

# **Kirkland Junior High School**

**MOTTO: Expect the Best**

## **2008-2009 Panther Handbook**



**430 18<sup>th</sup> Avenue  
Kirkland, WA 98033  
(425) 822-6224**

**Principal - Deborah K.W. McCarson  
Assistant Principal - Craig D. Mott**

**Counselors  
Carol Hinrichs, 7<sup>th</sup> grade and 9<sup>th</sup> grade  
Justina Olmstead, 8<sup>th</sup> grade**

**Counseling phone: (425) 822-6069  
Fax: (425) 889-1589**

**Vision Statement: A caring community of dynamic, lifelong learners**

**This student planner belongs to:**

Name \_\_\_\_\_

This planner is provided free of charge to each KJH student. If a student loses the planner, he or she is responsible for replacing it at a cost of \$5. Replacement planners may be purchased in the main office.

## Goals

Our goals are to create a sense of community within the school which fosters respect for self and others, to maintain order and security, to provide a suitable learning environment, and to teach responsible behavior. The definitions and procedures conforming to state laws and regulations and the Lake Washington School District Regulations have been developed by Kirkland Junior High School parents, teachers, students, and administrators to meet these goals.

### Important Dates

Sept 2	<b>First Day of School</b>
Oct 30	<b>First Quarter Ends</b>
Oct. 31	Leap Day – No School*
Nov. 11	No School – Veterans Day
Nov. 26	Half Day
Nov. 27-28	No School – Thanksgiving Vac.
Dec. 22-31	No School – Winter Break
Jan. 1-2	No School – New Year’s Holiday
Jan. 19	No School – Martin Luther King
Jan. 23	<b>Semester Ends</b>
Feb. 16-18	No School – Mid Winter Break
Mar. 6	No School – LEAP Day*
Mar. 30-Apr. 3	No School – Spring Break
Apr. 10	<b>Third Quarter Ends</b>
May 22	No School – LEAP Day*
May 25	No School – Memorial Day
June 16	<b>Half Day – Last Day of School</b>

### Daily Schedule

1 <sup>st</sup> Per.	8:15-9:07
<b>READING</b>	<b>9:12-9:30</b>
2 <sup>nd</sup> Per.	9:30-10:22
3 <sup>rd</sup> Per.	10:27-11:19
<b>A Lunch</b>	<b>11:24-11:54</b>
4 <sup>th</sup> Per.	11:59-12:51
<b>B Lunch</b>	<b>12:21-12:51</b>
4 <sup>th</sup> Per.	11:24-12:16
5 <sup>th</sup> Per.	12:56-1:48
6 <sup>th</sup> Per.	1:53-2:45

### Wed. LEAP Schedule

1 <sup>st</sup> Per.	8:15-8:55
2 <sup>nd</sup> Per.	9:00-9:40
3 <sup>rd</sup> Per.	9:45-10:25
<b>A Lunch</b>	<b>10:30-11:00</b>
4 <sup>th</sup> Per.	11:05-11:45
<b>B Lunch</b>	<b>11:15-11:45</b>
4 <sup>th</sup> Per.	10:30-11:00
5 <sup>th</sup> Per.	11:50-12:30
6 <sup>th</sup> Per.	12:35-1:15

### Grades 7<sup>th</sup>-8<sup>th</sup> WASL Testing

April 13 to May 1, 2009

### High School WASL Testing

March 16-March 19, 2009

April 13-April 20, 2009

### Optional 9<sup>th</sup> Grade WASL

March 16-19, 2009

April 13-14, 2009

## KJH Staff Emails

### Teachers

Anderson, Ruth	<a href="mailto:ruanderson@lwsd.org">ruanderson@lwsd.org</a>
Blodgett, Mike	<a href="mailto:mblodgett@lwsd.org">mblodgett@lwsd.org</a>
Briley, Kristin	<a href="mailto:kbriley@lwsd.org">kbriley@lwsd.org</a>
Brotherton, Rachel	<a href="mailto:rbrotherton@lwsd.org">rbrotherton@lwsd.org</a>
Colombo, Kathy	<a href="mailto:KColombo@lwsd.org">KColombo@lwsd.org</a>
Cohen, Lora	<a href="mailto:lcohen@lwsd.org">lcohen@lwsd.org</a>
Crauer, Susan	<a href="mailto:sbuyarski-crauer@lwsd.org">sbuyarski-crauer@lwsd.org</a>
Cummings, Michael	<a href="mailto:micumummings@lwsd.org">micummings@lwsd.org</a>
Erickson, Tonya	<a href="mailto:terickson@lwsd.org">terickson@lwsd.org</a>
Fulcher, Barry	<a href="mailto:bfulcher@lwsd.org">bfulcher@lwsd.org</a>
Glennon, Carol	<a href="mailto:cglennon@lwsd.org">cglennon@lwsd.org</a>
Hansen, Beau	<a href="mailto:bhansen@lwsd.org">bhansen@lwsd.org</a>
Harding, Gil	<a href="mailto:gharding@lwsd.org">gharding@lwsd.org</a>
Higbee, Terry	<a href="mailto:thigbee@lwsd.org">thigbee@lwsd.org</a>
Luckey, Rob	<a href="mailto:rluckey@lwsd.org">rluckey@lwsd.org</a>
Lundquist, Michael	<a href="mailto:mlundquist@lwsd.org">mlundquist@lwsd.org</a>
Morrissey, Darcy	<a href="mailto:dmorrissey@lwsd.org">dmorrissey@lwsd.org</a>
Myhre, Amy	<a href="mailto:amyhre@lwsd.org">amyhre@lwsd.org</a>
Palmer, Ryan	<a href="mailto:jpalmer@lwsd.org">jpalmer@lwsd.org</a>
Poort, Joia	<a href="mailto:jpoort@lwsd.org">jpoort@lwsd.org</a>
Shulman, Lisa	<a href="mailto:lshulman@lwsd.org">lshulman@lwsd.org</a>
Stormie-Carroll, Michelle	<a href="mailto:mstormie-carroll@lwsd.org">mstormie-carroll@lwsd.org</a>
Stotesbery, Tari	<a href="mailto:tstotesbery@lwsd.org">tstotesbery@lwsd.org</a>
Tirado, Icic	<a href="mailto:itirado@lwsd.org">itirado@lwsd.org</a>
Walker, Tony	<a href="mailto:anwalker@lwsd.org">anwalker@lwsd.org</a>
Wrenchey, Melissa	<a href="mailto:mwrenchey@lwsd.org">mwrenchey@lwsd.org</a>
Yates, Lindsey	<a href="mailto:lyates@lwsd.org">lyates@lwsd.org</a>

### Administration

McCarson, Deborah	<a href="mailto:dmccarson@lwsd.org">dmccarson@lwsd.org</a>
Mott, Craig	<a href="mailto:cmott@lwsd.org">cmott@lwsd.org</a>
Ray, Betty Ann	<a href="mailto:bray@lwsd.org">bray@lwsd.org</a>
Howarth, Bonnie	<a href="mailto:bhowarth@lwsd.org">bhowarth@lwsd.org</a>

### Library

Ritchie, Dan	<a href="mailto:dritchie@lwsd.org">dritchie@lwsd.org</a>
Wahl, Vicki	<a href="mailto:vwahl@lwsd.org">vwahl@lwsd.org</a>

### Counseling

Hinrichs, Carol	<a href="mailto:chinrichs@lwsd.org">chinrichs@lwsd.org</a>
Olmsted, Justina	<a href="mailto:jholmsted@lwsd.org">jholmsted@lwsd.org</a>
Gatbunton, Janette	<a href="mailto:jgatbunton@lwsd.org">jgatbunton@lwsd.org</a>

### Classified

Herrick, Debra	<a href="mailto:dherrick@lwsd.org">dherrick@lwsd.org</a>
Marsh, Marilyn	<a href="mailto:mmarsh@lwsd.org">mmarsh@lwsd.org</a>

## Kirkland Junior Attendance Policies and Procedures

In keeping with Kirkland Junior High's motto "Expect the Best," the staff has implemented a common attendance/tardy policy for all students. This policy will be consistently enforced so that instructional time is maximized throughout the day. Regular attendance is a responsibility shared by a parent/guardian, student and school. Students are expected to attend all scheduled classes unless prior arrangements have been made between the parent/guardian and the attendance office.

### Absences, Late Arrivals, and Early Dismissals will be excused for:

Professional medical appointments, illness, legal appointments, family emergencies, religious purposes, and pre-arranged absences with a completed and filed contract with the attendance office.

### Tardy to School

A student who arrives **tardy to school** is required to report to the Attendance Office for an admit slip. Tardies to school are excused by a phone call or a written note from a parent or guardian. **Absences and late arrivals WILL NOT be excused for:** sleeping in, missing the bus, completing homework, delay by traffic, or failure to complete an absence contract **regardless if the parent/guardian calls or sends a note.**

### Tardy to Class

Students are expected to be in their seats, with necessary materials out, beginning the warm-up activity when **the clock changes to the starting time** of class. Teachers will close their doors as a visual indicator that students are tardy for class. Students who are not in their seats and working when class begins will be considered tardy. Each tardy to class during the day will be handled by the individual teacher for the first two (2) occurrences. A third (3) tardy will result in an in-class consequence. A fourth (4) tardy will result in students reporting to the office for an admit slip and will be assigned a consequence. Consequences are progressive in nature and may include lunch or after-school detention, ISS, or parent conference. If a teacher detains a student after class, the teacher will issue a pass excusing the student. Students who are 10 or more minutes late to class will be considered absent.

### Early Dismissal (i.e. Dentist, Doctor Appointments)

A student may only be excused from school before the end of the day if the parent or guardian has called to excuse the student or if the student brings a note from the parent or guardian requesting the dismissal. We encourage students to bring a note to the Attendance Office **before** the beginning of school. If the parent or guardian phones the office for an early dismissal, the student will be notified of the time of the dismissal. Early dismissals will be listed on the daily attendance bulletin for the information of the teachers whose classes may be missed. **No student shall be excused from school for any reason without clearing through the Attendance Office or Main Office before leaving. Parent/Guardian must sign their student out at the main office.**

### Admission after Absence

A student who has been absent from school may be excused by a parent or guardian in one of two ways. The parent or guardian may call the school and excuse the absence (on the day of the absence) or send a written note with the student the day the student returns to school. The student must bring the note to the Attendance Office prior to the beginning of first period. An admit slip marked excused will be issued and should be shown to each teacher. If the parent or guardian does not call or send a note to excuse the absence, the student must pick up an admit slip that will be marked unexcused. A previously absent student will not be permitted to return to class without an admit slip. An absence not excused by the parent or guardian will be considered a truancy.

### Previously Arranged Absence

We ask that an absence contract be **completed 48 hours** in advance of when your student will be missing school for three or more days. To obtain an absence contract from the attendance office, students are asked to bring in a note stating the reason and dates of the absence. Once issued, **your student** will take the absent contract to each of their teachers before or after school to obtain homework or make arrangements with their teacher as to when tests, homework and assignments can be completed. Students must schedule make-up testing with their teacher before or after school. Teachers are not required to provide work in advance; however, **all assignments that have been provided are due upon the student's return to school.** Failure to complete an absent contract and have it turned into the counseling office prior to the absence will result in your student receiving a zero for the assignments missed. Absence contracts are not completed until all signatures are gathered and returned to the attendance office. Extended absences are not in the best interest of your student, but we realize that emergencies and other family issues arise. It is important to schedule family trips during school breaks as students miss valuable classroom instruction and lab time.

**Kirkland Junior High Absence Contract**  
**(3 or More Days)**

The parent(s)/guardian(s) of \_\_\_\_\_ have requested that he/she be excused from school from \_\_\_\_\_ through \_\_\_\_\_.

Please state the student's current status within your classroom, whether this student is doing well, average, or poor work and the effect this absence might have on the student's grade.

Period	Subject	Assignment(s)	Current Class Status Good/Average/Poor	Teacher Initial	Assignments are due
1					
2					
3					
4					
5					
6					

Teachers reserve the right to not assign homework prior to the absence, rather, they will provide time and missing assignments once the student returns. It is **your student's responsibility** to contact his/her teachers about the assignments upon his/her return.

**All assignments that are assigned must be completed and turned in upon students return.**

Counselor Signature \_\_\_\_\_ Date \_\_\_\_\_ Student Signature \_\_\_\_\_ Date \_\_\_\_\_

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

A copy of this contract will be filed with the Attendance office and must be turned in completed prior to the absence in order to receive credit for missing work.

**Chronic Attendance Problems**

In cases of chronic tardiness and poor attendance, parents will be notified. Referral to the counselor, detention, short or long term suspension may result. A student's academic grade or credit in a particular subject or course may be adversely affected by tardiness or absences only to the extent and upon the basis that:

1. Student's attendance and/or participation are related to the instructional objectives or goals of the particular subject or course.
2. The student's attendance and/or participation have been identified by the teacher, pursuant to policy of the school district, as a basis for grading, in whole or in part, in the particular subject or course.
3. After four tardies, a student could be assigned an in class consequence.

It is the responsibility of every teacher to keep an accurate daily record of pupil attendance in each class. Teachers **are not required** to provide make-up work in cases of unexcused absences, and academic performance may suffer as a result. For every day a student is absent, the student has the same amount of days to make up the work, provided the absence is excused.

## **BECCA Bill**

The law generally requires all parents, including guardians or other legal custodians of juveniles, to ensure that children between the ages of eight and eighteen attend school, except under certain circumstances. Parents, guardians, custodians of juveniles violating this requirement may be fined up to twenty-five (\$25.00) per day or ordered to perform community service at the child's school, unless the parents can show reasonable diligence in attempting to get the student to attend school, or if the school fails to discharge its legal requirements. For more detailed information about the law, please contact the school.

## **Homework Requests**

Making up missed assignments is the student's responsibility. There are a number of methods to obtain your missed assignments these include: calling a fellow student, emailing/calling the teacher, upon returning to class, obtain your assignments from your teacher and making arrangements to make up lab and quizzes.

When requesting homework for a student who is ill, please remember the student must be absent for three consecutive days. **If you know the student will be out for three days, you may request homework on the second day of illness.** The homework may be picked up on the third day. Parents may request homework through the counseling office. **Teachers require a twenty-four hour notice to prepare assignments.**

## **Library Information Access**

### **Kirkland Junior High School Library Media Center**

**Dan Ritchie, Teacher-Librarian**  
Vicki Wahl, Library Assistant  
Open 7:15 AM to 3:15 PM every school day

**Mission:** In our Library, we want to ensure that every student is an effective user of ideas and information.

**Goal:** Our goal is to have every student at Kirkland Junior High an efficient researcher who can recognize reliable resources and respect authorship and cite their sources.

We offer our students nearly 10,000 print volumes, which includes an extensive reference collection. We also have eighteen student computer stations, all with access to the library system and the Internet. Students can access our library as well as the LWSO web resource page from home. We expect our library users to follow the LWSO Code of Conduct and to be on line for research, education or school-related business.

## **Using Computers at Kirkland Junior High School**

The following rules, procedures and guidelines apply to any use of any computer or technological device at Kirkland Junior High. These rules and procedures as well as the LWSO's technology guidelines, apply to all members of the Kirkland community.

Rules:

1. No food or drinks are allowed near computers or other technological equipment. There are no **exceptions** to this rule.
2. The use of technology is a privilege. All use of technology must be approved by a staff member. The primary purpose of the computer labs is to provide areas for full-class instruction. Drop-in use of the labs is available to students at the sole discretion of staff members.
3. Alerting or tampering with any equipment, software, or operating systems is expressly forbidden. "Altering" includes, but is not limited to: installing programs, deleting materials, changing, moving, or re-naming existing materials on any LWSO equipment. Note that damaging technology in these ways is a serious offense, which may result in Step #2 or Step #3 disciplinary actions being taken on the first offense. If appropriate, students may also be required to pay restitution for lost, stolen, or damaged technology.
4. Since KJH computers are for educational uses only, no games are allowed. Playing computer games using KJH equipment is expressly forbidden unless it is in a structured club setting.

The Lake Washington School District#414 complies with all federal rules and regulations and does not discriminate on the basis of race, color, national origin, sex, or handicap. This holds true for all students who are interested in participating in educational programs and/or extra-curricular school activities. Inquiries regarding compliance procedures may be directed to the Personnel Office, title IX Officer, P.O. box 97039, Redmond, Washington 98073 (425-702-3266).



## **After-School Activities**

All students are encouraged to get involved in after-school activities whether sports or activities. However, students who are loitering on campus or not involved in an activity (supporting or participating) will be asked to leave school grounds.

Spectators and participants are to demonstrate sportsmanship; this includes refraining from making inappropriate comments to officials, opponents, and fans. Failure to do so will result in person/persons being asked to leave and not allowed to return to after school activities without administration approval.

## **KIRKLAND JUNIOR'S A-Z's**

### **After-School Work Detention:**

Student is required to pick up litter, and/or perform light cleaning activities on the school grounds for a period of 60 minutes (3:00 p.m. until 4:00 p.m.). Work detention is assigned only by school administrators, or designee. Twenty-four hours notice, verbal or written must be given to parents. Students and parents are responsible for transportation.

### **Alcohol and Drug Policy:**

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, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school activity.

### **Annuals (Yearbook):**

Yearbook is available to all students for \$25 and is on sale in the main office. Quantity is limited to a first come, first serve basis.

### **ASB Card:**

ASB card is required to participate in any athletic, academic or club activity. The ASB card costs \$20.00 and will reduce the cost of ASB dance tickets. There is a \$5 replacement charge for lost ASB/ID cards.

### **Assembly Behavior:**

There will be a number of different types of assemblies, each requiring a different type of behavior. In general, however, several procedures must be observed regardless of the assembly.

- Students are to sit with their assigned class.
- When a speaker steps to the microphone, you are to give that person your undivided attention.
- Applause is the only acceptable form of audience approval at most assemblies.
- Remember that your appropriate behavior reflects positively on the student body.

### **Balloons:**

Balloons are discouraged at school. However, should students receive or bring balloons; they must be kept in the main office. No balloons in classes or hallways. Cakes, cupcakes, or birthday treats are not allowed in the classrooms or hallways.

### **Boat Bash**

Boat bash is an end of the year dance and celebration for the 9<sup>th</sup> graders. To attend boat bash students will be required to attend all 6 periods that day. Students who do not attend school or 6 periods will not be allowed on the boat regardless if parents have excused that day's absence. In addition, students with current or pending discipline assigned by the school will not be allowed to buy a ticket to or attend the dance.

### **Bus Passes:**

If a student wishes to ride a bus after school other than his assigned bus, he/she must bring a note with parent/guardian permission to the main office **before** school starts.

### **Bullying:**

**Will not be tolerated.** We at Kirkland Junior High have implemented a bullying program (Olweus) that has 5 interconnecting components that is designed to be preventative and responsive, is focused on changing norms as well as restructuring the school setting. We have 4 rules that all members of our community will abide by:

**Rule 1:** We will not bully others.

**Rule 2:** We will try to help students who are bullied.

**Rule 3:** We will try to include students who are left out.

**Rule 4:** If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

## **Classroom Rules:**

- Be in your assigned seat on time and remain there until other-wise directed by teacher.
- Hall passes are required anytime you leave the classroom.
- One person talks at a time, with teacher permission. Raise your hand and wait to be called on.
- Come to class prepared with appropriate materials, ready to work and learn.
- Respect the rights and property of others, including school property.
- Follow directions, participate, and use your class time wisely. Do all the assigned work.
- Eating or drinking is only allowed in the commons.

## **Closed Campus**

Students are required to have staff permission (hall passes) to move about school premises except before and after school and during passing times. **Leaving school grounds after arrival requires prior permission.**

## **Confiscation**

Items inappropriate for school, i.e., cigarettes, lighters, matches, laser pointers, beepers, radios, cap/water pistols, noisemakers, etc., will be taken away.

## **Disrespect for Student Property**

Using without permission or damaging other student's property is not permitted.

## **Dress Code**

Students are expected to exercise good judgment, safety, good taste, and modesty regarding dress and grooming. Any clothing considered disruptive to the educational process or that makes an individual feel uncomfortable is inappropriate for school. Students who choose not to follow the dress code will be issued warnings, asked to change clothes, or parents will be asked to bring other clothing. If a student's dress attire continues to be disruptive or inappropriate, the student will receive additional school discipline including parent contact each time.

## **Shirts and Tops:**

- The bottom of a student's shirt, blouse or top must meet the top of his/her pants, shorts or skirts while in the standing and/or sitting position.
- There should be no bare midriffs. Students must be able to raise his/her arms above his/her head without exposing bare areas.
- All shirts, blouses and tops must cover a student's back and shoulders, therefore, we do not allow visible undergarments or undergarments used as outerwear, racer-back tops, halter tops, tube tops or spaghetti straps.
- Tank tops require a 2 1/2 inch shoulder strap and any top that has a low neck line which exposes a student's cleavage is not allowed.
- We do not allow revealing or see-through clothing or clothing which has a sexual connotation, promotes alcohol, profanity, violence, weapons or gang-related attire or has tobacco, drug, sexist or racist themes.
- All sweaters, shirts, pullovers, etc., must be worn appropriately at all times.

## **Pants/Shorts/Skirts/Shoes:**

- Shirts and shoes must be worn at all times
- No short shorts or short skirts. The student must be able to place their arms to their side and touch the bottom of the their short/skirts with their longest finger
- No low-waisted jeans, shorts or skirts or sagging of the jeans. The student needs to be able to sit down and not expose his/her backside or underwear.
- Pants should be worn at the waist, should not be excessively dirty or torn.
- There should be no holes in pants above the knees.
- No large chains either worn or in possession are not allowed at school.

Based on these guidelines, all staff members will use their discretion to decide on the appropriateness of student dress. Head wear is allowed in the classroom based solely on teacher discretion (religious head wear is appropriate). All personal items such as clothing, shoes, school supplies, etc. should be marked with an indelible pen. This identification will help us locate items if they are lost or stolen.

## **Fines & Fees**

Students are responsible for all materials checked out to them or used by them. Damage incurred to school materials (academic or extra-curricular) under student use is the student's responsibility. Replacement and/or repair costs will be assessed to the student at the going rate as determined by the school.

## **Grievance Procedure:**

In the event a student or parent is in disagreement with the action taken by a teacher or administrator, the following procedure should be followed:

- The student or parent should schedule an informal conference with the teacher or administrator in an attempt to resolve the issue.
- The student or parent may contact the school assistant principal and seek a formal review of the action.
- If the issue involves short term suspension (ten days or less) or other discipline, the building principal's office is the appropriate avenue for appeal.
- If the issue involves long term suspension (more than ten days), emergency expulsion, or expulsion, you may arrange for a formal hearing before a district hearing officer by writing and/or telephoning the pupil services offices at 425-702-3266 within three days of receipt of the suspension letter.

## **Hall Passes**

If a student must leave class during the period, then a hall pass must be signed by a teacher.

## **Inappropriate Display of Affection**

Excessive displays of affection are inappropriate at school and school-sponsored activities, and therefore are not permitted.

## **Lunch Room Expectations:**

When you purchase lunch at school, you are using an electronic cash register system. This account is accessed with an identification card (Kirkland Junior ID). If the card is lost or stolen, food service does not provide emergency lunches. Students are **required** to have their cards scanned in order to receive lunch. Students must be responsible for remembering to bring their cards every day. The first ID card is provided by the district at no cost to the student. If that card is lost or stolen, it can be replaced at a cost of \$5.00 per card.

## **Lunchtime Rules**

Students may eat lunch in the Commons only. Students are expected to behave appropriately in the Commons. The throwing of food or other objects, popping of bags, cups or milk cartons is not permitted. Eating or drinking and not disposing of garbage after eating lunch, sitting or standing on tables, being in the off limit areas during lunch time is not permitted. Students will not be allowed to enter the hallways until five minutes before class starts. Any of the preceding infractions could result in assigned seating in the lunch room, or more serious sanctions. After eating lunch and disposing of garbage, students may be in the following areas: commons, both inside and outside of building. Off limit areas during the lunch period include: areas near classrooms, pods, hallways, tennis courts, and parking lots.

## **Nuisance Items:**

Any items that create disruption or detract from an orderly school environment are not to be brought to school. Such items could be confiscated. Items used inappropriately, such as, electronic and communication devices, picture phones, radio tape players, CD players, and miscellaneous items, will be confiscated, and returned to the parents, as deemed appropriate by administration. CD players/iPODs and cell phones may be used before and after school and during lunch, unless it becomes a nuisance. Cell phones and CD players/iPODs must be turned off during classroom time. These items need to be stored in your backpack. Inappropriate use of picture cell phones will result in disciplinary action. Other items such as rubber bands, water guns, balloons, darts, toothpicks, etc. will not be returned. KJH and the LWSJ will not be responsible for lost or stolen personal items.

## **Passing Periods:**

Passing periods are 5 minutes long and students are expected to move on to their next class rather than loitering in the hallways or pod areas. Passing period should also be used get a drink and use the bathroom

### **Removal of Privileges:**

Student activities and others school related events are a privilege. Failure to comply with the rules and policies may result in a student being removed from or not permitted to attend any or all of the functions. (These functions include dances, sports activities, assemblies, school parties or day activities, etc.)

### **Restitution**

Damaged, lost or stolen property is replaced or repaired; may be accomplished by dollar payment or student labor.

### **School Dances:**

Dances are sponsored by the ASB for the student body of Kirkland Junior High School. No guests are permitted to attend any Kirkland Junior High dances. **All tickets are pre-sold. No tickets will be sold at the door. The dances are held from 7:00-9:00 p.m. in the commons. The doors open at 7:00 p.m. and close one half hour after the start of the dance.** Students are not allowed to leave the dance until the dance is over, unless a parent is present to pick up the student at the door. In order to attend the dance students must be in attendance at school at least four periods on the day of the dance. Appropriate student conduct is expected and discipline policies and actions are the same as those for the regular school day. The school's dress code applies to school dances. *Appropriate behavior and dance moves are expected at all school dances. Such movements as moshing, slam dancing, body surfing, freak dancing, stage diving, grinding, and other inappropriate dance floor activities are prohibited and will result in removal from the event.*

### **School Detention**

Student is detained in detention for a maximum of 40 minutes (2:50p.m. until 3:30 p.m.) by teachers, before or after school. Detention must be served within a three day period or student will be referred to administration for work detention.

### **School Related Pictures**

Any student who uses gestures, body positions, etc. will not be permitted to be in the retake picture and they will make restitution for any cost incurred for the retake.

### **Student Conflicts/Safety Concerns:**

Your safety and comfort are most important to all of us. We are committed to maintaining confidentiality. If students encounter difficulties such as assaults, harassment, theft, or any behaviors that create discomfort for them, the following process is expected. See a teacher, your counselor or an administrator as soon as possible.

### **Student Visitors**

Generally, no guests are allowed. Visits by students from other districts may be allowed only under very specific conditions, and only during lunch. Request for visitors must go through the Main Office and requires three business days to process. Approval by the principal or asst. principal is required. No visitors are allowed the week preceding vacation or the last two weeks of school.

### **Substitute Teachers And Student Behavior:**

Students referred to the Administration by a substitute teacher will be issued In-School Suspension for the first referral. A letter will be sent home to the parent stating that in the event of a second referral, the student will be issued three days In-School Susp`.

### **Sun Glasses:**

Sun glasses are not allowed to be worn during class time.

### **Truancy**

Any unexcused absence from class or classes, including leaving class without permission, is not permitted. Any unexcused absence of ten minutes or more is also considered a truancy.

### **Unprepared for Class**

Failing to dress for P.E. or to bring appropriate and necessary materials (books, paper, pens, pencils, etc.) to class is not permitted.

### **Violation of Closed Campus**

Students may not leave school grounds without permission.

### **Violation of Freedom of Expression**

Freedom of expression is part of the instructional process. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational program or interfere with the rights of others.

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# Lake Washington School District

## JUNIOR HIGH SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

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### **Behavioral Expectations of Students**

We believe that student development occurs best within an atmosphere of mutual respect, and therefore any behavior that undermines this respect cannot be allowed. Teachers, administrators, and staff will not tolerate any behavior that materially interferes with or is detrimental to the orderly operation of school, school-sponsored activities or any other aspect of the educational process. School jurisdiction and authority include student conduct to and from school, at school, at bus stops, on busses, and at any school sponsored activity. Also included in the school's jurisdiction is any off-campus student speech or activity which school authorities have reason to believe will interfere with the work of the school or impinge on the rights of other students or staff at school. Such acts, including but not limited to those listed in this handbook, shall be subject to discipline, including possible suspension and/or expulsion from school, and /or referral to law enforcement authorities.

### **Student Rights and Responsibilities**

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

#### **Rights**

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

#### **Responsibilities**

- Students are responsible for their own behavior.
- Students are responsible for respecting school property and personal belongings.
- Students are responsible for attending school and all classes daily and on time.
- Students are expected to exhibit conduct which is courteous, cooperative, and responsible, and which displays regard for the safety and welfare of others, including students, staff, and substitutes at school and all school related activities.
- Students are responsible for being prepared for class; i.e., bringing appropriate and necessary materials to class on a daily basis.
- Students are responsible for informing staff of behavior which may be harmful to an individual or themselves.

### **Progressive Discipline**

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

Progressive discipline attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense (or accumulated offenses) has occurred. Students who violate a rule the first time face disciplinary action commensurate with the violation. Second violations will result in stronger disciplinary

action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intention is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging him/her to accept responsibility for his/her actions.

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

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

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

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

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

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

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

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

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

## **Human Dignity**

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

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

## **Harassment**

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

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

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

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

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

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

## **Alcohol, Drug and Tobacco-Free School**

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



**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**

<b>Violation</b>	<b>Definition</b>	<b>Consequence</b>
<b>Arson</b>	Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.	<b>1<sup>st</sup> Offense</b> • EE/LTS, Police Report
<b>Assault (Resulting in Bodily Harm)</b>	Inflicting physical harm.	<b>1<sup>st</sup> Offense</b> • EE/LTS, Police Report
<b>Disruptive Behavior</b>	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.	<b>1<sup>st</sup> Offense:</b> • EE, STS or LT  <b>2<sup>nd</sup> Offense:</b> • EE, STS, or LTS
<b>Drugs/Alcohol</b> 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.	<b>1<sup>st</sup> Offense:</b> • STS EE/LTS and Assessment  <b>2<sup>nd</sup> Offense:</b> • EE/LTS
<b>Drugs/Alcohol</b> Sell Buy Transfer	Transfer, sale, or solicitation on school grounds or during school sponsored events. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.	<b>1<sup>st</sup> Offense:</b> • EE/LTS

Violation	Definition	Consequence
<b>Firearms</b>	Possession, threat to use or use of a firearm.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/E</li> <li>• Permanent expulsion from the LWSD</li> <li>• ROA (referral to an outside agency)</li> <li>• Conference</li> <li>• Police Contact</li> </ul>
<b>Harassment, Intimidation, Bullying, Disrespect</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• Conflict Mediation and/or STS, LTS, EE</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS, LTS, EE</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS, LTS, EE</li> </ul>
<b>Other Weapons and Explosives</b>	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	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE</li> <li>• STS to LTS</li> <li>• ROA (referral to an outside agency)</li> <li>• Conference</li> <li>• Police Contact</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE</li> <li>• LTS</li> <li>• ROA (referral to an outside agency)</li> <li>• Conference</li> <li>• Police Contact</li> </ul>
<b>Sexual Harassment</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• Conflict Mediation and/or STS, LTS, EE</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS, LTS, EE</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS, LTS, EE</li> </ul>

Violation	Definition	Consequence
<b>Threats</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS, LTS and/or EE</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• LTS and EE</li> </ul>

**Other Forms of Misconduct and Discipline**

Violation	Definition	Consequence
<b>Academic Dishonesty</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of credit</li> <li>• Parent contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of credit</li> <li>• STS/LTS</li> </ul>
<b>Alteration of Records</b>	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	<b>1st Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Parent Contact</li> <li>• Police Contact</li> </ul>
<b>Assault</b>	A student shall not perform physical, written or verbal violence toward another person causing fear or harm.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS, Police Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS, Police Report</li> </ul>
<b>Dress Code</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• Change clothes</li> <li>• Parent contact</li> <li>• EE/STS/LTS</li> </ul> <b>2nd Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Endangerment of Others</b>	A student shall not act in a manner that endangers student, staff, or community members.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul>

<b>Violation</b>	<b>Definition</b>	<b>Consequence</b>
<b>Extortion/Blackmail &amp; Coercion</b>	A student shall not extort or attempt to extort any item, information or money.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS and Assessment</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Fighting</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Forgery</b>	A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• EE/STS/LTS</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Gang Related Behavior/Actions</b>	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	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> <li>• Police Intervention</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> <li>• Police Intervention</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• LTS/E</li> <li>• Police Intervention</li> </ul>
<b>Gambling</b>	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	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/Community Service</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Hazing</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Illegal Acts</b>	A student shall not engage in the commission of any illegal or criminal act.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>

Violation	Definition	Consequence
<b>Immediate Danger and Disruption</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE.STS/LTS/or E</li> <li>• Conference</li> <li>• Police Contact</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS/or E</li> <li>• Conference</li> <li>• Police Contact</li> </ul>
<b>Interfering with School Investigation</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS, LTS and/or EE</li> </ul>
<b>Multiple/Accumulated Offenses</b>	A student may be disciplined for the commission of multiple or accumulated offenses.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>
<b>Negative Community Action</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS/Expulsion</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS/Expulsion according to circumstances</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS/Expulsion according to circumstances</li> </ul>
<b>Theft</b>	A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know stolen property.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Restitution</li> <li>• Police Contact</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> <li>• Restitution</li> <li>• Police Contact</li> </ul>
<b>Tobacco</b>	A student shall not possess, use, or distribute any tobacco product.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> <li>• Diversion</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul>

<b>Violation</b>	<b>Definition</b>	<b>Consequence</b>
<b>Trespass/Loitering/ Unauthorized Entrance</b>	A student shall not enter or be present on school property without permission.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Unauthorized Use of Equipment</b>	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.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS /LTS</li> <li>• Restriction of tech privileges</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> <li>• Restriction of tech privileges, confiscation</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Vandalism</b>	Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property.	<b>1<sup>st</sup> Offense:</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> <li>• Restitution/CS</li> <li>• Police intervention</li> <li>• Possible expulsion</li> </ul> <b>2<sup>nd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• LTS</li> <li>• Restitution/CS</li> <li>• Police intervention</li> <li>• Possible E</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• LTS</li> <li>• Restitution/CS</li> <li>• Police Intervention</li> <li>• Possible E</li> </ul>
<b>Vulgar or Lewd Conduct</b>	Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting and obscene gestures	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<b>Willful Disobedience</b>	Failure to follow reasonable requests and directions of school staff.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• LTS</li> </ul>

*Short Term Suspension (STS)*  
*Long Term Suspension (LTS)*

*Emergency Expulsion (EE)*  
*Expulsion (E)*

*Community Service (CS)*

## **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
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Offenses are cumulative for the school year. Consequences are guidelines. Teacher, staff and administrators will use discretion to ultimately determine the consequences.

## **Guidelines for Personal Student Web Sites Housed on Private Servers**

Students are encouraged to be involved in creating and maintaining their school's official website. The district has established the following guidelines for students who choose to create personal websites on private servers.

1. Students must have a thorough understanding of the rules, terms and conditions established by the host provider especially as it relates to content and language. If these conditions are not posted on the host site, an email should be sent requesting them.
2. These sites need to be closely monitored by the site initiator and /or manager (webmaster) to ensure that everyone contributing to the site follows the rules, terms, and conditions established by the Internet Service Provider.
3. School names, mascots, colors, and the school or school district's website designs are legal trademarks of the school and district and cannot be used without express permission.
4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.

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

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

### **Health Room/Medication**

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

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

### **Child Find**

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

### **Family Rights and Privacy Act**

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

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

### **Enrollment/Variations**

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

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

### **School and District Events**

For high school athletic events, junior high students must be accompanied by an adult. Students must show picture identification for events. 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 or league 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

### **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:

- 1<sup>st</sup> 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, alternative transportation and/or suspension may be possible.
- 2<sup>nd</sup> Infraction- Warning or detention. A conference with parent/guardian and 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, school administration, special education services, and parents/guardian will be held. The IEP may be reviewed and updated. Suspension up to (5 days) of transportation services, change of bus route, assignment of a monitor, alternative transportation, and counseling may be considered as action required.

- **3<sup>rd</sup> Infraction**-Automatic bus suspension (length of time to be determined by school administration). Administration will contact the parents/guardians notifying them of the suspension. Procedure: A meeting will be held by school administration with transportation department representatives, special education services, and parents/guardian. A change in placement may be required. If student has been suspended a total of 10 days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another 10 days cumulative suspension from transportation services.
- **4<sup>th</sup> Infraction**-Long-term bus riding suspension, and parents/guardians contact. If the suspension occurs within the last 10 days of the school year, the suspension may remain in effect for the start of the next school year. Procedure: See procedures under 3<sup>rd</sup> Infraction.

\*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.

### **Athletic/Activity Information**

Students are eligible for any athletic program as soon as they have:

- Purchased an ASB card and the LWSD sports participation fee;
- Obtained parental/guardian permission to participate;
- Obtained a physical clearance once each school year;
- Shown proof of insurance; school insurance is available in the office; and
- Passed all classes (a minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum GPA.

### **Sports Participation Fee**

Please see the athletic secretary for information regarding sports participation fees. Fees must be paid at the time of turnout. Parents of students who are unable to afford the fee should contact the coach or athletic director at their school.

### **Athletic/Activities Code of Conduct**

As members of a high school team or WIAA sponsored activity that represents LWSD, students are expected to make a strong personal commitment to rules of training and conduct in order to maintain a strong healthy body and represent their school in an exemplary fashion. To that end, the following rules apply to all students participating in interscholastic athletic/activities or attending a team-related activity like out of season camps or tournaments. These rules apply at all time throughout the school year which is defined as beginning with fall tryouts to the last day of school and including any summer team related activities.

### **Training Rules/Illegal Controlled Substances & Alcohol**

Legend drugs and controlled substances – Penalties for the possession, use, or sale of legend drugs (drugs obtained through prescription, RCW 69.41.020-050) and controlled substances (RCW 69.50) shall be as follows:

- 1<sup>st</sup> Violation – A participant in possession and/or use of a controlled substance, and/or “legend drugs” including anabolic steroids or alcoholic beverages shall be immediately ineligible for interscholastic competition in the current interscholastic sports program for the remainder of the season. This also includes attending and remaining at an event where consumption of any of the above mentioned substances by a minor(s) occurs. Ineligibility shall continue into the next sports season in which the participant wishes to participate. In order to be eligible to participate in the next interscholastic sports season, the student athlete shall meet with school authorities. The school principal shall have the final authority as to the student athlete’s participation in the interscholastic sports program.

- A participant who seeks and receives help for a problem with use of legend drugs (RCW 69.41.010 identified substances) or controlled substances and controlled substance analogs (RCW 69.50.101 identified substances) shall be given the opportunity for assistance through the school and/or community agencies. In no instance shall participation in a school and/or community approved assistance program excuse a student athlete from subsequent compliance with this regulation. However, successful utilization of such an opportunity or compliance with athletic code by the student athlete may allow him/her to have eligibility reinstated in the athletic program, after a minimum two week suspension from competition and pending a recommendation by the school eligibility authority. Athletes may attend practices with Principal/Athletic Director approval but may not attend contests during the suspension period.
- 2<sup>nd</sup> Violation – A participant who again violates any provision of RCW 69.41.020 through 69.41.050 or of RCW 69.50 shall be ineligible for interscholastic competition for a period of one (1) calendar year from the date of the second violation.
- 3<sup>rd</sup> Violation – A participant who violates for the third time RCW 69.41.020-69.41050 shall be permanently ineligible for interscholastic competition.
- “Legend drugs” means any drugs which are required by state law or regulation of the state board of pharmacy to be dispensed on prescription only or are restricted to use by practitioners only.

#### **Sale and/or Distribution**

- Per Lake Washington School District policy, the sale and/or distribution of alcohol or prescription or non-prescription drugs will result in the student automatically being placed at Violation 2 of the Athletic/Activity Code.

#### **Tobacco**

(Cigarette, chew, etc)

- First Career Violation – The possession and/or use of tobacco products will result in 1) a minimum of one week suspension from competition and 2) attending a mandatory cessation class.
- Second Career Violation – The student shall be suspended for ten (10) weeks of competition. If there is not ten weeks left in the current season, the suspension will carry over to the next competitive season in which they are a returning athlete. In addition, an athlete must provide evidence of successfully completing a nicotine treatment program and proof that they have discontinued the use of tobacco products before an athlete can again represent LWSD in athletics.
- Third Career Violation – A student athlete who violates for a third time shall be permanently prohibited from participating in any WIAA member school athletic program or activity.

#### **Conduct Rules**

- Students who commit unlawful acts or engage in delinquent behavior may be subject to disciplinary action up to and including suspension from the team. All LWSD athletes are expected to adhere to all LWSD policies as explained in each school’s Student/Parent Handbook. In addition to these general rules, coaches may establish other team expectations specific to their program.
- Procedures – Implementation: Parents are encouraged to assume an active role in monitoring and enforcing the provisions of this code. Alleged violations of this code will be investigated by the coach and/or Athletic Director. Sanctions will be imposed if the evidence suggests the alleged violations did indeed occur. If a violation of one or more of these rules occurs at school or during a school event, school sanctions (including suspension from school) may also apply in addition to the provisions of this code. Any student who is disciplined for violating the rules established by this code is entitled, if he/she desires, to appeal the decision to the school’s administration.

## Lake Washington School District High School Graduation Requirements

	<b>Class of 2009</b>		<b>Class of 2010</b>		<b>Class of 2011</b>		<b>Class of 2012</b>	
<b>Level 5 (Grades 11-12)</b>	Demonstrate Proficiency in Advanced Literacy of: <b>Communication</b>  <b>Quantitative &amp; Scientific Reasoning</b>		Demonstrate Proficiency in Advanced Literacy of: <b>Communication</b>  <b>Quantitative &amp; Scientific Reasoning</b>  <b>Citizenship (includes Service Learning)</b>		Demonstrate Proficiency in Advanced Literacy of: <b>Communication</b>  <b>Quantitative &amp; Scientific Reasoning</b>  <b>Citizenship (includes Service Learning)</b>  <b>Culture</b>		Demonstrate Proficiency in Advanced Literacy of: <b>Communication</b>  <b>Quantitative &amp; Scientific Reasoning</b>  <b>Citizenship (includes Service Learning)</b>  <b>Culture</b>  <b>School to Career &amp; Life Skills (includes Field Experience)</b>	
	<b>Culminating Project</b> <b>Certificate of Academic Achievement (WASL)</b> <b>High School &amp; Beyond Plan</b>		<b>Culminating Project</b> <b>Certificate of Academic Achievement (WASL)</b> <b>High School &amp; Beyond Plan</b>		<b>Culminating Project</b> <b>Certificate of Academic Achievement (WASL)</b> <b>High School &amp; Beyond Plan</b>		<b>Culminating Project</b> <b>Certificate of Academic Achievement (WASL)</b> <b>High School &amp; Beyond Plan</b>	
	<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>		<b>Credits needed to graduate:</b>	
	Language Arts 4 Math 2 Science 2 Math/Science 1 Social Studies 3 Fine Arts 1 PE 1.5 Health .5 Occupational 1 Electives 6		Language Arts 4 Math 2 Science 2 Math/Science 1 Social Studies 3 Fine Arts 1 PE 1.5 Health .5 Occupational 1 Electives 6		Language Arts 4 Math 2 Science 2 Math/Science 1 Social Studies 3 Fine Arts 1 PE 1.5 Health .5 Occupational 1 Electives 6		Language Arts 4 Math 2 Science 2 Math/Science 1 Social Studies 3 Fine Arts 1 PE 1.5 Health .5 Occupational 1 Electives 6	
<b>Level 4 (Grades 9-10)</b>	<b>Classes required to build a foundation for WASL and Level 5 study:</b>		<b>Classes required to build a foundation for WASL and Level 5 study:</b>		<b>Classes required to build a foundation for WASL and Level 5 study:</b>		<b>Classes required to build a foundation for WASL and Level 5 study:</b>	
	Language Arts  Science  Social Studies  Mathematics  Electives in Culture and School to Career & Life Skills Advanced Literacies		Language Arts  Science  Social Studies  Mathematics  Electives in Culture and School to Career & Life Skills Advanced Literacies		Language Arts  Science  Social Studies  Mathematics  Electives in Culture and School to Career & Life Skills Advanced Literacies		Language Arts  Science  Social Studies  Mathematics  Electives in Culture and School to Career & Life Skills Advanced Literacies	