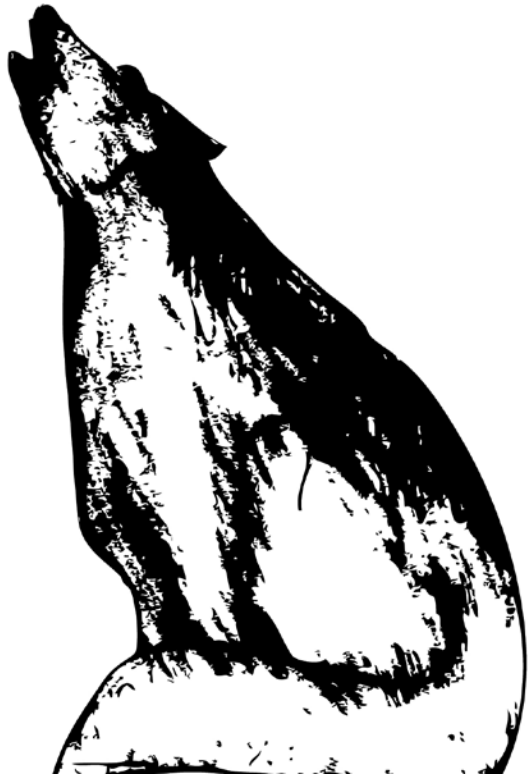


Laura Ingalls Wilder Elementary
Student/Parent Handbook 2011-2012



Wilder Elementary
22130 N.E. 133rd St.
Woodinville, WA 98077
425-936-2740
www.lwsd.org/wilder

Every Student Future Ready

*Prepared for college, prepared for the global
workplace, prepared for personal success*

Table of Contents

3	Welcome
4	Mission and Beliefs
5	School and District Contacts
6	Classroom Teachers Other Important Contacts
7	PTSA Organizational Chart
8	School Day Schedule
9	Bus Information
10	Drop-off and Pick-up Procedures
11	Attendance and Early Dismissal
14	Extracurricular Activities Volunteer Information
15	Lunch Program
16	Emergency and Safety Information
18	Home Learning Policy
19	Contacting Your Student Communicating with Staff
20	Special Education
21	Elementary School Counseling Program
22	Building Expectations
23	Playground Rules and Expectations
24	Behavior Policy
25	Dress Code Lost and Found
26	Discipline Policy
28	Lake Washington School District (LWSD) Elementary School Student Rights and Responsibilities

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. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Director of Human Resources, 16250 NE 74th Street, Redmond Washington, 98052; 425-936-1266.

Welcome to the 2011/2012 school year!

Laura Ingalls Wilder Elementary School has it all – a wonderful, well qualified staff, terrific students and super supportive PTSA. Teachers, support staff and parents team together to provide the best educational experience possible for our students.

I encourage all parents to take an active role in your child's education. Classroom teachers and the PTSA have ample opportunities for you to be involved in a variety of ways. Parent involvement and strong academic achievement go hand -in- hand.

If you have questions during the school year regarding your child's experiences at Wilder, please feel free to contact our office staff. We'll do our best to answer your questions. Together 2011-2012 is going to be a great year.

Steve Roetcisoender
Principal

Wilder Elementary
22130 N.E. 133rd Street
Woodinville, WA 98077

425-936-2740
425-702-0114 fax
www.lwsd.org/wilder

Dr. Chip Kimball
Superintendent

Nancy Bernard
Christopher Carlson
Douglas Eglington
Jackie Pendergrass
Ravi Shahani
Board of Directors



Mission and Beliefs

Mission Statement

*Every Learner a Powerful Mathematician, Effective Writer,
Responsible Citizen and Confident Reader*

Wilder Staff Beliefs

We Believe...

- all students can learn and each child is special.
- when students set goals and are responsible for their own learning and behavior they will feel successful.
- students come to school wanting to learn.
- it is important for students to learn how to learn because students learn at different rates and times.
- the student profile should determine lesson units and course plans.
- Wilder will be a safe place for students and staff.

We Believe....

- teaching is the most important profession.
- teachers need to be enthusiastic about learning and positive toward students.
- specific student's standards should determine lesson unit and course plans.
- high expectations increase student success.
- thinking skills, interpersonal skills and communications skills need to be integrated into all curriculum areas.

We Believe....

- parents need to help by holding students accountable and helping them be responsible for their own learning.
- the skills and attitudes learned in school will make the community a better place for all.
- communication between the home and school should be open, honest, and frequent.
- staff, students and parents working together will give all students the best chance to succeed.
- parents should feel welcome and involved in our school.
- input from parents and community should be part of a continuous school improvement process.
- the school and the community should work together to identify and achieve student goals.

School and District Contacts

Principal	Steve Roetcisoender	sroetcisoender@lwsd.org
Office Managers	Ann Yasui Kathy Conrad	ayasui@lwsd.org kconrad@lwsd.org
Guidance Counselor	Deb Wilson	dewilson@lwsd.org
Psychologist	Olivia Pennell	opennell@lwsd.org
Speech Therapist	Sydney Johnson	syjohnson@lwsd.org
Occupational Therapist	Bhumika Chandarana	bchandarana@lwsd.org
Physical Therapist	Liz Spinrad	espinrad@lwsd.org
Special Education	Cathy Angell	cangell@lwsd.org
Safety Net	Renee Welch	rwelch@lwsd.org
Nurse	Elaine Sheppard	esheppard@lwsd.org
Librarian	Greg Simmons	gsimmons@lwsd.org
Library I.A.	Mary Francis	mfrancis@lwsd.org
Music	Melissa Headrick	mheadrick@lwsd.org
Physical Ed.	Gary Larson	glarson@lwsd.org
Para Ed/IA	Susan Abe Lynn Chunn Cathy Dona Janice Kiehl Becky Munsell	sabe@lwsd.org lchun@lwsd.org cdona@lwsd.org jkiehl@lwsd.org bmunsell@lwsd.org
Head Custodian	Chad Lux	nlux@lwsd.org
Night Custodian	Sieng Heng	sheng@lwsd.org

Classroom Teachers

AM Kindergarten	Shahr Arfaeizadeh	sarfaeizadeh@lwsd.org
AM Kindergarten	Anna Tavener	atavener@lwsd.org
ADK	Libby Bruner	ebruner@lwsd.org
First Grade	Krista Anderson Karen Cosme	kanderson@lwsd.org kcosme@lwsd.org
Second Grade	Deb Sabourin Lori Scallan	dsabourin@lwsd.org lscallan@lwsd.org
Second/Third Grade	Terry Johnson	tjohnson@lwsd.org
Third Grade	Elizabeth Miles Cathy Nishimura	emiles@lwsd.org cnishimura@lwsd.org
Fourth Grade	Terry Peterman Melora Rouse Kristin Sigel Colleen Tiberio	tpeterman@lwsd.org mrouse@lwsd.org ksigel@lwsd.org ctiberio@lwsd.org
Fifth Grade	Julie Doherty Roxie Harewood Susan Sigmar	jdoherty@lwsd.org rharewood@lwsd.org ssigmar@lwsd.org
Sixth Grade	Melissa Scott Ryan Scott	mscott@lwsd.org rscott@lwsd.org

District Administration 425-936-1200		Other Important Numbers	
Communications	425-936-1300	24 hour Crisis Clinic	206-461-3222
Food Services	425-936-1393	24 Hour Alcohol & Drug	206-722-3700
Health Services	425-936-1170	CPS	206-721-4115
Quest (gifted ed.)	425-936-1238	Poison Control	206-526-2121
Transportation	425-936-1120	24 Hour Nurse	206-246-8773

For more school district contacts go to www.lwsd.org and click “Contact Us.”

PTSA Organizational Chart

PTSA: Parent Teacher Student Association

Co-Presidents	Heather Lund Joy Arnquist Becky Spelman	425-898-4497 425-861-8684 425-558-9231
Treasurer	Heather Cramer	425-558-7642
Secretary	Joy Glassberg	425-882-3279
Vice President of Communications	Wade Brewer	425-869-9598
Co-Vice Presidents (Enrichment)	Kristin Howard Tamara Goodwin	425-556-1277 425-861-4576
Co-Vice Presidents (Volunteers)	Peg Jatekar Jennifer Vince	425-881-0738 425-702-9889
Vice President of Legislation	Open	
Co-Vice Presidents (Ways and Means)	Deb Benton Susan Kimmerly	425-861-9361 425-497-9085

School Day Schedule

Wilder Elementary office hours: 7:30 a.m. – 4:00 p.m.

First Bell	8:55 a.m.	
School Starts	9 a.m. Students arrive at school no earlier than 8:45 a.m. Students line up outside rooms and enter at first bell – 8:55 a.m.	
Morning Recess	10:09 – 10:24 a.m. 10:24 – 10:39 a.m.	Grades 4-6 Grades K-3
Lunch Schedule	11:30 a.m. – 12 p.m. 12 –12:30 p.m. 12:30 – 1:00 p.m.	Grades 2, 3: Eat & Clean up Grades ADK, 1, 5: Eat & Clean-up Grades 4, 6: Eat & Clean-up
Lunch Recess	12 –12:30 p.m. 12:30 – 1 p.m. 1 – 1:30 p.m.	Grades 2, 3 Grades ADK, 1, 5 Grades 4, 6
Afternoon Recess	2:09 – 2:24 p.m. 2:24 – 2:39 p.m.	Grades 1-3 Grades K, 4-6
Dismissal	3:30 p.m.	

Half-Day Kindergarten Schedule	
A.M. Kindergarten	8:55 – 11:35 a.m.
Recess	10:24 – 10:39 a.m.
Wednesday A.M. Kindergarten	8:55 – 10:55 a.m.

Bus Information

Bus Riders

The bus drivers will give each child a handbook explaining the expected behavior on the bus. Questions regarding bus routes should be directed to Student Transportation at 425-936-1120.

Bus Passes

Children may, if space permits, ride home from school with another child or get off their regular bus at a different stop. Please send a signed permission note with your child giving their name, teacher, date and name of the child with whom they are to go home. Children should give the note to the teacher in the morning. The teacher will write a blue bus pass which the child will show to the bus driver. If the bus is full, the students will be refused a ride home even with a bus pass. In case of a child frequently riding a different bus, a long-term pass will be given to the bus driver.

Bus drivers are not allowed to carry children on different routes or allow them to change bus stops without a pass.

Drivers will require students to have a blue bus pass to board a bus that they are not assigned to.

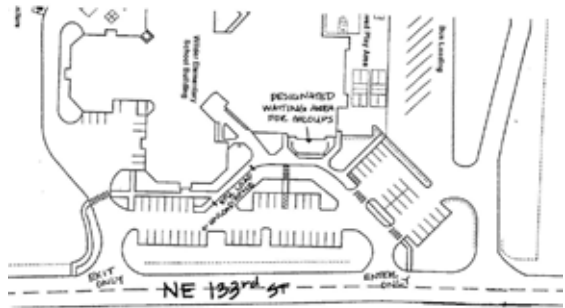
Notification of Student Behavior on the Bus

As before, the driver is to deliver ALL copies to the school office. Our safety advisor is to complete the comment section and return it to the student. The student must return the signed copy of the form to the bus driver **before** he/she will be allowed to ride the school bus. Severe infractions will lead to immediate loss of riding privileges.

Drop Off and Pick Up Procedures

Arrival and Pick Up

Parents should see that students do NOT arrive on school grounds before 8:45 a.m. and are picked up promptly at 3:30 p.m., unless attending before or after school classes or functions. Please follow the signs for entry, exit, parking, dropping off, and picking up students. Cars are not permitted behind the school or in the staff parking lot at any time.



Student Drop-Off and Pick-Up Procedures

- **Always follow the direction of the supervisors out in front assisting the students.**
- **Stay in line and no cuts.** This applies to all of you who are in the turn lane on 133rd Street. Please stay in line, wait your turn, and no cuts.
- **For safety reasons, NE 133rd Street should not be used for drop off or pick up.**
- **Encourage your child to get out of the car quickly.** Backpacks etc. should be ready to go. **If your child needs extra time** getting out of the car, please park. The drop off / pick up lane is for **QUICK** loading and unloading only.
- **Use only the load & unload zones.** Do not drop off students in the staff parking lot. Pull forward to the load/unload zone for student arrival and pick up.
- **For those of you who park and wish to leave during peak time:** Please realize that backing your car out at this time disrupts traffic flow. **The cars in the drop off/pick up lane have priority.** Please wait until traffic has cleared out to leave
- **Do not pass** in the drive thru lane.
- **If your child has not arrived out front** and other cars are loaded behind you, you will be asked to either park or loop around again.
- Any parents meeting a group of students are to **meet their groups within the brick walled area in the front.** Students are not to sit on this wall for safety reasons.
- Once you enter the parking lot area of Wilder, please refrain from using your cell phone.
- **Please follow these rules** for the safety of your child and other children.

Attendance and Early Dismissal

Attendance

Regular attendance is important to a child if he/she is to make continued progress. Research indicates there is a positive relationship between achievement and the amount of time spent in school. Tardiness and early dismissals cause disruptions for your child as well as their teachers and classmates.

We will write tardy/admit slips beginning at 9:05 a.m. per the wall clock. The principal will review a monthly report for absenteeism and tardiness issues. **At 5 tardies/absences** in a trimester or if a teacher has significant concerns, classroom teachers will be notified and asked to make contact with the families, explaining the educational impact on the student, teacher and classmates. When contact has been made, classroom teachers should notify the school counselor. At 15% tardy or absences a letter will be sent from the principal to parents indicating the continuing problem and mentioning the BECCA requirements for attendance. If there is not improvement and tardies or absences remain at 15% or greater, there will be another letter requiring parents to make an appointment with the principal. If tardiness or absenteeism continues to be an issue, a letter will be sent requesting a meeting with the LWSD BECCA representative, parent, student and principal. There may be some exceptions to this such as a student who takes a planned trip with parents.

Reporting Absences

Absentee/School Closure Hotline 425-936-2741

Please call to report absences by 9:00 a.m. and leave your child's name, teacher, date and reason for the absence or late arrival. Students arriving at school after 9:00 a.m. need to report to the office for a pass.

- The Safe Arrival Committee program notifies parents if their child has not arrived at school. Parent volunteers manage this program. If a child is absent and the school has not been notified, the volunteer will attempt to notify the parents.

Early Dismissal

Please make every effort to make medical and dental appointments outside of school hours and align vacations, excursions, etc. with school holidays. On occasion, it may be necessary to have your child dismissed from the classroom before the end of the school day. If so, please follow these steps to ensure the safety of our students.

Attendance and Early Dismissal

- Parents must come to the office and sign out their child.
- The child will be called to the office.
(Children may not wait outside for parents)
- An authorization must be signed by the parents for anyone else to withdraw students from school.
- Send a note to the teacher and office stating the dismissal time. Please do not expect a child to be sent to the office to await your arrival. Dismissal during lunch and recess hours is discouraged.

Extended Trips

Extended trips should be planned for school vacation times. If you are planning an extended trip during school, it is important to contact your child's teacher at least three days in advance. Please also contact the office so we will not include your student on the safe arrival calls. Make certain that teacher expectations regarding time/missed assignments are clear to your child. In some situations, sending practice activities home without class instruction is detrimental to student learning. This is often the case when students go on extended trips. Sometimes it is more beneficial for children to catch up after the trip than attempt to keep up while on the trip. This does not mean that learning should cease while families travel. Guided learning and the subsequent organization and communication of acquired knowledge are valuable exercises. Some teachers have learning guides that children and parents can follow while on a trip.

Vacation Homework Policy

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

The Washington attendance law, the BECCA bill, <http://www.wsipp.wa.gov/rptfiles/BeccaTruancyES.pdf> requires students by law to be in school. This law can apply to elementary school aged students when they are excessively absent even if they are excused. *Washington state law requires that all children, from age 8 to 17, attend school. This law also applies to children ages*

Attendance and Early Dismissal

6 and 7 if the parent enrolls the child in public school. Regular attendance is a major factor in determining a child's success in school and helping them to perform well academically. Although missed assignments can be made up, nothing can replace valuable in-class instruction.

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

Unexcused Absences (truancy) and the Becca Bill

Under RCW 28A.225, the Compulsory Attendance Law or Becca Bill, parents are responsible for their child's full-time attendance. If it is determined that a student is truant, the parent/guardian will be notified by phone or by mail, of the unexcused absence. If the truant behavior continues, a conference will be set to help reduce the student's unexcused absences. If unexcused absences accumulate to seven (7) unexcused absences within any 30 day period, or ten (10) unexcused absences during the school year, the student will be prosecuted for truancy at the King County Superior Court. An absence under this provision is when the student is truant for the majority of his or her class schedule.

Please let the office and your teacher know if you have any planned absences during the year.

RCW 28A.225.015 Attendance mandatory — Six or seven year olds — Unexcused absences — Petition.

(1) If a parent enrolls a child who is six or seven years of age in a public school, the child is required to attend and that parent has the responsibility to ensure the child attends for the full time that school is in session. An exception shall be made to this requirement for children whose parents formally remove them from enrollment if the child is less than eight years old and a petition has not been filed against the parent under subsection (3) of this section. The requirement to attend school under this subsection does not apply to a child enrolled in a public school part-time for the purpose of receiving ancillary services. A child required to attend school under this subsection may be temporarily excused upon the request of his or her parent for purposes agreed upon by the school district and parent.

(2) If a six or seven year-old child is required to attend public school under subsection (1) of this section and that child has unexcused absences, the public school in which the child is enrolled shall:

(a) Inform the child's custodial parent, parents, or guardian by a notice in writing or by telephone whenever the child has failed to attend school after one unexcused absence within any month during the current school year;

Attendance and Early Dismissal

(b) Request a conference or conferences with the custodial parent, parents, or guardian and child at a time reasonably convenient for all persons included for the purpose of analyzing the causes of the child's absences after two unexcused absences within any month during the current school year. If a regularly scheduled parent-teacher conference day is to take place within thirty days of the second unexcused absence, then the school district may schedule this conference on that day; and

(c) Take steps to eliminate or reduce the child's absences. These steps shall include, where appropriate, adjusting the child's school program or school or course assignment, providing more individualized or remedial instruction, offering assistance in enrolling the child in available alternative schools or programs, or assisting the parent or child to obtain supplementary services that may help eliminate or ameliorate the cause or causes for the absence from school.

(3) If a child required to attend public school under subsection (1) of this section has seven unexcused absences in a month or ten unexcused absences in a school year, the school district shall file a petition for civil action as provided in RCW 28A.225.035 against the parent of the child.

(4) This section does not require a six or seven year old child to enroll in a public or private school or to receive home-based instruction. This section only applies to six or seven year old children whose parents enroll them full time in public school and do not formally remove them from enrollment as provided in subsection (1) of this section.

Extracurricular Activities

Physical Education/Performing Arts/Band

All students in grades K-6 receive classes in music and physical education each week. Half day Kindergarten students receive music instruction. Music instruction includes vocal, rhythms, musical notation and theory. String classes are offered to students in grades 4-6 and band classes to students in 5-6. There is no charge for these programs but parents usually supply the instruments.

Volunteer Information

We have wonderful volunteers who come to help out at Wilder. Please remember that when you come to the school that you must come to the office and sign in. All volunteers must fill out an application packet to volunteer at school prior to volunteering. This application will be good for two years. Please make sure you have filled out the appropriate paperwork which is available online or through the office.

Lunch Program

Students have the opportunity to select from hot lunch, salad bar, pizza and a sandwich, or bring a lunch from home. We have an electronic meal purchasing system. Lunch money may be sent daily, or in any amount. Milk/juice may be purchased in the same way. Funds may be added to your child's account with check, cash, or credit card. VISA or MasterCard may be used as a convenient method of payment. Please phone Food Services at 425-936-1393 for details.

Pricing

- | | |
|--|---------|
| • Student lunch (Includes juice or milk) | \$2.50 |
| • Adult lunch | \$3.25 |
| • Approximate monthly price | \$50.00 |
| • Milk or juice | \$0.50 |
| • Reduced price lunch (if eligible) | \$0.40 |

Lunch Menu

A monthly menu is available on the district website or you can find the link on the Wilder website. Free and reduced price lunches are available to children from families whose income falls within eligibility guidelines. Information is sent home on the first day of school.

If you have questions, please contact the school office.

Emergency and Safety Information

School Closures and Delays

The quickest way to get the latest information regarding changes in the school schedule that might be caused by snow, power outage, or another type of emergency is to go to www.lwsd.org. There is also a link to this site from the Wilder website under school delay information.

Procedures to Follow in Case of Emergency

First and foremost do not call the school! There are district procedures for informing the public via radio and television. An over abundance of calls can also totally shut down the phone system. Remember that the staff and kids have practiced their drills and know what to do.

Secondly, if you go directly to the school to find your child(ren), remember that there are also a few other parents with the same thing on their agenda. There is a strict procedure for signing out your child(ren) and it is for the welfare of your child(ren) that this procedure is in place.

Getting to School After an Emergency

The parking lot will be closed off to allow access only for emergency vehicles. If you live close, please walk. Traffic will be congested. If you drive, please be courteous, park where there is space. Please try and stay calm. If it's a city-wide emergency it may be safest for you to remain where you are. Roads and bridges may be damaged. Power lines may be down. Please use your judgment.

Pick-up Procedures

- If you are already at the school or arrive before things are set up, please find your children and stay with them until we are set up – VERY important you do not leave without signing out your children
- Pick up Children/Go Home
- Go to the student request station in front of the school.
- Fill out a student release form for each child.
- The school representative will verify you are authorized for the children you request.
- A runner will be sent to get your children.
- Move to the student reunion station.

Accidents or Illness at School

When children become ill or are injured at school, parents are contacted. Wilder has a health room, including a cot, where a sick child can wait until parents arrive. When a child is sick or injured it is important that they are

Emergency and Safety Information

picked up as soon as possible. Please be sure the school has the telephone number of a nearby friend or relative that could come for your child quickly, if you cannot be reached. Please update your work numbers and emergency numbers when they change.

Medication

According to state law (RCW 28a.31 CH. 195) passed in 1982, any medication, including non-prescription medication, to be administered to a student by an employee must be requested and authorized in writing by: a) a parent or legal guardian AND b) a physician or dentist. Form 4023 is used for this purpose and is available in the school office. For students' safety, it is important that all medication be kept in the school office and administered by an employee and not by the student in the classroom.

Bicycles, Skateboards, Scooters, Roller Blades

Students in grades 4-6 may ride their bicycles to school. We require that each bicycle owner file an application for permission to ride a bike to school. Bicycle riders are required to obey a list of rules printed in the application. Please work with your child to ensure that these rules are obeyed. Bicycle helmets are required. We reserve the right to withdraw the privilege of riding a bike to school if the rules are disobeyed. Because of safety and liability concerns, Lake Washington School District does not allow skateboards, scooters, or roller blades on school grounds.

Safety Patrol

Most of the students at Wilder ride a school bus. However, there are a number of students who walk, ride bicycles, or are driven by parents to and from school each day. Please respect the safety patrols and follow their directions on the school campus.

Mrs. Harewood, our safety advisor, supervises a group of 5th and 6th grade students who serve as members of the Safety Patrol. The following are the requirements for being on Safety Patrol:

- You must have parent permission.
- An official permission slip must be submitted to Mrs. Harewood.
- You must attend all bimonthly meetings.
- You must show appropriate behaviors at all times (in class, recess, specialist, on the bus or anywhere on school grounds.)
- You must be on time.
- You must wear appropriate clothing for the weather.
- A total of three poor choices will relieve you of your patrol duties (unexcused absences, c-slips, bus tickets or any combination of three.)

Home Learning Policy

In conjunction with School Learning, which takes place in the classroom, Home Learning is the continuation of that process outside of school. Home Learning is most effective for your child when:

- There is a designated time period to complete work.
- There is a specific place where students may work.
- There are no distractions such as television music, phone, or sibling interruptions.
- There is an established routine.

A Home Learning task is designed to accomplish one or more of the following:

- To extend learning that has taken place at school
- To complete unfinished work
- To practice concepts or processes already taught
- To prepare for a test
- To work on an ongoing project
- To work on an independent study which the student will share with others
- To share learning with a parent or family member
- To provide enrichment

There are many benefits to Home Learning, but there are some things that it definitely is NOT: It is not a substitute for instruction; however, the completion of some home learning may be critical to school learning the following day.

- It is not busy work given to keep students occupied during the evening.
- It is not punishment.
- It is not excessive. Short, frequent practice sessions are most effective.

Among different grade levels and teachers there will be varied and individual approaches to Home Learning. As a general rule, ten minutes per grade year should be spent on Home Learning. (Example: 2nd grade would do about 20 minutes, 4th grade about 40 minutes, 6th grade about 60 minutes per night.)

One common desire of parents is to see their child challenged and enriched. Although Home Learning can provide this, it may not always parallel parents' expectations.

Contacting Your Student

Please limit messages to students to emergencies only and understand that our staff cannot be responsible for notifying children of changes in plans and schedules. Messages to students are difficult to deliver accurately and are a disruption to the classroom. Last minute phone calls (3:20-3:30) are very difficult to deliver to the classrooms, as this is an extremely busy time for our office. Messages should be called in prior to this time as we cannot guarantee last minute messages to be effectively communicated to your child.

Use of School Telephone

Students will be limited in use of the telephone to calls of an emergency nature or pertaining to school business. To use the telephone, students must have an office pass from their teacher.

Communicating with Staff

Communication is an essential part of the partnership between home and school. We have established the following ways to help this process.

- Email
- Classroom newsletters
- Constant Contact
- Curriculum night
- Parent coffee hours
- Phone calls
- Personal notes
- Conferences
- Open house

Our goal is to keep parents informed and involved in their children's education. If you have any questions or suggestions, please call your child's teacher at 425-936-2740 or send a note.

Special Education

The special education teacher serves students who qualify for one of the Special Service Programs. The programs available at our school are: Special Education and District Remediation. Wilder Elementary is an inclusive school where students receive services within the regular classroom. It is our belief that some students also benefit from individual or small group instruction. Teachers and support staff collaborate to meet these individual needs.

What is the guidance team?

The Guidance Team meets once a week to discuss any concerns regarding a student. These concerns may be generated by teachers, counselors, parents, or administration. The team decides what interventions, if any, should be implemented. If interventions are not effective, further assessment will be recommended to determine if special education services are needed.

Who is on the guidance team?

The Guidance Team is comprised of a regular education teacher, special education teacher, administrator, a psychologist, a nurse, a counselor, a speech and language pathologist, an occupational therapist, and a physical therapist, as needed.

How does a parent refer their child to the guidance team?

A referral can come directly from a parent or classroom teacher. Wilder's guidance team members are:

- Steve Roetcisoender, Principal
- Deb Wilson, Counselor
- Olivia Pennell, School Psychologist
- Sydney Johnson, Speech and Language Pathologist
- Cathy Angell, Special Education Teacher
- Elaine Sheppard, Nurse
- Student's classroom teacher

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 Lake Washington School District and are currently not receiving special education services. Child Find services are conducted throughout the year in Lake Washington School District through the guidance team process.

If you have a child, (age birth to 21) and are concerned about his/her 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 Willows Special Services 425-936-1170 (birth through preschool) and request Child Find information.

LWSD Psychologist's Role and Services

The Lake Washington School District psychologist is an Education Staff Associate (ESA) and state certified psychologist. The role of the school psychologist is a specialty within the profession of psychology which focuses on the psycho educational development of individuals, their abilities and potentials and the social-emotional, cultural and environmental factors which influence the learning and adjustment process. The school psychologist applies the knowledge base accumulated about psychology to serve the mental health and educational needs of all children with special needs. The school psychologist generally provides the following services:

1. Consultation
2. Psychological and psycho educational assessment
3. Counseling, behavior management and other interventions
4. Research

Elementary School Counseling Program

The LWSD counselor is an Education Staff Associate (ESA) and state certified school counselor. The role of an elementary school counselor involves working with students, staff and parents. The counseling program is a part of the total school program and complements students' learning in the classroom. It is a child-centered, preventative and developmental. The school counselor generally provides the following services:

- Classroom guidance lessons
- Consultation
- Conducting small groups dealing with a variety of topics such as: conflict resolution, problem solving, refusal skills, friendship issues, and other topics as needed.

Building Expectations

Students are expected to:

1. Show respect for self and others:

- Follow adult directions promptly without verbal or physical exchange.
- Follow all classroom rules.
- Try to solve own peer conflicts.
- Use appropriate language (no verbal abuse or negative language/gestures).
- Keep hands and feet to self (spitting & using objects to harm others is not permitted).
- Respect school property and property of others.

2. Be safe:

- Walk in the classrooms, breezeways, and courtyards.
- Follow the directions of safety patrols.
- Arrive at school after 8:45 am (no supervisor on grounds until then)
- Use all equipment appropriately.

3. Be courteous:

- Arrive at school on time.
- Treat others the way you would like to be treated.
- Dress appropriately for school.
- Use quiet voices in classrooms, hallways, lunchroom and courtyards.

4. The following items are not allowed at school:

- hard balls
- roller blades
- laser pointers
- super balls
- whistles
- baseball bats
- skateboards
- electronic item
- toy weapons
- scooters

Personal items including toys and play equipment need to be left at home and enjoyed there. The school is not responsible for lost or stolen items.

No Electronic Devices Allowed

Electronic devices are not allowed except with special permission. The reasons are because we cannot control what the students are listening to, loss or theft of devices, and safety in general. Since we do not allow any electronic devices at school, this policy carries over to the buses as well. Cell phones are an exception. Some parents feel this is a safety issue for their students. Students are allowed to carry cell phones in their backpacks but the cell phones must remain in the backpacks during school hours. Cell phones must be off during the school day and only used after hours. Students are to use school phones during the school day and only with staff permission. We ask your cooperation with this issue.

Playground Rules & Expectations

The playground is for fun and exercise. Each student at Wilder has a right to have fun and be safe on the playground. That is why each student needs to know and obey the rules.

Students can play:

- tetherball, basketball, four square, hopscotch, and jump rope on the blacktop. Wall ball games are played in the covered areas only.
- football, soccer, kickball, whiffle ball, and tag on the fields only.
- with equipment from home. It must be labeled, shared, and recess rules must be followed.
- safely on all equipment.

Students must:

- have a pass to enter the building from recess.
- stop playing when the recess bell rings, return all recess equipment to the carts, and lineup.
- **WALK** to and from recess.
- remain in the upright or sitting position at all times

Students may not:

- go outside designated playground boundaries.
- use inappropriate language.
- fight or play fight.
- pick up or throw anything from the ground, bushes, or trees.
- play tag in the Big Toy or Ring areas, or on the blacktop.
- sit on top of the monkey bars or climbing wall.
- pick up other students.
- take food or gum out of the building.
- bring any toys with batteries or electronic equipment. If your child must carry a cell phone, it must remain in the student's backpack. Cell phones are not to be used during school hours.
- bring more than (10) trading cards. Cards are not to be sold or traded.
- participate in games or activities that are unsafe i.e. dodge ball, red rover and rolling or sliding down the hills.

If students have questions about the guidelines, they need to ask a recess teacher.

Park It Program: Students who are unable to follow the rules will be asked to “park it.” This will give the student a brief time to calm down and reflect on appropriate playground behavior.

Ball Bin: Balls not returned to bins are put in “time out” for the rest of the week.

Behavior Policy

Beliefs

We believe that:

- people who are honored, valued and respected will learn to honor, value and respect others.
- when students are responsible for their own learning and behavior, they will feel successful.
- staff, teachers, and parents need to help children be accountable and responsible for their learning at home and school.

Expectations

To uphold these beliefs, four basic expectations will be taught, modeled, and reinforced:

1. Be on time. Arrive to school on time and be punctual throughout the day.
2. Be Prepared. Be responsible by bringing necessary materials to school and having homework completed. Be ready to actively participate in your learning.
3. Do your best. Strive for your personal best. Pay attention and ask for help when needed.
4. Respect self and others. Respect diversity and differences. Be polite. Be safe. Be respectful of adults and peers. Respect the rights, well-being, and property of self and others.

Consequences:

For every expectation, achieved or not achieved, there is a consequence.

Natural Consequences: Natural Consequences are the logical result of behavior. They may be the result of appropriate or inappropriate behavior.

Dress Code

The Wilder staff would like all of our students to be in a safe environment that encourages learning. Appropriate clothing is part of that environment. We believe the way students look reflects their attitude towards school and themselves. We do expect all students to dress and groom themselves neatly and appropriately. They should be proud of the way they look when they come to school.

A clean, neat appearance is primary. We do insist on the following dress rules:

1. Any clothing that is identified with gangs or gang type of behaviors is forbidden. Pants must be belted at the waist and fit appropriately. No gang slogans or pictures will be allowed on hats or shirts.
2. Clothing needs to adequately cover students. No ripped clothing, oversized tank shirts, spaghetti straps, tight fitting clothes or bare midriffs are allowed. Skirts or dresses should be an appropriate length. Short shorts are not allowed. The hem of the shorts should be touching the fingertips when the arms are hanging down by your side at a standing position.
3. Students may not wear flip flops due to safety reasons.
4. Students may not wear shirts with suggestive slogans, foul language, pictures related to drugs, alcohol, weapons or gangs.
5. Students may not wear hats in the building.

Lost and Found

A “Lost and Found” is maintained in the hall next to the office. Any articles remaining unclaimed after parent conferences in fall, winter and the school closure in June will be given to charitable organizations. Please be sure that all articles of clothing and other items are marked with your student’s name. The school district, by law, cannot pay for lost or stolen personal possessions of students, such as watches, musical instruments, etc.

Discipline Policy

Staff and students address discipline in two places: within the classroom and outside the classroom in common areas. While the classroom teacher is the primary supervisor of a student's behavior and will most often initiate the discipline process, all staff members serve in that capacity. In extreme cases, the building administrators, their designee, and/or the Guidance Team will be involved. If inappropriate behaviors occur, the discipline process follows these steps:

Classroom

1. Behavior Reflection Form: Should a student have difficulty meeting expectations in the classroom, the Behavior Reflection Form will be completed by the student at school. This must occur before the student's next recess. It will state the inappropriate behavior, the child's understanding of the appropriate behavior, and wiser choices that can be made. Parents will be notified by phone and natural consequences may be included. Behavior Reflection Forms may also become the basis for a School Behavior Contract. Step 1 in this process may be replaced with a teacher designed management system for behavior improvement. The teacher's plan will be documented and communicated to the student's parent(s).

2. School Behavior Contracts: Should a student continue inappropriate behavior, a teacher management system will be followed by a School Behavior Contract. A School Behavior Contract formally clarifies a child's expected behavior and states consequences for inappropriate behavior. The School Behavior Contract requires the approval of the Building Administrator. When a School Behavior contract is adopted parents will:

- A. Be notified and given the opportunity for input.
- B. Be requested to acknowledge the contract.

3. Behavior Plan: Should the student be unable to fulfill the School Behavior Contract, a Behavior Plan will be written based on the recommendation of the Guidance Team. It will follow the Lake Washington School District's guidelines for a Behavior Plan. When a Behavior Plan is to be considered by the Guidance Team, parents will be notified in advance.

Common Areas

Wilder Consequence Slips

Consequence slips will be issued in common areas by recess teachers and staff for inappropriate behavior. Copies will be sent to the classroom teacher and parents. Natural consequences, loss of privileges, detention, or suspension may accompany consequence slips.

Note: Students will be given a fresh start at the beginning of each grading period.

First Consequence Slip:

1. Staff member fills out consequence slip.
2. Classroom teacher and principal informed by issuing staff person.
3. Classroom teacher will re-teach appropriate behavior to the student.
4. Student/principal or designee notifies parent by phone after receiving consequence slip.
5. Parent discusses consequence slip with child, signs and returns it to teacher the next day.
6. Immediate loss of the next lunch recess (location determined by classroom teacher).

Second Consequence Slip:

1. Same as steps 1-5 above - plus
2. Student loses next (2) lunch recesses.

Third Consequence Slip:

1. Same as steps 1-5 above - plus
2. Student loses next three lunch recesses
3. Possible half-day in-house suspension the following day.
4. The principal will contact the parents to discuss student's behavior.

Fourth Consequence Slip

1. Same as steps 1-5 above - plus
2. Possible behavior plan for student.
3. Possible in-house or out of school suspension.

Bus Tickets

If a student receives three bus conduct tickets, the student may lose riding privileges.

Note: Further slips will result in a consequence to be determined by the Building Administrators or their designee.

Extreme Behavior

In the case of extreme behavior when a student seriously endangers others physically and emotionally, blatantly disregards another's diversity, willfully endangers or steals property, or seriously challenges the authority of the staff, or the principal, suspension will seriously be considered. Parents will be notified and a suspension will be followed by a principal/teacher/student conference and the immediate implementation of a Behavior Plan. Examples: pantsing, pulling the fire alarm, defacing school property, etc.

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

LWSD Elementary School Student Rights & Responsibilities

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 inter-

LWSD Elementary School Student Rights & Responsibilities

vention 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

LWSD Elementary School Student Rights & Responsibilities

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

LWSD Elementary School Student Rights & Responsibilities

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.

LWSD Elementary School Student Rights & Responsibilities

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

LWSD Elementary School Student Rights & Responsibilities

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.

LWSD Elementary School Student Rights & Responsibilities

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
Disruptive Conduct/ Behavior	Behavior that materially or substantially interferes with or is detrimental to the orderly operation of school, school-sponsored events or any other aspect of the educational process. Behavior or activities occurring off-campus that cause or threaten to cause a substantial disruption to the educational process on campus or impinge on the rights of the students or staff at school may be subject to discipline.	1st offense* • EE/STS/LTS

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
<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

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Firearms	Possession, threat to use, or use of a firearm. The District has a policy of no tolerance for firearms.	<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

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Illegal Acts	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.	1st Offense* • EE/STS/LTS • Police Contact
Other Weapons, Explosives, and Dangerous Items	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.	1st Offense* • EE/STS/LTS • Police Contact OR • Possible lesser corrective action based on particular facts and circumstances.

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Sexual Harassment	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.	1st Offense* • Conflict Mediation and/or EE/STS/LTS/Police Contact
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 • EE/STS/LTS/Police Contact 2nd Offense • EE/LTS/Police Contact

LWSD Elementary School Student Rights & Responsibilities

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 • Police 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/Report 2nd offense <ul style="list-style-type: none"> • EE/LTS, Police Contact/Report

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
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.	<p>1st Offense</p> <ul style="list-style-type: none"> • EE/STS/LTS/Police Contact • Parent Contact <p>2nd Offense</p> <ul style="list-style-type: none"> • EE/LTS/Police Contact • Parent Contact
Dress Code	Student dress shall be conducive to the educational environment. A health or safety hazard shall not be presented by the student's dress or appearance; damage to school property shall not result from the student's dress; the student's dress or appearance shall not create material and substantial disruption of the educational process at the school. Student dress shall not be gang-related, nor may it promote illegal activity or activity that violates school regulations.	<p>1st Offense*</p> <ul style="list-style-type: none"> • Change Clothes/Parent Contact/EE/STS/LTS

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Endangerment of Others	A student shall not act in a manner that endangers student, staff, or community members.	1st Offense* • EE/STS/LTS/ Police Contact
Extortion/ Blackmail & Coercion	A student shall not extort or attempt to extort any item, information or money.	1st offense • EE/STS/LTS 2nd offense • EE/LTS
Fighting	A student shall not engage in or provoke physical altercation involving anger or hostility. This includes instigating a fight, arranging or contributing to the likelihood of a fight developing, including recording and/or distributing images of the fight.	1st Offense • EE/STS/LTS/ Mediation 2nd Offense • EE/LTS
Forgery	A student shall not engage in copying, plagiarizing, falsifying materials, signatures and/or other information or objects.	1st offense* • Parent contact • EE/STS/LTS
Gambling	A student shall not engage in games of chance which involve the exchange of money or other items, or stake or risk money or anything of value on the outcome of something involving chance. A student shall not encourage or coerce other students to gamble.	1st Offense • EE/STS • Confiscation of gambling items (e.g. cards, dice, etc.) • 2nd Offense • EE/LTS

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
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

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
Lying	Telling or writing untruths.	1st Offense • STS 2nd Offense • STS/LTS
Multiple/ Accumulated Offenses	A student may be disciplined for the commission of multiple or accumulated offenses.	1st Offense • STS 2nd Offense • 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* • EE/STS/LTS/ Police Contact

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
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

LWSD Elementary School Student Rights & Responsibilities

Violation	Definition	Consequence *subsequent offenses will incur equal or greater consequences
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.

LWSD Elementary School Student Rights & Responsibilities

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.

LWSD Elementary School Student Rights & Responsibilities

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

LWSD Elementary School Student Rights & Responsibilities

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.

LWSD Elementary School Student Rights & Responsibilities

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.

LWSD Elementary School Student Rights & Responsibilities

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

LWSD Elementary School Student Rights & Responsibilities

- 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.

LWSD Elementary School Student Rights & Responsibilities

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.

