



13820 108th Avenue, N.E.
Kirkland, WA 98034
(425) 936-2580
(425) 936-2581 Safe Arrival Line
Fax: (425)821-6814

www.lwsd.org/keller

**“Knowledge is happiness.”
Helen Keller**

Tim Stonich, Principal

**Parent and Student Handbook
2010 - 2011**

Statement of Educational Philosophy of Helen Keller Elementary

Lake Washington School District Vision

*****Every Student Future-Ready*****

- Prepared for College
- Prepared for Global Workplace
- Prepared for Personal Success

Helen Keller Mission

The Helen Keller community fosters student achievement through:

- ❖ **Growth** - Developing intellectual abilities and social skills.
- ❖ **Respect** - Treating others as you would like to be treated.
- ❖ **Integrity** - Striving to make the right choices.
- ❖ **Perseverance** - Working hard and trying your best.

Guaranteed and Viable Curriculum

Students will learn the essential curriculum in reading, writing, mathematics, and science each year.

All Keller teachers will teach the essential curriculum in reading writing, mathematics, and science.

Challenging Goals and Effective Feedback

Individual goals for students will be established using various and timely formal and informal assessments. The information from the assessments will be used by the teachers and students to establish next steps in the student's educational process.

Safe and Orderly Environment

Relationships at Keller are based on mutual respect. In order to maintain a safe and orderly environment at Keller, all adults will know and be responsible for all students. All students will be respectful to self and others.

Collegiality and Professionalism

Keller educators determine how we will effect change in our school by continually evaluating school-wide and individual students' academic and social needs. We systematically and aggressively identify and solve problems as they emerge. There is an environment of "action, experimentation and a willingness to test ideas that seem to hold potential for improving student achievement." Teachers at Keller work on problems thoughtfully, collectively, and continuously.

Table of Contents

Keller Philosophy.....	Page 1
Table of Contents.....	Page 2
Staff Directory/ Frequently Used Numbers.....	Pages 3-4
Daily Schedule/ Breakfast & Lunch Schedule & Program.....	Pages 5-7
Parking Lot Procedures w/ Map.....	Pages 8-9
Walking & Bike Safety w/ Map.....	Pages 10-11
Student Expectations & School Policy.....	Pages 12-15
General Information.....	Pages 16-19
PTA Directory.....	Page 20
District Policy.....	Pages 21-32
Parent/Student Review & Contract.....	Page 33

Staff Directory

Tim Stonich	Principal	tstonich@lwsd.org
Lorraine VanKomen	Office manager	lvankomen@lwsd.org
Michelle Johnson	Secretary	mijohnson@lwsd.org
Concha Lapuente	Counselor	clapuente@lwsd.org
Susan Dineen	Psychologist	sdineen@lwsd.org
Carrie Snyder	Speech therapist	csnyder@lwsd.org
Jennifer Richardson	Speech therapist	jrichardson@lwsd.org
Heidi Benz-Merritt	Physical therapist	hbenz-merritt@lwsd.org
Jacqueline Watson	Occupational therapist	jwatson@lwsd.org
Pam Green	English language	pgreen@lwsd.org
	Title 1 reading/math	
Marcia Pettersen	Reading specialist	mpettersen@lwsd.org
	AM/PM kindergarten	
Karen Schwartz	All-day kindergarten	kschwartz@lwsd.org
Susie Allison	First grade	sallison@lwsd.org
Charlotte Plouse	First grade	cplouse@lwsd.org
JoAnna Vanausdeln	First grade	jvanausdeln@lwsd.org
Sue Osterman	Second grade	sosterman@lwsd.org
Katie Visker	Second grade	kviskar@lwsd.org
Jennifer Gramley	Third grade	jgramley@lwsd.org
Julie Sparks	Third grade	jsparks@lwsd.org
Patty Austin	Fourth grade	paaustin@lwsd.org
Amanda Martinez	Fourth grade	ammartinez@lwsd.org
Renee Fife	Fifth grade	rfife@lwsd.org
Elizabeth Kelley	Fifth grade	ekelley@lwsd.org
Jeff Erickson	Sixth grade	jerickson@lwsd.org
Eric Heide	Sixth grade	eheide@lwsd.org
Cynthia Timmons	K-1 Learning Center	ctimmons@lwsd.org
Melissa Brown-Gibbons	2-4 Learning Center	mbrown-gibbons@lwsd.org
Maggie Reynolds	K-3 Resource Room	mareynolds@lwsd.org
Cathy Dunbar	4-6 Resource Room	cdunbar@lwsd.org
Cherie Brousseau	Library	cbrousseau@lwsd.org
Sharlene Durbin	Physical education	sdurbin@lwsd.org
Terry Stombaugh	Music	tstombaugh@lwsd.org
Sakhan Dith		sdith@lwsd.org
Heather McMurchie		hcmurchie@lwsd.org
Cynthia Corpus		ccorpus@lwsd.org

Christi Hartman	chartman@lwsd.org
Debi Johnson	dejohnson@lwsd.org
Kate Mackey	kmackey@lwsd.org
Sally Mamula	smamula@lwsd.org
Stacy Sheriff	ssheriff@lwsd.org
Angie Wells	awells@lwsd.org
Doreen Winkel	dwinkel@lwsd.org
Carol Anderson	caanderson@lwsd.org
Barb Onnink	bonnink@lwsd.org
Geeta Patel	gpatel@lwsd.org
Nancy Rusch	nrusch@lwsd.org

Frequently Used Phone Numbers

Administration Center (425)702-3200
Public Information (425)702-3300
Phychologists/Sp. Ed. (425)702-3201
Transportation (425)882-5120
Kamiakin Junior High (425)823-6750
Juanita Highschool (425)823-7600
Food Service (425)702-3393
Extended Day(425)882-8175
Juanita Swimming Pool (425-823)7627

Boy Scouts of America (425)725-5200
Girl Scouts of America (425)803-0247
Kirkland Boys and Girls Clubs (425)827-0132
CampFire (425)453-7020
EastSide YMCA (425)881-3067
Y-Indian Guides/Princesses (425)644-8417
Kirkland Nat. Little League (425)881-2561
Lk Wash. Soccer Assn. (425)827-3009

Daily Schedule, Attendance, Arrival, Dismissal Policy

All Day Kindergarten through Sixth Grade

8:40	Students permitted on playground
8:55	Morning Bell
9:00	Tardy Bell
3:30	Dismissal

AM/PM Kindergarten

9:00 - 11:40	AM Session
12:50 - 3:30	PM Session

Early Release Wednesday for Kindergarten

10:55	AM Session
-------	------------

Early Release Wednesday

8:40	Students permitted on playground
8:55	Morning Bell
9:00	Tardy Bell
2:00	Dismissal

Extended Day:

Extended Day services are available for all children in grades kindergarten- sixth, both before and after school. Please contact the District Extended Day office, at (425)882-8175, for further information.

Keller Extended Day Supervisors

Dottie DiGiulio ddigiulio@lwsd.org

Anna Mae Rosen

Safe Arrival Program

To ensure the safety of our children, we appreciate parents contacting the school early each morning if their child will be absent from school. If we do not receive a call from you, a parent volunteer will telephone you to alert you to the fact your child has not arrived at school. The Safe Arrival phone number is (425) 936-2581.

Pupil Tardiness:

Help your child get prepared for the day and have them leave the house so they get to school as close as possible to 8:40. If students arrive at their rooms after 9:00 a.m. they are tardy and must report to the office to receive a tardy slip.

Checking Out of School Early

Whenever possible, please arrange medical and dental appointments outside of school hours. If it is necessary to remove a student from school prior to dismissal time, this is our procedure:

- Parent/designated person will come to the office to sign out his/her child.
- The office will call the student to the office where parent/designee will wait for the teacher to send him/her (for kindergarten, the parent may go to the classroom to pick up student after signing out).
- For student safety and to maximize their learning, students DO NOT wait for pick-up in front of the school or in the office during school hours.

Before and After School Hours

For the students' safety, they should not arrive before 8:40 and should be picked up by 3:40.

There is no adult supervision available before 8:40 or after 3:40. If your child arrives early or is not picked up on time, families will be called to pick him/her up immediately. Students should go straight home after school and check in with a parent. They may come back to school grounds only with **daily** parental permission.

End of the Day Pick Up:

When picking up a child at the end of the school day, please stay in the main entrance of the school building instead of going to your child's classroom. This allows our hallways to be quiet until 3:30. Hallway noise disrupts end of the day instructions for students. When afternoon announcements are complete, teachers will dismiss students and your child will meet you in the main entrance of the school building. Please pre-arrange a location in the main entrance of the school building to meet. Please share this information with other family members who may be picking up your child. If you would like to talk with your child's teacher after school hours, proceed to your child's classroom after 3:30.

Student Absences

According to Washington State Compulsory Attendance Law, RCW 28A.27excused absences are limited to:

- Illness
- Medical and dental appointments
- Religious instruction and observation
- Accompanying parents out of town
- Personal family business appointments
- Short-term suspension

Unique circumstances may occur; however, we urge everyone to try and be in attendance 180 days per year. Please report all absences to the office as soon as possible. Our phone lines are open from 7:30 AM to 4:00 PM. The call-in line is available outside of school hours. The number is (425) 936-2581.

Breakfast/Lunch Schedule Food Service Program

Breakfast:

Will be served daily from **8:40 to 8:55** in the gym. The cost is \$1.00 for a paid breakfast and \$.00 for a reduced breakfast. The money you deposit in your child's account is used for breakfast and lunch. Students who are eligible for free and reduced lunch are also qualified for a discounted price on the breakfast program. Students will line up outside the lunchroom door on the playground side.

Lunch Schedule:

Our food service staff starts serving Primary lunch at 11:45 a.m. and Intermediate lunch at 12:15 p.m. Students have one half hour to eat their lunch, followed by one half hour for recess.

Lunch Options:

Under a provision of the National School Lunch Act, our district is able to offer free and reduced price lunches to children from families determined qualified under the Eligibility Scale. If you have not received an application, call the school office. The trading, selling or giving away of these lunches is not permitted. This information is kept confidential.

Lunch Cost:

Daily lunch costs \$2.25, milk \$. 50. Reduced lunch costs \$.40 for 4-6 students and is free for students K-3. Lunch is served to students who purchase it. You may deposit any amount at any time to your child's account. When issuing a check, please include the child's name and teacher, money is then sent down to the office with the morning attendance. Your personal credit card may also be used to pay for lunch by contacting the District Food Service Department at (425)-702-3393. Each child is entitled to two full emergency lunches. When a child has used an emergency lunch, an **"Emergency Lunch Slip"** will come home with the child that day notifying parents. A reduced rate or free lunch is available to those families who qualify. These forms are available in the school office.

All students eat lunch in classrooms under staff supervision.

A printed menu is made for each month. A copy of the menu is given to all students grades All-Day Kindergarten through sixth. We advise families to post menus at home to determine buying or packing of lunch on any given day.

Identification of Money:

Whenever money is sent to school with the child, it is best to place it in a sealed envelope with your child's full name, the amount, teacher's name, and the purpose for which it is to be used written on the envelope. This will make recovery possible in case of loss and helps us to credit you with the proper amount.

Parking Lot Procedures

For the safety of all our children we have the following established parking lot safety procedures. Please set the example for your children and always use the crosswalk, only park in marked parking stalls. Please do not double park or stay idle in the through traffic lane, in the bus lane or in the fire lanes.

Student Pick Up

Morning Drop-Off:

- Arrive no earlier than 8:40 AM.
 - Please drive through the parking lot to the orange cones and volunteer greeter.
 - Please do not allow your child to exit your vehicle until you have reached the greeter.
- We realize there is a line of traffic however, it does move quickly. Following these rules will insure your Childs safety.

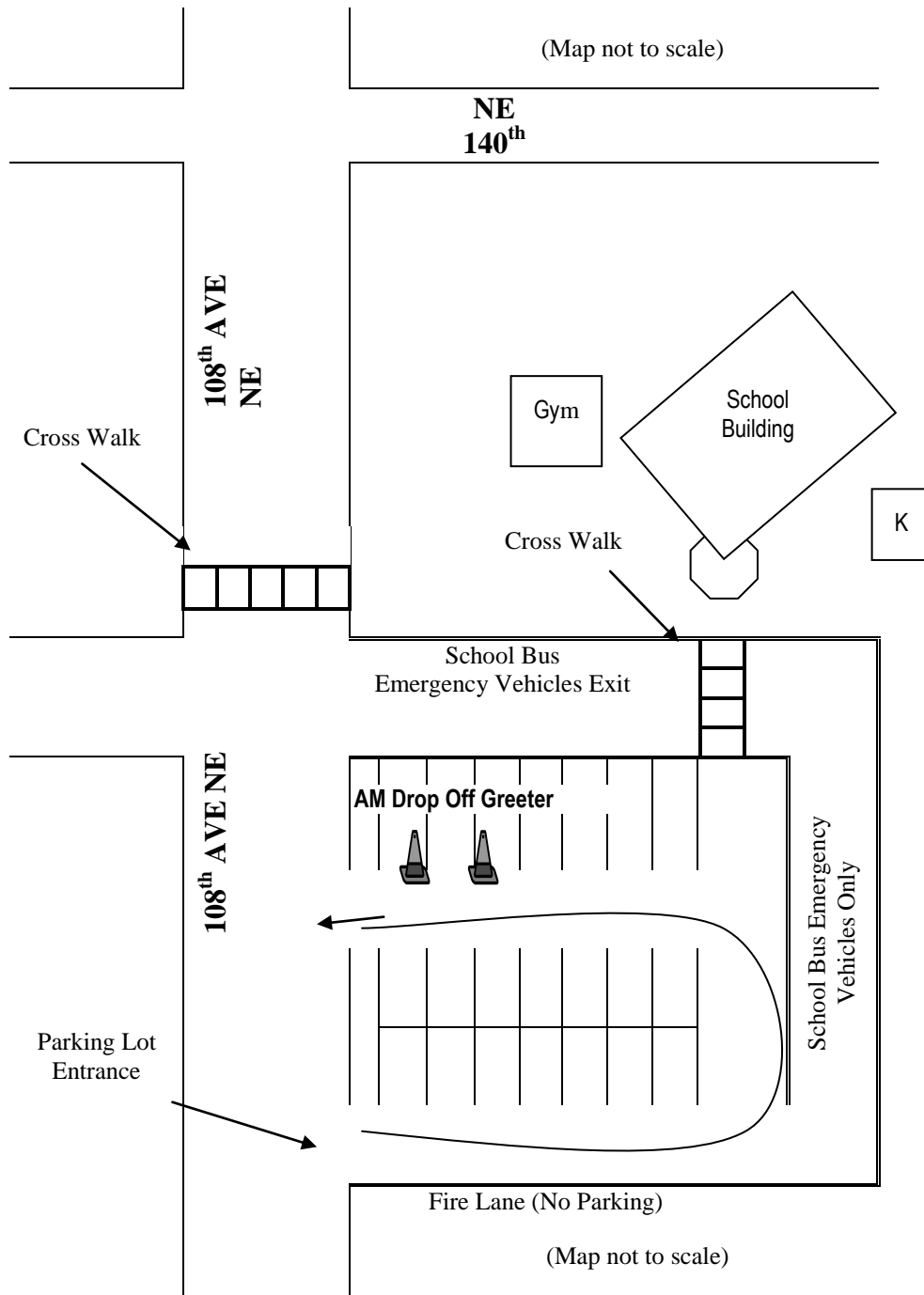
Kindergarten Bus Drop Off Procedure

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

Afternoon and Mid Day Kindergarten Pick Up:

- There is no drive through pick up.
- Please park in a marked parking spot.
- Exit your vehicle to pick up your child.
- Children will not be allowed to enter the parking lot with out an adult escort.
- Never double park or stay idle in the through traffic lane or in the bus and fire lanes.
- Fourth through Sixth grade students will be waiting at the Flag Pole.
- Kindergarten through Third grade students will be waiting in front of the Kindergarten building.

Thank you for your cooperation with this parking lot procedure. This will help us to help you protect your children from stranger danger and accidents that can happen in high traffic congested parking lots.



Reminder to parents:
Please use the crosswalk in the parking lot
when picking/dropping off your students.

Walking and Bicycle Safety

Students are urged to observe every safety precaution on the way to and from school and while at school. The school rules are so designed to help prevent accidents. However, in addition to the school rules the students are asked to observe additional rules of safety. Please review these with your child.

Walkers:

1. Walk on sidewalks or the shoulder of the road.
2. Stay away from traffic.
3. Stay away from strangers.
4. Go directly to/from school by the nearest route.
5. Always be courteous.
6. Use crosswalks to cross streets.

Bicycle:

Children in grades 4-6 may ride bicycles to school. Permission forms are available in the office. Form must be completed and returned to the office before a bike is ridden to school.

1. Bike helmets are required.
2. WALK your bike when on school grounds.
3. LOCK your bicycle in the bike rack.

Remember to be safe and follow the rules of the road when riding your bike.

Safety Patrol

Student safety patrols are stationed at the entrance to Helen Keller and at the internal parking lot cross walk. They are on duty from 8:45 - 8:55 a.m. & 3:30 - 3:45 p.m. Student patrol members are there for the safety of our students. Students must follow directions the first time given by any staff member here at Keller Elementary.

Adult crossing guards are stationed at the intersections of 108th N.E. and N.E. 132nd from 8:30 - 9:00 a.m. & 3:30 - 4:00 p.m.

Student Expectations and School Policy

Student Expectations:

A systematic and comprehensive discipline policy governs student behavior at Keller. Our approach emphasizes clear and consistent rules and expectations, making good decisions, and experiencing logical consequences for actions. Parents are always notified in a timely fashion regarding any patterns of inappropriate behavior being exhibited by their child. We believe that student development occurs best within an atmosphere of mutual respect.

Inside/ Hallway Expectations:

A safe and orderly environment is essential for student learning. This means I agree to do the following:

- Walk quietly
- Respectfully respond to adult directions and feedback.
- Use assigned bathrooms in an appropriate and timely manner.

Playground Expectations:

Students are expected to demonstrate caring and respectful behaviors while on the playground. This means I agree to do the following:

- Keep my hands, feet, and body to myself.
- Share and take turns with recess equipment.
- Use recess equipment for its intended purpose and in its appropriate area.
- Walk on the stairs.
- Leave all non recess items on the ground (i.e. rocks, sticks, snowballs, etc).
- Listen to and respectfully respond to all playground supervisors.
- Stop playing, return equipment and go to designated area when the bell rings.
- Come back into building **ONLY** with a permission slip.
- Keep all personal sport/recess equipment at home.
- Stay within the playground boundaries.
 - Tell an adult if recess equipment leaves playground boundary.
- Play fairly and include others in games and activities.

BE SAFE! HAVE FUN!

Black Top	Big Toy	Soccer Field
<ul style="list-style-type: none"> • Play jump rope, basketball, Hula-Hoop, Four-Square, and Wall Ball in this location. 	<ul style="list-style-type: none"> • Use all features of the Big Toy safely and appropriately. • No chasing or tag games allowed. 	<ul style="list-style-type: none"> • Play touch football, soccer, kickball, and running games on soccer field. • No Kindergarten students are allowed in this area. • NO tackling games/activities

Classroom Expectations:

Each classroom is unique and special. Each will go over their individualized classroom expectations during the first week of school. Please contact your student's teacher for more information on individualized classroom expectations.

Possible Consequences:

Students could:

- Miss recess.
- Be asked to do some community service at recess.
- Be asked to stand by the fence or walk with a supervisor during recess
- Get a call home
- Meet with a teacher and their parents.
- Be sent to the office.
- Meet with the principal.
- Have to bring home a discipline slip home for a parent to sign.
- Be removed/suspended from school.
- Be referred to Guidance Team.

Absentee/Tardy Policy 2010-2011

Student Absences

According to Washington State Compulsory Attendance Law, RCW 28A.27 excused absences are limited to:

- Illness
- Medical and dental appointments
- Religious instruction and observation
- Accompanying parents out of town
- Personal family business appointments
- Short-term suspension

Unique circumstances may occur; however, we urge everyone to try and be in attendance 180 days per year. Please report all absences to the office as soon as possible. Our phone lines are open from 8:00 AM to 4:00 PM. The call-in line is available outside of school hours. The number is (425) 936.2581.

We will write tardy/admit slips beginning at 9:00 am per the wall clocks. Principal will review a monthly report for absenteeism and tardiness issues.

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

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

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

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

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

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

Helen Keller Elementary Homework Policy

This letter explains the homework policy for our school. Please read the policy with your child so that you understand the expectations of students and parents with regard to homework. Following these guidelines can help decrease tension associated with homework and increase your child's learning.

For your child to be successful with homework, he/she needs:

A place to do homework. If possible, your child should do his/her homework in the same place (an uncluttered, quiet space to study).

A schedule for completing homework. Set a homework schedule that fits in with each week's particular activities.

Encouragement, motivation, and prompting. It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what he/she has learned in class. If your child consistently cannot complete homework assignments alone, please contact your child's teacher.

Understanding of the knowledge. When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work. If your child consistently cannot answer these questions, please contact your child's teacher.

Reasonable time expectation. If your child seems to be spending too much time each night on homework, please contact your child's teacher.

K	10 Minutes	4 th	40 Minutes
1 st	10 Minutes	5 th	50 Minutes
2 nd	20 Minutes	6 th	60 Minutes
3 rd	30 Minutes		

At bedtime. When it is time to go to bed, please stop your child, even if he/she has not finished the homework.

Communication with school. Check homework folder for homework log. Sign off that you are aware of homework for the week.

Grading: The teacher will grade each homework assignment for content and timeliness. If your child turns in an assignment late, the score for "timeliness" will reflect the grade for the time it was received.

Vacation Homework Policy

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work.

Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

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

General Information

Parent Classroom Visitation

You are welcome to visit your child's classroom during the school day. In order to provide you with the best observation possible and to ensure continuity in our instruction for all children, visitors are asked to comply with the following procedures:

- Arrange a visitation day and time with the teacher in advance of the visitation.
- Please check in at the office. If you enter the classroom without a visitors' pass, you will be asked to return to the office and obtain one.
- Sit at the back of the classroom. Enter into the classroom activities if invited to do so by the teacher.

Visiting Students

In an effort to maintain continued and consistent focus on student learning, we ask that only students currently enrolled at Helen Keller Elementary School attend class anytime during the school day.

Communication

Important information about our school can be located on the Keller Website, <http://www.lwsd.org/school/keller/Pages/default.aspx>. The website is updated regularly with current Keller happenings.

Student Progress

Getting to know you and your family is important to the Keller staff. One way we accomplish this is through family/teacher conferences. Our first conference with you this year will be held in August. The purpose of this meeting is to learn about your child and your hopes and dreams for him/her. We now have two mandatory conferences, one in October and one in January, when the first report card comes home. More information to follow.

This page replaces current page 16.

Transfer:

If you plan to move, please notify the office so that your child's teacher can send a form with your child to his/her new schools letting them know what reading, math, etc. Series your child has been using at Keller. Your child's records will be forwarded to his/her new school when we receive an official request from them. If you would like to take a copy of your child's immunization form, please request one from the office.

Identification of Money

Whenever money is sent to school with a child, it is best to place it in a sealed envelope with your child's full name, the amount, teacher's name, and the purpose for which it is to be used written on the envelope. This will make recovery possible in case of loss and helps us to credit you with the proper amount.

Lost and Found

Many coats, jackets and boots are identical. As you know, from your own experience at home, children frequently misplace or lose things. Your child's clothing can be easily recovered if the **name is sewn in or written on a tape with permanent ink**. When articles of clothing are found they will be hung on the wall opposite the entrance to the first grade cluster (beside the entrance to the library). All unclaimed clothing will be donated to a charity during winter break and at the end of the school year.

School Closure

Sometimes winter snow, slippery streets, or other weather conditions prevent buses from traveling safely. When this happens, the Lake Washington Schools are closed or delayed. Local television and radio stations will carry coverage of school changes. Instead of calling the school office, please listen to the local radio stations as notices about school changes are always announced. We have listed several local radio stations for your convenience:

AM Stations

KIRO 710

KMPS 1300

KJR 950

KARR 1460

KING 1090

KLSY 1540

FM Stations

KLSY 92.5

KMPS 94

Student Health, Medications and Accidents**Medication**

Per State Law, NO medication, including aspirin, or cough drops, can be given to your child without a medical form that is signed by BOTH the parent and the child's doctor. We have the medical forms in the office. A new form must be

filled out each year as dosage can change. Medications **MAY NOT** be transported to and from school by students. This is necessary for your child's protection and for ours, as well.

General Pupil Health

It is **very** important for students in all grades to get the proper rest at night and have a nourishing breakfast in order to function to their maximum capabilities in school.

Suggested hours of sleep:

Kindergarten through third grade:	10-12 hours
Fourth through sixth grade:	8-10 hours

Sick Children

We have a number of requests from parents wanting their children to stay in from recess once they return to school from being ill. We do not have the facilities or the personnel to supervise these youngsters. Our suggestion is that if your child is too ill to go outside to recess, that you keep them home an additional day. We assume that if children come to school, then they are healthy and need to go outside during recess. **A child should not return to school for 24 hours following the last episode of vomiting or fever.**

*** Please make sure all emergency contact information is up to date.**

Control of Diseases

Disease	Exclusion Period
Chicken Pox	7 Days or until all vesicles are crusted
Conjunctivitis (Pink Eye)	Eyes must appear clear and no pus remains
Mumps-	Until fever is gone and there is no visible swelling
Impetigo & Ringworm	May attend school with written notice from doctor
Strep Throat	While fever is present
Head Lice	Pupil is excluded from school until all signs of egg cases (nits) have disappeared.

Immunizations: K-6 students must be in compliance with their immunizations in order to attend class.

Emergency Information:

It is very important for the office to have up-to-date phone numbers for parents. A white emergency card is included in the first-day packet. Please complete a card for each student and return them to school immediately. Also, complete the special medical and custody information on the back of the card if applicable for your child. Please call the office and our office staff will attach a note to your child's card if you plan to be out of town while your child is in school. The office needs the following information: your child's name room number, how is responsible for him/her in your absence, their phone number, who and how long you will be gone and (if possible) an out-of-town number

where you can be reached. Please call and update your contact information if your home or work numbers change during the year. This card is our main source of information, and sometimes our only source, to reach you in the event of an emergency regarding your child.

Accidents:

If a youngster is injured seriously at school, the parents will be called immediately. If parents are not home, the person listed on your child's emergency card will be called. If no one is available, we will use our best judgment about what to do for the child. In case of a head injury, a parent notification form is always sent home with your child, as well as a phone call. While we always will try and contact a parent first, in the case of a serious injury, 911 will be called and then the parent.

Immunizations:

K-6, students must be in compliance with their immunizations in order to attend class.

Items from Home:

It is NOT permissible for students to bring personal possessions from home unless the item has been approved by the teacher for "Show & Tell". Items from home are often lost, or the cause of an argument between the student that wants the toy and the students that would like to "share" the toy. No exceptions to the rule. *This is defined and not limited to all mechanical devices, balls, bats, gloves, and items resembling weapons.*

Telephone Messages:

Please try to make all after school arrangements with your child in the morning before they leave for school. To provide the best education for your child we need to have minimal classroom interruptions. Student use of office phones will be limited to emergency situations only. Such things as health or school related problems are appropriate. Thank you for your cooperation.

District Nutrition Policy

Food provided to students other than through the school lunch/breakfast program or through competitive food sales include foods provided for the school sponsored parties, events, rewards, and/or incentives. Such foods shall comply with the restrictions for food sales, except that occasional school sponsored class parties and celebrations or school-wide events shall be exempt from the above guidelines, however, providing healthful options is strongly encouraged. No more than three such exceptions shall take place in a given school year.

If parents provide food for classroom consumption for individual student recognition, they will be strongly encouraged to bring healthy treats. Parents will also be encouraged to provide healthy meal and snack options for students when providing these from home.

School staff, parent organizations and families will be asked to consider nutrition when food products are given to students in classroom settings for celebrations, rewards or as fund-raising incentives. Healthy food or non-food choices should be considered as an alternative. If snack foods are provided, students of any parent not wishing their child to receive a food reward or incentive should be provided a suitable alternative.

If parents want to bring snacks for a student's birthday, contact the teacher first to make arrangements.

PTA Officers for the 2010-2011 School Year

Co President: Kate Mackey 425-825-3669
10423 NE 135th Pl
Kirkland, WA 98034
425-825-3669
katemackey-pta@hotmail.com

Co President: Trish Johnson 206-949-1569
10626 NE 133rd Pl
Kirkland, WA 98034
trishjohnsonkellerpta@live.com

Co Vice Pres: Birdie Folsom 425-821-5458
10500 NE 143rd Pl
Bothell, WA 98011
425-821-5458
birdfolsom@msn.com

Co Vice Pres: Deanna Crowe
10611 NE 137th Pl
Kirkland, WA 98034
425-823-9766
awins@aol.com

Co Treasurer: Rob Moon 425-242-1125
14237 105th Ave NE
Bothell, WA 98011
Robert.l.moon@gmail.com

Co Treasurer: Susannah Caton 425-820-4164
14307 104th Ave NE
Bothell, WA 98011
rands.caton@verizon.net

Secretary: Theresa Dugas 425-823-5033
11019 NE 140th St
Kirkland, WA 98034
mtpep@aol.com

Legislative Chair: Susan Baird Joshi 425-488-6566
11118 NE 141st Pl
Kirkland, WA 98034
sdbj.thunderbird@gmail.com

Membership Co Chair: Ruth Raish 425-825-3887
10832 NE 134th St
Kirkland, WA 98034
Ruth.raish@gmail.com

Membership Co Chair: Nicole Gosney 206-683-7878
14032 110th Pl NE
Kirkland, WA 98034-1003
nicolegosney@comcast.net

Ways and Means Co Chair: Tia Burke 425-821-5575
10517 NE 139th St
Kirkland, WA 98034
tia_burke@hotmail.com

Ways and Means Co Chair: Laura Keller 206-910-7456
13434 110th Pl NE
Kirkland, WA 98034
Kellerfamily34@live.com

Teacher Representative: Karen Schwartz 425-936-2580
13910 121st Ave NE
Kirkland, WA 98034
kschwartz@lwsd.org

It takes a village to raise a child. The foundation of the village is built on the partnership we have with parents. We seek to blur edges between home and school so that children are aware that both are working together for their good.

Teachers are experts in education and parents experts in hopes, dreams, and needs of their children. Parent volunteers and our one main fundraiser help the PTA facilitate the many family events, student enrichment programs, and additional classroom support. We are friendly and encourage parent involvement, new ideas, and support! Please join us!

PTA "Our Village"

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 an opportunity to demonstrate improvements and personal growth, and;
- Plan for and make appropriate choices conducive to school success.

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

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

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

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

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

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.	1 st Offense • EE/LTS, Police Report
Assault (Resulting in Bodily Harm)	Inflicting physical harm.	1 st Offense • 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.	1 st Offense: • EE, STS or LT 2 nd Offense: • 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. Paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.	1 st Offense: • STS EE/LTS and Assessment • Police Report 2 nd Offense: • EE/LTS • Police Report
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	1 st Offense: • EE/LTS • Police Report

Violation	Definition	Consequence
Firearms	represented as such. 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 Report
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, Explosives, and Dangerous Items	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. Lighters, matches, incendiary or shock-producing devices.	1st Offense: <ul style="list-style-type: none"> • EE • STS to LTS • ROA (referral to an outside agency) • Conference • Police Contact/Report 2nd Offense: <ul style="list-style-type: none"> • EE • LTS • ROA (referral to an outside agency) • Conference • Police Contact/Report
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/Report 2nd Offense <ul style="list-style-type: none"> • EE/LTS, Police Contact/Report
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	1st Offense: <ul style="list-style-type: none"> • Change clothes • Parent contact • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers student, staff, or community members.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact/Report
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

Violation	Definition	Consequence
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 Contact/Report 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Police Contact/Report 3rd Offense: <ul style="list-style-type: none"> • LTS/Expulsion • Police Contact/Report
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. This includes the possession or distribution of illegal or inappropriate materials or images, including sexual images on cell phones or other electronic devices.	1st Offense: <ul style="list-style-type: none"> • Mediation and/or STS, LTS, EE • Police Report

Violation	Definition	Consequence
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

		<ul style="list-style-type: none"> • 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
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. Restitution may be required.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Restitution • Police Contact/Report 2nd Offense: <ul style="list-style-type: none"> • EE/LTS • Restitution • Police Contact/ Report
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

Violation	Definition	Consequence
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. Inappropriate materials or websites may not be accessed or displayed.	1st Offense: <ul style="list-style-type: none"> • STS /LTS • Restriction of tech privileges 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Restriction of tech privileges, confiscation

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

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

Health Room/Medication

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

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If your child is currently taking daily medication, please arrange to have your child take it before school begins. Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); 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 the district Child Find office at 425-836-6690 to request Child Find information.

Family Rights and Privacy Act

The Lake Washington School district is required to protect families from unauthorized release of certain information about its students. However, directory information may be 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). Variances 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.

Discipline for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported.

A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement.

The district is required to provide some form of transportation unless the student is a danger to himself or others.

Kindergarten Bus Drop Off Procedure

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

Emergency Evacuations

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

Fire or Danger of Fire:

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

Unsafe Position

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

Emergency Exit Procedures

In compliance with WAC 392-145-040

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

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall:

Make allowance for individual differences in exiting the emergency door.

Provide instruction to helpers that they should offer a helping hand palm up and grasping a student’s hand or arm.

Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.

Parent and Student Review & Contract

I have read and reviewed with my student, _____, the
Lake Washington School District and Keller Elementary School policies specific to Student Rights and
Responsibilities.

Please sign and return to your student's classroom teacher:

_____ (name and signature)

_____ (date)