

# CHRISTA MCAULIFFE ELEMENTARY

## 2011-2012 PARENT STUDENT HANDBOOK



**Vision:** All students future ready

**Mission:** Christa McAuliffe Elementary exists to ensure all students are empowered and inspired to learn and achieve academic success.

**Core Values:**

- Reach for the Stars
- Be Kind and Respectful
- Be Safe and Responsible
- Be Your Best

**Christa McAuliffe Elementary School**

23823 NE 22<sup>nd</sup> Street  
Sammamish, WA 98074  
Phone: 425-936-2620  
Fax: 425-836-4238

**Brady Howden, Principal**

e-mail – [bhowden@lwsd.org](mailto:bhowden@lwsd.org)

**Emergency Numbers**

Police Department — 911  
Fire Department — 911  
Poison Control — 206-526-2121

**Safe Arrival**

425-936-2621  
(for absent or late students)

**Web Site**

[www.lwsd.org/mcauliffe](http://www.lwsd.org/mcauliffe)

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# Welcome

## Welcome to Christa McAuliffe Elementary Home of the Challengers

Dear Parents and Students:

Welcome to the 2011-2012 school year at Christa McAuliffe Elementary School. This Parent-Student Handbook is full of important information for a successful school year. Please take a moment to read it together as a family. After you read the handbook, please sign the page in the left pocket of your Parent Student Binder and return it to your child's teacher. This will indicate that you have read and understood our school and district policies.

We consider it a great privilege to work with your children and look forward to fostering a fun, nurturing, and challenging learning environment. The staff at McAuliffe places an emphasis on collaborating with each other so that students are receiving the best instruction possible. We believe that all students have the ability to succeed both academically and personally and look forward to working with students to accomplish this goal.

Parental involvement is a key component to the success of students at McAuliffe. I would like to invite all parents to be a part of our school community. We welcome and encourage parent volunteers and hope that you will take advantage of the many opportunities available to you. These opportunities include attending/volunteering at PTSA events, working in classrooms, chaperoning field trips, assisting with playground supervision, and more. Please contact your child's teacher for ways to become involved in the classroom. You can also find information on upcoming events and volunteer opportunities on the PTSA website ([www.mcauliffeptsa.org](http://www.mcauliffeptsa.org)).

We are excited to continue our "Reach for the Stars" program at McAuliffe. This program promotes a positive school culture through positive reinforcement and an incentive program for students. Students are encouraged to "Be Safe and Responsible", "Be Kind and Respectful", and "Be Your Best". Our Reach for the Stars program is aligned with the life skills as defined on our school report card and supported with our school discipline policy.

As we begin another year at McAuliffe, I would like to be the first to say "Welcome Back!" I am honored to be the Principal of Christa McAuliffe Elementary and look forward to working with our talented educators, supportive parents, and amazing students again this year. Thank you in advance for making McAuliffe a wonderful place for children to learn.

Here's to a great school year!

Sincerely,

Brady Howden  
Principal, Christa McAuliffe Elementary

## **Christa McAuliffe Elementary School Reach for the Stars**

Research has shown that there are nine characteristics that are found most often in high-performing schools. The entire staff at Christa McAuliffe Elementary School is committed to support our community to stay focused and improve in these areas. The nine characteristics of effective schools include:

- Clear and shared focus
- High standards and expectations for all students
- Effective school leadership
- High levels of collaboration and communication
- Curriculum, instruction, and assessment aligned with state standards
- Frequent monitoring of learning and teaching
- Focused professional development
- A supporting learning environment
- High levels of family and community involvement

As a staff we identified how we can support high standards and expectations for all students. We have discussed the importance of students taking responsibility for their behavior and their academic success. As a result, we have created the “Reaching for the Stars” program so that we can support and encourage students in their academic, social, emotional, and physical pursuits. Students receive “Star Tickets” when they are kind and respectful, responsible and safe, and try their best. Each month the principal pulls 5 star tickets from each class during a lunch time assembly. Students chosen are recognized in front of their peers and receive a certificate and prize for demonstrating star behavior. In addition, one student per lunch is awarded “lunch with the principal”.

**Reach for the Stars**  
Be Kind and Respectful  
Be Responsible and Safe  
Be Your Best

## Daily Schedule

8:45	Students may begin arriving on campus
8:55	First Bell
9:00	School Starts
10:55-11:10	K, 1, 2 Recess
11:15-11:30	5th, 6th Recess
11:30-11:50	Lunch 3,4
11:50-12:20	Lunch Recess 3,4
12:00-12:30	Lunch All Day Kindergarten
12:10 - 12:30	Lunch 1,2
12:30-1:00	Lunch Recess K, 1, 2
12:40-1:00	Lunch 5, 6
1:00 - 1:30	Lunch Recess 5, 6
2:00 - 2:15	3,4 Recess
3:30	Dismissal

**M/T/TH/F  
AM/PM KINDY  
SCHEDULE  
AM—8:55-11:40  
PM-12:50-3:30**

**WEDS  
AM/PM KINDY  
SCHEDULE  
AM—8:55-10:55  
PM— 12:00-2:00**

**ALL SCHOOL  
EARLY  
DISMISSAL  
EVERY WEDS  
2PM**

## Christa McAuliffe – STAFF

<b>Position</b>	<b>Staff Name</b>	<b>Email</b>
<b>Principal</b>	Howden, Brady	bhowden@lwsd.org
<b>Office Manager</b>	Lovin, Lisa	llovin@lwsd.org
<b>Secretary</b>	Brown, Cathryn	cabrown@lwsd.org
<b>Kindergarten</b>	Reilly, Lori	lreilly@lwsd.org
	Sutherland, Kirsten	ksutherland@lwsd.org
	Weibel, Barbara	bweibel@lwsd.org
<b>1st</b>	Wright, Tammi	tawright@lwsd.org
	Herd, Karen / Carey, AmyJo	kherd@lwsd.org / acarey@lwsd.org
	Magraw, Jessica	jmagraw@lwsd.org
	McDonald, Susan	smcdonald@lwsd.org
	Andrews, Jessica / Jaross, Anna	jandrews@lwsd.org / ajaross@lwsd.org
<b>2nd</b>	Nakao, MaryLou	mnakao@lwsd.org
	Johnson, Erin	ejohnson@lwsd.org
	Viamonte, Gail	gviamonte@lwsd.org
<b>3rd</b>	Blier, Ashley	ablier@lwsd.org
	Schmidt, Kelly	kschmidt@lwsd.org
	Stavig, Mary	mstavig@lwsd.org
<b>4th</b>	Kendall, Jim	jkendall@lwsd.org
	Softli, Lori	lsoftli@lwsd.org
	Toth, Michelle	mtoth@lwsd.org
<b>5<sup>th</sup>/6th</b>	Brokaw, Ann	abrokaw@lwsd.org
<b>5th</b>	Martin, Julie	jumartin@lwsd.org
	Weaver, Beth	mweaver@lwsd.org
<b>6th</b>	Goggin, Donna	dgoggin@lwsd.org
	Ramey, Kristin	kramey@lwsd.org
<b>Library</b>	Ahern, Janet	jahern@lwsd.org
<b>Music</b>	Warren, Janet	jwarren@lwsd.org
	Keller, Lauren	lkeller@lwsd.org

<b>Physical Education</b>	Johnson, Brian	bjohnson@lwsd.org
	McCorkle, Katy	kmccorkle@lwsd.org
<b>Safety Net</b>	Carey, AmyJo	acarey@lwsd.org
<b>Special Education</b>	Swanson, Lynne	lswanson@lwsd.org
	Gee, Brenda	bgee@lwsd.org
	.	
<b>Para-Educator</b>	Russell, Pam	prussell@lwsd.org
	Yip, Lisa	lyip@lwsd.org
<b>Speech Language Pathologist</b>	Hurkadli, Sam	shurkadli@lwsd.org
	.	
<b>Occupational Therapist</b>	Wolstencroft, Erin	ewolstencroft@lwsd.org
<b>Psychologist</b>	Mullen, Michelle	mmullen@lwsd.org
<b>Counselor</b>	Daniel, Lisa	ldaniel@lwsd.org
<b>District Nurse</b>	Chambers, Karen	kchambers@lwsd.org
<b>Instructional Assistants</b>	Carpenter, Bev	bcarpenter@lwsd.org
	Murawski, Joann	jmurawski@lwsd.org
	Russell, Pam	prussell@lwsd.org
	Robinson, Daphne	drobinson@lwsd.org
	Unck, Judy	junck@lwsd.org
<b>Custodians</b>	Zigler, Terry	tezigler@lwsd.org
	Voinea, Liviu	lvoinea@lwsd.org
<b>Food Service</b>	Thorson, Debbie	dthorson@lwsd.org

## **McAuliffe PTSA Presidents 2011-2012**

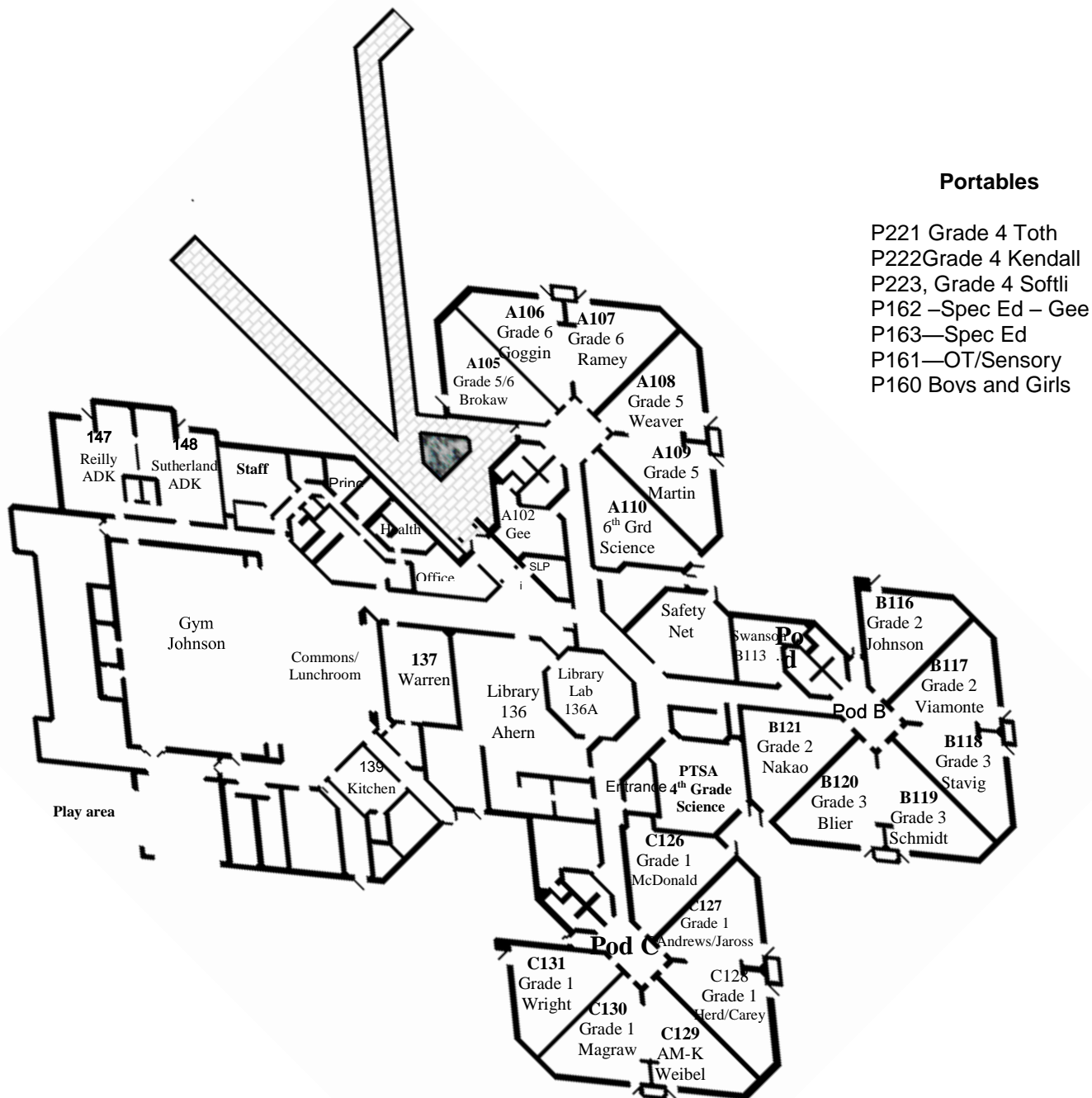
Co-Presidents: April Wiese and Jennifer Mackleit

President@mauliffeptsa.org

# Christa McAuliffe Elementary School

## MAP OF SCHOOL AND CLASSES

2011-2012 School Year



### Portables

- P221 Grade 4 Toth
- P222 Grade 4 Kendall
- P223, Grade 4 Softli
- P162 -Spec Ed - Gee
- P163—Spec Ed
- P161—OT/Sensory
- P160 Boys and Girls

## **Communication**

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

- The principal's newsletter, McAuliffe Monthly, is a two-page bulletin sent home the first Friday of the month by the principal. It provides details of upcoming events and programs. The newsletter items are brief. The goal is to provide an update of school events.
- McAuliffe Website ([www.lwsd.org/mcauliffe](http://www.lwsd.org/mcauliffe))
- McAuliffe PTSA Website ([www.mcauliffeptsa.org](http://www.mcauliffeptsa.org))
- McAuliffe Reader Board
- Teacher Newsletters

## **Curriculum Night**

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

<b>Grades 4-6</b>	<b>September 8</b>	<b>6:00 – 7:00 p.m.</b>
<b>Grades 1-3</b>	<b>September 22</b>	<b>6:00 – 7:00 p.m.</b>

## **Conference Weeks**

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

<b>Fall Conferences</b>	<b>October 3,4,6</b>
<b>Winter Conferences (optional)</b>	<b>January 31, Feb 2,3</b>

## **Textbooks/Library Books**

Students are responsible to the school for the proper care of textbooks and library books and must pay for lost or damaged books. Students will be required to pay fines for damaged books in accordance with the amount of damage. In cases where the damage is so extensive as to render the book unusable, the full price will be collected, since the book will need to be replaced. Each student shall return all textbooks and library books issued when due, leaving the school, or at the end of the school year.

## Safe Arrival, Dismissal, Attendance Policies and Procedures

Please call the school office if your child will be absent or arriving late. Our Safe Arrival number is 425-936-2621. Please call before 10am. We have an answering machine, so you may call at any time before 9:30am of the day of absence. Leave your child's name, grade, and teacher's name along with a message stating whether your child will be absent or late.

**Arrival:** Students should come to school no earlier than 8:45 a.m. as there is no supervision until this time. Students go directly to their outside classroom line and enter the classroom after the first bell. If a child arrives late, they should go directly to the school office to fill out a Admit Slip for admittance to class. Students are marked tardy if they arrive after 9:00 a.m. Students are to remain on the school grounds during the school day.

**Dismissal:** School ends each day at 3:30 p.m. Students not picked up by 3:45 p.m. will come to the office to wait for their parent to pick them up as there is no outside supervision at this time. **PLEASE NOTE: The office closes at 4:00.**

**Early Dismissal:** We are aware that, on occasion, emergencies and doctor appointments may require you to have your child dismissed before the end of school at 3:30 p.m. If your appointment is after 3:15 p.m., please write a note to your child's teacher so the teacher will send them down to the office to wait for you. **Due to an enormous number of classroom interruptions, we will not call the classrooms after 3:15 p.m..** We ask that parents sign their children out in the office and the office will call the student from the classroom. Parents will need to wait in the lobby for their child. This will help diminish classroom disruptions. Students are released only to parents, guardians or those having special parent permission. Students cannot wait outside for parents to drive by. If someone other than a parent/guardian will be signing the child out from school, please send a signed authorization to the office that morning. We discourage signing out your child early on a regular basis because of the disruption it causes both in the learning environment in the classroom and the office. We recognize that this will, at times, be unavoidable.

### **ATTENDANCE PHILOSOPHY**

The Becca Bill is the Washington State Mandatory Attendance Law that passed in the spring of 1995 (RCW 28A.225). This law addresses student truancy and replaced the old truancy law. The goal of the Becca Bill is to keep students in school. Becca affects all enrolled students in the State of Washington ages 6 through 17. The law requires only one thing of a student: attend school. The school is responsible for notifying the parents/guardian in writing or by telephone that their child is not attending school and has an unexcused absence. An unexcused absence is defined as failure to attend the majority of hours or periods in an average school day for which no parent/guardian has excused, or failure to comply with a more restrictive school district policy. Under the Becca Bill, parents are responsible for their child's full-time attendance. Excessive excused absences will be addressed on an individual basis by the school.

Once a student has 5 absences in a trimester classroom teachers will be notified and asked to make contact with the families, explaining the educational impact on the student, teacher and classmates. When contact has been made, classroom teachers should notify the school counselor. At 15% tardy or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance. If there is not improvement and tardies or absences remain at 15% or greater there will be another letter requiring parents to make an appointment with the principal.

## Tardy Policy

**Students are considered late if they arrive after the 9:00 am tardy bell.** The Principal will review a monthly report for absenteeism and tardiness issues.

First Tardy: Verbal Warning issued

Second Tardy: Verbal warning and teacher will follow up with student

Third/Fourth Tardy: An informal conference will be held with teacher to assess the problem.

Depending on the situation, a letter may be mailed home to address the matter further.

Five or more Tardies: A conference with the Principal will be held to discuss the problem.

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

## Vacation Homework Policy

At McAuliffe Elementary, we believe family vacations are important and special. But, we ask that you consult the school calendar to plan vacations during scheduled school breaks. Student achievement and classroom attendance are positively related. *Please do not ask teachers to pre-plan individual lesson/work based on missed classroom instruction because much of what we do is hands on, visual, auditory and often without paper and pencil.* Instead of assignments from school, we encourage family designed activities that are not just practice, but bring in new learning that is interactive with the family. Such activities can include writing a journal about the trip, reading books, doing math problems related to the vacation, or collecting brochures and maps to share with the classroom.

## Medication

Following are the Lake Washington School District procedures for administering medication.

Whenever possible, medications prescribed three times daily (antibiotics) should be given at home, i.e., at breakfast, after school and at bedtime. The administering of medication at school should only be considered after all other solutions have been explored.

**In order for any medication to be administered at school (prescription or over-the-counter), a Medication Authorization Form must be completed by the parent and physician. Students are not permitted to transport medication of any kind to school. It must be turned into the office with appropriate paperwork by the parent only.**

All medications must be in the original container with the appropriate pharmacy label.

The promotion of health and safety for all students is a significant priority in our school and we believe this policy will enable us to meet this priority.

## Illness and Injury

Any illness or injury will be reported to the classroom teacher, who will then have the student report to the office. Students who have a head injury at school will be wearing a green wrist band. This is to identify them to bus drivers, specialists, playground supervisors as having some type of head injury. Parents will be notified of child's head injury.

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

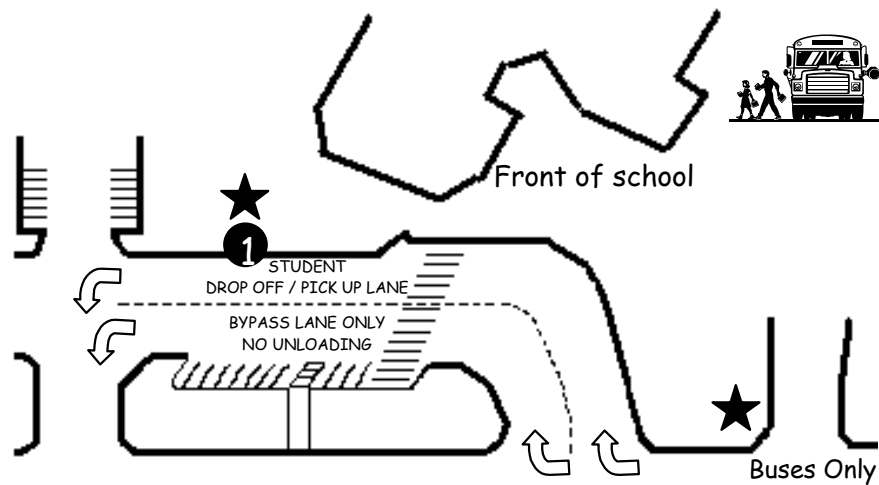
**Children sent home:** In case of injury or illness, every effort will be made to contact parents or a family doctor in the event of a serious accident; we will call for an aid car to take the child to the nearest emergency room.

## Parking Lot Safety

**Car pick-up and drop-off:** Drivers should make sure to obey posted speed limits and to watch for students when arriving and leaving school. If you are going to be dropping off or picking up a student(s), only use the loading and unloading area or in marked parking spots. The pass through lane is only for those who need to park.. There is no parking along the curb at the drop off lanes. Do not let students enter or leave the car in any space other than the drop off area, and **ALWAYS** from the curb side of the vehicle. Please pull forward when loading or unloading students to help ease congestion.

**Parking lot safety (walking):** Parents and students must use cross walks that are manned by student patrols. Please refrain from jay walking at all times. Students who would like to ride bicycles to school must be in at least 3<sup>rd</sup> grade and complete the “application to ride my bike to school” form that is located in the office. Students with bicycles must walk their bikes and use normal walking procedures while on school grounds and they must secure their bike in the bike rack provided. Bikes must be walked from the 4 corners (236<sup>th</sup>/22<sup>nd</sup>) to school.

We all need to work together to improve the safety of our children. Set a good example for your children. Follow the rules. No crossing the street outside of crosswalks.



① = Loading / Unloading here

★ = Crosswalk guards

## School Phone and Bus Pass

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

## Parent Visitation/Conferences

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

## Volunteer Guidelines

website: [www.lwsd.org/For-Community/Volunteers/Pages/](http://www.lwsd.org/For-Community/Volunteers/Pages/)

Parents of McAuliffe students are welcome and encouraged to volunteer at our school. To become a volunteer, it is a district requirement to complete a Volunteer Application form, which can be obtained from the Office Manager or online. This application is good for two years. **For security reasons, we do require that all volunteers and visitors sign in on the appropriate sheet in the office when they arrive and wear a name badge for identification. Please sign out when you leave the school.**

When you are working in the school, you have the authority and responsibility for helping students learn and work together cooperatively. No alcohol, controlled substances or tobacco will be consumed or used on school grounds or when attending school outing with students.

1. Volunteers may act immediately on judgments of student safety.
2. Volunteers are encouraged to ask for direction, clarification or assistance from staff.
3. Volunteers should arrange a meeting with teacher to discuss concerns about their child/program.
4. Volunteers in the building during school time should refrain from conversing with each other in a way that might disrupt classroom activity.
5. When visiting classrooms, volunteers are urged to actively assist students or to participate in activities as a learner.
6. Volunteers should not discuss other student issues regarding behavior or academics in or outside of school.

### **Tips for Parents:**

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

## Lunch Program Procedures

The lunch program is restricted by law not to loan food service money or to carry debts. However, children do forget and emergency lunches will be given for the first two times and are to be paid back the next day. We cannot build up negative accounts. After two emergency lunches, children will be allowed selections from the salad bar until the account is paid. If you have an e-mail address, please include that address on your student's emergency card and account information will be sent directly to your address *as time allows*. The LWSD Food Services department may be reached at 425-936-1393.

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

## Lunch Prices

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

<b>Individual student lunch:</b>	<b>\$2.50</b>
<b>Individual student milk:</b>	<b>.50</b>
<b>Adult Lunches</b>	<b>\$3.25</b>

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

Monthly menus will be sent home with students at the beginning of the month in Payload packets.

You may make deposits to lunch accounts by:

1. Sending a check or cash to school in an envelope. Clearly indicate your child's name and teacher's name on the check. One check is fine for multiple siblings, just make a note on the memo line as to how the amount should be split.
2. Calling Food Services at 425.936.1393 to use a VISA or Mastercard to charge a deposit.
3. Using the Lake Washington School District website ([www.lwsd.org](http://www.lwsd.org)) and using Parent Access to charge a deposit. **Please be sure to click on the "pay now" button and write down the subsequent transaction number!**

## Lunchroom Plan

### **Expectations**

- Low voices
- Stay in seat
- Clean your area
- Enter and exit through designated doors

## **Parent Emergency Information**

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

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

### **After an Emergency**

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

### **Pick-Up Procedures**

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

## **DRESS POLICY**

To help foster a positive attitude and respect for the learning environment, students are expected to display personal cleanliness, neatness, and appropriate attire. *It is difficult to include all combinations of inappropriate clothing* - common sense must prevail. The wearing of inappropriate clothing will result in a call home for a change of clothes. Student attire must be safe, appropriate, and not disruptive to school operations and the learning atmosphere.

Our school dress expectations are:

- Shoes should be appropriate for physical education activities and playground activities. No heeled or high platform or heeled shoes. Flip-flops should not be worn for PE classes students should consider appropriate footwear when playing on the ball fields.
- Shorts and skirts may be worn to school which meet the following criteria: no shorter than approximately mid-thigh – *finger tip rule*.
- Swim trunks and short shorts should not be worn to school.
- Shirts and tops must extend to the waistline with no midriff exposed. No tube tops or spaghetti straps.
- Hats, hoods and scarves can be worn on the playground only
- Clothing and other personal belongings displaying or advertising drugs, alcoholic beverages/insignias, or sexuality are not permitted to be worn.

*Please remember the Christa McAuliffe staff may sometimes have to use their discretion regarding dress.*

## **TOYS AND SPORTS EQUIPMENT**

Students are not allowed to bring toys to school. All sports and sand equipment is provided during recesses.

### **The following items are NOT allowed at Christa McAuliffe Elementary**

Tape players, MP3 players, skateboards, rollerblades, razors, heeled etc. are not to be brought to school for any reason as they cause a safety hazard and are distracting from the educational process. Christa McAuliffe Elementary is not responsible for lost or stolen items brought to school. Personal items used inappropriately will be confiscated for parent/guardian pick-up at the end of the day. Any item not picked up or if confiscated a second time will be placed in the Principal's JUNE Box for pick-up the last day of school.

## **BIRTHDAY CELEBRATIONS**

Due to sensitivity of dietary restrictions we do not have birthday treats. Your child may bring a favorite book, game or puzzle wrapped and open the surprise for us. This "treat" will remain in our class as a gift to open again and again.

## **PSYCHOLOGIST AND SCHOOL COUNSELOR**

Christa McAuliffe is served part-time by both a School Psychologist and a School Counselor. Teachers and parents provide input to assist in the identification of students who would benefit from these services.

## **INCLEMENT WEATHER**

1. All children should wear coats, hats and other warm clothing to school during the cold & wet weather.
2. All children will be encouraged to go outside during recess.
3. During any weather, the office and classrooms will not be used to house students who are not feeling well. Sick students should be kept at home.
4. Absolutely no splashing, sliding or kicking of water and/or mud.
5. Students are to use common sense on the playground and remain dry. If any return to class soaking wet, their parents will be called.

*Please check the LWSD Website for information about weather related changes and specific information about all of the district schools. For information about school delays and closures due to snow, high winds or electrical problems, listen to the following radio stations for information about the Lake Washington School District:*

**If there is no mention of Lake Washington School District,  
school will be open as scheduled.**

KZOK – 1590  
KOMO – 1000

KMPS – 1300  
KING 1090

KJR – 950  
KVI – 570

KIRO – 710

## **PORTABLE ELECTRONIC DEVICES**

Christa McAuliffe students may possess portable communication devices at Christa McAuliffe Elementary and at Christa McAuliffe sponsored activities. It is the student's responsibility to ensure that the device is turned off and out of sight during the school day. **Students may not turn on/use the device until the end of the official instructional day** which is 3:30 pm Monday, Tuesday, Thursday, Friday and 2pm on Weds. No student may use a portable communication device in a manner that is offensive, obscene, or constitutes an invasion of privacy. Examples of this include, but are not limited to, photographs or text messages. Any student who violates this regulation will be subject to disciplinary action. Depending on circumstances, the disciplinary action could include a parent/student/principal conference, confiscation of the device, loss of privileges, and in-school suspension for repeat offenses.

*Cell phones found "on" during school hours will be immediately confiscated and put in the Principal's office until a parent comes to pick it up.*

# Homework Policy

The faculty of Christa McAuliffe Elementary, with input from parents, has developed this homework policy to ensure parents, students, and teachers have a shared understanding of the goals and responsibilities involved in homework. By working together we can guarantee the success of our students.

At Christa McAuliffe Elementary, we believe homework can help children develop:

- Responsibility for their own learning
- Independence
- Strong Study Skills
- Organizational Skills and Accountability

We also believe that homework will contribute to the individual needs of our students if it is:

- Based on skills previously taught
- Realistic and appropriate in frequency and length, which varies from grade to grade
- Not an infringement on valuable family time

An important goal at Christa McAuliffe is for every student to become a lifelong reader. The influence of an at-home reading program is important because students from homes that support reading are substantially better readers, have larger vocabularies and have more positive attitudes about reading.

## **Homework Time Guidelines**

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

### **Kindergarten**

Approximately 10-15 minutes of reading Monday through Thursday.

### **1<sup>st</sup> and 2<sup>nd</sup> grade**

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

### **3<sup>rd</sup> and 4<sup>th</sup> grade**

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

### **5<sup>th</sup> and 6<sup>th</sup> grade**

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

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

## **Types of Homework**

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

### **Practice/Drill Homework**

Students review and practice skills to master and retain learning.

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

### **Preparation Homework**

Students prepare for upcoming instruction or activities.

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

### **Long Range Homework**

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

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

### **Homework Policy: Extended Student Absences**

Christa McAuliffe staff works intentionally and diligently to provide your student with the best possible educational experience every day. Because of the rigor and pace of our curriculum, missing multiple days can cause students to fall behind in their learning. Extended absences from class can prove detrimental to student academic success. Please know that teachers are not expected to prepare assignments in advance or to provide remedial instruction to students following an extended absence (5 days or more). We recognize that family obligations or emergencies may require a student absence. When this is the case, students are encouraged to write a journal about their experience, read library books about their destination, or do grade level math practice with parent assistance. However, we would appreciate your support by minimizing and/or avoiding extended student absences.

## **Homework Responsibilities**

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

### **Student Responsibilities**

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

### **Parent Responsibilities**

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

### **Teacher Responsibilities**

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

# **McAuliffe Elementary - Playground Policy**

**Students are expected to demonstrate good behavior while on the playground. This means doing the following:**

## **Speak with Kindness and Use Good manners:**

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

## **Take Responsibility for your actions:**

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

## **Always do your best:**

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

## **Respect yourself, others and the environment:**

- Keeping your hands and feet to yourselves and abstaining from fighting, wrestling, tripping, and/or other rough play. For instance: playing touch football only (tackling is an unsafe activity).
- Respecting nature: Do not throw objects such as (but not limited to) rocks, sticks, pinecones or snowballs.
- Only eating food during school sponsored activities (i.e. popcorn day)
- Wearing appropriate clothing for the various weather conditions (ie. hats, rain gear, closed toed shoes).
- Using approved playground equipment appropriately:
  - Sharing playground equipment.
  - Using equipment for its intended purpose.
  - Using school provided sports equipment whenever possible.
  - Only bringing permissible playground equipment.
  - Using sports equipment in the appropriate areas (ex: basketball at hoops, etc.).

# McAuliffe Elementary Student Behavior Expectations

At McAuliffe Elementary, we are committed to the development of all students as lifelong learners who will enhance the world as responsible and caring citizens. It is important to provide an environment where students will acquire the knowledge, skills, and personal confidence they need to be successful. The goal of McAuliffe Elementary is to provide learning situations in which each individual child can succeed. In this atmosphere, each child will develop a positive self-concept. This image should be reflected in their relationships with others. In continuation of the positive learning environment at McAuliffe, we will follow this discipline policy

## **Zero Tolerance Policy**

Christa McAuliffe Elementary has no tolerance for any act of violence. Fighting or physical contact of any kind is prohibited at school or school sponsored activities. A student involved in an act of violence will be suspended from school (in-house or out of school). The use of abusive language, especially when used to escalate or inflame a situation, is considered verbal harassment. Harassment, threatening statements, intimidation and verbal abuse, i.e. name calling, ethnic or racial slurs, sexual harassment, or any derogatory statements addressed publicly to others are not allowed and violations will result in a Communication Slip, Discipline Slip or Suspension and/or referral to Principal, Vice Principal or the Counselor for further action. Overt acts of prejudice or harassment related to a person's race, color, ancestry, national origin, religion, gender, culture, ethnicity or mental, physical or sensory handicap will result in immediate and serious consequences which may include suspension from school.

Students will be successful and feel good about themselves by following these expectations. If a student chooses to disregard these expectations, the following process will be used to assist the student:

### **Step 1. Communication Slip\***

If a school rule is violated, an instructional assistant or teacher will issue a Communication Slip and discuss with the student the unsafe or discourteous behavior. The Communication Slip MUST be signed by the child and his/her parent and returned the following day.

### **Step 2. Communication Slip with Consequences\***

If a second rule violation occurs, a Communication Slip will be issued to the student. The student's teacher may assign a missed recess or another appropriate consequence. The Communication Slip MUST be signed by the child and his/her parent and returned the following day.

### **Step 3. Discipline Slip\***

If a third violation of the school rules occurs, the student will receive a Discipline Slip, write an Action Plan and may need to complete 1/2 day in-house Suspension. Parent/Guardian will be notified by teacher or principal. The student will need to conference with the Principal to brainstorm a list of ways to make better decisions/choices. Discipline Slips may also be issued as a first step depending on the nature of the violation.

### **Step 4. Discipline Slip and Parent Communication**

If a fourth violation occurs, Student will receive a Discipline Slip, write an Action Plan and may need to complete 1/2 day in-house Suspension. The student will need to conference with the principal to brainstorm a list of ways to make better decisions/choices, and additional communication with parent will be required, including a conference with Principal and Teacher.

### **Step 5.**

### **Five or more Communication/Discipline Slips**

Student will be assigned an in-house, or out-of-house suspension for up to three days.

### **\*Severe Clause:**

**Behaviors that are severe in nature may result in more immediate discipline action such as loss of recess, in-school suspension, or temporary removal from school.**

## Reach for the Stars – School Wide Plan

### **Be Safe and Responsible**

**Follows school rules and accepts responsibility for personal actions**

#### Classroom

- Keeps hands and feet to self
- Takes care of materials and workspace
- On time to school and attends class on time.
- Cleans up mess
- Follows stated rules and accepts consequences
- Owns and admits mistakes
- Truthful and honest immediately
- Brings problems to the attention of an adult
- Brings necessary materials for work

#### Lunchroom

- Follows school rules and accepts responsibility for personal actions
- Walks to, from and through lunchroom
- Gets permission to leave table (restroom, utensils, throw away garbage, etc.)
- Cleans up after yourself
- Takes only what can eat
- Waits turn in line
- Keeps off folding wall
- Takes home lunch account reminders in a timely fashion
- Brings only **ONE** toy or sports item in lunchroom, and must keep item on bench

#### Transitions (halls, bathrooms and assemblies)

- Calm, quiet, and orderly in halls
- Walks only in a forward direction
- Sits on bottom during assemblies
- Hands to self, not on bulletin boards or other items in halls (art projects, books, etc.)

#### Playground/School Grounds

- Returns playground equipment to its proper place.
- Comes back to the classroom clean from dirt and sand and is ready to learn at the bell.
- Helps others who are being hurt by reporting not tattling.

## **Be Kind and Respectful**

Demonstrates respect for personal and community property

Cooperates in groups

Communicates in respectful and courteous manner

### **Classroom**

- Polite to teachers and students
- Uses age appropriate responses
- Sits on chair correctly
- Listens and responds respectfully with mind and body
- Raises hand when appropriate
- Doesn't interrupt others
- Shows integrity ...honest and truthful without "put-downs"
- Helps others

### **Lunchroom**

- Demonstrates respect for personal and community property
- Keep hands to self
- Eats own food ONLY
- Touches only personal food
- Communicates in respectful and courteous manner
- Uses manners such as Please and Thank You
- Quiets down quickly for announcements
- Uses inside voices
- Keeps eye contact with, and actively listens to, lunchroom monitors

### **Transitions (halls, bathrooms and assemblies)**

- Hands to selves, not on people or bulletin boards (art projects)
- Whisper voices only used when necessary in halls
- Respectful, polite applause and laughter when appropriate during assemblies
- Follows directions the first time
- Demonstrates good listening skills (not talking to neighbors, etc.)

### **Playground/School Grounds**

- Share
- Take turns
- Follow rules
- Be polite to everyone
- Use play sets and other equipment appropriately so everyone can enjoy our playground.
- Treat others' personal property with respect.
- Be respectful of classes in session (don't bang walls or doors, or play near windows, or bounce balls against classroom walls)

## **Be Your Best**

Attentive and follows directions  
Works well independently and uses time wisely  
Organizes work space and materials  
Completes work carefully and on time  
Demonstrates self confidence  
Accepts suggestions and opportunities for improvement  
Puts forth effort

### **Classroom**

- Goes above and beyond
- Always follows directions the “first” time
- Self-reliant; Self-manager; Shows self-control
- Knows what to do when finished
- Works carefully (checks work... completes work)
- Helps others
- Shows perseverance and pride
- Stays on task
- Best effort .... Goes to the next level
- Shows stamina
- Good listening with mind and body
- Active participation
- Comes prepared and ready to learn

### **Lunchroom**

- Attentive and follows directions
- Responds to lunchroom monitor signals for attention
- Accepts suggestions and opportunities for improvement
- Makes nutritious, healthy food choices
- Eats with mouth closed
- Knows what to do when finished eating

### **Transitions (halls, bathrooms and assemblies)**

- Focuses and pays attention to the speaker
- Follows directions
- Demonstrates respect
- Treats others the way they wish to be treated

### **Playground/School Grounds**

- Truthful immediately and admit mistakes
- Uses Kelso Choices or Steps to Respect to solve small problems
- Does not use any put downs.
- Comes back to the classroom clean from dirt and sand and is ready to learn at the bell.
- Chooses behaviors and words that keep self and others safe.

# **Lake Washington School District**

## **Mission**

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

## **Vision**

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

## **Student Profile**

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

# Lake Washington School District

## ELEMENTARY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

### **Behavioral Expectations of Students**

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

### **Student Rights and Responsibilities**

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

#### **Rights**

- Students have the right to a safe environment free from intimidation, sexual harassment, 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.

### 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.

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

		<p>STS/lesser LTS if student fully complies with above assessment procedures</p> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> <li>• Police Contact</li> </ul>
<p><b>Drugs/Alcohol</b>  <b>Sell</b>  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><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> <li>• Police Contact</li> </ul>
<p><b>Firearms</b></p>	<p>Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.</p>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/E up to one year</li> <li>• Police Contact</li> <li>• Conference</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE</li> <li>• Police Contact</li> <li>• Permanent Expulsion from LWSD</li> </ul>
<p><b>Harassment, Intimidation, Bullying</b></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"> <li>• Physically harms a student or damages the student's property; or</li> <li>• Has the effect of substantially interfering with a student's education; or</li> <li>• Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or</li> <li>• Has the effect of substantially disrupting the orderly operation of the school.</li> </ul>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• Conflict Mediation and/or EE/STS/LTS</li> </ul> <p><b>2<sup>nd</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<p><b>Illegal Acts</b></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</p>	<p><b>1st Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul>

	to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.	
<b>Other Weapons, Explosives, and Dangerous Items</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul> <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> <li>• Possible lesser corrective action based on particular facts and circumstances.</li> </ul>
<b>Sexual Harassment</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• Conflict Mediation and/or EE/STS/LTS/Police Contact</li> </ul>
<b>Threats</b>	To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing, or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> </ul>

**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.

<b>Violation</b>	<b>Definition</b>	<b>Consequence</b> <i>*subsequent offenses will incur equal or greater consequences</i>
<b>Academic Dishonesty</b>	<i>Any student who submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.</i>	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of Credit on Assignment</li> <li>• Parent Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• Loss of Credit</li> <li>• Parent Contact</li> </ul>
<b>Alteration of Records</b>	<i>A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.</i>	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Parent Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS</li> <li>• Parent Contact</li> </ul>
<b>Assault</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> </ul>
<b>Attendance/Tuancy</b>	A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.	<ul style="list-style-type: none"> <li>• Parent Contact</li> <li>• Follow Absentee/Tardy Policy/Becca Referral</li> </ul>
<b>Disruptive Conduct/Behavior</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> <li>• Parent Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> <li>• Parent Contact</li> </ul>

<p><b>Dress Code</b></p>	<p>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.</p>	<p><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• Change Clothes/Parent Contact/EE/STS/LTS</li> </ul>
<p><b>Endangerment of Others</b></p>	<p>A student shall not act in a manner that endangers students, staff, or community members.</p>	<p><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul>
<p><b>Extortion/Blackmail &amp; Coercion</b></p>	<p>A student shall not extort or attempt to extort any item, information, or money.</p>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<p><b>Fighting</b></p>	<p>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.</p>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Mediation</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>
<p><b>Forgery</b></p>	<p>A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects.</p>	<p><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• EE/STS/LTS</li> </ul>
<p><b>Gambling</b></p>	<p>A student shall not engage in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.</p>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS</li> <li>• Confiscation of gambling items (e.g. cards, dice, etc.)</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS</li> </ul>

<b>Gang Activity</b>	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.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> <li>• Police Contact</li> </ul> <b>3<sup>rd</sup> Offense:</b> <ul style="list-style-type: none"> <li>• EE/LTS/E</li> <li>• Police Contact</li> </ul>
<b>Hazing</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Immediate Danger and Disruption</b>	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.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact/E</li> <li>• Parent Contact</li> </ul> <b>Self Harm</b> <ul style="list-style-type: none"> <li>• Parent contact</li> <li>• EE/STS/LTS/ Police Contact according to circumstances</li> </ul>
<b>Interfering with School Investigation</b>	Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.	<b>1<sup>st</sup> Offense*</b> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<b>Lying</b>	Telling or writing untruths.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>
<b>Multiple/Accumulated Offenses</b>	A student may be disciplined for the commission of multiple or accumulated offenses.	<b>1<sup>st</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS</li> </ul> <b>2<sup>nd</sup> Offense</b> <ul style="list-style-type: none"> <li>• STS/LTS</li> </ul>

<p><b>Negative Community Action</b></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><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> </ul>
<p><b>Theft</b></p>	<p>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>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS/Police Contact</li> <li>• Restitution for school property</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• EE/LTS/Police Contact</li> <li>• Restitution for school property</li> </ul>
<p><b>Tobacco</b></p>	<p>A student shall not possess, use, or distribute any tobacco product, or chemicals, devices, or any other tobacco product that has the same flavor or physical effect of nicotine substances.</p>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• Diversion</li> <li>• If not Diversion, then STS</li> </ul> <p><b>2<sup>nd</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• STS</li> </ul>
<p><b>Trespass/Loitering/Unauthorized Entrance</b></p>	<p>A student shall not enter or be present on school property without permission.</p>	<p><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• EE/STS/LTS</li> </ul>
<p><b>Unauthorized Use of Cell Phones or other Electronic Devices During Class Time</b></p>	<p>Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.</p>	<p><b>1<sup>st</sup> Offense</b></p> <ul style="list-style-type: none"> <li>• Confiscation for the day</li> </ul> <p><b>2<sup>nd</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• Confiscation; device returned only to parent/guardian</li> </ul>
<p><b>Unauthorized Use of Equipment</b></p>	<p>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>	<p><b>1<sup>st</sup> Offense*</b></p> <ul style="list-style-type: none"> <li>• Confiscation for the day</li> <li>• STS/LTS</li> <li>• Restriction of tech privileges</li> </ul>

<b>Vandalism</b>	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	<b>1<sup>st</sup> Offense</b> • EE/STS/LTS/Police Contact/Restitution/CS/E  <b>2<sup>nd</sup> Offense</b> • EE/LTS/Police Contact/Restitution/E
<b>Vulgar or Lewd Conduct/Profanity</b>	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.	<b>1<sup>st</sup> Offense</b> • EE/STS/LTS  <b>2<sup>nd</sup> Offense</b> • EE/LTS
<b>Willful Disobedience/Disrespect</b>	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	<b>1<sup>st</sup> Offense</b> • STS  <b>2<sup>nd</sup> Offense</b> • STS/LTS
<b>Short-Term Suspension (STS) Long-Term Suspension (LTS) Emergency Expulsion (EE) Community Service (CS) Expulsion (E) *subsequent offenses will incur equal or greater consequences</b>		

### 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.\*\*\*

<p>* Warning – may be asked to leave lab for remainder of day ** Removal from lab and loss of computer privileges for one week *** Removal from computers for one month and parent conference **** Removal from computers for remainder of the year and parent conference</p>
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Offenses are cumulative for the school year. Consequences are guidelines. Teacher, staff and administrators will use discretion to ultimately determine the consequences.

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

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.

### **School and District Events**

All elementary school students must be accompanied by an adult at evening events. In addition, elementary students attending junior high school and high school athletic and/or other events must be supervised by an adult. 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.

## **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 and 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.