

Lake Washington High School



Digital Design Student Services Division

2011-2012 Student Planner

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GENERAL INFORMATION

Lake Washington High School
12033 NE 80th Street, Kirkland, WA 98033
www.lwsd.org/lwhs

General Information

Attendance	425 936-1701
Counseling	425 936-1702
Tip Line	866 548-3847
College & Career Center	425 936-1710
Lake Washington High School Office Fax Number	425 936-1751
Lake Washington School District.....	425 936-1200

Administration

Christina Thomas, Principal	425 936-1700
Prato Barone, Associate Principal	425 936-1700
Miriam Mickelson, Associate Principal	425 936-1700
George Crowder, Athletic Director	425 936-1700
Leanne Fike, Activity Coordinator.....	425 936-1700
Darla Catlin, Office Manager	425 936-1703
Mili Nelson, Receptionist	425 936-1700
Teresa Muro, Counseling Secretary.....	425 936-1702
Sarah Lamon, Athletics Office	425 936-1701
Julie Madsen, Career Specialist.....	425-936-1710
Cheryl Ronbeck, Bookkeeper	425 936-1719
Mary Jo Bogden, BECCA Specialist	425 936-3371
Amida Siddick, Library	425 936-1715
Lori Harlan, Webmaster/NEVAC Registrar	425 936-1708
Ruth LeSourd, Grades/Data Processing	425 936-1728
LaShae Lee, Attendance/Building Use	425 936-1713
Debbie Wing, Registrar	

Counseling

Lori White (A-F)	425 936-1702
Kimberly Sheely (H-O)	425 936-1702
Marilyn Hargraves (P-Z).....	425 936-1702

WELCOME

Lake Washington High School History

Lake Washington High School began as Kirkland High School (also called Union “A” High School) in 1922—a gathering of students from as far away as Monroe and Duvall. Twenty seven years later, the school moved up the hill from Market Street to its present address. After two major remodels on that building, this year we enter a brand new home for the Kangs—same school, different building. But school pride is not bound by the structure that houses us; our Kang spirit is as steadfast and vibrant today as it has ever been. In 1930, the student body selected purple and white—symbolizing wisdom and purity—as their school colors. Today, our colors shine just as brightly, and our school motto—*Strong, we will never fall*—reflects the same optimism and dreams that the Kangs of 1923 hoped for. And the rare character born at LWHS in 1930—a clever kangaroo called Lizzie—still delights us as our school mascot.

LWHS has a proud and colorful history. We hope you will share in that heritage and strengthen and enliven it with your own unique and valuable contributions.

Welcome to Lake Washington High School!

LAKE WASHINGTON HIGH SCHOOL OPERATING PRINCIPLES

The seven major guidelines listed below are designed to allow each of us to reach our individual and group goals, and to help us function together in a positive, fair, and cooperative way. They are important in helping to ensure that we achieve as individuals, grow as people, and benefit from and enjoy our school experiences.

1. Respect other people and be fair to them. Be courteous, polite, and willing to cooperate with others. Treat others in the same manner you want to be treated.
2. Be a positive person and demonstrate mature behavior that you can be proud of.
3. Be honest.
4. Support the educational process and each individual’s right to undisturbed educational opportunities. Strive to avoid disturbing others involved in class and in all learning situations.
5. Be sincerely interested in growing as a person and in taking advantage of the educational opportunities available to you. Strive for regular attendance and good classroom achievement.
6. Respect school and personal property.
7. Be concerned for the safety of yourself and others. Avoid acts that could endanger the safety and well being of yourself and others.

BELL SCHEDULES 2011-2012

Regular Schedule (M/T/Th/F)		
1st	8:00-8:55	55 min.
2nd	9:00-9:59	59 min.
3rd	10:04-10:59	55 min.
A Lunch	10:59-11:31	32 min.
4th	11:36-12:31	55 min.
4th	11:04-11:59	55 min.
B Lunch	11:59-12:31	32 min.
5th	12:36-1:31	55 min.
6th	1:36-2:31	55 min.

Wednesday Schedule		
1st	8:00-8:40	40 min.
2nd	8:45-9:30	45 min.
3rd	9:35-10:15	40 min.
4th	10:20-11:00	40 min.
5th	11:05-11:45	40 min.
6th	11:50-12:31	41 min.
Lunch	12:31-1:01	30 min.

30-Minute PM Assembly Schedule		
1st	8:00-8:50	50 min.
2nd	8:55-9:45	50 min.
3rd	9:50-10:40	50 min.
A Lunch	10:40-11:10	30 min.
4th	11:15-12:05	50 min.
4th	10:45-11:35	50 min.
B Lunch	11:35-12:05	30 min.
5th	12:10-1:00	50 min.
6th	1:05-1:55	50 min.
Assembly	2:00-2:31	31 min.

50-Minute PM Assembly Schedule		
1st	8:00-8:46	46 min.
2nd	8:51-9:41	50 min.
3rd	9:46-10:32	46 min.
A Lunch	10:32-11:02	30 min.
4th	11:07-11:53	46 min.
4th	10:37-11:23	46 min.
B Lunch	11:23-11:53	30 min.
5th	11:58-12:44	46 min.
6th	12:49-1:35	46 min.
Assembly	1:40-2:31	51 min.

50-Minute AM Assembly Schedule		
1st	8:00-8:46	46 min.
Assembly	8:51-9:41	50 min.
2nd	9:46-10:36	50 min.
3rd	10:41-11:27	46 min.
A Lunch	11:27-11:57	30 min.
4th	12:02-12:48	46 min.
4th	11:32-12:18	46 min.
B Lunch	12:18-12:48	30 min.
5th	12:53-1:39	46 min.
6th	1:44-2:31	47 min.

Two-Hour Late Start Schedule		
1st	10:00-10:36	36 min.
2nd	10:41-11:17	36 min.
3rd	11:22-11:58	36 min.
A Lunch	11:58-12:28	30 min.
4th	12:33-1:09	36 min.
4th	12:03-12:39	36 min.
B Lunch	12:39-1:09	30 min.
5th	1:14-1:50	36 min.
6th	1:55-2:31	36 min.

STUDENT SERVICES DIRECTORY

Administration

Appeal a Final Grade	Ms. Thomas
Appeal a Suspension.....	Ms. Thomas
ASB Activities/Activity Purchase Orders Signed.....	Mrs. Mickelson
Assemblies/Dances	Mrs. Mickelson
Athletics, Athletic Scheduling	Mr. Crowder
Attendance and Discipline.....	Mr. Barone & Mrs. Mickelson
Busses and Transportation	Mrs. Schneider
Guest Passes (Required of All Visitors)	Mr. Barone & Mrs. Mickelson
Off -Campus Passes (Approval).....	Mr. Barone & Mrs. Mickelson
School Calendar, Events Scheduled	Ms. Fike
Security/Parking	Mrs. Schneider
Stadium/Athletic Complex Manager	Mr. Cole
Thefts.....	Mr. Barone & Mrs. Mickelson
Use of School Facilities.....	Mrs. Lee

ASB Office

General ASB Information	Mrs. Ronbeck
Purchasing ASB Cards, Yearbooks, & Student Fees/Fines.....	Mrs. Ronbeck
Reduced Price Lunch Applications	Mrs. Ronbeck
Requests to Purchase	Mrs. Ronbeck

Attendance/Athletic Office

Athletic Eligibility Forms and Final Clearance	Sarah Lamon
Attendance Records, Automated Phone Calls	Mrs. Lee
BECCA Specialist	Mrs. Bogden
First Aid, Health Room	Mrs. Lee
Leaving Campus for Appointments, etc. (Check-out).....	Mrs. Lee
Lost and Found Items.....	Mrs. Lee
Pre-arranged Absences, Extended Vacations/Illness	Mrs. Lee
Student Insurance.....	Sarah Lamon

College & Career Center

Career/Vocational Information/Military	Mrs. Madsen
Career Speakers/Program.....	Mrs. Madsen
College/Post High School Programs	Mrs. Madsen
NEVAC Registrar.....	Mrs. Harlan

Counseling Center

College/Career/Vocational	Counselors
Graduation Requirements, & Educational Information.....	Counselors
Personal Concerns/Counseling.....	Counselors
Records, Progress Reports, Report Cards	Ms. Muro
Scheduling Appointments to See Counselor	Ms. Muro
Scheduling, Registration, Credit Checks.....	Counselors
Transcripts, Entry or Withdrawal Process	Ms. Muro

Student Government

Leadership Class	Ms. Fike
ASB Activities/Elections	Ms. Fike
Activity and Fundraiser Approval	Ms. Mickelson

ACADEMIC INFORMATION

Academic Recognition Honor Roll

One of the ways students at Lake Washington High School are given recognition for their academic achievement is by being listed on the school's Honor Roll. To be so noted, a student must achieve a 3.5 or better grade point average for the semester while carrying five or more graded classes. Students qualify for the High Honor Roll by achieving a 4.0 grade point average for the semester in five or more classes with letter grades. Running Start and NEVAC students are eligible.

Dropping a Class

Students who **drop** a class after the **first full five (5) school days of each semester** will receive a failing grade for the semester for that class and may receive an NC for any replacement class. Any exceptions must be approved by the Associate Principal. Students **cannot** drop a year-long class unless they are failing or need to make room in their schedule for a class required for graduation.

Grade Replacement Policy

Students who choose to take coursework from any private school, agency, or community college other than Lake Washington High School will receive 'transfer' on their transcript (i.e. 'Transfer Math'). **Only credits and grades earned within Lake Washington High School of Lake Washington School District may replace the grade earned in a previous semester(s) work (i.e. U.S. 20th Century History can ONLY be replaced by another semester of U.S. 20th Century History taken in the LWSD).** The higher of the two grades will be used in calculating GPA and previous grades will be changed to 'NC' (No Credit).



Lake Washington School District High School Graduation Requirements

Class of 2012		Class of 2013		Class of 2014		Class of 2015	
Credits needed to graduate:		Credits needed to graduate:		Credits needed to graduate:		Credits needed to graduate:	
Language Arts	4.0	Language Arts	4.0	Language Arts	4.0	Language Arts	4.0
Math	2.0	Math	3.0	Math	3.0	Math	3.0
Science	2.0	Science	2.0	Science	2.0	Science	2.0
Math/Science	1.0						
Social Studies	3.0	Social Studies	3.0	Social Studies	3.0	Social Studies	3.0
Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0	Fine Arts	1.0
PE	1.5	PE	1.5	PE	1.5	PE	1.5
Health	.5	Health	.5	Health	.5	Health	.5
Occupational	1.0	Occupational	1.0	Occupational	1.0	Occupational	1.0
Electives	6.0	Electives	6.0	Electives	6.0	Electives	6.0
Total	22	Total	22	Total	22	Total	22
Classes required to build a foundation for High School Proficiency and End-of-Course Exams:		Classes required to build a foundation for High School Proficiency and End-of-Course Exams:		Classes required to build a foundation for High School Proficiency and End-of-Course Exams:		Classes required to build a foundation for High School Proficiency and End-of-Course Exams:	
Language Arts		Language Arts		Language Arts		Language Arts	
Science		Science		Science		Science	
Social Studies		Social Studies		Social Studies		Social Studies	
Mathematics		Mathematics		Mathematics		Mathematics	
Electives in preparation for college and beyond		Electives in preparation for college and beyond		Electives in preparation for college and beyond		Electives in preparation for college and beyond	
Culminating Project Certificate of Academic Achievement (HSPE) Future School & Career Plan							
Demonstrate Proficiency: Literacy and Language Standards Essays -literary analysis essay, a persuasive essay, and a cause-effect or compare- contrast essay. Mathematical and Scientific Reasoning Standard - one formal science lab and a problem solving and reasoning report in a math class.							
Classes required to gain admission to a state four year college or university							
English			4 credits (must include 3 credits of college preparatory composition or literature.)				
Math – including Senior year math-based quantitative course			3 credits				
Science			2 credits- Both laboratory sciences, with one credit algebra-based science course				
Social Science			3 credits				
World Language			2 credits				
Arts			1 credit				
Total Credits			15				

Request for Schedule Adjustment

SCHEDULES WILL NOT BE CHANGED for students who received the classes that were requested during registration.

Changes in class schedules WILL NOT BE MADE for the following reasons:

- Different teacher
- Different lunch
- Different house
- Change the order of classes

Schedule changes MAY be made for the following reasons:

- Sophomores and Juniors having fewer than six classes; Seniors fewer than five
- Teacher-initiated change due to improper placement in a class
- Class required for graduation at present grade level
- Two classes scheduled for the same period
- Student was placed in an elective that was not requested

Teacher's Assistant Positions

Pass/No Credit Course

Students may earn no more than 1.0 credit toward graduation during grades 10-12 by serving as a teacher/office/library/career/media assistant.

ACTIVITY

ID and Associated Student Body (ASB) Activity Card

Most student activities such as athletics, dances, assemblies, etc. are financed by student funds. The greatest single source of revenue comes from the ASB card. Most importantly, the card identifies the owner as a participating member of the Lake Washington Student Association.

All students receive an ID card when they register. An **ASB sticker may be purchased for \$35.00**. The ASB card provides admittance to all home, regular season football, basketball, baseball, wrestling, gymnastics, soccer, and track contests free of charge. It also permits the owner to purchase KingCo tickets away from school at a reduced price. The ASB sticker may be purchased at time of registration or at any time during the school year. **Students who need to replace their ID/ASB card will be charged a \$10.00 fee.**

All students participating in a sports activity sanctioned by the Associated Student Body must purchase an ASB card to participate in these events. ASB card-holders also receive reduced rates to the Homecoming dance, Tolo, and Prom.

Class Advisors

Senior ClassJohn Logan
Junior ClassSara Iufer/David Hale
Sophomore ClassTBD

Clubs/Activities

BETA Club, Advisor: TBD. Beta Club is a nationally-based community service organization with a motto of “Let Us Lead by Serving Others.” Students must have a minimum of 3.3 GPA to join.

DECA, Advisor: TBD. DECA teaches young adults about business, marketing, fashion, travel, advertising, and skills necessary to succeed in college and beyond.

Drama Club, Advisor: Jennifer Reif. Members do improvisation, a straight play, or theatre workshops, and produce one play a year.

Debate Club, Advisor: Jennifer O’Hara. Debate Club will be competing with other schools in formal debates, representing LW in a positive and professional manner.

Environmental Club, Advisor: TBD. Members seek to raise environmental awareness on campus and in the community through service projects, presentations, and activities.

Firm in Faith, Advisor: Tammie Bechtel. Firm in Faith is for students of faith to meet together for support, conversation, and snacks.

Gay-Straight Alliance, Advisor: Dawn Wyatt. GSA’s goal is to provide a safe and supportive environment for GLBT (gay, lesbian, bisexual, transgender) and straight ally youth to meet and facilitate a school environment of harmony and support.

German Club, Advisor: Lori Taylor. German Club meets weekly after school and offers language lessons, films, crafts, and friendly conversation around German language and culture. No knowledge of the language needed.

International Club, Advisor: Lori Taylor and Bobbi Deering. The International Club seeks to build awareness of world cultures through fun activities such as learning dances and crafts, celebrating holidays, and sampling food.

Key Club, Advisor: Haley Woods. Key Club is a student-led organization that teaches leadership through service to others.

Latino College Prep, Advisor: Jennifer O’Hara. The LCP’s focus will be to educate the Latino population on what graduation requirements they need to complete by their senior year and to be successful throughout their high school career.

Loyalty, Advisors: Lindsay Roger/Lis Christiansen. Loyalty Club is a community service club.

Math Club, Advisor: Lisa Martinez. Math Club provides opportunities for those students who enjoy mathematics to socialize, try non-routine challenging math problems, and compete in local math competitions.

National Art Honor Society, Advisor: Dawn Wyatt. NAHS seeks to inspire and recognize students who have shown outstanding ability in art and to foster excellence and a dedicated spirit to the pursuit of art.

National Honor Society, Advisors: Steve Arkle, Scott Myers. NHS recognizes members for their achievements and challenges them to develop further through active involvement in school activities and community service.

World Harmony Club, Advisor: Cathy McCreary. World Harmony is a club designed to connect special needs students to the general education population through community activities.

2010-2011 LWHS Dance Contract

Dances at Lake Washington High School are a memorable event for students, teachers, and parents alike. This contract is designed to ensure that every student, teacher, and parent can enjoy the dance and hold positive memories of Lake Washington High School. A student who is suspended from school on the day of a dance or any other school event may not participate in the event.

- All students and their guests are required to follow LWHS guidelines and policies.
- A phone number where the parent of a student/guest can be reached on the night of the dance is required. If a student is removed from the dance, a parent will be called to pick them up from the location.

DANCE CONDUCT GUIDELINES

These guidelines apply on and off the dance floor. All attendees must be in at least the 9th grade and must be no older than age 20 to attend LWHS dances.

Sexually suggestive or provocative dancing is inappropriate for school dances and will not be tolerated. The guidelines listed below must be followed:

- **No bending over.**
- **No touching of breasts, buttocks, or genitals.**
- **Both feet must remain on the floor.**
- **No dancing up against walls, doors, or each other.**
- **Hands on/around waists or shoulders only.**
- **No “making out” (overt and/or prolonged public displays of affection).**

When purchasing tickets, students receive a wristband which permits entrance to the dance. The wristband is to be worn throughout the duration of the dance. If a student violates the Dance Conduct Guidelines, their wristband will be removed by an administrator and they will be asked to leave the dance. Their parents will be contacted to pick them up. If a student is removed from two dances during the year, they will not be allowed to participate in any dance for the remainder of the year.

I, _____, as a Lake Washington High School student, am mature and responsible enough to understand the LWHS Dance Conduct Contract and will abide by these rules or otherwise face the stated consequences. I have been given enough information to know the difference between appropriate and inappropriate dance behavior.

Signature _____ Date _____

Parent Phone Number(s) _____

Elections – ASB Officers/Class Officers

Elections of the ASB officers, which consist of ASB President, Vice President, Secretary and Public Relations, are held in the spring. The ASB Treasurer will also be appointed at this time. The officers will assume their offices at the Spring Recognition Assembly.

In the spring, elections are held for the class officers (President, Vice President, Secretary, and Treasurer). All class officers are voted on by the respective classes.

ASB Officers

President	Zak Cherif
Vice President	Tyler Staeck
Secretary	Max Bunnell
Treasurer	Jessica Tramp
Public Relations	Zack Oelsner

SENIOR CLASS:

President	Amanda Smith
Vice President	Shada Shomali
Secretary	Hunter Duryee
Treasurer	May Morales
Public Relations	Sean Deleon

JUNIOR CLASS:

President	Jordan Sabine
Vice President	Kim Koshman
Secretary	Melanie Morris
Treasurer	Jessi Navarre
Public Relations	Neeka Hodaie

Fines/Fees

Fees are required for a variety of curricular and extracurricular programs. These are paid at the beginning of each semester/activity. Fines are assessed for unpaid fees or lost or damaged property and must be paid prior to the beginning of the next semester/activity. Books or items returned after the established deadline will result in a partial refund only. A reasonable fee of \$10.00 shall be charged for all dishonored checks returned to LWSD per RCW 62A.3-104. **All students must pay outstanding fines in order to purchase a ticket for prom. Seniors who fail to pay their fines will not participate in commencement exercises.**



LAKE WASHINGTON HIGH SCHOOL PARKING REGULATIONS

Please read these directions carefully before filling out this application.

1. Students must **submit a completed Student Vehicle Registration Application form** available in the main office.
2. Students must **possess a valid driver's license, proof of liability insurance, and vehicle registration.** Students must **provide a photocopy of each document** in order to purchase a LWHS parking permit.
3. Students with special needs due to a handicap may request special parking accommodations through the school guidance team. (See Counseling Office.)
4. Students **and** parents must complete, sign, and date this application form.
5. Students **and** parents must read the Lake Washington School District's Parking Policy below.
6. All **delinquent school fees and parking fines must be paid** prior to purchase of a parking permit.
7. The student parking fee is \$75.00 for individual permits, \$50.00 for Carpool.
8. Fees for student parking are as follows:

Full Year -- \$75.00 2nd Semester -- \$40.00

9. Application forms may be picked up in the LWHS main office.

Please read the Lake Washington School District Parking Policy and the Lake Washington High School Parking Policy below:

Lake Washington School District Parking Policy:

“By issuance of this permit, the Lake Washington School District does not assume liability for any property damage to any private automobile parked on its property. The owner-operator (s) of all private vehicles accepts responsibility for their own property and agrees that they are parking at their own risk.”

Lake Washington High School Parking Policy:

“All students who park their vehicle (s) on Lake Washington High School's Campus during normal school hours (8:00 am – 2:31 pm) must have a **visible** and **valid** 2011-2012 Student Parking Permit properly displayed on their vehicle. A Parking Permit is to be used only by and for the car and drivers for whom it is issued. The Parking Permit is not transferable and may not be resold by the student. **Students must turn in their Parking Permit when directed to do so.**”

**If you leave campus in your vehicle without permission,
your parking permit may be revoked without a refund!**

Parking lot citations of \$30.00 each will be issued for the following:

1. **Parking without a visible and valid parking permit.** All parking tags must be clearly displayed.
2. **Improper parking of vehicle.** This includes not properly parking in stall, (taking more than one place, blocking accessibility, etc.), parking in restricted spaces (fire lanes, bus lanes, handicap only parking, staff or visitor parking areas, curbs, grass, etc.), or not parking in assigned area or assigned space.
3. **Parking without authorization**—not registering a new vehicle with the school.
4. **Failure to follow safe driving procedures** will result in a citation or suspension / revocation of parking privileges. This would include : speeding, racing, improper passing, going against the designated traffic flow, driving over curbs / medians, transporting other students in an unsafe manner, and any behaviors deemed to be unsafe or harmful to others.

NOTE: Repeat violators may be towed at the owner's expense.

Permit # _____
For Office Use Only

Student Vehicle Registration Application

I have read and I understand the Lake Washington School District and the Lake Washington High School parking policies. **I understand that I may not register for a parking permit until I actually have a driver’s license, a car to drive, and insurance. No parking permit will be issued unless these requirements are met.**

Student Name : _____ Fines Checked _____

Home Phone : _____ Work Phone _____

Insurance Company : _____ Expiration Date: _____

Driver’s License : _____ Expiration Date: _____
(i.e. DoeJA123AB)

To obtain a parking permit, a **photocopy** of the following information must be submitted along with this student vehicle registration application:

- **Copy of the student’s driver’s license**
- **Copy of the insurance card**
- **Copy of the vehicle registration**

Vehicle Information

List ALL vehicles you may be parking on the Lake Washington High School campus. **PLEASE PRINT CLEARLY!!**

	LICENSE #	MAKE	MODEL	COLOR
1.				
2.				
3.				

These signatures signify that I have read and understand the Lake Washington School District Parking Policy. The following information is accurate and current. **I understand that failure to abide by LWHS parking policies will result in a \$30.00 citation and/or temporary or permanent loss of parking privileges on campus.**

Parent: _____ Date: _____

Student: _____ Date: _____

For Administrative Use Only
Rejected : _____
Reason : _____
Administrator Signature : _____ Date: _____

LWHS MINIMUM COVERAGE DRESS CODE

In order to facilitate learning for all students, LWHS requires that student dress and appearance follow health and safety standards and not cause disruption to the learning environment. Students who do not follow these guidelines will be asked to change their clothing, cover up, or go home, if necessary.

The clothed portions of this figure represent both the front and back areas of the body which must be covered in all positions (sitting, standing, bending, reaching) while attending school.



Upper TORSO:

Clothing must cover stomach, back, shoulders, chest and undergarments.

Lower TORSO:

Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

FEET:

Footwear must be worn at all times and be appropriate to the activity.

Additional Guidelines

Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive, or displays inappropriate pictures, writing or innuendo is prohibited.

Any clothing worn in a manner identified as **gang-related** is prohibited.

Jewelry that can pose **safety hazards** is prohibited.

Exceptions to dress code standards may be made for PE or school activities.

LWSH DISCIPLINE POLICY

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, on adjacent property, 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.

ATHLETICS

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 athletics/activities or attending a team-related activity such as 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 includes any summer team-related activities.

Athletic/Activity Information

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

- Purchased an ASB card and paid the LWSD sports participation fee.
- Filled out and turned in all eight required forms before the athlete can start tryouts/practice. These forms are available in the athletics office.
- Obtained physician clearance. A physical by a doctor and is required every year.
- Shown proof of insurance; Applications for school insurance are available in the office.
- Passed all classes (minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum G.P.A.

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 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.

King County Conference Athletics and Sportsmanship

LWHS is a member of the KingCo Conference and is responsible for following all KingCo sportsmanship and spectator regulations. At all times students are expected to display good sportsmanship, adhere to regular school rules, and follow the regulations listed below.

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 Athletic Director at the school.

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:

- 1st 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.
- 2nd 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.
- 3rd Violation – A participant who violates for the third time RCW 69.41.020-69.41.050 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 on 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.

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. A student who is absent or suspended from school on the day of a school event may not participate in the event.

School Spirit

LWHS has an excellent tradition of great school spirit. We believe school spirit has six important parts:

1. Courtesy - Toward fellow students, teachers, staff members, the opposing teams and referees/officials of school athletic contests.
2. Pride - In everything our school endeavors to accomplish and has accomplished. Our desire is to be the best we can possibly be, to reach our highest potential.
3. Loyalty - To our school, fellow students, staff, and total school community. Loyal students support their school and do their utmost to keep scholastic and activity standards at their highest possible level.
4. Sportsmanship - The ability to win or lose gracefully; to treat our opponents and officials with courtesy and respect; to represent ourselves and our school in an exemplary manner that reflects positively on our total school community.
5. Support - Whether as a participant or a spectator, positive support and encouragement are key ingredients to any successful program and are part of our tradition of great school spirit.
6. Respect - Recognizing that we are a diverse community, we want to provide a positive environment in which diversity is respected.

Spectator Regulations for Athletic Contests

These KingCo and WIAA “spectator guidelines” are published in hopes that high school athletics will be kept within the proper spirit of competition. It is hoped that all Kangs will abide by these guidelines. Cooperation is appreciated and expected.

1. There shall be no unsupervised noisemakers, megaphones or noise amplifiers in any student rooting section during an athletic contest.
2. “Booing” of officials or opponents is unsportsmanlike and will not be tolerated.
3. Vulgar, obscene or suggestive yells or signs are not to be part of any rooting section.
4. Spectators are to remain off the playing surface at all times!

WIAA Recommendations

1. Remember that the game is for the players. They are here because they want to play and enjoy the experience. Good sportsmanship will enhance this educational experience.
2. Refrain from distracting the players during play.

3. Recognize and appreciate skill in performance, regardless of affiliation. Applause for an opponent’s good performance is a demonstration of generosity and good will.
4. Treat officials with respect before, during, and after the contest. We cannot play the games without officials as they are an integral part of the game, and they should be recognized as impartial arbitrators.
5. Display good conduct. Even though students pay admission, the management has the authority to remove any spectator who does not conduct himself/herself respectfully. Abusive language is to be avoided.
6. Remember that each student's view of the game could be quite different from that of the official.
7. Recognize that student spectators represent the school as do athletes.
8. Respect, cooperate and respond enthusiastically to cheerleaders

Your Cooperation Is Greatly Appreciated!

Sports/Activities/Coaches

Fall Sports

Football.....	TBD
Volleyball.....	Clair Lazar
Boys’ Tennis.....	Jim Waters
Boys’ and Girls’ Cross Country.....	Neil Hanson
Girls’ Soccer.....	Suzanne Hart
Girls’ Swimming.....	Renee Mongeau
Boys’ Golf.....	Fred Mabbott

Winter Sports

Boys’ Basketball.....	Barry Johnson
Girls’ Basketball.....	Cory Shepard
Gymnastics.....	Katie Perrigoue
Boys’ Swimming.....	Michelle McRae
Wrestling.....	Steve Becher

Spring Sports

Track.....	Girls: Neil Hanson
.....	Boys: James Johnson
Boys’ Soccer.....	Shaun Warner
Girls’ Tennis.....	Jim Waters
Baseball.....	Derek Bingham
Softball.....	Troy Hennem
Girls’ Golf.....	Fred Mabbott

Year-Round Competition

Instrumental Music.....	John Logan
Vocal Music.....	Jim Peterson

Extended Season

Cheer.....	Jaimi Adams
Drill.....	Lindsey Beck

ATTENDANCE/ENROLLMENT

Attendance will be taken in each class daily. Teachers are responsible for taking accurate attendance. An absence is defined as missing a class altogether, or arriving more than ten minutes late to class. In addition, for every four tardies in any class, the student will be charged with one unexcused absence. Students who accumulate ten (10) or more excused and unexcused absences will be notified of a potential Loss of Credit (LOC). Prearranged absences (such as vacations) also count in the total absence count. School-related absences (such as field trips, counseling appointments, special school programs, pre-arranged community service activities, or school activities) **do not** count in the total ten absence count.

BECCA Law

In 1995, the State Legislature implemented the Washington Compulsory Attendance Law. The law requires all parents, guardians, or other legal custodians of juveniles to ensure that children between the ages of 6 and 18 attend school. Parents violating this requirement may be required to pay a \$25 fee per day unless they can show reasonable diligence in attempting to get the student to attend school. The “BECCA Law” also requires the District to:

1. Schedule a conference with parents after two days of unexcused absences/truancy.
2. File a petition with the county court (*may* after the 5th unexcused absence/truancy in a month, *must* after the 7th in a month or the 10th in a year).
3. Report any additional unexcused absences.

After a petition is filed, the student is required to appear in court and will then be under the court’s jurisdiction.

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

Closed Campus

All students are to remain on campus for the entire school day. Only students with valid Off-Campus passes are allowed to leave campus during school for the purpose indicated on the Off-Campus pass request. Trespassing on private property (i.e. church, cemetery, Holy Family School, vacant properties and woods, private residences) is prohibited. Progressive discipline will be used in case of violation of the Off-Campus passes beginning with after-school detention, ISS, etc. The campus is closed from 10:00 p.m. to 6:00 a.m. When a student must leave campus during the day for an appointment or emergency, a phone call or note to the attendance office prior to leaving campus will suffice. The student should then check out via the Attendance Office to receive a pass and check-in when returning.

Enrollment/Variances

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

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

Responsibility for Attendance

1. Students and parents are responsible for school attendance.
2. The parent or legal guardian of any student who is absent from class is requested to leave a message with the school Attendance Office at 425-936-1701 **within 24 hours to verify or excuse any absence**. If the parent is aware of an impending absence, please call to notify the school in advance.
3. Parents may not excuse absences for students who are in the building and supposed to be in class.
4. Students with **excused absences** can complete makeup work and will receive credit for the makeup work submitted to their teacher. Students absent from class without permission (i.e., unexcused or truant) may be required to complete make up work in order to remain current in the class, but will not receive credit for that work or any other assignments done in that class or due in class that day.
5. The school will issue disciplinary action for unexcused absences in an effort to correct attendance problems and strongly encourage the student to attend classes as scheduled.
6. Students who accumulate ten (10) or more excused or unexcused absences in a class will be notified of a potential Loss of Credit (LOC). They must appeal to their administrator.
7. Because regular attendance is both an expectation and a critical component of student success, parents/guardians of students who exceed twenty (20) **excused absences** in a semester will be expected to contact our BECCA Specialist at 425-936-3371 and provide documentation to verify the “excessive excused” absences.

Parent Access

Parent Access is a web-based tool that allows parent to view their students’ attendance. More information about Parent Access can be found on the Lake Washington School District website www.lwsd.org Questions may be sent to ParentQuestions@lwsd.org .

Tardies

Students are required to attend all scheduled classes and to be on time at the beginning of the class period. Students more than ten (10) minutes late will be considered absent. Students should not loiter in hallways or near instructional areas when classes are in session. Four (4) tardies may result in disciplinary action. Repeated offenses will begin the progressive discipline process.

Truancy

Truancy, or any instance in which a student is absent from any class without either parent, teacher, or administrative permission, will be handled as a disciplinary matter.

CAREER AND TECHNICAL EDUCATION

College and Career Center (CCC)

The College and Career Resource Center is a place where students may investigate post-high school educational opportunities and career options. Open to all students and their parents, the center has many resources available throughout their high school years to access information on 4-year colleges/universities, 2-year community colleges, technical schools, apprenticeship programs, military and other post-high school options.

Career Guidance

Activities/Opportunities

- Apprenticeship Programs
- Career Exploration
- College Credit and Career Network Courses (Dual Credit –High School/College)
- College Exploration
- Post High School Educational Planning
- Running Start*
- Self-awareness/aptitude/interest assessments
- Student Employment
- WaNIC Courses*
- Workplace Skills (Resume, Interview)

Apprenticeship Programs

Apprenticeship is a combination of on-the-job training (OJT) and related classroom instruction under the supervision of a journey-level craft person or trade professional in which workers learn the practical and theoretical aspects of a highly skilled occupation.

(www.lni.wa.gov/tradeslicensing/apprenticeship/programs/)

ASVAB Testing

The Armed Services Vocational Aptitude Battery (ASVAB) is available to students and is given twice a year. This test is valuable to students by providing information regarding their aptitudes and interests in relationship to careers.

(www.military.com/ASVAB)

College/University Visitations

Throughout the school year, college/university representatives' schedule visits to speak with students and parents regarding admission requirements and the application process specific to their school.

High School and Beyond Plan

The High School and Beyond Program starts in the eighth grade and will continue through the senior year with career awareness and career exploration activities. Each student will have an electronic portfolio where they can store the results of their assessments, their resume and educational planner. The WOIS (Washington Occupational Information System) is used to complete the student's High School and Beyond Plan. Completion of this work is a district requirement for graduation.

Military Exploration

All branches of the Armed Services are represented monthly, through a high school visit, to allow students information on possible career opportunities in the military. Service representatives are available to aid students with their applications for enlistment, military academies and ROTC programs.

WaNIC/College Credit Career Network

Information and registration for professional and technical course offerings at LWHS and other area high schools. Earn community college credit or state certification for these classes while in high school. For more information go to:

www.wanic.org or

www.collegecreditcareersnetwork.org

SAT/ACT Testing

Registration materials for these national college entrance tests are available in the College and Career Center or at www.act.org or www.collegeboard.com.

Scholarships

Scholarships are received throughout the year and posted on the LWHS website. A weekly Scholarship Bulletin is printed and copies are available in the CCC.

(<http://schools.lwsd.org/lwhs/careercenter/scholarships.htm>)

WOIS (Washington Occupational Information System)

An online information system which provides career guidance, post secondary education, and labor market information specific to Washington State. One of the most valuable resources used at LWHS to help students identify interests, and relate career choices to relevant education.

Check out: www.wois.org. Call the CCC @ 425.936.1710 or email jmadsen@lwsd.org for the LWHS Site Key to access this website.

Lake Washington High School Fight Song

Fight, Fight for Lake Washington
Purple and the White
Victory for Washington
Hear our cheer and Fight! Fight! Fight! Fight!
Roll up the scores for Washington
Keep her banner high
Glory the name
And Fight for the fame of Washington

--Major Don Adler, 1944

Lake Washington Alma Mater

Alma Mater, hail to thee
You are that part of me
That, facing foes, gives me strength to go on.
You stand beside us all;
Strong, we will never fall.
Lead on, we'll follow
Lake Washington - Hail to thee.



Lake Washington School District

HIGH SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

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

Student Rights and Responsibilities

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

Rights

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

Responsibilities

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

Progressive Discipline

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

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

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

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

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

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

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

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

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

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

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

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

Alcohol, Drug and Tobacco-Free School

According to the Drug-Free Schools and Communities Act, schools must be totally free of unlawful drugs or alcohol. No one is allowed to possess, transfer, sell, use, solicit, or distribute tobacco, drugs, or alcohol while at school or while taking part in any school sponsored event or activity. Drugs include inhalants, prescription drugs beyond a daily dose, over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.

Dangerous Weapons

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

Human Dignity

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

Non-Discrimination

The Lake Washington School District does not discriminate on the basis of race, color, national origin, sex, disability, age, gender, marital status, creed, religion, honorably discharged veteran, military status, sexual orientation, including gender expression or identity, the presence of any sensory, mental or physical disability, or the use of a trained guide dog or service animal by a person with a disability, in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups.

Harassment

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

pranks, and/or other verbal or physical conduct relating to an individual which (1) have the purpose or effect of creating and intimidating, hostile, or offensive working or learning environment; (2) have the purpose or effect of unreasonably interfering with an individual's work performance or education; or (3) otherwise unreasonably affects an individual's employment or education opportunities.

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

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

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

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

Incident Reporting and Investigative Process: Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or

persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Incident Reporting Form and its investigation and corrective measures are set forth in District Policy. A statement summarizing the policy and procedure will be posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis.

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

Student Searches

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

Drug-scenting Dogs

The purpose behind inspections by dogs is to discourage students from bringing, keeping, and/or using drugs on school grounds. RCW 28A.600.210 states: "The legislature finds that illegal drug activity and weapons in schools threaten the safety and welfare of our school children and pose a severe threat to the state educational system. School officials need to protect students from exposure to illegal drugs, weapons, and contraband. Searches of school-issued lockers and the contents of those lockers is a reasonable and necessary tool to protect the interests of the students of the state as a whole." With this purpose in mind, administration has the authority to invite drug-scenting dogs to conduct suspicionless searches on school property.

Exceptional/Serious Misconduct and Discipline

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

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Arson	Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact • Restitution as Appropriate
Assault (Resulting in Bodily Harm)	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	1st Offense* <ul style="list-style-type: none"> • EE/LTS • Police Contact
Disruptive Conduct/ Behavior	Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS

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

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

<p>Illegal Acts</p>	<p>A student shall not engage in the commission of any illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact
<p>Other Weapons, Explosives, and Dangerous Items</p>	<p>Possession, threat to use, or use of other dangerous weapons (or replica weapons) is prohibited. This includes knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices, or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Principals may pre-authorize use of replica weapons for educational purposes. The District has a policy of no tolerance for weapons.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p>OR</p> <ul style="list-style-type: none"> • Possible lesser corrective action based on particular facts and circumstances.
<p>Sexual Harassment</p>	<p>Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.</p>	<p>1st Offense*</p> <p>Conflict Mediation and/or EE/STS/LTS/Police Contact</p>

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"> • EE/STS/LTS/ Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/ Police Contact
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Other Forms of Misconduct and Discipline

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

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Academic Dishonesty	Any student who submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	1st Offense <ul style="list-style-type: none"> • Loss of Credit on Assignment • Parent Contact 2nd Offense <ul style="list-style-type: none"> • Loss of Credit for Semester (F/NC) • Parent Contact
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS • Parent Contact

<p>Assault</p>	<p>A student shall not threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact
<p>Attendance/Truancy</p>	<p>A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.</p>	<ul style="list-style-type: none"> • Parent Contact Follow Absentee/Tardy Policy/Becca Referral
<p>Disruptive Conduct/Behavior</p>	<p>A student is not permitted to disrupt the educational process or the orderly operation of a school or a school-sponsored activity. This includes, but is not limited to, blocking building entrances, hallways, stairways, or deliberately disrupting the normal passage of others; and deliberately using any electronic device, including cellular telephones, to cause a disruption.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Parent Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact • Parent Contact

Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	1st Offense* Change Clothes/ Parent Contact/ EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers students, staff, or community members.	1st Offense* • E/STS/LTS/ Police Contact
Extortion/ Blackmail & Coercion	A student shall not extort or attempt to extort any item, information, or money.	1st Offense • EE/STS/LTS 2nd Offense • EE/LTS
Fighting	A student shall not engage in or provoke physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	1st Offense • EE/STS/LTS/ Mediation 2nd Offense • EE/LTS
Forgery	A student shall not engage in copying, plagiarizing, falsifying materials/signatures and/or other information or objects.	1st Offense* • Parent contact • EE/STS/LTS

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

<p>Interfering with School Investigation</p>	<p>Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Lying</p>	<p>Telling or writing untruths.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • STS <p>2nd Offense</p> <ul style="list-style-type: none"> • STS/LTS
<p>Multiple/ Accumulated Offenses</p>	<p>A student may be disciplined for the commission of multiple or accumulated offenses.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • STS <p>2nd Offense</p> <ul style="list-style-type: none"> • STS/LTS
<p>Negative Community Action</p>	<p>Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, drug and alcohol use and sales, inappropriate computer/network behavior, harassment occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other internet or electronic communications such as to harass or harm others.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS/ Police Contact

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

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

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

Computer and Internet Code of Conduct

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

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way. Do not delete or add software or peripheral equipment to district computers without permission.
4. Be a good digital citizen.
 - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
 - Do not use the Internet to access or process pornographic or otherwise inappropriate material.
 - Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate

other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.

- District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
 - Use district computers for educational purposes only. No commercial or political activity is allowed.
5. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

Technology Code of Conduct

1. Students are expected to follow the Internet Code of Conduct and the Computer User Agreement and Release Form.
2. All district provided computers will be used for school use only.*
3. Students are expected to leave games and other applications at home.*
4. Computer labs will only be used when a staff member is present.*
5. Students will leave food and beverages outside the computer lab and away from netbooks at all times.*
6. Students will clean up the computer's desktop (close all windows) upon leaving.*
7. Monitor positions are not to be changed.*
8. Students will not hide windows / close lids, clear desktops, or turn off computers when staff approach them.*
9. Students will not disturb other computer users.*
10. Students will not remove applications from the Hard Drive.**
11. Students will not install/download or use any personal software, peripheral, or hardware without prior approval from staff.***
12. Students will not vandalize or steal school equipment.***
13. Students will not alter internal components of the computers.***
14. Students will not attempt to circumvent or disable district security and/or filtering systems.***

* Warning – may be asked to leave lab for remainder of day

** Removal from lab & loss of computer privileges for one week

*** Removal from computers for one month & parent conference

**** Removal from computers for remainder of the year & parent conference

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

Guidelines for Personal Student Web Sites Housed on Private Servers

The district has established the following guidelines for students who choose to create personal websites on private servers.

1. Students must have a thorough understanding of the rules, terms and conditions established by the host provider, especially as it relates to content and language. If these conditions are not posted on the host site, an email should be sent requesting them.
2. These sites need to be closely monitored by the site initiator and/or manager (webmaster) to ensure that everyone contributing to the site follows the rules, terms, and conditions established by the Internet Service Provider.
3. School names, mascots, colors, and the school or school district's website designs are legal trademarks of the school and district and cannot be used without express permission.
4. These websites need to be clearly identified as personal websites that are not associated with Lake Washington School District or an individual school.
5. If material posted to a website is illegal, obscene, defamatory, threatening, disruptive, or harassing to other students or staff and/or the educational process, the District may contact the Internet Service Provider and website initiator/manager (webmaster) to ensure appropriate and legal expression. Legal and /or disciplinary action may also be taken by the District in appropriate cases to prevent further abuses. Student webmasters or contributors may be disciplined by school authorities for authorizing such material either themselves or jointly with others, for aiding and abetting others to publish such material, or by knowingly permitting such material to be posted or to remain posted on the website without taking timely and adequate steps to prevent or remove the material.

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

Health Room/Medication

District nurses are assigned to multiple schools and are not assigned to a specific campus. If a student feels ill during the school day, the teacher may give permission for the student to go to the office. The secretary will take the student's temperature. If the student's temperature is 100 degrees or higher, the parent will be called to arrange transportation home. If a student does not have a temperature but feels seriously ill, the parent will also be called to arrange transportation home. Parents should inform the school on the Nurse Alert form if their child has a serious/life threatening health condition. Some examples of life threatening health conditions are diabetes, seizures, severe allergies, asthma and/or a cardiac condition. This list is not all inclusive.

The Lake Washington School District's medication policy states that medication will be administered between 11:00 AM and 1:00 PM daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the LWSD medication form (#4023), provide a

separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last of school.

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying students age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School district and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist, or other guidance team member. You may also call the Special Services main office at (425) 936-1201 or the district Child Find office at (425) 936-2760 to request Child Find information.

Family Rights and Privacy Act

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

Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the news media or law enforcement). This information will not be released for commercial purposes. Parents who do not want their student's directory information released to institutions of higher education and/or the military should check the appropriate box on the Directory Information Withhold Form. For more information, consult the Parent Information Booklet distributed at the beginning of the school year.

Enrollment/Inter-District Transfer Agreements and In-District Variances

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

BUS CONDUCT

Policy

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

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

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

Safety Rules & Regulations for Riding a School Bus

Cooperate with and obey the driver at all times.

Be courteous, use no profane language—spoken, written, or gestured.

Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office.

Each student may be assigned a seat in which they must be seated at all times.

Food or beverage must not be consumed on the bus except by permission of the driver

Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.

Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW 9.41.250 for definition

Windows may be opened 6 inches; however, the driver may require the windows be closed at his or her discretion.

Students must keep their head, hands, feet, and belongings inside the bus at all times.

Animals (except seeing-eye dogs) are prohibited from being transported on the bus.

Belongings of students must be kept out of the aisle.

Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.

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

Rules of Conduct at the Bus Stop

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

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

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

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

Penalties for Infractions of Established Bus Rules

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

First Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A bus riding suspension may occur if the incident is considered a serious* offense.

Second Infraction: Warning or loss of recess/detention (elementary). Warning or detention (secondary). A conference with parent/guardian and Transportation Manager or Transportation Coordinator will be held. A bus riding suspension may occur if the incident is considered a serious* offense.

Third Infraction: Automatic bus suspension, length of time to be determined by the building principal. Principal/assistant principal will then contact parents/guardians notifying them of the suspension.

Fourth Infraction: Long -term bus riding suspension and parent/guardian contact. If the suspension occurs within the last ten (10) days of the school year, the suspension may remain in effect for the start of the next school year.

***Serious Infraction:** May result in immediate suspension of bus-riding privileges for the balance of the school year. Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

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

Appeal Procedure

Parents/guardians of students who wish to appeal a suspension may submit a request to the school principal for an informal conference.

Discipline for Students Enrolled in Special Education

Discipline for students enrolled in special education will be consistent with the Individuals with Disabilities Act (IDEA). Students with disabilities can be disciplined for misconduct while being transported. A disabled student can be suspended for up to ten (10) cumulative days a year without a change in placement. The district is required to provide some form of transportation unless the student is a danger to himself or others.

Procedures:

First Infraction: A meeting may be called with the driver, principal and parents/guardians to discuss the incident and determine corrective measures. If the incident presented an immediate danger to the student or others, alternative transportation and/or suspension may be possible.

Second Infraction: A meeting with the driver, principal, special education services and parents/guardians will be held. The IEP may be reviewed and updated. Suspension (up to 5 days) of transportation services, change of bus route, and assignment of a monitor, alternative transportation, and counseling may be considered as action required

Multiple Infractions: A meeting will be held by the principal with the transportation department representatives, special education services, and the parents/guardians. A change in placement may be required. If the student has been suspended a total of ten (10) days from regular transportation services, alternative transportation services should be reviewed. If there is a change in placement, the student is allowed another ten (10) days cumulative suspension from transportation services.

Kindergarten Drop off Procedure

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

Emergency Evacuations

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

Fire or Danger of Fire

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

Unsafe Position

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

Emergency Exit Procedures

In compliance with WAC 392-145-040, one emergency evacuation drill shall be held within the first six weeks of school each semester. The first exit drill shall be followed by at least one verbal review of the emergency exit drill prior to the second exit drill. Only those passengers whose participation in an exit drill poses substantial difficulty to themselves or to other passengers shall be excused and/or excluded from exit drill participation. Passengers who are excluded from such participation shall receive oral instruction in bus safety and exit drills at least three times during the school year.

WAC 392-145-045 Emergency Drills

Emergency drills conducted pursuant to WAC 392-145-040 shall make allowance for individual differences in exiting the emergency door and should provide instruction to helpers that they should offer a helping hand palm up and grasping a student's hand or arm. Students should also be taught to remember that most accidents are preventable, regardless of who may be at fault, and that proper behavior and good conduct on the bus is the best way to assist the driver in the safe performances of his/her duties.

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 (minimum of four .5 credit hour classes) during the previous semester with a 2.0 minimum G.P.A.

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:

- 1st 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.
- 2nd 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.
- 3rd 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 on 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.

School and District Events

For high school athletic events, junior high school 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 students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school sponsored events.

