

Thoreau Elementary

Parent & Student Handbook

Home of the
Fantastic Frogs!



Be Responsible

Be Respectful

Be Resourceful

Telephone: 425 936-2720

Fax: 425 814-4986

Safe Arrival/Attendance: 425 936-2721

Dear Students and Parents,

Welcome to a new year at Thoreau Elementary. This booklet contains the Parent & Student Handbook for Thoreau, our discipline policies, and expectations and policies of Lake Washington School District. The purpose of this handbook is to inform and outline for students, parents, and staff the expectations for building a strong educational community at Thoreau Elementary School. We truly want everyone to be successful, safe and able to learn from the educational programs offered by our school. The policies outlined here are designed to help staff, parents and students, achieve these goals.

The staff of Thoreau Elementary School shares with you a strong commitment to the children who attend our school. We work hard to provide a safe, exciting and challenging learning environment. Please join us as we challenge each student to focus on **Attending, Being a Learner, and Caring.**

In the general information section you will find answers to many of your school questions. In the Parent & Volunteer section you will find copies of our Volunteer Guidelines and information on our new Civility Code of Conduct.

Please take time to review each section of this handbook with your child or children. After this review, please sign the contract in the front of the booklet and return it to the school as soon as possible. Your signature and your child's signature are both necessary.

Sincerely,

Myllinda Mallon
Principal

Table of Contents

Partnership: Student/School/Parent	4-6
Playground Rules and Guidelines.....	7-9
Lunchroom Rules/	9
Walkers and Bicycle Rules.....	10
Regular and Punctual Attendance.....	11-12
Homework Guidelines	13
Vacation& Illness Homework Policy	14
Birthday Invitation Policy.....	14
Cell Phone/School Phone Policy.....	14
Dress Code.....	15
Civility Code of Conduct.....	16
Progressive Discipline.....	17-19
Communication Slip.....	20
Volunteer Information.....	20
Blank Page.....	21
District Policies and Information	D-1—D-15
Human Dignity & Harassment Policy	D-3
Computer & Internet Policy.....	D-12
Bus Conduct	D-14—D-15
Parent Signature Page.....	D-16

PARTNERSHIP

Student/School/Parent Responsibilities

Students will:

- A. Come to school on time (NO earlier than 10 minutes before starting time and wait in class lines) and prepared for the school day.
 - 1. Have homework finished.
 - 2. Have pencils, papers, and materials needed.
 - 3. Have notes signed and returned, if appropriate.
- B. Be considerate of the rights of others, students, staff, substitutes and other adults by honoring the learning environment.
- C. Refrain from inappropriate language and gestures, such as swearing, put downs and verbal abuse.
- D. Refrain from endangering the safety of others and threatening others.
- E. Do their personal best by following the Thoreau Elementary School rules and procedures at all times.

School personnel will:

- A. Teach and model all Thoreau Elementary guidelines, rules, procedures, expectations and consequences.
- B. Develop and communicate a classroom management plan to support school rules and procedures.
- C. Support services and programs for children with special individual needs.
- D. Treat every student with respect and dignity.
- E. Communicate with parents and students on behavior and academic performance.

Parents will:

- A. Understand, comply with, and model the rules and procedures of Thoreau Elementary.
- B. Expect their children to conduct themselves in an orderly manner while in school, on or about the school grounds, and to treat adults with respect.
- C. Ensure children are prepared for school each day with books, finished homework, and necessary materials and lunch or lunch money.
- D. Ask children daily about school activities and see that all notes needing signatures are returned as soon as possible.
- E. Ensure that children come to school clean and ready to learn. All valuable items, toys, weapons and look a like weapons are left at home.
- F. Attend all conferences requested by staff and approach the teacher first, if there are concerns.

THOREAU ELEMENTARY SCHOOL RULES

- ♥ **BE RESPONSIBLE**
- ♥ **BE RESPECTFUL**
- ♥ **BE RESOURCEFUL**

RESPONSIBLE

Definition of School Rules

A Responsible student:

- listens actively.
- maintains a positive environment.
- maintains positive perceptions of peers and adults.
- acknowledges his/her behavior.
- understands and shows empathy for the feelings of others.
- accepts social norms and behavior.
- is trustworthy.

A Responsible student:

- knows what he/she has done wrong.
- accepts ownership of the problem.
- solves the problem he/she created.
- maintains the dignity of self and others.
- makes restitution.
- demonstrates personal best.
- is truthful.

RESPECTFUL

A Respectful student will:

Respect Learning

- have a positive attitude.
- produce and value quality work.
- work in a non-disruptive way toward self and others.
- arrive on time every day.
- dress appropriately for learning - have a neat and clean appearance.
- be an active listener.

Respect Self and Others

- be polite and kind to others including students, school visitors, all school staff and others in charge.
- be trustworthy.
- refrain from sexual harassment.
- refrain from bullying, intimidating or teasing; No **put-downs!**
- refrain from using inappropriate language or gestures.
- be truthful.

Respect Property

- ask permission before borrowing another person's property.
- return items borrowed in a timely manner and in good condition.
- use sidewalks to and from school.
- maintain a clean school.
- use school equipment correctly.

Respect Safety

- arrive no earlier than 10 minutes before school; visit with friends in line until teacher picks up.
- cross at crosswalks with safety patrol.
- register bicycles (Gr. 3-6) and walk them on school property.
- go directly home unless permission has been obtained.
- obey the no weapons, no smoking, and no drug policies at school.
- use pass at required time i.e.: library pass, hall pass, and computer pass.
- enter and exit building through appropriate doors.

RESOURCEFUL

A Resourceful student will use Lifeskills:

INTEGRITY:	To be honest, sincere and of sound moral principle
INITIATIVE:	To do something because it needs to be done
FLEXIBILITY:	The ability to alter plans when necessary
ORGANIZED:	To plan, arrange and implement in an orderly way
SENSE OF HUMOR:	To laugh and be playful without hurting others
EFFORT:	To try your hardest
COMMON SENSE:	To use good judgment
PROBLEM SOLVING:	To seek solutions in difficult situations
RESPONSIBILITY:	To be accountable for your actions
PATIENCE:	To wait calmly for someone or something
FRIENDSHIP:	To make and keep a friend through mutual trust and caring
CURIOSITY:	A desire to learn or know about a full range of things
COOPERATION:	To work together toward a common goal (purpose)



PLAYGROUND RULES & POLICIES

All rules apply before, during, and after school.

1. Follow Directions

- a. Playground supervisors are the authority on the playground at all times. Follow their directions.
- b. Play is over when the whistle blows. Students line up for class immediately, waiting quietly.
- c. Stop, look, and listen when a whistle blows.

2. Be Safe

- a. Students stay in the designated playground area during recess.
- b. No rough or dangerous play, i.e. fighting, pushing, and tripping.
- c. Sticks, pine cones, and rocks stay on the ground.
- e. Students will keep hands, feet, and body to self.

3. Be Respectful

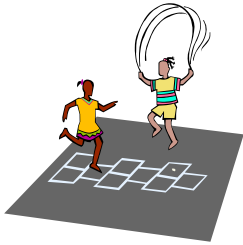
- a. Name calling, swearing, spitting, making faces, and obscene gestures are not permitted.
- b. Follow the established game rules taught at Thoreau Elementary.
- c. Return equipment to the designated area.
- d. Use school equipment appropriately.
- e. Maintain a clean playground.
- f. Leave toys, toy weapons, radios, scooters, skateboards, and electronic games home.
- g. Personal property found on the playground should be turned into the playground supervisor, or to the lost and found.

4. Always Share

- a. Students will share school and personal equipment.
- b. All students are welcome in games, consistent with the rules of the game.



CREATING RULES & PROBLEM SOLVING FOR PLAYGROUND GAMES

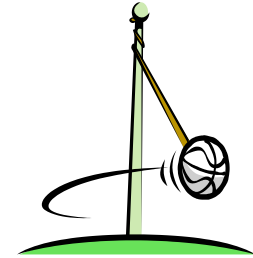


Playground Rules & Games

When making up rules for playground games such as Tether Ball, Four Square, Wall Ball or Hop Scotch, or any other game, please follow these guidelines.

All games need RULES.

Rules help establish understanding between players of what you can & can't do. Without rules, games can get out of hand and bullying or fighting can occur.

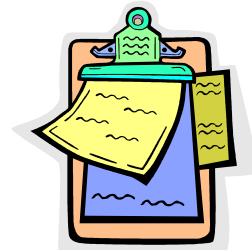


All rules need to be SAFE & FAIR.

All rules should always be safe and fair. Safe rules such as “never throw a ball at a person's head, or make sure the playing court is clear of obstacles, rocks, and gravel” prevent people from getting hurt. Fair rules keep everyone happy. Fairness is a little bit more tricky because fairness can be a matter of opinion and skill level. For example, what's fair to a 6th grade student in the game of Four Square might NOT be fair to a first grade student simply because of their age and their skill level (or lack of experience) when playing a game. Please consider the players age & skill level when setting up rules for fairness. Remember the bottom line is that you want to have fun... who cares if you win or lose...it's only a recess game.

When making up rules, ALL PEOPLE NEED TO BE involved.

This may seem obvious to most of us, but many times, kids will say, whoever gets to the court first or has the ball first gets to make up the rules. Sometimes natural leaders feel it's their responsibility to make up all the rules. This eventually leads to angry feelings, or feelings of unfairness by the other players. Just like “We the People” make up laws for our great country, all students playing a game should be allowed to have a say in what the rules are, as long as the rules are safe and fair.



Rules should be demonstrated, NOT just talked about.

This is true especially for a new student in your class. Kids make up slang for certain games, and this slang varies from school to school. Sometimes when you make up a rule and use this slang, such as “no babies” in Wall Ball, a new player might not understand what you mean. Don't just explain the rule, show them what you mean. Demonstrate it, and then let everyone practice it.

If it's unclear whether someone broke a rule and should go out, REPLAY or REDO it and RESTATE the rule so everyone is clear.

What do you think is going to take more time and get more people upset??? Shouting at a player that they broke a rule and need to go out, or explaining nicely & specifically what rule was broken and why they are out. And, if it's unclear whether the person is out (for example the ball looked like it bounced out of the court in Four-Square, but some players think it was in) remind players what the rule is for out of bounds and then just replay or redo the serve. This again, helps to prevent hurt feelings, and the game can go on, instead of wasting time arguing your point.

PLAYGROUND EMERGENCY PLAN

In case of an emergency on the playground, the supervisors will blow their whistles for one continuous five second interval. Students are to stop, look, and listen for instructions from the playground supervisors.

Situation	Action
Lightening	Students will be directed to go into the building at the nearest door.
Earthquake	Students and staff will drop and cover. Supervisors will direct the students to assemble on the soccer field after the quake.
Lockdown Or Intruder	Students will be directed to go into the building at the nearest door.

After each instance the supervisors will radio into the office for further instructions.

LUNCHROOM RULES

Students will:

1. Follow directions of lunchroom supervisors
2. Respect others
3. Raise hand to use restroom or ask for help
4. Stay seated at designated table, four to a bench
5. Clean-up after yourself
6. Use appropriate voice level— “inside voice”
7. Be honest and trustworthy in purchasing cafeteria items
8. Use restaurant manners

WALKERS AND BICYCLE RULES

Students are urged to observe every safety precaution on the way to and from school and while at school. The school rules are so designed to help prevent accidents. However, in addition to the school rules, the students are asked to observe additional rules of safety. Please review these with your child. (Because of safety concerns, skates, skateboards, or scooters are not allowed on school grounds and we ask they NOT be ridden to school.)

WALKERS

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

BIKERS

Students in grades three, four, five, and six may ride bikes to school. **A Bike Application MUST be completed and turned into school office BEFORE student starts riding a bike.** Bike Applications may be picked up in Thoreau's main office.

All bike riders must wear helmets.

Bike riders are to file an application for permission to ride his/her bike to school with the school office.

All bikes must be locked and parked in the bike rack. All bikes must stay in bike rack during school hours.

All bikes must be walked on and off the school grounds. No bikes should be ridden on the school grounds while children are playing there.

Every bike should have a lock. This is the best means of preventing someone from riding your bike.

Bike riders shall use all hand signals employed by the driver of a car.

Keep to the right and ride in a single file. Keep a safe distance behind all vehicles.

Look out for cars pulling into traffic. Keep a sharp lookout for sudden opening of car doors.

Never hitch a ride on other vehicles, "stunt," or race in traffic. Never ride two on a bike.

Slow down at all street intersections and look to the right and to the left before crossing.

Ride in a straight line. Do not weave in or out of traffic or swerve from side to side.

Both hands should be used in steering the bike.

Be sure your brakes are operating efficiently and keep your bike in perfect running condition.

Give pedestrians the right of way on sidewalks. Bikes should be walked on sidewalks.

FAILURE TO FOLLOW RULES MAY LEAD TO SUSPENSION OF RIDING PRIVILEGES.

REGULAR AND PUNCTUAL ATTENDANCE

Learning time is important. It is the responsibility of the Thoreau Elementary staff to prepare and teach the skills necessary to make each student successful. Regular and punctual attendance is the responsibility of the parent and student. When a child is late for school or dismissed early from school it is disruptive to that student, as well as to other members of the class. **Be on time!**

Tardy Policy: Students who are late for school interfere with their own learning and the learning of others. To protect the rights of all learners we will use the following procedures:

First tardy: Verbal Warning issued.

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

Third/Fourth Tardy: An informal conference may be held with the principal to assess the problem. Depending upon the situation a letter may be mailed home to address the matter further.

Absent or late Students: In accordance with RCW 28A.58.760, a written excuse or safe arrival phone call from parents or guardian will be required for all absences and late arrivals to school or early dismissal. Please call the school Safe Arrival line (425-936-2721) before 8:45am if your child will be absent or arriving late. Periodic attendance reports are run for all Thoreau students. Students with an absenteeism/ tardy rate of 10% or greater will receive a notice indicating the negative impact on learning. This letter is also required by the state to be sent to the district's truancy officer who works with state's Becca Bill. Please let the office know if your child has ongoing medical issues that interfere with their attendance.

Safe Arrival Procedure: When a child is absent or going to be late the parent/guardian is asked to call the Safe Arrival number (425-936-2721) and leave a message. If we do not receive a call by 9:30am the district will attempt to contact the parent/guardian and verify the absence.

Dismissal: Students are to go directly home upon dismissal and are not to play on the playground or play equipment. Students who have parent's permission may return to school after reporting home, however the school assumes no supervisory responsibility.

Early Dismissal: We discourage early dismissals because learning takes place right to the end of the school day. However, on occasion it may be necessary to have your child dismissed from the classroom before the end of the school day. We also recognize the need for doctor and dental appointments and other emergencies. Make picking up and returning your child for an appointment during lunch and recess time a priority. Under such circumstances the policy stated below will be followed to ensure each child's safety:

- Parents will request at the office for their child's dismissal and sign the child out of school.
- The child will be called to the office to meet the parents. (Children may not wait outside of the school for parents.)
- A parent must send a note or phone the office if their student is going to be picked up by anyone other than the parent/guardian for an early dismissal.

REGULAR AND PUNCTUAL ATTENDANCE

- It is most helpful to the teacher if a note stating the dismissal time is sent with the student in the morning.

Research indicates there is a positive relationship between achievement and time at school. Therefore, we encourage appointments be made outside of school hours whenever possible.

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

Any child left at school will be placed in the protective custody of the King County Police if all efforts to unite the child with a parent, guardian, or emergency contact person is unsuccessful.



ELEMENTARY HOMEWORK GUIDELINES

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

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

A place to do homework

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

A schedule for completing homework

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

Encouragement, motivation, and prompting

It is not a good idea to sit with your child and do homework with him/her. Your child needs to practice independently and to apply what he/she has learned in class.

Understanding of the knowledge

When your child is practicing a skill, ask which steps he/she finds difficult and easy and how he/she plans to improve speed and accuracy with the skill. If your child is working on a project, ask what knowledge he/she is using to complete the work.

Reasonable time expectation

The district guidelines are as follows for standard homework minutes per day. Reading minutes may be assigned in addition according to your child's grade level.

At Bedtime

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

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

Communication with school

Check homework folder or student agenda for homework assignments daily. If your child consistently cannot complete homework assignments alone, or does not seem to be able to complete the homework in a reasonable amount of time, please contact your child's teacher.

Vacation & Illness 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 simply making up written work. Often, written work is an extension of what is taught and discussed during the experience of a lesson in class. For this reason, the school does not prepare packets of independent homework in the case of out of calendar vacations. Instead, we suggest family- designed activities that are not just practice, but bring in new learning, are interactive with the family, and involve a sharing of the travel experiences. Such activities could include: dictating or keeping a journal, inventing and solving story problems about the trip, map reading, or tracking expenses, etc. We will provide homework as best we can when children are ill. However, we do not in the case where families choose the option of vacationing while school is in session. Most schools have similar policies in our district.

Birthday Invitation Policy

Birthday parties are one of the highlights of childhood – for both the celebrant and the guest. However, there are few of us that can invite an entire class to a birthday party or accommodate 25 plus children in our homes. There are inevitably some children who get left out. This is often followed by hurt feelings, envy, and tears. Just as we try and shelter your children from other uncomfortable social situations such as taunting and put downs, we try and buffer them from situations that make them feel excluded because as children they are often unable to understand adult realities.

We ask your help in this matter by not sending any birthday invitations to be passed out at school, at recess, or on the way home. We ask that you mail them, hand deliver them to the friend's home, or make phone invitations. You may find the PTA Directory helpful with this task since it includes most of our students' phone numbers and/or addresses.

Cell Phone/ Electronics School Phone Policy

All cell phones/electronics must stay in your child's backpack and turned off during the school day. This includes lunch and recess times. We are not responsible for any lost or stolen cell phones/electronic devices brought to school. The choice to bring a cell phone/electronic device to school is the sole responsibility of the parent. If a student has a cell phone out during the school day, it will be confiscated and parents will be asked to pick it up from school.

Parents, volunteers and visitors, please silence your own phones while in the school, so as not to disrupt classes.

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

THOREAU DRESS CODE

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 clothing and appearance that could be disruptive to the learning environment--common sense must prevail.

1. Shirts with spaghetti straps (straps must be at least two fingers wide), tank tops, jeans with holes, muscle shirts, cut-off shirts, and sport short and spandex are examples of clothing more appropriate for after school or the beach. Clothing should also fit appropriate to the size of the student, not too tight, not too big.
2. The fingertip rule will apply to the wearing of shorts and skirts. Length cannot be above fingertips when hands are held at side.
3. The wearing of clothes or accessories which relate in any way to gangs, sex, profanity and/or are exclusionary in nature will not be allowed. In addition any accessory that may be used as a weapon will not be allowed. The wearing of this type of outfit may require a call home for the parent to bring a change of clothing.
4. To support our prevention policy for alcohol and other drugs, we prohibit students from wearing apparel and jewelry which promote drug, alcohol or tobacco use.
5. Hats or caps are for outside wear only.
6. Student's shoes need to be safe for stairs, PE and playground activities. Sandals without heel straps, flip-flops or loose fitting loafers may cause a child to trip and/or fall. **Please do not wear these to school.**
7. Proper coats, hats and shoes are necessary for inclement weather. Students are expected to have a rain resistant jacket, as we go outside on rainy days. Umbrellas may be used to and from school but are not allowed to be used during the school day.
8. All coats and jackets should be appropriately labeled with the child's name.



Thoreau Elementary Civility Code of Conduct

At Thoreau Elementary, I believe that practicing civil behavior helps create a positive and successful learning environment. As an adult, I recognize the important role I have in the eyes of Thoreau students to model these key tenets of civility – thereby championing the kind of responsible, considerate, and positive behavior I hope to instill in children.

As an adult member of the Thoreau community, I strive to create an atmosphere of respect as I:

Share Responsibility for Thoreau

I take ownership for the school's success by helping Thoreau to be a safe place to learn, work, and volunteer by acting as a considerate team member while adhering to the school's policies and procedures.

Honor the Professional

I demonstrate trust and confidence in the professional expertise of all staff members and acknowledge the various parenting styles within our community, believing everyone operates with the best intentions.

Collaborate with One Another

I will share ownership of problems by not shifting responsibility or blame, but rather by working collaboratively to resolve issues through respectful interactions and appropriate behavior.

Use Positive Communication

I respect the dignity, diversity, and well-being of all adults and students by putting into practice Thoreau's Top Ten.

Thoreau's Top Ten

- Listen
- Think first, act second
- Be respectful through tone of voice, choice of words and body language
- Direct questions to the source
- Communicate honestly with care and tact
- Refrain from idle gossip or complaints
- Maintain confidentiality
- Respect even a subtle "no"
- Be inclusive
- Thank others and acknowledge contributions

PROGRESSIVE DISCIPLINE

Intervention Steps

- Respect agreement or written reminder slip
- Classroom contract/behavior plan
- Time out, verbal warnings, redirection
- Resolution, reconciliation, and restitution, as appropriate

School Rule Violation Slip #1

- Miss 1 or more recesses, another consequence, or restitution, when appropriate
- Student will miss lunch recess until slip is returned

School Rule Violation # 2

- Will miss 3 or more recesses, other consequence, or restitution when appropriate
- Student may call or be asked to call parent
- Student will miss lunch recess until slip is returned
- Student meets with principal or designated staff member

School Rule Violation #3

- Will miss 5 or more recesses, other consequence, and or restitution when appropriate
- Student calls parent with teacher
- Conference is held with the student, parent(s), communication slip issuer, teacher, counselor and/or principal to set up behavior plan
- Student will miss lunch recess until slip is returned

Any Further Communication Slips

- Progressive discipline consequence and/or suspension
- Conference held with student, parent(s) communication slip issuer, teacher, counselor and/or principal to set up behavior plan
- Student will miss lunch recess until slip is returned

Severe Clause

In the case of disciplinary incidents that are severe in nature such as violence, threats, and/or possession of disruptive, harmful, or illegal items at school, students are subject to immediate action, which may include short or long term suspension or emergency expulsion in accordance to district rules and regulations (see pages D 1-D 13). In no situation will any student be allowed to threaten the health, safety, and welfare of fellow students and/or staff members.

Severe inappropriate behavior includes:

- A. Classroom/school disruption
- B. Disobedience or disrespect
- C. Physical aggression or stealing
- D. Damaging property

H.D. Thoreau Elementary Refocusing Guide

Student: _____

Teacher: _____

Date: _____

Grade: _____

Step 1: Telling the story.

1) What happened?

First _____

Next _____

Then _____

Finally _____

2) What actions did you take that were not appropriate?

3) Make a list of at least two better choices you could have made or will make in the future.

Step 2: Right Wrongs

Who should you talk to? _____

What should you say? _____

Step 3: Consequences – making amends. May include: community service, time out, loss of recess, loss school privileges, in-house suspension, home suspension.

Student Signature: _____

Staff Signature(s): _____

Parent or Guardian Signature: _____

This form may be sent home with the student so the incident may be discussed with a parent or guardian. The parent or guardian signature confirms the student’s communication with his/her parent or guardian about the event and outcome. The form is expected to be returned to a staff member with a parent signature the following day.

cc: _____

Volunteer Information

We would like to thank you for your interest in volunteering at Thoreau Elementary School. As a volunteer, you are entering into a partnership that will have a direct, positive impact on our students' social and academic successes. At Thoreau Elementary School, we have over 360 students, 650 parents, and 41 staff members. When we bring this many people together working in one building, it is essential that we all have a common understanding of how we can best work together on behalf of student success. To work best together volunteers agree to:

1. Meet the legal requirement of completing and having approved the Lake Washington District Volunteer Application, disclosure form, and Washington State Patrol background form prior to volunteering with the school.
2. Reading and understanding concepts shared in the Lake Washington School District Volunteer Handbook.
3. Respect the privacy of school staff members and students' learning by not discussing school matters away from the classroom.
4. Keep all student information confidential. (In fact, disclosing this information is a violation of the Family Educational Rights and Privacy act of 1974 (FERPA).)
5. Avoid being alone with students. (If working one-to-one with a student always do so in a public area i.e. a hallway, classroom, or the library.)
6. Ensure that when working with students, appropriate physical contact should be brief, should not linger, and should not differ from student to student.
7. Check in at the office, sign in, and wear a volunteer visitor's badge, upon each volunteer visit.
8. Call the school, if you cannot make your scheduled volunteer time, so the teachers and students will know you will not be there.
9. Avoid bringing younger siblings along during a volunteer session.
10. Use only equipment you have been trained to use and report all malfunctions to the office staff.
11. Give staff members the "right of way" on copiers and school equipment. (Copiers are reserved for staff prior to the morning bell, during all recesses, and immediately after school.)
12. Always leave an area cleaner than you found it.
13. Once again, your volunteer work is an essential element to the success of our students.

On behalf of all students and staff, **"Thank You!"**

Lake Washington School District

ELEMENTARY SCHOOL STUDENT RIGHTS AND RESPONSIBILITIES

Behavioral Expectations of Students

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

Student Rights and Responsibilities

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

Rights

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

Responsibilities

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

Progressive Discipline

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

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

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

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

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

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

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

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

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

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

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

Human Dignity

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

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

Harassment

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

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

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

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

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

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

Alcohol, Drug and Tobacco-Free School

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

Dangerous Weapons

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

Student Searches

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

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

Exceptional/Serious Misconduct and Discipline

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

Exceptional/Serious Misconduct and Discipline

Violation	Definition	Consequence
Arson	Lighting a fire, causing any fire to be started, setting fire to school property or falsely setting off a fire alarm.	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 inhalants, prescription drugs beyond a daily dose and over the counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.	1st Offense: <ul style="list-style-type: none"> • STS EE/LTS and Assessment • Police Report 2nd Offense: <ul style="list-style-type: none"> • EE/LTS • Police Report
Drugs/Alcohol Sell Buy Transfer	Transfer, sale, or solicitation on school grounds or during school sponsored events. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.	1st Offense: <ul style="list-style-type: none"> • EE/LTS • Police Report

Violation	Definition	Consequence
Firearms	Possession, threat to use or use of a firearm.	1st Offense: <ul style="list-style-type: none"> • EE/E • Permanent expulsion from the LWSD • ROA (referral to an outside agency) • Conference • Police Report
Harassment, Intimidation, Bullying, Disrespect	Harassment (verbal, physical, visual) /Intimidation/Bullying/Disrespect: Derogatory remarks, phrases, gestures, teasing etc., which demeans the race, ethnic background, gender or individuality (e.g. character, sexual orientation, physical appearance) of a person, or inappropriate touching. Also: words, actions, or electronic communications that create a hostile environment or disrupt school operations.	1st Offense: <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE 2nd Offense: <ul style="list-style-type: none"> • STS, LTS, EE 3rd Offense: <ul style="list-style-type: none"> • STS, LTS, EE
Other Weapons, Explosives, and Dangerous Items	Possession, threat to use or use of other dangerous weapons (or replica weapons) i.e. knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices or any other item or substance which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Lighters, matches, incendiary or shock-producing devices.	1st Offense: <ul style="list-style-type: none"> • EE • STS to LTS • ROA (referral to an outside agency) • Conference • Police Contact/Report 2nd Offense: <ul style="list-style-type: none"> • EE • LTS • ROA (referral to an outside agency) • Conference • Police Contact/Report
Sexual Harassment	Unwelcome sexual comments, jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual or physical advances, unwanted touching, stalking, or gestures specific to an individual's gender.	1st Offense: <ul style="list-style-type: none"> • Conflict Mediation and/or STS, LTS, EE 2nd Offense: <ul style="list-style-type: none"> • STS, LTS, EE 3rd Offense: <ul style="list-style-type: none"> • STS, LTS, EE

Violation	Definition	Consequence
Threats	To express an intent to inflict injury or cause harm, to intimidate verbally, by use of hand signs, in writing or on a computer or other electronic device. Words or actions intended to inflict mental or physical harm are not allowed.	1st Offense: <ul style="list-style-type: none"> • STS, LTS and/or EE 2nd Offense: <ul style="list-style-type: none"> • LTS and EE

Other Forms of Misconduct and Discipline

Violation	Definition	Consequence
Academic Dishonesty	Any student who knowingly submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty. Academic dishonesty also includes the aiding and abetting of academic dishonesty of others.	1st Offense <ul style="list-style-type: none"> • Loss of credit • Parent contact 2nd Offense <ul style="list-style-type: none"> • Loss of credit • STS/LTS
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact • Police Contact
Assault	A student shall not perform physical, written or verbal violence toward another person causing fear or harm.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS, Police Contact/Report 2nd Offense <ul style="list-style-type: none"> • EE/LTS, Police Contact/Report
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	1st Offense: <ul style="list-style-type: none"> • Change clothes • Parent contact • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers student, staff, or community members.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact/Report
Extortion/Blackmail & Coercion	A student shall not extort or attempt to extort any item, information or money.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/LTS

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

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

Violation	Definition	Consequence
Trespass/Loitering/ Unauthorized Entrance	A student shall not enter or be present on school property without permission.	1st Offense: <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense: <ul style="list-style-type: none"> • EE/LTS
Unauthorized Use of Equipment	Computers, science equipment, and laser pens, cell phones and other personal technology devices may not be used in classrooms without teacher authorization. Photographs, video and audiotapes may not be published without permission. Inappropriate materials or websites may not be accessed or displayed.	1st Offense: <ul style="list-style-type: none"> • STS /LTS • Restriction of tech privileges 2nd Offense: <ul style="list-style-type: none"> • STS/LTS • Restriction of tech privileges, confiscation 3rd Offense: <ul style="list-style-type: none"> • EE/STS/LTS
Vandalism	Destruction or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies, littering, or displacing property.	1st Offense: <ul style="list-style-type: none"> • STS/LTS • Restitution/CS • Police intervention • Possible E 2nd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police intervention • Possible E 3rd Offense: <ul style="list-style-type: none"> • LTS • Restitution/CS • Police Intervention • Possible E
Vulgar or Lewd Conduct	Any lewd, indecent, vulgar, profane or obscene act or expression is prohibited. This includes swearing, spitting and obscene gestures, photographs and drawings including electronic communication.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience	Failure to follow reasonable requests and directions of school staff.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • LTS

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

Computer and Internet Code of Conduct

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

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

Technology Code of Conduct

1. Students are expected to follow the *Internet Code of Conduct* and the *Computer User Agreement and Release Form*.
2. Library and computers labs will be used for school use only.*
3. Students are expected to leave games and other applications at home.*
4. Computer labs will only be used when staff member is present.*
5. Students will leave food and beverages outside the computer lab at all times.
6. Students will clean up computer desktop (close all windows) upon leaving.*
7. Monitor positions are not to be changed.*
8. Students will not close screens, clear desktops, or turn off computers when teachers approach them.*
9. Students will not disturb other computer users.*
10. Students will not remove applications from the Hard Drive.**
11. Students will not install or download any personal software, peripheral, or hardware.***
12. Students will not vandalize or steal school equipment.***
13. Students will not alter internal components of the computers.***

* Warning – may be asked to leave lab for remainder of day
** Removal from lab and loss of computer privileges for one week
*** Removal from computers for one month and parent conference
**** Removal from computers for remainder of the year and parent conference

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

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

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

Health Room/Medication

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

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

Child Find

Child Find is a federal requirement for the purpose of locating, evaluating, and identifying student's age birth to 21 years with a suspected disability who reside within the boundaries of the Lake Washington School district and are currently not receiving special education services. Child Find services are conducted throughout the year in the Lake Washington School District through the guidance team process. If you or your parents have concerns about your language/communication skills, motor skills, intellectual, social, emotional, and/or physical skills, please contact the school and ask for the special education teacher, school psychologist or other guidance team member. You may also call the Special Services main office at 425-702-3201 or the district Child Find office at 425-836-6690 to request Child Find information.

Family Rights and Privacy Act

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

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

Enrollment/Variations

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

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

School and District Events

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

Bus Conduct Policy

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

Safety Rules and Regulations for Riding a School Bus

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

Rules of Conduct at the Bus Stop

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

Students should arrive at the bus stop 5 minutes before the scheduled bus time.

Students should wait to board the bus in an orderly manner.

Students should respect private property while waiting for the bus.

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

Supervision of elementary students at the bus stop is the responsibility of parents.

Penalties for Conduct at the Bus Stop

All school and district rules for student conduct apply at bus stops, on the bus, and on the way to and from school.

Violations will be subject to school consequences, including detention, suspension and /or expulsion.

Penalties for Infractions of Established Bus Rules

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

- **1st Infraction**-Warning or detention. A bus riding suspension may occur if the incident is considered a serious offense*. Procedure: A meeting may be called with the driver, school administration, and parents/guardian to discuss the incident and determine corrective measures. If the incident presents immediate danger to the student or others, assigned seating, alternative transportation and/or suspension may be possible.
- **Repeat Infractions**- Warning or detention. A conference with parent/guardian and/or bus driver will be held. A bus riding suspension may occur if the incident is considered a serious offense*. Procedure: A meeting with the driver and/or school administration, special education services, and parents/guardian will be held. The IEP may be reviewed and updated. Suspension of transportation services, change of bus route, assignment of a monitor, alternative transportation, and counseling may be considered as action required.

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

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

Appeal Procedure

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

H. D. Thoreau Parent Student Handbook Review | 2010

Dear Parents,

9/20/2010

Each school within the Lake Washington School District is required to develop, revise, and review school and district procedures and policies which ensure student safety within the school house. The intent of these procedures and policies is to assist in fostering a positive and productive school culture and environment. The handbook outlines specific behaviors students are expected to adhere to and disciplinary actions that are taken in the event that serious misconduct arises. While it is rare that elementary students engage in the serious behaviors outlined in the document, it is important for students and parents to understand the consequences connected to serious misconduct.

Each year we spend time with students reviewing the student handbook which includes school and district procedures and policies. We also ask that parents review the handbook with their children at the beginning of each year. As parents, we know that you will determine the developmental appropriateness of topics that need to be discussed based on the age of your child. We find that students will ask many more questions at home in the one on one conversation.

The elementary years are developmentally very important in establishing behaviors that teach tolerance, acceptance, and adherence to school procedures and policies that ensure positive and safe environment where all students are allowed to learn and flourish.

Thank you for joining us in this effort!

Myllinda Mallon, Principal

**Thoreau Parent & Student Handbooks were distributed to families last year. In an effort to save money and paper, we asked families to keep the handbook for 2-3 years. Parent Student Handbooks will be distributed to new families each year. Families with more than one student in the school may sign the same form.*

We have also posted the handbook on our webpage at:

Student Handbook Review Form

As a family, we have read, reviewed and discussed the Thoreau Elementary Parent & Student Handbook which includes the Lake Washington School District student rights and responsibilities policies.

We join the school in the commitment to promote learning, safety, and civility in agreeing to follow the expectations outlined in this handbook.

Student Name	Student Signature	Teacher's Name
--------------	-------------------	----------------

Student Name	Student Signature	Teacher's Name
--------------	-------------------	----------------

Parent Signature	Date
------------------	------