



Mark Twain Elementary

2011-2012 Family Handbook

Mark Twain Elementary School

9525 130th Ave N.E.
Kirkland, WA 98033

Office: (425) 936-2730
Safe Arrival: (425) 936-2731
Fax: (425) 936-2736
Website: www.lwsd.org/twain
Office Hours: 7:30 a.m. to 4:00 p.m.
Mascot: Bobcat
Colors: Purple and yellow
Our Vision: Every Student Future Ready
Our Mission: Everyone in the school community
committed to continuous improvement
and student success.

Lake Washington School District
Resource Center: (425) 936-1200
www.lwsd.org



This handbook belongs to:

Name _____

Teacher _____



Welcome

September 6, 2011

Dear Mark Twain Elementary Families,

I want to welcome you to Mark Twain Elementary for the 2011-12 school year! I look forward to meeting or getting reacquainted with all of you. Our staff is excited about the school year ahead and we're committed to the success of each and every student at Mark Twain.

We extend a special welcome to the new families who have come to Twain this year. You are an important part of our school community and we'll look forward to all that you will bring to our school.

The staff at Twain has worked hard to create a safe and engaging learning environment for all students. To that end, we have provided this school handbook. We encourage you to carefully read this handbook as a family. You will find important information that will help us provide a successful school year for your child. Further information regarding the school year will be sent home with students from time to time and we appreciate your prompt attention to this information. Our goal is to provide a safe, nurturing, engaging and challenging learning environment for all students.

We are committed to the well-being and academic success of every student at Mark Twain and believe that this can best be accomplished by maintaining a strong partnership between the school and each family. Students experience more success when they see parents and teachers working together on their behalf. We invite each of you to share in the exciting process of learning, growing, and having fun at Mark Twain Elementary. Please feel free to contact me if you have questions, concerns, or ideas regarding your child's education.

Sincerely,

Rick Burden
Principal



MARK TWAIN PTSA

WHAT DO WE DO?

We support over 30 committees focused on child advocacy and community. Fundraising allows us to offer programs like:

- **Academic Tutoring Grants** which provide assistance to students in need
- **Field Trip Grants** which allow students to explore beyond the classroom
- **Explore Art** which provides in-class art lessons
- **Family Fun and Skate Party** which organize fun events for the whole family
- **After School Programs** which offer enrichment programs like Handwriting Without Tears, Jump Rope, Art Lessons, and Bricks4kids
- **Reflections and Studio East** which give students a chance to demonstrate their talents

WHY JOIN?

Your membership supports our students and strengthens our school community! When you become a PTSA member, you:

- Help fund scholarships at the local, state, and national level
- Add credence to our legislative voice – there is power in numbers!
- Receive a complimentary student directory, available only through membership
- Become a part of the largest child advocacy organization in the nation
- Are NOT obligated to volunteer unless you want to!

We encourage you to be a part of what we do for our school. Join the PTSA and make a difference!

Amy Maher, PTSA President
twainptsa@hotmail.com / 425-827-1543

PTSA[®]
everychild.onevoice.

Mark Twain

Student Supply List

2011-12

Note: Individual teachers may request additional supplies when classes are assigned.

KINDERGARTEN (Please do not label supplies)

- 6 Glue sticks, large
- 1 Folder, plastic, 2-pocket, any color.
- 1 box **Crayola** crayons, 48 or 64 pack, your choice
- 1 box markers, fat, set of 8, classic colors
- 1 3-ring binder, 1" white clear view cover
- 12 x 12 primary colored card stock 25 count or more
- 3 reams white copy paper, 20 lb.
- 2 **Pink Pearl** erasers
- 1 large box (Costco size) cereal, crackers, or fruit snacks to share at snack time
- 1 tub wipes, w/aloe, unscented
- 1 box facial tissues
- 1 7 oz. hand sanitizer
- 1 sturdy (**wheel less**) standard size backpack
Needs to hold folder & lunchbox. Must label with name.

FIRST GRADE

- Large, sturdy (**wheel less**) backpack-labeled w/ name
- 2 **Pink Pearl** erasers
- 1 12/pack pencil cap erasers
- 1 Folder, plastic, 2-pocket, any color
- 1 Scissors, 5 inch, pointed tip (such as **Fiskars**)
- 1 pencil box—plastic
- 2 doz. #2 pencils, sharpened (Tri-Write okay)
- 1 box markers, washable, thin, set of 8
- 1 box markers, washable, fat, set of 8
- 1 box colored pencils, 12 pack, basic colors (sharpened)
- 1 box **Crayola** crayons, 24 pack, basic colors
- Glue sticks, large & small (no colored glue)
- 1 7 oz. plastic bottle, white glue
- 1 pack 3" x 3" (any color) post-it-notes
- 1 Spiral notebook, wide ruled, one subject
- 2 Highlighters (any color)
- 1 **Crayola** watercolor paint set, washable, 8 colors w/ brush
- 3 reams white copy paper, 20 lb.
- 1 tub wipes, w/aloe, unscented
- 1 box facial tissue
- 1 7 oz. hand sanitizer, foaming, alcohol free, pump
- 1 box of crackers

SECOND GRADE

- Large, sturdy (**wheel less**) backpack-labeled w/ name
- 2 Flair "**Papermate**" pens, black
- 1 box **Crayola** crayons, 24 pack, basic colors
- 1 box markers, fat, set of 8, classic colors
- 1 box colored pencils, 12 basic colors
- 1 **Crayola** watercolor paint set, washable, 8 colors w/brush
- 1 box facial tissue
- 2 doz. #2 pencils Ticonderoga Tri-Write only (sharpened)
- 1 pencil box, plastic
- 2 **Pink Pearl** erasers
- Scissors, 5 inch, pointed tip, (such as **Fiskars**)
- 6 Glue sticks, large
- 3 Folders, plastic, 2-pocket style , any color
- 2 pack spiral bound notebook, wide rule, 70 count
- 3 reams white copy paper, 20 lb.
- 1 tub wipes w/aloe, unscented
- 1 7 oz. hand sanitizer, foaming, alcohol free, pump
- 1 box of crackers

THIRD GRADE

- 1 3-ring binder w/front and back inside pockets, 2"
- 1 notebook filler paper, wide rule, 120/pack
- 1 box **Crayola** crayons, 16 pack basic colors
- 1 box colored pencils, 12 basic colors
- 1 ruler, 12" plastic, inch & cm
- 2 doz. #2 pencils (sharpened)
- 1 pencil pouch, fabric, 3 hole w/grommets, 10" x 6"
- 2 **Pink Pearl** erasers
- 1 pencil/crayon sharpener with shavings catcher
- 1 stick pen, med. point, blue or black
- Scissors, pointed tip, 5 inch (such as **Fiskars**)
- 2 Glue sticks, large
- 1 Folder, plastic, 2-pocket style, any color
- 1 spiral bound notebook, wide rule, 200 sheets
- 2 **Mead Composition** books, 8", 100 sheets
- 1 pack 3" x 3" yellow post-it-notes
- 1 clipboard, letter size, brown
- 1 box thin markers, 12/set (no fat markers)
- 1 3/pack highlighters, multi-color
- 1 **Sharpie**, fine point marker, black
- 1 Calculator, large display, 8 digit, dual power
- 2 reams white copy paper, 20 lb.
- 1 box facial tissue
- 1 Refill pack of wipes, w/aloe, unscented
- 1 hand sanitizer, foaming, alcohol free, 7 oz

Mark Twain
Student Supply List
2011-2012

ALL 4th, 5th, and 6th grade students must purchase a grade level DAILY PLANNER for \$5.00. Please send cash or check made out to Mark Twain Elementary.

FOURTH GRADE

- 1 3-ring binder, 2" standard
- 1 box colored pencils, 8 basic colors, sharpened
- 1 box **Crayola** crayons, 24 pack, basic colors
- 2 doz #2 pencils with erasers, sharpened
- 1 12/pack pencil cap erasers
- 3 Folders, plastic, 2 pocket, any color
- 1 12" ruler, plastic, inch & cm
- 1 Scissors 7" pointed tip (such as **Fiskars**)
- 3 spiral bound notebooks, wide ruled, 70-100 pg
- 2 Glue sticks, large
- Calculator, large display, 8 digit, dual power
- 2 box facial tissue
- 1 small paperback or notebook dictionary
- 1 Marker, felt tip, med., black
- 2 **Pink Pearl** erasers, large
- Pencil box
- 3 packs notebook filler paper, wide rule
- 3 reams white copy paper, 20 lb.
- Hand sanitizer, alcohol free, pump, 7 oz.
- \$5.00 check for 4th grade daily planner**

FIFTH GRADE

- 1 3-ring binder
- 3 spiral notebooks, minimum of 200 pages each
- 6 folders, 2-pocket, any color
- 2 doz #2 pencils, sharpened
- 1 Pink Pearl eraser
- 1 12" ruler plastic, inch & cm.
- 6 Glue sticks, large
- 1 set Markers, classic colors, wide tip, 8/set
- 1 pencil box
- 1 pack notebook filler paper, wide rule
- 1 box colored pencils, 8 basic colors, sharpened
- 1 Calculator (basic, solar)
- 1 6/pack multi-color highlighters, chisel tip
- 1 pack 3" x 3" yellow post it notes
- 1 clipboard, letter size, brown
- 1 pencil/crayon sharpener with shavings catcher
- Paperback dictionary or student dictionary
- 1 **Crayola** watercolor paint set, washable, 8/color with brush
- 1 7 oz. hand sanitizer, foaming, alcohol free, pump

FIFTH GRADE Continued

- 1 Scissors, pointed tip (adult size)
- Personal stapler
- 2 **Mead Composition Book**—8"
- 1 Box markers, washable, thin tip, 8/set
- 1 set oil pastels
- 1 Protractor
- 1 **Black Flair "Papermate"** pen
- 3 reams white copy paper, 20 lb.
- \$5.00 check for 5th grade daily planner**

SIXTH GRADE

- 1 3-ring binder, 2" all subject, standard size
- 3 spiral notebooks, 80 pages (reading/writing/spare)
- 2 folders, 2-pocket, any color
- 1 3-ring binder, 1" for math
- 2 doz, #2 pencils, sharpened
- Notebook filler paper, wide rule, 120/pk
- 1 box colored pencils, 24 basic colors, sharpened
- 1 **Pink Pearl** eraser, large
- Pencil pouch for binder
- 1 box markers, washable, fine tip 8/set
- 1 box **Crayola** crayons, 24 pack, basic colors
- 1 each Black "Sharpie"
- 2 stick pens, med point, blue or black
- 2 Highlighters
- 2 Glue sticks, large
- 1 Scissors
- 1 Calculator
- 1 12" ruler, inch/cm
- 1 pencil /crayon sharpener with shavings catcher
- 1 pack 3" x 3" yellow, Post-it-notes
- 1 box facial tissue
- 2 reams white copy paper, 20 lb.
- \$5.00 check for 6th grade daily planner**

Continued...

Getting To and From School

Walking	Riding the Bus
<ul style="list-style-type: none"> • Obey crossing guards • Stay on walkways • Walk with a buddy • Go directly to school • Walk instead of run 	<ul style="list-style-type: none"> • Cooperate and obey the bus driver • Be courteous • Remain seated while the bus is in motion • Cross 10 feet in front of the bus • Students need a blue bus pass to ride with a friend • See “Bus Conduct Policy” (p.109)
Riding Bikes	Shoes with built in wheels/Rollerblading/ Skateboarding/Scooters:
<ul style="list-style-type: none"> • 4th, 5th and 6th may ride their bikes • Signed bicycle application must be on file in the office • Wear helmet and follow all bike rules • Ride with a buddy • Obey crossing guard • Walk your bike on campus and lock your bike 	<p>Because of safety and liability concerns, the district does not allow these on school grounds; therefore students are asked to leave skateboards, rollerblades, scooters, and shoes with built in wheels, at home.</p>

Attendance

Mark Twain Elementary School requires a high level of participation in engaged learning. Regular attendance enables students to benefit from classroom discussions, presentations, and interactive activities. These shared academic experiences are integral to the learning process and cannot be re-created or replicated.

Tardy: A child not in the classroom at 8:30 a.m. is considered tardy and must obtain a slip from the office prior to entering the classroom.

Absent: When a student is absent, the parent must notify the office by 8:30 a.m. [**Safe Arrival (425) 936-2731**]. We must know that all students who started to school have arrived safely. If no prior exchange of information has occurred, the office will make a call to the home.

Early Dismissal: If your child will be leaving during the school day, please send in a note to the teacher, or e-mail the teacher. At dismissal time, you still need to **go to the office to sign your child out**. The office will call the classroom teacher who will have your child come to the office to meet you.

Family Vacations: Parents and students are reminded that Washington State Law requires compulsory attendance for students. We strongly discourage family vacations when school is in session. In addition to compromising the attendance law, family vacations interrupt the educational process of each subject in ways that make-up work cannot reverse. Teachers are NOT required to provide homework assignments prior to a family vacation; however, they do appreciate being informed about planned absences.

Changing Dismissal “End of Day” Routine: If your child’s normal dismissal routine is to be altered on a particular day, please send a note, to the classroom teacher, or call the school office, describing the change and who will meet your child at school, if someone is to do so. Experience tells us that, if a child does not have such a note and we can not locate the parent, the best approach to take is to have the child follow the normal dismissal routine.

School Lunch Program

Hot lunches, with plain, chocolate milk, or juice included, are available to all students who wish to purchase them. The price for hot lunch is \$2.50 (price may be subject to change). For those children who bring their lunches from home, milk and juice is sold separately for \$0.50. Students may bring a check to deposit into their personal school lunch account. They may buy hot lunch or milk/juice from this account. Adult lunch is \$3.25 (price may be subject to change).

Menus are printed and distributed to students on a monthly basis from the school. The children have 50 minutes for a lunch and recess period. Teacher aides supervise the lunch and playground periods. Behavior conducive to good eating habits is expected in the lunchroom.

If not purchasing from a lunch account, it is requested that children bring the correct change each day. This will facilitate and expedite the serving and sale of lunches and drinks.

Twain Elementary School-Wide Behavior Expectations

The following behavior expectations will be taught and reinforced throughout the year. Please take time to review these with your child. We are emphasizing the theme of **Respect** in order to promote positive student behavior toward themselves, others and our school.

Respect Yourself

- Learn from experiences
- Ask for help when needed
- Practice safe behavior
- Listen to learn
- Believe in yourself

Respect Others

- Be kind and caring
- Share
- Accept guidance & direction from the adults who work at our school
- Encourage and learn from others

Respect This Place

- Keep our school clean
- Return things to their place
- Use materials wisely
- Recycle
- Tell people what you like about our school

Discipline and Behavior Expectations

Our behavior expectations & discipline policy at Twain reflect the belief that each person is responsible for his/her actions and words. The behavior of students, staff and parents will demonstrate respect for self, others, and our school.

Responsible Playground Behavior

The following expectations are designed to help students practice responsible, positive behavior on the playground.

1. Safety first
2. Treat everyone with respect.
3. Solve problems peacefully/seek help if needed.
4. Use equipment appropriately.
5. Toys and personal play/sports equipment should be left at home.
6. Take turns on equipment.
7. Games are open to all students. Stay outside unless you have a building pass.
8. When the bell rings, stop what you are doing and walk to the building.
9. Walk to the covered area immediately in the case of a thunderstorm or heavy rain.
10. When a student is injured, report it immediately to an adult.
11. Leave rocks, woodchips and dirt on the ground.
12. No food on the playground.
13. The Big Toy is closed for play before school.
14. Do not bring umbrellas out at recess.

School/Classroom Discipline Plans

It is the duty and responsibility of each teacher to develop and discuss with his or her students appropriate rules of conduct within the classroom that will insure a maximum learning environment for each child. Students who consistently fail to abide by classroom rules may be referred to the principal where appropriate disciplinary measures will be implemented. Disciplinary measures may include, but are not limited to:

- A. Discussion with the child and the development of a plan implemented by the student leading to more appropriate behavior.
- B. Loss of free time activities (i.e. recesses) for a stated period of time.
- C. Notifying the parent about their child's behavior.
- D. Request for parent conference.
- E. In-school suspension.
- F. Short-term suspension.
- G. Long-term suspension.
- H. Expulsion.

Every teacher is required to have a set of classroom rules. These may be the same as the building expectations included in this handbook. If you have not seen a copy of your child's classroom rules, please request one.

Please note: Acts of violence, stealing, profanity and vulgarity are serious offenses and can lead to suspension. No gambling or borrowing of money is allowed at school. **Possession of guns, knives, or other dangerous weapons WILL NOT be tolerated on school buses, at bus stops, or at school and may result in IMMEDIATE EXPULSION and involvement of law enforcement.**

Dress Code

To help foster a positive attitude and respect for the learning environment, our students are expected to display personal cleanliness, neatness and appropriate attire. Students are expected to wear clothes that are neat, clean and suitable for school and all school related activities. Clothing that interferes with and/or distracts from the educational process will be subject to review. Objectionable graphics, drug, alcohol or tobacco advertising, are not allowed.

Hats

No hats (including visors, bandanas or sweatbands) inside the building. No sunglasses.

Pants

Pants and shirts should be worn so that tummies and undergarments are not exposed. Deliberately torn or ripped pants are not allowed, though we do understand that elementary age students might rip their pants by accident during the course of the school day. Wallet chains are not allowed.

Shorts

Shorts must be hemmed and must extend in length at least to the fingertips.

Dresses and Skirts

Dresses and skirts must extend in length at least to fingertips. If there are slits, the slits must begin below the fingertips.

Shirts

Shirts should be worn so that tummies and undergarments, including undergarment straps, are not exposed. No tank tops with thin straps or spaghetti straps. Shirts for 5th and 6th grade students must be 3 inches across the shoulder. Because our younger students wear smaller clothing, measurement across the shoulder may be smaller than 3 inches, but straps should be substantial enough that the shirt is not a tank or spaghetti strap top.

Hair and Body Art

Radical hair coloring and tattooing (either temporary or pen-drawn) create a significant disruption to the learning environment, and is not appropriate at school.

Personal Items at School

Probably no single thing interferes more with normal routine and instructional programs at school than the presence of numerous items that should be left at home. With the exception of items brought for special occasions and with advance teacher permission, **all items such as radios, games, toys, dolls, etc., should be left at home.** Personal i-pods, cell phones and hats may be used or worn before and after school only. The school is not responsible for lost or stolen personal items.

Keeping Our Students Safe: Emergencies at School

Your child's safety is very important to us. Learn more about what to do in an emergency and what our school will do.

Staying connected: The district uses School Messenger, a parent notification system, to reach parents with routine and emergency messages.

Who gets the call? This communications system allows the district to send mass telephone, e-mail and text messages to parents and guardians in a timely fashion. But parents are busy people. So the district has developed some protocols around how and when this tool is used. The following describes some of those uses and what parents need to know.

The contact information from the Yellow Emergency Information card that parents/guardians must file each year is put into the district's student information system. Once a day, new information from that system is downloaded into School Messenger's secure and confidential system. So within 24 hours of being entered, a new family may begin receiving communications.

Routine calls are made to the first telephone number on record for the first family listed. These recorded message calls may come from the district office or the student's school. They are often reminders, such as when curriculum night is being held, or new information parents may need, such as a change in school schedule. The system does mark duplicates, so parents with more than one student will not get duplicate calls. If the telephone is answered by an answering machine, the system will leave a message.

Emergency calls that take place in non-school hours usually will also go just to that first telephone number. That's because students have left the school and are under their parent's/guardian's supervision. This kind of call may be made, for example, to tell families that school will be closed because of a power outage, fire or other damage to the building.

Schools, especially, may use this system to send out routine information and reminders through its **mass e-mail system**. Those e-mails go to the e-mail address on file with the district.

In a true emergency, such as a fire or earthquake, the district or school may need to get to parents quickly. Parents may need to come to the school to pick up their student. Or they may be asked not to come to school or to go to a different location to be reunited with their student. In the case of a true emergency, School Messenger will send a message from the district in **all of these ways**:

- A recorded message to every telephone number on record for a student
- An e-mail to each e-mail address on record – with a file that can be played of the telephone message
- A text message to each cell phone on record, if the cell phone's owner has previously opted in to receiving those messages (see instructions below)

District and school staff has strict instructions to use this emergency tool in a true emergency only.

In case of bad weather

To ensure that all families know when school has been cancelled or delayed, Lake Washington School District will place a call to all parents via School Messenger beginning at 6 a.m. on those days. If you need to know whether school has been cancelled or delayed before you get a call, the information will also be available on this website or at www.schoolreport.org or on many local television or radio stations.

Changing your numbers or e-mail addresses

Because this information is housed in our student information system, changes must be made at your child's school. Simply contact the school office to let them know if you want to change which telephone number is listed first. Some parents who do not want early bad weather calls to go to their home number may choose to list a cell phone first. That way they can turn off that phone's ring if they don't want to get the early call until they choose to listen to it.

Lake Washington School District can block a specific telephone number from getting calls but that will block it from getting any calls. We discourage parents from blocking their student's first telephone number listed since that will block all mass calls from their school or from the school district.

For more information, contact the Communications Office at 425-936-1300.

PeaceBuilders

Mark Twain Elementary is a PeaceBuilder school. PeaceBuilders is a program designed to help us create an environment that reduces violence and establishes a more peaceful way of living in our school and community. In PeaceBuilders, six carefully worded guidelines form the central strategy for behavior at our school.

The entire staff has been trained to use and teach these guidelines in the classroom and on the playground each day. They have been very helpful in “increasing the peace” at Mark Twain Elementary.

The PeaceBuilders Pledge

I am a PeaceBuilder.

I pledge. . .

- *To praise people,*
- *To give up put-downs*
- *To seek wise people*
- *To notice and speak up about hurts I have caused*
- *To right wrongs*
- *To help others*

I will build peace at home, at school, and in my community each day.

Recognizing Our PeaceBuilders

One of the ways we increase the peace at Mark Twain is to recognize students who are following the PeaceBuilder guidelines by writing Praise Notes to each other. Both staff and students can fill out these notes which are then posted in classrooms, sent home to parents, or sent to the principal for extra recognition. We appreciate our Mark Twain PeaceBuilders!

Student Success Plan

1. Attend school everyday (unless you are sick) and be on time.
2. Come to school prepared for the school day.
 - Have homework finished.
 - Have pencils, papers, and materials ready.
 - Be ready to listen, learn and share your ideas.
 - Make good use of your time.
3. Be respectful of students, staff and property.
4. Do your best!

Lake Washington School District

Elementary School Student Rights and Responsibilities

Behavioral Expectations of Students

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

Student Rights and Responsibilities

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

Rights

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

Responsibilities

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

Progressive Discipline

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

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

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

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

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

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

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

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

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

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

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

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

Alcohol, Drug and Tobacco-Free School

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

Dangerous Weapons

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

Human Dignity

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

Non-Discrimination

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

Harassment

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

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

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

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

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

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

Incident Reporting and Investigative Process: Any student who believes that he or she has been the target of unresolved, severe, or persistent harassment, intimidation, or bullying, or any other person in the school community who observes or receives notice that a student has or may have been a target of unresolved, severe, or persistent harassment, intimidation, or bullying, may report incidents verbally or in writing to any staff member. All staff are responsible for receiving oral and written reports. Whenever possible, staff who initially receive an oral or written report of harassment, intimidation, or bullying shall attempt to resolve the incident immediately. If the incident has been resolved to the satisfaction of the parties involved, or if the incident does not meet the definition of harassment, intimidation, or bullying, no further action may be necessary. All reports of unresolved, severe, or persistent harassment, intimidation, or bullying will be recorded on a district Incident Reporting Form and submitted to the principal or designee, unless the designee is the subject of the complaint. The steps in filing an Incident Reporting Form and its investigation and corrective measures are set forth in District Policy. A statement summarizing the policy and procedure will be posted and disseminated in each school, on the district's web-site, and reviewed with employees and students on an annual basis.

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

Student Searches

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

Exceptional/Serious Misconduct and Discipline

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

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Arson	Lighting a fire, causing any fire to be started, setting fire to school property, or falsely setting off a fire alarm	1st Offense* • EE/LTS • Police Contact • Restitution as Appropriate
Assault (Resulting in Bodily Harm)	Inflicting physical harm, being physically violent, using unwanted force, or demonstrating immediate intent to inflict physical harm. This includes sexual assault.	1st Offense* • EE/LTS • Police Contact

<p>Disruptive Conduct/ Behavior</p>	<p>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.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
<p>Drugs/Alcohol Possession Use Paraphernalia</p>	<p>Possession, use, or being under the influence of drugs/alcohol on school grounds, on school transportation, or during school sponsored events on or off campus. Includes inhalants, prescription drugs beyond a daily dose, over-the-counter drugs in quantities or mixtures that are suspect and capable of causing serious harm, or any substance represented as such. Possession of paraphernalia or any item that can be used to ingest or conceal drugs or alcohol.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact • Drug/Alcohol Assessment: includes release of information to administration and follow through with assessment recommendations <p>LTS may be held in abeyance and conditionally reduced to STS/ lesser LTS if student fully complies with above assessment procedures</p> <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact
<p>Drugs/Alcohol Sell Buy Transfer</p>	<p>Transfer, sale, sharing, or solicitation on school grounds, on school transportation, walking/riding to school, or during school sponsored events on or off campus. Includes illegal drugs, inhalants, controlled substances, and combinations or amounts of over-the-counter drugs that could be seriously harmful, or any substance represented as such.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/LTS • Police Contact
<p>Firearms</p>	<p>Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.</p>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/E up to one year • Police Contact • Conference <p>2nd Offense</p> <ul style="list-style-type: none"> • EE • Police Contact • Permanent Expulsion from LWSD

Harassment, Intimidation, Bullying	<p>Harassment, intimidation, or bullying means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated because of his or her perception of the victim's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, or sensory handicap or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:</p> <ul style="list-style-type: none"> • Physically harms a student or damages the student's property; or • Has the effect of substantially interfering with a student's education; or • Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or • Has the effect of substantially disrupting the orderly operation of the school. 	<p>1st Offense</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS <p>2nd Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS
Illegal Acts	<p>A student shall not engage in the commission of any illegal or criminal act that either results or could foreseeably result in injury or damage to self, others, or property. This includes the possession or distribution of illegal images, including sexual images on cell phones or other electronic devices.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact
Other Weapons, Explosives, and Dangerous Items	<p>Possession, threat to use, or use of other dangerous weapons (or replica weapons) is prohibited. This includes knives, BB guns, paintball guns, martial arts weapons, explosives, incapacitating agents, laser devices, or any other item which can inflict or threaten substantial harm or which can be perceived by others as a weapon. Principals may pre-authorize use of replica weapons for educational purposes. The District has a policy of no tolerance for weapons.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • EE/STS/LTS • Police Contact <p>OR</p> <ul style="list-style-type: none"> • Possible lesser corrective action based on particular facts and circumstances.
Sexual Harassment	<p>Harassing conduct includes repeated offensive sexual flirtations, advances or propositions, continued or repeated verbal abuse of a sexual nature, graphic or degrading verbal comments about an individual or about his/her appearance, or any offensive or abusive physical contact including, offensive jokes, innuendoes, compliments, cartoons, pranks and/or other verbal, visual, electronic communications (e.g. sexting), or physical conduct, including stalking. Conduct is gender-based when it would not occur but for the sex of the person to whom it is directed.</p>	<p>1st Offense*</p> <ul style="list-style-type: none"> • Conflict Mediation and/or EE/STS/LTS/Police Contact
Threats	<p>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>	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact

Other Forms of Misconduct and Discipline

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

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Academic Dishonesty	Any student who submits work of others represented as his/her own shall be considered to have engaged in academic dishonesty (cheating). Academic dishonesty also includes the unauthorized use of electronic devices, the use of unauthorized material or unauthorized communication of any kind during testing, and the aiding and abetting of academic dishonesty of others.	1st Offense <ul style="list-style-type: none"> • Loss of Credit on Assignment • Parent Contact 2nd Offense <ul style="list-style-type: none"> • Loss of Credit • Parent Contact
Alteration of Records	A student who falsifies, alters, destroys a school record or any communication between home and school shall be subject to corrective action.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS • Parent Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS • Parent Contact
Assault	A student shall not threaten injury or attempt to cause physical injury or intentionally behave in such a way as could reasonably be expected to cause physical injury to any person. This includes sexual misconduct (i.e. unwanted touching or grabbing of sexual parts, indecent exposure, or other inappropriate sexual conduct) and intentional spitting.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact
Attendance/Truancy	A student shall not be absent or tardy from classes without an approved excuse. Such a student shall be subject to corrective action or discipline.	<ul style="list-style-type: none"> • Parent Contact • Follow Absentee/Tardy Policy/Becca Referral
Disruptive Conduct/Behavior	A student is not permitted to disrupt the educational process or the orderly operation of a school or a school-sponsored activity. This includes, but is not limited to, blocking building entrances, hallways, stairways, or deliberately disrupting the normal passage of others; and deliberately using any electronic device, including cellular telephones, to cause a disruption.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Parent Contact 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact • Parent Contact

Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	1st Offense* <ul style="list-style-type: none"> Change Clothes/Parent Contact/EE/STS/LTS
Endangerment of Others	A student shall not act in a manner that endangers students, staff, or community members.	1st Offense* <ul style="list-style-type: none"> EE/STS/LTS/Police Contact
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
Fighting	A student shall not engage in or provoke physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	1st Offense <ul style="list-style-type: none"> EE/STS/LTS/Mediation 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
Gambling	A student shall not engage in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	1st Offense <ul style="list-style-type: none"> EE/STS Confiscation of gambling items (e.g. cards, dice, etc.) 2nd Offense <ul style="list-style-type: none"> EE/LTS
Gang Activity	A student shall not knowingly engage in gang activity on school grounds. A gang is a group of three or more persons with identifiable leadership which, on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.	1st Offense <ul style="list-style-type: none"> EE/STS/LTS Police Contact 2nd Offense <ul style="list-style-type: none"> EE/STS/LTS Police Contact 3rd Offense: <ul style="list-style-type: none"> EE/LTS/E Police Contact
Hazing	A student shall not participate in or fail to report known activity that demeans or abuses any student or members or potential members of a team or club.	1st Offense* <ul style="list-style-type: none"> EE/STS/LTS

Immediate Danger and Disruption	If a student’s presence poses an immediate and continuing danger to the student (including harm to self), other students, school personnel, or an immediate and continuing threat of substantial disruption to the educational process, that presence is not permitted.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/E • Parent Contact Self Harm <ul style="list-style-type: none"> • Parent contact • EE/STS/LTS/ Police Contact according to circumstances
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"> • EE/STS/LTS
Lying	Telling or writing untruths.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • STS/LTS
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 2nd 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, drug and alcohol use and sales, inappropriate computer/network behavior, harassment occurring off-campus, including the inappropriate use of e-mail, texting, Skype, or other internet or electronic communications such as to harass or harm others.	1st Offense* <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact
Theft	A student shall not steal, be involved in stealing, possess without permission, and/or sell with knowledge of or reason to know of stolen property.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Restitution for school property 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact • Restitution for school property

Tobacco	A student shall not possess, use, or distribute any tobacco product, or chemicals, devices, or any other tobacco product that has the same flavor or physical effect of nicotine substances.	1st Offense <ul style="list-style-type: none"> • Diversion • If not Diversion, then STS 2nd Offense <ul style="list-style-type: none"> • STS
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
Unauthorized Use of Cell Phones or other Electronic Devices During Class Time	Cell phones and other personal electronic devices must be turned off and may not be used in classrooms without teacher authorization.	1st Offense <ul style="list-style-type: none"> • Confiscation for the day 2nd Offense* <ul style="list-style-type: none"> • Confiscation; device returned only to parent/guardian
Unauthorized Use of Equipment	Computers and other equipment shall not be used in classrooms without teacher authorization. Photographs, video, and audiotapes may not be published without permission. Inappropriate materials or websites may not be accessed or displayed.	1st Offense* <ul style="list-style-type: none"> • Confiscation for the day • STS/LTS • Restriction of tech privileges
Vandalism	Destruction, damaging, or defacing of school or personal property is not allowed. This includes tampering with equipment or supplies or displacing property.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact/Restitution/CS/E 2nd Offense <ul style="list-style-type: none"> • EE/LTS/Police Contact/Restitution/E
Vulgar or Lewd Conduct/Profanity	Any lewd, indecent, vulgar, profane, or obscene act or expression is prohibited. This includes swearing, spitting, and obscene gestures, photographs, and drawings, including electronic communication.	1st Offense <ul style="list-style-type: none"> • EE/STS/LTS 2nd Offense <ul style="list-style-type: none"> • EE/LTS
Willful Disobedience/Disrespect	Failure to follow reasonable requests and directions of school staff or acting in a disrespectful manner.	1st Offense <ul style="list-style-type: none"> • STS 2nd Offense <ul style="list-style-type: none"> • STS/LTS
Short-Term Suspension (STS) Long-Term Suspension (LTS) Emergency Expulsion (EE) Community Service (CS) Expulsion (E) *subsequent offenses will incur equal or greater consequences		

Computer and Internet Code of Conduct

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

1. Protect your logon information from others. Do not use others' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way. Do not delete or add software or peripheral equipment to district computers without permission.
4. Be a good digital citizen.
 - Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
 - Do not use the Internet to access or process pornographic or otherwise inappropriate material.
 - Be ethical and courteous. Do not send hate, harassing, or obscene mail; text or images; libelous, scandalous or discriminatory remarks; or demonstrate other antisocial behaviors. Such communications may be subject to school discipline, legal action, and/or police contact.
 - District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (spam), propagation of viruses, or distribution of large quantities of information (chain letters, network games or broadcasting messages).
 - Use district computers for educational purposes only. No commercial or political activity is allowed.
5. Be academically honest. Do not assume that because something is on the Internet that you can copy it.

Technology Code of Conduct

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

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

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

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

Health Room/Medication

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

The Lake Washington School District's medication policy states that medication will be administered between 11:00 AM and 1:00 PM daily. Exceptions require nursing approval. Medications that are given three times a day (antibiotics) should be given at home in the morning, afternoon, and evening. Students may not medicate themselves unless the health care provider indicates that they may do so. This must be documented on the student's medication order. Should medication need to be administered at school, parents must have their child's health care provider sign the LWSD medication form (#4023), provide a separate prescription pharmacy bottle labeled by the pharmacist (handwritten labels will not be accepted); and bring the pharmacy bottle with the exact amount of medication needed for the designated time period (no more than one month at a time) to school. The parent must pick up any unused medication by the last of school.

Child Find

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

Family Rights and Privacy Act

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

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

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

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

School and District Events

All elementary school students must be accompanied by an adult at evening events. In addition, elementary students attending junior high school and high school athletic and/or other events must be supervised by an adult. All school conduct regulations remain in effect at school and district events, and apply to students when they are visitors at other schools. Students will be accountable at their home school for violations that occur at other district schools or at school-sponsored events.

BUS CONDUCT

Policy

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

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

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

Safety Rules and Regulations for Riding a School Bus

Cooperate with and obey the driver at all times.

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

Students must ride their regularly assigned busses at all times unless written permission has been granted by the school office. Each student may be assigned a seat in which they must be seated at all times.

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

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

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

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

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

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

Belongings of students must be kept out of the aisle.

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

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

Rules of Conduct at the Bus Stop

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

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

Students should wait to board the bus in an orderly manner

Students should respect private property while waiting for the bus

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

Penalties for Infractions of Established Bus Rules

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

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

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

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

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

*Serious Infraction: May result in immediate suspension of bus-riding privileges for the balance of the school year.

Examples of serious infractions: weapons, alcohol, tobacco, drugs, or fighting while on the bus or at the bus stop.

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

Appeal Procedure

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

Discipline for Students Enrolled in Special Education

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

Procedures:

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

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

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

Kindergarten Drop off Procedure

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

Emergency Evacuations

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

Fire or Danger of Fire

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

Unsafe Position

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

Emergency Exit Procedures

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

WAC 392-145-045 Emergency Drills

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

LAKE WASHINGTON SCHOOL DISTRICT # 414

2011-2012 Calendar

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

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OCTOBER

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NOVEMBER

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DECEMBER

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JANUARY

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29	30	31★				

FEBRUARY

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MARCH

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APRIL

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JUNE

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JULY

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29	30	31				

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

Important Dates

Aug. 29-31 LEAP Days
 Sept. 1 LEAP Day
 Sept. 5 No school – Labor Day
 Sept. 6 First Day of School
 Oct. 3-4, 6 Half-Day Elementary Conferences
 Oct. 7 No school – LEAP Day
 Nov. 3 Last Day 1st Quarter Secondary
 Nov. 11 No school – Veterans' Day Observed
 Nov. 14 Secondary Grades Due
 Nov. 23 Half-Day
 Nov. 24-25 No school – Thanksgiving Vacation
 Dec. 19-30 No school – Winter Break
 Jan. 2 No school – Winter Break
 Jan. 16 No school – Martin Luther King Jr.
 Jan. 24 Elementary Grades Due

Jan. 27 Last Day 1st Semester Secondary
 Jan. 31 Half-Day Elementary Conferences
 Feb. 2-3 Half-Day Elementary Conferences
 Feb. 3 Secondary Grades Due
 Feb. 16-17, 20 No school – Mid-Winter Break
 March 16 No school – LEAP Day
 March 30 Last Day 3rd Quarter Secondary
 April 2-6 No school – Spring Break
 April 13 Secondary Grades Due
 May 4 No school – LEAP Day
 May 28 No school – Memorial Day
 June 14 Elementary Grades Due

June 20 Half-Day – Last Day of School
 Last Day - Secondary 2nd Semester
 Secondary Grades Due

Key

★ Check Important Dates Section
 No School
 Half Day
 First/Last Day

Wednesday schedule 1.5 hrs. early release for students.
 LEAP = Learning Enhancement Academic Planning

Parent and Student Review

Please complete this page, remove it from this handbook and return to your classroom teacher.

I have read and reviewed the material in this handbook with my student,
_____, the Lake Washington School District and Mark Twain Elementary
School policies specific to Student Rights and Responsibilities.

Parent signature Date

Parent's printed name

Student signature Date