette Ulloa
Christy Hentges
Mandi McChesney

Benjamin Franklin - Office Staff

Principal

Kim Bilanko

Office

kbilanko@lwsd.org

Office Staff

Lori Neumann
Ann Coon

Office Mgr
Secretary

lneumann@lwsd.org
acon@lwsd.org

Benjamin Franklin – Teachers

Kindergarten

Jessie Shelley (All Day)	A115	jshelley@lwsd.org
Sissy Carlton (ADK)	A114	kcarlton@lwsd.org
Emily Foster (AM)	A116	efoster@lwsd.org

First Grade

Keri Ferrin	B103	kferrin@lwsd.org
Simone Schneider	B103	sischneider@lwsd.org
Paige Nguyen	B104	pnguyen@lwsd.org
Aly Rumberger	B101	arumberger@lwsd.org

Second Grade

Andrea Rulon (formerly Clemons)	A102	aclemons@lwsd.org
Danielle Knapman	A104	dknapman@lwsd.org

Third Grade

Robin Miller	A203	romiller@lwsd.org
Lori O'Brien	A204	lobrien@lwsd.org

Fourth/Fifth Grade

Karen Kramer (formerly Aly)	B202	kaly@lwsd.org
Leann Clawson	B201	lclawson@lwsd.org
Katie Van Dyke	B203	kvandyke@lwsd.org
Becky MacLearn	B204	rmaclearn@lwsd.org

Sixth Grade

Suzanne Hart	A202	shart@lwsd.org
Keith Hutchinson	A201	Khutchinson@lwsd.org

First/Second Quest

Lael Camacho	B102	lcamacho@lwsd.org
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Third/Fourth Quest

Kendall Howden	A101	khowden@lwsd.org
Natalya Stine (Formerly Freimanis)	A103	nfreimanis@lwsd.org

Fifth/Sixth Quest

Kim Oakley	Portable 205	koakley@lwsd.org
Susan Hodges	Portable 255	shodges@lwsd.org

Benjamin Franklin – Staff and Specialists

Specialists

Nancy Denney, PE	Gym	ndenney@lwsd.org
Shelby Wiegand, PE (part time)	Gym	swiegand@lwsd.org
Barbara McElfish, Library	A117	bmcelfish@lwsd.org
Shawna Locey, Music	A129	slocey@lwsd.org
Robyn Hodges, Music (part time)	A129	rhodges@lwsd.org

Special Services

Laura Senft, Psychologist	A110	lisenft@lwsd.org
Marion Holland, Counselor	A109	mholland@lwsd.org
Deanna Vega, Special Education	A131	dvega@lwsd.org
Sarah Peery, OT	A110	speery@lwsd.org
Jennifer Dressel, Safety Net	A106	jdressel@lwsd.org

Support Staff

Ernie Atwill, Head Custodian	A126	eatwill@lwsd.org
Sophon Kim, Night Custodian	A126	skim@lwsd.org
Valerie Martin, Nurse		vamartin@lwsd.org
Polly Vann, Lunch Cashier/IA		pvann@lwsd.org
Kathryn Farrel, Para-Educator		kfarrel@lwsd.org
Tracy McShane, IA		tmcshane@lwsd.org
Kathy Nguyen, IA		knguyen@lwsd.org
Dawn Sundene, IA		dsundene@lwsd.org
Gary Lewis, IA		glewis@lwsd.org
Sue Sage	Kitchen Lead	
Cynthia Nakamura	Kitchen	

Communication

The following methods give our parents updated information about classroom activities, curriculum and special events:

- The Eagle's View is a one-page monthly bulletin. It provides details of upcoming events and programs. The newsletter items are brief. The goal is to provide an update of school events.
- The PTA sends a weekly electronic newsletter, *The Weekly Update*, with information about upcoming school, district and PTA events.
- Franklin Website (www.lwsd.org/school/franklin)
- Franklin PTA Website (www.mybenfranklinpta.org)
- Franklin Reader Board

Curriculum Night

Curriculum night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year. The dates are:

Grades K - 3	September 15	6:00 – 7:15 p.m.
Grades 4 - 6	September 15	6:45 – 8:00 p.m.

Conference Weeks

Parent/teacher conferences provide time for parents to meet with teachers and discuss their child's progress in school. Parents are welcome to request additional conferences at any time.

1st Semester Conferences	October 3, 4, 6
2nd Semester Conferences (optional)	January 31, February 2, 3

Teachers will send home appointment notices prior to conference week.

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.

Franklin Library Overdue Policy

1. Students will be given overdue slips during their scheduled library times. In addition, 4th-6th grades have access to their own library accounts, and may view checkouts at anytime.
2. Items missing 30+ days will stop checkouts and affect library grades, **however**, parent/guardians may contact the librarian (phone, email, or note) to acknowledge a thorough search has been made. The item will then be moved to a 'lost item' status, and enable checkouts to resume.
3. Formal fines (email or snail mail home) for lost items will be issued and collected in January and June.
4. Should the item(s) be found, refunds will be generated on or about the 10th of each month, January through June. *No refunds will be given for items costing \$6 or less, or for items returned after the last day of school.
5. Report cards will not be released for students with outstanding fines.

Safe Arrival, Dismissal, and Attendance Procedures

Please call the school office if your child will be absent or arriving late. We have an answering machine, so you may call at any time. Leave your child's name, grade, and teacher's name along with a message stating whether your child will be absent or late.

Arrival: Students should come to school no earlier than 8:45 a.m. as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom after the first bell. If a child arrives after 9:15 according to the school wall clocks, they must stop by the office for a class Admit Slip. Please note: students are marked tardy if they arrive after 9:00 a.m. Students are to remain on the school grounds during the school day.

Dismissal: School ends each day at 3:30 p.m. Students not picked up by 3:45 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. Students will sign in and need to be signed out by someone on the yellow emergency card. **PLEASE NOTE: The office closes at 4:00. All students must be picked up by this time.** Please remember, all adults need to wait outside as well. No adults should be in hallways or the shared spaces before or after school unless they have checked in at the office. This helps keep our children safe.

We understand that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school. If your appointment is after 3:15 p.m., please write a note to your child's teacher so the teacher will send them down to the office to wait for you. **Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:15 p.m.** Parents must come into the office to sign their child out for early dismissals. Students cannot wait outside for parents to drive by. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable.

Tardy Policy

Principal will review a monthly report for absenteeism and tardiness issues.

At five tardy/absences in a trimester or if a teacher has significant concerns, families will be contacted to explain the educational impact on the student, teacher and classmates. When contact has been made, classroom teachers will notify the school counselor.

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

If there is not improvement and tardies or absences remain at 15%, a parent/principal conference will be required.

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.

Planned family trips may be considered an exception to this policy.

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.*

Vacation 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 are 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.

Parking Lot Safety

Car pick-up and drop-off: Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student(s), only use the DROP-OFF/PICK-UP zone where student patrols will be directing traffic. This is a NO PARKING zone before school (8:30 – 9:00 a.m.) or after school (3:15 – 3:45 p.m.). Do not let students enter or leave the car in any space other than the drop off area, and ALWAYS from the curbside of the vehicle; the safety of students is our main concern. If students need parent assistance getting out of the car, please park the car. It is unsafe for parents to get out of the car in the drop-off/pick-up zone. Please continue to pull forward as space allows when loading or unloading students to help ease congestion. Remember that you are a role model for students who are watching you.

Parking lot safety (walking): Parents and students must use cross walks that are manned by student patrols. Please refrain from jay walking at all times. Students who would like to ride bicycles to school must be in at least 4th grade and complete the “application to ride my bike to school” form that is located in the office. Students with bicycles must walk their bikes and use normal walking procedures while on school grounds and they must secure their bike in the bike rack provided.

Carpool Safety: Safety must be the first concern of the driver. The driver has the responsibility for making and enforcing safety rules in the car. Children 4-6 years old or weighing up to 60 pounds **must** be in a booster seat in vehicles equipped with a lap and shoulder belt. Booster seats are recommended until the child is 8 years and 80 pounds, unless the child is 4’ 9” tall. Please contact the affected parties in the event of changes in carpooling. Thank you for joining us in our efforts to keep your children safe!

School Phone and Bus Pass

To alleviate classroom interruptions and protect learning, students are not called to the phone. Urgent messages will be communicated to them. Please discuss after-school arrangements (going home with a friend, riding the bus, etc.) before your child comes to school. A written note from a parent/guardian is required if your child is to ride the bus home with another student. This should be brought to the office or given to the teacher before noon to receive the appropriate Bus Pass for the driver.

Health Room/Medication

Following are the Lake Washington School District procedures for administering medication. All medications will be administered in the schools between 11:45 a.m. and 12:45 p.m. daily.

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); 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.

Field Trips: The only medications that will be given on field trips will be those that have been prescribed by a licensed health care provider, prescribed for regular daily administration, and those that are needed for students with a health condition defined as life-threatening. If the requirements below are not met, the child will not receive their daily medication while on the field trip. Any child with a health condition defined as life threatening will not be allowed to participate in the field trip without proper medication being brought on the field trip.

1. Parents will provide a separate prescription bottle labeled by the pharmacist for field trip use.
2. Parent will be required to bring in the pharmacy bottle with the exact amount of medication needed for the field trip. Parent may arrange with school secretary or nurse to remove one dose from the regular prescription provided for daily school use.

A Note from the Nurse:

Most schools in our state have lice from time to time. It is a very common problem. A few tips and reminders:

- *Lice do not spread disease; they cannot jump or fly from head to head.
- *Lice can be spread by sharing coats, brushes, hats, combs, hoodies, AND by touching heads during hugs.
- *Young children are more likely to get lice because they hug and stay close to each other frequently.
- *Lice can also be contracted by resting heads against any object that other heads have rested on: movie theater seats, bus seats, airplane seats, sofas, car seats, etc.
- *In the classroom and the home it is helpful to keep coats isolated, not piled on top of each other.

*To treat lice you must use a lice shampoo and then make sure that all the eggs (nits) are removed or they can hatch and start the problem over again. Some families prefer to use "natural" products. The most important task is removing ALL the nits.

- *To make sure your home is lice-free all bedding must be washed in hot water and dried in a hot dryer.
- *All stuffed animals should be bagged up for two weeks.
- *Scrub all brushes and combs.
- *Check your children's heads routinely every week, just as you check ears and hands and homework!

A child with lice does NOT come from a dirty or neglected home. ANYONE can get lice. The best way to prevent lice outbreaks is to check your children's heads AND teach them to avoid sharing articles of clothing and brushes.

If you would like more information or suggestions, and see pictures of lice and nits, there is an abundance of online help available from King County Public Health Dept. ~Valerie Martin, RN, BSN – Franklin School Nurse

Illness and Injury

Any illness or injury will be reported to the classroom teacher or recess supervisor, who will then have the student report to the office.

Students who have a head injury at school will be wearing a green wrist band. This is to identify them to bus drivers, specialists, and playground supervisors as having some type of head injury. Parents will continue to be notified of the child's head injury.

Good attendance is encouraged for academic learning and for developing good habits for the future as a working adult. However, if your child is ill, allow him or her to remain home until the illness has run its course. A measure we use to determine illness is a temperature of 100 degrees or above, or sub normal temperature. If this happens to a child at school, a parent or guardian will be notified. **Your child must be fever-free for 24 hours before returning to school.** Be sure your child's emergency card is updated in the office. Students cannot be released to anyone unless they are listed on the emergency card.

Children sent home: In case of injury or illness, every effort will be made to contact parents or a family doctor in the event of a serious accident; we will call for an aid car to take the child to the nearest emergency room.

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 the district Child Find office at 425-836-6690 to request Child Find information.

Parent Visitation/Conferences

Franklin teachers view the education of students as a partnership between parents and teachers. There will be times when parents have questions or concerns that require a parent/teacher conference. If you would like to speak with a teacher please email or call to set up a time that is convenient for both parties. In accordance with Lake Washington School District policy, all classroom visitations and conferences must be set up with teachers in advance. Unexpected visits before, during, or after school can be a disruption to student learning. Normal sign-in procedures must be followed when visiting for a conference with your child's teacher.

Volunteer Guidelines

website: www.lwsd.org/For-Community/Volunteers/Pages/

Families of Ben Franklin students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement to complete a Volunteer Application form, which can be obtained from the Secretary or online. There is a separate application for LWSD secondary students who wish to volunteer. These applications are good for two years. For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.

If you would like to help supervise on the playground or in the health room during recess, please contact the PTA.

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. Please be available to help them figure out problems they may be having.

1. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.
2. Volunteers may act immediately on judgments of student safety.
3. Volunteers are encouraged to ask for direction, clarification or assistance from staff.
4. Volunteers should wait until class time is over to discuss concerns about their child/program.
5. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
6. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
7. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.

Tips for Parents:

1. **Respect the child's right to privacy.** As a guest in the lives of children and their families, confidentiality is expected at all times.
2. **Let the child know that you care.** All children like to feel there is some special adult who really likes them.
3. **Be a good role model.** Children will be looking up to you and learning from you. When you demonstrate positive behaviors they will follow your lead!

Lunch Program Procedures

The lunch program is restricted by law not to loan food service money or to carry debts; however, children do forget and emergency lunches will be given for the first two times and are to be paid back the next day. We cannot build up negative accounts. After two emergency lunches, children will be allowed selections from the salad bar until the account is paid. If you have an e-mail address, please include it on your student's emergency card and account information will be sent directly to your address *as time allows*. You may also contact Polly Vann at pvann@lwsd.org regarding account balances or other questions you may have. The LWSO Food Services Department may be reached at 425-936-1393.

Free and reduced lunches are available to all students unable to pay the full price through the federally supported National School Lunch Program. Information regarding free and reduced price lunches is included in the first-day packet or may be obtained from our Registration Secretary.

Lunch Prices

The following are lunch prices for the 2011-2012 school year:

Individual student lunch:	\$2.50
Individual student milk:	.50
Adult Lunches	\$3.25

You are encouraged to deposit money into an account for lunch and/or milk. Students with an account take their card, drop it in a basket and get their food. The LWSO Food Services department has an automated phone system that alerts parents to low or negative account balances. The Franklin cashier will contact families regarding low lunch balances as time allows. Ultimately, however, it is the parent's responsibility to keep track of student accounts.

Menus will be sent home with students at the beginning of the month in the Thursday packets. We will continue our Kids' Way Cafe using student helpers during lunch. Students that help will receive a free lunch on the day they serve. Teachers will select interested participants to be lunch helpers and classrooms rotate monthly.

You may make deposits to lunch accounts by:

1. Sending a check or cash to school in an envelope. Clearly indicate your child's name on the check. One check is fine for multiple siblings; just make a note on the memo line as to how the amount should be split.
2. Calling Food Services at 425.702.3393 to use a VISA or Mastercard to charge a deposit.
3. Using the Lake Washington School District website (www.lwsd.org) and using Parent Access to charge a deposit. **Please be sure to click on the "pay now" button and write down the subsequent transaction number!**
4. Using the Automatic Deposit form found in the first day packet (and on lwsd.org) to establish automatic withdrawals from your checking account. Please note – these take place on or about the 6th of each month.

Lunchroom Plan

Expectations

- Demonstrate S.T.A.R. Behavior
- Low voices
- Stay in seat
- Clean your area
- Enter and exit through designated doors

Encouragement

- Praise, smile, hugs, high five's
- Class star system
- S.T.A.R. Tickets

Parent Emergency Information

The staff at Ben Franklin takes our responsibilities to keep your children safe and secure very seriously. If an emergency occurs that requires the school to close early, such as a snowstorm or a windstorm, or requires us to evacuate the school building, such as a fire or earthquake, we have detailed plans in place to care for our students and reunite them with their parents as quickly as possible.

As a parent, there are things you can do to help us in this effort in the event of an emergency. The most important thing you can do for your children is to **stay calm**. Please review this information and share it with any person that you have authorized to pick up your child in the event of an emergency.

After an Emergency

- **Do not call the school**; there are district procedures for informing the public via radio and television.
- The parking lot will be closed off to allow access only for emergency vehicles. Do not block the entrance to the parking lot.
- If you live nearby, please walk to reduce traffic congestion.
- If you drive, please be courteous, and park where there is space.
- If it is a city-wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged and power lines may be down. Please use your judgment and remember the school has a detailed plan in place to care for your children until you are able to reach them.
- Be sure to bring your picture I.D. with you to the school. We are required to identify each individual picking up a child.

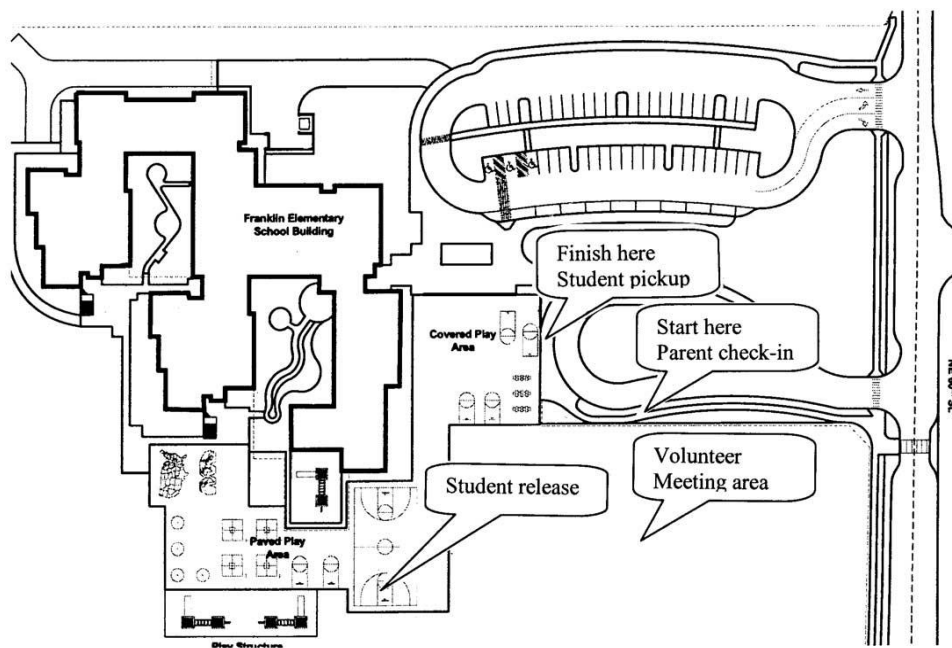
Pick-Up Procedures

If the emergency is one in which we have not had to evacuate the school building, enter the school through the main entrance by the office and follow the instructions you will receive there. **Please do not enter the school building by any other doors.**

If the emergency is one in which we have evacuated the school building, please follow the procedure outlined below.

- If you are already at the school or arrive before things are set up, it is VERY important that you **do not leave without signing out your children.**
- The **Parent Check-in** is located along the fence by the bus circle. Please show your picture ID and sign a Student Release Form for each child you are authorized to pick up. If you are arriving at the school via the wooded area in the back you must walk around to the front of the school, as there is only one Parent Check-in.
- After you have signed a Student Release Form for each child, you will proceed to the **Student Pick-up** area.
- A runner will locate your children and bring them to the **Student Pick-up** area to be reunited with you. A school representative will verify your identification and release the children to your care. Please note that your children will have a mark on their hand indicating that they are being released into a parent's care.

The map below shows the location of the Parent Check-in and Student Pick-up areas on the school grounds. The children will be in the Student Release area. There will be staff members with the children at all times and the school has emergency supplies to care for them.



Volunteering in an Emergency Situation

If there is a need for additional volunteers to assist our staff in an emergency situation we will activate a volunteer area where parents can go to sign up for volunteer tasks. Your children will remain with the other students and be notified that you are volunteering; you will also get confirmation that they are OK before you begin your volunteer tasks. When you are finished volunteering, please sign out and fill out a Student Release form for each child.

Homework Policy

Purpose of Homework

At Ben Franklin Elementary we believe homework reinforces and extends learning beyond the classroom. Homework also builds study skills and work habits – foundations for lifelong learning.

Homework Time Guidelines

The amount of homework varies from grade level to grade level and from day to day. It usually increases as a student progresses to higher grades. The following are general LWSD guidelines:

1st and 2nd grade

Approximately 10 - 30 minutes each evening, Monday through Thursday.

3rd and 4th grade

Approximately 30 - 45 minutes each evening, Monday through Thursday.

5th and 6th grade

Approximately 45 - 60 minutes each evening, Monday through Thursday. This may include additional work on long-range projects or extra reading.

No homework assignment? You may want to spend that homework time practicing spelling words, reviewing math facts, playing games, building, cooking, reading, journal writing, or working on a project.

Types of Homework

There are many different types of homework that strengthen, enrich, and expand your child's learning. The following categories are types of homework most frequently assigned at Ben Franklin Elementary:

Practice/Drill Homework

Students review and practice skills to master and retain learning.

Examples: Spelling, silent reading, reading aloud to a parent, math fact drills, and practice games.

Preparation Homework

Students prepare for upcoming instruction or activities.

Examples: Reading ahead in a text, taking notes, surveying to collect data for an upcoming unit, completing prewriting assignments, completing unfinished work, and gathering materials related to a topic.

Long Range Homework

Students work on projects that require them to integrate skills and content over several days or weeks.

Examples: Researching, revising and editing a report, writing a final copy of a report or developing a presentation.

Creative Homework

Students integrate skills while working on a creative project.

Examples: Creating a model, writing a play or poem, rehearsing for a performance, designing a game, illustrating a book, creating a poster.

Homework Responsibilities

Students, parents, and teachers share responsibility for homework. By working together, communicating clearly, and following through on our responsibilities, we help students gain the most from their homework experiences.

Student Responsibilities

- Get homework assignment
- Take homework home
- Complete homework to classroom standards
- Return homework on time

Parent Responsibilities

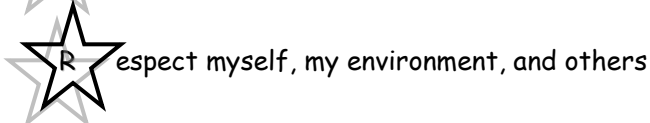
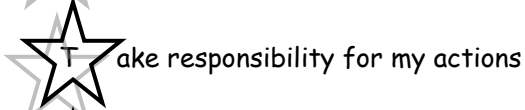
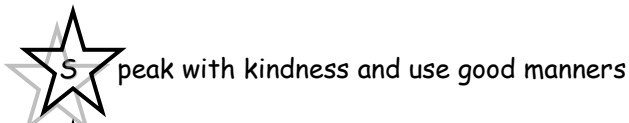
- Provide quiet workplace
- Establish consistent homework time
- Sign and return paperwork on time
- Review student work, corrected work
- Read information sent home regarding curriculum and homework
- Review/discuss homework and corrected work
- Communicate questions, concerns, or kudos to child and teacher

Teacher Responsibilities

- Inform parents of classroom homework standards and policy
- Establish clear and consistent homework routines
- Teach students how to work to classroom standards
- Assign appropriate and purposeful homework
- Correct, record, and return homework in a timely manner where applicable
- Communicate questions, concerns, or kudos to student and parents

Student Expectations

Students at Franklin are expected to speak with kindness and use good manners, take responsibility for their actions, always do their best, and respect themselves, their environment and others. Franklin staff members recognize students who exhibit these traits by giving them S.T.A.R. tickets. Each quarter the principal will hold a S.T.A.R. prize drawing to celebrate students who are representing Franklin in these ways.



Benjamin Franklin Elementary - Playground Policy

Students are expected to demonstrate S.T.A.R. behavior while on the playground. This means doing the following:

Speak with Kindness and Use Good manners:

- Respecting the feelings of others at all times.
- Using encouraging words during play (i.e. good job, nice play, etc).

Take Responsibility for your actions:

- Reporting all incidents to playground supervisors and following supervisor directions.
- Walking back to your classroom line immediately when the bell rings.
- Playing within playground boundaries (the wooded area is off limits).
- Playing away from classroom windows, portables, and any P.E. equipment set up for class use.

Always do your best:

- Playing fairly.
- Trying to include all others in games and activities.

Respect yourself, others and the environment:

- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs. Also, no digging holes in the playground and play with dirt from the sandbox only.
- Only eating food during school sponsored activities (i.e. popcorn day)
- Wearing appropriate clothing for the various weather conditions (i.e. hats, rain gear, closed-toed shoes).
- Using approved playground equipment appropriately:
 - Sharing playground equipment.
 - Using equipment for its intended purpose.
 - Carrying play equipment safely in the halls and returning all equipment to your classroom when the bell rings
 - Using school provided sports equipment whenever possible. However, sports' equipment may be brought from home if it is the same type of equipment approved for playground use, falls within safety guidelines, and is shared with other students. Any items brought from home are the student's responsibility. Please see teacher for questions regarding equipment.
 - Only bringing permissible playground equipment. Electronic and personal are not permitted at school (i.e. iPods, cell phones, Nintendo DS's, bakugan toys, Pokemon, etc.)
 - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

Student Behavior

Classroom Management

At Ben Franklin Elementary, every classroom teacher has a Classroom Management Plan. Each teacher will have clear and specific plan that is consistently followed and clearly articulated to both students and parents. Plans must include positive reinforcement, supportive corrective actions, and consequences.

Disagreements between students will be resolved using a problem solving and reflective method and assistance from an adult. The goal of the management system is to change student misbehavior into appropriate behavior. In the event a student should fail to respond positively to the behavioral expectations, the following process will be used:

Consequences

First Offense (Goal: To provide the child an opportunity to correct the problem on his/her own.)

A component of classroom management system

- Warning/discussion and learning outcome
- Redirect Student: Teach correct behavior, support student, provide feedback to student.

Second/Third Offense (Goal: For parent, teacher and child to work together to correct behavior.)

A component of classroom management system

- Communication between teacher, parent and student
- Redirect Student: Teach correct behavior, support student, provide feedback to student.
- Student reflects on behavior choices: Completes a Making It Right Plan.
- Possible behavior plan
- Possible consequences

Habitual Offense/Serious Offense (Goal: For student, with direction and support of the teacher, parent, and/or principal to develop a plan to correct the behavior.)

- Student will talk with the principal if necessary
- Staff will decide if behavior contract is necessary
- Franklin Referral Slip and/or Behavior Contract sent home by teacher or principal
- Consequences

Recess Referral (Goal: For recess monitors to communicate misbehavior of student to the office or teacher to be able to correct the behavior)

- If a student misbehaves at recess, a recess referral will be completed and sent to teacher to communicate the offense. Teacher will decide which action to take depending on specific situation and prior offenses.
- Severe behavior will result in recess referral to the office. Principal will proceed with disciplinary actions.

Severe Clause

- Behaviors that are severe in nature will result in more immediate disciplinary action. Franklin Referral Slip will be sent home by the principal and disciplinary actions will be communicated.

Behaviors that will not be tolerated include by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly:

- Inappropriate physical contact intended or likely to hurt, distract, or annoy others, such as hitting, biting, pushing, shoving, poking, pinching, or grabbing.
- Inappropriate verbal conduct or behavior that may constitute harassment of any kind.
- Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (i.e.: lecture by teacher, response by other student, presentation by visitor) or during any time during the school day.
- Bullying: continual verbal or physical harassment
- Bringing inappropriate objects to school (i.e.: toy guns, weapons)
- Throwing any object, particularly ones likely to cause harm or damage to person or property.
- Intimidating or inciting other students to act inappropriately or to disobey the teacher, staff, school or class rules, without limitation.
- A repeated pattern of loud, obnoxious or outrageous behavior that interferes with the classroom learning environment.
- Disruption and intimidation caused by gang or group symbols, gestures or posturing.

**Franklin Elementary
Referral Slip**

Student Name: _____

Date: _____ Teacher: _____

Referred by: _____

- | | |
|--|---|
| <input type="checkbox"/> Willful Disobedience | <input type="checkbox"/> Disruption of Learning |
| <input type="checkbox"/> Pushing, Kicking or hitting | <input type="checkbox"/> Bullying |
| <input type="checkbox"/> Profanity | <input type="checkbox"/> Disrespectful Behavior |
| <input type="checkbox"/> Other : _____ | |

Incident information:

Further Actions: Conference Behavior Contract

Referral Number: _____

Staff Member Signature: _____

Parent/Guardian Signature: _____

Comments:

White: Parent Yellow: Teacher Pink: Office

Date _____

Ben Franklin Elementary School

Making it Right Plan

1. What happened (what did I do)?

2. Which school rule did I break?

3. What could I have done differently to demonstrate S.T.A.R. behavior?

4. My plan to make it right:

**FRANKLIN ELEMENTARY SCHOOL
BEHAVIOR CONTRACT**

I, _____, will do the following to improve my behavior at school (student goals):

1. (student writes proactive goal statement below)

2. I will follow classroom/campus rules as not to be disruptive in class or on the playground.
3. I will demonstrate S.T.A.R. behavior.

I understand that if I violate these items a new contract will be put in place, further consequences will occur and my parents will be contacted. Upon repeated offense, I will be considered for further disciplinary action including possible suspension from school.

I also understand that at the end of _____ successful weeks following the goals created above, I will take part in a celebration with administration, and this contract will be destroyed.

Contract Celebration Date: _____

Student Signature

Date

Franklin Staff Signature

Date

Parent Signature

Date

Principal Signature

Date

Lake Washington School District

Mission

Each student will graduate prepared to lead a rewarding, responsible life as a contributing member of our community and greater society.

Vision

Every Student Future Ready:
Prepared for College
Prepared for the Global Workplace
Prepared for Personal Success

Student Profile*

The knowledge, skills, and attributes that every student needs to be Future Ready.

*The Lake Washington School District detailed Student Profile can be found online at:
<http://www.lwsd.org/SiteCollectionDocuments/About-Us/Student-Profile.pdf>

Lake Washington School District

ELEMENTARY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

Lake Washington School District intends that all students, teachers, administrators, and parents have access to and an understanding of the state laws, statutes, and codes that govern student rights, responsibilities, student discipline, and due process. This handbook provides some of the laws and regulations, along with a summation of district policy. The complete policies are contained on the District website. Students in our schools generally exhibit positive behavior. We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities, or any other aspect of the educational process. School jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the learning environment of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

Student Rights and Responsibilities

We believe that for every right there is a responsibility. This responsibility includes the freedom to exercise individual rights in a manner that is not offensive to the recipient. We trust that students will respectfully accept and adhere to the following:

Rights

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways, and lunchrooms.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.
- Students have the right to exercise freedom of expression as part of the instructional process. However, this right is subject to reasonable limits and may not be used to disrupt the educational environment or interfere with the rights of others.

Responsibilities

- Students are responsible for their own behavior.
- Students are responsible for respecting the property of other people and school property.

- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and at all school-related activities.
- Students are responsible for being prepared for class (i.e. bringing appropriate and necessary materials and books to class on a daily basis).
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.
- Students are expected to make a determined effort to learn.
- Students are expected to follow the instructions of teachers and other school staff.
- Students are expected to dress appropriately for school in ways that will not disrupt the learning environment or cause safety or health problems.

Progressive Discipline

The school encourages progressive discipline to correct undesirable/unacceptable behavior, attendance, or attitude problems whenever reasonably possible. Progressive discipline is the process used to correct student behavior problems and teach the student to function in an acceptable manner.

Progressive discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule the first time face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

The goals of the progressive discipline approach in the Lake Washington School District are to encourage students to:

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

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

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

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

Expulsion: Denial of right of attendance for an indefinite amount of time; this action will be used only when the nature and circumstance reasonably warrant the harshness of expulsion (**E**).

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

Students who create a disruption of the educational process in violation of our building standards may be excluded from a classroom for all or any portion of the school day. Students may be excluded for longer periods if they repeatedly disrupt the learning of other students. Students who repeatedly violate school policies are a concern, and the frequency with which they violate school rules is often of equal or greater concern than individual violations. Because of this, discipline is based on the cumulative effects of these acts.

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

School Business Day: Any calendar day, exclusive of Saturdays, Sundays, and federal and school holidays, upon which the office of the Superintendent is open to the public for the conduct of business.

Harassment, Bullying Policy

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.

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.

Weapons Policy, Human Dignity, Non-Discrimination

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

Human Dignity

Recognizing and valuing that we are a diverse community, part of our mission is to provide a positive, harmonious environment where diversity is respected and encouraged. A major aim of education in the Lake Washington School District is the development of a commitment to the core values of a democratic society. In accordance with that aim, the district strongly emphasizes a core value of mutual human respect for each person regardless of individual differences and/or characteristics. We expect this value to be manifested in the daily behaviors of students, staff, and volunteers.

Non-Discrimination

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a

person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

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.

ELEMENTARY SCHOOL (2011-2012)

Exceptional/Serious Misconduct and Discipline

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

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Arson	<i>Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm</i>	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact • Restitution as Appropriate
Assault (Resulting in Bodily Harm)	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact

<p>Disruptive Conduct/ Behavior</p>	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Drugs/Alcohol Possession Use Paraphernalia</p>	<p>Possession, use, or being under the influence of drugs/alcohol on school grounds, on school transportation, or during school sponsored events on or off campus. Includes inhalants, prescription drugs beyond a daily dose, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possession of paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact • Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations <p>LTS may be held in abeyance and conditionally reduced to STS/lesser LTS if student fully complies with above assessment procedures</p> <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact
<p>Drugs/Alcohol Sell Buy Transfer</p>	<p>Transfer, sale, sharing, or solicitation on school grounds, on school transportation, walking/riding to school, or during school sponsored events on or off campus. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact

<p>Firearms</p>	<p>Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/E up to one year • Police Contact • Conference <p>2nd Offense</p> <ul style="list-style-type: none"> • EE • Police Contact • Permanent Expulsion from LWSD
<p>Harassment, Intimidation, Bullying</p>	<p>Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim’s race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:</p> <ul style="list-style-type: none"> • Physically harms a student or damages the student’s property; or • Has the effect of substantially interfering with a student’s education; or • Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or • Has the effect of substantially disrupting the orderly operation of the school. 	<p>1st Offense</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS <p>2nd Offense*</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"> • EE/STS/LTS • Police Contact

<p>Other Weapons, Explosives, and Dangerous Items</p>	<p>Possession, threat to use, or use of other dangerous weapons (or replica weapons) is prohibited. This includes knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices, or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Principals may pre-authorize use of replica weapons for educational purposes. The District has a policy of no tolerance for weapons.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p 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 intended to inflict mental or physical harm are not allowed.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact

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 <i>*subsequent offenses will incur equal or greater consequences</i>
Academic Dishonesty	<i>Any student who submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.</i>	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	<i>A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.</i>	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 or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting.	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
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	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact

	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.	<ul style="list-style-type: none"> • Parent Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact • Parent Contact
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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
Endangerment of Others	A student shall not act in a manner that endangers students, staff, or community members.	1st 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 2nd Offense <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.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Mediation 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

<p>Gambling</p>	<p>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.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS • Confiscation of gambling items (e.g. cards, dice, etc.) <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS
<p>Gang Activity</p>	<p>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.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p>3rd Offense:</p> <ul style="list-style-type: none"> • EE/LTS/E • Police Contact
<p>Hazing</p>	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Immediate Danger and Disruption</p>	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/E • Parent Contact <p>Self Harm</p> <ul style="list-style-type: none"> • Parent Contact • EE/STS/LTS/ Police Contact according to circumstances
<p>Interfering with School Investigation</p>	<p>Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS

	investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	
Lying	Telling or writing untruths.	1st Offense • STS 2nd Offense • STS/LTS
Multiple/Accumulated Offenses	A student may be disciplined for the commission of multiple or accumulated offenses.	1st Offense • STS 2nd Offense • 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* • 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.	1st Offense • EE/STS/LTS/Police Contact • Restitution for school property 2nd Offense • EE/LTS/Police Contact

		<ul style="list-style-type: none"> • 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.	1st Offense <ul style="list-style-type: none"> • Diversion • If not Diversion, then STS 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
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.	1st Offense <ul style="list-style-type: none"> • Confiscation for the day 2nd Offense* <ul style="list-style-type: none"> • Confiscation; device returned only to parent/guardian
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	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS

	obscene gestures, photographs, and drawings, including electronic communication.	2nd Offense • EE/LTS
Willful Disobedience/ Disrespect	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	1st Offense • STS 2nd Offense • STS/LTS

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