

2011-2012
PARENT / STUDENT HANDBOOK



The Mission of John Muir Elementary is to provide every student with the highest quality education. We will create a learning environment which offers educational enrichment to each student. Our goal is to prepare every child to be an informed decision maker and a lifelong learner.



Welcome to the 2011-2012 school year at John Muir Elementary. To those returning, welcome back. To those who are new to our school, a heartfelt welcome to our community of learners. New or returning, you are encouraged to be an active member of our community and to participate in the joy and excitement of watching our students grow and develop academically and socially. Muir is a fabulous school because of the incredible dedication of our staff, the strong support and cooperation of our community, and of course, our wonderful students.

The purpose of this handbook is to give you important information about Muir Elementary. Please read it completely so that you are aware of the many policies and procedures that are necessary to make our school operate smoothly. It is also important that you review many of the documents with your children so that they can be aware of our expectations for them. If you have any questions, please do not hesitate to contact your student's teacher, the office staff, or myself. We look forward to another great year working closely with you to promote the strong partnership between home and school that is critical to helping each child achieve their best.

This year promises to be filled with many new challenges, great achievements, new friendships, unknown disappointments, and significant growth. Join us on this exciting journey.

Sincerely,

Jeff DeGallier
Principal
jdegallier@lwsd.org



HISTORY

HISTORY: John Muir Elementary was completed in the Fall of 1970, opening with a population of 312 students. One hundred thirty of these were sixth grade students from Robert Frost who were assigned for one year only. From this small start the school has grown steadily to a high point of 780 students in 1975. About 50 students were reassigned to other schools in the area. Growth since that time has leveled off and is consistent at around 400 students. John Muir has had seven principals in its 30-year history and, in 1990 and 2010, received national recognition as one of the outstanding schools in the United States. Since the school is named after the famous naturalist, John Muir, who was active in the National Park movement, all the clusters are named after National Parks or Monuments.

Our new school will open sometime after the 2011 school year begins as a K-6 school. In the Fall of 2012, John Muir will become a K-5 school.

SCHOOL COLORS: Red, White & Blue

SCHOOL MASCOT: Mountie the Mountain Lion



PTSA

The Muir PTSA is very active with a number of volunteers who assist the school in a variety of ways and help make John Muir an even better place to learn. Regular PTSA meetings are held on the second Thursday of every month. Watch for the weekly John Muir/PTSA News that comes home with your youngest child.



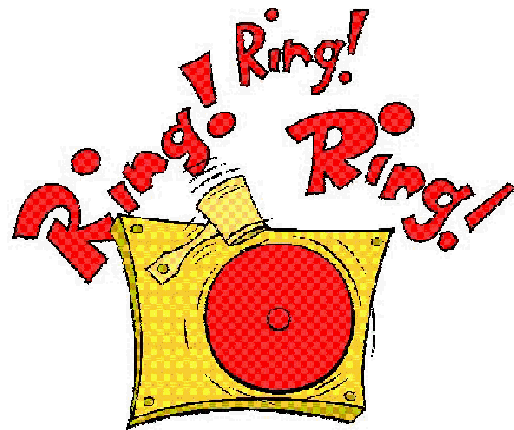
The 2011-2012 PTSA officers are:

<u>Co-Presidents</u> Lynette Apley & Rita Izhaky	<u>Secretary</u> Danette Klundt
<u>Treasurer</u> Michelle Rocamora	<u>Service Projects</u> Kris Sather
<u>Co-Ways and Means</u> OPEN	<u>Legislative Rep</u> OPEN
<u>Co-Volunteer Coordinators</u> Danielle Davis-Christmas & Liz Johanson	<u>Membership</u> Margaret Klinkenberg & Rosie Liddle

DAILY SCHEDULE 2011-2012

**School dismisses at 2pm every Wednesday (ADK - 6)
AMK dismisses at 10:55am every Wednesday**

- 8:35 AM** **Breakfast for students enrolled in the breakfast program.**
- 8:45 AM** **Students may arrive on grounds, no supervision prior to 8:45 a.m.
Exception: scheduled classes**
- 8:55 AM** **First Bell-students line up outside building in designated area.**
- 9:00 AM** **School Begins**
- 3:30 PM** **School Ends**



RECESS/LUNCH SCHEDULES

AM RECESS

1	10:15-10:30	M-F
6	10:30-10:45	M-F
K	10:45-11:00	M-F

LUNCH / LUNCH RECESS

GRADE	LUNCH	RECESS
Kindergarten	12:30-1:00	1:00 -1:30
First	12:05-12:30	12:30-1:00
Second	11:35-12:00	12:00-12:30
Third	12:30-1:00	12:05-12:30
Fourth	12:00-12:30	11:35-12:00
Fifth	11:30-12:00	11:05-11:30
Sixth	12:35-1:05	1:05-1:30

PM RECESS

5 th 1:45-2:00	3 rd 2:00-2:15	M, T, Th, F
4 th 2:15-2:30	2 nd 2:30-2:45	

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

AUGUST

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

SEPTEMBER

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

OCTOBER

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

NOVEMBER

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

DECEMBER

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

JANUARY

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

FEBRUARY

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

MARCH

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

APRIL

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

MAY

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

JUNE

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

JULY

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

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

Important Dates

Aug. 29-31	LEAP Days	Jan. 27	Last Day 1st Semester Secondary	June 22	Half-Day – Last Day of School
Sept. 1	LEAP Day	Jan. 31	Half-Day Elementary Conferences		Last Day - Secondary 2nd Semester
Sept. 5	No school – Labor Day	Feb. 2-3	Half-Day Elementary Conferences		Secondary Grades Due
Sept. 6	First Day of School	Feb. 3	Secondary Grades Due	Key ★ Check Important Dates Section ■ No School □ Half Day □ First/Last Day	
Oct. 3-4, 6	Half-Day Elementary Conferences	Feb. 16-17, 20	No school – Mid-Winter Break		
Oct. 7	No school – LEAP Day	March 16	No school – LEAP Day	<i>Wednesday schedule 1.5 hrs. early release for students.</i> <i>LEAP = Learning Enhancement Academic Planning</i>	
Nov. 3	Last Day 1st Quarter Secondary	March 30	Last Day 3rd Quarter Secondary		
Nov. 11	No school – Veterans' Day Observed	April 2-6	No school – Spring Break		
Nov. 14	Secondary Grades Due	April 13	Secondary Grades Due		
Nov. 23	Half-Day	May 4	No school – LEAP Day		
Nov. 24-25	No school – Thanksgiving Vacation	May 25	No school – LEAP Day		
Dec. 19-30	No school – Winter Break	May 28	No school – Memorial Day		
Jan. 2	No school – Winter Break	June 18	Elementary Grades Due		
Jan. 16	No school – Martin Luther King Jr.				
Jan. 24	Elementary Grades Due				

GENERAL INFORMATION

ARRIVAL TO SCHOOL:

- Students who eat breakfast should arrive at 8:35 a.m. and line up outside the gym.
- ALL OTHER STUDENTS should arrive no sooner than 8:45 a.m. and line up outside in their designated area. Please do not play on the playground before school.
- THERE IS NO SUPERVISION BEFORE 8:45 a.m.

BREAKFAST / LUNCH:

- Breakfast is served in the gym foyer and eaten in the gym from 8:35 a.m. to 8:55 a.m.
- Lunch is served in the gym foyer and eaten in the classrooms starting at 11:30 a.m.
- All food is to be eaten in the classroom and is not allowed on the playground.

Breakfast/Lunch prices are as follows:

Student breakfast	\$1.10	Adult breakfast	\$2.00
Student lunch	\$2.50	Adult lunches	\$3.25
Milk/Juice prices	\$.50		* Prices may change

Forms for free or reduced lunch are available in the office.

A cash register program is used. Money is deposited and the cost of the meal or milk is deducted from the account. Parents are notified when the account is low on funds. A check or cash may be sent and should be given to the teacher when students enter the classroom.

DISMISSING STUDENTS DURING THE DAY:

If a student must be excused during the day for doctor or dental appointments, the parent needs to write a note to the teacher stating the time and who will be picking up the student. The parent comes to the office to sign out the student and the office contacts the classroom to have the student dismissed.

EMERGENCIES:

If school needs to be closed, the School District will notify local radio and television stations. Tune into one of the stations below for information:

<i>AM Radio</i>	<i>FM Radio</i>	<i>Television</i>
KIRO 710	KMPS 1300	KOMO (ABC) Ch 4
KJR 950	KPLU 88.5	KING (NBC) Ch 5
KOMO 1000	KPLZ 101.5	KIRO (CBS) Ch 7
KING 1090	KLSY 92.5	
	KMPS 94.0	

We suggest you remain at home unless directed by emergency personnel to come to the school grounds. If you arrive at the school during an emergency, you should go to the area in front of the gym and wait for directions from the staff. Very specific procedures for student release must be followed in any emergency situation so please be patient. All these procedures help guarantee student safety.

It is important that student emergency information is correct. Please contact the office if there are any changes in your contact information.

Important emergency phone numbers:

John Muir Elementary	425.936.2640
Safe Arrival for reporting absences	425.936.2641 (from 4:00 p.m. to 9:30 a.m.)
Lake Washington School District	425.702.3200
Public Information	425.702.3300

Emergency drills are held monthly. These drills include fire, earthquake, intruder and lock downs.

ENROLLMENT / VARIANCES:

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

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

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 from parents unless parents submit the Request to Prevent Disclosure of Directory Information form. A copy of this form is available in our office. Directory information is routinely used by the school district in news releases, school event programs, and student directories. Such information is also released for the purposes of providing educational, scholarship, vocational/occupational, and/or military information (or to the new media or law enforcement). This information will not be released for commercial purposes.

HEALTH CURRICULUM:

Health is one of the subjects which is taught in grades 4th – 6th. Students and parents will get information in the fall at Curriculum Night and a letter will go home 1 month prior to sex education/HIV instruction. Waiver forms are available in the office if a parent chooses not to have the child participate in the health curriculum. Parents have the right to preview the material being taught by setting an appointment with the Principal.

JUNIOR HIGH AND HIGH SCHOOL STUDENTS:

Junior and senior high school students are welcome at John Muir when serving in a volunteer role that has been arranged in advance with a John Muir staff member. Just like any other volunteer coming on campus, a junior high and high school volunteer must sign in at the office and wear a badge at all times when on our campus. In order to maintain a safe and secure academic environment for our elementary students, junior and senior high students are not permitted to wait on campus during the time period between their being dismissed from school and our dismissal time. Junior high and high school age students are welcome to meet their elementary school siblings on campus starting at 3:25 p.m. Kamiakin Junior High offers an after school study session if a junior high student needs a place to wait for an elementary school sibling.

MEDICATION / HEALTH ROOM:

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

The Lake Washington School district's medication policy states that the only medication to be given at school must be doctor prescribed and needed in the event of a life-threatening situation. Students may not medicate themselves. If a student is currently taking daily medication, parents need to arrange to have the student take it before school begins.

Should medication need to be administered at school, parents must have their child's physician sign the LWSD medication form (#4023); provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school at least two days prior to administration; and must pick up any unused medication (i.e. Epi-Pens, inhalers, etc.) by the last day of school.

PARKING LOT:

When picking up or dropping off students, please **ONLY** use the curb lane. Please pull as far forward as possible in the drop off/pick up zone. Be sure that students load and unload on the curb side only. Parents **MUST** remain in their vehicles in the pick-up/drop-off zone. **DO NOT USE THE CENTER PARKING LOT DRIVEWAY FOR PICKING UP OR DROPPING OFF STUDENTS.** If you need to get out of your car for any reason, **PLEASE PARK IN THE LOT.** The church parking lot will **NOT** be available this school year, before or after school, due to construction. An adult supervisor is on duty at 8:45-9:00 a.m. and 3:30—3:45 p.m. All parents and students are expected to follow the directions of adult and student safety patrol members at all times. If we all think safety first, then the drop off/pick up process will be an easy one. Thank you for your cooperation!

PETS AT SCHOOL:

The presence of pets in and around schools is a controversial subject given the unique relationship between people and pets in general and between kids and pets in particular. While there are benefits to be derived through the interaction between children and animals, we also need to be aware of the risks associated with the presence of pets on campus. Within the past two years we have had instances of people being bitten by pets both in school and on the grounds. Indoor air quality, including odors, can be affected due to animal dander that is present with any fur animal; dander that can be transported throughout the building by the HVAC system. According to the American Academy of Allergy, Asthma and Immunology, allergies induced by dog and cat contact are estimated to occur in approximately 15% of the population. The presence of a pet may cause a student who has allergies to have a reaction that is detrimental to the health of the child as well as the child's educational experience. While most of the pets that are brought into schools are well cared for, the very nature of a pet being a pet impacts the cleanliness of the classroom. We also have the ongoing challenge of dogs being allowed to run unleashed on school grounds as well as dog owners not cleaning up after their animals during their walks on campus.

Service dogs play an important role in assisting people in their daily lives. While these dogs are by their nature very friendly and well-behaved, they still carry with them the same environmental issues as any other fur-bearing animal.

PHONE CALLS:

Students may use the phone only in emergency situations. Because of a limited number of phone lines, students may not make calls to make social arrangements and calls that have been determined by the teacher or the office staff to be non emergencies.

SAFE ARRIVAL PROGRAM:

The safe arrival program notifies parents if their child has not arrived at school. This program is managed by parent volunteers. If a child is absent and the school has not been notified, a call is placed to the parent. To report an absence, parents are requested to call the school anytime between 4:00 p.m. and 9:30 a.m. at 425.936.2641. You will be able to leave a recorded message stating your student's name, teacher's name, date and reason for absence. A phone call should be followed up with a note explaining the absence when the student returns to school.

SCHOOL AND DISTRICT EVENTS:

For high school, junior high and elementary after hours events sponsored by the school or the PTSA, all students MUST be accompanied by an adult. All school conduct regulations remain in effect at school and district events, and apply to visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools, or at school sponsored events.

SICK CHILDREN AT SCHOOL:

If a child comes to the health room with 100 degree or more fever, the parent is contacted to pick up the child and take him home. When children come back to school from being sick, it is assumed that they are healthy and need to go outside during recess. We do not have the facilities or the personnel to supervise children inside during recess. If children are too ill to go outside, it would be best to keep them home an additional day.

Lice, Scabies: Children may not return to school until they have been treated and are free of lice and nits (eggs). Children with scabies can be admitted after treatment.



STUDENT PROGRESS REPORTS:

All students will receive a written report in January and also at the end of the school year in June. Parent-Teacher conferences will be held in October and Jan/February. Additional conferences may be scheduled throughout the school year by the teacher or parent as needed.

STUDENT SAFETY PATROLS AND STUDENTS WALKING TO SCHOOL:

Adult supervisors and student safety patrol help support student safety as students walk to and from school. Students are expected to follow the safe walking route guidelines provided by the LWSD Risk Management office and use the designated crosswalks where there are supervisors and student patrols. The following crosswalks are supervised and should be used by students walking to and from school:

- 132nd Avenue NE and NE 140th Street (traffic light at school)
- NE 132nd Street and 132nd Avenue NE (traffic light near park)
- NE 140th Street and 129th Place NE

These guards and supervisors are given the authority to remind students to act in a safe manner and to report if students are not responsive to their reminders.

UMBRELLAS:

Students may use their umbrellas to and from school, but they may not use them during recesses.

VISITING SCHOOL:

Parents are welcome to visit classrooms during the school day. In order to provide the best observation and to ensure continuing instruction, visitors are asked to arrange the day and time with the teacher in advance. District procedures require that **all school visitors report to the office** and obtain a pass and nametag before going onto the school grounds. This is necessary to maintain building security and to avoid interruptions of the instructional program.



STUDENT EXPECTATIONS & RULES

AT JOHN MUIR EVERYONE IS EXPECTED TO:

- **Treat everyone in a respectful manner.**
- **Act safely.**
- **Follow requests from supervising adults.**
- **Obey the rules of the school and community.**

CLASSROOM DINING EXPECTATIONS:

- 1. Students are expected to be seated while eating and drinking.**
- 2. Students are expected to use the same manners one would use while dining at a fine restaurant: use napkin, keep elbows off the table, chew with your mouth closed, etc.**
- 3. Students are to use inside voices while conversing.**
- 4. Students are to sit at their assigned eating area unless the IA/teacher approves sitting somewhere else.**
- 5. Microwave ovens are not available for student use and thus students are not permitted to bring foods that require heating.**
- 6. Students are expected to clean up their eating area when finished dining.**
- 7. Students are expected to clean up any mess they make.**
- 8. Students are expected to not share food without permission from the IA/teacher.**
- 9. Students are expected to save refuse for one trip to the garbage can.**
- 10. Students are expected to not use classroom computers without approval from the IA/teacher.**
- 11. Students are expected to report to an adult if the garbage can is missing, the garbage can liner is missing, or the garbage can is full.**

DRESS CODE:

Students are expected to wear clothes that are suitable to school and **TO ALL SCHOOL RELATED EVENTS**. Clothing that distracts from the educational process will be subject to review.

- **Objectionable words/graphics, drug, alcohol or tobacco advertising are not allowed.**
- **Hats, bandanas or hoods on sweatshirts are permitted only to and from school and during recesses. They may not be worn in their classroom or to and from other classrooms.**
- **Pants are worn at the waist and appropriately sized.**
- **Undergarments or straps do not show.**
- **Shorts, dresses and skirts are not shorter than finger length, tank and swim type straps are not worn.**
- **Wallet chains and spike jewelry are not allowed.**
- **Makeup and spray painted hair are not permitted.**
- **Closed-toe shoes are expected so that students can fully participate in the wide variety of activities that happen every day at JME. No flip flops, slippers, high heeled shoes, or wheeled shoes are permitted.**

Our focus is on learning. Anything that interrupts or distracts the learning of others will be addressed. Students wearing attire that is not suitable for school will be reminded and call home for clothing or the school will provide the appropriate item.

ELECTRONIC DEVICES AND CELL PHONE POLICY:

In order to create a positive learning environment for all students, any personal electronic devices may not be used on campus until 3:30 p.m. This includes iPods, MP3 players, handheld gaming devices (ex. Game Boy, Nintendo DS, or Sony PSPs). If a student brings one of these types of devices to school, it will be confiscated. At JME we understand that many parents choose to have their students carry a cell phone for communication purposes in the event of emergencies or changes in plans. However, in order to not disrupt the school day any student bringing a cell phone to school must keep it turned off and out of sight during school hours. If a student is seen with a cell phone during school hours they will be given a reminder of the school policy, and/or it may be taken away and kept in the office until the end of the day or until a parent/guardian of the student comes to school to pick it up. During school hours, if a parent/guardian needs to get a message to their student, they are welcome to call the office at 425.936.2640 and the message will be delivered to the student as soon as possible and in a manner that will not disrupt learning. Students are permitted to use their cell phones after dismissal at 3:30 p.m.

JOHN MUIR PLAYGROUND/RECESS EXPECTATIONS

At JME our playground is another place where we behave "The John Muir Way". Everyday at recess we practice the Life Skills of Compassion, Cooperation, Courage, Effort, Flexibility, Initiative, Integrity, Perseverance, Respect, and Responsibility!

If I have a small problem I will try two of Kelso's Choices. If I have a BIG problem, I will tell an adult.

IMPORTANT THINGS FOR STUDENTS TO REMEMBER ON THE PLAYGROUND:

- I will stay on the playground at all times
- I will not go to any classroom without permission during recess
- I will ask an adult for a pass to use the restroom
- I will play games according to the game rules taught in PE
- I will use all play equipment in a safe manner and only in designated areas
- I will not play tag or chase others in the Big Toy area
- I will not jump off of the Big Toys
- I will use two hands on the bars
- I will only go down the slide seated forward
- I will not throw bark, sticks, rocks or anything else I pick up off the ground
- I will allow others to join a game if they choose
- I will leave personal items, school supplies, and food in the classroom

**At John Muir I will do my part to make recess a fun time
for myself and others!**

Blacktop:

- Organized games
- Jump Rope
- Basketball
- Tetherball
- 4 Square
- Wall Ball

Front Barked Field:

- Soccer
- Touch Football

Classrooms, courtyards, portable buildings, ramps and fences are off limits during a student's recess time unless students are under the direct supervision of a staff member.

PERSONAL ITEMS AT SCHOOL:

The following items are not allowed at school: chewing gum, hard balls, super balls, skateboards, scooters, roller blades, or shoes with rollers in them, whistles, bicycles, electronic items, trading cards, toy weapons, toys and playground type equipment from home. Personal items, including toys, need to be left at home and enjoyed there. Skateboards, scooters, roller blades, and bicycles are not permitted at after school or PTSA evening events. Students will be asked to leave the grounds if they bring these items to an after/evening school event. If they bring them during school the items will be kept in the office for parents to pick up. The school is not responsible for lost or stolen items. Student's personal and/or band equipment left at school is done so at the student's risk.



LIFE SKILLS

RECOGNITION FOR APPROPRIATE BEHAVIORS:

The Pride Award is given by staff members to recognize students who demonstrate one of the following Life skill behaviors we call "The John Muir Way". Each Friday 7 names are drawn, one from each grade level and these students are recognized.

- Compassion:** To feel and show concern for others. Desire to help others in need. Shows kindness and a willingness to help others whenever possible.
- Cooperation:** To work together toward a common goal or purpose.
- Courage:** To act according to one's beliefs despite fear of adverse consequences. Is willing to put one's beliefs into practice.
- Effort:** To do your best. A serious attempt or try.
- Flexibility:** To be willing to alter plans when necessary. Is ready to adapt as needed to the changes in people and circumstances that arise in daily life.
- Initiative:** To do something of one's own free will because it needs to be done. Thinks and acts on own ideas without prompting from others.
- Integrity:** To act according to a sense of what's right and wrong. Is truthful at all times, never takes advantage of the trust of others, and never deceives or steals. Is dependable and reliable.
- Perseverance:** To keep at it even when things get difficult. Demonstrates the quality of trying hard and continuously in spite of obstacles and difficulties. Continues to work hard, persist. Endure, and put forth effort.
- Respect:** Holds persons and property in esteem and special consideration. Shows concern and regard for self and others.
- Responsibility:** To respond when appropriate, to be accountable for your actions, and to follow through with commitments. Is dependable and reliable.

KELSO'S CHOICES

Do you have a SMALL problem? Try 2 of Kelso's Choices:

- **Go to Another Game**
- **Share and Take Turns**
- **Talk it Out**
- **Walk Away**
- **Ignore It**
- **Tell Them to Stop**
- **Apologize**
- **Make a Deal**
- **Wait and Cool Off**

If you have a BIG problem, tell an adult you trust.



HOMEWORK POLICY

PHILOSOPHY OF HOMEWORK

Education is strengthened by the reinforcement of learning activities outside of the school day. Doing homework can help to accomplish this for students.

The purpose of homework can be any of the following:

1. To practice and refine skills so that mastery is achieved.
2. To prepare students for the next class meeting.
3. To extend assignments and to apply learning to a new situation.
4. To create a long-range assignment or project requiring several days or weeks to complete.
5. To make up missed assignments due to absence.

In addition to the above, the staff at John Muir believe that homework helps the child develop responsibility, independence, strong study skills and work habits.

So that children will continue to grow in all areas, students at John Muir will start in grade one to share their school activities at home in simple homework assignments. This responsibility will gradually increase through grade six.

Make a commitment to listen to your child talk about his/her school work and to give your child some time each evening when he/she has your undivided attention.

- Provide a place, with proper supplies, and a regular planned time when your child can study without distractions from TV, telephone, and other siblings.
- Encourage your child to ask questions about the assignment at the time the assignment is made or before he/she leaves school.
- Check with your child to see that the assignment is complete and is his/her best effort.
- Be sure to check with your child frequently on the status of completion of long-term assignments.
- Help your child develop a system or set aside a place for completed homework so that it will be remembered each day.
- Provide your child the opportunity to go to the library or other resource areas in your community.

Kinds of Homework - Homework will be assigned by the teacher to meet individual student needs, therefore, not all children will be assigned homework in all categories.

PRIMARY EXPECTATIONS (Grades 1, 2, 3)

- 1. Read daily.**
- 2. Studying word cards with parents (first grade).**
- 3. Completing unfinished or missed assignments in all subject areas.**
- 4. Studying weekly spelling words.**
- 5. Reading to a parent or another child.**
- 6. Practicing math facts.**
- 7. Preparing projects in science, language arts, social studies, with some parental involvement and supervision.**
- 8. Preparing sharing assignments such as Weekly Star, curriculum emphasis, homeroom sharing.**



INTERMEDIATE EXPECTATIONS (Grades 4, 5, 6)

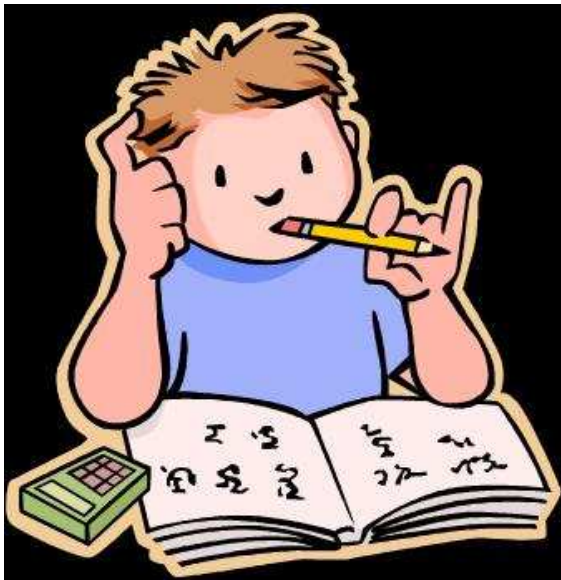
- 1. Completing unfinished or missed assignments.**
- 2. Studying weekly spelling words, math facts, and other facts to be tested.**
- 3. Reading books and newspapers, discussing content.**
- 4. Studying for tests using notes and study guides.**
- 5. Completing short-range assignments (two or three day assignments), creative writing, science, reading, language arts, book reports.**
- 6. Completing long-range assignments and projects (reports and research).**
- 7. Bringing or gathering materials for projects.**

VACATION HOMEWORK POLICY

Family vacations are special times, but we ask that you please consult the school calendar when making your vacation plans. Student achievement and classroom attendance are positively related. We cannot duplicate what happens in the classroom by only making up written work. Often written work is practice or an extension of what is taught and discussed during the lesson in class. Those assignments that can be completed outside the classroom environment will be accumulated and saved by the teacher for your student. The student will complete them upon their return, at home with parental assistance. Although every effort will be made to see that your child gains the needed learning, teachers are not required to assemble packets for such absences.

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

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



ATTENDANCE POLICY

Daily student attendance is critical to student academic success and also required under state law. Washington State Law says the only acceptable excuse for absence is illness. The school district must file a petition with the juvenile court alleging a violation of the state compulsory attendance law for any student with 5 unexcused absences within any month or 10 unexcused absences during the school year. Action taken could result in a \$25 per day fine and /or community service. Parents are requested to call the school attendance line (425.936.2641) the morning a student is absent to report the circumstances for the absence. Letters are sent to parents when students have been absent and/or tardy 15% of the total number of days that school has been in session. Conferences may be held with the principal to develop a plan to support attendance or a student may be referred the Lake Washington School District truancy officer at any point as needed.

TARDY POLICY

It is important that students are on time to school. Students are expected to be waiting in line in the place designated for their class by 8:55 a.m. and students are to be in their classroom ready to start the school day at 9:00 a.m.

If they are not, we will write tardy/admit slips beginning at 9:05 a.m. per the school wall clocks. Principal will review a monthly report for absenteeism and tardiness issues.

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

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

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

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

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

Thank you parents and students for working together to be sure the start to everyday at JME gets off to a great start-right on time!

JME Computer Code of Conduct

1. Each year, students and parents must read **TOGETHER**, then sign and return the Computer Code of Conduct form before using a computer at school.
2. Students **MUST** have permission from a teacher or instructional assistant before using any computer at school.
3. All students **MUST** protect their username and password. Students may not use usernames and passwords other than their own.
4. Students may only use the Internet sites found on the LWSD Research & Homework Help website or a website their teacher has given them for an assignment.
5. With Staff permission, students may use their email account at school only for sending or retrieving school assignments.
6. Only the district approved Internet search engines will be used for teacher assigned work. Search engines may not be used during free time learning.
7. Students may not delete or add software to school computers or change any computer settings. Students may add their classroom and the computer lab printers.
8. Students are expected to respect and take care of our school computers. They should log off when finished, push in their chairs, and get the keyboards, mice and headphones ready for the next person to use.
9. The first time the computer code of conduct is not followed, the student will be asked to log off of the computer immediately. Additional consequences may include parent contact, suspension from using a computer, or suspension from school.



Student Use of the Internet

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

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software to district computers without permission
5. Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material.
7. Be ethical and courteous. Do not send hate, harassing or obscene mail, text or images, discriminatory remarks, or demonstrate other antisocial behaviors.
8. District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it.
10. Do not use district computers for commercial or political activity.



Guidelines for Personal Student Web Sites Housed on Private Servers

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

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

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

Lake Washington School District

ELEMENTARY SCHOOL STUDENT'S RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

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

Student Rights and Responsibilities

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

Rights

- Students have the right to a safe environment free from intimidation, sexual harassment, and assault.
- Students have the right to a productive learning environment.
- Students have the right to clean and safe classrooms, hallways and lunchroom.
- Students have the right to safe passage to and from school and while on campus.
- Students have the right to expect staff to help solve their problems.
- Students have the right to engage in the grievance process.
- Students have the right to remain anonymous when reporting a violation of school rules.
- Students have the right to engage in respectful speech that expresses their thoughts and opinions as long as it is not disruptive to the educational environment.
- Students have the right to actively participate in a problem-solving process in order to facilitate successful closure.

- **Students have the right to exercise freedom of expression as part of the instructional process. However, this freedom is subject to reasonable regulation and may not be used to disrupt the educational environment or interfere with the rights of others.**

Responsibilities

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

Alcohol and Drug Policy

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

Dangerous Weapons

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

Student Searches

Administrators may make general searches of all student desks or storage areas without prior notice given to students. An individual student, his/her property, and automobiles parked on campus, may be searched by school district employees if the search is reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules.

Illegal items or other possessions reasonably determined to be a threat to the safety or security of others shall be seized by school authorities. Items which are used to disrupt or interfere with the educational process may be temporarily removed from students' possession.

Drug-Scenting Dogs

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

Lake Washington School District

Discipline Policies

Progressive Discipline

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

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

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

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

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

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

Suspension: Denial of right of attendance for a specific amount of time; short-term

suspensions (STS) are for no more than ten consecutive school days; long-term suspensions (LTS) exceed ten consecutive school days.

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

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

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

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

EXCEPTIONAL/SERIOUS MISCONDUCT AND DISCIPLINE

Any conduct, which materially and substantially interferes with the educational process, is prohibited. However, the following infractions have been judged so serious in nature and/or so serious in terms of disruptive effect upon the operation of the school that students may be subject to an emergency expulsion and/or suspension (short term or long term) for a first time offense. Because each situation is handled individually, administrators have the discretion to use other alternative forms of discipline if they so decide. This may include restitution for property damage or loss, and /or restitution to victims if appropriate. All of

the behaviors listed below in the summary chart are specifically prohibited on school grounds, on school-sponsored transportation (including authorized school bus stops), at school events off school grounds, or off-campus if disruptive affects result at school. Law enforcement may be informed.

Violation	Definition	Consequence
Arson	Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.	1st Offense <ul style="list-style-type: none"> • EE/LTS, Police Report
Assault (Resulting in Bodily Harm)	Inflicting physical harm.	1st Offense <ul style="list-style-type: none"> • EE/LTS, Police Report
Disruptive Behavior	Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.	1st Offense: <ul style="list-style-type: none"> • EE, STS or LT 2nd Offense: <ul style="list-style-type: none"> • EE, STS, or LTS
Drugs/Alcohol Possession Use Paraphernalia	Possession, use, or being under the influence of drugs/alcohol on school grounds or during school sponsored events; including prescription drugs beyond a daily dose and over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such.	1st Offense: <ul style="list-style-type: none"> • STS EE/LTS and Assessment 2nd Offense: <ul style="list-style-type: none"> • EE/LTS

<p>Drugs/Alcohol</p> <p>Sell Buy Transfer</p>	<p>Transfer or sale on school grounds or during school sponsored events. Includes illegal drugs, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE/LTS
<p>Firearms</p>	<p>Possession, threat to use or use of a firearm.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE • Permanent expulsion from the LWSD • ROA (referral to an outside agency) • Conference • Police Contact
<p>Harassment, Intimidation, Bullying, Disrespect</p>	<p>Harassment (verbal, physical, visual) /Intimidation/Bullying/Disrespect: Derogatory remarks, phrases, gestures, teasing etc., which demeans the race, ethnic background, gender or individuality (e.g. character, sexual orientation, physical appearance) of a person, or inappropriate touching. Also: words, actions, or electronic communications that create a hostile environment or disrupt school operations.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE <p>2nd Offense:</p> <ul style="list-style-type: none"> • IHS, STS, LTS, EE <p>3rd Offense:</p> <ul style="list-style-type: none"> • STS, LTS, EE
<p>Other Weapons and Explosives</p>	<p>Possession, threat to use or use of other dangerous weapons (or replica weapons) i.e. knives, BB guns, paintball guns, martial arts weapons, explosives,</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE • STS to LTS

	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.	<ul style="list-style-type: none"> • ROA (referral to an outside agency) • Conference • Police Contact <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE • LTS • ROA (referral to an outside agency) • Conference • Police Contact
Sexual Harassment	Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, unwanted touching, stalking, or gestures specific to an individual's gender.	<p>1st Offense:</p> <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE <p>2nd Offense:</p> <ul style="list-style-type: none"> • IHS, STS, LTS, EE <p>3rd Offense:</p> <ul style="list-style-type: none"> • STS, LTS, EE
Threats	To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.	<p>1st Offense:</p> <ul style="list-style-type: none"> • STS, LTS and/or EE <p>2nd Offense:</p> <ul style="list-style-type: none"> • LTS and EE

Other Forms of Misconduct and Discipline

Violation	Definition	Consequence
Academic Dishonesty	Any student who knowingly submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty. Academic dishonesty also includes the aiding and abetting of academic dishonesty of others.	<p>1st Offense</p> <ul style="list-style-type: none"> • Loss of credit • Parent contact <p>2nd Offense</p> <ul style="list-style-type: none"> • Loss of credit for semester • STS/LTS
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact • Police Contact
Assault	A student shall not perform physical, written or verbal violence toward another person causing fear or harm.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE//STS/LTS, Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS, Police Report
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall	<p>1st Offense:</p> <ul style="list-style-type: none"> • Change clothes

	<p>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> <hr/>	<ul style="list-style-type: none"> • Parent contact • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS
Endangerment of Others	<p>A student shall not act in a manner that endangers student, staff, or community members.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact
Extortion/Blackmail & Coercion	<p>A student shall not extort or attempt to extort any item, information or money.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS and Assessment <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS
Fighting	<p>A student shall not engage in physical altercation with one or more other persons. This includes instigating a fight or contributing to the likelihood of a fight developing.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS
Forgery	<p>A student shall not engage in copying, plagiarizing, falsifying</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • IHS

	materials, signatures and/or other information or objects.	<ul style="list-style-type: none"> • Parent contact • EE/STS/LTS <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS
Gambling	A student shall not engage in acts which involve the exchange of money or other items through games of chance or encouraging other students to gamble	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/ <p>Community Service</p> <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS
Gang Related Behavior/Actions	Committing a school infraction or criminal act as a group of three or more persons or displaying signals, signs, symbols, or wearing clothing that is associated with gang activities.	<p>1st Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Police Intervention <p>2nd Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Police Intervention <p>3rd Offense:</p> <ul style="list-style-type: none"> • LTS/Expulsion • Police Intervention
Hazing	A student shall not participate in or fail to report known activity that demeans, abuses, or violates members or potential members of a team or club individuals.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS
Illegal Acts	A student shall not engage in the commission of any illegal or criminal act. This includes the possession or distribution of illegal or inappropriate materials or images including sexual images on cell phones or other electronic devices.	<p>1st Offense:</p> <ul style="list-style-type: none"> • Mediation and/or STS, LTS, EE • Police Report

<p>Immediate Danger and Disruption</p>	<p>If a student’s presence poses an immediate and continuing danger to the student, other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE.STS/LTS/or E • Conference • Police Contact <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS/or E • Conference • Police Contact
<p>Interfering with a School Investigation</p>	<p>Misrepresenting, falsely accusing, concealing evidence, verbally or physically impeding or interrupting an investigatory process involving self or others, or otherwise hindering an investigation of an infraction or crime on campus or at a school sponsored event.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • STS, LTS and/or EE
<p>Multiple/Accumulated Offenses</p>	<p>A student may be disciplined for the commission of multiple or accumulated offenses.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • STS/LTS
<p>Negative Community Action</p>	<p>Washington State Law provides for the implementation of school discipline for actions performed outside of school that may adversely affect the educational environment of the school. Examples include, but are not limited to, acts of vandalism, theft, assault, and harassment occurring off-campus.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • STS/LTS/E <p>2nd Offense:</p> <ul style="list-style-type: none"> • STS/LTS/E according to circumstances <p>3rd Offense:</p> <ul style="list-style-type: none"> • STS/LTS/E according to circumstances
<p>Theft</p>	<p>A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know stolen property.</p>	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS • Restitution • Police Contact

		<p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS • Restitution • Police Contact
Tobacco	A student shall not possess, use, or distribute any tobacco product.	<p>1st Offense</p> <ul style="list-style-type: none"> • STS • Diversion <p>2nd Offense</p> <ul style="list-style-type: none"> • STS
Trespass/Loitering/Unauthorized Entrance	A student shall not enter or be present on school property without permission.	<p>1st Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS <p>2nd Offense:</p> <ul style="list-style-type: none"> • EE/LTS
Unauthorized Use of Equipment	Computers, science equipment, and laser pens, cell phones and other personal technology devices may not be used in classrooms without teacher authorization. Photographs, video and audiotapes may not be published without permission.	<p>1st Offense:</p> <ul style="list-style-type: none"> • STS /LTS • Restriction of tech privileges <p>2nd Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Restriction of tech privileges, confiscation <p>3rd Offense:</p> <ul style="list-style-type: none"> • EE/STS/LTS
Vandalism	Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property.	<p>1st Offense:</p> <ul style="list-style-type: none"> • STS/LTS • Restitution/CS • Police intervention • Possible expulsion <p>2nd Offense:</p> <ul style="list-style-type: none"> • LTS • Restitution/CS • Police intervention • Possible expulsion

		3rd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police Intervention • Possible Expulsion
Vulgar or Lewd Conduct	Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting and obscene gestures.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience	Failure to follow reasonable requests and directions of school staff.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • LTS
Short Term Suspension (STS) Emergency Expulsion (EE) Community Service (CS) Long Term Suspension (LTS) Expulsion (E)		

Human Dignity

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

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

Harassment

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

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

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

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

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

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

Bus Conduct Policy

Lake Washington School District's school bus conduct policy and rules are in accordance with Washington State WAC's and RCW's, all of which will be enforced whether or not they are included in the following regulations. These regulations are designed to assure every student safe transportation to and from school and school sponsored activities. Violation of these rules may be sufficient reason to discontinue bus-riding privileges for the student involved, and in certain cases could cause suspension from school. The bus driver has authority and responsibility for the behavior of passengers using school district transportation. Teachers, coaches, other certified staff members, or chaperones assigned to accompany students on buses have primary responsibility for the behavior of students in charge. However, the bus driver shall have final authority and responsibility.

Safety Rules and Regulations for Riding a School Bus

- Cooperate and obey the driver at all times.
- Be courteous, use no profane language-spoken, written, or gestured.
- Students must ride their regularly assigned buses at all times unless written permission has been granted by the school office.
- Each student may be assigned a seat in which they must be seated at all times.
- Food or beverage must not be consumed on the bus except by permission of the driver.
- Tobacco, alcohol, drugs or other illegal substances and paraphernalia are prohibited.
- Objects that are dangerous or that may cause injury to another person are strictly prohibited from being brought on the school bus. Please see RCW9.41.250 for definition.
- Windows may be opened 6 inches. However, the driver may require the windows be closed at his/her discretion.
- Students must keep their head, hands, feet, and belongings inside the bus at all times.
- Animals (except official service dogs) are prohibited from being transported on the bus.
- Belongings of students must be kept out of the aisle.
- Students must be seated and remain seated while the bus is starting, stopping, or otherwise in motion.
- Students must enter and exit the bus safely, crossing only in front of the bus and only with the consent of the driver.

Penalties for Infractions of Established Bus Rules

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

- **1st Infraction**-Warning or detention. A bus riding suspension may occur if the incident is considered a serious offense*. Procedure: A meeting may be called with the driver, school administration, and parents/guardian to discuss the incident and determine corrective measures. If the incident presents immediate danger to the student or others, assigned seating, alternative transportation and/or suspension may be possible.

- **Repeat Infractions**- Warning or detention. A conference with parent/guardian and/or bus driver will be held. A bus riding suspension may occur if the incident is considered a serious offense*. Procedure: A meeting with the driver and/or school administration, special education services, and parents/guardian will be held. The IEP may be reviewed and updated. Suspension of transportation services, change of bus route, assignment of a monitor, alternative transportation, and counseling may be considered as action required.

***Serious Offense**: May result in immediate suspension of bus-riding privileges for the balance of the school year. (Weapons, alcohol, tobacco, drugs, harassment/bullying, or fighting while on the bus or at the bus stop are serious infractions.)

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

Appeal Procedure

Parents/guardians of student who wish to appeal a suspension may submit a request to the school administration.

CHILD FIND

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